

2011 Edition

SEA CADETS

TRAFAGLAR EVENTS 2011

LONGMOOR CAMP MARCH IN AND MARCH OUT ROUTINE
STANDING ORDERS

VERSION: 01 – AUGUST 2011

LONGMOOR CAMP MARCH IN AND MARCH OUT ROUTINE STANDING ORDERS

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MARCH IN ROUTINE:

The following is the March In Routine for Longmoor Camp.

ADVANCE PARTY:

Only those detailed may attend on Wednesday 19 October 2011. No other CFAV or Cadet will be given approval to join Longmoor Camp until Thursday 20 October 2011 after 1400 hours.

ADVANCE PARTY ARE RESPONSIBLE FOR THE FOLLOWING:

- a. Draw all the following Keys:

ACCOMMODATION

Officers Mess	(36 Beds)
Block 1 (Male)	(50 Beds)
Block 2 (Male)	(50 Beds)
Block 3 (Male)	(50 Beds)
Block 4 (Male)	(50 Beds)
Block 5 (Male)	(50 Beds)
Block 84 (Female)	(50 Beds)
Block 86 (Female)	(50 Beds)

TOTAL 386 Beds

Office Block 54

Kitchener Theatre

Lecture Room

Armoury

(Parade Ground Booked – Should be clear by 0730 Friday morning)

ACF Training Centre (100 Beds)

- b. Check Officers Mess – Count beds, pillows and sheets per cabin and check for Damages and Deficiencies.
- c. Allocate Officers Mess accommodation, name tags to be placed on cabin doors.
- d. Check all blocks - Count beds, pillows and sheets per cabin and check for Damages and Deficiencies.
- e. Allocate block accommodation, name tags to be placed on cabin doors.
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MARCH IN OF MAIN BODIES:

The main body are NOT to join Longmoor Camp before 1400hrs Thursday 20 October 2011.

On arrival OiCs Transport are to submit the following to the Admin Officer:

- a. CFAVs Joining Form.
- b. Cadet Nominal List.
- c. Cadets T1s and medication if applicable (Two copies per Cadet)

Once each section has completed the joining routine the following will happen:

- a. Each cadet will be allocated a bed.
- b. All cadets are to muster in Kitchener Theatre as per DROs Timings.

NOTES:

All Damages and Deficiencies are to be reported to the HQ Office ASAP.

MOVEMENT OF ACCOMMODATION STORES, FURNITURE AND FIXTURES

Under no circumstances are Units to move accommodation stores between buildings or remove any fixtures or fittings from the buildings.

MAINTENANCE OF ACCOMMODATION STORES AND EQUIPMENT

Units are responsible for the maintenance and cleanliness of all buildings used, and for all stores and equipment issued to them for the duration of their stay.

CLEARANCE OF RUBBISH

All expended materials (bottles, tins or other refuse) are to be brought from training facilities to Camp and disposed of in Camp waste bins.

ROAD SAFETY

A mandatory speed limit of 20 mph is in existence within Longmoor Camp.

TRAFFIC CONTROL AND PARKING

Longmoor Camp one-way circuits and speed limits must be observed. Parking of visiting units vehicles is to be on the Ladysmith Square or area in front of cookhouse No1.

An **AUTHORISED** car pass must be displayed whilst parked in Longmoor Camp.

Electric lights are to be switched off when not in use. The last person leaving a room or building is to ensure that all lights are turned off.

External lights are to be switched off at dawn, and switched on as late as possible in the evenings.

LONGMOOR CAMP MARCH IN AND MARCH OUT ROUTINE

STANDING ORDERS

MARCH OUT ROUTINE:

On Marching Out all CFAVs and Cadets are to leave their cabin/accommodation clean/tidy.

HANDOVER CFAVs ROUTINE:

The following checks are to be carried out before the handover to Longmoor Camp Staff:

- a. All accommodation, Armoury, Lecture Rooms & Officers cabins are to be clean and tidy.
 - b. Blankets are to be folded and placed on the foot of the bed, each blanket is to be stepped back about 2 inches so that the number present can be seen at a glance and all blankets corners are to be together to speed checking.
 - c. Pillows are to be placed on top of the blankets and the mattress covers are to be removed, folded and placed on top of the pillows.
 - d. Sheets and pillowslips are to be returned in bulk, folded as issued, 20 to each bundle of pillowslips, 10 to each bundle of sheets.
 - e. Brooms, buckets, folding chairs, etc should be placed where they can be seen and counted from near the entrance to each room and must NOT be put away inside or behind lockers etc.
 - f. Electric lights are to be switched off.
 - g. Heaters must not be switched on until actually required. All heaters must be switched off during the daytime when rooms are not occupied; this includes other buildings which are not being used. No heating is permitted between May and October without the special permission of the OC Longmoor.
 - h. If, on handling back, a room or building cannot be made secure due to loss of keys, damage, etc, by the unit, the latter remains responsible for it and its contents until they can be secured.
 - i. All doors, including fire escape doors, and windows are to be closed and made secure.
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