2137 Calgary Highlanders RCACC

UNIT SAFETY & SECURITY ORDERS

INTRODUCTION

This document contains detailed safety and security directives for 2137 RCACC. The LHQ is located at Mewata Armouries and encompasses the parade square, classrooms, the General Dining Room (GDR), various conference rooms throughout the building, our offices on the basement level, and the Pit on the sub basement level.

The Commanding Officer of 2137 RCACC is responsible for the overall security within the Corps lines. However, every member of the unit is responsible for adhering to and enforcing security regulations, orders and principles. These safety and security orders apply equally to all personnel involved with 2137 RCACC.

A copy of the Corps Safety & Security Orders is available online in the corps SharePoint. All staff members (officers, CIs, and volunteers) have access.

CORPS SAFETY COMMITTEE

2137 RCACC will have a Corps Safety Committee which will hold regular meetings throughout the training year. The CO will chair the Corps Safety Committee. Other committee members shall include:

- Trg O;
- Sup O;
- Admin O;
- Stds O;
- Civilian Instructors (CI); and
- CSC Chairperson.

The Safety Committee responsibilities include:

- implementing and monitoring all safety policies and procedures;
- conducting regular safety inspections;
- recommending and implementing any changes to safety policies and procedures; and
- following procedures for safety complaints, inquiries, and investigations.

CORPS SAFETY APPOINTMENTS

General Safety Officer

The Commanding Officer (CO) is the General Safety Officer (GSO) for 2137. They are responsible for all aspects of Squadron safety and overall training of staff and cadets as directed by DND/CAF and/or CJCR Sp Gp policies and procedures.

The CO shall delegate other safety officer appointments as follows:

Safety and Fire Prevention Officer

The Commanding Officr shall be appointed the Corps/Squadron's Safety and Fire Prevention Officer. They will be responsible for all aspects of HQ safety and fire safety. This includes but is

not limited to general safety and fire inspections, safety and fire prevention training of staff and cadets and conducting authorized practice drills as directed by the CO.

Training Safety Officer

The Training Officer (Trg O) shall be appointed the corps' training Safety Officer. They will be responsible for all aspects of safety related to training activities. This includes but is not limited to being familiar with and implementing all training safety procedures as directed by DND/CAF and/or CJCR Sp Gp policies and directives.

Security Officer

The Administration Officer (Admin O) shall be appointed the corps' Security Officer. They will be responsible for all aspects of unit security. This includes but is not limited to facility security, document security and information systems security as directed by DND/CAF and/or CJCR Sp Gp policies and directives.

Corps Duty Officer

In order to assist the Commanding Officer of 2137 RCACC in exercising his/her responsibility for security, a Corps Duty Officer shall be appointed every training night. All Officers and Civilian Instructors of 2137 RCACC shall rotate this appointment. This is to be considered a secondary duty relating to the terms of reference attached as Annex A.

ASSISTANCE AND ADVICE

Any and all concerns or issues which arise regarding security shall be directed to the Military Police or Security Officer of the Area Support Unit (Calgary) and the OIC Mewata Armouries as required.

PROMOTING SAFETY

The CO or their designate shall conduct applicable safety briefings and/or training prior to commencing cadet activities.

DND/CAF safety posters may be posted in the LHQ to promote safety amongst staff and cadets.

Short safety talks of two to five minutes and or safety awards may be implemented at the discretion of the CO.

Individual Safety Responsibilities

Safety is everyone's responsibility. To comply with DND/CAF and CJCR Sp Gp safety directives, all Squadron staff and cadets must make every effort to:

- adhere to all safety procedures and instructions;
- take individual safety precautions;
- use provided Personal Protective Equipment (PPE) and other safety equipment;
- immediately stop any unsafe activity;
- report all safety hazards and accidents (both minor and major); and

• comply with all Occupational Health and Safety (OHS) directions.

ACCIDENT AND INCIDENT REPORTING

All accidents and incidents, regardless of perceived significance, shall be reported.

Copies of forms DND 2299 “Report on Injuries or Exposure to Toxic Material”, CF 98, “Report of Injury, Disease or Illness” and DND 663 “General Safety Hazardous Occurrence Report” shall be available at all cadet activities in order to initiate report procedures as early as possible after an accident has happened.

Next of kin shall be notified of the accident or incident as soon as possible.

All accidents and incidents shall be investigated by the Safety Committee to determine and recommend any corrective measures.

FIRST AID AND MEDICAL

The CO shall designate a First Aid Officer for all cadet activities.

Anyone requiring first aid is to contact the First Aid Officer.

First aid kits will be made available at all times in the Corps Office. The Sup O will control all other supplemental first aid equipment.

A record of any injury or illness that requires first aid treatment shall be made in the First Aid Treatment Register and signed by the person rendering first aid.

The First Aid Treatment Register and any DND/CAF supporting documents shall be secured in the Squadron Office and shall be kept for a minimum of ten years.

The Sup O shall conduct regular inspections of all Squadron first aid kits and equipment. Any deficiencies or unserviceability shall be reported to the CO.

Cadets requiring prescription medication must bring sufficient medication for the duration of any cadet activity. Medications will be logged in and retained by the First Aid Officer, together with dispensing instructions. Medications shall be returned to the cadet at the conclusion of any cadet activity.

Cadets in possession of a Medic-Alert bracelet or necklace must wear the identification while attending a cadet activity.

Cadets in possession of an EpiPen must notify the First Aid Officer and keep it in their possession while attending a cadet activity.

IMPORTANT CONTACTS

An up-to-date list of important contact phone numbers shall be maintained and readily available at all cadet activities throughout the training year. The 2137 RCACC Important Contacts template can be found in Annex A.

FOOD AND BEVERAGES

To minimize slip and fall incidents, food and beverages shall only be consumed within the designated canteen area. All spills shall be immediately cleaned up.

GARBAGE AND RECYCLING

As a part of fire prevention as well as facility safety and sanitation, all garbage and recycling shall be removed from the LHQ and placed into the appropriate outdoor bins prior to the conclusion of any cadet activity.

CONTROL OF VISITORS

All visitors to Mewata Armoury holding corps business during scheduled cadet activities/parade nights shall be directed to the Corps Orderly Room. Any visitor must have been approved for entry by a staff member of the Corps and shall be directed to Corps Orderly Room or the 2137 RCACC Commanding Officer as the situation dictates.

No cadet or Officershall attempt to gain access to "RESTRICTED" areas and shall report any insecurities to the Commanding Officer immediately. The Commanding Officer shall report to the Area Support Unit Military Police and/or to the OIC Mewata Armouries as appropriate.

OFFICE AND/BUILDING SECURITY

Personnel responsible for offices will ensure that they are locked and windows are secured when the office is not occupied.

At the end of each working day, the Corps Duty Officer shall ensure that a security check is made to confirm that:

a. classified/designated matter has been properly secured with particular attention being paid to desk drawers, bookcases, file trays, etc. where classified/designated matter, including typists' material may have been placed and overlooked;

b. classified/designated waste has been collected and secured in accordance with the highest classification/designation of matter in the waste;

c. reproduction equipment has been immobilized or properly secured; and

d. doors and windows have been secured in accordance with local procedures.



Captain Julie Sun, CD, AdeC

Commanding Officer, 2137 Calgary Highlanders Royal Canadian Army Cadet Corps (RCACC)
Cadets and Junior Canadian Rangers Group
Vice Chief of the Defence Staff / Canadian Armed Forces
2137army@cadets.gc.ca / Tel: 403-263-1796

Commandant, 2137 Calgary Highlanders Corps des Cadets royaux de l'Armée canadienne (CCRAC)
Groupe des cadets et rangers juniors canadiens
Vice-Chef d'état-major de la Défense / Forces armées canadiennes
2137army@cadets.gc.ca / Tél: 403-263-1796

Attachments

ANNEX A – Important Contacts

Annex A
Important Contacts

Emergency Service – 911		Staff Contacts		
Calgary Police	403-266-1234	Julie Sun	CO	403-921-1688
Foothills Hospital	403-944-1100	Mark Ellis	DCO	403-680-5601
Alberta Children's Hospital	403-955-7211	Zane Williams	Adjutant	403-771-4455
Calgary Fire Department (Fire Station No. 1)	403-268-2489	Peter Jenner	Trg O	403-470-7008
Poison Control Centre	1-800-332-1414	Alex Wright	Admin O	403-993-5716
		Eric Slingerland	Standards O	403-805-3984
Corps Support Committee		Genevieve Huard	Sup O	403-863-2757
Chair – Paul Ribi	403-612-9906	Victoria Lye	Supply Tech	587-998-2137
Vice Chair – Mike Cochrane	403-604-3629	Luke Van Hardeveld	Supply Tech	403-462-7531
Treasurer – Joseph Perreault		Mo Shaukat	Chief Instructor	780-860-5035
Secretary – Anna Bernier	403-835-1906	Jim Anderson	Chief Level Officer	403-988-7351
Special Events Director – Georgina Chavez	403-837-7139	Nikolas Pavez	Green Star Level Officer	403-875-6154
Fundraising Coordinator – Stacey Sun	587-889-5915	Marcus Nielsen	Red Star Level Officer	403-988-4812
Fundraising Coordinator – Ravi Nallipati	403-437-4846	Duncan McKenzie	Silver Star Level Officer	403-975-2106
Volunteer Coordinator – Punuyavathi Gullapalli	403-702-1827	Kyle Bartlett	Gold Star Level Officer	587-500-9726
Casino Coordinator – Kathryn Saunders	403-710-9950	Michelle Keane & Julia Howe	ALP Level Officer	403-708-2500 403-923-1208
Past Chair – Marie Small	403-400-7645	Ethan Pritchard	Marksmanship Coach	825-735-4166
		Organizational Contacts		
		LCol Deutscher	RCSU (NW) CO	431-335-9263 /
		Lt (N) Finkbeiner	Southern Alberta Area OC	
		Maj Neilson	Calgary 2 Zone Training Officer	780-902-6042

DOCUMENT HISTORY

Document Revisions / Approvals			
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