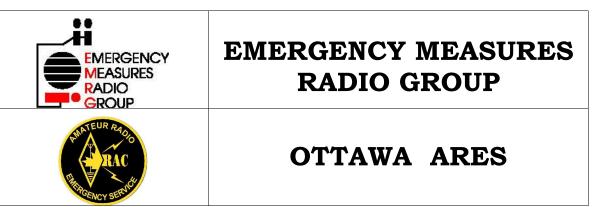
EMRG-103 Notification Plan



Two Names - One Group - One Purpose

# Notification Plan EMRG-103

Version: 2.2

### **EMRG RESTRICTED**

This document is classified as RESTRICTED, meaning the document must not be copied by the documents recipient and surplus copies must be destroyed. Restricted documents may contain personal information or other information such as site details that should not be circulated outside of EMRG or its partners.

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Written by: Peter Gamble for the EMRG Management Team

EMRG-103 Notification Plan

Classification: RESTRICTED

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# 1. REVISION SUMMARY

Date of	Revision	Summary of Changes	
Change	Number	(Section #, type of change)	
2000-11-13	0.1	Initial document -DRAFT	
2001-07-08	0.2	Updated to show new single city, add EMRG contact information and general document updates.	
2001-08-28	0.3	Update document based on review feedback	
2001-09-28	0.4	Update based on review by City of Ottawa EMU	
2001-12-28	1.0	Consolidate and issue as first release	
2002-01-06	1.1	Add note about picture ID	
2003-01-10	1.2	Change City Of Ottawa to lower case of	
		Update Hospital links in interface drawing	
2003-03-02	1.3	Update to reflect new EMRG document strategy. Version 2 document split into 3 documents as follows; EMRG-003 Communications Plan EMRG-004 Membership List EMRG-01R EMRG Overview EMRG-03R EMRG Terminology	
2004-01-26	1.4	Update names	
2004-06-19	2.0	Change document name to Notification Plan and add classification information for the document	
2004-11-26	2.1	Update per management team review	
2004-11-29	2.2	Update names in properties	

# **Emergency Measures Radio Group**

**Ottawa ARES** 

EMRG-103 Notification Plan Page 4 of 8 Classification: RESTRICTED

# 2. PURPOSE OF THIS DOCUMENT

The Notification Plan documents how local authorities or partner agencies contact EMRG in an emergency.

### **Emergency Measures Radio Group**

Ottawa ARES

EMRG-103 Notification Plan

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## 3. EMERGENCY NOTIFICATION

# 4. Contacting EMRG In An Emergency

Once the EMRG team leader or assistant team leader receives a call for assistance, they will initiate the EMRG Activation Plan (Document EMRG-105), which is the EMRG procedure for responding to a call and for contacting it's members.

# 5. Team Leader (ARES Emergency Coordinator)

The first point of contact for EMRG, is the EMRG Team Leader. This applies to the City of Ottawa Emergency Measures Unit and any other organizations supported by EMRG.

Name	Address	Home Phone	Work Phone	Pager	Work Cell	Personal Cell
NAMES	REMOVED	FOR	WEB	VERSION		

#### 6. Assistant Team Leaders

If you are unable to contact the EMRG team leader, call one of the assistant team leaders.

Name	Address	Home Phone	Work Phone	Pager	Work Cell	Personal Cell

#### 7. Team Members

If you are unable to contact the EMRG team leader or one of the assistant team leaders, the City of Ottawa Emergency Measures Unit can call one of the designated team members, from the EMRG Membership List (Document EMRG-104).

## 8. Alternative Contact Methods

In the event that the phone system is not operational, there are two alternatives for contacting the EMRG team leader or an Assistant Team Leader;

- Send someone to the address shown in the contact information.
- EMU can arrange to contact an EMRG member in the area and ask if they can make contact by radio.

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9.	Information	Required	B	/ EMRG
•			,	

When requesting EMRG assistance, the following information is desired;

1		Persor	Calling	Request Initiated By			
	Name		-				
	Position						
	Organization						
	Phone Number						
2	Briefly describe t	he type	of assistance requ	ired:			
•	A a sistema a magni			ما لم			
3	-	Assistance required immediately or as stand by?  Standby: Activate:					
4	Start Time:		Estima	ited Duration:			
5	Report to:						
	Location #1		Is This A Staging	) Area: (Y/N)			
	Address						
	Onsite Contact N	lame					
	Routes To Use/Not Use						
	Health or Safety	Issues					
	Location #2	ocation #2					
	Address						
	Onsite Contact N	lame					
	Routes To Use/N	lot Use					
	Health or Safety	Issues					

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# 10. Organizations Supported By EMRG

## 11. City of Ottawa, Emergency Measures Unit (EMU).

If an individual or department within the City of Ottawa or a neighboring municipality requires the services of EMRG, the City of Ottawa, Emergency Measures Unit will act as a single point of contact for EMRG.

## 12. Neighbouring Municipalities

There are two possible methods for neighbouring Municipalities to access the services of EMRG.

- 1) The local Emergency Measures Coordinator can contact the City of Ottawa Emergency Measures Unit (EMU).
- 2) The local Amateur radio group can contact EMRG directly.

#### 13. Ottawa Red Cross

The Manager of Disaster Services or their designate for the Ottawa Red Cross may request EMRG to provide communications. The request for communications may or may not be part of a Red Cross response with the City of Ottawa.

## 14. Hospitals

The Chairperson or their designate for the Hospital Disaster Planning Committee may request EMRG to provide communications. The request for communications may or may not be part of a Hospital response with the City of Ottawa.

#### **15. EMRG Response Priority**

In the event that more than one group or agency has requested the services of EMRG, the response priority is always the City of Ottawa Emergency Measures Unit.

In a situation where more than one group or agency is requesting EMRG assistance, it is probably a common emergency and the groups or agencies are working with the City of Ottawa. EMRG resources would be prioritized through the Emergency Measures Unit, in consultation with other groups, to provide the most effective use possible.

#### 16. Identification

The City of Ottawa issues photo IDs for EMRG members. The ID is wallet size with the City of Ottawa Name at the top, and the Emergency Measures Radio Group name below it. There is a photo of the person, their name, an expiry date and the words "Volunteer/Benevole" on the bottom.

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## 17. How To Get More Information

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Web Site: <a href="http://www.emrg.ca">http://www.emrg.ca</a>

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 110 Laurier Avenue West
 Ottawa, Ontario
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Phone:

Web Site: www.ottawa.ca