

# Hong Kong Air Cadet Corps

## Coordinating Instructions for Regional Flag Selling at Hong Kong Island on 16 June 2012 (Saturday)

**Command Post Hotline (06:00 -18:00)**  
**Tel: 6381 2948 OR 6498 2427**

### 1. Introduction

Approval has been granted by the Social Welfare Department (Approval No. FD/R005/2012) for the HKACC to hold a regional flag day on the **Hong Kong Island** side on a Saturday morning (16 June 2012) during **07:00-12:30**. The fund raised will be used to support activities and projects approved by the Social Welfare Department.

### 2. Command

Command Post: Project Manager / Operation Controllers

Field Command: Respective OCs Wing and Unit Cdrs

### 3. Collection of Flag Bags

3.1. Flag Bags can be collected from HQs during **office hours** from 9 June 2012 (Monday) to 15 June 2012 (Friday).

3.2. All flag bags must be accountable for and to be returned to assigned Depots **by 1230 hrs on 16 June 2012 (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 at 27128900 / Command Post (CP) at 6381 2948 or 6498 2427 immediately and proceed to CP to hand in the flag bag. In any case, the latest **by 1500 hrs** as CP will cease operation.

- 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 16 June 2012.

#### 4. Operation of Depots

- 4.1. Eight depots (6 x HSBC Branch, 1 x Scout Centre & HKACC HKI & 6 Wg Hqs Office) as listed below will be manned by Depot IC with HKACC members support from 0900 hrs until 1230 hrs.

<u>Depot Code</u>	<u>Depot Address</u>
<b>000</b> Command Post – HKACC HKI & 6 Wg HQs	2/F, Western District Community Centre, High Street, Sai Ying Pun 西環高街西營盤社區中心 2 樓
<b>001</b> HSBC The Westwood Branch 滙豐銀行 – 西寶城分行	LG01-3, Lower Ground Floor, The Westwood, 8 Belcher’s Street, Hong Kong 西環卑路乍街 8 號西寶城地下 1-3 號
<b>002</b> HSBC Des Voeux Road Central Branch 滙豐銀行 – 德輔道中分行	China Insurance Group Bldg, 141 Des Voeux Road Central, Hong Kong 德輔道中 141 號中保集團大廈
<b>003</b> HSBC Hong Kong Office, Cash HKH 滙豐銀行 – 總行現金部	BL1, 1Queen’s Road Central, Hong Kong 中環皇后大道中 1 號地庫
<b>004</b> HSBC Hay Wah Building Branch 滙豐銀行 – 熙華大廈分行	Hay Wah Building, 71-85B Hennessy Road, Hong Kong 軒尼詩道 71-85B 熙華大廈
<b>005</b> HSBC North Point Branch 滙豐銀行 – 北角分行	306-316, King’s Road, North Point, Hong Kong 北角英皇道 306-316 號
<b>006</b> HSBC Aberdeen Centre Branch 滙豐銀行 – 香港仔中心分行	Shop 2, G/F, Aberdeen Centre, Site 1, Hong Kong 香港仔中心第一期地下 2 號舖
<b>007</b> Scout Association of Hong Kong – Shau Kei Wan District 童軍 - 筲箕灣支部	22, G/F Oi Yuk Block, Oi Tung Estate, Shau Kei Wan 筲箕灣愛東邨愛旭樓地下 22 號

- 4.2. All collected flag bags are to be handed over the bank manager (for HSBC Depots only) with receipt obtained to certify the exact number of flag bags banked in. Those damaged or empty flag bags are to be collected after the closure of the depots and returned to HQ.

- 4.3. Armoured Car (by International Wing Shing Security Management Limited) will come to the Depot 000 and 007 only to collect the flag bags at 1400 hrs. Similar procedures will be made to issue receipt by the Security Company personnel. The depots (i.e. 000 and 007) will not stand down until such time all flag bags are properly handed over to Security Company.
- 4.4. All Depot OICs are to report to CP with detailed report of the whereabouts of all the flag bags they are responsible for before they could stand down. All Depot OICs are to report to CP by 1400 hrs.
- 4.5. Separate instruction regarding the use of bar-code readers and equipment will be issued to Depot OICs and assistants accordingly.

## **5. Flag Selling - Area of Responsibilities**

- 5.1. It is anticipated to have over 800 flag sellers. Each Wing will coordinate amongst the units, outsiders included, under their command and it must be stressed that this geographical area is simply a division of labour and **should never be treated as the territories boundary.** Manpower should be deployed professionally and productively. For a more detailed deployment, please refer to attached file.
- 5.2. Approval confirmations from MTR, First Ferry, Star Ferry, and HK Housing Authority are attached for your ref. It is highly recommended to ready the hard copies on hand for those units which are responsible for selling the flags at such premises.
- 5.3 .AT Wing and No.602 SQN will responsible the flag selling **in all MTR Stations (HKI) at UNPAID AREAS ONLY with Octopus machines and flag bags.**  
Other Flag Sellers shall not go to this areas (Only 6 flag sellers are allowed inside the MTR Stations for flag selling)

## 6. Flag Sellers / volunteers

- 6.1. All HKACC member, are to be in proper uniform either No. 2B or No. 3B, other volunteers MUST 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 his/her superior.
- 6.2. All units will conduct their own briefing prior to the flag selling. A briefing note is attached for reference. 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 upon the return of filled flag bag(s) to the depot, they will be given one appreciation certificate and souvenir gift. Damaged or unused flag bag must be returned to the assigned flag depot before 1230 hours. **No '\$ 1 Business' as it creates unnecessary workload and sewing of the flag bag costs more.**

## 7. Command Post

- 7.1. A Command Post will be set up at Hong Kong Island & 6 Wing HQs, High Street from 0700 until 1500 hrs on 16 June 2012 (Saturday) to assist the running of the Flag Selling 2012. It will be manned by Project Manager / Operation Controller. It will also act as collection point for any outstanding flag bag and logistic centre.
- 7.2. The HKACC vans will act as mobile patrol unit and to conduct logistic run between HQ, CP and Depots.
- 7.3. There is no requirement for individual Wing or Unit to establish their own CP but they are expected to be on the group to supervise and support of their own troops.

## **8. Administration and Logistic**

- 8.1. After the collection of the flag bags from HQs before the Flag Day, individual units are responsible for the safe keeping of the same until they are returned to Depots. HQ will only record flag bag down to squadron level only, **the unit OIC should has responsibility to record the movement and issue of individual flag bag.**
- 8.2. All flag sellers are expected to be fed before reporting for flag selling and travel to the location at their own expense. Reporting time /venue is determined by individual unit commander but shall not be later than 0730 hours.
- 8.3. Units from New Territories will have one-way transportation to their flag selling location.

## **9. Inclement 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 0630 hours of the flay day.
- 9.2. If the Flag Day is cancelled, Wing Representatives / OC Units will be received the “Cancelled Message” by phone, via SMS or via Email on or before 0700 hours 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 **23 June 2012 (Saturday)** during Office Hours.

Prepared by

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Project Officer -Flag Day 2012