

## **EXERCISE REMEMBER OUR FALLEN**

### **SITUATION**

1. 205 Collishaw Royal Canadian Air Cadet Squadron, 136 Amphion Royal Canadian Sea Cadet Corp, and 2422 Canadian Scottish Regiment (Princess Mary's) Army Cadet Corp has been formally invited by Royal Canadian Legion Branch 256 to participate in a Vigil ceremony and Candlelight Ceremony in honor of Remembrance Day.

### **MISSION**

2. To conduct a vigil on the Nanaimo Cenotaph to honor our fallen soldiers and our veterans for the sacrifices they gave so we have our freedom.

### **EXECUTION**

3. Concept of Operations:

- a) 205 Collishaw Squadron, 136 Amphion, and 2422 Army Cadets will stand vigil on the cenotaph from 0930 hrs, 10 November 2024 to 1200 hrs on the 11 November 2024.

4. Grouping and Taskings:

- a) Four cadets from each Squadron/Corps will stand vigil on the cenotaph for the 24-hour period.
- b) All remaining cadets will be in the St. Paul's Anglican Church Hall.
- c) During the 24-hour vigil, there must be at minimum 3 staff members, one of which must be a female and 1 which must be a male. (Two in St. Paul's Anglican Church and 1 at the Cenotaph)
- d) The opening parade will consist of all cadets forming up for the lowering of the flags at 11:00hrs on the 10<sup>th</sup> Nov. We will require 2 cadets to lower flags and the first 4 cadets on the cenotaph.
- e) One cadet will deliver the "In Flanders Field" poem.
- f) Two cadets will be requested to speak at the Candlelight Ceremony.

5. Coordinating Instructions:
- a) All timings will be based on local time. Timing will commence at 0930 on 10 Nov 2024 and will finish after closing parade on the 11 Nov 2024 (approx. 12:00). For detailed timings refer to Annex C.
6. Control measures:
- a) Cadets shall not leave the St. Paul's Anglican Church area unless accompanied by an officer or volunteer.
  - b) Commissionaires will be present during most of the dark hours overnight for security.
  - c) Mobile lighting has been provided by Robinson Rentals to light up the outer dark areas for security.
  - d) In case of fire, the parade square will make their way back to the church hall.

### **Service Support**

7. Equipment and tools: see Annex D.
8. Transport arrangements:
- a) Staff and volunteers will arrive using their own vehicles,
  - b) Cadets will arrive and depart by their own pre-arranged means.
9. Medical arrangements:
- a) In cases where first-aid treatment is required, it will be administered by qualified staff.
  - b) In cases where intensive treatment is required, it will be administered by the local hospital, and
  - c) In the instance a cadet is injured, their emergency contact will be notified immediately.

Capt David Ruel	205 Air Sqn	250-802-1650

10. Rations and water.
- a) Meals to be determined.

## COMMAND AND SIGNALS

### 11. Command:

- a) Capt David Ruel is the CO 205 Collishaw Sqn;
- b) Lt(N) D Grant is the CO 136 Amphion Corp;
- c) Capt V Stuart is the CO 2422 Army Corp;
- d) Capt D Ruel of 205 Collishaw Air Sqn is the OPI;
- e) CO's or delegates of participating units will oversee their own cadets

### Annexes

- Annex A: Cadet Permission Form
- Annex B: Cadet Kit List
- Annex C: Timings and Schedule
- Annex D: Equipment and Tools
- Annex E: Cenotaph Map
- Annex F: Emergency Response Plan



22 October 2024

Dear Parents/Guardians

205 SQN, 136 Corp, and 2422 Corp  
VIGIL AT THE NANAIMO CENOTAPH - 10/11 NOVEMBER 2024

205 Collishaw Air Cadet Squadron, 136 Amphion Sea Cadet Corp, and 2422 Army Cadet Corp will be holding its 3<sup>rd</sup> Annual Vigil at the Nanaimo Cenotaph. The cadets who wish to pay their respects to members of the Armed Forces will stand vigil on the cenotaph. The shift at the Nanaimo Cenotaph will be as follows:

09:30 hrs 10 November 2024 – 11:00 hrs 11 November 2024

**Cadets are to meet at St. Paul's Anglican Church downstairs hall, doors on Chapel St. Please bring your own snacks. Refreshments will be provided as well as soup and chilli. Cadets are to be in full uniform for their vigil. Cadets will be always supervised by staff. Cadets do not have to stay for the entire Vigil and are welcome to show up when they are able and stay as long as they can. They are welcome to stay from start to finish as well. Thank you in advance for your support of this activity.**

D. Ruel  
Captain  
Commanding Officer  
205 Collishaw Royal Canadian Air Cadet Squadron

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**Return this portion to 205 Squadron**

I hereby give permission for Cadet \_\_\_\_\_  
to participate in the vigil at the Nanaimo Cenotaph.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

## **Annex B**

## **KIT LIST FOR VIGIL**

Dress for the Remembrance Day ceremony is C-1 Ceremonial Dress.

Please ensure that your name is inside of all clothing/uniform items. This is especially required for parkas and wedges.

1. Wedge, Beret, White Top
2. Tunic with medals
3. Shirt
4. Tie
5. Pants/belt
6. Socks
7. Boots
8. Warm underwear
9. Gloves, Black
10. Parka with liner
11. Toque
12. Board games, card games etc.

- The sqn will not be responsible for any item that is brought to this event. All electronic devices (including xbox's and tv's) are the individuals' responsibility.

13. Hot Chocolate will be available – please bring a personal mug w/ your name on it.

All cadets not yet in uniform will wear dark pants, dress shirt, good shoes and appropriate cold weather gear when required.

## Annex C

### 10 November 2024

- 09:30
  - cadet/staff arrival
  - drop off personal gear
- 09:45
  - prepare rifles for parade (identify first 4 cadets on cenotaph)
  - liaise with Legion members for opening parade
  - Ensure flag poles are unlocked
- 10:50
  - all cadets' form up in St. Paul's parking lot
  - two cadets cover off flag poles
  - cenotaph party is formed up and ready
- 10:55
  - cadets will be marched out to the front of the cenotaph
- 10:58
  - cenotaph party is on the cenotaph at "Attention"
- 11:00
  - cenotaph party "Rest On Arms – Reverse"
  - flag party start to lower flags (1/2 way), Canadian Flag last
  - Sqn cadet commander/Officer brings Sqn to Attention and commands the unit to Salute
  - "In Flanders Field" is read
- 11:10
  - cadets are marched back to St. Paul's and dismissed to the hall
  - Flags are tied off and secured
- 11:20
  - first change of the cenotaph party carried out.
- 19:45
  - All cadets form up to march to Cenotaph for Candlelight Ceremony
- 19:55
  - Formed up cadets march to the Cenotaph
- 20:00
  - Candlelight Ceremony
- 20:20
  - Cadets march back to St. Paul's Anglican Church

### 11 November 2024

- 08:00
  - clean-up of St. Paul's. All personal gear/kit must be picked up and removed from St. Paul's main hall.
- 09:00
  - cadets performing Remembrance Day duties elsewhere are dismissed.
- 10:30
  - form up
- 10:55
  - final change of cenotaph party
- 12-13:00
  - dismissal

## Annex D – Equipment and Tools

### Flags:

- 205 Sqn will carry the Air Cadet Ensign and their Sqn Banner. All other participants will carry their own unit flags/banners for the Remembrance Day parade as well as the opening Vigil Parade.
- All cadets carrying a flag will have white gloves, lanyards and belts.
- All units are responsible for their own carriers, whites etc.

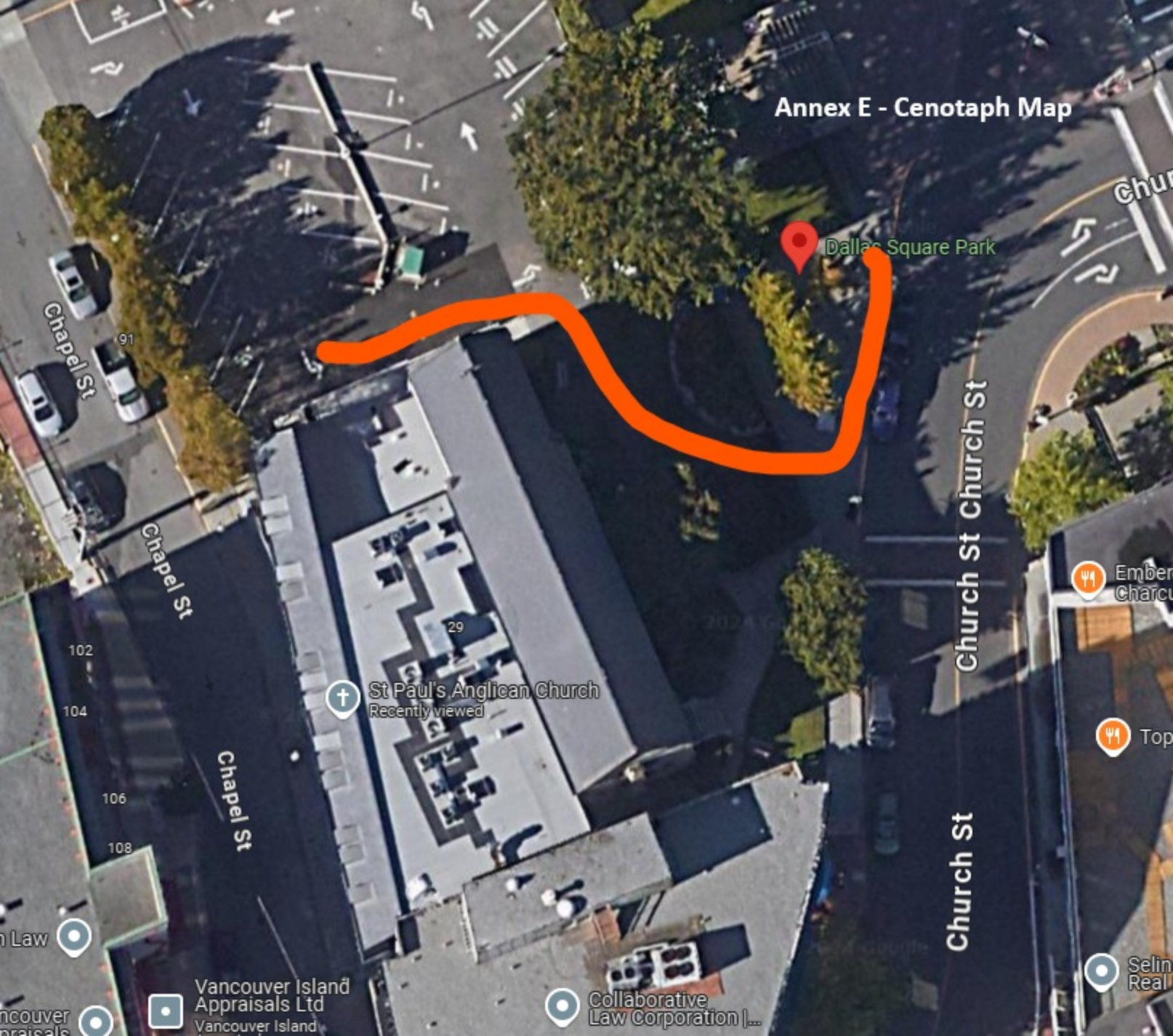
### Rifles:

- 12 DP rifles are required, 4 on the cenotaph, 4 for the next shift and 4 will remain inside St. Paul's main hall for practice. 205 Sqn will supply 6 drill rifles. 136 Corp will supply the other 6 drill rifles.

### Communication:

- 205 Sqn will provide two-way walkie-talkies for comms between the staff inside St. Paul's and the staff member at the cenotaph

## Annex E - Cenotaph Map





# SITE EMERGENCY RESPONSE PLAN TEMPLATE

## Regional Cadet Support Unit (Pacific)

General Site Information	
Location Name	St. Paul's Anglican Church
Location Physical Address	100 Chapel St, Nanaimo, BC V9R 5H2
Hyperlink to Geo-Pin (Google Map site location)	<a href="https://maps.app.goo.gl/vLpCer4ixzeuQjCN8">https://maps.app.goo.gl/vLpCer4ixzeuQjCN8</a>
Location Type	Other
Location Contact Person Name	David Ruel
Location Contact Person Phone Number	250.802.1650
Location Contact Person Email	David.Ruel@cadets.gc.ca
Cellular Coverage	<input checked="" type="checkbox"/> Strong <input type="checkbox"/> Weak / Spotty <input type="checkbox"/> None
Landline Available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is 9-1-1 Available at the Site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Activity Specific Information	
Activity Name	205 LHQ & training facilities.
Officer in Charge (OIC)	Name: David Ruel      Phone: 250-802-1650
First Aid Officer	Name: Geoff Bough      Level of First Aid: Standard First Aid
Specialist Instructor	Specialist Required as per Interim Activity Safety Directive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Instructor Name: Click or tap here to enter text. Qualification: Choose an item.      Qualification Current: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes: Click or tap here to enter text.
Medical Information	

Site Within 30 Minutes of Medical Services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Closest Medical Facility	Name: Nanaimo Regional General Hospital                      Phone: +1250-755-7691 Address: 1200 Dufferin Crescent, Nanaimo, BC V9S 2B7                      Travel Time: 7 min ER Hours: 24/7	
Alternate Medical Facility (if required)	Name: Click or tap here to enter text.                      Phone: Click or tap here to enter text. Address: Click or tap here to enter text.                      Travel Time: Click or tap here to enter text. ER Hours: Click or tap here to enter text.	
Has a routing map from the activity location to the hospital or physician services been provided to staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Cadet Participation Limitations		
OIC has reviewed medical validations to ensure that all cadets have a current, valid medicals and are able to participate in the training.	<input checked="" type="checkbox"/> Yes	
If travel time to medical services is in excess of 30 min, OIC has confirmed that participating cadets do not have the PL “must be within 30 minutes of physician services”	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
OIC has confirmed cadets who require epinephrine auto-injectors will bring at least two (2), one carried by the cadet at all times and the other will be held by the supervisor and returned at the end of the activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Emergency Contact Information		
Service	Emergency Number	Non-Emergency
Police	911	(250) 754-2345
Fire	911	(250) 754-2345
Ambulance	911	N/A

Local Search & Rescue	(250) 591-3336
Coast Guard	1-800-567-5111 or *16 or #727
Poison Control	1-800-567-8911 or <a href="http://www.dpic.org/">http://www.dpic.org/</a>
Wildfire	1-800-663-5555 or *5555 or <a href="https://wildfiresituation.nrs.gov.bc.ca/map">https://wildfiresituation.nrs.gov.bc.ca/map</a>
Kids Help Phone	1-800-668-6868 or text 686868 or <a href="https://kidshelpphone.ca/">https://kidshelpphone.ca/</a>
Mental Health Resources	Canadian Forces Member Assistance Program 1-800-268-7708 Suicide Crisis Helpline 988 / Mental health hotline 211
ROCC	250-532-1843 or <a href="mailto:Pac-ROCC-CRCO@forces.gc.ca">Pac-ROCC-CRCO@forces.gc.ca</a>
Local Staff Contacts	Click or tap here to enter text.
CAF (range control / Ops / MPs)	Click or tap here to enter text.
Area OC	Vancouver Island Area: Maj Ennis 250-888-1343 Lower Mainland Area: Maj Gee 604-376-1190 Interior Area: Maj Winkelaar 250- 307-2194
RCSU DCO	Maj R. Fisher 250-508-7572
RCSU CO	Cdr P. McHale 250-213-5881

### Comments / Additional Information

#### Priorities During an Emergency

1. During an emergency, many different aspects of the situation will come into play and require attention. It is important that leaders making decisions focus their efforts and implement resources toward the following goals (listed in priority order):
  - a. preventing loss of life;
  - b. minimizing injury;
  - c. minimizing damage to equipment and property; and
  - d. continuity of training.

#### Immediate Emergency Procedures

2. The following steps, which are common to all emergencies, shall be taken by leaders in the event of an emergency:
  - a. 1 - Declare the Emergency: It is essential that a leadership decision is made that an emergency is occurring. By doing so, staff, priorities, and resources can be re- focused toward mitigating the threat. This does not mean that an emergency needs to be made public or broadcasted to all members, but it does require that key members be aware of the emergency and be prepared to act accordingly.

b. 2 - Remain Calm: Do not panic. In an emergency, everyone will be focused on the leader. Panic will only make an emergency worse and prevent / impact efforts that are being made to rectify the situation. Take the time to calm down.

c. 3 - Establish Communication: Communication is essential for any plan to be successful. Implementation of an ERP without communication with all essential members will be futile. Although it is probable that communication will already be established, if it is not, take immediate action with the resources available to make communication possible.

d. 4 - Enact the Plan: Communicate and put in action the provisions in the ERP.

e. 5 - Notify the Regional Cadet Operations Centre (ROCC): The ROCC duty cell number is 250-532-1843 and monitors Pac-ROCC-CRCCO@forces.gc.ca email address. The ROCC will provide further support and resources, if required. It is essential that communication is made so that they can enact other provisions as they become necessary. The activity OPI/OIC or designate is responsible to contact the chain of command via Immediate Notification Requirement (INR).

#### Immediate Notification Requirements (INR)

3. It is important that the ROCC is made aware of incidences and potential emergencies. Immediate notification means that it cannot wait until the morning or later that day and must be made without delay.
4. INR submissions shall be transmitted by phone by contacting the ROCC (250-532-1843).
5. Any incident categorized as severe or higher must be made by phone call. For any incident categorized as severe or higher, if communication cannot be made with the next level within the chain of command for any reason, you are to notify the next higher level in the chain of command; if no response at the next level continue to go higher until response is obtained.

#### Significant Incident Reports (SIR)

6. If the information received through an INR requires the submission of an SIR, as per Natl CJCR 1001-01, the responsibility to submit the initial draft of the SIR by J3 Ops O.
7. All SIRs are to be sent up through the ROCC to the CO.
8. Examples of when an SIR is required is as follows:
  - a. death of a Canadian Armed Forces (CAF) member, cadet, Civilian Instructor (CI), civilian volunteer (CV), or League member which occurred during a cadet activity or when the circumstances are such as to give rise to public comment;
  - b. any actions by or against cadets, CAF members, Department of National Defense (DND) employees, CIs, CV, or League members resulting in an investigation by a military or civilian police agency which may affect their suitability for continued membership in the CCO or a League, employment with DND, or service with the CAF;
  - c. any incident which occurred during a cadet activity that may give rise to public comment;
  - d. an injury to or an illness of a CAF member, cadet, CI, civilian volunteer, or League member which occurred during a cadet activity and when the circumstances are such as to give rise to public comment; and

e. damage or theft to League / sponsor equipment or property that may impact a cadet activity or result in a claim being submitted against the Crown, police investigation or charges / remedial measures against cadets or adults which may give rise to public comment.

9. Submission of an SIR should not be delayed due to lack of information. An SIR should be submitted promptly, and if required an update can be submitted.
10. It is imperative that Area Officer Commanding (OC)s be kept in the loop of all SIR for cadets and staff in their AOR, as some follow-up will be required at their level.

#### Nominal Roll

11. Copies of the nominal roll with the names of all participants will be made available to all staff members. A copy will also be retained by all activity OPIs/OICs.

#### Post – Emergency Procedures

12. After every emergency, it is important to ensure that proper post-emergency procedures are adhered to. These include:
  - a. assess for emotional distress from participants, staff and responders;
  - b. assess the continuation of the training activity. If the training will continue, changes to the plan may be necessary;
  - c. report the status of the emergency to the ROCC;
  - d. prepare statements and reports for review by the J3 Ops O;
  - e. complete a CF 98 and / or DND 2299 after injury/illness occurs;
  - f. prepare damage and loss reports, if necessary; and
  - g. ensure post emergency documentation as provided by the J3 Ops O (based on situation and requirement) is completed and submitted in a timely manner.

#### EMERGENCY EVACUATION PLANS

##### Evacuation Plans

13. In an emergency, staff must determine the type of evacuation, if it is required. It is necessary to weigh the benefit of emergency services with the risks associated with their implementation. The following are types of evacuations:
  - a. Non-Emergency (Soft) Evacuation Plan;
  - b. Medical – Emergency Evacuation Plan;
  - c. Environmental – Emergency Evacuation Plan; and

##### Non-Emergency (Soft) Evacuation Plan

14. Definition: This is an evacuation in which there is no life-threatening hazards. However, the continuation of a participant in the training exercise is no longer feasible or could lead to an emergency if not evacuated. No third party or emergency service is required for this type of evacuation and is usually handled by on-site staff via the safety vehicle.

15. Important Information: When there is a low risk to life and limb of the participant, this should also reflect a low risk in evacuation. Often, this type evacuation can be as simple as continuing until the next point in training/check-in or evacuation point.
16. Steps to be taken:
- a. contact the OPI or site OIC to coordinate the evacuation;
  - b. OPI or site OIC will contact the ROCC who then informs the chain of command and advises of requirements, if any;
  - c. assess the need for medical service;
  - d. if medical services are required, transport the participant to the nearest medical centre;
  - e. OPI or site OIC is to contact the parents / guardians of the participant as soon as practical;
  - f. assess the feasibility of the individuals' participation in the training activity and coordinate return to staging area, if necessary; and
  - g. If required, action Return to Unit (RTU).

#### Medical – Emergency Evacuation Plan

17. Definition: This is a life threatening or potentially life-threatening hazard to a participant. Evacuation is coordinated by activity staff with established city or county para-medical services and if required, Search and Rescue. A member of the staff will accompany the injured participant to the hospital.
18. Important Information: When there is a risk to the life and limb, time is of the essence. You want to evacuate the participant as quickly as possible, without compromising your own safety and those of the other participants.
19. Steps to be taken:
- a. contact emergency services (9-1-1) (or equivalent) and inform them of the location and nature of the emergency;
  - b. when calling 911 or other emergency services, ensure that you have the following information available:
    - (1) your exact location and the phone number you are calling from;
    - (2) the number of people injured;
    - (3) the nature of injury and condition of the injured person(s);
    - (4) any potential hazards (environmental, structural);
    - (5) number of emergency service personnel present (i.e. members with first aid or higher qualifications);
    - (6) first aid treatment provided, if any; and
    - (7) specific directions to location or access point and RV spot;
  - c. notify the OPI or site OIC to coordinate supplemental resources;

- d. a staff member must accompany the participant to the hospital;
- e. OPI or site OIC to notify ROCC and continue to update as needed;
- f. OPI or site OIC to contact parent(s);
- g. assess the continuity for both the participant(s) and if required, the entire activity; and
- h. action RTU if required.

#### Environmental – Emergency Evacuation Plan

- 20. Definition: This occurs when a change in the environment has led to a hazard or potential hazard to the activity participants. This type of an evacuation is done by implementing the emergency transportation plan below. The goal is to evacuate the training site or area which is deemed unsafe. All outdoor training exercises should have a hard shelter building or alternate location included in their plan.
- 21. Important Information: Having a shelter available through key portions of training will provide more options. Although not always available, you must have a plan in place to evacuate. This information must be included in the Operation Order (Op O).
- 22. Steps to be taken:
  - a. determine the mode of transportation to the emergency hard shelter (i.e., can participants walk or is mass transportation required);
  - b. if mass transportation is required, contact the ROCC to report location, numbers and transportation required;
  - c. The ROCC will coordinate with the duty J4 Movements Cell for support regarding emergency transport; and
  - d. Judgement by the OPI or site OIC will be necessary as transport might not be available in time to support an evacuation. The cadets/staff participating in training might need to seek available shelter or low/high ground.

#### SITUATIONAL EMERGENCY PROCEDURES

##### Situational Emergency Procedures

- 23. The following is a list of known risks and hazards that can be faced in a training environment and the procedures that are to be taken to mitigate the threat. Where situations arise, which are not described within this plan, members are empowered and expected to use good judgement and their training to devise a strategy:
  - a. Medical Emergency;
  - b. Adverse weather Conditions:
    - (1) high winds;
    - (2) lightning storms; and
    - (3) hail storm.
  - c. Lost participant;

- d. Fire; and
- e. Loss of communication.

#### Medical Emergency

- 24. Definition: A medical emergency occurs when an injury occurs to a participant that risks their life or limb or could cause damage of a permanent nature.
- 25. Important Information: When a medical emergency occurs in an isolated / wilderness setting, the risks increase. Leaders must consider the following factors:
  - a. risk of the evacuation;
  - b. current environmental factors (time of day, weather);
  - c. geographical factors (terrain / distance to evacuation);
  - d. risk to the rescuers; and
  - e. risk to other participants.
- 26. Steps to be taken:
  - a. provide first aid, if possible;
  - b. coordinate emergency evacuation. If isolated, transport to the established emergency evacuation point;
  - c. notify the ROCC of the emergency;
  - d. evaluate the continuation of the training activity;
  - e. follow spinal/head injury guidelines, as required;
  - f. continuously monitor vital signs; and
  - g. maintain follow-up communication (as practical) with the ROCC.

#### Adverse Weather Conditions – High Winds

- 27. Definition: A high wind event is defined as winds that are traveling or gusting at a speed that can cause injury to participants or damage to property.
- 28. Important Information: All staff must be vigilant when a storm is approaching. Prevention of an injury is paramount, and all staff must be reviewing the weather reports.
- 29. All staff should be signed up to receive email / SMS Text Message notifications from Environment Canada.
- 30. High winds can cause injury from flying debris and falling branches / trees.
- 31. Steps to be taken:
  - a. seek hard shelter, if available. If hard shelter is not available, remove all participants away from over hanging trees, move away from the edge of the cliff, and hazards that can become flying debris;
  - b. if the location is deemed compromised, action the emergency transportation plan;



- c. notify the ROCC;
- d. once high winds have subsided for at least 30 minutes, assess for injury and damage and evaluate the continuation of the training activity.

#### Adverse Weather Conditions – Lightning Storm

- 32. Definition: Also known as a thunderstorm, an electrical storm is a storm characterized by the presence of lightning and its acoustic effect on the Earth's atmosphere, known as thunder.
- 33. Important Information: All staff must be vigilant when a storm is approaching. Prevention of an injury is paramount, and all staff must be reviewing the weather reports.
- 34. All staff should be signed up to receive email / SMS Text Message notifications from Environment Canada.
- 35. Lightning can be extremely dangerous that could lead to the death of a participant. It is important that staff take immediate action to avoid injury.
- 36. Steps to be taken:
  - a. stop training - do not use any equipment. If you are doing an on-water activity, go to shore immediately if safe to do so and remove the entire training group from the water;
  - b. move indoors or an enclosed vehicle such as a bus, trailer or vehicle;
  - c. if a building or vehicle is not available, seek the lowest ground possible;
  - d. avoid being near or under trees;
  - e. notify the ROCC, and
  - f. always wait 30 minutes after the last lightning sighting before training is resumed.

#### Adverse Weather Conditions – Hail Storm

- 37. Definition: Any thunderstorm which produces hail (ice pellets) that reaches the ground is known as a hail storm.
- 38. Important Information: All staff must be vigilant when a storm is approaching. Prevention of an injury is paramount, and all staff must be reviewing the weather reports.
- 39. All staff should be signed up to receive email / SMS Text Message notifications from Environment Canada.
- 40. Step to be taken:
  - a. seek any type of shelter. This could include a hard shelter, pavilion, trailer, vehicle, bus and even dense forested areas;
  - b. if inside, keep away from windows and glass doors;
  - c. notify the ROCC if there are any injuries or damage;
  - d. wait at least 20 minutes after the hail has stopped; and

- e. assess for injuries and damages and evaluate the continuation of the training activity.

#### Lost participant

- 41. Definition: A person is considered missing if at any time during the training activity, the whereabouts of a person or persons is unknown after reasonable efforts are made to locate him/her/them is unsuccessful.
- 42. Important Information: If a person or persons are missing, it is important that we react quickly. All resources must be put forward to find the missing participant.
- 43. OPIs or site OICs must keep a tight spacing and must be able to see their entire training group when traveling to prevent a participant from going missing. Regular head counts should also be conducted.
- 44. Steps to be taken:
  - a. the staff member is to immediately stop training and re-trace the suspected last route of the person(s);
  - b. if after 30 minutes the search is unsuccessful, notify the OPI or site OIC who will notify the ROCC;
  - c. OPI or Site OIC is to implement further resources (people and equipment) to search for the missing person(s). If after one (1) hour of searching for the missing person(s) the search is unsuccessful, all training will cease and all resources will be made available to locate them;
  - d. local authorities will be contact NLT 2 hours after the missing person(s) has been determined missing and search efforts have been unsuccessful;
  - e. The CoC will be notified by way of INR in Chapter 1;
  - f. parents/guardians are notified;
  - g. if after the entire training area is searched without success, the OPI, Site OIC will implement all available resources to assist with the search. These resources should be coordinated with local authorities in order to avoid duplication and for efficiency;
  - h. identifiable clothing or equipment colours and attributes will be communicated to local authorities to assist with the search effort; and
  - i. after a missing person has been found after a prolonged amount of time, they are to be brought to the local medical centre to determine if any injury occurred (i.e., dehydration, malnutrition, exhaustion, mental health, etc.).

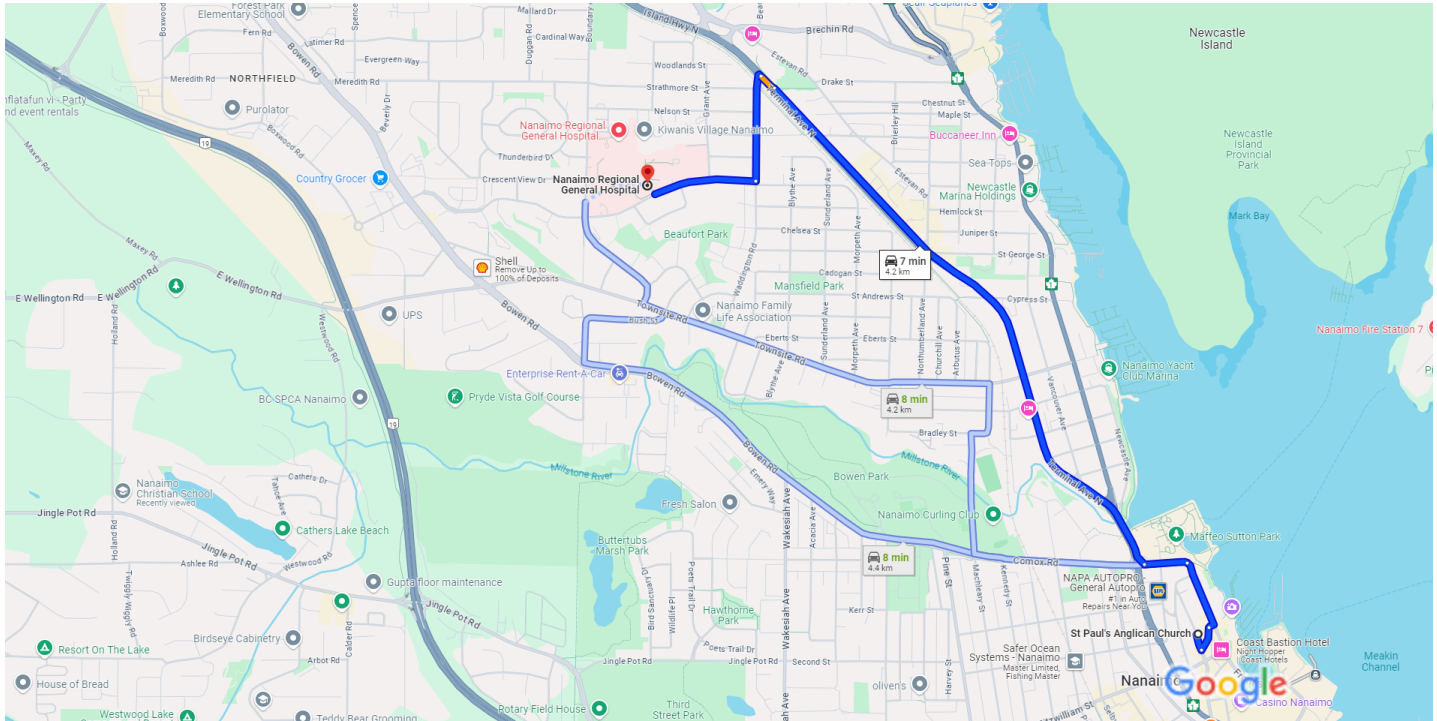
#### Fire

- 45. Important Information: During an activity, a fire can occur in a training area, building or by way of forest fire in a secluded area.
- 46. It is important that to take precautions and monitor the fire index/provincial fire orders and only light camp fires when safe to do so.
- 47. Steps to be taken:
  - a. the person discovering a fire is to shout “FIRE! FIRE! FIRE!”;

- b. 9-1-1 is to be called;
- c. if it is safe to do so and if it is within the scope of their training, adult staff members are to fight the fire using available firefighting equipment;
- d. all members are to immediately report to the emergency form-up point, which will have been communicated during the initial safety briefing;
- e. evacuate the area if further distance is required or if directed to by local fire department;
- f. using a nominal roll, all participants are to be accounted for; and
- g. CoC will be notified by way of INR in Chapter 1;
- h. obey all direction from the local fire department when they arrive.



St Paul's Anglican Church, 100 Chapel St, Nanaimo, BC V9R 5H2 to Nanaimo Regional General Hospital, 1200 Dufferin Crescent, Nanaimo, BC V9S 2B7 Drive 4.2 km, 7 min



Map data ©2024 Google 200 m

**St Paul's Anglican Church**  
100 Chapel St, Nanaimo, BC V9R 5H2

**Take Front St and Comox Rd to Terminal Ave N/Trans-Canada Hwy/BC-1 N**

- 2 min (650 m)
  - ↑ 1. Head south on Chapel St toward Church St
  - 69 m
  - ↶ 2. Turn left onto Church St
  - 100 m
  - ↶ 3. Slight left onto Front St
  - 300 m
  - ↶ 4. Front St turns slightly left and becomes Comox Rd
  - 180 m
  - ↷ 5. Turn right onto Terminal Ave N/Trans-Canada Hwy/BC-1 N
  - [Continue to follow Terminal Ave N](#)

3 min (2.6 km)

**Follow Waddington Rd to Dufferin Crescent**

2 min (1.0 km)

- ↖ 6. Slight left toward Waddington Rd  
76 m
- ↶ 7. Turn left onto Waddington Rd  
450 m
- ↷ 8. Turn right onto Dufferin Crescent  
450 m

Nanaimo Regional General Hospital  
1200 Dufferin Crescent, Nanaimo, BC V9S 2B7