



# **Benevolent Society**

## **National**

### **Honour Guards Guidelines**

<b>Table of Content</b>	<b>Page</b>	<b>2</b>
<b>Terms of Reference</b>	<b>Page</b>	<b>3</b>
<b>In Recognition</b>	<b>Page</b>	<b>4</b>
<b>Reference Material</b>	<b>Page</b>	<b>5</b>
<b>Introduction</b>	<b>Page</b>	<b>6</b>
<b>Code of Conduct</b>	<b>Page</b>	<b>7</b>
<b>Dress Uniform</b>	<b>Page</b>	<b>30</b>
<b>Funeral Procedure</b>	<b>Page</b>	<b>41</b>
<b>Canadian Forces Manual of Drill and Ceremonial 201</b>	<b>Page</b>	<b>50</b>
<b>Recommendations</b>	<b>Page</b>	<b>50</b>

## **Terms of Reference**

- 1.) To develop guidelines in the form of a living document for Honour Guard Units.
- 2.) Establish a Honour Guard working group from across Canada.
- 3.) Provide The Paramedic Association of Canada and Provincial Chapters, EMS Chiefs and Honour Guard Units a framework to follow.
- 4.) Ensure working partnership with EMS Chiefs. Their support with respect to providing the necessary resources of personnel, dress uniforms, training, travel and financing is essential for this endeavour to succeed.
- 5.) To pass along this living Honour Guard document to a responsible Honour Guard organization that will maintain and update this document as required.

## **IN RECOGNITION**

This publication has been produced by the Benevolent Society of the Paramedic Association of Canada, with the financial support of the Paramedic Association of Canada.

This booklet was compiled by:  
Treasurer of the Benevolent Society, 2008

Bill Lewis,

With the support of:

Edmonton Paramedic Guard of Honour

Dave MacLean  
Blaine Barody  
Mike Fodor  
Amy Hassen

City of Calgary EMS Honour Guard

Mike Cochrane

Parkland Paramedic Honour Guard

Darren Grout

Manitoba Paramedic Honour Guard

Dianne Findlay

British Columbia Ambulance  
Service Honour Guard

Bruce Harford

Simcoe County Honour Guard

Ben Valentine

Paramedic Association of  
New Brunswick Honour Guard

Crystal Hart-Drake  
Barry Edwards

Professional Paramedic Association  
Of Ottawa Honour Guard

Darrel Drew

Toronto EMS

Glen Gillies

## **Reference Material:**

Special thanks to following organizations for allowing us to use excerpts from their material. This saved us many hours in developing the National Guide Lines for Honour Guards.

Toronto EMS Honour Guard Protocol

Alberta College of Paramedic Dress Instructions

Edmonton Honour Guard Code of Conduct

Honour Guard Roundtable, April 22-23, 2008

Canadian Forces Manual of Drill and Ceremonial

[www.gg.ca](http://www.gg.ca)

## **INTRODUCTION**

The goal of this document is to provide The Paramedic Association of Canada, it's Provincial Chapters and EMS Chiefs with a living document to establish guidelines for setting up and maintaining Honour Guard Units. This document is not intended to replace existing policies or guidelines of established units. This document is dependant upon two factors:

1. the need to set up Honour Guard Units in local EMS communities; and
2. the financial support of the EMS Chiefs for training, uniforms, equipment and transportation when needed.

It is recognized that some EMS communities have already established Honour Guard Units and hopefully they may be willing to help other communities establish their own Honour Guard Units.

Honour Guard Units are called upon to attend many different functions within their community such as funerals, memorial services, ceremonial events, presentations and parades.

The following guidelines are intended to assist Provincial Chapters and the EMS Chiefs in fulfilling all the requests that the Honour Guard Units are called upon to perform.

**This manual is dedicated to those EMS personnel, both past and present that perform their duties with pride and respect.**

# CODE of CONDUCT

## Vision and Mission Statements

### **Mission Statement**

It is the mission of the Honour Guard to elevate the image and public awareness of Emergency Medical Services and heighten staff and civic pride in the professionalism of the service.

### **Vision Statement**

It is the vision of the Honour Guard to elevate the status of Emergency Medical Services and the EMS community at large by the provision of a strong public image in ceremonial events. This will be accomplished by presenting a professional, recognizable uniform presence accompanied by proficient, unified drill performances with an approachable demeanour following the event.

### **Requirements for Joining the Guard of Honour**

During the development of the Honour Guard Units a standard has been established and adopted by its Officers. These standards are essential in maintaining the cohesion of the Unit and the professionalism of its performance and expectations. Therefore a process has been developed for the addition of new members to the Unit.

All applicants to the Honour Guard must meet the following as minimum requirements:

1. Member in good standing with Emergency Medical Services;
2. Demonstration of commitment to the service and the EMS community at large;
3. Demonstration of the teamwork ethic;
4. Demonstration of commitment to the volunteerism principle;
5. A minimum commitment of three (3) years to the Unit; and
6. Reviewed, understood, and agreed to abide by the Code of Conduct for the Unit.

Interested individuals will apply in writing to the Commander of the Guard, including their reason(s) for committing to the Unit. Applicants will be requested to voluntarily accept the conditions and performance expectations adopted by the Honour Guard, including the discipline associated with the Unit. The existing members of the Unit will be consulted as to the acceptability of the applicant in order to maintain Unit cohesion. The final decision on the applicant's success rests with the Commander of the Guard. New recruits into the Honour Guard will begin the initial training process with the understanding that they will not receive a Class-A uniform, nor be assigned to Details, until such time as they have demonstrated adequate dedication to the Unit through attendance at drill practices.

### **Initial Training Program and Orientation of New Guard Recruits**

Each new guard recruit will receive a copy of the Honour Guard Code of Conduct Manual (to be developed by each unit). This manual is to be retained for ease of reference by the member for the duration of their association with the Unit.

The initial orientation process will include a review of the *Code of Conduct Manual*. Each guard recruit will be requested to voluntarily accept the conditions and performance expectations adopted by the Honour Guard, including the discipline associated with the Unit. This is accomplished by the signing of a statement of understanding and commitment.

Initial drill training typically involves four (4) sessions broken into a schedule as deemed appropriate by the Executive Officers of the Guard (typically two days at a time). All new recruits are required to attend the entirety of this initial training regardless of prior military drill experience. During this time the basis for marching and drill performance is established and imprinted to the point of retaining the movements of command as muscle memory. Repetition and correction of form are used extensively to master the drill movements first as an individual, and then applied so all members perform the drill in unison. This initial training process can be considered laborious however it is implemented so as to provide a positive experience for the new recruit. At no time will new recruits be subjected to unusual or impractical discipline or commands. The result of this unique training schedule is an experience that builds the new recruits as a team and readies them for implementation of drill with the rest of the Unit; the experience will not likely be forgotten.

New recruits are then invited to begin regular scheduled drill practice with the rest of the Unit. Once the new member has established that they possess a suitable level of commitment and their performance is deemed suitable for the expectations of the Unit, they will receive a 'Class A' dress uniform and be invited to participate in Unit Details as an Officer of the Paramedic Honour Guard.

## **Drill**

Drill is defined for our purposes as: Marching and performing in unison under the direction of a single or multiple Unit Commanders to achieve a desired goal.

Historically drill was first conceived and utilized in a military capacity by the Sparta warriors for the purpose of moving troops in a battlefield setting. There are those that contend the origin but this is the most commonly held principle.

The rationale for training troops in the execution of drill was to move the troops onto the battlefield in an orderly fashion, and to move them around efficiently while the battle was ongoing. This methodology allowed for a streamlined command structure, thereby allowing better communications of objectives to the combatants. Commands were designed to be short and specific to avoid confusion from the troops and their respective commanders, and common enough that should the commander fall during battle another member could assume the commanders role. This led to the system of platoons and ranking that still exists in modern day militaries. Drill movements also allowed the commander to watch the developments on the battlefield and quickly move troops into areas that required bolstering. This also gave the troops the security of knowing that assistance was never far behind.

It is also said that the most important aspect of drill in the battlefield environment was more of psychological warfare. It was shown that by presenting a well-organized force to the opposition it signified that this was a *professional* military, one that trained extensively together and had the commitment of significant backing and support. This would weigh heavily on the minds of the opponent and was often enough to encourage them to leave the battlefield. Virtually all-military forces in one form or another adopted the drill process to aid them on the battlefield.

The advent of gunpowder would ultimately change most battlefield tactics however drill remains a constant in most present day military forces, although now it is largely ceremonial in its application. It is also used as a training tool to encourage and motivate individuals to function as a team.

The Paramedic Honour Guard uses Standard Commonwealth Drill as its mainstay for ceremonial presentations. It has been adopted by the Canadian Military and conforms too most, if not all, of their requirements. By adopting this drill methodology it gives a readily available resource in the performance of our Details. The teaching system used is based on the same doctrine and the only significant difference will be the omission of the "Rifle Drill" components. Paramedic Honour Guard Officers will receive a *Manual of Drill and Ceremonial* condensed from the *Canadian Forces Manual of Drill and Ceremonial* to include items of particular significance.

The use of this drill is common to most Ceremonial Units and therefore allows the Honour Guard to interact quickly and efficiently with these associated members.

The drill system is used by the Paramedic Honour Guard to show the professionalism of the service that we represent. When well executed it casts an excellent light on those whom we represent. It is our obligation to them to ensure we perform to the absolute best of our abilities at all events.

## **Drill Practices**

Drill is a complex series of movements performed in unison and in order to be proficient in its execution the Unit must be diligent in preparation. This ensures the professional presentation of the Guard in both Details that have advanced preparation and those that do not.

This is done through the use of frequent drill practices.

Scheduling:

- Practices are held on once per month January to April and September to December inclusive. This results in eight (8) scheduled drill practices per year.
- Executive Officers of the Guard rotate through the responsibility of leading the practice dependant upon which EMS Platoon is not on shift during the scheduled time.

- Event schedules are provided to each Officer at the beginning of every year outlining the dates of all practice sessions, annual Details, and meetings.
- Additional practice sessions will be arranged in preparation for major events in order to ensure specific drill requirements are met. These will be assigned by the appropriate Executive Officer in charge of that detail.
- If the scheduled Officer is unable to attend the drill practice, the session shall commence at the scheduled time with the appropriate Officer assuming command.

Content:

Regular scheduled drill practice sessions follow this general format:

1. Arrival time 15 min prior to commencement
2. Assembly and inspection
3. Core practice material and instruction
4. Briefing session
5. Dismissal

Detail practice sessions will involve:

1. Dress set by the Executive Officer
2. Location set by the Executive Officer
3. Times set by the Executive Officer
4. Guards as selected for the Detail
5. Material specific to the Detail

It is incumbent on the Executive Officer leading the practice to advise the Guards prior to the session of uniform requirements and items to be practiced. The Executive Officer must ensure adequate breaks and that the rules of decorum are followed and enforced. The Executive Officer must also ensure feedback and corrective measures are given immediately during the session. It is also incumbent on the Executive Officer to ensure all facets of the practice objectives are met and to adjust the schedules to ensure that all members are capable of completing the assignments

It is incumbent on the Officers of the Guard to arrive on time and in appropriate uniform that is properly presentable and to participate in the practice as requested. While on the parade square the Officers of the Guard must follow appropriate decorum.

## **Attendance Policy**

The Paramedic Honour Guard adopts the following policy regarding attendance at drill practices and Details.

1. All members are expected to attend scheduled practices when not on-duty. If a member fails to attend a minimum of one (1) drill practice out of four (4), without prior notification of their Squad Captain, the member shall be considered to be displaying an inadequate level of commitment. The member shall be counselled up to and including dismissal from the Paramedic Honour Guard.
2. All members are expected to attend the Details they sign up for. If a member agrees to attend a Detail and then is absent without notice, the member shall be considered to be displaying an inadequate level of commitment. The member shall be counselled up to and including dismissal from the Paramedic Honour Guard.
3. Missing scheduled practices and Details without prior notice is considered a dishonour to the Unit and fellow members that are being represented.

The above is to be considered the minimum level of activity and consideration to remain "active" as an Officer of the Paramedic Honour Guard. Selection for Detail participation is based on an Officers activity and attendance in both practices and prior Details.

## **Officer Ship**

Once a member has joined the Paramedic Honour Guard they are given an honorary officers rank that will apply only to the Unit itself, and when acting in functions associated with the Unit. This is to promote the expectation of conduct that is normally associated with holding an officers position.

The Officers of the Guard must understand that they are entrusted with representing all members of the Emergency Medical Service, and at all times conduct themselves in a manner worthy of respect and their trust. This obligation is not to be taken lightly and is given freely without expectation of compensation.

The Officers of the Guard are responsible for the following:

- Knowledge and understanding of Drill

- Knowledge and understanding of Protocol
- Conduct becoming of an Officer
- Uniform preparation and care
- Acceptance of orders given by Superior Officers
- Honouring the other Officers of the Unit
- Unity and harmony of the Guard

The rewards of being an Officer of the Guard are in the work itself. The pride of being instrumental in elevating the stature of Your EMS and the prehospital field will be its own reward within the EMS community. All members will share equally in the accolades received by the Unit and the honours bestowed upon it.

Members of the Unit will have the opportunity to participate in planning and/or lead special projects related to the both the development of the Honour Guard and the formal presentation of Local EMS. Examples of these projects include planning, EMS special event planning, and EMS Branch Flag Protocol development. It is important to note that some of these are considered as Formal Details.

An awards program will be developed within the Unit to recognize achievements, both individual and as a Unit.

## **Command**

The leadership roles within the Honour Guard are designated as "Commander" roles. These roles are designated to those members that demonstrate themselves to have the qualities that are desirous in a Commander, as well as the respect of the other members of the Unit. The successes of the Unit are directly influenced by the confidence and trust the members place with their Commanders.

The principal leadership methodology that has been adopted by the Unit is one of "Leadership by example". The phrasing "Never ask anyone to perform that which you would not readily complete yourself" summates this. With this principle in mind it is necessary for the Unit Commanders to demonstrate their willingness to follow this by participating in regular practice activities whenever possible. Therefore; it can be stated that the requirement of the Unit Commanders is twice the work of any of its members.

The next foundation of leadership within the Unit is that of putting the Unit before themselves. This involves the ability to share the achievements and successes of the Unit with all of the members,

without accepting the credit personally. Remember; the Unit only succeeds when all of its members are working together as a team. This also involves accepting all of the negative occurrences personally, as the Unit does not fail only when the Commander has failed to ensure the Unit can perform as a team. The negatives then need to be processed into a form that can be taken back to the Unit and correction given to the entire Unit in a constructive manner. Avoiding "singling" out a member will help to develop the team, which is not to discount that special attention may be required to help an individual perform at the Unit expectation.

There are certain qualities and cornerstones of good leadership. These are the inherent traits of the member and can be fostered and cultured within the membership. The future Commanders of the Unit will come from within the Unit and it is in the best interest of the Unit to ensure its future success by promoting these traits in its members. These traits include:

- Honesty
- Integrity
- Loyalty
- Discipline
- Morality
- Positive Attitude
- Pride
- Strong Character
- Self Motivation
- Self Reliance
- Sound Judgment
- Humility
- Positive Energy
- Sense of Humour

The commitment of the Unit to build strong leaders of its members can only enhance its overall success. Fostering this in the members will only improve each of them and will carry over into whatever the members strive to achieve, ensuring their personal success. This presents a classic "win-win" position and can only be beneficial to all parties.

## **Command Structure Terms of Reference and Areas of Responsibility**

### **Terms of Reference**

1 I/C = (In Command) Commander of the Guard  
2 I/C Captain of the Guard  
Squad Captains  
Senior Officers of the Guard  
Pipe Officers of the Guard  
Officers of the Guard

Executive Officers: Includes 1 I/C, 2 I/C, and Squad Captains  
Collectively responsible for:

- Communication
- Training goals and implementation
- Detail planning and coordination
- Financial and logistical planning
- Project development

### **Areas of Responsibility**

1 I/C Commander of the Guard:

- Oversees all aspects of operations by delegating duties as required
- Provides leadership and advancement of knowledge for all members in the areas of drill, protocol, and etiquette pertinent to the duties of the Unit
- Maintains the council of the Executive Officers
- Director of Communications

2 I/C Captain of the Guard:

- Provides operational and logistical coordination for all members
- Ensures effective and timely coordination and communication with Executive Officers
- Assists as general liaison with EMS Management
- Assists with external and internal communication
- General coordination of Detail assignments or delegation as required

Squad Captains:

- Detail coordination as delegated
- Coordinate Officers for detail assignments

- Shares drill practice coordination and instruction with other Executive Officers
- Ensures effective and timely distribution of information to Officers of the Guard on their respective squads
- Responsible for the ready status of Officers on their Squad

Senior/Pipe/Officers of the Guard:

- General members of the Honour Guard
- Founding members of the Unit and those chosen for distinction by the Commander are assigned the title of Senior Officer of the Guard
- All are responsible for maintaining personal Honour Guard kit in order at all times
- Providing input at general meetings or in a timely manner following receipt of the summary notes from meetings
- Follows direction of Executive Officers during drill training and Detail assignments
- Assist with project development

Squad Assignment depending on the numbers:

All members of the Honour Guard are assigned to Squads. Generally the squad assignment coincides with the EMS platoon the member is serving. Officers assigned to EMS positions not coinciding with platoon rotations will be assigned to an Honour Guard Squad Captain for the purposes of communication and coordination. This assignment will attempt to balance the number of Officers on each respective Squad. The Commander and Captain of the Guard appoint Squad Captains. Executive Officers of the Guard are awarded a gold colour shoulder braid lanyard to distinguish their position. When coordinating a detail in Honour Guard uniform the gold lanyard will be worn to identify that they are in charge of the detail. When not personally coordinating a detail, but attending under the direction of another Executive Officer, the white shoulder braid lanyard will be worn to promote uniformity.

#### **4-4: Commitment**

The commitment of the Honour Guard is paramount to the success of the Unit. This requires a commitment by both the member to the Unit and the Unit to the member. With both entities being equally accountable to each other, the strength of the guard is formed. With a Unit of this nature the demands placed on its members can be high, but the rewards can be even higher. Each member's contribution will lead to the success of the Unit and greatly enhance the image of the

service and the EMS community. The following is the commitment made by the Guard and its members:

The Officers will be committed to the Honour Guard by:

- Accepting the doctrine of the Unit
- Attending practices
- Accepting the responsibilities of the details presented
- Honouring the Unit, its Code of Conduct, and its members
- Resolving differences within the Unit itself
- Keeping business within the Unit itself
- Promoting professional conduct through all facets of daily activities
- Promoting the Code of the Unit
- Ensuring the proper image and integrity of the Unit is maintained
- Ensuring the proper image of its members is maintained at all times

The Honour Guard will be committed to its Officers by:

- Making available the tools and training to help them succeed
- Being available to the members for guidance or other needs
- Positive reinforcement of Unit/individual achievements
- Leadership by example
- Facilitating conflict resolution
- Promotion of the Unit and its members within the EMS community
- Facilitation of education and improvement of Unit Officers
- Ensuring the Guard maintains its integrity
- Ensuring the Unit is put before any one individual or member

## **4-5: Discipline**

The object of discipline is to ensure the prompt and willing adherence to an order given by a superior. It is designed to produce order and establish cohesion in individuals so they can achieve success as a single unit, in a single purpose. When properly administered discipline results in an intelligent desire to carry out the direction given by the superior authority.

Respectful obedience to a given order is the basis for sound discipline. It must be given freely to a superior who has earned the respect and trust of those being led. It is therefore the responsibility of the

superior authority to ensure that they never promote or ask of others anything that would violate that respect and trust.

Discipline is the cornerstone of the performance of an effective Unit. Without it the Unit would fail to meet its objective. It is the responsibility of all members of the Unit to value discipline and maintain it during the course of executing the objective.

Discipline should never come from a fear or dread of punishment. It is from within an individual that is committed to the success of the Unit. It is necessary to place the needs of the Unit above the needs of oneself.

Advice and correction should first be given to the entire Unit collectively without singling out any one individual. Allow the Unit to correct itself through its own initiatives. It is detrimental to the morale of the Unit if they are not allowed to correct themselves prior to outside influences. If an individual is having a consistent problem and is not responding to the Unit initiatives it may become necessary to counsel and provide further individual instruction. Once the problem has been rectified the member will then be returned to the Unit.

It is important to note that advice and correction should not be construed as a personal insult, but that of constructive criticism designed to enhance the performance of the Unit. An individual member's success is directly involved in the success of the Unit. It is therefore in the best interest of the Unit that all of its members operate at maximum effectiveness.

In the event a breach of discipline occurs it will be dealt with following the *Chain of Command* that exists within the Honour Guard. Individuals will be corrected first by their respective Squad Captains. If this fails to resolve the breach it shall then be passed on to the Captain and Commander of the Guard. At this level the 1 I/C or 2 I/C will be responsible for furthering actions that will facilitate the correction of the breach, or applying the discipline that is required for said breach. It is ultimately the responsibility of the Commander of the Guard to ensure that all discipline actions are appropriate to the breach and that each member has the appropriate time and venue to air their concerns concerning the breach and its validity.

## 4-6: Conduct

The Code of the Honour Guard is "*Utilitas, Honos, Ossicium*" (Duty, Honour, Sacrifice) and all members must consciously uphold this at all times. There is an expectation that all Officers will conduct themselves with the highest of personal regard, therefore never dishonouring the Unit and fellow Officers, and EMS and its members. The essence of the Guard is leadership within our service, the EMS community, and the community at large. We are here to represent all members of EMS and with that we must conduct ourselves in the very highest of deportment at all times. The members of the Honour Guard have entrusted us with this responsibility and to perform at a lesser standard dishonours that trust.

Conduct is broken down into various aspects and layered on top of each other to form the basis of the highest conduct for which the members will be responsible.

### 1. General Conduct

This is how a member conducts himself or herself on a daily basis and is the foundation of exemplary conduct. It includes but is not limited to:

- Respect – of others values, opinions, beliefs, religions, and cultures
- Honesty
- Integrity
- Ethics
- Discipline
- Attitude

### 2. Conduct On-Duty

This is how a member conducts himself or herself while functioning in the daily performance of their duties within EMS. This is how a member gains the respect of their co-workers.

It includes but is not limited to:

- All of the above, and:
- Pride in the EMS duty uniform and EMS Dress Uniform
- Leadership within the service and the community

- Maintenance of good standing within scope of practice of Para medicines
- Professionalism in all aspects of practice
- Promotion of education and improvement of Guard Officers and all EMS members

### 3. Conduct at Guard Practice

This is the cornerstone of establishing the discipline required to perform well as a unit. It is what will build and maintain the teamwork necessary to performing the required drill with competency. It includes but is not limited to:

All of the above, and:

- Attendance at all practices, unless working or upon prior notification of absence
- Practice uniform will be properly prepared and complete
- Punctual arrival
- Utilizing proper addressing of Officers and Commander throughout
- Accept discipline enforced to promote performance conduct and enhance presentation
- Obey the words of command and the Commander
- Assist new members with dress and drill
- Encourage the building of the Unit through a variety of activities

### 4. Conduct at Official Functions

This is how a member conducts himself or herself while attending a function that may or may not involve the wearing of the Honour Guard uniform, or EMS dress uniform but is still in the function of representing EMS and its membership. It includes but is not limited to:

All of the above, and:

- Conducting themselves as gentlemen/ladies
- Addressing others with respect
- Positive representation of the service and its members
- Deportment that presents a very positive image
- Use of appropriate manners and etiquette
- Promotion of the profession as well as the service
- Avoidance of negative internal political issues
- Avoidance of excessive alcohol consumption

## 5. Conduct at Details in Honour Guard Uniform

This is how an Officer conducts himself or herself while performing at or attending a designated function/detail, and is in full 'Class A' dress uniform. This is the period when the Honour Guard is at its highest profile and therefore under the most scrutiny. The actions of its Officers must be beyond reproach and must exhibit exemplary conduct. At this level the Officers are representing EMS, its members, and the EMS community in general. They are no longer representing themselves.

It includes but is not limited to:

All of the above, and:

- Conduct appropriate to the uniform
- Highest manners
- Highest discipline
- Obeys Commander implicitly
- Follow orders to the letter
- Clearance of all activities through the Officer coordinating the detail
- Absolute continuity of the Unit during drill performance
- Uniform in order to perfection
- Parade boots at high shine
- Absolutely no use of profanity
- Absolutely no smoking in public view
- Minimal alcohol consumption using appropriate vessels

### **4-8: Grooming**

As a member of the Paramedic Honour Guard there are expectations for each member's personal appearance. Adherence to these standards is mandatory and ensures a professional, cohesive Unit presentation. The standard has been established by utilizing past military practice and has been upheld as a reasonable expectation by the members of the Unit. These standards are specific only to those events that require the presentation of the 'Class A' dress uniform or events when formed in rank.

The requirements are as follows:

1. Hair to be clean and neat, and:
  - a) As a male Officer the length will not exceed the collar.

- b) As a female Officer be of appropriate length to be off the collar, in a bun, or be worn up under the uniform cap. Keep in mind that caps are on/off frequently during Details.
2. Face to be clean shaven, and:
    - a) As a male Officer moustaches are allowed but must be neatly maintained and not exceed the corners of the mouth.
    - b) As a female Officer minimal makeup in natural tones is to be applied in such a fashion to compliment the uniform.

Uniforms must be prepared in the highest order and worn appropriately so as to augment the presentation of uniformity, therefore:

1. All facial jewellery is to be removed when in guard uniform. This is to be interpreted as no jewellery visible above the collar, including but not limited to the ears, lips/mouth, tongue, nose, eyebrows, etc.
2. All watches, bracelets and other wristbands shall be removed when in guard uniform.
3. External tunic pockets shall be kept free of bulky items (i.e. wallets, cell phone, keys, smoking materials, etc.)

#### **4-9: Detail Functions**

The Honour Guard will be requested to perform at a wide variety of functions. These functions are known as "Details". The requests are made from parties organizing the event and are made by communication through the 1 I/C and 2 I/C. It is the responsibility of the designated Executive Officer to assign the appropriate number of personnel to the Detail.

Details fall into several categories. They include but are not limited to:

1. Membership Details:
  - Weddings
  - Funerals
  - Formal Balls and functions
  - Public relations events

2. Departmental Details:
  - EMS Station opening ceremonies
  - EMS Week Activities
  - Investitures
  - Recruiting and orientation
  - Allied health care agency events
  - Public relations and other special events
3. Civic Details:
  - Requests from the Mayor's Office
  - Interdepartmental joint Guard events (Police Service, Fire Rescue)
  - Public relations events
4. Provincial Details:
  - Lt. Governor events
  - Allied Emergency Service events (specifically funerals)
  - Public relations events
5. Federal Details:
  - Governor General of Canada events
  - Prime Minister of Canada events
  - Dignitary functions
6. International Events:
  - Visiting world leader events
  - International sporting events

\*Selection of Officers for Detail participation will be based on the member's attendance and participation in practices and prior Details. Time constraints prior to the Detail often may affect selection for assignment. Selection for participation will be at the discretion of the Officer in charge of the Detail.

## **4-10: Dress**

As a member of the Honour Guard you will be required to attend a variety of different events. These events have different uniform or dress requirements associated with them. To assist in the selection of appropriate attire the following list has been developed so that common parameters are used in defining those requirements. Each requirement level has been assigned a "class" for further definition. Noteworthy is that each class also includes preparation requirements that are associated with each.

## 1. 'Class A' (Full Guard of Honour Dress Tunic)

This is the ceremonial presentation uniform created and adopted to represent the Officers of the Paramedic Honour Guard. This uniform is to be worn at functions as deemed appropriate by the Guard Commander.

\*Please note that all components of this uniform are mandatory without exception. \*

Specific requirements:

- Ensure uniform is complete, cleaned, and prepared to the highest order
- Cap with member at all times
- Parade boots polished to high shine
- All gold insignia polished. Insignia includes gold cap badge and belt badge, gold "EMS" and epaulette pins, gold EMS nametag with full name and classification/rank,
- Executive Officers will require variations of belt colour and shoulder braid colour to distinguish them as such
- Additions may be made at the discretion of the Guard Commander depending on the nature of the detail (i.e. Memorial ribbons or Remembrance Day Poppies at the appropriate calendar time)
- Decorations (insignia of medals, etc.) will be court-mounted and worn in accordance with the directives of the Chancellery of Honours

## 2. 'Class B' (Mess Dress) \*Under Development\* (optional)

This uniform is specific to those formal functions related to evening activities (i.e. dinners, balls, galas, receptions, etc.) not specified by the Commander as 'Class A' events. This uniform consists of the midnight blue waistcoat, steel blue pants with black dress stripe, dark navy cummerbund and bow tie, black shoes, and all insignia in gold.

Specific requirements:

- Ensure uniform is complete, cleaned, and prepared to the highest order
- Uniform cap is not a component of this uniform
- Decorations required in miniature will be court-mounted and worn in accordance with the directives of the Chancellery of Honours

### 3. 'Class C' (Dress Uniform) \*Under Development\* (optional)

This is the departmental uniform adopted for its general membership. This uniform is worn at events that do not require the pageantry of the Honour Guard. It consists of a dark navy single or double breasted jacket with silver star of life buttons, silver star of life collar insignia, matching pants with black webbed belt and silver buckle, white long sleeve shirt with silver star of life collar dogs, and silver EMS nametag with full name and classification, black tie and silver EMS tie-bar or tie pin, dark navy uniform cap with silver cap badge, and black shoes.

Specific requirements:

- Ensure uniform is complete, cleaned, and prepared to the highest order
- Shoes polished to high shine
- All silver insignia polished
- Others per department policy

### 4. Guard Drill Practice Attire

This uniform is worn at practice sessions of the Unit. It consists of standard issue duty uniform pants, an appropriately marked black practice t-shirt, and parade boots or cleaned/blackened duty boots... The appropriate dress for the training session will be assigned with ample time for compliance. If no specification is made prior to the session the practice uniform will default to the full items listed above.

Specific requirements:

- Ensure uniform is complete, cleaned, and prepared
- Boots are polished
- Specific uniform items may be added to practices preparing for specific details (i.e. gloves, cap etc.) at the discretion of the Executive Officer in charge of that detail

### 5. Appropriate Attire

This consists of the clothing worn by members of the Honour Guard when not actively performing but still in attendance at a function where they are representing EMS. This is to be appropriate to the event attended and at the discretion of the attending Executive Officer. It will be assigned prior to the event

with sufficient time for suitable preparations and to ensure that members incur no undue hardship.

## **5-1: Compliments**

Letters of Favourable Notice: These letters are presented to Officers of the Guard, or other persons/services whom it is desired to express appreciation or commendation on behalf of the Unit.

Senior Officer of the Guard Designation: The Commander of the Guard may choose to recognize long term dedication and accomplishment with an appointment as a Senior Officer of the Guard. Currently, founding members of the Unit maintain the designation of Senior Officer of the Guard. As these members retire from active duty this distinction will be awarded to those that display the qualities desired in prospective leadership of the Unit.

Squad Captain Designation: As an Executive Officer of the Guard, those appointed the designation of Squad Captain assume many responsibilities within the Unit. This position is meant to recognize long-term dedication and the valued judgment of the Officer as they fulfill the roles required of unit command.

Guard Appreciation: This may take many forms as deemed appropriate for the circumstances and includes things such as plaques, commemoration items, social functions, etc. It is the objective of the guard of honour to cultivate an environment of camaraderie and tradition among its members.

## **7-1: Etiquette**

As a member of the Honour Guard you will be called upon to attend a variety of events and will be expected to be able to show the appropriate demeanour while acting in your role as the elite representative of the Emergency Medical Service. Each of these events has specific requirements and expectations and it is your responsibility to be prepared for these situations. To aid in this the following is a list of some of the environments that you may find yourself involved in, included are some items that may guide your actions in those situations.

1. Conversation
  - Avoid dominating the conversation
  - Respect others beliefs, political views, and opinions.

- Allow others to finish their statements
  - Avoid personal agendas
  - All persons of higher rank are to be addressed as "Sir" or "Ma'am"
  - All persons not familiar to the member will be addressed as "Sir" or "Ma'am" until otherwise instructed
  - All familiar persons will be initially addressed as "Sir" or "Ma'am" until they are engaged in conversation
  - If you must leave the conversation, wait until the person has concluded speaking and politely excuse yourself with the appropriate apologies
  - Keep conversation volume appropriate to the setting/surrounding
  - Attempt to include others present in the conversation
  - Avoid boisterous arguments/conversations, these can be returned to at a more appropriate time
  - Speak clearly
  - Avoid the use of profanity
  - Include only humour appropriate to the person with which you are speaking
  - Avoid service specific political topics
2. Formal Dining
- Use good posture
  - Avoid placing elbows on the table
  - Gentlemen will assist ladies with their chairs on seating
  - Gentlemen will rise as ladies rise from your table
  - Always pour wine for the guests seated at your table
  - Filling glasses a third to half full is usually a good guideline
  - Engage in lively/light conversation at your table
  - Use appropriate humour to entertain your guests
  - Ensure all persons at your table have been introduced to each other
  - Do not begin eating until all the guests at your table have been served
  - Avoid talking with food in your mouth
  - Avoid accenting your conversation with your utensils
  - Once you lift your cutlery, it should not touch the table again
  - Do not cut rolls with a knife; break rolls with the fingers and, if desired, butter each piece prior to eating it
  - Ensure proper napkin placement and usage throughout the meal. Once you are seated place the napkin, unfolded, on your lap and leave it there until you are finished. Once you are finished place the napkin folded loosely to the left of your

plate. If you need to leave the table during the meal, place the napkin on the chair and slide the chair under the table.

- Use the napkin prior to taking a drink from your glass
- If you must leave the table, excuse yourself when an appropriate opportunity arises
- Always ensure persons seated at your table are attended to prior to yourself
- Guard members should be the last served
- Avoid smoking at the table
- Avoid "over loading" your plate in buffet format dinners, it is much more appropriate to make a second trip
- Never try to help your waiter, or attempt to hand him or her a plate that you have finished with, merely lean to one side
- Attempt to ensure the needs of your guests are fulfilled
- When finished your meal do not push your plate away from you
- To inform the server that you are finished with a course of the meal, lay your fork and knife together across your plate. This will also prevent the utensils from slipping from the plate as it is removed.

### 3. Receiving Guests

- Receive persons at the entrance to the function facility
- Welcome the persons appropriately to the function with the proper address
- If applicable offer to assist with their coats
- Conduct the persons to their seating, if applicable offering your arm to the lady
- Ensure they are aware of the location of the various areas involved in the function
- Ask if you may assist them with any other requirements
- If applicable ensure introductions are made to the other persons they are joining
- On completion politely excuse yourself when the appropriate opportunity arises

### 4. Teas

- Use only polite conversation
- Move from conversation to conversation
- Choose appropriate menu items
- Use appropriate form when holding cup
- Ensure conversation volume is appropriate
- Eat lightly

## 5. Toasts

- Seize the opportunity to present the first toast
- Toast to the host of the function when appropriate
- Toast the persons at your table, special attention paid to the ladies that are present
- Toasts are made with Wine, Port, Cognac, and other specialty beverages
- Ensure the toasts are made at the appropriate time
- If toasting to the Queen, it is made from a standing position. It is a solitary toast made simply as "The Queen", DO NOT touch glasses following, raise glass up and then to the mouth
- If toasting to the Unit, it is a solitary toast made simply as "The Guard", DO NOT touch glasses following, raise the glass up and then to the mouth
- The preceding toasts are performed with your arm straight held away from your body, slightly raised, whereas "friendship", and congratulatory toasts are made with your elbow bent and the glass held about twelve inches in front of your face.
- Receive graciously any toast made in your or the Units honour
- Avoid repeated toasts; try to encompass all of your guests together when possible, unless stature precludes this. It keeps all of your guests of equal import.

## 6. Alcohol Consumption

- Drink beverages from a glass
- Choose beverages that are appropriate to the event
- DO NOT drink to excess while in uniform or representing the Guard or the EMS service
- Avoid refusing those beverages given to you as a gesture of thanks

## 7. Smoking

- While in uniform members will remove themselves to an inconspicuous location to partake
- Exemption can be given to the consumption of cigars only when in the appropriate setting
- Avoid smoking in the view of any public
- Smoking materials will be carried out of sight

## DRESS UNIFORM

The dress uniform is of common design and may be worn by all members of Emergency Medical Services. The Honour Guard uniform should vary in design from community to community and be unique in nature in order to showcase and identify members of the Honour Guard Unit.

The pictures below are examples of current Honour Guard Units Class "A" uniforms:

**Courtesy of Parkland Honour Guard**



**Courtesy of Simcoe County Honour Guard**



**Courtesy of Manitoba Honour Guard**



**Courtesy of Calgary Honour Guard**



## STANDARD DRESS UNIFORM GUIDELINES

This uniform is appropriate for events when business attire is the norm, such as funerals, banquets, presentations, meetings, career fairs, commercial events, interviews, and social gatherings.

See Figure 1.

- Tunic:** Navy Blue wool serge or material of quality sufficient to maintain shape and press under a variety of working conditions  
8 button single or double-breasted (Gold EMS Buttons)  
1 upper welt (left) breast pocket  
2 lower flap pockets
- Pant:** Navy Blue same material as tunic  
Open Style  
Black belt (optional EMS belt buckle)
- Skirt:** Optional wear for women  
Navy Blue, full length, same material as tunic
- Hat:** Standard pattern navy service (forge) cap of navy blue serge with rolled welt and drooping black enamel peak without embellishment. Cap badge, is worn centered in middle of the cap band centered over the peak. Cap band is navy blue.
- Shirt:** Plain white cotton/polyester blend, shoulder straps optional, and point length of stiffened, turned over collar no more than 3 ½ inches. Long sleeved
- Tie:** Navy blue, four-in-hand knots. Optional ACP tiepin may or plain gold tie clip or pin may be worn. See Figure 2.
- Shoes:** Black boots or shoes well polished or patent leather. Plain pattern. Women may wear optional plain or patent leather closed toe pumps with a maximum two-inch heels.
- Hosiery:** Black socks with shoes or boots. Women may wear neutral colored stockings with optional pumps.

Name Badge: Centered on right breast level with top of pocket on left breast. Full name or initial and designation (e.g. John Doe, EMT, or J. Smith, Paramedic) Two lines of lettering preferred. See Figure 3.

Collar Insignia: Paramedics pins.

**Note:** Dress uniform may differ from Province to Province, EMS Service to Service but a standard uniform and standard identification of Rank would be preferred.

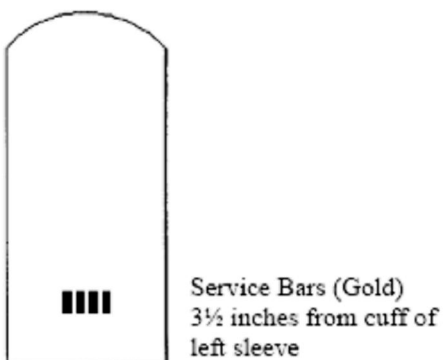
Optional Items:

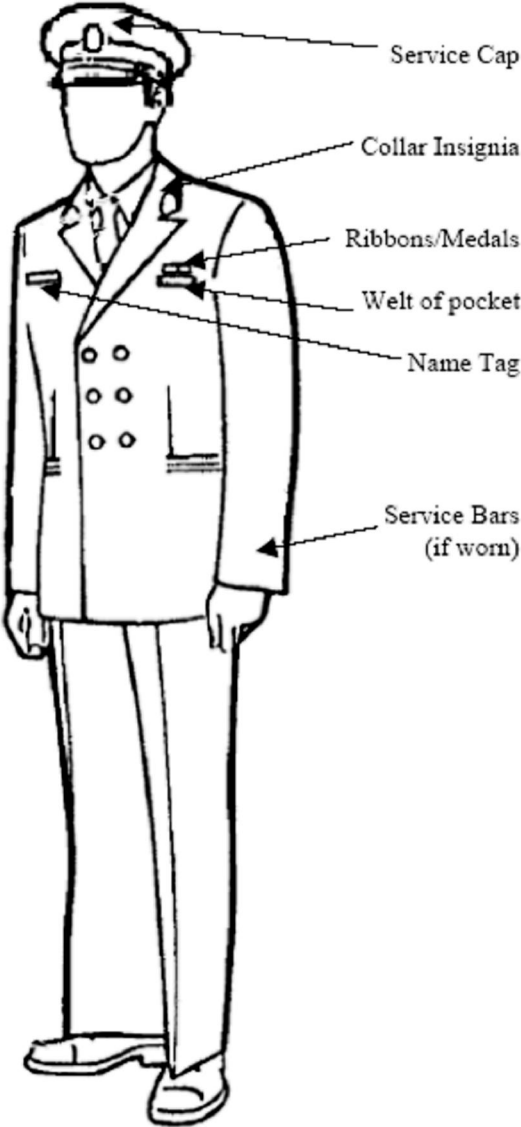
Shoulder Flashes: Organization/Service Shoulder Flashes on each sleeve one-inch from shoulder seam.

Service Bars: One gold bar for each five years of service placed horizontally on the left sleeve 3½ inches from the cuff. See Figure 4.

White Gloves: May be worn on ceremonial occasions.

Figure 4 Service Bars





Service Cap

Collar Insignia

Ribbons/Medals

Welt of pocket

Name Tag

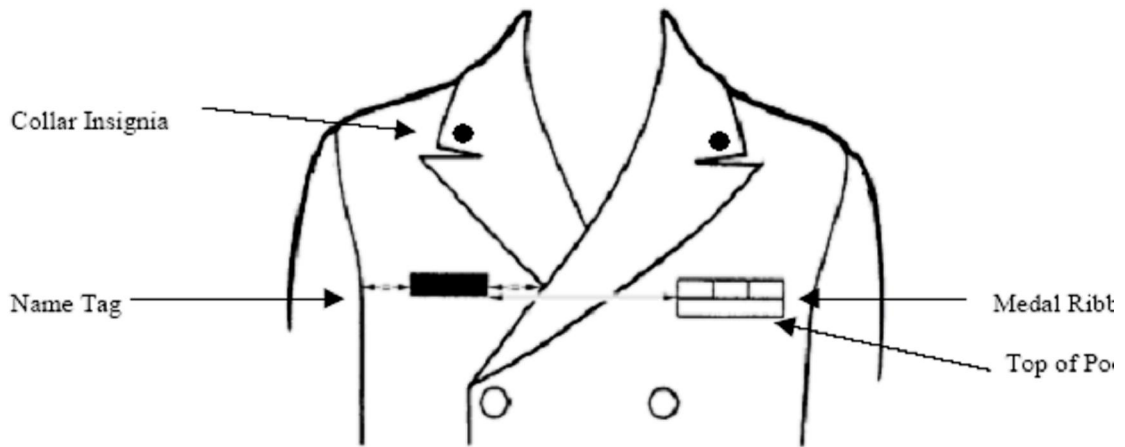
Service Bars  
(if worn)

Figure 2 Necktie Knot



FOUR-IN-HAND KNOT  
NOEUD ORDINAIRE

Figure 3 Name Tag Position



## ORDERS, DECORATIONS, MEDALS, AND BADGES

### GENERAL [www.gg.ca](http://www.gg.ca)

This section provides details on the mounting and wearing of orders, decorations, and medals on the dress uniform. It is essential that members to whom such insignia have been awarded ensure they are worn correctly at all times. Guidelines for wearing other badges and are also included.

### DEFINITIONS

**Order:** A group of people upon whom the sovereign has formally conferred honour for unusual achievement or merit, entitling them to wear a special insignia, for example, *the Order of the Canada*. And the insignia worn by such people.

**Decoration:** Any mark of honour to be worn upon the person, as a medal, cross, or ribbon, bestowed for services in the military, great achievements, bravery etc, for example, *the Star of Military Valour*, or *the Canadian Forces Decoration*.

**Medals:** Medals are issued in recognition of service in military campaigns, other service to the country, or to commemorate a special event, for example, *the Emergency Medical Services Exemplary Service Medal* or *the Commemorative Medal of the Golden Jubilee of H.M. Queen Elizabeth II*.

### AUTHORITY FOR WEARING

In accordance with the Canadian Orders, Medals, and Decorations Directive, 1998 (P.C. 1998-591 2 April, 1998), only orders, medals, and decorations that are part of the Canadian Honours System or have been approved for wear by the Chancellery may be worn on the left breast of the uniform. Insignia of any unofficial orders shall not be worn on uniforms.

## ORDER OF PRECEDENCE

The order of precedence is as established by the Chancellery and the most current list can be found at [www.gg.ca](http://www.gg.ca) and following the "Honours" link.

## OCCASIONS FOR WEAR

Orders, decorations, and medals will normally be worn on the Brigade uniform on the following occasions:

- Investitures
- Annual inspections
- Church parades
- Funerals and memorial services
- Remembrance Day ceremonies
- Other ceremonial occasions when directed.

## WEARING OF ORDERS, DECORATIONS, AND MEDALS

**Court Mounting** is the preferred method for wearing medals. The ribbons and medals shall be mounted on a panel, its size being determined by the number of ribbons worn. The lower edge of the panel shall be in line with the centre of the medals. Commencing from the lower edge, each ribbon runs up the front of the panel to the top and back down to the medal. The medals shall then be stitched to the panel to prevent them from swinging. This method prevents medals from clinking against each other.

Orders, decorations, and medals shall be worn in accordance with the guidelines established by the chancellery that can be found at [www.gg.ca](http://www.gg.ca). Examples are provided in the following figures.

Stars. (E.g. Knight or Dame of the Most Venerable Order of the Hospital of St John of Jerusalem)

The Star of an order is worn on the left breast below medals and is centered in line with the centreline of the pocket (Figure 5). A maximum of four stars may be worn. When two stars are worn, the second is worn one inch directly below the first. A third star is worn horizontally to the second one inch apart with the senior of the two on the right and both centred below the first most senior star. A fourth star is worn below the second and third vertically centered with the first (four stars form a diamond pattern).

## **Neck Badges** (e.g. Companion of the Order of Canada)

The neck badge of an order is worn around the neck with the wide ribbon under the shirt collar and the badge over the tie immediately below the knot. The next senior badge shall be worn with a full size ribbon immediately below the senior badge, the lower part of the badge resting on the cross of the lapel of the jacket.

No more than two neck badges are worn at a time with the dress uniform (Figure 5). Members in possession of more than two neck badges may select which two they will wear giving consideration to the occasion.

Other decorations, and medals (e.g. EMS Exemplary Service Medal)  
Other decorations and medals are worn on the left breast so that the top of the medals is centred on the pocket and the top of the medals protruding ½" above the pocket (Figure 5).

Miniature Decorations and Medals may be worn on the Formal Dress Uniform.

## **METHOD OF WEARING RIBBONS (UNDRESS RIBBONS)**

Ribbons of orders decorations and medals are worn in the order of precedence with the senior furthest away from the left shoulder (or closest to the centre line of the uniform). They are worn on stiffeners and pinned to the tunic immediately above the welt of the breast pocket and centered on the pocket (Figures 6 and 7).

## **WEARING OF OTHER PERSON'S ORDERS, DECORATIONS OR MEDALS**

In accordance with the Canadian Orders, Medals, and Decorations Directive, 1998 (P.C. 1998-591 2 April, 1998), the insignia of orders, decorations and medals shall not be worn by anyone other than the recipient of the orders, decorations or medals.

## **FLYING AND SPECIALIST SKILL BADGES**

Flying and specialist skill badges, such as those earned in the Canadian Forces (e.g. pilot wings, parachutist wings, clearance diver badge, etc.), may be worn on the dress uniform. One full-size embroidered badge is worn ¼ inch above ribbons or medals. When no

ribbons or medals are worn, the badge is centered immediately above the left breast pocket on the jacket. Should the lapel of the jacket obscure a badge, it shall be adjusted sufficiently to the wearer's left to provide an unrestricted view of the crown and/or central device.

## REMEMBRANCE DAY POPPIES

Remembrance Day poppies may be worn on the left lapel of the dress uniform. Poppies may be worn for the period two weeks prior and including Remembrance Day (11 November). See Figure 7.

Figure 7 Wearing of Poppies

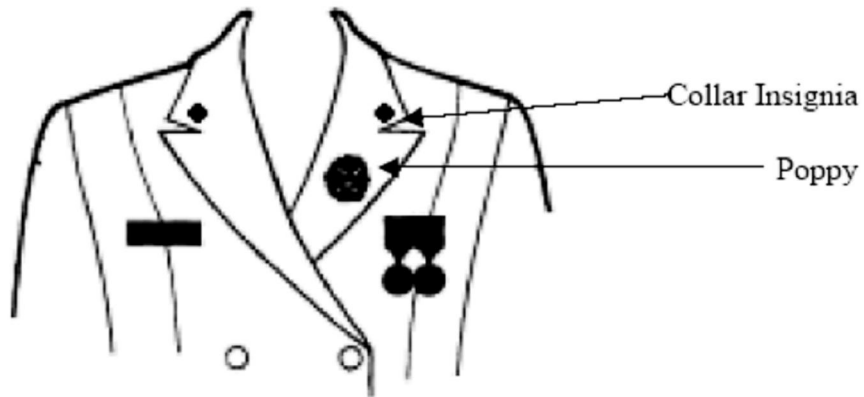
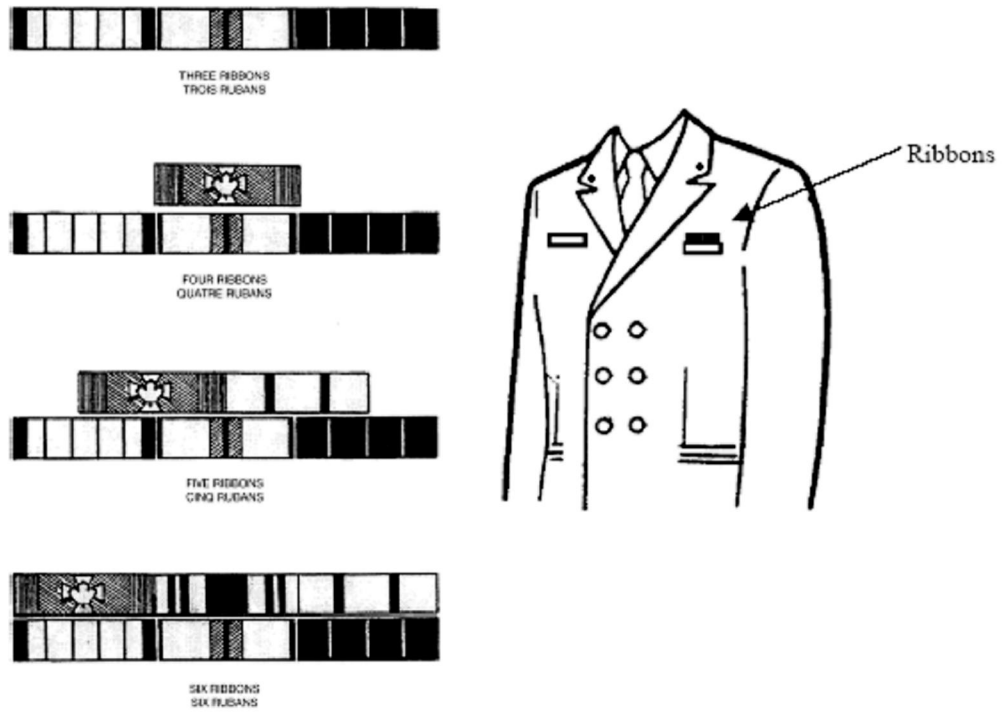


Figure 5 Position of Orders, Medals, & Decorations



Figure 6 Position of Ribbons



## **FUNERAL PROCEDURES**

When EMS communities are called upon to provide an Honour Guard for a funeral or memorial service, it is an opportunity to show the esteem and affection which has developed between personnel during the years of close association in this profession.

**The wishes and requests of the next of kin are of top priority** and the ceremony should be conducted with dignity and professionalism.

During a funeral or memorial service the Honour Guard will be on public display and is judged by the actions and behavior of its individual members. The best impression and sign of respect is shown when an Honour Guard member attends in full uniform and a proper sense of decorum.

A funeral or memorial service is a ceremonial occasion. Protocol calls for distinction according to rank and dignitaries attending and the appropriate organization of the whole funeral party.

Honour Guard requests will all probably fall into one of the following categories:

1. The accidental death of a member or non member killed in the **Line of Duty** (LODD), as per Benevolent Society guidelines, is entitled to a full ceremonial funeral/memorial service (national response expected).

**The wishes and requests of the next of kin are of top priority**

2. The duty death of a member or non- member who dies while on duty, as per Benevolent Society guidelines, is entitled to a full ceremonial funeral/memorial service (local/regional response expected).

**The wishes and requests of the next of kin are of top priority**

3. The death of a member or retired member or non-member outside the work environment is entitled to a full ceremonial funeral/memorial service (local/regional response expected).

**The wishes and requests of the next of kin are of top priority**

## **FULL HONOUR FUNERALS**

The first service follows the death of a member or non-member during the line of duty (LODD). This service is known as Cull. Full Honours requires more preparation and co-ordination compared to the general service. The most significant difference occurs in the use of the flag to drape the casket. The number of people attending will be much greater. The flags at each ambulance station and Headquarter are to be lowered to half-mast to show respect.

## **GENERAL FUNERALS**

The second category follows the death of a member or non-member and is known as the General Service. This usually entails family pallbearers or Honour Guard pallbearers and a number of EMS staff to pay their respects.

## **National Anthem**

*"O Canada" or "God Save the Queen"*

## **FULL HONOUR FUNERALS**

1. Provide an EMS **liaison**, either a local representative or a provincial representative, once notification of a death of a paramedic is received.
2. Send out Notices of Death to all of the EMS community nationally. Once notification is received, all EMS services are requested to lower their flag to half mast until sunset of the day of the funeral to show proper respect for the medic.
3. Send out Notices of Arrangements to all of the EMS community so that arrangements can be made for travel to the funeral or memorial service.
4. If a Line of Duty Death funeral is called for, a flag should be draped over the casket and then may be formally presented to the family at the funeral.

5. Make arrangements for an Honour Guard, a piper and the delivery of flowers to the funeral home. If the family wishes, at least one Honor Guard should be in attendance during designated visitation at the funeral home. If the family consents, pallbearers should be provided and the EMS prayer recited.
6. Develop a checklist for multi denominational funerals.

## **EMS LIAISON RESPONSIBILITIES**

Upon notification of a member, non- member or retiree death, local EMS providers or the Provincial Chapter should appoint an EMS liaison to make the necessary arrangements in conjunction with the family's wishes.

The EMS liaison will assist the family with the necessary funeral / memorial service and report back to the local EMS Service and/or the Provincial Chapter so that the whole EMS community can be notified of the arrangements.

The EMS liaison will co-ordinate with the family, local EMS provider, church, funeral home and any outside agency and provide for all those concerned so that the member, non-member or retiree receives the respect due.

The planning of the funeral/memorial service requires that certain steps to be completed first. Following that, other arrangements may proceed simultaneously. The role of the EMS liaison is not to do all these steps but to ensure that they will be done.

1. Arrange a visit with the widow, widower, or next of kin, possibly with a minister or Chaplin or family friend. It is a good time to offer condolences and advise them that the deceased is entitled to have an Honour Guard present at the funeral if they wish. Or another option is a memorial service if the family wishes to have a private funeral
2. Explain the part of the Honour Guard is prepared to play at the service. If the local EMS provider cannot provide enough personnel for an Honour Guard then it is the responsibility of the Provincial Chapter to provide an Honour Guard and make arrangements for the proper colors to be at the service. Offer any assistance he/she may require. Encourage and advice them on all the options. The provincial Chapter may be able to help them with transportation, a liaison officer to help with answering

- the phones if they are not up to it. Have someone say a few word: possibly a co-worker or partner
3. Keep in mind that the final decision rests with the next of kin. Most families, however, need and welcome, help at this time. Long after the funeral they are pleased at the role that we played.
  4. Appoint a **logistic coordinator**- for facilities, multi media, traffic control (police liaison), Transportation, reception and catering, consider extra toilets depending on numbers attending.
  5. Liaison and consult with the funeral director, for all arrangements. Have an Honour Guard Commander in attendance so that moving off arrangements can be finalized. Make arrangements with out of town medics as they arrive so that they can be coordinated and included.
  6. Arrange for transportation of the family if needed, pall bears, Honour Guard or staff.
  7. Media liaison – deal with media and inquires from others services
  8. Parade Marshall – Honour Guard
  9. Parade Marshall – for all other EMS attendees
  10. Visiting VIP (Chiefs etc. of other services) Liaison- arrange accommodations and pick ups. This is important, as you will be under a magnifying glass. Treat these people with respect and you will be remembered as a first class operation

## **PRE SERVICE**

### Honor Guard Commander

1. The commander will meet with the clergy and the funeral director as soon as possible to review the service and to make the necessary arrangements. The commander shall determine the distance to be marched to and from the church and the gravesite. These plans should include allowances inclement weather. The commander should check their route, parking and layout of the funeral home, church and gravesite.
2. Two Honour Guards members should be positioned at the casket, two at the front door, plus two other members to rotate during visitations.
3. The entire procession route, etc., should be reviewed the night before the service.
4. If a large turnout is expected, such as a full Honours Service, a muster point for the procession will be necessary. School yards, Legions, parking lots, etc., are appropriate. All those taking part in the procession will be instructed to report there and will be

formed up into platoons. The marching order will be decided the night before.

5. Funeral Service – Honour Guard at front door to greet and usher VIP's.

## **THE WAKE**

When the immediate family announces a time and place for the wake and requests EMS personnel to attend, it is important to remember that EMS is still on display and the best impression can only be made while maintaining a proper sense of professionalism, decorum and manner.

# DRAFT

46

## Seating Arrangements inside the Church

### ALTER

**PALLBEARERS**

**CASKET**

**PALLBEARERS**

**HONOURARY PALLBEARERS**

**NEXT OF KIN**

**SENIOR OFFICER STAFF**

**RELATIVES**

**DIGNITARIES**

**RELATIVES**

**UNIFORMED MOURNERS**

**CIVILIAN FRIENDS**

**UNIFORMED MOURNERS**

**CIVILIAN FRIENDS**

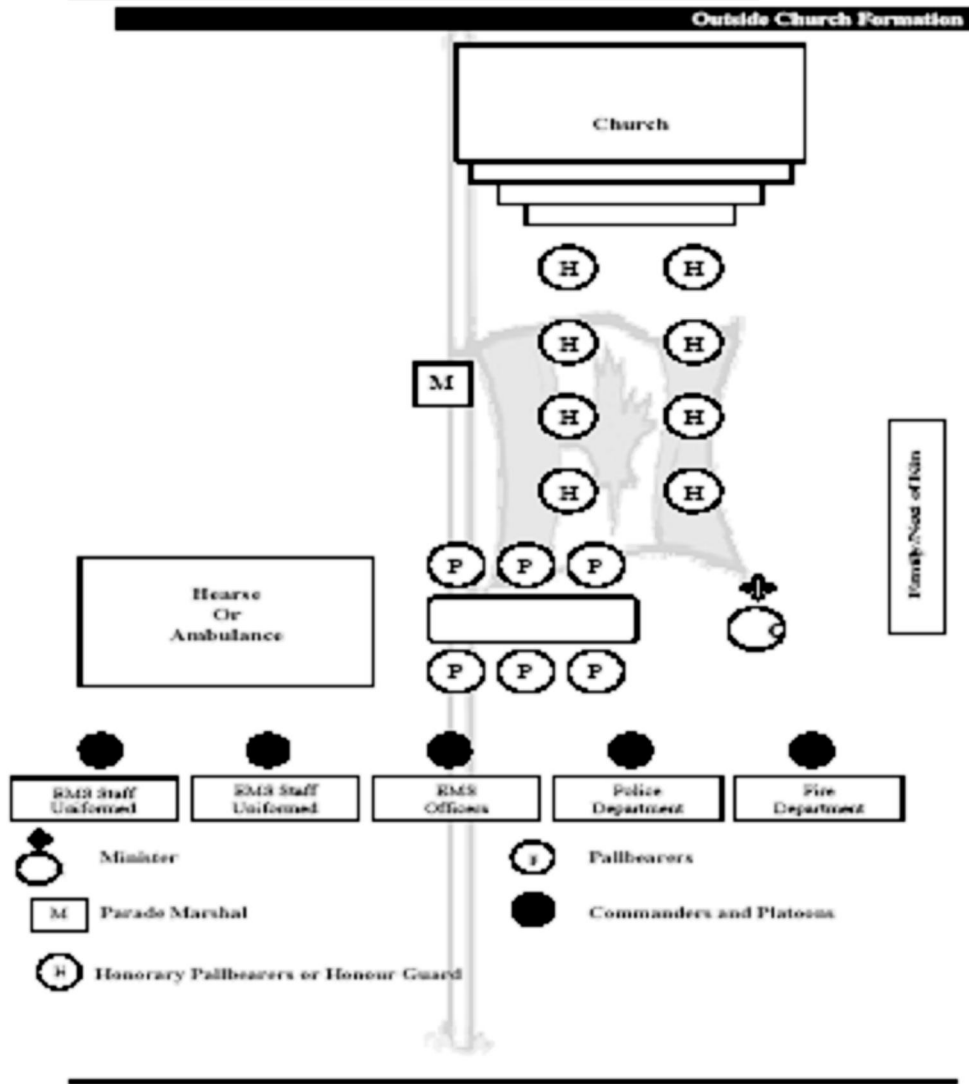
**THE PUBLIC**

**CIVILIAN FRIENDS**

**USHERS**

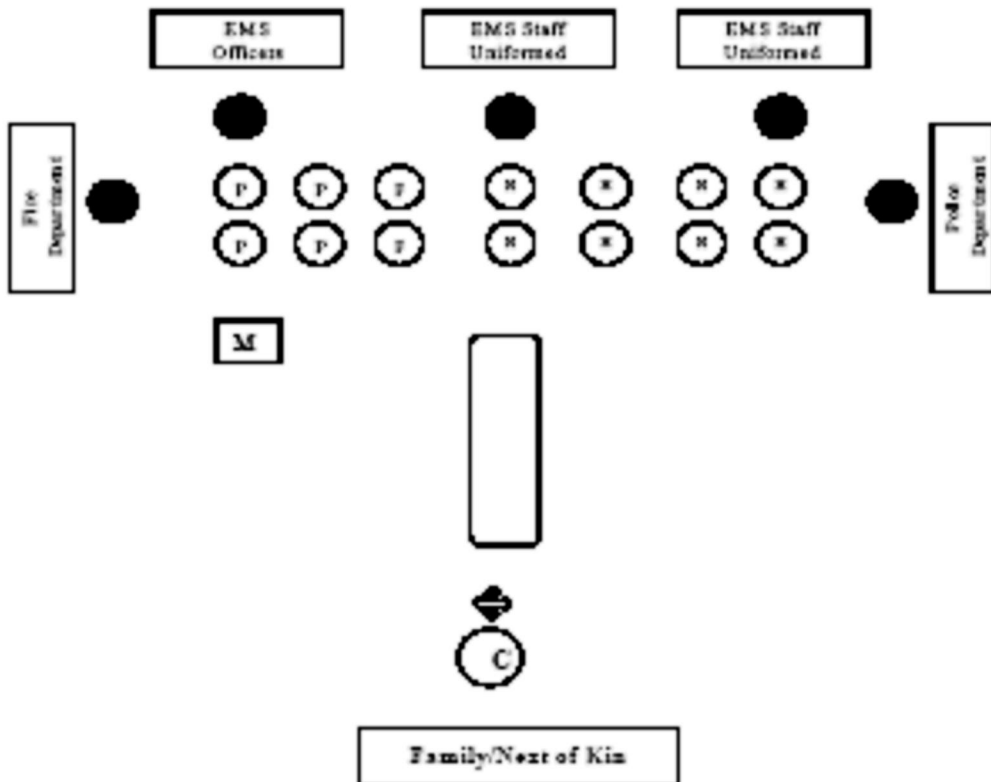
**THE PUBLIC**

# Funeral Procedures



# Funeral Procedures

## Gravesite Formation



-  Minister
-  Pallbearers
-  Parade Marshal
-  Commanders and Platoons
-  Honorary Pallbearers or Honour Guard

# DRAFT

49

## EMS PRAYER

**GOD** GRANT ME THE STRENGTH

TO DELIVER EMERGENCY MEDICAL CARE,

WITH SKILLFUL HANDS AND A COMPASSIONATE HEART

GIVE ME THE COURAGE AND ABILITY

TO RENDER MY PROFESSIONAL SKILLS,

WHEN CALLED UPON AND LIVES ARE ON THE LINE.

HELP TO GUIDE THESE HANDS,

WITH LOVE AND CARE.

AS I BRING NEW LIFE INTO THIS WORLD.

LET ME EASE THE SUFFERING OF OTHERS FROM DAY TO DAY.

AND FINALLY TO HELP ME ACCEPT MY FATE

AND THE FATE OF OTHERS.

WITH A CLEAR MIND AND OPEN HEART.

BY THE GRACE OF GOD I GO.

EMS PRAYER

WRITTEN BY  
R. BOUSTEAD

IN MEMORIAL 1952-2002

## **CANADIAN FORCES MANUAL OF DRILL AND CEREMONIAL A-PD-201-000/PT-000**

**This is considered the Standard for Reference for all manner of  
Drill, Flags/Colours Party, Saluting, etc.**

This document can be found at:

[www.army.forces.gc.ca/if/downloads/cfp201.pdf](http://www.army.forces.gc.ca/if/downloads/cfp201.pdf)

Basic Drill	Chapter 1
Stationary	Chapter 2
On the March	Chapter 3
Colours and Flags	Chapter 8

### **RECOMMENDATIONS**

1. It is my recommendation that once this Document is accepted by PAC that the newly formed The Alliance of Canadian EMS Honour Guard become the stewards of this living document and they can make any necessary changes to the document as required.
2. The Alliance of Canadian EMS Honour Guard has asked that one representative from the Benevolent Society become part of their group as a liaison, between PAC, Benevolent Society and the EMS Chiefs. Some funding will need to be established in order to meet this commitment for meetings, travel and other expenses.