
	EMERGENCY MEASURES RADIO GROUP
	OTTAWA ARES

Two Names - One Group - One Purpose

Notification Plan EMRG-103

Version: 2.2

EMRG RESTRICTED

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Written by: Peter Gamble for the EMRG Management Team

TABLE OF CONTENTS

1.REVISION SUMMARY

2.PURPOSE OF THIS DOCUMENT

3.EMERGENCY NOTIFICATION

- 4.Contacting EMRG In An Emergency
- 9.Information Required By EMRG
- 10.Organizations Supported By EMRG
- 15.EMRG Response Priority
- 16.Identification
- 17.How To Get More Information

1. REVISION SUMMARY

Date of Change	Revision Number	Summary of Changes (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

2. PURPOSE OF THIS DOCUMENT

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

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.

9. Information Required By EMRG

When requesting EMRG assistance, the following information is desired;

1	Person Calling	Request Initiated By
Name		
Position		
Organization		
Phone Number		

2 Briefly describe the type of assistance required:

3 Assistance required immediately or as stand by?
 Standby: _____ Activate: _____

4 Start Time: _____ Estimated Duration: _____

5 Report to:

Location #1 Is This A Staging Area: (Y/N) _____

Address	
Onsite Contact Name	
Routes To Use/Not Use	
Health or Safety Issues	

Location #2

Address	
Onsite Contact Name	
Routes To Use/Not Use	
Health or Safety Issues	

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.

17. How To Get More Information

- EMRG Team Leader
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Email: ve3oce@rac.ca
Web Site: <http://www.emrg.ca>

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Phone:
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