
	EMERGENCY MEASURES RADIO GROUP
	OTTAWA ARES

Two Names - One Group - One Purpose

Deactivation Plan – EMRG-111

Version: 1.0

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1.0 REVISION SUMMARY

Date of Change	Revision Number	Summary of Changes (Section #, type of change)
2006-05-01	0.1	Initial document
2006-09-25	1.0	Assign document number, change to plan from guideline

[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 the shutdown or scale down procedures.

3.0 Deactivation Plan

Sequence of Events or Activities

1. Team Leader receives notice from client that services are no longer required
2. Team Leader advises Operations Manager of request.
3. Operations Manager contacts Management team with information update. Operations Manager advises Resources Manager of request.
4. Operations Manager identifies stations to be closed down.
5. Operations Manager (via Net Control station) advises stations they may be released if not needed locally. Stations contacted will confer with local staff to inform them that a request to discontinue radio operations has been made. If radio operations are still required by local staff then the operator should contact the operations manager for clarification.
6. Resource Manager contacts "Phone captains" and advises them of the "shutdown".
7. Phone captains inform those they contacted during the activation of the event shutdown and their services are no longer required. After contacting persons, phone captains contact Resource Manager or Net control advising that all persons have been contacted. The phone captains are released.
8. Net control or designate to remain on net and inform those listening that the event has been shutdown
9. Net is closed down. Net control is released
10. Resource Manager is released. Operations Manager is released. Team Leader is released.
11. Team Leader shall inform all involved when and where a debrief session will be held.