
	EMERGENCY MEASURES RADIO GROUP
	OTTAWA ARES

Two Names - One Group - One Purpose

Document List EMRG-001

Version: 1.8

EMRG PUBLIC

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1 REVISION SUMMARY

Date of Change	Revision Number	Summary of Changes (Section #, type of change)
July 17, 2003	0.1	Initial document -DRAFT
April 21, 2004	0.2	Update with additional sections for comment
2004-05-05	0.3	Modify document to use new number scheme of 100, 200, etc, series documents
2004-05-18	0.3.1	Remove definitions from list
2004-05-23	0.3.2	Put definitions back, put section of classification back, remove references to X00 series documents and modify categories.
2004-06-19	0.4	Simplify headings and change location of some documents from 100 to 200 & 300 series
2004-10-08	1.0	Finalize document list and issue as first official release.
2004-10-09	1.1	Add more exercise reports for section 700 and add 2 user guides to section 200.
2004-11-08	1.2	Assign 211 and 311
2004-11-16	1.3	Assign 706
2004-11-27	1.4	Assign 707, 312, 510
2004-12-18	1.5	Assign 511, set version numbers for 312, 510,
2005-02-25	1.6	Assign 212 & 708
2005-03-15	1.7	Assign 512
2005-03-25	1.8	Update version for 312, 212, 512

2 PURPOSE OF THIS DOCUMENT

The document list identifies all official documents created for the Emergency Measures Radio Group - Ottawa ARES. The list identifies the latest version of each document and shows the document classification.

3 CLASSIFICATION

All EMRG documents are classified as either; Public, Restricted or Confidential. The document classification is shown under the CLASS heading in this document, on the front cover of each individual document and in the header on each page within a document.

The purpose of classifying documents, is to help readers understand what information they can share with others and what information should be protected and the level of protection required.

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Public Documents may be posted on the EMRG WEB site without modification.

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.

Restricted Documents will not be posted on the EMRG WEB site without restricted information being removed.

EMRG SECURE

This document is classified as SECURE, meaning the document will only be issued as required, to designated EMRG or partner members. The document must not be copied by the documents recipient and surplus copies must be destroyed. Secure documents contain personal information or site details that must not be circulated outside of designated EMRG or partner members.

Secure Documents will not be posted on the EMRG WEB site.

4 DOCUMENT NUMBERS

CREATING NEW DOCUMENTS

When a new document is to be created, a document number is selected from the most appropriate category. The category structure is meant to be a guideline for organizing documents in a simple, easy to maintain manner. Some documents may fit more than one category, so as a group, select the preferred one.

The document list must be updated to show the document number, classification and version as soon as a number is assigned.

VERSION MANAGEMENT

TBR: When a new document is being written, the version is shown as TBR, meaning to be reviewed once completed.

TBC: If the requirement for a document is being identified, but there is actually no work starting on creating the document, then the version is shown as TBC, meaning To Be Created.

Draft: Draft documents are tracked within a new document and are identified as version 0.x. The draft document versions are not tracked in the Document List, they remain as TBR until released.

Released: Released documents start with version 1.0. Subsequent updates can be incremental dot releases, such as 1.1, while a major re-work of a document may be released as a new full number, such as 2.0.

5 EMRG DOCUMENTS

100 DOCUMENT MANAGEMENT

Document Management contains the master document list and templates for creating new documents.

NUMBER	CLASS	VERSION	DOCUMENT NAME	DESCRIPTION
EMRG-001	Public	1.8	Document List	Lists EMRG documents and the current version number
EMRG-002	Restricted	0.2	Distribution List	Lists the individuals and organizations who receive a copy of EMRG documents and identifies which documents they receive.
EMRG-003	Public	1.0	MS Word Template	Microsoft Word template file for use when creating a new document. This file must be copied into the Template directory
EMRG-004	Public	1.0	Document Style Definitions	Lists details for each item in the standard EMRG document, such as font type, size and orientation
EMRG-005	Public	1.0	MS Word Short Template	Microsoft Word template file for use when creating a new document such as a form, that is only one or two pages long. This file must be copied into the Template directory
EMRG-006	Public	1.0	MS PowerPoint Drawing Template	Microsoft PowerPoint template file for use when creating a new drawing document. This file must be copied into the Template\Presentations directory

200 OPERATIONS

Operations contains information critical to EMRG activation, deployment and operation in an emergency. This includes Membership list and operations plans.

NUMBER	CLASS	VERSION	DOCUMENT NAME	DESCRIPTION
EMRG-101	Restricted	TBR	Partner & Critical Site Contacts	Contact numbers for partner agencies and radio operator positions, special pagers etc for accessing these partners
EMRG-102			NOT ASSIGNED	
EMRG-103	Restricted	2.2	Notification Plan	Defines how partner agencies contact EMRG in an emergency and EMRG partner priority
EMRG-104	Restricted	1.0	Membership List	List of EMRG members by Name, Address, Phone number and email address
EMRG-105	Public	1.1	Activation Plan	Defines EMRG activation procedure when called by a Partner Agency.
EMRG-106	Restricted	TBC	Operations Plan	Describes EMRG communications services, how EMRG will provide communications, plus resources available
EMRG-107	Restricted	TBC	Red Cross Plan	Defines the partnership and the services that EMRG will provide the Red Cross in an Emergency and documents any Red Cross specific requirements
EMRG-108	Restricted	TBC	Hospital Plan	Defines the partnership and the services that EMRG will provide the Hospitals in an Emergency and documents any Hospital specific requirements
EMRG-109	Restricted	TBC	Mutual Aid Plan	Defines how EMRG responds to requests for assistance from outside the City of Ottawa and how EMRG requests assistance from outside the City.

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400 REFERENCE

Reference contains supporting information which could be useful in an emergency and which is especially helpful in preparing for emergencies. Examples are tables of antenna lengths, coax loss charts or details on how to build a specific antenna. typically of a technical nature,

NUMBER	CLASS	VERSION	DOCUMENT NAME	DESCRIPTION
EMRG-201	Public	1.1	Twin Lead J-Pole	Description and construction details for building a VHF antenna
EMRG-202	Public	1.1	Tape Measure Discone	Description and construction details for building a dual band antenna
EMRG-203	Public	1.1	Kenwood TM-2530 User Guide	EMRG prepared guide on how to operate the Kenwood TM-2530 VHF radio.
EMRG-204	Secure	TBR	Non Amateur Frequency List	Lists frequencies of partner organizations or services that EMRG might have an interest or requirement to monitor in an emergency
EMRG-205	Restricted	TBR	Equipment Operation	User guides for EMRG equipment, including how to set up and operate the equipment.
EMRG-206	Public	TBR	Technical Reference	Charts, tables and drawings which provide useful reference material for antenna length, cable loss, etc.
EMRG-207	Restricted	2.2	Frequency List	Lists frequencies that are available for EMRG use in an emergency and identifies specific frequencies that EMRG would use.
EMRG-208	Public	1.0	Motorola Moxy User Guide	EMRG prepared guide on how to operate the Motorola Moxy VHF radio.
EMRG-209	Public	TBR	Personal Equipment List	Comprehensive list of items that EMRG members may wish to pack as part of their emergency communications "go-kit".
EMRG-210	Public	TBR	Standard Radio Interface	Defines a common interface connector and pin assignments for connecting radios to other equipment such as TNCs, Controllers and audio interface units.
EMRG-211	Public	TBC	SLVRC Frequency List	Derived from the online Saint Lawrence Valley Repeater Council (SLVRC) frequency list and presented as a printable document. Updated on a yearly basis.
EMRG-212	Public	1.0	Headphone Controller	Detailed notes for building a 2 position headphone controller with speaker volume as well.

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600 ADMINISTRATION

Administration contains information that relates to the operation of EMRG as an organization. Documents describe the organizational structure, track inventory, define strategy and may support a specific purpose such as a yearly project plan or a proposal.

NUMBER	CLASS	VERSION	DOCUMENT NAME	DESCRIPTION
EMRG-301	Restricted	1.1	Repeater Development Plan	Defines EMRG repeater requirements, types of repeaters and specific construction projects required to achieve the strategy
EMRG-302	Restricted	1.1	Disaster Communications 5 Year Plan	Outlines EMRG project list and strategy for 5 year period
EMRG-303	Restricted	1.1	Year 1 Project Plan	Outlines projects for first 12 month period starting in fall 2004. List projects and material required to complete projects
EMRG-304	Public	1.0	Packet Radio Network Proposal	Proposal for possible Packet radio network and the components required.
EMRG-305	Public	1.3	Inventory Management	Defines EMRG policy for tracking donated equipment
EMRG-306	Public	TBR	EMRG Overview	Explain EMRG role, structure and resources for anyone who is not familiar with EMRG.
EMRG-307	Public	TBR	EMRG Structure	Explains EMRG internal organization, expectations as well as roles and responsibilities
EMRG-308	Restricted	TBR	Master Inventory List	Spread sheet listing EMRG owned equipment, its original source, current location and inventory tag number
EMRG-309	Restricted	1.0	Carlington Heights VHF Radio Removal Proposal	Proposal for the removal of surplus VHF radio equipment from the Carlington Heights radio site.
EMRG-310	Public	TBR	EMRG Terminology	List of acronyms and terms associated with EMRG or used in EMRG documents
EMRG-311	Secure	TBR	Repeater Location Details	Documents the SLVRC repeater assignments, restrictions and details about location of the repeater.
EMRG-312	Public	1.2	Financial Management	Rules and requirements for EMRG management of funds in the bank account.

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800 TRAINING

Training typically contains modules of training for specific areas, but they may also be reference material such as handouts that relate to good operator practices.

NUMBER	CLASS	VERSION	DOCUMENT NAME	DESCRIPTION
EMRG-401	Public	TBR	Training Plan	Training objectives and requirements for EMRG to use as a guide in planning and developing training.
EMRG-402	Public	1.0	The Four Cs of Communications	Lists the four C words; Calm, Courteous, Correct, Concise
EMRG-403	Public	1.0	Dual Band Tech Session	Training session on cross band repeater terminology and operational issues

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1000 FORMS

Forms contains documents that EMRG uses on a regular basis to record or track information during an event such as a meeting, exercise or activation. Most forms are only one or two pages and use the short document template.

NUMBER	CLASS	VERSION	DOCUMENT NAME	DESCRIPTION
EMRG-501	Public	1.1	Emergency Communications Log	Form for logging transmissions for net control or an end station such as a shelter
EMRG-502	Public	1.1	Resource Tracking Log	Form for NCS to record stations that check into a net to identify they are available for deployment
EMRG-503	Public	1.1	Resource Assignment Chart	Form for tracking the assignment of resources in an emergency. Includes standard assignments such as team leader and NCS
EMRG-504	Public	1.0	Membership Form	Form for new members or for updating existing members address, phone and equipment capabilities
EMRG-505	Public	1.1	Sign In List	Form for recording who participated in an event or meeting
EMRG-506	Public	1.0	Dispatch Centre Personnel Report	Form for listing EMRG personnel in the dispatch centre during an exercise, meeting or activation. One form used for each shift.
EMRG-507	Public	1.1	Folded Brochure	One page EMRG informational brochure
EMRG-508	Public	1.1	Radio Test Log	Log form to record regular radio tests for fixed locations such as the EOC, or Red Cross.
EMRG-509	Public	1.1	Meeting Direction Signs	Set of 4 EMRG meeting direction signs, done in MS PowerPoint, with arrows to left, right, left up and right up.
EMRG-510	Public	1.0	Expense Voucher	Form for claiming repayment of personal money spent on EMRG behalf.
EMRG-511	Public	1.0	Receipt Statement	Form for use when a sales receipt is not available, usually used when parts are purchased from an individual, such as at a hamfest.
EMRG-512	Public	1.0	Activation Worksheet	One page worksheet which contains all the information blanks that can be filled in on the Activation Document.

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1200 FACILITY RECORDS

Facility records contain documents and diagrams that relate to physical locations or equipment that EMRG operates. Some examples of facility records are the floor plan for the Randall communications room, wiring diagrams for the portable repeater or antenna installation records for the Red Cross.

NUMBER	CLASS	VERSION	DOCUMENT NAME	DESCRIPTION
EMRG-601	Restricted	TBR	Red Cross Equipment Cabinet	Cabinet design and wiring layout for Ottawa Red Cross radio communications cabinet.
EMRG-602	Restricted	1.0	Vertex FTL-XX11	Information on operation, programming and wiring for the Vertex FTL-2011 (VHF) & FTL7011 (UHF)
EMRG-603	Restricted	1.0	Kenwood TM-742A	Information on operation, programming and wiring for the Kenwood TM-742A Tri-band radio (144/220/440)
EMRG-604	Restricted	1.0	Vertex Drawings	PowerPoint drawings for all Vertex radios. Drawings are used in documentation.
EMRG-605	Restricted	1.0	Kenwood Drawings	PowerPoint drawings for all Kenwood radios. Drawings are used in documentation.
EMRG-606	Restricted	1.0	Connector Pin outs & Wiring	Information on pin orientation, connector types and information on how to use the connector as well as custom wiring diagrams.
EMRG-607	Restricted	1.0	EOC Communications Network Design	EOC wiring diagrams showing high level network view and wiring details.
EMRG-608	Restricted	1.2	East Community Repeater	Wiring diagrams for the East End Community repeater.
EMRG-609	Restricted	TBR	Packet Network	Packet network design
EMRG-610	Restricted	TBR	Randall Floor Plan	Randall Communications Centre floor plan and general room dimensions.
EMRG-611	Restricted	TBR	Randall Cable Records	Randall Communications Centre cable, cable termination and patch panel records.
EMRG-612	Restricted	TBR	Randall Network Design	Randall Communications Centre communications system design.
EMRG-613	Restricted	TBC	Red Cross Network Design	Red Cross Catherine Street communications system design.
EMRG-614	Public	TBR	Equipment Cable Diagrams	Diagrams for custom cables created for different pieces of equipment. Some diagrams may be used in other documentation.
EMRG-615	Public	1.0	Initial Packet Network Plan	The ideas put together before the EMRG packet network was begun. This document is for reference and will not be updated.

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1400 EXERCISES & ACTIVATIONS

Exercises & activations contains documents, typically from debrief meetings, that outlines what was done, how it went and what can be improved. Plans for exercises can also be saved as official documents.

NUMBER	CLASS	VERSION	DOCUMENT NAME	DESCRIPTION
EMRG-701	Public	1.0	Activation Ontario Power Outage	Developed from the debrief of the EMRG response to the Ontario power outage in Aug 2004
EMRG-702	Public	1.1	Ice Storm 98	Report on the Ice Storm in 1998 and the use / non use of Amateur radio
EMRG-703	Public	1.1	Exercise Integration	EMRG Team Leader report from the Airport Exercise Integration, May 23, 2002.
EMRG-704	Public	1.0	Exercise Messenger – Set 2002	ARES Simulated Emergency test (SET) exercise Nov 9, 2002.
EMRG-705	Public	1.0	Set 2003	Debrief notes from ARES SET 2003
EMRG-706	Public	1.0	Set 2004	Notes from ARES SET 2004
EMRG-707	Public	1.0	Lessons Learned	Collection of the lessons learned from exercises and activations
EMRG-708	Public	1.0	EMRG-708 Table Top 2005-01-22	Report on the table top exercise held at the EMRG general meeting on January 22, 2005.

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