2137 Calgary Highlanders Cadet Corps
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MEMORANDUM

1087-20

1 Nov 2025

ALL 2137 RCACC PERSONNEL

FIRE ORDERS

1. These orders are to be posted in all Corps Areas. All corps personnel are responsible for being familiar with these procedures.

2. For the purposes of this order, the Fire Rally Point is south parking lot, outside the fence, away from the building.

3. All members of the Corps shall be made aware of the location of all fire exits, pull stations, fire extinguishers and the Fire Rally Point.

4. Upon discovering a fire, a member of the Corps shall yell **FIRE! FIRE! FIRE!**. Upon hearing this, all personnel shall **immediately** make their way in a calm and orderly fashion to the Fire Rally Point via the nearest exit. Once at the rally point, the Corps will form up, and quietly await further instructions.

5. The Staff will then personally ensure that the building has been completely evacuated prior to leaving (if safe to do so). All Staff will report to the Commanding Officer, or Officer in Charge, upon arriving at the Fire Rally Point.

6. Upon arriving at the Fire Rally Point, the Duty Officer will conduct a head count to ensure the presence of all Staff and Cadets. This head count is to be reported to the Officer in Charge.

7. Cadets and Staff are to remain at the Fire Rally Point until the “all clear” has been given by the Fire Department, Commanding Officer, Officer in Charge, or Duty Officer (in that order).

8. **Under no circumstances shall any Cadet or member of the Staff re-enter the building until the “all clear” has been given.**

9. A minimum of two unannounced fire drills shall be executed per training year. One before the Christmas break and one in the New Year.

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10. An adult shall be posted at each fire pull station during all fire drills to prevent alarm activation and record individuals attempting to activate the alarm system.



Captain Julie Sun, CD, AdeC

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