

CORPS/SQUADRON ACTIVITY EMERGENCY PLAN

REGIONAL CADET SUPPORT UNIT (PACIFIC)

Review the corps/squadron activity risk assessment tool prior to completing this form. For any activity component that is identified as higher risk, a CSAR & activity emergency plan are required. If unsure whether your activity requires a CSAR contact your Zone Training Officer.

Officer In Charge (OIC)

Rank & Name	Mobile Phone	Email
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First Aid Officer

Rank & Name	Mobile Phone	Email
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Specialist Instructor Qualification

Specialist Instructor Required? Yes No
 Qualification(s) Current? Yes No N/A

Rank & Name	Rank & Name	Rank & Name
Qualification(s)	Qualification(s)	Qualification(s)

Training Site Information

Is there cellular service at the site? Yes No
 Is there a land line telephone at the site? Yes No

Notes: _____

Is 9-1-1 available at the site? Yes No

If no provide emergency numbers:

Ambulance	Fire	Police
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Hospital / Physician Services Information

Name	Address	Phone	Travel Time
Name (Alternate if required)	Address	Phone	Travel Time

Travel Time is the time it takes to drive one way from the activity location to the hospital and/or physician services.

Has a routing map from the activity location to the hospital and/or physician services been provided to staff? Yes <input type="checkbox"/>
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If activity is within cellular service maps provided via mobile devices are acceptable

Participation Limitations (PLs) & Anaphylaxis

OIC has reviewed PLs and confirms that all cadets attending the activity are able to participate. Yes

If travel time is in excess of 30 minutes OIC has confirmed that participating cadets do not have the PL: "Must be within 30 minutes of physician services". Yes N/A

OIC has confirmed with cadets who require an epi-pen that they will carry it on their person throughout the activity. Yes N/A

Notes: _____

Comments / Additional Information

CORPS/SQUADRON ACTIVITY RISK ASSESSMENT TOOL

If any activity component falls within the Higher Risk category a CSAR and emergency plan are required for approval.

	LOWER RISK MROs Required (CC/Sqn CO Approval)	HIGHER RISK CSAR Required (RCSU Approval)	CSAR REQUIREMENTS	EXAMPLES / NOTES
Supervision	Meets Gp Order 8012-1, Supervision of Cadets requirements.	Does not meet Gp Order 8012-1, Supervision of Cadets requirements.	Activities that do not meet supervision requirements will not normally be approved. Provide all pertinent details in the CSAR, these requests will be considered on a case by case basis.	Fundraising event, cadet supervised by their parent to support a community event with no staff present.
Type of Training	Training can be easily accomplished, no specialty qualifications required, low risk to cadet safety (e.g. Classroom, community event)	Training may not be ceased easily, requires staff with specialty qualifications, or requires equipment that increases risk.	Provide training plan details in the CSAR.	Canoeing, Mountain Biking, Biathlon Range, Sailing, Back Country Hike, X-Country Skiing on ungroomed trails.
Transportation	Not required, parental drop off.	Corps/Squadron organizes transportation, including carpooling.	Detail transportation plan in the CSAR.	Cadets meet at parade location and carpool with parent drivers to another location. Local Branch, Support Committee, SSC provides transportation during an event.
Location	Parents drop off / pick up their cadets at the designated training location.	Outside of local community, parental drop off not realistic.	Provide activity location details in the CSAR. If no address provide GPS coordinates (Lat / Long).	Parental drop off should not be the mode of transportation for activities in excess of 100 km from the parade location. Consider road conditions (highway, back road, mountain pass).
Meals	Not required or provided from a restaurant / pre-cooked from a grocery store.	Cooking perishable fresh rations, including raw meat.	Include meal plan in the CSAR detailing what items cadets will be eating. If cooking raw meat upload credentials of the cook.	Any activity where a kitchen will be used to cook perishable rations.
Accommodations	Not required, no overnight.	Overnight activity.	Provide facility details, how many rooms required, how many cadets to a room. Ensure that cadets are not sharing beds. Separate gender spaces if applicable.	Overnight activity at parade location, activity with neighbouring corps/squadron.
Injury / Illness	Unlikely risk of serious injury / illness.	Serious injury / illness likely that requires professional medical care. Waiver required by 3rd party organization.	Provide an emergency plan attached to the CSAR. Upload waiver to CSAR if required by 3rd party organization.	Check PLs to determine if participating cadets must be within 30 mins of physician services. Cadets with this PL cannot participate if activity location is further than 30 mins from physician services.
Terrain	Terrain allows for all cadets to easily participate.	Terrain may prevent some participating cadets from completing the activity.	Include mitigating strategies in your emergency plan for terrain.	Downhill skiing, snowboarding, back-country hiking.
Weather	Favourable weather conditions typical during time of year for the activity.	Unfavourable weather conditions during time of year for the activity.	Include mitigating strategies in your emergency plan for unfavourable weather conditions.	If there is a potential for unfavourable weather to jeopardize cadet safety ensure you have a backup plan.
Wildlife	Very unlikely that dangerous wildlife will be encountered.	Dangerous wildlife may be encountered.	Include mitigating strategies in your emergency plan in the event you encounter dangerous wildlife. Include how cadets will be transported to emergency services if required in case of injury due to an encounter.	Research potential wildlife hazards for the location, purchase safety equipment, seek guidance from experts.
Communications	Location has cell reception and/or a landline to call emergency services.	Location does not have cell reception or a landline to call emergency services.	Include communication plan in CSAR detailing how communication will be achieved in case of emergency.	Consider purchasing GPS enabled trackers for Higher HQ to check in with you.
Policy	Activity does not trigger higher level orders, directives or approval action.	Activity triggers higher level orders, directives or approval action. This includes the Annual Training Directive and Interim Activity Safety Direction.	Review pertinent policy and include required submissions in the CSAR.	Paintball, Archery Tag, Airsoft, Laser Tag, Scuba-Diving, Famil Flying, C7 Famil Shoot, Use of Third Party Boats.