1086-50 (Typhoon Flt Comd & 781 Sgt.)

04 Nov 2014

Distr List

OPERATION ORDER: NOVEMBER BOTTLE DRIVE

1. SITUATION

781 Royal Canadian Air Cadets will participate in a Bottle Drive (Sun, 16 Nov 2014) and will cover the communities of Varsity, Dalhousie, Charleswood, and Brentwood. 13 people will be in charge of 10 groups.

2. MISSION

The aim of the bottle drive is to raise funds for the mess committee, promote esprit de corps, and give volunteering opportunities to the cadets.

3. EXECUTION

a. General

1. This operation will occur in the following phases

a) Phase 1: Distribution

b) Phase 2: Bottle Pick Up

b. Groupings and Tasks

1. Supervising Officers: CI Holmes and Mr Dayman have administrative discretion for this activity.
2. Ideally, cadets will be split into 10 groups of 13 and 1 group of 7, for a total of 137 cadets.
   1. Senior Cadets: all senior cadets will act as mentors for the duration of the activity
   2. Flight Corporals: there will be at least one flight corporal in charge of each group, for a minimum of 14 flight corporals, and are expected to supervise their charges for the duration of this exercise
   3. Cadets are encouraged to participate in this activity

c. Coordinating Instructions:

(1) Phase 1: Distribution: 09 Nov 2014

a) Arrival and Briefing: senior cadets and mess committee arrive NLT 1030hrs at Vecova. Briefing will commence NLT 1035hrs.

b) Departure: designated drivers will take cadets to the communities commencing approx.. 1050hrs

c) Lunch: cadets will be required to bring their own lunch

d) Dismissal: 1600 hrs

(2) Phase 2: Bottle Pick Up: 16 Nov 2014

a) Arrival: cadets will arrive at Vecova Bottle Depot no later than 0900 hours on 16 Nov 2014. During this time briefing will occur and cadets will be put into their groups

1. Departure: cadets who are assigned to communities will leave with their designated drivers at 0920 hours while the 1 group of 7 cadets will stay and help with sorting at the bottle depot
2. Rations: Lunch will occur at approximately 1200 hrs cadets will be allowed to eat their lunch and resume work after everyone has finished (this should take no longer than thirty minutes)
3. Closing: 1620 hrs all cadets return to the Vecova Bottle Depot and all of the bottles have been delivered to the depot
4. Dismissal: will be permitted after administrative duties are complete

(3) Excused Absences: If a cadet cannot make it on that day they will email FSgt Fisher or FSgt Routly, who will forward it to CI Holmes or Mr Dayman.

4. SERVICE AND SUPPORT

a. Transportation: Cadets will be transported between Vecova Bottle Depot and the communities by volunteer drivers (the squadron will verify they have the required licence)

b. Rations: Cadets are required to bring their own lunches, please note that timbits and donuts as food will be provided by the mess committee, as well as hot chocolate milk, coffee, tea, and water will be provided by the squadron which will be dispensed in cups for the cadets during breaks

c. Equipment: garbage bags, plastic cups are to be provided

d. Medication and MIR: cadets will bring medication they will require during this time (this also includes emergency allergy medication) and a first aid kit will be on site

e. Emergencies: In the event of a medical emergency the vehicle dispatched to the community will take all injured personnel to the nearest medical facility and notify CI Holmes and Mr Dayman who will contact the cadets’ parents/guardians

f. Water: cadets will bring their own water bottles

g. Stores: cadets may bring backpacks which they will carry with them during the activity

h. Accommodation: the OIC has the discretion to cancel activities in case of unsafe weather conditions

i. Dress: cadets will dress in civilian clothing, and wear the appropriate amount of layers based on the weather and temperature that day. All cadets will bring gloves, jackets, and proper footwear; running shoes or boots - no open toed shoes, sandals, or flip-flops

5. COMMAND AND SIGNALS

a. IC: CI Holmes

1. 2IC: Mr. Dayman
2. Trg O: Lt. Chattell

C. Marlatt

Maj

CO 781 RCACS

Distr List

-DCO

-Trg O

-A/Trg O

-Level O x5

-Sup O

-Adm O

-NCOIC

Annex Index

Annex A – Community Maps