	EMERGENCY MEASURES RADIO GROUP
	OTTAWA ARES

Two Names - One Group - One Purpose

Operations Plan – EMRG-106
Version: 1.0

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1.0 REVISION SUMMARY

Date of Change	Revision Number	Summary of Changes (Section #, type of change)
2006-02-05	0.1	Initial document
2006-03-23	0.2	Fixed classification, updates, modified for generic call out
2006-04-20	0.3	Additional changes to content
2006-05-26	0.4	Additional updates to content and properties
2006-09-25	1.0	Change from guidelines to plan

[0.x = draft document, y.x = released document, (y+1).x = major release update]

2.0 PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide information regarding operational activities to our primary clients. It is an overview of setup, on location (operations), and shutdown activities. Additional client information can be found in separate operation guides for each of the clients where appropriate.

3.0 Operations Plan

3.1 DEPLOYMENT TO ANY CLIENT

3.1.1 Setup/Start

3.1.1.1 Predeployment

The radio operator shall:

> a) determine what equipment is needed for the assignment
> > i.e., is the site already equipped with a station

> b) arrange a pickup of additional equipment from Randall or other source
> (if possible and necessary)

> c) If the operator will have radio communications while in transit then the
> operator can advise the net of expected arrival or travel time. Net control
> may assign the radio operator a tactical call to use.
> If the operator will not have radio communication while on transit then the
> operator should arrange alternate method of contact to advise the net or
> resource manager of their intended route, expected arrival or travel time.

3.1.1.2 Deployment/Setup/Start

The radio operator who has radio communications on route shall:

> advise net control their estimated time of arrival and their current location.
> The radio operator will receive contact information from Net Control or
> other official. Net control will also advise the radio operator what tactical
> callsign the operator shall use once ready to receive and send traffic for
> their location

On arriving at the site the radio operator shall:

> a) advise net control that he/she is at the site and will start with meeting
> the local staff and,
> b) he/she will be setting up the radio station

> The radio operator shall disregard this and the following paragraph if
> equipment already set up. Otherwise, the radio operator shall set up
> radios, antennas, and cables (where applicable). See site specific
> document, if any, for placement. Setup at some shelters will likely require
> additional equipment or a specialized setup (e.g., cross-band repeater) in
> order to communicate with net control.

Station should be setup to ensure the best signal into net control. This may not be where the local staff has requested the operator set up their station. A discussion with local staff may ensue. If the operator is in doubt, the operator should contact net control for clarification or additional directions.

The radio operator shall inform net control and local staff when message traffic can be sent and received.

3.1.2 On Location

1.1.1.1 *Away from Radio*

If radio operator is working alone (or logger is unable to assume role of radio operator) then the operator should inform net control and local staff that the station will be off the air and an estimated time away (off net).

Otherwise the logger may assume the role of operator/logger.

1.1.1.2 *Messages and logs*

The radio operator shall maintain a log of messages and activities related to your location.

Oral messages from local staff should be written down and the message should be read back to the local staff to confirm its content/context before sending the message

Messages should be short and concise.

3.1.2.3 *Shift Change*

The relief/replacement (new) radio operator shall advise net control of their estimated time of arrival and their current location. The resource manager or the operations manager will determine the frequency and when such reports should be given.

The new radio operator shall contact the current radio operator/designated person to determine where they are to go.

The new radio operator may need to set up equipment if existing equipment is to be removed.

The transition with current operator(s) should involve a review of outstanding issues and messages. The operators (incoming and outgoing) should take whatever time the deemed necessary to ensure a smooth transition.

The new operator shall advise net control when the transfer is completed and they have assumed control. The new operator should inform the local staff of the shift change and introduce himself to the local officials.

3.1.2.4   *Other Activities*

The radio operator's primary duty is to provide communication for the client. If the client asks the radio operator to do other activities, the radio operator must remember that their primary duty is communications. Other activities may be done by the operator provided it does not interfere with their primary duty – communications.

3.1.3 Shutdown

3.1.3.1   *Shutdown*

If the local staff wants to release you, contact net control to request permission to shutdown from net control.
If net control initiates a shutdown, let local staff know that you have been requested to shutdown and confirm there is no further need of your services.

Once the radio operator has been given permission to shutdown then the operator shall:

a) pass logs and messages to the person specified by net control

b) collect equipment and pack up equipment

c) inform net control the site has been vacated

d) return equipment to Randall or other location as specified by net control. If equipment needs attention, i.e., battery replacement or repair, tag it and leave note with net control indicating work required.