



**699 JASPER PLACE SQUADRON**  
**ROYAL CANADIAN AIR CADETS**

# FIRE ORDERS



**Issued under the authority of the Commanding Officer**



## **699 JASPER PLACE SQUADRON FIRE ORDERS**

### **01. GENERAL**

1. The Sup0 is designated as the squadron Fire Warden, and he/she is responsible to the Commanding Officer for all aspects of fire prevention, fire fighting training and fire control.

### **02. RESPONSIBILITIES**

1. The Fire Warden's responsibilities include the following:
  - a. fostering in all personnel an awareness of the danger from each hazard both at local headquarters and on squadron exercise;
  - b. ensuring that personnel are knowledgeable in evacuation plans;
  - c. inspecting any outside areas used for training for fire hazards and evacuation routes; and
  - d. ensuring that good housekeeping practices are being maintained.
2. The Fire Warden will ensure all personnel are briefed on fire safety and prevention at each new site.

### **03. FIRE COMBAT**

1. Fires do not happen; they are caused. The prevention of fire is the responsibility of all personnel. The first few minutes of a fire are the most critical, both from a life and property safety point of view. On outbreak of fire, all fire suppression resources shall be put into immediate operation to minimize damage.
2. The person who discovers a fire will SHOUT "FIRE! FIRE! FIRE!" The fire will be fought using all available equipment without putting personnel at risk. Someone must be directed to guide the fire department or fire fighting team to the scene of the fire.
3. There are fire alarms at various locations in the squadron headquarters building.
4. While performing drills or on squadron exercise, voice alarms will be used.

#### **04. EVACUATION**

1. Upon hearing the alarm, all personnel shall:
  - a. close all doors in the room they are in;
  - b. disconnect all electrical appliances; and
  - c. proceed to the assembly area (which is the west side of the parking lot).
2. The fire warden or his appointee will ensure all buildings are clear, and report to the Commanding Officer or senior officer on parade when this is done.

#### **05. REPORTING OF FIRES**

1. All fires causing damage to DND property must be reported to the Zone TrgO, who will make further reports and recommendations.
2. The Fire Warden is to record the following information for future reference:
  - a. date and time of occurrence;
  - b. name, rank and number of persons discovering the fire;
  - c. structure or equipment involved;
  - d. cause of fire
  - e. time fire department called and time of arrival;
  - f. method of extinguishment;
  - g. injuries or fatalities;
  - h. estimate of damages;
  - i. whether incident was reported to the press;
  - j. information regarding any investigation being held; and
  - k. any other information pertinent to the incident.

**06. SMOKING**

1. There will be no smoking in any area of the squadron headquarters.
2. While on squadron exercise, smoking is only permitted in areas designated for this purpose.

**07. .SQUADRON EXERCISE**

1. Cooks will ensure that fats and grease are removed from burners.
2. Flammable liquids used for stoves, lanterns, etc. will be kept in a POL area. This area will be in the shade of trees or dug in hillsides in such a manner as to allow containers to stand upright.
3. Bonfires, cooking fires and smudges will not be left unattended.
4. When extinguishing campfires, the ashes will be stirred by hand to ensure no live coals remain.
5. Tented camps will not be sited in exposed, windswept areas.
6. Should a fire start in a tent, all adjacent tents will be taken down immediately to reduce the possibility of their catching fire.
7. Candles will not be used in tents.
8. Empty bottles or broken glass which may start fires by focusing the sun's rays will be placed in rubbish pits.
9. A fire drill will be held at least once during each squadron exercise.