1085-10 (CO)

27 May 2018

Distribution List

OPERATIONS ORDER:
CANADA'S WONDERLAND TRIP - 3 JUN 2018

SITUATION

1. 809 Squadron will conduct a trip to Canada's Wonderland, open to 20 cadets of the squadron. The activity will be held on 3 Jun 2018. A fee of $40 per cadet will be required to participate in this activity. Please contact the Commanding Officer with any questions or concerns. The fee must be submitted on or before 30 May 2018 to be considered for the trip.

2. This trip will:

   a. offer leadership opportunities to PL4 and PL5 cadets; and

   b. provide an environment where squadron cadet esprit-de-corps can be fostered

MISSION

3. 809 Squadron will execute a trip to Canada's Wonderland on 3 Jun 2018 open to 20 squadron cadets.

EXECUTION

4. **General Outline.** This will be a 12-hour activity starting on Sunday morning and ending Sunday evening.

5. The trip will follow the guidelines below:

   a. **Sunday, 3 Jun.** The squadron departs from Niagara-on-the-Lake for Canada's Wonderland in Toronto, Ontario. The group will split into groups of four (4) to seven (7) and will proceed around the park at their own pace. Lunch will be a bag lunch brought by the cadets or purchased at the park with their own funds. The evening meal will be provided at or near the park.

6. **Participants.** The maximum number of participants is 20.

   a. **Cadets.** This trip will involve up to 20 cadet participants.

   b. **Cadet Instructors Cadre (CIC).** This trip will be supervised by two (2) male CIC officers.

   c. **Civilian Instructors/Volunteers (CIs/CVs).** Assisting CI/CV staff will be one (1) male and (1) female and 1 male.

7. **Tasking.**

   a. **Trip Officer in Charge.** Capt Lemoine will be the Trip OIC and will be responsible for:

      (1) the overall supervision of the Trip;

(2) ensuring the Corps/Squadron Activity Request (CSAR) is submitted to Regional Cadet Support Unit (Central) NGTA Office for approval;

(3) securing transportation for the trip;

(4) ensuring trip cancellation information is posted to the squadron website as soon as known;

(5) liaising with the Squadron Sponsorship Committee Chair (SSC Chair) for funding; and

(6) submitting receipts for reimbursement to 872 Sqn Sponsoring Committee for purchased materials.

b. **Trip Coordinator.** Lt Russell will be the trip coordinator and will be responsible for

(1) coordinating all aspects of the day, including:

(a) leadership tasking and activities for the senior cadets, and

(b) overall organization of all cadet activities throughout the day.

(2) assisting in the overall supervision of the trip;

(3) ensuring that the overall scheduled timings of the trip are executed as per Annex A; and

(4) any other duties as assigned by the trip OIC.

c. **Trip Safety Officer.** Cl Couroux will be the trip safety officer and will be responsible for:

(1) general safety and security of all participants throughout the trip;

(2) ensuring a first-aid kit is made available for the trip;

(3) executing the Emergency Action Plan as outlined at Annex D;

(4) any other duties as assigned by the Trip OIC and Trip Coord.

d. **Trip Administration Officer.** CV Ruxandra Nicolescu will be the trip administration officer and will be responsible for:

(1) preparing and printing the appropriate documents as required;

(2) maintaining the squadrons' nominal roll;

(3) having available all required blank injury documents, including:

(a) CF 98 - Report on Injuries or Exposure to Toxic Material or Substances (CAF Members);

(b) DND 2299 - Report on Injuries or Exposure to Toxic Material – Cadets and Civilian Instructors; and

(c) Appropriate witness statement forms.

(4) ensuring the proper completion of all injury documents and transmission to RCSU(C) if required;

(5) any other duties assigned by the trip chain of command.

e. **Staff Personnel.** All squadron staff members are responsible to:

(1) assist in overall squadron/cadet supervision and safety throughout the weekend; and

(2) assist with messing arrangements.

8. **Coordination Instructions.**

a. **Briefing.** All staff personnel, Sponsoring Committee personnel and squadron cadets will attend a coordination briefing on Wednesday, 30 May 2018 at 2100.

ADMINISTRATION

9. **Financial.** 809 Squadron Sponsorship Committee (SSC) will assume all expenses associated with this trip.

10. **Timings**.

a. **Schedule.** The trip schedule is at Annex A.

11. **Rules and Regulations.** Specific rules and regulations for the trip are at Annex C.

12. **Dress**.

a. Order of dress for all personnel will be appropriate civilian attire;

b. Cadets will wear a blue air cadet t-shirt; and

c. The wear of 809 Squadron logo items will be encouraged.

13. **Meals**.

a. All participants are to report in having already eaten breakfast;

b. All participants will bring their own bag lunch or sufficient money to buy lunch at the park;

c. Supper will be provided.

14. **Water**. Each participant is responsible to carry his/her personal water bottle/canteen.

15. **Medical**.

a. **Injuries/Illness.**

(1) All injuries or serious illness will be reported to the trip safety officer; and

(2) Appropriate administrative follow-up action will then be initiated.

b. **Emergency Facilities.** In the event of serious injuries/illnesses at Canada's Wonderland, park emergency personnel are to be contacted.

16. **Transport**.

a. Cadets are to make their own way to 809 HQ;

b. Seven-passenger mini-vans will be rented for travel to Canada's Wonderland and back.

c. Other personal vehicles belonging to squadron staff can be left at 809 HQ for the day.

17. **Route**. The route to and from Canada's Wonderland is enclosed at Annex B.

18. **Inclement Weather.**

a. In case of severe inclement weather, the activity may be cancelled and the trip OIC will make that determination at the appropriate time.

b. The squadron website will be used to contact cadets.

c. The trip OIC will ensure this information is posted to the squadron website as soon as known.

COMMAND AND CONTROL

19. **Command**. The trip chain of command is outlined as follows:

a. Trip OIC - Capt Lemoine - 289-213-7629

b. Trip Coordinator - Lt Russell

c. Trip Safety Officer - Cl Couroux

d. Trip Administration Officer - CV Nicolescu

20. **Communications**.

a. Personal mobile phones will be used for communications.

b. Emergency contacts are below:

(1) Police/Fire/Ambulance - 911

(2) Poison Control - 1-800-282-5492

21. **Acknowledgement**. All Action addressees below are to acknowledge receiving this Operation Order to the undersigned as soon as possible.

J. Lemoine
Captain
Commanding Officer
809 Newark RCACS

Distribution List

Action
Squadron Staff
Cadet Squadron Commander
Deputy Cadet Squadron Commander

Squadron Warrant Officer
Flight Commanders

Information
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Annexes

Annex A - Trip Schedule
Annex B - Trip Route
Annex C - Trip Rules and Regulations
Annex D - Emergency Action Plan