1. GENERAL INFORMATION

1.1. DATE : Sunday, 28 November, 2004
1.2. VENUE : Victoria Park, Causeway Bay, Hong Kong
1.3. Time : 0945 hours to 1200 hours
1.4. PARADE COMMANDER : CSupt. LAI Tat-kwan
   - DEPUTY PARADE COMMANDER : SSupt. HO Hon-cheung
   - ESCORT OFFICERS : CSupt. WONG Tat-chuen, CSupt. CHAN Kam-wah
   - M.C. PARADE : SAO WONG Ah-man
   - MEDAL & TROPHY OFFICER : Supt. MO Dick-keung
     ASSISTANT I : Supt. LAM Man-kong
     ASSISTANT II : ASupt HO Wing-yiu
     ASSISTANT III : ASupt Kwan King-fat
     ASSISTANT IV : ASupt MA Fat-leung
   - CHECK POINT OFFICER : ASupt TO Hay-shing
   - PARADE COORDINATORS: Supt. LIM Henry
     Supt. HUNG Chun-ming
     ASupt. KOT Nam-shan
     ASupt CHAN Yiu-keung
   - SPOKESMAN : CEO Josephine WONG
   - P.R. OFFICER : Supt HO Hin-fong, Vivian
   - BANDMASTER : ASupt AU YEUNG Hin-wai, Alex
   - FIRST AID OFFICER : ASupt KUNG King-shing
     1Surgeon (ASupt) and 1 Nursing Officer (RN), 1 Officer and 24 Ambulance
     Members from Ambulance Region; 1 Officer and 12 Nursing Members from
     Nursing Region, KNTC.
   - TRAFFIC CONTROLLERS & :ASupt LEE Kam-ching
   CROWDS CONTROLLERS : ASupt LUNG Ngai-cheung
   - FLAG OFFICERS : Sgt YUEN Cheung-hung & Sgt POON Hoi-to
   - STICK ORDERLY : Sgt HUI Po-tin (K&NT C) & Sgt AU YEUNG Ka-hing
     (K&NTC)
   - PERSONAL ASSISTANT TO COMMISSIONER : Supt YAU Shu-fung

1.4.1. The whole parade would be led by the Parade Commander, assisted by the Deputy
Parade Commander.
1.4.2. Each Corps would be led by its Senior Superintendent/Superintendent/Assistant
Superintendent with 1 Assistant Superintendent/Senior Ambulance Officer and 3
Senior Ambulance Officers/Ambulance Officers/Probationary Ambulance Officers.
They would march onto the parade ground following the command of the Deputy
Parade Commander.
1.5. All Ambulance, Nursing and Cadet Corps should take part in the Inspection. Each
Adult Corps should consist of 30 members, while each Cadet Corps should consist of
24 members.
1.6. Trophies to be presented in Part I by the Commissioner
   I. Ambulance Corps Marching Cup
   II. Nursing Corps Marching Cup
   III. Cadet Corps Marching Cup
   IV. Commissioner’s Commendation

1.7. Trophies to be presented in Part II by the Reviewing Officer
   I. Arculli Shield
   II. Ralphs Shield

2. **DRESS**
   No.1 winter uniform with decorations and medals.

3. **PARADE FORMATION**
   3.1. At 0900 hours all parade personnel should fall in five ranks on the assembly area in their positions as arranged in Appendix I under the command of Deputy Parade Commander.
   3.2. Corps Commanders should check the attendance list prior to falling in.
   3.3. The St. John Band would fall in at Football Pitch No.1, be ready and lead the parade for the marching on.
   3.4. At 0920 hours Deputy Parade Commander would lead the Corps to MARCH ONTO the parade ground.
   3.5. Deputy Parade Commander: “PARADE – ATTENTION”, “PARADE WILL MARCH ON IN COLUMN OF ROUTE, KOWLOON & NT COMMAND NO. 1 AMBULANCE CORPS LEADING, MOVE TO THE RIGHT, RIGHT TURN”. The Parade would turn right except Senior Ambulance Officers and Ambulance Officers/Probationary Ambulance Officers who would turn left.
   Position taken:
   I) Corps Commanders – 6 paces in front of their Corps;
   II) Assistant Superintendents/Senior Ambulance Officer – 3 paces in front of their Corps;
   III) Senior Ambulance Officers/Ambulance Officers/Probationary Ambulance Officers - 3 paces to the rear of their Corps.

3.6. Deputy Parade Commander would move to the head of the parade and lead. Corps Commander of KOWLOON & NT COMMAND No. 1 AMBULANCE CORPS would order: “KOWLOON & NT COMMAND No. 1 AMBULANCE CORPS, BY THE LEFT, QUICK MARCH”.

3.7. All corps would march onto the parade ground in procession as specified and proceed to their positions on the parade ground as arranged in Appendix II.

3.8. Corps Commanders would give the following order on arrival at their positions: “HALT”, “LEFT TURN”, “AT HALF-PACE INTERVAL, RIGHT DRESS”, “EYES FRONT”, “STAND AT EASE”.

3.9. On the command “LEFT TURN”, Officers would turn to the front and take up positions:
   I) Corps Commanders – 6 paces in front of the Front Rank of their Corps
   II) Assistant Superintendent/Senior Ambulance Officer and Senior Ambulance Officers/Ambulance Officers/Probationary Ambulance Officers 3 paces in front of the Front Rank in proper sequence.
3.10. Distance of 1 pace between the front, centre and rear ranks should be observed when executing the “RIGHT DRESS”.

3.11. Deputy Parade Commander would take up to his position in the centre of the parade ground 5 paces in front of the Corps Commanders.

3.12. When the Parade is ready on the parade ground, Deputy Parade Commander would order: “PARADE – ATTENTION”, “AT HALF-PACE INTERVAL, RIGHT DRESS”, “EYES FRONT”, “STAND AT EASE”.

3.13. On the command “RIGHT DRESS”, all Officers would turn about, facing their Corps and take up their dressing. Facing the front again on the command “EYES FRONT”.

3.14. On arrival of the Parade Commander at 0935 hours, Deputy Parade Commander would order “PARADE ATTENTION” At the same time, Parade Commander would march to his position. Deputy Parade Commander would march forward halt at 2 spaces before him, salute and report: “THE PARADE IS READY, SIR”. He would salute again, about turn and return to his position. The Parade Commander would order: “STAND AT EASE”.

PART I: COMMISSIONER’S INSPECTION

4. ARRIVAL & RECEPTION OF THE COMMISSIONER

4.1. On arrival of the Commissioner at 0945 hours, the Parade Commander would order: “PARADE ATTENTION”, M.C. Parade would announce the arrival of the Commissioner and request all spectators to stand. The Commissioner would be greeted by two Escort Officers.

4.2. Parade Commander would order: “PARADE – GENERAL SALUTE, SALUTE”.

4.3. The St. John Band would play “The General Salute”.

4.4. All officers on parade would salute except the Medal & Trophy Recipients.

4.5. Parade Commander would march forward to the dais, halt, salute and report: “THE PARADE IS READY FOR YOUR INSPECTION, SIR”.

5. THE INSPECTION

5.1. Commissioner would leave the dais to inspect the parade accompanied by the Parade Commander and two Escort Officers.

5.2. The St. John Band would play music during the Inspection.

5.3. Commissioner would inspect the front rank of each Corps. After which, the Corps Commander would stand his Corps AT EASE.

5.4. At the conclusion of the Inspection, Parade Commander would halt, salute and request “SIR, YOUR PERMISSION TO BREAK OFF FROM THE INSPECTION PARTY, SIR” and return to his original position. The Inspection Party would proceed to the Dais.

6. PRESENTATION OF TROPHIES

6.1. Assistant Commissioner of Kowloon & NT Command and Hong Kong Island Command would nominate a representative as recipient for each Trophy. This Trophy Party led by the Medal & Trophy Officer would march onto the parade ground in single file during the Inspection.

6.2. When the Commissioner returns to the dais after the Inspection, he would be greeted by the Medal & Trophy Officer who would report: “THE TROPHY PARTY IS PRESENT, SIR.”
6.3. M.C. Parade would announce the trophy to be awarded, the appropriate unit and the recipient’s name. The recipient would march to the Commissioner, halt, turn right and salute. Medal & Trophy Assistant I & II would hand the Trophy from the table and then to the Commissioner.

6.4. Commissioner would present the Trophy and shake hands with the recipient.

6.5. The recipient would salute again, turn left and march off in a straight line for 10 metres, then veer right and move towards to the stand.

6.6. After the presentation, the Commissioner would return to the dais and be ready for the March Off.

7. MARCH OFF

7.1. The Parade Commander would order “PARADE ATTENTION”, march forward to the dais, halt, salute and “YOUR PERMISSION TO MARCH OFF THE PARADE, SIR”. On receiving permission, he would salute, about turn and take up his original position and order: “PARADE WILL MARCH OFF IN COLUMNS OF ROUTE, KOWLOON & NT COMMAND NO. 1 AMBULANCE CORPS LEADING, MOVE TO THE RIGHT, RIGHT TURN”. Commanders would take up positions:

I) Corps Commanders – 6 paces in front of their Corps;

II) Assistant Superintendents/Senior Ambulance Officer – 3 paces in front of their Corps;

III) Senior Ambulance Officers/Ambulance Officers/Probationary Ambulance Officers – 3 paces to the rear of their Corps.

7.2. Parade Commander & Deputy Parade Commander would move to the head of the parade.

7.3. Kowloon & NT Command No. 1 Ambulance Corps Commander would order:

“KOWLOON & NT COMMAND NO. 1 AMBULANCE CORPS, BY THE LEFT, QUICK MARCH”.

7.4. The Band would play March music throughout the March Off.

7.5. MARCH OFF in the following order:

I) Kowloon & NT Command Ambulance Corps No. 1, 2, 3, 4, 5 and Nursing Corps No.1,2 & 3.

II) Hong Kong Island Command Ambulance Corps No. 1, 2, 3, 4, 5 and Nursing Corps No.1 & 2.

III) Kowloon & NT Command Cadet Corps No.1,2,3,4,5,6,7,8 & 9 and HKIC Cadet Corps No. 1, 2 & 3

7.6. Corps would March Off following the March Past, keeping 12 paces between Corps.

7.7. On reaching the first flag, Corps Commanders would order: “BY THE RIGHT”. Units would thereafter dress by the right and would be checked by the Check Point Officer.

7.8. When the second flag (indicating the saluting base) is reached, Corps Commanders would order: “__________ CORPS, BY THE RIGHT, EYES RIGHT”, all except the right hand marker would turn their heads and eyes to the right. All Officers would salute.

7.9. M.C. Parade would announce the names of unit.

7.10. When the Senior Ambulance Officers/Ambulance Officers/Probationary Ambulance Officers at the rear reach the third flag (indicating the end of the saluting base), the most Senior Officer would order: “EYES – FRONT”.

7.11. The Units would then march off the parade ground. Each Corps Commander would order independently, “HALT”, “LEFT TURN”, “AT HALF – PACE INTERVAL,
RIGHT DRESS”, and “STAND AT EASE”, on arrival to the assembly area. (Remarks : Due to time constraint, the parade may return to the parade ground immediately without any break between Part I and Part II.)

7.12. After the March Off of the Hong Kong Island Command No. 3 Cadet Corps followed by the Ambulances and the Band, Deputy Parade Commander would order the Parade to march onto the parade ground again as stated in Paragraph 3.5 to 3.11 of this order.

7.13. When the Parade is ready on the parade ground, Parade Commander and Deputy Parade Commander would take up their posts as stated in Paragraph 3.12 to 3.14 of this order respectively.

PART II : REVIEWING OFFICER’S INSPECTION

1. ARRIVAL AND RECEPTION OF THE REVIEWING OFFICER
   Similar to PART I EXCEPT :
   1.1. Arrival Time : 1100 hour, accompanied by two Escort Officers
   1.2. Received by the Council Chairman and Commissioner

2. REVIEWING OFFICER’S INSPECTION
   Similar to PART I EXCEPT :
   2.1. The Inspection Party would consist of Reviewing Officer, Parade Commander and two Escort Officers.

3. PRESENTATION OF MEDALS & TROPHIES
   Similar to PART I Presentation of Trophies EXCEPT :
   3.1. Safety pins and hooks for the recipients to facilitate the presentation.
   3.2. At the conclusion of the Inspection, the Reviewing Officer would move to the front of the Medal Party. He would be greeted by the Medal & Trophy Officer who would salute and report : "THE MEDAL & TROPHY PARTY IS READY, SIR". Medal Assistant I carrying a cushion, Medal Assistant II carrying a tray containing the Medal would be positioned at the right of the front rank.
   3.3. The Reviewing Officer would move to the right hand end of the Medal Party with the Medal & Trophy Officer. He would present the Long Service Medal to each recipient. Medal recipients would NOT SALUTE throughout presentation. M.C. Parade would announce the name of the recipients and his/her unit.
   3.4. After presentation, the recipient will right turn and march off the parade ground immediately under the control of Medal Assistant IV.
   3.5. Presentation of Trophies will be held immediately after the medals presentation.

4. REVIEWING OFFICER’S ADDRESS
   4.1. The Reviewing Officer would return to the dais and deliver his address.

5. MARCH OFF
   Similar to PART I EXCEPT :
   5.1. After passing the saluting base, Corps would march off the parade ground and return to the assembly area. The Parade Commander would handover the parade to the Deputy Parade Commander who would dismiss the parade in a proper manner.
   5.2. The Band would march and follow the last Units i.e. the Ambulances to March Past and off the parade ground.
   5.3. The Reviewing Officer would be escorted by two Escort Officers to leave the dais.
INSTRUCTIONS

1. All ranks in the Brigade (including Presidents, Surgeons and Nursing Officers) SHOULD ATTEND the Annual Inspection.

2. Divisional Commanders should brief their Presidents, Surgeons, Officers and Members for the correct and smart wearing of uniforms.

3. Recipients of Medal and representative for receiving Trophies and Cups should be briefed by Divisional Commanders on the proper etiquette of saluting, etc. They should report to the Medal & Trophy Assistant III ASupt KWAN King-fat by 0845 hours sharp at the Spectator Stand No.1 (near the Reception).

4. The first-aiders will report to the First Aid Officer ASupt KUNG King-shing by 0800 hours.

5. The Ambulance with crew will be responsible by individual Commands.

6. No parking space is provided. All coaches transporting members to the Victoria Park would not be allowed to park inside the Victoria Park except those authorized.

7. The March Past at the Commissioner’s Inspection and the Reviewing Officer’s Inspection would be judged for:
   I) Ambulance Corps Marching Cup
   II) Nursing Corps Marching Cup
   III) Cadet Corps Marching Cup

8.1. The Headquarters Command with the help from members of Kowloon & NT Command and Hong Kong Island Command would be responsible for:
   I) Management for marking and decoration of the parade ground
   II) P.R. Officers to direct guests
   III) Public Addressing system
   IV) Control of press media photographers and videographers
   V) Command Post will be set up near Spectator Stand 10

8.2. The Training Command would be responsible for refreshments


10. Medal & Trophy Officer: Check that the Medals and Trophies are in good shape and order.

11. There will be no replacement for the members on the parade ground once they have marched on the ground.

12. If the red/black rainstorm warning or typhoon signal No.3 or above is still hoisted at 0600 hours on that morning, the parade will be postponed until further notice.

13. Enquiries: Miss Vonnie Kwok, Brigade Services Officer, at Hong Kong St. John Ambulance Headquarters – Tel: 2530 8032-34 Fax: 2530 2727

CHAN Cheuk-sang, M.B.E., C.St.J.,
Commissioner
Hong Kong St. John Ambulance Brigade