
	EMERGENCY MEASURES RADIO GROUP
	OTTAWA ARES

Two Names - One Group - One Purpose

Membership List – EMRG-104

Version: 1.5

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1.0 REVISION SUMMARY

Date of Change	Revision Number	Summary of Changes (Section #, type of change)
2004-10-20	0.1	List of names sorted by area, name
2004-10-25	0.2	Added List by area of names sorted by status, name Removed List of names sorted by area, name Added List by Name Added List of Management team Added terms and definitions
2004-11-18	0.3	Added index of callsigns and names Added area map
2005-01-20	1.0	List for Year 2004-2005
2005-02-15	1.1	New persons added, other member info updated
2005-04-25	1.2	Member info updated
2005-10-03	1.3	List of names moved to appendices Additional zone added – External (Section 3) Process instructions modified to reflect list of names now found in appendices (Section 5, part 4)
2005-10-31	1.4	Member info updated for appendices
2006-01-01	1.5	References to Ottawa-Carleton changed to Ottawa References to Emergency Management Unit (EMU) changed to Office of Emergency Management (OEM)

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

2.0 PURPOSE OF THIS DOCUMENT

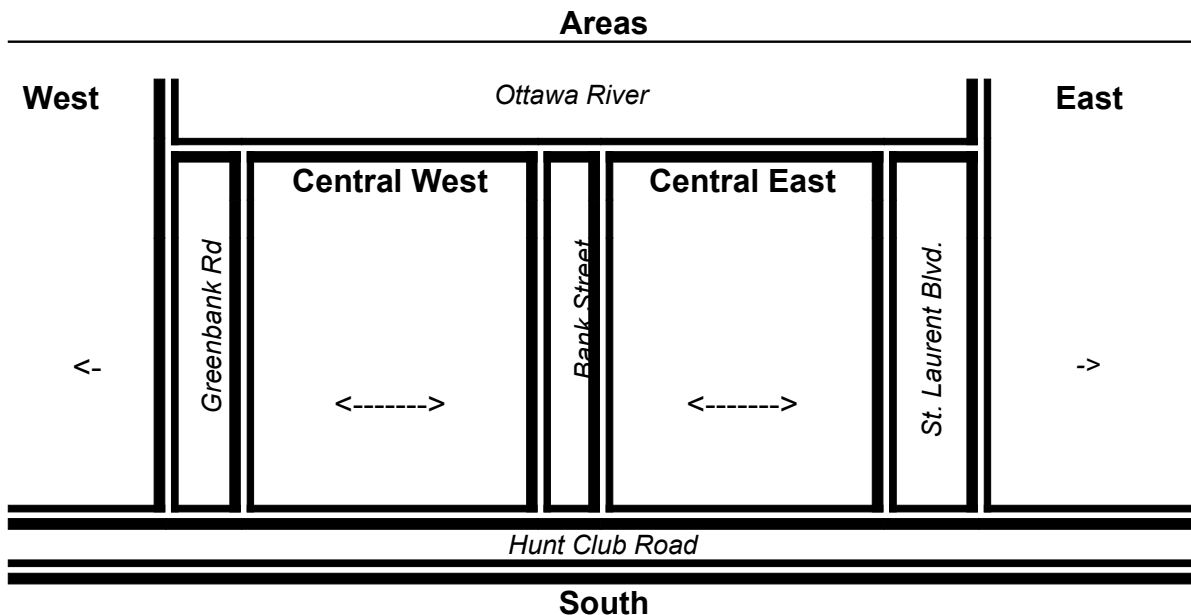
The purpose of this document is to provide a list of members' contact information for use during exercises, callouts, and other EMRG business. In addition to the list, procedures regarding membership are outlined.

3.0 Terms and Definitions

Listed below are some of the terms and definitions used in this document.

Term	Definition
Active (A)	Status of individual within EMRG. The individual wishes to be participate and be contacted during exercises and other EMRG activities
Inactive (I)	Status of individual within EMRG. The individual wishes to be kept informed of EMRG activities (via email or newsletters)
Left (L)	Status of individual. No longer interested in EMRG
Management (MA)	Part of EMRG Management team
Central-East (CE)	Address located in Ottawa bounded by St. Laurent Boulevard, Bank Street, Ottawa River, and Hunt Club Road
Central-West (CW)	Address located in Ottawa bounded by Bank Street, Greenbank /Pinecrest Road, Ottawa River, and Hunt Club Road/West Hunt Club Road
East (E)	Address located east of St. Laurent Boulevard
South (S)	Address located south of Hunt Club Road/West Hunt Club Road
West (W)	Address located west of Greenbank/Pinecrest Road
External (X)	Address is outside of City of Ottawa

3.1 CALLOUT AREA MAP



4.0 Distribution

The membership list will be distributed to members of EMRG. In addition, the Office of Emergency Management (OEM) will receive a list of members. This list will include an individual's mailing address, phone number(s), and whether they have a City pass and its expiry date. The information provided to the OEM is so that they are able to mail out EMRG/OEM information as we require it. The phone numbers are there so that in the event OEM staff needs to contact EMRG they can do so.

The information distributed in this document (and to OEM) is strictly for EMRG business.

5.0 Membership Process

The membership process is as follows:

- 1) Fill out membership form for the first time or as required by membership coordinator.
- 2) On an annual basis, during September and October, members are asked to inform the membership coordinator their intentions for the upcoming year. This can be accomplished in one of the following ways:
 - a) Hand in/Mail in membership form with name, callsign and intention for year filled in
 - b) Email membership coordinator your intentions
 - c) Phone membership coordinator your intentions
- 3) If we have not heard from you by October 31, your status will be changed as follows:
 - a) No change if you were involved in at least one EMRG activity (e.g., meeting, training, project, actual) otherwise,
 - b) If you were "active", you will now be flagged as "inactive"
 - c) If you were "inactive", you will now be flagged as "left"
 - d) If you were "left", then you will be removed from the list
- 4) On November 1st, the membership appendices will be recreated. The membership appendices will be distributed at the next general meeting.

Members can contact the membership coordinator through out the year with updates, especially phone numbers and email addresses.

6.0 Appendices

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