

640 RCACC [Cameron Highlanders of Ottawa (Duke of Edinburgh's Own)]
150 Abbeyhill Drive
A.Y. Jackson S.S.
Kanata, Ontario K2L 1H7

1085-20 (Cold Weather Training)

26 November 2025

Distribution List

TY 25/26 – EXERCISE FROSTY TOES

References:

- A. Army Cadet Reference Manual
- B. Star Level QSP's / CTP's as required
- C. CATO's
- D. CRCO's
- E. General Safety Guide for the Cadet Program
- F. Army Cadet Adventure Training Safety Standards A-CR-CCP-951/PT-002
- G. RCIS(C) Field Aide-Memoire
- H. RCIS(C) CWL Candidate Reference Cards (Printed 2011)
- I. Arctic and Sub-Arctic Operations
 - a. Part 1 – Basic Cold Weather Training B-GL-323-003-FP-001
- J. Risk Management
- K. Operational Training, Training Safety
 - a. B-GL-381-001-TS-000(CH5)

Situation

The Cadets and staff of 640 have chosen to conduct training and assessment of the material learned regarding cold weather adventure training throughout the training year as detailed within the star level QSP's. As a part of this training and assessment, further development of practical skills related to operating in the cold will be introduced. These new skills will then be assessed throughout the weekend. Senior Cadets will be provided various tasks to complete while they monitor the well being and the care and control of their subordinates. All cadets will be eligible to attend this training weekend.

Mission

640 RCACC [Cameron Highlanders of Ottawa (Duke of Edinburgh's Own)] will conduct cold weather training and practical assessment on training previously received 23-25-JAN-26.

Execution

General Outline: Concept of Operations

This exercise will be conducted in 5 phases.

1. Phase One: Pre Deployment – Tent Group Stores Preparation 1800-2100hrs 23-JAN-26 (5 Brouillette Blvd)
2. Phase Two: Final Tent Group Stores Preparation and Loading 0815-845hrs 23-JAN-26
3. Phase Three: Deployment to Field 0845-1015hrs 24-JAN-26
4. Phase Four: Conduct Training and Assessment 1015hrs 24-JAN-26 to 1330hrs 25-JAN-26
5. Phase Five: Kit Cleaning and Return Preparation 1330-1500hrs 25-JAN-26

(1) Commanders Intent: To conduct EX FROSTY TOES while maintaining a safe and fun learning environment.

(2) Main Effort: While employing proper safety procedures we will conduct training and candidate assessment in the following:

1. Perform the Duties of a Cold Weather Leader
2. Prepare Clothing, Equipment, and Participants for a Cold Weather Adventure Training Activity
3. Maintain Good Health and Hygiene in Cold Weather
4. Establish a Base Camp
5. Conduct a Trek in Cold Weather

(3) Note to All Trainees: Cadets and staff will meet at Connaught Ranges, 5 Brouillette Blvd and will prepare their Tent Group Equipment. Tent Groups will be briefed at the Rally Point on the conduct of the exercise and will then be dismissed for the evening and shall report to the Rally Point the following morning at 07:30 for breakfast to move to their start point

Grouping and Tasks

Groupings

For the duration of the exercise, Cadets will operate in Tent Groups.

Staff members will be assigned to a specific Tent Groups and will be responsible for the supervision and evaluation of Cadets. Staff may rotate between Tent Groups at predetermined times to maximize training and ensure consistent distribution of information.

Tent Group Commanders will organize themselves during transport to the LOD. The Exercise 2IC will marshal vehicles in line and prepare for vehicles at the LOD.

1) **Exercise OPI**

- a. Phase 1
 - i. Coordinate Log O and Staff WRT pre-deployment drills
 - ii. Liaise with 2IC WRT Cadet attendance.
 - iii. Conduct O Gp with TG Comds at 2030hrs 23-JAN-26.
 - iv. Conduct O Gp with Staff at 2100hrs 24 Jan 14
 - v. Assign 1 DS to attend Range Control briefing if required
- a. Phase 2
 - i. Supervise and coordinate final pre-deployment preparations
 - ii. Ensure 1 DS deployed to attend Range Control briefing as required
 - iii. Conduct comms check
 - iv. Coordinate with Log O WRT loading of pers kit, TG stores and resupply items
- b. Phase 3
 - i. Ensure Range Control, Fire and Safety briefings conducted prior to any move
 - ii. Ensure all PMVs secure prior to departure
 - iii. From LOD, send TG to Release Point in March Order
- c. Phase 4
 - i. Supervise overall conduct of training and assessment on EX
 - ii. Conduct roving checks on TGs
 - iii. Ensure radio checks with Range Control conducted per Range Control instructions
 - iv. Ensure security and safety of all pers on EX
- d. Phase 5
 - i. Coordinate with staff and Log O for return of all stores to CNASTC Stores
 - ii. Collect information for AAR

2) **Log O**

- a) Phase 1
 - i. Ensure pers kit available to Cadets on arrival

- ii. Ensure all pers kit is taken by TG for late arrivals
- iii. Assist TG in preparation of TG equipment
- iv. Ensure radios are fully charged with 1 spare battery per radio
- v. Inform OPI of any equipment deficiencies
- vi. Attend O Gp at 2100hrs 23-JAN-26

b) Phase 2

- i. Supervise loading of Cube Van with TG Equipment and pers kit for transport to trg area
- ii. Ensure adequate resupply of water, fuel and food is loaded
- iii. Issue radios to all staff

c) Phase 3

- i. Drive Cube Van to trg area
- ii. Supervise unloading of required equipment
- iii. Ensure safe practices WRT heavy lifting and movement in and out of cube
- iv. Move cube van to Biv area once all TG stores unloaded

d) Phase 4

- i. Resupply TG as required via comms with OPI and Staff
- ii. Other tasks as assigned

e) Phase 5

- i. Supervise loading of Cube Van with TG equipment and pers kit for transport to CNASTC Stores
- ii. Ensure safe practices WRT heavy lifting and movement in and out of cube
- iii. Ensure all issued kit is secured
- iv. Report any kit deficiencies or losses to OPI
- v. Provide relevant information for AAR to OPI

3) **Staff**

a) Phase 1

- i. Assist TGs in preparation of pers and section equipment
- ii. Ensure all pers kit is picked up for late arrivals
- iii. Assign TG rotation for Ex
- iv. Ensure TG Comd is briefed on Ex duties
- v. Ensure all personnel advised of their Tent Group assignments and TG Comd
- vi. Ensure TG Comd coordinate pre-deployment drills
- vii. Advise OPI of any Cadets not participating in Ex.
- viii. Supervise navigation plotting in classroom at 5 Brouillette Blvd
- ix. Attend O Gp at 2100hrs 23-JAN-26

- b) Phase 2
 - i. Supervise Cadets during final preparation of TG stores, assist where necessary
 - ii. Supervise loading Cube Van with attention to safe lifting practices
 - iii. Ensure TG Comd conducts safety (buddy) checks
 - iv. Review assessment forms, ensure adequate quantity for TG
- c) Phase 3
 - i. Transport pers kit in 1 x 4x4 veh and cube van
 - ii. Supervise safe unload of stores at trg area
 - iii. Conduct Range, Fire and Safety briefing with TG
 - iv. At Rel Pt issue orders to TG Comd, ensure proper format WRT small party tasking is followed
- d) Phase 4
 - i. Supervise all aspects of training
 - ii. Provide feedback in the form of a verbal debrief after conclusion of tasks
 - iii. Ensure safety of pers and intervene when required
 - iv. In case of cadet errors, provide coaching and remedial training if necessary
 - v. Provide verbal feedback to each cadet based on assessment and performance
 - vi. Other tasks as assigned
- e) Phase 5
 - i. Supervise loading of pers and stores for return to CRPTC
 - ii. Report to Log O any missing kit with loss report
 - iii. Provide relevant information to OPI for inclusion in AAR
 - iv. Marshall loaded veh for return to CSDH

5) **Senior Cadet IC**

- a) Phase 1
 - i. Ensure all TG Comd assist Candidates with pers kit preparation
 - ii. Ensure TG Comd attend O Gp at 2100hrs 23-JAN-26
- b) Phase 2
 - i. Ensure all Cadets wear proper dress for Exercise
 - ii. Ensure all Candidates arrive at CRPTC prior to 730hrs 23-JAN-26
 - iii. Coordinate TG Comd for loading loading of stores in Cube Van
 - iv. Other tasks as assigned
- c) Phase 3
 - i. Participate in Ex
 - ii. Other tasks as assigned

- d) Phase 4
 - i. Participate in Ex
 - ii. Other tasks as assigned
- e) Phase 5
 - i. Participate in Ex
 - ii. Ensure all pers kit stored in class room
 - iii. Ensure CSDH Floor is cleaned and cleared per SOPs
 - iv. Other tasks as assigned

6) **Trainees**

- a) Phase 1
 - i. Collect pers kit, ensure all kit fits properly and is in good working order
 - ii. Pack kit in preparation for Ex
 - iii. Pack TG stores in preparation for Ex
 - iv. Ensure all TG members have kit prepared for Ex
- b) Phase 2
 - i. Arrive at Hangar 19 prior to 745hrs 14 Jan 12
 - ii. Add water and fuel to TG stores as directed
 - iii. Ensure adequate hot drink and water packed for initial portion of training
- c) Phase 3
 - i. Participate in Ex
 - ii. Ensure all safety, fire, and Range orders are followed
- d) Phase 4
 - i. Participate in Ex
 - ii. Ensure all safety, fire, and Range orders are followed
- e) Phase 5
 - i. Participate in Ex
 - ii. Ensure all safety, fire, and Range orders are followed
 - iii. Store all issued pers kit as directed
 - iv. Assist with storage of TG equipment
 - v. Other tasks as assigned

Coordinating Instructions

1) **Timings**

- i. Refer to Annex C for Exercise timetable

- 2) **Routes**
 - i. Travel from CRPT 5 Brouillette Blvd to Training Area following Route Map at Annex F
- 3) **RVs**
 - i. All pers shall RV at CRPT 5 Brouillette Blvd NLT 0730hrs 23-JAN-26
 - ii. All pers shall RV at parking lot as directed at 1430hrs 25-JAN-26 for dismissal and parent pick-up
- 4) **Boundaries**
 - i. The boundaries for this exercise will be detailed by the Tent Group DS. A safety bearing and overall EX out of bounds areas will be provided to all candidates during the Range Control Briefing.
- 5) **Safety**
 - i. All participants in this exercise are empowered to react in a forceful manner when confronted with an issue that threatens the safety and well being of any member of the exercise.
 - ii. At any point, the individual task or the exercise as a whole, can and will be halted if safety considerations are not being adhered to.
 - iii. Staff in particular are to be vigilant WRT to the supervision of tasks and will ensure that they are completed in a safe manner.
 - iv. Any personnel confronted with a safety issue may either stop the exercise immediately in life threatening situations or inform the chain of command in other situations. The chain of command (included in which is the Cadet Tent Group Comd) has a command responsibility to deal decisively and in a timely manner with all safety issues.
 - v. Details of Safety Procedures at Annex I

SERVICE SUPPORT

1) Stores

- i. **Individual Kit**
Each Cadet will be issued (on a DND 638) the required personal gear. All equipment will be available to the candidate at anytime during the exercise. Any equipment required for the exercise, that is missing will result in the issue of a performance feedback sheet and may require counselling.
- ii. **Tent Group Stores**

All Required kit for the Tent Group has been provided. Re-supply will occur at specific points in the exercise as well as at the BIV site. Tent Group Staff will coordinate with OPI for specific equipment requests.

iii. BIV Site Stores

It is the responsibility of all exercise members to protect, control and account for all BIV Site stores.

iv. Return of Kit

All Exercise kit will be returned to the Exercise HQ at the completion of Exercise Southern Exposure. All personnel will assist in ensuring that all stores are returned clean and in the same condition as they were issued. Procedure detailed at Annex B

2) Medical & Emergency Support

- i. Syndicate Tent Group DS will be designated as the primary first aid responders. Lt(N) Kennedy is designated as the primary first aid responder with Lt. Brier acting as a back up as required. Any injuries/conditions that are beyond the capabilities of the FA responders shall be dealt with by contacting the Exercise HQ as indicated for medical emergencies in the command and signals portion of this order. The Exercise HQ will co-ordinate the response.
- ii. All medications will be retained and controlled by the prescribed individual member
- iii. For Emergency Procedures see Annex G

3) Water

- i. Canteens are to be filled prior to arrival at CRPT Mess in the morning. Additional supplies of potable water will be available at the Exercise HQ and are available for the replenishment of canteens at designated areas. TG DS will request re-supply if required. Leaders are to ensure that proper hydration is maintained.

4) Dress

- i. Dress for the exercise is CADPAT clothing for officer staff and appropriate field training clothing for all cadets. Cadets will be required to select the appropriate Cold Weather Gear for the conditions as they present themselves, but must have all issued gear if required for a specific task during the exercise.

5) Feeding and Rations

- i. All pers will consume rations as indicated in CSAR request throughout the exercise supplemented with fresh and dried fruits, nuts and appropriate food for the weather and level of activity.
- ii. Any special dietary needs of cadets must be identified prior to 23-JAN-26

6) Radios

- i. Communications during the exercise will be by means of Motorola hand held type radios. The OPI, Log O, and Staff; along with all tent group commanders; will require a radio (+ the appropriate number of spares and batteries).

7) Accommodations

- i. Accom for duration of EX are 5 / 10 man Arctic Tents or improvised shelters as appropriate for the training being conducted

8) Transport

- i. One Cube Van for transport of stores
- ii. One 4x4 Crew Cab Pick up Truck with cap if available for safety and roaming veh
- iii. Buses utilized for transport of Cadets to and from trg area
- iv. If DND issued vehicles are damaged in any way the OPI is to be informed immediately. Under direction from the OPI, Range Control, MPs and MSA and RCSU (C) are to be contacted and all required forms are to be filled out and filed per SOPs

9) POL

- i. Naphtha – Supplied through QM
- ii. Gasoline – Supplied through locally sourced Fuel Pumps – Drivers will have a vehicle POL Card if issued from MSE. All other fuel costs will be recovered by CF-52

10) Restricted Areas

- i. Restricted areas will be detailed by DS during Ex dependant on TG location
- ii. All pers will be restricted to identified training areas during all phases of the Exercise

11) Smoking

- i. Will not be permitted by cadets during the exercise.

12) Visitors

- i. If any unknown person is seen entering the training area they are to be directed to the HQ. If biv has not yet been established then visitors are to be directed to the OPI.

13) Environmental Protection

- i. Environmental procedures are detailed at Annex H

14) Hygiene

- i. Flush toilets are available at CSDH
- ii. Portable toilets will be available at the biv site
- iii. All pers needing toilet facilities during trekking or transport will be transported by staff to portable toilets at breaks when needed
- iv. Hands shall be cleaned prior to any meals

16) Fire Regulations & Fire Fighting

- i. For fire regulations and fire fighting procedures see Annex I

COMMAND AND SIGNALS

1) Command Structure

- a) OPI – Maj Sloan
- b) Trig O/2IC – Capt Fantham
- c) Admin O – CWO Grouard
- d) Log O – Lt(N) Kennedy
- e) Staff – Maj Fenton
 - Lt. Brier
 - Lt. Lewis
 - CV Graham

2) Location of Commander and HQ

- i. OPI of EX FROSTY TOES can be reached via radio as detailed in the following para. The SI will normally be located at the Exercise HQ, or Staff Arctic Tent
- ii. The OPI may be called upon to circulate among the stands. The first attempt to communicate with the OPI shall be by radio and if necessary, a rendezvous can be arranged if a face-to-face meeting is required. The course Trig O/2IC may be designated to respond in the OPI's absence.

3) Contact Personnel/Tel Numbers

- i. OPI – Maj Sloan 343-540-6202
- ii. Trig O/2IC – 613-266-2845
- iii. MPs – 613-596-0124 Or Emergency line or 613-820-0123
- v. Emergency – 911
- vi. Range Control – 613-991-5740
- vii. Technical Services – 613-998-9486

4) Communications

- i. Radio frequencies for this Exercise shall be detailed during Phase 2.
- ii. The following call signs shall be used during this exercise;
 - a. OPI Capt Sloan Sunray
 - b. Trig O/2IC Capt Fantham Sunray Minor
 - c. Log O Lt(N) Kennedy Quebec Mike
 - d. TG1 DS TBD Alpha Niner
 - e. TG2 DSTBD Bravo Niner
 - f. TG3 DS TBD Charlie Niner
 - g. TG4 DSTBD Delta Niner
 - h. TG5 DSTBD Echo Niner

5) Code Words

- i. "NO DUFF" – for emergency – all communications to release to "no duff" station.
- ii. "EXERCISE EXERCISE EXERCISE" – Communicated during specific parts of the exercise.
- iii. "CUT KNIFE" – Departure LOD
- iv. "ON POINT" – Departure Release Point
- v. "ON GROUND" – Arrive at designated Task Sites
- vi. "STAND FAST" – Arrival at final BIV SITE
- vii. "MUG UP" – Close down NET

JR Fantham

Capt

Training Officer

640 RCACC [Cameron Highlanders of Ottawa (Duke of Edinburgh's Own)]

613-266-2845

Distribution List

Action

All Staff

All Tent Group Commanders

Info

RCSU (C) OLSA

Annexes

- Annex A – Route card to Queensway Carleton Hospital - Ottawa
- Annex B – Stores Return Instructions
- Annex C – EXERCISE FROSTY TOES Training Time Table
- Annex D – Navigation Routes – (To be completed on approval of Exercise)
- Annex E – Route Map to Trg Area – (To be completed on approval of Exercise)
- Annex F – Emergency Procedure
- Annex G – Environmental Procedure
- Annex H – Safety Procedure
- Annex I – Fire Regulations & Fire Fighting Procedure
- Annex J – Biv Site Layout Plan
- Annex K – Parental Permission Form
- Annex L – Personal Kit List – Cold Weather Field Training Exercise

ANNEX A

Route Card to Queensway Carleton Hospital

3045 Baseline Road Ottawa, ON,
(613) 721-3808



Connaught Ranges
Lee Enfield Road
Ottawa, ON K2K 2W6

1. Head south on Lee Enfield Rd toward Bisley Blvd

220
m

2. Turn left onto Malibar Blvd

700
m

3. Continue onto Shirley Blvd

550
m

4. Turn right onto Rifle Rd

2.0
km

5. Turn right onto Carling Ave

2.1
km

6. Turn left onto Herzberg Rd

850
m

7. Turn left onto March Rd/Ottawa Road 49

Continue to follow Ottawa Road 49

1.3
km

8. Merge onto ON-417 W via the ramp to Arnprior

1.2
km

9. Take exit 139 for Kanata Avenue toward Chemin Castlefrank Road

550
m

10. Turn right onto Kanata Ave

Destination will be on the left

190
m

ANNEX B

RETURN OF STORES AND EQUIPMENT INSTRUCTION

1. This instruction details the procedures that will be followed prior to the return of stores and equipment to CRPTC QM.
2. Cleaning and Inspection Procedures

Stoves

- a. Fuel tanks emptied and light film of oil applied to pumping unit;
- b. Body of stove inspected for damage;
- c. Burner heads inspected cleaned and a light film of oil applied to the burner head and body;
- d. Stove grate all burnt black marks, rust or baked on food removed and a light film of oil applied;
- e. The inside of the stove cleaned and a light film of oil applied;
- f. If required fill out an N/S tag and placed on the stove carrying handle.

Lamps

- a. Fuel tank emptied and a light film of oil applied to the pumping unit;
- b. Inspect lamp and case for damage;
- c. Clean globe, remove used mantle and clean the inner portion of the lamp; and
- d. If required complete a N/S tag and place it on the out side of case.

Pressure Cookers / Cook Sets

- a. Inspect cooker for damage and missing parts;
- b. Clean with soap water or fine steel wool to remove water marks from the inside of cooker or burnt marks from the bottom; and
- c. If required complete a N/S tag and place it on the handle of the item.

ANNEX B

Shovels / Axes / Metal Hammers

- a. Inspected items for any damage;
- b. Clean with soap, water or steel wool if required to remove rust; and
- c. If required complete a N/S tag and place it on the handle of the item.

Tents

- a. Inspect tent and tent bag for any damage;
- b. Clean off any snow and ice from tent flaps;
- c. Remove metal spikes, tent pole and tie up all guide ropes; and
- d. If required complete N/S tag and place it on the tent bag handle.

Toboggans

- a. Inspect toboggan for any damage;
- b. Clean out snow and remove any garbage from the inside; and
- c. If required complete a N/S tag and place it on the toboggan handle.

ANNEX C**EXERCISE FROSTY TOES TIMETABLE**

<u>FRIDAY 23-JAN-26</u>	
<u>TIME</u>	<u>TASK DETAILS</u>
1800 – 21:30	<ul style="list-style-type: none">- Cadets to draw personal stores from QM- Staff to draw veh as directed per veh request notification- Log O assist Pre-Deployment Drills
<u>SATURDAY 24-JAN-26</u>	
<u>TIME</u>	<u>TASK DETAILS</u>
0730-0830	RV-Hay Boxes
0830	1 DS to attend Range Control Briefing (as required) and draw Training Area Radio, Battery and Keys. March In to occur later in Morning – will contact Range Control.
0830	Exercise 2I/C <ul style="list-style-type: none">a. Assist QM with loading Vehiclesb. Marshal Cadets and Vehiclesc. DS Gear Loaded on 4x4 to be stored as required at BIV Site.
0845 – 1015	Move to FUP and unload all equipment.
0830 – 0840	Range Control Briefing
0840 – 0900	Course 2I/C <ul style="list-style-type: none">a. Unload Vehiclesb. Organize Candidate Tent Groupsc. Prepare Safety Gear Equipmentd. Move NAV and TG's to RV Points
1015 – 1530	Exercise Training <ul style="list-style-type: none">a. TG Staff to coordinate Training as per Annex D
1530 – 1700	BIV Site Setup/ Log O to P/U Rations from Mess (TBD)
1700 – 1830	Dinner
1900 – 2200	Evening Training Activity
2200 – 2300	Debrief
2300	Lights Out

ANNEX C

<u>SUNDAY 25-JAN-26</u>	
TIME	TASK DETAILS
0600 – 0645	Reveille / Ablutions
0700 – 0800	Breakfast
0800 – 1000	Training Activities
1000 – 1200	Move From BIV Site HQ
1200 – 1300	Lunch
1300 – 1430	Stores Clean-up and Return
1500	Exercise Debrief

ANNEX D Navigation Routes

ROUTE CARD - Move to Biv

Exercise - FROSTY TOES

MAIN OBJECTIVE	Move to Bivouac Site	ROUTE DESCRIPTION:- Trainees will move from the LOD to their weekend Biv Site at TBC
DATE	24-JAN-26	
Section Commander		WALK START TIME
2IC		ESTIMATED WALK FINISH TIME
CALLSIGN		

ROUTE PLAN

FROM	TO	BEARING	DISTANCE	REMARKS	TIME
<u>TOTAL</u>					

ANNEX D Navigation Routes

ROUTE CARD - Trek in Cold Weather 1 Exercise - FROSTY TOES

MAIN OBJECTIVE	Practice Trekking with Snowshoes		ROUTE DESCRIPTION:- Trainees will depart the base camp with minimal support equipment and trek along established trails and roads practicing snowshoe techniques. Regular water breaks to be observed throughout the trek. Safety Vehicle to be present at Trail head and again at TBD to address issues as required.	
DATE	24-JAN-26			
Section Commander				
2IC				
CALLSIGN				

ROUTE PLAN

FROM	TO	BEARING	DISTANCE	REMARKS	TIME
<u>TOTAL</u>					

MAIN OBJECTIVE	Practice trekking skills and towing a toboggan.	ROUTE DESCRIPTION:	
DATE	25-JAN-26		
Section Commander			
2IC		WALK START TIME	
CALLSIGN		ESTIMATED WALK FINISH TIME	

ROUTE PLAN

FROM	TO	BEARING	DISTANCE	REMARKS	TIME
<u>TOTAL</u>					

MAIN OBJECTIVE	Trekking practice to final pitch/strike		ROUTE DESCRIPTION: To be confirmed
DATE	25-JAN-26		
Section Commander			
2IC			
CALLSIGN			
	WALK START TIME		
	ESTIMATED WALK FINISH TIME		

ROUTE PLAN

FROM	TO	BEARING	DISTANCE	REMARKS	TIME
<u>TOTAL</u>					

ROUTE CARD- End Exercise

Exercise

- FROSTY TOES

MAIN OBJECTIVE	Exit training area by most efficient means.	ROUTE DESCRIPTION: To be confirmed	
DATE	25-JAN-26		
Section Commander			
2IC			
CALLSIGN			

ROUTE PLAN

FROM	TO	BEARING	DISTANCE	REMARKS	TIME
<u>TOTAL</u>					

ANNEX E

Route Map to Trg Area

1. To be confirmed based on approved Training Area

Annex F

Emergency Procedure

a. Medical

The closest hospital to all training areas is Queensway Carleton Hospital, which is located at 3045 Baseline Road Ottawa, ON, (613) 721-3808. A route card from the camp to the hospital is included at Annex A.

Non Life-threatening Emergency

In the event a non-life-threatening emergency occurs that is beyond the capabilities of the FA responders, the safety vehicle shall transport the person to Stevenson Memorial Hospital.

Life-threatening Emergency

For life threatening injuries etc contact Range Control and a tiered response plan will dispatch fire/police/ambulance as required. Be prepared to provide your location by means of the route card included as Annex D. Poison control and infectious disease control information is included on the wallet card as detailed in para d. below.

b. Police

Response by police services will be coordinated through Range Control. The nearest police service to all training areas is the OPP Detachment on March Road at 417.

c. Weather Related Emergencies

The OPI will ensure that a constant radio watch is in place to monitor weather-related emergencies (i.e. extreme snowfall etc). If a total evacuation is necessary, all personnel shall be evacuated to CSDH. Priority shall be placed on the evacuation of personnel and if necessary, kit should be secured on site and a bug-out ordered.

d. Communications

The OPI shall ensure that a wallet card with all emergency numbers is provided to all participants upon their arrival and that all personnel are aware of the location of the HQ, phone, and other communication tools.

ANNEX G

Environmental Procedure

All personnel are to act with due diligence to ensure minimal impact on the environment by abiding by the following:

- i. The following activities are prohibited: cutting down of live trees, damaging flora, fauna or other live organisms, digging of holes and littering.
- ii. Loose waste will be collected and disposed of in garbage receptacles located throughout the training area.
- iii. All POL products are to be stored at the POL site within the provided plastic drip trays.
- iv. Washroom facilities provided shall be utilized.

In the event of a spill the following procedures are to be followed:

- i. Remain calm, assess the situation and respond to the incident by utilizing the environmental spill kit to absorb the spill.
- ii. Restore the site to its original condition by removing contaminated soil.
- iii. All products are clearly labeled with WHIMIS guidelines
- iv. Report the incident immediately to the OPI who will notify B Enviro O.

ANNEX H

Safety Procedure

The following general safety procedures are to be strictly enforced:

- a. All personnel will remain within the boundaries of the Training Areas on the issued mas
- b. Anyone requiring medical attention is to notify the First Aid Officer Lt(N) Kennedy
- c. There shall be no feeding or intimidating of wildlife
- d. No horseplay shall be tolerated
- e. All personnel are to consume water and remain hydrated. Water is available on TG toboggans and resupply is available at EX HQ
- f. All personnel will wear appropriate head gear, parkas and gloves throughout the EX
- g. All garbage is to be placed within provided garbage bags, then disposed of in receptacles at BIV or CNASTC
- h. Fire prevention is everyone's responsibility
- i. Safe lifting practices are to be used especially when lifting loaded toboggans by bending the knees and lifting with legs not the back and ensuring the toboggan handle is not used as a lifting point
- j. All personnel will practice safe tool use, no throwing of tools is permitted and care must be used when using sledges, saws or axes
- k. Gloves or mitts will be worn at all times when handling metal objects
- l. Do not remove any WHIMIS labels that have be affixed to containers
- m. Safe practices shall be used when putting on and removing rucksacks, whenever possible personnel are to assist each other with putting on and removal of rucksacks

ANNEX I

Fire Regulations & Fire Fighting Procedure

Fire Regulations

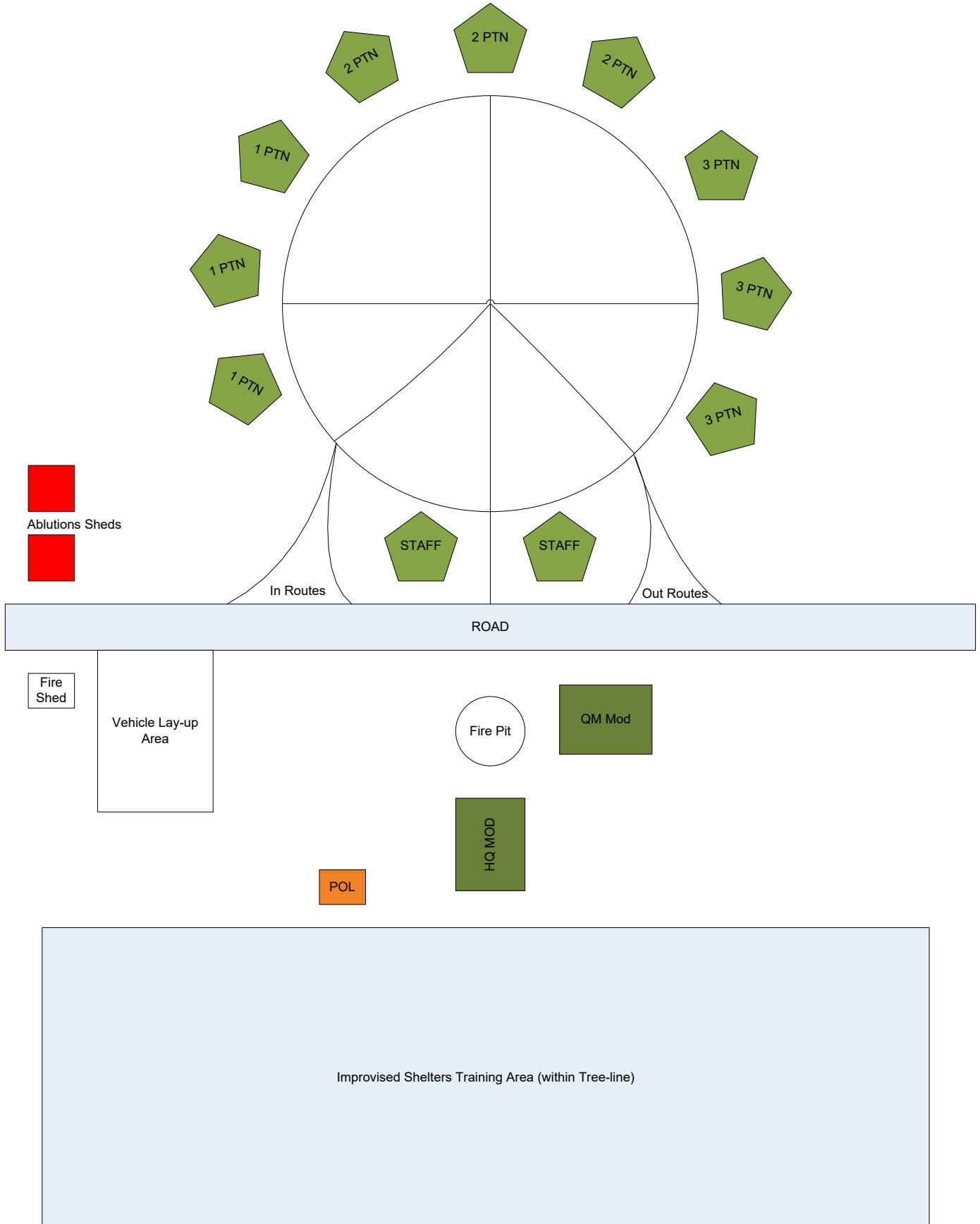
- a. No fires are permitted on this EX without express consent of Range Control
- b. Smoking is not permitted
- c. A fire extinguisher will be located at each POL and the Fire Fighting point if a fire is authorized
- d. The Fire Fighting point will be located 10 paces from any authorized fire; set up will occur prior to lighting of fire and not be dismantled until the fire is completely extinguished
- e. Fire Fighting point will contain a fire extinguisher, fire triangle and shovel, and be marked by a red cyalume stick.

Fire Fighting Procedure

- a. Upon discovering a fire, “FIRE, FIRE, FIRE” is to be called throughout the area, personnel closest will ring the fire triangle until all personnel are alerted to the situation
- b. Upon hearing the alarm, if in tents, personnel will immediately extinguish any stoves and lanterns, lift the bottom flaps of the tent and roll out and away from the tent
- c. Personnel will rally at the HQ or designated rally point; OPI/2 IC/ADM O will ensure all personnel are present
- d. Personnel in the area of the fire may attempt to fight the fire provided no personal danger exists
- e. If the fire is beyond EX personnel’s ability to contain, OPI or Staff will alert Range Control and Fire Department
- f. If necessary, personnel will be evacuated to CNASTC

ANNEX J

Biv Site Layout (Connaught Biv 1)



Dear Parents/Guardians,

640 Cameron Highlanders of Ottawa (Duke of Edinburgh's Own) Royal Canadian Army Cadet Corps will be conducting a winter field training exercise (FTX- OP Frosty Joes) 23-25 January 2026. For all Cadets enrolled Prior to December 1, 2025.

We require your permission before your cadet can attend. Please complete the following form and return it no later than Friday January 23, 2026, for the Cold Weather Kit Issue of pre-deployment.

Please, note the following:

- Cadets must always have possession of a copy of their valid health card, while training on this exercise.
- Cadets will spend Saturday and Sunday outdoors, sleeping in Arctic Tents. Cadets will be issued Cold weather kit, and sleeping bags. We encourage cadets to supplement the issued cold weather Kit with Personal Kit as required and will require adequate clothing.
- Fraternization between cadets will not be tolerated.
- Portable electronic devices including cellular telephones, video games, and music devices are strongly discouraged. Should your cadet bring these devices with them, they will be responsible for their safekeeping.
- We will be conducting physical activities, including snowshoeing and trekking cadets.
- Attached at Annex I is a kit list with everything your son/daughter will be required to bring.

Thank you,

Capt RJ Fantham, CD Tel: 613-266-2845
Training Officer
640 Royal Canadian Army Cadet Corps
Cameron Highlanders of Ottawa (Duke of Edinburgh's Own) Cadet Corps

I give my son/daughter/ward _____ permission
to attend training. (print cadet last name, first, rank)

1. Are there any medical conditions we should be reminded of?
2. Are there any allergies we should be reminded of?

Emergency Contact Information

a) Contact Name: _____ Phone Number: _____
b) Contact Name: _____ Phone Number: _____

Parent/Guardian Signature

Date

Personal Kit List – Cold Weather Field Training Exercise

Cadets are encouraged to pack appropriate kit for the weather conditions and personal comfort during the exercise. Cadets without the equipment listed below may not participate in some or all activities. Please see below:

1. Head Dress (Baret/Cadet Toque)
2. Cold Weather Head Dress (Cadet Toque or Civilian equivalent)
3. Cadet Parka with fleece Liner/Civilian equivalent c/w Rank slip-ons
4. Neck Warmer/Buff (Tunic and Pants) x1
5. Base Layer – Thermal Underwear Top and bottom (ie. Long johns) x 1
6. Insulation layer Upper – Sweatshirt/Fleece Sweater/Cadet Wool Sweater/Low profile down puffer jacket x 2
7. Insulation layer Lower – Sweatpants/Fleece Pants/ 2
8. Underwear – As required x 3-4
9. Issued Grey Socks (Wool socks) or Civilian equivalent (Marino Wool) x 4-6 [No Cotton Socks]
10. Combat Boots and Issued Mukluks/Civilian equivalent x 2
11. Sleeping Clothes (top and bottoms) x1
12. Personal Hygiene Kit
 - Soap
 - Deodorant
 - Toothbrush & Toothpaste
 - Hairbrush/comb
 - Female Personal Hygiene products
 - Shave Kit (optional)
 - Face Clothe & hand towel as required
 - Handkerchief/Tisue
 - Lip Balm (SPF15 recommended)
 - Sunscreen (SPF30 or better recommended)
13. Water bottle – Nalgene style
14. Camping mug (optional)
15. Pillow (optional – able to fit in Kit bag)
16. Flashlight/Head lamp
17. Garbage bags x2 (to protect inside of kit bag)
18. Note Pad, Pen/Pencils
19. Multi Tool/Pocket Knife – conservative size (max 3.5" blade) – Optional
20. Prescription Glasses – as required
21. Sunglasses/ski googles -Optional
22. Sewing kit
23. Kit Bag

Medication

1. Prescription medication and or inhalers, as required – Cadet to be responsible to bring enough medication required for the Field Training Exercise and take their medication as prescribed. Medication must be in original container complete with prescription label. [note may be provided with Medication information and dosage information provided on the medication label if not in original container] – Preferred to be in original container

Documentation

1. Provincial Health Card – Health Card to be in Cadet's possession prior to departure to the Field Training Exercise