



ODI 2005

OPERATION'S ORDER

SAMPLE TEMPLATE

Must be submitted 6 weeks in advance of overnight training exercise to your DSO, who will send it to the Commander for approval. The Commander will go thru the Op's order to make sure everything is in order and send their approval to the VP of Ontario Division for their approval. Once you receive the approval, make sure every corps submits a LOI 30 days in advance of activity. LOI must have a hand written signature from the Branch representative and the Commanding Officer.

N.L.C.C. (CORPS NAME)

TYPE OF TRAINING WEEKEND: _____

DATE: _____

Distribution List

OPERATIONS ORDER

Squadron Training weekend (DATE FROM START TO FINISH)

Reference: Past Operation Orders & the Cadet Training Standards (CTS)

General Information for weekend Training Exercise

Task Organization:	Commanding Officer:	(NAME AND RANK)
	Executive Officer:	(NAME AND RANK)
	OPS O:	(NAME AND RANK)
	TRG O:	(NAME AND RANK)

1. SITUATION

NLCC (CORPS NAME) and invited guests will be conducting an OAT exercise at (LOCATION), in close proximity to (CITY OR TOWN), Ontario. The corps proposed to be involved will be NLCC (LIST OF CORPS ATTENDING)

2. MISSION

Cadets will participate in the following:

- (a) Transport from their individual corps to the (LOCATION) and return;
- (b) Practical outdoor classroom participation;
- (c) Duty watch;
- (d) Meal clean up;
- (e) Evening activities.
- (f) NL Training

3. EXECUTION

a. **General Outline.** This exercise will consist of 5 phases.

- (1) Phase 1. Preparations
- (2) Phase 2. Advance Party Transport
- (3) Phase 3. Exercise Transport
- (4) Phase 4. Training
- (5) Phase 5. Return Transport

b. Grouping and Tasks.

(1) Phase 1.

i. Grouping: TBD

ii. Tasks:

- (a) (BRANCH NAME) Branch to advance funds to designated person appropriate funds to purchase the food for the weekend.
- (b) Above to purchase food and transport same to the camp.
- (c) (RANK AND NAME) to forward copies of the Approved OPS Orders to corps CO's & DSO staff (DSO Officers, VP of Navy League (NAME) and Ontario Division) NLT by end of (DATE)
- (d) Corps CO's to reply NLT (DATE) to confirm if their corps will be attending.
- (e) Corps CO's to reply NLT (DATE) as per rough amount of cadets & officers attending
- (f) Nominal Rolls to be sent to (RANK AND NAME) by (DATE) (nominals can be change and updated at camp)
- (g) (RANK AND NAME) to create sleeping arrangements, duty roster, divisional lists after confirmation date.

(2) Phase 2.

i. Grouping: Personnel to expedite site to set up for main body arrival.

ii. Tasks: (a) Proceed to (CAMP LOCATION) as per Map.

(b) Set up camp site for cadet/officer arrival.

(c) Contact any of the above officers via cell phone **if necessary**.

(3) Phase 3.

i. Grouping: Individual corps & corps officers.

- ii. Tasks:
- (a) Individual corps are to arrive via corps designated drivers
 - (b) Corps staff are to set an appropriate time to leave individual departure points and set their own destinations until they reach the guidelines of the map provided.
 - (c) Corps Cox'ns to take individual corps attendance prior to departure. Corps officers to accept permission forms, health cards, medical forms & cadet meds.
 - (d) Corps OIC's to ensure LHQ equipment is prepared & loaded into PMV.
 - (e) Corps officers to oversee the loading of the equipment, kit and cadets onto PMV for transport.
 - (f) All cadets and staff to arrive at (LOCATION) NLT (TIME) on (DATE) under the direction of corps OIC's.
 - (g) Cadets to muster on the (SELECTED LOCATION) in divisions of respective corps. Corps Cox'ns or designates to assume the DPO role. Under the direction of TBD.

- (h) Ship's company to offload each corps PMV(s) under the direction of TBD
- (i) Personnel TBD to oversee the stowing of TRG equipment.
- (j) Personnel TBD to oversee the stowing of Med equip in HQ.
- (k) Personnel TBD to oversee stowing of food in HQ.
- (l) Personnel TBD to oversee stowing of the female cadet's kit into the designated cabins.
- (m) Personnel TBD to oversee stowing of the male cadet's kit into the designated cabins.
- (n) Personnel TBD to report completion to the Camp CO.
- (o) Each Corps is responsible to inspect their own buses prior to bus leaving
- (p) Each Corps is responsible to forward the information to the bus driver & give the ok for the bus to depart once the state of the bus meets their standards.

(4) Phase 4.

- i. Grouping: All SME's & other officers.
- ii. Tasks: (a) as per training schedule at Annex B.
- (b) DO's & DPO's are to accompany their divisions during the duration of the days training, unless otherwise told by the Camp OPS O (RANK AND NAME).

+

(5) Phase 5.

- i. Grouping: No Change to Phase 2.
- ii. Tasks: (a) Corps officers to oversee loading of equipment, kit and cadets into PMV's per corps; Officers are responsible for offloading of LHQ equipment & kits upon arrival to individual LHQ's.
- (b) Personnel TBD to inspect the site.
- (c) Upon completion of inspection all corps PMV's will be permitted to proceed on to their individual LHQ's.
- (d) Corps PMV's to exit the camp under the supervision of the corps OIC's NLT 1500 on (DATE).
- (e) Once at LHQ corps officers to oversee the offloading of all kit & equipment at the respective LHQ's.
- (f) All Corps responsible to assign an officer to oversee the cleaning of their bus and report to the bus driver upon completion to his satisfaction.
- (g) All cadets and officers are not to leave until corps OIC's give permission to do so.
- (h) Each Corps is responsible to hand cadet health card, and medication to the proper parents

(i) Corps OIC's to conduct a de-briefing after all is done if deemed required

c. **Co-coordinating Instructions.**

(1) **Timings of phases:**

See annexes

(1) **Routes**

TBD by corps transportation officers. A map will be provided, but only with direction from (ROAD/STREET, CITY) or (STREET OR ROAD). in (CITY) to the camp location. All other routes to that point need to be deciphered by corps transportation officers.

Boundaries:

(a) NO CADETS will be allowed in the following areas; Cabins of the opposite gender, the (OTHER LOCATION UNSAFE0 set up.

(b) All officers are to remain on the camp grounds at all times unless they receive permission from the Camp CO minus the OPS O.

(3) **Start point:**

(a) TBD by individual PMV's.

(4) **Rendezvous:**

(a) Front gate at (LOCATION meet guide.

(5) **Patrols:**

(a) Duty watch to be assigned at O group.

(b) Duties to be performed detailed in Annex G.

(6) **Smoking:**

(a) No cadets will be permitted to smoke.

(b) All officers wishing to partake in smoking are required to do so down the road from the mess hall, out of sight of the cadets. Officers are required to properly dispose of cigarette butts.

(7) **Alcoholic Beverages:**

(a) No staff member are to bring or consume any alcoholic beverages over the course of the weekend & within 24hrs prior to contact with the cadets

(8) **Security:**

(a) To be detailed at O group.

(9) **Other required co-ordination;**

(a) TBA

4. SERVICE SUPPORT

- a. **Administration.** All corps CO's are required to complete and forward a Letter of Intent to Division Office, Branch President and DSO Officers. Corps Admin O's to accept each cadets permission slip range permission slip, medical form, health card and medication prior to leaving for the camp. Ensure a nominal role for each corps has been taken so that it can be passed along to the Operations Officer upon arrival to the camp. Ensure that there will be a ship's log brought for the weekend. Med O to accept all medications & directions upon arrival at the camp.
 - b. **Location.** Camp (LOCATION) in close proximity to (CITY), Ontario.
 - c. **All round support.** All attending officers are to offer any support required of them during the weekend.
- B: **Dress:** Civilian attire will be worn by both cadets & officers. **No uniforms or portions of uniforms are to be brought.** Combats are permitted for use of the weekend.

Equipment: See Annex E for Equipment list

Transport: Individual corps to arrange transportation for themselves.

Parking: All PMV's will be parked away from any training area to ensure no interference to training.

Medical: Minor medical emergencies will be treated on site by the MED O. Major Emergencies to be treated by Area EMS and transported to appropriate hospital in (HOSPITAL NAME, ADDRESS AND TELEPHONE NUMBER). If a medical emergency has happened an officer of the cadet's gender will accompany the cadet with the cadet's medical form, health card and description of accident. At this time the cadet's parents **WILL** be contacted.

- (1) Emergency: Report to the OOD immediately. Use 911 for EMS or (NAME OF HOSPITAL AND NUMBER).
- (2) Routine: Sick parade will be held at 0815 & kye at HQ. MED O to administer.

Facilities & Rations: Food will consist of Fresh rations. See Annex C.

Radios: Not required/ REQUIRED

Re-supply: All consumables if needed will be purchased prior to the exercise. Re-supply should not be required but can be done at local stores if required, after obtaining permission from CO & OPS"O".

Water: Jerry cans & camp water source.

Environment: All cadets & All officers will be part of the final cleanup of the building prior to any cadet or officer leaving.

Fire Regulations / Fire Fighting: Duty watch will ensure fire piquet is only going if duty watch is sitting by it and will be maintained during quite hours only. Duty watch will be setup in the mess hall. Duty officer will be contacted in the event of a fire, & alarm will be sounded. Fire alarm stations, which should be used in the event of a fire. Local extinguishers may be used by qualified personnel.

Hygiene: Cadets and Officers are encouraged to make use of the facilities for brushing their teeth, washing their faces, etc... Shower facilities are available.

Restricted Areas: Outside of the camps gates & male/female cabins out of bounds to opposite gender.

5. COMMAND AND SIGNAL

- a. **Groups:** Cadets will be split into divisions randomly. Divisional structure is to be used for colours/sunset ceremonies, daily training & fire stations.
- b. **Command Structure:** See Annex H
- c. **Contact Personnel:** See Annex D
- d. **Radio/Phone:** Not Required /Required
- e. **Synchronized Watches:** Watches will be synchronized at O Group. Official time is held at HQ. Time will be held in 24hr clock.
- f. **Questions and answers:** All questions will be asked and given an answer to at an appropriate time.
- g. **Words of Encouragement:** To all staff, if all goes well this weekend should prove very enjoyable, a wealth of information and a huge stepping stone towards a better future for our squadron as a whole. Please challenge your cadets and have fun with them. If you seem overpowering during your training time step back and crack a joke to loosen the tension. Remember they are only kids and we don't want to scare them. I look forward to seeing all of the officers & cadets on this weekend. Finally I would like to extend my appreciation to everyone for all of the hard work they have put in, assisting to arrange this camp.

TWO CONTACT NAMES (RANK, NAME AND TELEPHONE/CELL#)

Annexes:	Annex A	Timings
	Annex B	Training Schedule
	Annex C	Stores
	Annex D	Contact List
	Annex E	Equipment List
	Annex F	Personal Kit list and permission slip
	Annex G	Duty Watch
	Annex H	Command Structure
	Annex I	Medical form (NL205)
	Annex J	Map to (LOCATION)
	Annex K	Approximate Menu
	Annex L	Map from (LOCATION) to (NAME) Hospital
	Annex M	Accident/Injury Report

Distribution List

Internal	CO
	TRG O
	ADMIN O
	All Exercise Staff
External	(NAME) Squadron
	(CORPS NAME/CO)
	VP Navy League Cadets Ontario Division
	Ontario Division Office
	DSO
	COMMANDER

Annex A

Timings

(DATE)

Advance Party

1400 Advance party to collaborate together to expedite to Camp (LOCATION).

1500 Approximate arrival to the front gates of Camp (LOCATION) to meet (RANK AND NAME).

1545 Commencement of set up of basic galley setup needs.

1715 Advance party breaks for dinner at local establishment by own means.

1800 Advance party return to camp to await arrival of cadets and other staff.

Remainder of cadets & staff

- Corps officers to determine proper timing for transport from LHQ's. These timings will also include arrival of cadets & staff to LHQ for pre-departure needs. (attendance, loading of kit into PMV's, & actual departure)
 - Cadets & staff to eat prior to leaving from individual LHQ, as there will not be any local establishments open in transit from any of the LHQ's.
 - All officers & cadets to be on site NLT 2200.
 - A safety & introduction briefing will be done by the OPS O & CO.
- 2300 Lights out for cadets & start of duty watch.
- 2315 O group for officers under the direction of the Operations Officer
- 2345 Proposed time for lights out for the officers.

(DATE)

0630 Wakey Wakey for the officers

0700 Wakey Wakey for cadets

0720 Breakfast

0820 Secure from breakfast, all hands to Colours

0830 Officers Call

0835 CO's Call

0840 Colours

0845 CO's address

0850 All hands secure from Colours and turned over to the TRG O for daily training.

- Daily Training Plan timings to be detailed within the training syllabus. Timings within will include stand easy's, lunch & dinner. Evening classes will continue after dinner.

1830 Dinner

2000 Make & mend
2015 Recreation Period
2215 Kye
2230 Lights out for cadets, Duty watch to commence
2300 O Group for officer under the direction of the Operations Officer

*** Duty watch to follow Duty schedule outlined in Annex G.**

(DATE)

0700 Wake Wakey for the officers
0730 Wake Wakey for cadets
0800 Breakfast
0900 All hands secure from Breakfast and turned over to the TRG O for daily training.

- Daily Training Plan timings to be detailed within the training syllabus. Timings within will include stand easy's, lunch & dinner. Evening classes will continue after dinner.

1830 Dinner
2015 Recreation Period (Dance in Mess Hall).
2215 Kye
2215 Kye
2230 Lights out for cadets, Duty watch to commence
2300 O Group for officer under the direction of the Operations Officer

*** Duty watch to follow Duty schedule outlined in Annex G.**

(DATE)

0700 Wakey Wakey for the officers
0730 Wakey Wakey for cadets
0800 Breakfast
0900 All hands secure from Breakfast and turned over to the TRG O for daily training.

- Daily Training Plan timings to be detailed within the training syllabus. Timings within will include stand easy's & lunch.

1300 Secure from Lunch, all hands to cleaning stations.
1345 Secure from cleaning stations, all hands fall in for final garbage sweep.
1410 Secure from garbage sweep, all hands fall in for closing ceremonies.
1440 Secure from closing ceremonies all hands to depart from camp Kirk under the direction of individual corps OIC's.
1445 Advance Party to depart after final security check.

END OF TIMINGS AS PER OPERATIONAL

Annex B

Training Schedule (SAMPLE)

Sunday May 18, 2014

0700	Wakey Wakey for Officers & Staff Cadets											
0730	Wakey Wakey for all cadets											
0745-850	Breakfast											
0850-0900	All hands secure from colours / Detail of Daily training plan											
	Free Period		First Aid	Arts & Crafts	Free Period	Jeopardy	Drill ith Arms	Fancy Ropeork	Team Building	Semaphore		
0900-0945	P 1	Div 4	Div 5	Div 6	Div 7	Div 8	Div 9	Div 1	Div 2	Div 3	Div 3	
0945-1000	Stand Easy											
1000-1045	P 2	Div 5	Div 6	Div 7	Div 8	Div 9	Div 1	Div 2	Div 3	Div 4	Div 4	
1045-1100	Stand Easy											
1100-1145	P 3	Div 6	Div 7	Div 8	Div 9	Div 1	Div 2	Div 3	Div 4	Div 5	Div 5	
1145-1245	Lunch											
1300-1400	—	Boatswain	Range	ORIENTEERING			Drums	Capture the flag				
1400-1415	Break (switch to different optional)											
1415-1515	—	Boatswain	Range	ORIENTEERING			Drums	Capture the flag				
1530-1800	Organized Free Time											
1800-1815	Make & Mend (dinner Prep)											
1815-2000	Dinner (monk Meal)											
2000 - 2015	Make & mend											
2015-2230	—	Recreation Period Dance & Kye										
2245	Lights out / Duty watch to begin											
2300	O Group											

**Classes are subject to change based on officer availability

Annex C**Stores**

Quantity	Item
1	Canadian Flag
1	Navy League Flag
1	Boswain Pipe
1	Ship's Log booklet
1	Complete & up to date First Aid Kits (per Corps)
1	Axe
1	Shovel
2	Complete sets of proper training material
1	Complete set of ODI's
1	Complete set of NL's
1	Complete copy of Operations Orders (to be posted in HQ)
1	Set of sports equipment

- * Items to be brought from NLCC (CORPS NAME) minus each corps First Aid Kit.
- * Once determined instructors are to prepare and bring material for their classes.
- * Instructors to request items they need for their classes

Annex D**Contact List**

(RANK AND NAME)	Host CO	Cell#
(RANK AND NAME)	Administration Officer	Cell#
(NAME)	Branch President	Cell#
(NAME)	V.P. NL Office Ontario Division	Cell #
(RANK AND NAME)	COMMANDER	CELL#

- All numbers are to be used only in emergency. The cell phone numbers are also only for emergency.
- All Corps to designate an officer from their own Corps as a point of contact for their parents

Annex E**Equipment list**

* The following list to be promulgated by NLCC (NAME). Other Corps lists may be created and added later.

Quantity	Item
1	Canadian Flag
1	Navy League Flag
1	Bos'n Pipe
1	Ship's Log booklet
1	Complete & up to date First Aid Kit
1	Axe
1	Shovel
1	Complete set of ODI's
1	Complete set of NL's
1	Complete copy of Operations Orders (to be posted in HQ)

Navy League Cadet Corps
Parent/Guardian Permission for Event Participation

(YEAR) (LOCATION) Training Camp

Date: (DATE FROM START TO END) **THIS IS A WEEKEND EVENT**

Location of Event: Camp (LOCATION)

Itinerary: Arrival 2000 – 2200 (8:00 pm – 10:00pm) (DATE)
Dismissal 1400 (2pm) (DATE)
NOTE: Timings are approximate, please arrive early.

Method of Travel: To be Determined by each Corps.

Cost: TBD

Requirements for Participants:

Food/snacks: All meals during this event will be provided.

Other: Uniforms are **not** required. Civilian Attire. See attached Kit List

No cadet will be permitted to participate without a signed permission slip, updated medical form and health card.

Please sign and return this form along with an updated medical form no later than (DATE)

CUT HERE -----

YES I/we give permission for my/our cadet, _____, to participate in event

(YEAR) Training Camp
(DATE FROM START TO END)
At Camp (LOCATION)

Name of Parent/Guardian _____
(printed name of parent/guardian)

Signature of Parent/Guardian _____
Today's date: _____

Please cut this portion off and keep as a packing list.
(PLEASE HAVE ALL ITEMS LABELED, cadets do misplace & forget things

KIT LIST

- | | | | |
|--------------------------|--|--------------------------|------------------------------------|
| <input type="checkbox"/> | 1 Sleeping bag | <input type="checkbox"/> | Sports Gear |
| <input type="checkbox"/> | 1 Foam/Air mattress (Mandatory) | | |
| <input type="checkbox"/> | Clothing for morning Peri | | |
| <input type="checkbox"/> | 1 Pillow | <input type="checkbox"/> | Baseball Glove |
| <input type="checkbox"/> | 4 pairs of underwear | <input type="checkbox"/> | Flashlight |
| <input type="checkbox"/> | 4 pairs of socks | <input type="checkbox"/> | Sun block (Mandatory) |
| <input type="checkbox"/> | 4 shirts | <input type="checkbox"/> | Bug Repellant (Mandatory) |
| <input type="checkbox"/> | 1 pair pajamas | <input type="checkbox"/> | 1 pair work gloves |
| <input type="checkbox"/> | 1 sweater | | |
| <input type="checkbox"/> | 3 pair of pants | | |
| <input type="checkbox"/> | 2 pair Shorts | | |
| <input type="checkbox"/> | 1 warm jacket (Mandatory) (The weather is very unpredictable) | | |
| <input type="checkbox"/> | 1 pair rain gear (rain poncho) | | |
| <input type="checkbox"/> | 2 pair running shoes (indoor/outdoor) | | |
| <input type="checkbox"/> | Toiletries (tooth paste, toothbrush, face cloth, etc...) | | |
| <input type="checkbox"/> | Pad of paper and pen | | |
| <input type="checkbox"/> | 1 Ball cap (Mandatory) | | |
| <input type="checkbox"/> | NO Uniforms or Uniform Parts | | |

NO FOOD (Includes Candies, Chocolates Etc...)

NO ELECTRONICS (stereo, gaming systems, alarms, etc...)

- | | | |
|--------------------------|-----------------------------------|--|
| <input type="checkbox"/> | Health Card (mandatory) | All medications to be given to the Medical Officer |
| <input type="checkbox"/> | Completed Health Form (mandatory) | |

"All corps attending are to do a kit check before departing for Camp (LOCATION)"

Annex G

Duty Watch

2300 – 0100 General clean up and completion of lights out. Filling water balloons

0100 – 0400 General clean up & security of the camp Filling water balloons

0400 – 0530 Set up for breakfast & security of the camp (0530 wake up cooks)

0600-0700 Wake up Officer & cadets & set up of breakfast

Duty Watch Schedule

Page ____ of ____

Time	Officer (Female)	Officer (Male)	Staff Cadet		Female Cadets	Male Cadets
2300 - 0000				1	1	
				2	2	
				3	3	
0000 - 0100				1	1	
				2	2	
				3	3	
0100 – 0200				1	1	
				2	2	
				3	3	
0200 – 0300				1	1	
				2	2	
				3	3	
0300 – 0400				1	1	
				2	2	
				3	3	
0400 – 0500				1	1	
				2	2	
				3	3	
0500 – 0600				1	1	
				2	2	
				3	3	
0600 – 0700				1	1	
				2	2	
				3	3	

***TBD

Annex H

Command Structure

CO	(RANK AND NAME)
XO	(RANK AND NAME)
OPS O	(RANK AND NAME)
TRG O	(RANK AND NAME)

Div 1 Div O	TBD
Div 2 Div O	TBD
Div 3 Div O	TBD
Div 4 Div O	TBD
Div 5 Div O	TBD

Instructors:

Class	Instructor
TBD	TBD

Support Staff:

TBD
TBD

Other officers & staff cadets to be added at a later date.

Camp Coxswain	TBD
Camp RPO	TBD
Camp CCT	TBD

Annex I

Medical Statement Form

ATTACH NL205

LINK:

<https://navyleague.ca/wp-content/uploads/2017/03/NL205E-Medical-Questionnaire.pdf>

Annex J

Map to Camp (LOCATION)

- GIVE WRITTEN DRIVING DIRECTIONS
- ATTACH COPY OF MAP OF DRIVING DIRECTIONS

SAMPLE

Annex K

Approximate Menu (SAMPLE)

Friday

Kye:

Assorted sandwiches, hot choc, juice (assorted juice (apple, orange & 5 alive))

Saturday:

Breakfast:

Bacon, scrambled eggs, toast, cereal, Fresh fruit, milk (choc or white), juice (Assorted)

Stand-easy:

Cheese and crackers, juice & hot choc

Lunch:

Hotdogs & hamburgers, Potato chips, fresh fruit, veggie tray, milk (choc or white)
separate choices will be made available for any vegetarians (veggie dogs)

Stand-easy:

Cookies, Fresh fruit, juice & hot choc

Dinner:

Roast Beef and vegetables , rolls & butter, Salad, milk (choc or white), juice (apple, orange &5)
Dessert chocolate pudding (pudding cups)

Kye:

Cookies, fruit, hot choc

Sunday

Breakfast:

French toast, sausage, toast, cereal, Fresh fruit, milk (choc or white), juice (apple, orange & 5
alive)

Stand-easy:

Muffins, Fresh fruit, juice

Lunch:

Make your own soft tacos, fresh fruit, veggie tray, milk (choc & white), hot choc

Stand-easy:

Veggies and dip, Chips, juice & hot choc

Dinner:

Monks Meal Kraft Dinner, juice water fresh fruit and veggies Jello for Dessert

Kye:

Ice Cream

Monday

Breakfast:

Pancakes, scrambled eggs, Bacon, sausage, toast, cereal, Fresh fruit, milk (choc or white), juice
(apple, orange & 5 alive)

Stand-easy:

Leftovers, Fresh fruit, juice & hot choc

Lunch:

Assorted sandwiches, hot soup, fresh fruit, veggie tray, and milk (choc & white) separate choices
will be made available for any vegetarians

Menu subject to change

Annex “L”

Camp (LOCATION) to (NAME) Hospital

From: Camp (LOCATION) **To:** HOSPITAL ADDRESS

Driving Distance: ____ kilometers **Time:** ____ minutes

ATTACH A COPY OF MAP

DIRECTIONS

Time	Distance	Instruction

Times are approximate

Annex "M"



ACCIDENT/INJURY REPORT

NAME: _____

ADDRESS: _____

Telephone: _____ **Accident/Injury**

Date: _____

Time: _____

Were injuries incurred: Yes/No Hospital treatment required: Yes/No

Is a report required to be filed in: Yes/No

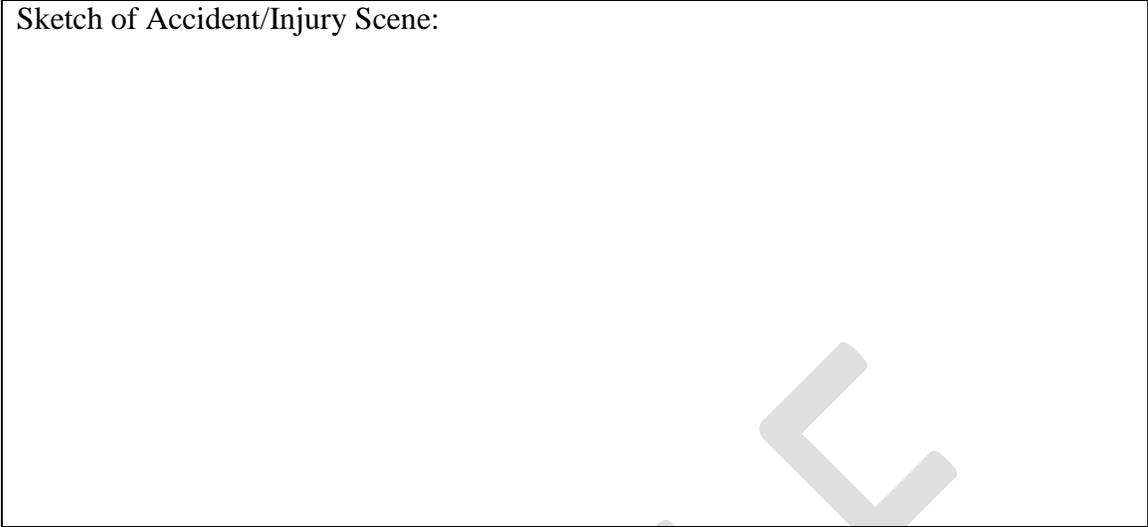
Was accident investigated by Branch/officer: Yes/No
(If yes, include copy of all investigation reports)

Location of Accident (include address)

What happened?

Describe injuries:

Sketch of Accident/Injury Scene:



SAMPLE