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692 BCIT Aerospace RCACS

OPERATION ORDER

[DATE]

OP Order - [TITLE]

References:

A.[LIST NECESSARY REFERENCES]

B.(Instructional Guide, QSP, Drill Manual)

SITUATION:

1. [WHAT IS THE EVENT]

MISSION:

2. [PURPOSE OF EVENT]

EXECUTION:

3. General Outline

- a. Exercise will be conducted in # phases:

1. Phase 1:

- [BREIF OVERVIEW]

2. Phase 2:

- [BREIF OVERVIEW]

4. Groups and Tasks

- a. Group 1 - [INSERT MEMBERS]

- b. Group 2 - [INSERT MEMEBRS]

Phase 1:

- a. Group # - [DD MONTH] @ [TIME] h

-

Coordinating Instructions

- a. Timing of Phases:
 - 1) Phase # will commence at [time] h [DD/MONTH/YYYY]
- b. Rendezvous Point:
[INSERT LOCATION WITH ADDRESS]
- c. Training:
- d. Boundaries:
- e. Location of Personnel:
- f. Safety Instructions:
Outlined in Service & Support
- g. Emergency Procedures:
Outlined in Service & Support

SERVICE & SUPPORT:

Service & Support will be provided as follows:

- a. Equipment:
- b. Dress & Personal Equipment:
- c. Transportation:
- d. Rations:
- e. Medical/Emergency Procedures:
- f. Sanitation:
- g. Water:
- h. Smoking:

COMMAND & SIGNALS:

Command for this exercise is as follows:

a. Command:

OIC:

OPI:

2IC:

FAO:

NCOIC:

NCO2IC:

Med NCO (if applicable):

Supp NCO (if applicable):

b. Emergency Numbers:

1) Ambulance: 911

2) Hospital:

3) Fire: 911

4) Police (RCMP): 911

Annexes:

Annex A - [TITLE OF ANNEX]

Annex B - (Include all other necessary information; Training schedules, equipment needed)

Dist List:

Action

[INSERT ROLES]

Info

[INSERT ROLES]

Annex A
[TITLE]

Example:

<u>List of Small Party Taskings</u>		
Tasking	Description	Equipment Needed
Set Up Classroom	Cadet will have to lead group in setting up a classroom for a lesson according to diagram provided	Classroom, tables, chairs
Take Down Classroom	Cadet will have to lead group in restoring classroom set up after a lesson and ensuring the classroom is clean	Classroom, tables, chairs
Restore Couches in the Hub	Cadet will have to lead group in moving the couches and tables back to its original orientation	Hub, Couches, Round Tables
Clear Couches in the Hub	Cadet will have to lead group in clearing the couches and tables from the hub	Hub, Couches, Round Tables
Set Up Hub For Presentation	Cadet will have to lead group in setting up 3 rows of 5 chairs in the hub for an upcoming presentation	15 chairs, hub
Take Down Hub After Presentation	Cadet will have to lead group in returning chairs to original locations from the hub	15 chairs, hub
Waste Disposal	Cadet will have to lead group in collecting and disposing all garbage and recycling from classrooms and the office	Classrooms, office, garbage disposal, recycling
Lunch Clean Up	Cadet will have to lead group in cleaning up the cafeteria after lunch, as well as dispose of cardboard waste and recycling	Cafeteria
Moving of chairs	Cadet will have to lead group in moving 15 chairs to OR from the hub to classrooms, however participants may only hold on to 1 chair at a time	15 chairs, hub, room 223/224