EMERGENCY MEASURES RADIO GROUP (logo)	**EMERGENCY MEASURES RADIO GROUP**
AMATEUR RADIO EMERGENCY SERVICE RAC (logo)	**OTTAWA ARES**

Two Names - One Group - One Purpose

Activation Plan – EMRG-105

Version: 1.4

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1.0 REVISION SUMMARY

Date of Change	Revision Number	Summary of Changes (Name, Section #, type of change)
July 5 ,2003	0.1	Initial Release for Comment
July 9, 2003	0.2	Integration of comments and formatting changes
July 16, 2003	0.3	Integration of additional comments and formatting.
September 14, 2003	1.0	Completion of version 1.
2004-04-20	1.1	Minor corrections
2004-05-03	1.2	Change document number from 005 to 105
2008-01-12	1.3	Peter Gamble: Add comments codes to section 10.0
2008-12-27	1.4	Peter Gamble: Minor word corrections and change Partner to "City of Ottawa or Client".

2.0   PURPOSE OF THIS DOCUMENT

This document describes the steps to be taken by an EMRG member to respond to a call for support from an EMRG client.

3.0   INITIAL CONTACT FROM CLIENT OR OEM

This is a procedural document to activate members of the Emergency Measures Radio Group. Please complete this section and proceed to section 4 when completed.

1. You have been contacted by the City of Ottawa Office of Emergency Management (OEM) or a client agency that may require resources from the Emergency Measures Radio Group.

    Client Name: _____

    Contact Person: _____

    Phone Number: _____

    Time contacted: _____

    NOTE: Please try to get the phone number where the person can be reached during the incident, preferably a cell phone number or the number where they will be available.

2. Is this a notification or activation?

    ☐ Notification   ☐ Activation

3. Is the City of Ottawa or Client EOC/Command Centre Open?

    ☐ No   ☐ Yes

    If YES: Enter Address of EOC/Command Centre.

    _____

    _____

4. Get an assessment of the situation.
    (Who?, What?, Where? and Why?)

    _____
    _____
    _____
    _____
    _____
    _____

4.0   TEAM LEADER

The team leader is the person who is to be the liaison with the agency who contacted EMRG. Overall direction will be given to EMRG by the Team Leader.

1. Are you assuming the Role of Team Leader?

   If No:

   Attempt to contact someone from the management team. Refer to Document EMRG-004 for contact information. Transfer title of Team Leader to him or her. If you are unable to get in contact with someone from the management team, contact someone from the membership list who would be willing to serve as Team Leader until someone from the management team can be contacted. Continue to try and contact someone from the management team. Enter the team leader name below

   Team Leader Name: _____

   Enter time: _____

   If Yes:
   Enter your Name here: _____

   Enter time: _____

This section is intended for the Team Leader.

2. Is this a notification or activation?

    ☐ Notification   ☐ Activation

    If this is a Notification:
        Contact and Appoint an Operations Manager and have them contact the
    Management team to advise them on the status of the incident.

    If this is an Activation:
        Contact and Appoint an Operations Manager and have them proceed with
    a full activation.

    Enter name of Operations Manager Below.

        Operations Manager: _____

        Enter time: _____

        Enter Call Back Phone #   _____

3. Is the City or Client EOC/Command Centre Open?

    ☐ No   ☐ Yes

    If No:
        Stand by until more information has been received. Proceed to City or
    Client EOC/Command Centre if and when it opens or if warranted.

    If Yes:
        Proceed to the City or Client EOC/Command Centre.

        Enter time of arrival at EOC/CC: _____

4. Get an assessment of the situation; contact Operations Manager to update on
    status. (Who?, What?, Where? and Why?)

_____
_____
_____
_____
_____
_____
_____
_____
_____

5.0   OPERATIONS MANAGER

This section is intended for the Operations Manager. The Operations Manager will over-see operations of EMRG members and will take instructions from the Team Leader.

You have been contacted by the Team Leader.

Enter Team Leaders Name   _____

Enter time: _____

Enter Call Back Phone #   _____

1. Is this a notification or activation?

   ☐ Notification   ☐ Activation

   If this is a Notification:
   Contact the management team to advise them of the current state and prepare for a possible call out. Appoint someone to be a Resource Manager, if required.

   Enter Resource Manager here   _____

   Enter time: _____

   Enter Call Back Phone #   _____

   If this is an Activation:

   Appoint someone to be the Resource Manager and have the Resource Manager start the activation.

   Enter Resource Manager here   _____

   Enter time: _____

   Enter Call Back Phone #   _____

2. **If this is a Notification:**

   Prepare for deployment and get regular updates from Team Leader, deploy as required by Team Leader.

   If this is an Activation:

   Proceed to Randall Communications Centre (RCC).

   Address: 2355 Randall Ave, Ottawa, Ontario
   Intersection of Alta-Vista Drive and Randall Ave.

   NOTE: Communication Centre is located behind the Fire Station 35.

   Enter time of Arrival at Randall   _____

6.0   RESOURCE MANAGER

This section is intended for the Resource Manager. The Resource Manager is the person who plans and activates the call out, and schedules man-power and other resources as instructed by the Team Leader and Operations Manager.

You have been contacted by the Operations Manager.

Enter Ops Managers Name   _____

Enter time: _____

Enter Call Back Phone #   _____

1. Is this a notification or activation?

   ☐ Notification   ☐ Activation

   If this is a Notification:

   Notify Call-Out Captains to contact people on their list and advise them that EMRG is on Standby. No action is required by members at this time. Members may wish to prepare equipment for deployment should EMRG be Activated. Additional information will be forwarded when available. Refer to Document EMRG-004 for membership information.

   If this is an Activation:

   a. Contact a person from Net Control List (Refer to document EMRG-004) to establish a temporary net control station on a designated repeater.

      Enter Net Control Operator here   _____

      Enter time: _____

      Enter frequency of the Net   _____

b. Contact a person from Net Control List to report to Randall for Net Control Duties. Operator should report to the Operations Manager upon arrival at Randall Communications Centre. Refer to document EMRG-004 for list of Net Controllers. Advise person of Net Control frequency.

      Enter Net Control Operator here   _____

      Enter time of notification: _____

c. Contact an available person from the resource list and have them report to City of Ottawa EOC or Client Command Centre

      Enter Radio Operator Name: _____

      Enter time of notification: _____

d. Contact call-out captains from each branch to inform them of an activation and provide them with any details to aid them in quickly briefing members. (Refer to Document EMRG-004) for call out captain list.

Call-Out Captain	**Time**	**Phone Number**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Contact Operations Manager with summary of activation.

3. Check into Net Control.

7.0   TEMPORARY NET CONTROL

This section is intended for the Temporary Net Control. The temporary net controllers is an individual designated by the Resource Manager to set up a Controlled Net in a timely fashion, and to collect names of people available for deployment as requested. Net control will be transferred to Randall Dispatch Net Controller once station is active and ready to assume control.

You are assuming the role of temporary net control, the crucial factor is establishing a controlled net in a timely fashion, this should be done from home, the car or anywhere you are able to get a good signal into the repeater.

1. You have been contacted by the Resource Manager?

    Enter Resource Managers Name _____

    Enter time: _____

    Call Back Phone Number   _____

2. Is this a notification or activation?

    ☐ Notification   ☐ Activation

    If this is a Notification:

    No deployment is currently required, however, in the event this moves to an activation your role will be needed immediately. Prepare to start a controlled net.

If this is an Activation:

a. Set up a controlled net on 146.880 – (negative offset), or another frequency. Refer to Document EMRG-207_Frequency_List, for available repeaters.

b. Advise Resource Manager of the frequency you have selected.

c. Advise the radio population, that "This repeater is now under emergency operation by the Emergency Measures Radio Group. A controlled net is now in progress. All traffic should be directed to the net controller."

d. Ask for Stations with Emergency or Priority traffic. Take down any traffic.

e. Ask for check-ins and take down call signs and names.

f.   Advise all stations to standby for assignments.

g. Pass on information as received.

8.0   NET CONTROL STATION- RANDALL COMMUNICATION CENTRE

This section is intended for the Randall Net Control Station. Randall Communication Centre Net Control is where the central net control will be run from. Duties include running a controlled Net under the direction of the Operations Manager.

1. You have been contacted by the Resource Manager?

    Enter Resource Managers Name: _____

    Enter time of notification: _____

    Enter Call Back Phone Number: _____

    Enter the Frequency of the Net   _____

2. Report to EMRG communications room on Basement Level.

    Address: 2355 Randall Avenue, Ottawa, Ontario
    Intersection of Alta-Vista Drive and Randall Ave.

    NOTE: Communication Centre is located behind the Fire Station 35.

    Enter time of arrival to NCS   _____

3. When ready, take over Net Control operations from the Temporary Net Controller

4. From the Temporary Net Control station, get any Emergency or Priority Traffic.

5. From the Temporary Net Control station, take down a list of check-ins and any Routine Traffic.

6. Advise all stations to standby for assignments.

7. Advise the Net of any information that may affect them.

9.0   CITY OR CLIENT EOC OPERATOR

This section is intended for the City of Ottawa or Client EOC, or Client Command Centre, Operator. This person will be the radio operator for the City of Ottawa or Client EOC under the supervision of the Team Leader.

1. You have been contacted by the Resource Manager.

    Enter Resource Managers Name:_____

    Enter time: _____

    Enter Call Back Phone Number: _____

    Enter the Frequency of the Net: _____

    Team Leader:

    Partner Name: _____

    Partner Address: _____

    Time of Arrival at Client EOC: _____

2. Proceed to the City or Client EOC/Command Centre

3. Report to Team Leader

4. Set up EOC station

5. Check into Net Control as <Client Name EOC>

10.0 CALLOUT CAPTAIN

This section is intended for the Callout Captain. Callout Captains are designated individuals who have been tasked with calling and having people check into a net or perform some other task as required. Callout Captains receive their information from the Resource Manager.

1. You have been contacted by the Resource Manager

    Enter Resource Managers Name _____

    Enter time: _____

    Enter Call Back Phone Number: _____

    Enter the Frequency of the Net: _____

2. Use all means as possible to contact the people in your district. Refer to document EMRG-004 for members contact information.

3. Keep track of who you called and what each member's availability is (See EMRG-512 Activation Worksheet). If there is no answer, or if you left a message, the person is treated the same as if they were never called and may be called again in the next shift.

    COMMENTS CODES   .
    1   Available Now
    2   Available in 8 hours
    3   Available in 24 hours
    4   Available on weekend
    5   Available evenings only
    6   Available days only
    99   Unavailable Any Time

4. Have radio operators check-in on the designated net frequency.

5. Provide them with any other information that is relevant as provided to you by the Resource Manager.

6. Check-In on the net yourself.