



**DRESS UNIFORM  
&  
CEREMONIAL PROGRAM**

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## **INTRODUCTION**

Although the world of ceremonial and protocol is foreign to most EMS practitioners, it is nonetheless important to have some degree of understanding when faced with participation at a formal or ceremonial event. We are fortunate to have a very high quality dress uniform for the benefit of the general membership. It is now the responsibility of all of us to ensure that we present ourselves accordingly when the times come to wear it.

You may find yourself surprised as I did by the level of information that is present regarding the wearing of dress uniforms, medals, and etiquette. Every attempt has been made to keep the information practical for our purposes, although keep in mind that EMS members are representing our profession and our service in more venues than you are probably aware.

You may also be asking yourself, “I am not in the military or police, why should I read this?” One can only assume that if you find yourself pulling your dress uniform out of the closet you may have certain questions about what and how you are supposed to wear it. It is true that EMS practitioners do not subscribe to the same level of “yes sir/no sir” paramilitary environment as the armed forces or other emergency services. However that really does not matter, as it is not the focus. It is about putting our best foot forward together as a group. Most of the information you are being presented with applies to every individual, as you will see, regardless if they are a part of a civilian, or regimented organization.

The Edmonton EMS *Dress Uniform and Ceremonial Program* is compiled from various sources to enable members of Edmonton EMS to have some degree of background information in matters related to their dress uniform and the environments they find themselves wearing it. A few of the details may contradict what you have observed or practiced in the past, and that is part of the reason this program has been compiled. Every effort has been made to use official sources and to obtain permission for use of material when appropriate.

Hopefully you will agree the guidelines in this document are a place for us to start. From here there is room to grow as more ideas and enthusiasm is placed into our own formal presentation. If at any time you have questions related to the dress uniform presentation, department, or etiquette please contact any member of the Edmonton Paramedic Guard of Honour.

Please store this program with your dress uniform to have it accessible when the need arises. Comments and suggestions for content are welcome.

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Created: February 2005

## ACKNOWLEDGEMENTS

### Sources for Reference

- *The Canadian Honours System: Wearing of Orders, Decorations, and Medals*. April 2002. The Chancellery of Honours, Office of the Governor General of Canada.
- Alberta College of Paramedics Communications Committee manual of Dress Instructions. Captain Roger Scott, CD, AdeC, EMT-P, RN.
- Edmonton Paramedic Guard of Honour *Code of Conduct* manual.
- Royal Canadian Mounted Police *Ceremonial and Protocol Guide*. June 7, 1999.
- *All Those Post-nominals*. Alberta College of Paramedics Emergency Medical Dialogue, Vol. 11 No. 1, spring 2001. Glen Larson, REMTP, AScEMS, BGS
- Website of the Governor General of Canada. [www.gg.ca](http://www.gg.ca).
- Website of the Department of National Defence. [www.dnd.ca](http://www.dnd.ca).
- Website of Alberta Municipal Affairs.

I would also like to offer special thanks to:

- John Simpson, EMT
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- Jim Garland, Deputy Chief EMS
- Glen Larson, REMTP, AScEMS, BGS

## GENERAL INFORMATION

The City of Edmonton Emergency Medical Services dress uniform was introduced in 2003 and is designated for wear by the general membership at approved functions and ceremonial events. This uniform allows members to represent their profession and Edmonton EMS in public, professional, and ceremonial settings. It should be noted that classification as EMT or EMT-P is not to be considered a rank designation. Additionally, classification is not displayed prominently in order to increase the appearance of uniformity among all staff.

The dress uniform is custom tailored for the wearer. For compliance to the kit standard it has been assembled and prepared with attention to detail by the uniform logistics personnel of the Edmonton Paramedic Guard of Honour. The owner now has the responsibility to keep it presentable and complete. Fit problems occurring after the point of issue are the responsibility of the owner.

There is a strong benefit of positive morale for the EMS profession that comes from interaction with other uniformed services at a ceremonial function. National honours are being awarded to our members at an increasing rate every year, provincial honours at an even greater rate. The *Dress Uniform and Ceremonial Program* is intended to provide information and a medium for general members to present our profession respectfully at a growing number of venues.

The instructions for the dress uniform shall be interpreted as follows: If an item is not included in the instructions then it is not authorized for wear. Changes to the uniform, uniform accoutrements (accessories), or insignia may be made only with the approval of Edmonton EMS Senior Management in consultation with the Edmonton Paramedic Guard of Honour. Requests for changes to the dress uniform program must be submitted in writing to the Deputy Chief of EMS.

While wearing the Edmonton EMS dress uniform members are representing the City and the EMS profession in general. Therefore; members must conduct themselves in accordance with the City of Edmonton *Employee Code of Conduct* and The Alberta College of Paramedics *Code of Ethics*. Members will strive to present themselves in such a manner to reflect positively on the City and all members of the EMS profession.

Consumption of alcoholic beverages in dress uniform is restricted to a formal setting such as a Legion or Ballroom or as comparable to those wearing red serge or military dress uniform. Smoking in view of the public is discouraged.

Accessory specifications, instructions for wear, and etiquette guidelines may be found within this document. Any questions regarding the *Dress Uniform and Ceremonial Program* may be directed to the author.

During an event where members are attending in dress uniform it is encouraged that time is taken to examine each others uniform to ensure proper presentation. It is incumbent upon the member to ensure that their dress uniform is complete prior to needing it for an occasion. Edmonton Paramedic Guard of Honour members will endeavor to point out uniform inconsistencies that require correction.

## **DRESS UNIFORM SPECIFICATIONS**

The dress uniform is comprised of the following items:

Tunic: Dark navy double-breasted semi-notch lapel tunic with six silver star of life buttons  
One upper welt left breast pocket  
Two lower flap pockets  
Edmonton EMS shoulder crests

Pant: Matching dark navy trousers  
Flat front (non-pleated)

Belt: Black webbing with silver clasp/buckle

Hat: Dark navy uniform forge/service cap  
Dark navy serge with dark navy cap band and black peak

Tie: Black polyester (no clip-on ties please, see Figure 3 – page 8)

Shirt: White long-sleeved uniform shirt with EMS shoulder crests

Shoes: Black polished patent leather oxford-style dress shoe

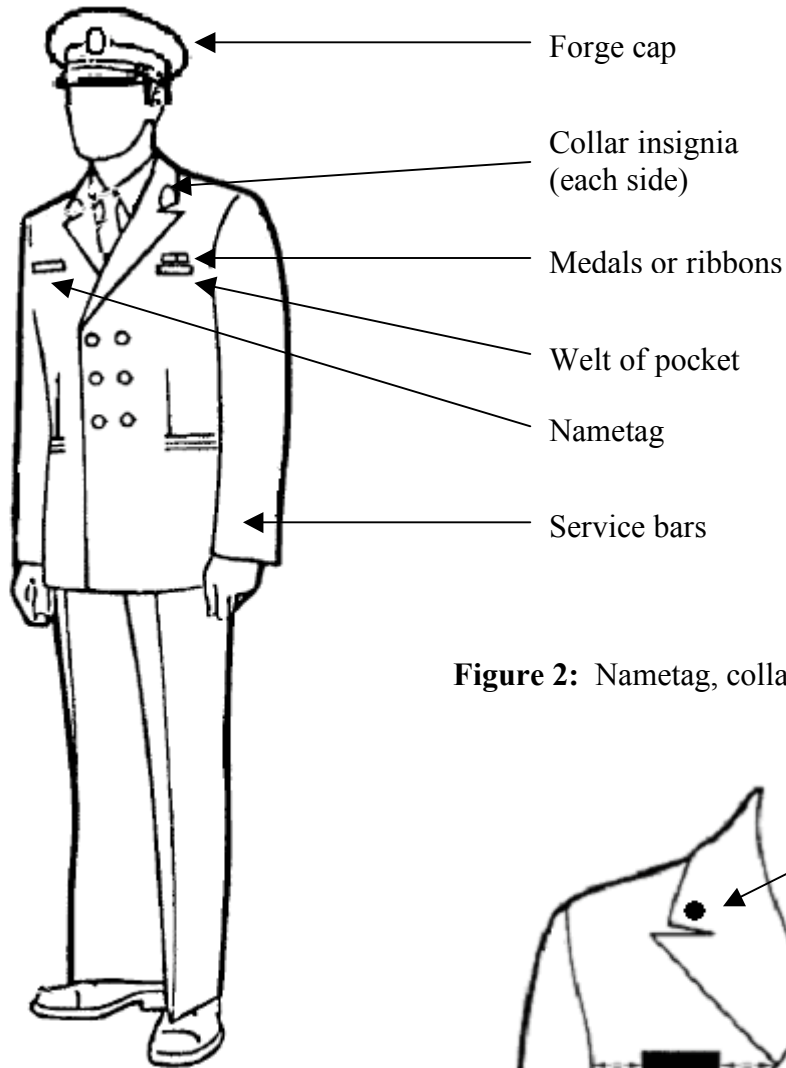
All insignia in silver including:

- Silver EMS crest cap badge. Worn in the middle of the cap band centred over the peak.
- Silver collar insignia (star of life with laurel leaves and bow). One pair near the collar tips of the white shirt and one pair near the tips of the upper lapel peaks on the tunic.
- Silver tie bar with EMS crest. Worn even with the bottom of the pocket flaps of the white shirt.
- Edmonton EMS nametag with full name or initial(s) and surname on upper line, and classification or rank on bottom line. Worn on the tunic centred on the right breast level with the top of the left breast pocket welt.
- Silver service bars. One bar for each five years of total EMS service (not only Edmonton EMS). Placed horizontally on left sleeve 3<sup>1/2</sup> inches from the cuff. The tailor stitches these in place (See Figure 4 – page 14).

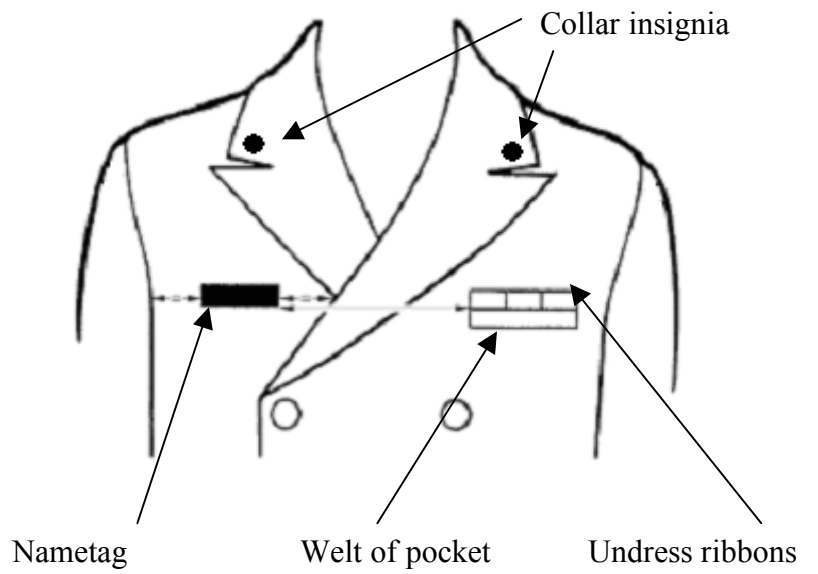
(See Figure 1 and 2 – page 7 for details)

It is requested that a white undershirt/undergarment and black socks be worn so as to compliment the uniform.

**Figure 1:** Edmonton EMS Dress Uniform Standard Components



**Figure 2:** Nametag, collar insignia, and ribbon positions



## FREQUENTLY ASKED QUESTIONS

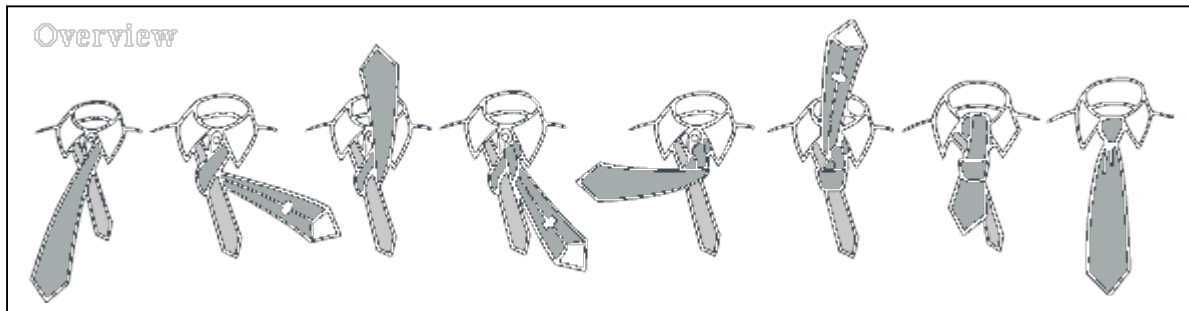
### “When can I take my tunic off?”

- The tunic shall be worn fully buttoned before, during, and after all occasions for wear. Dependant upon the event (such as following a wedding reception) you may choose to remove the tunic during an informal period.
- When deciding to remove the tunic it is a good guideline to follow the lead of your host or the most senior ranking member in attendance.

### Tie and Tie Bar

- No clip on ties please.
- It is recommended that the tie be worn using a Half-Windsor knot. This provides a neat, semi-broad knot that comes out even and is considered more formal than others.
- The point of the tie should be just long enough to touch the trouser waist when the knot is tied.
- The tie bar shall be worn even with the bottom of the shirt pocket flaps.

**Figure 3:** Tying a Half-Windsor Knot



### “When do I need/not need my uniform cap?”

- The cap should always be with you regardless of the event or venue.
- Anytime you are outside the uniform cap should be worn in place. This also applies during the playing of “O Canada” and the Lord’s Prayer. (Please refer also to the next question regarding saluting)
- Conversely anytime you are inside the cap should be removed at the doorway and carried in the left hand held against the body. The exception to this is when you are part of a formation as part of the ceremony (i.e. lining a hallway or doorway during a funeral or memorial service). These occasions will be few and far between and will be accompanied with instructions should the need arise.
- Specifically it is important to respect places of worship and military mess facilities by removing your headdress smartly at the entrance to the facility.
- When seated indoors place the cap on your lap with the cap badge facing away from you.
- If keeping the cap with you is impractical (such as a dinner function) find a suitable place to store it once inside, such as a coatroom or designated table. Marking the inside of your cap with your identification is a good idea to avoid leaving with someone else’s.

### “Do I ever need to salute while in uniform?”



- Yes. There are few occasions where providing compliments (salute) is appropriate while in EMS dress uniform. We do not salute persons of higher rank within our organization however it is appropriate to salute during the playing of national anthems and certain other occasions. This is a contentious issue since we are not regimented as an organization and do not engage in saluting during our activities on duty.

The following represent a reasonable guideline for our purposes in dress uniform:

- Compliments are made only when one's headdress is on; never with it off.
- Spectators in dress uniform and not specifically in a formed rank shall salute during the playing of national anthems. The salute shall commence with playing of the first note of music and shall cease at the end of the last note. Remember; you are only required to do this when your headdress is on.
- Compliments under other conditions are dependant upon individual knowledge and skill. Generally if you see everyone else in EMS dress uniform saluting you cannot go wrong by doing the same in the interest of uniformity and respect.
- If and when appropriate compliments are also given on behalf of Edmonton EMS by the Commander of the Edmonton Paramedic Guard of Honour or by means of a general salute from all Guard of Honour members formed in ranks. This happens most frequently during the playing of national anthems and memorial services.
- It is important that members show due respect by refraining from talking and gesturing during national anthems and prayers. Do not stand with your hands in your pockets.

### Performing the Salute

A salute is performed by smartly bringing the tips of the right fingers to the right side of the cap peak. The palm of the hand faces the ground with the fingers, palm, wrist, and forearm kept in a straight line, with the upper arm parallel to the ground. When the salute is to be ceased the hand is returned smartly back to the side of the body and not simply just dropped from the position of the salute.

### **“I have a function I would like to wear my dress uniform to, is that ok?”**

- Some people choose to attend Remembrance Day ceremonies and other events in their communities in the EMS dress uniform. This is generally encouraged but it is impossible to give a guideline applicable to every event. Generally any event suitable for civilian dress or formal wear is also suitable for the dress uniform. Particularly if other dress uniforms will be present from other organizations or if the occasion is particularly ceremonial in nature or hosted by a branch of government.
- Some specific examples of events suitable for dress uniform include but are not limited to: EMS Week events, Funerals and memorials, Weddings, Parades, others.
- The dress uniform is suitable for wear at meetings, conventions, or other gatherings where you are representing EMS in some capacity.
- For more formal “black-tie” functions you may choose to substitute the white uniform shirt with a white tuxedo shirt and dark navy bow tie. Collar insignia and nametag are not placed on a tuxedo shirt.

“One of my uniform components is broken, where can I get another?”

- The author of this program can be contacted for replacement items. The dress uniform is administered by the EMS Deputy Chief of Deployment and Logistics.

“Do I have to worry about marching or forming up in a group?”

- Generally, no. While you may on occasion find yourself participating in a parade or other event in dress uniform with groups of people moving together, you are not expected to perform these activities to the high standard and close scrutiny of ceremonial drill.
- Keep your hands out of your pockets while standing or walking in dress uniform.
- Activities involving marching, forming in ranks and other drill are the responsibility of the Edmonton Paramedic Guard of Honour. These individuals practice and train regularly to ensure that ceremonial drill is performed correctly.
- If enough interest is expressed the Guard of Honour would consider holding an informal gathering to provide brief instruction regarding the proper execution of marching in ranks.

“Is our uniform the same as the dress uniform of the Alberta College of Paramedics?”

- It is nearly identical except for a slightly different lapel style and insignia. Our dress uniform is produced by LaFleche Bros. Custom Tailors, who also produce the ACP dress uniform. The insignia are placed in the same manner as for the ACP dress uniform, allowing for more continuity among varying EMS services.

“What is the difference between dress uniforms for the general membership and management?”

- EMS Management uses gold insignia and accoutrements, as well as gold sleeve braid to identify rank designation. The cap badge is also of a different style.

“Why is the Edmonton Paramedic Guard of Honour uniform different from general members?”

- The ceremonial dress of the Edmonton Paramedic Guard of Honour developed separately from the dress uniform for the general membership. Introduced in 1998, the dress uniform worn by the ceremonial guard of honour members is of a different style and colour than the dress uniform for the general membership. Each component of the uniform and its colour carries specific significance.
- There is an increased level of pageantry associated with the Guard of Honour and the members of the Unit take the responsibility of representing all Edmonton EMS employees at special functions very seriously. The ceremonial dress is recognized and respected among guard of honour units from other emergency services across the country.

“Where do the City of Edmonton “Years of Service” pins go on the dress uniform?”

- The pins awarded for 10, 15, and 20 + years of service may be worn on the right lower lapel on the tunic. The left lapel is reserved for memorial items (i.e. Poppies, Mourning Ribbons, etc.)

## THE CANADIAN HONOURS SYSTEM

Since the early days of civilization people have honoured those whose talents, values, or actions benefit the community. In Greek and Roman times, laurel leaves were conferred on outstanding citizens. In the Middle Ages special decorations marked the shields of knights as a display of the honours they had received.

In Canada today granting honours is a gracious, tangible, and lasting way to pay tribute to people whose achievements are exceptional, have performed outstanding acts of bravery, or who have benefited Canada or humanity in general. Canada has developed an honours system comprised of orders, decorations, medals, armorial bearings, and other heraldic devices.

Her Majesty Queen Elizabeth II is the fount of all honours in Canada. As the Sovereign only she may create an order, decoration, or medal. She does so with the recommendations of the Canadian Government by Letters Patent under her signature and seal. Once an honour is created the Governor General of Canada exercises all powers of the Sovereign in respect to it under advisement from the Privy Council. Established Canadian honours are managed by the Chancellery of Government House which is part of the Office of the Secretary to the Governor General.

### Orders, Decorations, Medals, and Badges

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.

#### Definitions

**Order:** A group of people upon whom the sovereign or head-of-state has formally conferred honour for unusual achievement or merit, entitling them to wear a special insignia. For example: *The Order of Canada*, or the *Venerable Order of St. John*.

**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 only insignia that are part of the Canadian Honours System or that have been approved for wear by the Canadian Chancellery may be worn on the left breast of the dress uniform. Insignia of any unofficial orders, medals, or decorations shall not be worn on the left side. *The Alberta Emergency Services Medal* may be worn on the right breast of the dress uniform below the nametag in a manner even with those worn on the left breast.

### Precedence of Honours

The Chancellery establishes the order of precedence for those members that have been awarded numerous honours. The most current list can be found at [www.gg.ca/honours](http://www.gg.ca/honours).

### Occasions for Wear

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

- Funerals and memorial services
- Remembrance Day ceremonies
- Parades
- EMS week functions
- Investitures
- Inspections
- Other ceremonial occasions when directed

An invitation to a formal gathering or department function should address the wearing of honours in some fashion. This is often referred to as the “Order of Dress”. For example, the request may be listed on the invitation as: “Dress Uniform – Decorations”. There are many other types of Orders of Dress. Some of the most likely to be seen are Black Tie, Highland, and Semi-Formal. As a point of reference, miniature versions of authorized medals are available from numerous vendors if required but are not worn on the dress tunic. They are suitable for certain orders of dress when specified (usually outside of EMS circles).

### 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 with the 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. Insignia shall be worn in accordance with the guidelines established by the Chancellery. (See figure 5 – page 14). Court Mounting can be obtained for a nominal fee by contacting the author of this program.

Medals such as *The EMS Exemplary Service Medal* are worn on the left breast so that the top of the medals are centred on the pocket and the top of the medal ribbons protrude ½ inch above the pocket. *The Alberta Emergency Services Medal* is placed evenly on the right breast.

### Wearing of Undress Ribbons

These small ribbons are worn on the dress uniform during less formal events and for any other occasions not requiring wearing of medals. Ribbons of orders, decorations, and medals are worn in the order of precedence with the senior closest to the centre line of the uniform. They are worn on stiffeners and pinned to the tunic immediately above the welt of the left breast pocket and centered over the pocket. The undress ribbons may also be worn in a similar fashion on the regular duty uniform. Due to the less formal nature of undress ribbons the Alberta Emergency Services Medal undress ribbon may be worn on the left following the ribbons of authorized medals. (See Figure 2 – page 7 and Figure 6 – page 14)

Undress ribbons may be obtained for a nominal fee by contacting the author of this program.

### Wearing of Other Persons Orders, Decorations, and Medals

In accordance with the Canadian Orders, Medals, and Decorations Directive the insignia of orders, decorations, and medals shall not be worn by anyone other than the recipient.

### Flying and Specialist Skill Badges

Flying and specialist skill badges such as those earned in the Canadian Forces (e.g. pilot wings, parachutist wings, 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 directly above the left breast tunic pocket. Should the lapel of the jacket obscure a badge it shall be adjusted sufficiently to the left to provide an unobstructed view of the crown and/or central device.

### Remembrance Day Poppies

Remembrance Day Poppies may be worn on the left lower lapel of the dress uniform. Poppies are worn for the period two weeks prior and including Remembrance Day, November 11<sup>th</sup>. (See Figure 7 – page 14)

### A Note Regarding the Regular EMS Duty Uniform

Indeed we should take as much pride in the presentation of our regular duty uniform while on shift. For this reason, although not specifically required it is encouraged that nametags, poppies, and undress ribbons be worn on the regular duty uniform in the same manner and presentation as outlined for the dress uniform (*poppies are worn on the left breast on the duty uniform above the left pocket*).

If a member has not yet acquired a dress uniform, dependant on the event they are encouraged to wear a duty uniform with a long sleeved shirt and tie with tie bar. Understandably if worn in the presence of dress uniforms it should be clean, pressed, and prepared to the highest order.

Unless specifically requested or arranged, wearing the duty uniform to a funeral or memorial service should be avoided. It is more appropriate to wear civilian dress clothes.

**Figure 4:** Service Bars



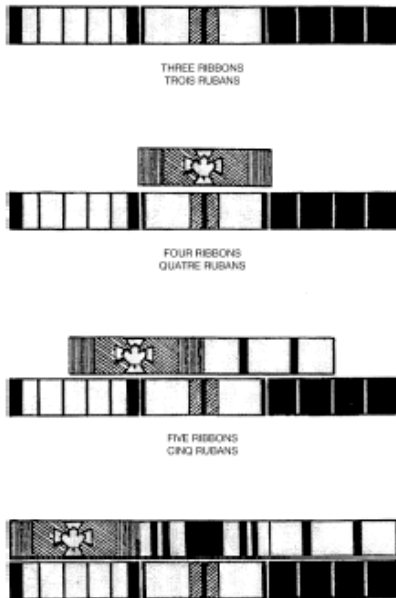
Service Bars (silver)  
3<sup>1/2</sup> inches from cuff  
of left tunic sleeve

**Figure 5:** Position of Orders, Medals, and Decorations

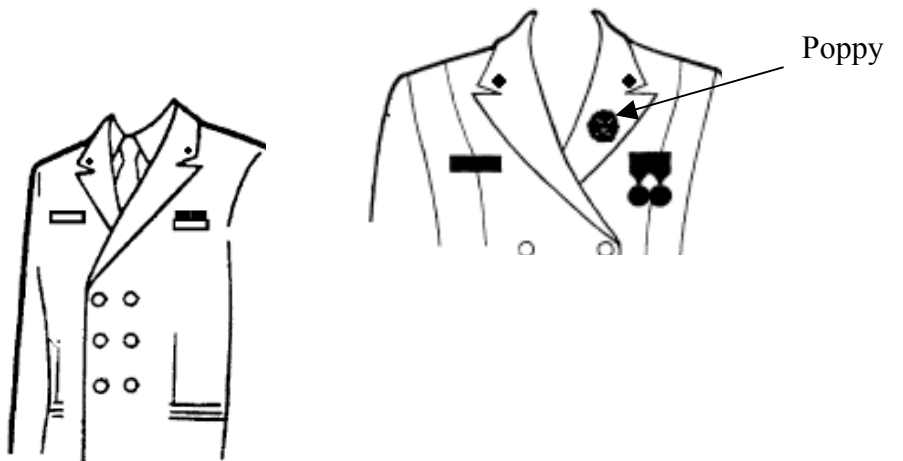


Top of medal ribbons  
protrude 1/2 inch above  
the welt of the pocket

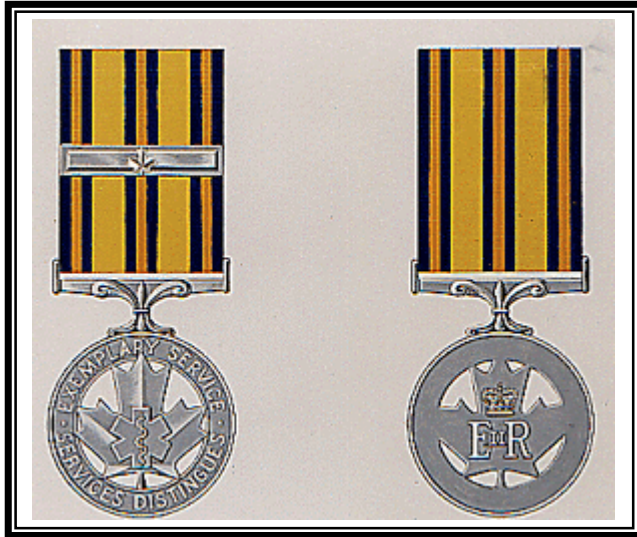
**Figure 6:** Position of Ribbons



**Figure 7:** Wearing of Poppies



## **The Emergency Medical Services Exemplary Service Medal**



*The Emergency Medical Services Exemplary Service Medal* is part of the Exemplary Service Medals family. It was created on July 7, 1994 to recognize professionals in the provision of pre-hospital emergency medical services who have performed their duties in an exemplary manner, characterized by good conduct, industry, and efficiency. They must have been employed with emergency medical services on or after October 31, 1991 and have completed twenty years of exemplary service, including at least ten years in the performance of duties involving potential risk. Persons who have at least ten years of service with emergency medical

services may include, in the calculation of their twenty years of service, service completed in another profession, providing this service has not already been recognized by a good conduct, long service or exemplary service medal awarded by the Crown. *The Emergency Medical Services Exemplary Service Medal* may be awarded posthumously.

It is a circular medal, which features on the obverse the star of life superimposed on a maple leaf and circumscribed with the words "Exemplary Service - Services Distingues". The Royal Cypher appears on the reverse. The Medal is suspended by a blue ribbon with two stripes of gold 6 mm in width equally spaced on the ribbon, and three stripes of "Philadelphia orange" 2.3 mm in width centred on the blue parts of the ribbon.

A silver bar with a stylized maple leaf centred upon it may be awarded to a recipient of the Medal in respect of each additional ten-year period of service with emergency medical services. This is providing that the additional service is of such a high standard as to merit official recognition.

The chairperson of the awards committee of the province or territory in which the nominee has served submits nominations for the Medal to the Advisory Committee. After verifying the eligibility of the nominees the Advisory Committee submits the applications to the Chancellery. The Chancellery then submits the nominations to the Governor General for approval. The Medal is formally presented by the Governor General or an appropriate designate.

*The Emergency Medical Services Exemplary Service Medal* is part of the Canadian Honours System family of Exemplary Service Medals. The only other medals in this group are awarded to Police, Fire Services, Corrections, and the Canadian Coast Guard. Members may use years of service from another of these qualifying fields if not already used towards another award.

It should be noted that the use of post-nominals to signify receipt of this medal requires clarification. Post-nominals for this medal are not currently listed or authorized in the Order of Precedence. Further information can be found in *Appendix A* – page 20.

## **The Alberta Emergency Services Medal**



The *Alberta Emergency Services Medal* was introduced in 2003 and is administered by the Government of Alberta Municipal Affairs. The medal is a 3.5 cm circular design in a polished nickel colour with a clasp mounted on top. On the obverse side of the medal is the Alberta Shield circumscribed with the words “Emergency Services Alberta”. The reverse side of the medal has an Alberta Wild Rose circumscribed with the words “In Service of Albertans”. The medal is suspended by a 3.5 cm wide ribbon of Alberta blue and three thin white stripes representing good service,

loyalty, and conduct. The certificate accompanying the medal reflects twelve years service and not the total years of service the recipient may have within their qualifying discipline. Since this medal is not part of the Canadian Honours System it shall not be worn on the left breast. This medal may be worn centred on the right breast even with the medals on the left breast and below the nametag. As per the Alberta College of Paramedics statement regarding EMS honours, an application has been submitted to the Chancellery of Honours to establish this medal into the Canadian Honours System. It is estimated that this may happen in 2005-2006.

### **Qualifying Emergency Services**

1. Eligible for the medal are:
  - Licensed Emergency Medical Responders, Emergency Medical Technicians and Emergency Medical Technologists - Paramedics
  - Certified emergency medical dispatchers and fire service dispatchers
  - Emergency Management Alberta personnel
  - Alberta Sustainable Resource Development personnel
  - Members of the Alberta Fire Service
  - Alberta Fire Commissioner's Office personnel
  - Search and Rescue Personnel (active and certified by SAR Alberta and RCMP)
2. Members of a full time fire service or licensed EMS practitioners may also count volunteer or part-time service.

### **Eligibility**

To be eligible for the medal personnel must have been serving on or after January 1, 2000 in a component of the Alberta Emergency Services. Personnel must have undertaken all required phases of training and duty prescribed by their respective municipalities and ministries, and must be certified by their administrative authority as efficient and in every way deserving of the award. Nominations to receive this award must be based on a total of at least twelve years of service with one or more municipal emergency service.



## **POST-NOMINALS**

Post-nominals refer to the letters and abbreviations that follow a persons surname indicating the formal achievements that one has obtained. After ones name is first honours, then registrations, and listed last is academic degrees.

The most common types of post-nominals are those for academic degrees. They are listed from the most junior to the most senior after the name. These are in order the Associate degree, Bachelor, Master, and Doctorate degree.

Senior to academic degrees in the listing of post-nominals is active registrations. The well known post-nominal for a Registered Nurse (RN) is included in this category, as would post-nominals of our profession, EMR, EMT, and EMT-P. Registrations require active participation and thus may be lost, which give rise to the seniority of this category listed before academic degrees. If a member holds multiple active registrations they are listed in the order of highest education.

The most senior category for listing of post-nominals is those of honours for orders, decorations, and medals (i.e. “C.D.” to identify recipients of the *Canadian Defence Medal*). These are issued by governments, sovereigns, and some private authorities. Not all honours have post-nominals associated with them. Authorized post-nominals are listed in the order of precedence at [www.gg.ca/honours](http://www.gg.ca/honours).

## **ETIQUETTE**

As a member of Edmonton EMS you may have the opportunity to attend a variety of events and will be expected to show appropriate demeanor while acting as a representative of the Emergency Medical Service. To aid in this the following is a list of some behavioral guidelines you may find useful in those situations.

### **1. Conversation**

- All persons of higher rank are to be addressed as “Sir” or “Ma’am”, without overuse. As mentioned previously EMT/EMT-P are not considered rank designations.
- 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.
- Avoid the use of all forms of profanity.
- Include only humour appropriate to the person with which you are speaking.
- Avoid service specific political topics.

### **2. Formal Dining**

- Use of good posture is often overlooked.
- Avoid placing elbows on the table.
- Gentlemen will rise as ladies rise from the table and assist ladies with their chairs on seating.
- Items on the table should not be touched until after the saying of grace.

- Introduce yourself and ensure all persons at your table have been introduced to each other.
- Wait until the host unfolds their napkin prior to you doing so, this signals that the meal is about to begin.
- Ensure proper napkin placement and usage throughout the meal. Place the unfolded napkin 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.
- The napkin should be used prior to drinking so that food is not left on the rim of the glass.
- It is polite to pour wine for the guests seated at your table. Filling the glass a third to half full is usually a good guideline.
- Avoid accenting your conversation with your utensils. Once you lift your cutlery it may be set on your plate if you need to put it down but it should not touch the table again.
- Do not cut rolls with a knife; break rolls with the fingers and butter each piece prior to eating it.
- Ensure persons seated at your table are attended to prior to yourself.
- 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 them a plate that you have finished with, merely lean to one side.
- 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. Alcohol Consumption and Toasts

- DO NOT drink to excess while in uniform.
- Drink beverages from a glass.
- Choose beverages that are appropriate to the event.
- Avoid refusing those beverages given to you as a gesture of thanks.
- Friendship and congratulatory toasts are made with your elbow bent and the glass held about twelve inches in front of your face. You may be surprised to learn that it is not considered polite to touch glasses following a toast.
- Some environments, such as military mess facilities, come with their own traditions in regards to toasts and etiquette. The host should provide instructions to these in advance if inviting you to such a venue.

### 4. 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.

### Department Member Death or Allied Emergency Service Line of Duty Death

This section will attempt to summarize the issue of showing respects following a department member death or allied service line of duty death.

The showing of respects following an EMS member's death can be controversial. It is a sensitive time and there are varying ideas about what is appropriate. If we have some type of a general approach established then we avoid looking disrespectful during this unfortunate time. These items are in addition to the regular protocol for the lowering of flags to half-mast.

Typically we want to do something to identify the member's service within EMS. This is accomplished with the addition of a memorial item to our regular duty uniform. Black ribbon has become associated with memorial occasions and is small enough to remain practical for on-duty staff. A black ribbon may be pinned on the left breast of the duty uniform, or on the left lower lapel on the dress uniform. The addition of a black EMS crest on a black brassard is also a simple and visual memorial without becoming "flashy" or in bad taste. Fitted over the left epaulette and fastened around the left upper arm, the brassard conceals the regular shoulder flash and is practical for on-duty EMS staff and management. The brassard is not worn on the dress uniform.

These suggestions do not preclude other signs of respects as deemed appropriate for the individual and their relationship to Edmonton EMS.

Regardless of the medium chosen, the time frame for wear should include a period of one week from the point of official notification of the deceased. This time period typically results in all EMS platoons given an opportunity to participate in the wearing of the memorial item. These items are distributed by EMS Operations District Superintendents when required.

Another matter of respects to consider is the death of an outside EMS agency member or local allied emergency service line of duty death. Depending on the proximity and relationship of the individual to Edmonton EMS, any combination of the above items may be appropriate. Should this unfortunate situation arise direction will come from Edmonton EMS Senior Management or the CUPE 3197 executive in consultation with the Edmonton Paramedic Guard of Honour.

Requests from the family regarding memorial service details are typically communicated by EMS Management, the Edmonton Paramedic Guard of Honour, CUPE 3197 Executive, or other members with close ties to the deceased. These details will outline any requests regarding the presence or absence of uniforms at the service, as well as where to direct condolences.

## **APPENDIX – A**

### The use of post-nominals to identify receipt of the *EMS Exemplary Service Medal*

As stated previously there are some honours that have post-nominals associated with them. The current list of post-nominals authorized by the Chancellery of Government House can be found at [www.gg.ca/honours](http://www.gg.ca/honours) in the Order of Precedence. You will note that the *EMS Exemplary Service Medal* does not have any post-nominals listed.

**However;** The Alberta Awards Committee has stated that the Canadian Confederation of Ambulance Service Associations (CCASA) has amended one of their Bylaws to read that they have authorized use of the post-nominals “M.E.M.” to identify the “Medical Exemplary Medal”.

They further explain that recipients are encouraged to use the post-nominals in all matters where their name is being used “*in relation to EMS matters, directly or indirectly*”.

This matter is open to some interpretation. A reasonable guideline to follow would be to avoid use of these post-nominals if you are communicating in an official capacity to some member of the Government on a national level or military officials. This can avoid some potential problems since these are the circles where attention is paid to such details.