

HONG KONG AIR CADET CORPS
FLAG DAY 2016
on 23rd January, 2016

OPERATIONS ORDER

1. Background

Approval has been granted by the Social Welfare Department the Corps to hold a regional flag day in the Hong Kong Island on 23 January, 2016 from 0700-1230 hrs. The fund raised will be used to support activities and projects approved by the Social Welfare Department.

2. Overall Command

Command Post: HKI and No.6 Wg HQ
Manned by: Ag Sqn Ldr Michael Chan, Project Manager (9306 7973)
Plt Off Saki Lee, Project Coordinator (6088 5747)

HQ manned by Wg Cdr Wilson Chan, CSO (2172 8900 / 9083 2137)

3. Collection of Flag Bags and Flag Sheets

3.1. Flag Bags can be collected from HQs from 13 January 2016 (Wednesday) to 22 January 2016 (Friday). Collectors are needed to bring their own bags or carriers for the collection.

3.2. All flag bags must be accountable for and to be returned to assigned Depots by 1230 hrs on 23 January 2016 (Saturday). Depots will be closed afterwards.

3.3. Any flag sellers failed to hand in the flag bag in time (i.e. before 1230 hrs) is to report to HQs or Command Post and to hand in the flag bag to the Command Post direct by 1500 hrs.

3.4. Any loss / stolen of flag bag(s) have to report to Police via HQs / Command Post with serial number of the flag bag and a report including the details of how the incident occurred and who is responsible for the incident is to be made through the chain of command and to reach HQ / Command Post before 1500 hrs on 23 January 2016.

4. Depots

4.1. Five depots listed below will be manned by a Depot IC with HKACC members support from 0900 hrs until 1230hrs.

Depot Code	Depot Address
CP	Command Post HKI & No.6 Wg HQ 2/F Western District Community Centre High Street, Sai Ying Pun
SD	Aberdeen Police Station

	4 Wong Chuk Hang Road
WD	Western Police Station 280 Des Voeux Road W, Sai Ying Pun
NP	North Point Police Station 343 Java Road, North Point
CW	Chai Wan Police Station 6 Lok Man Road, Chai Wan

4.2. Corps Vehicles will transport collected flags bags from different depots to CP starting from 1300 hrs. All Depot ICs are to report to CP of whereabouts of all flag bags before the close of the depot. Secured transport provided by G4S will collect all bags from CP at 1600 hrs.

5. Area of Responsibilities

5.1. Flag sellers should be deployed to the assigned areas.

5.2. Approvals have been obtained from MTR, First Ferry, Star Ferry, and HK Housing Authority. Please note that the flag selling ins only approved in the UNPAID areas of HK Island MTR Stations.

6. Flag Sellers and Volunteers

6.1. All HKACC member, are to be in proper uniform of either No. 2B or No. 3B, other volunteers are put on the HKACC Helper Label at the conspicuous location for identification purpose. All flag selling money are to be inserted into the slop of the flag bag only. Any damage of the flag bag must be reported at once to the relevant in-charge.

6.2. All units are to conduct their own briefing in a form they see fit. The highest standard of turn-out is expected and this flag event is not just for donation but also an opportunity to present HKACC to the member of the public.

6.3. All flag sellers are to return filled flag bag(s) to the depot, a certificate of appreciation will be issued at a later date according to the return of the flag bags. Damaged or unused flag bag must be returned to the assigned flag depot before 1230 hours. Please apply common sense, "\$1 business" and similar cases will not be accepted as a "turn-out".

7. Command Post

7.1. The Command Post will be set up at Hong Kong Island & No.6 Wing HQ at High Street from 0700 to 1500 hrs on 23 January 2016 (Saturday). It will also act as a collection point for any outstanding flag bag and overall logistic centre.

7.2. HKACC vans will act as mobile patrol unit and to conduct logistic run between HQ, CP and Depots.

7.3. It is not necessary for individual Wing or Unit to establish their own Command Post but they are expected to supervise and support of their own flag sellers.

8. Administration and Logistics

8.1. After the collection of the flag bags from HQ, individual units are responsible for the safe keeping of the flag bags until they are returned to individual depots. HQ will only record flag bag up to squadron level, **Unit Commanders should be responsible to record the movement and the issue of individual flag bag.**

8.2. All flag sellers are expected to be fed before reporting for duty and to travel to the location at their own expense. Reporting time /venue is to be determined by individual unit commander but shall not be later than 0730 hrs.

9. Bad Weather

9.1. No flag selling activities will be carried on if either a Red / Black Rainstorm Warning Signal or Typhoon Signal No.3 or above is in force at or after 0600 hrs of the flag day.

9.2. If the Flag Day is cancelled, Wing Representatives / OC Units will be received the "Cancellation Message" by phone, via SMS or via Email on or before 0700 hrs of the flag day.

9.3. If the Flag Day is cancelled, OC Units should send the Unit representative to return all flag bags (w/flags) to HQs, HKACC on or before **29 January 2016 (Friday)** during Office Hours.

Issued by
Ag Sqn Ldr Michael CHAN
Project Manager

16/1/2016