
	<p style="text-align: center;"><b>EMERGENCY MEASURES RADIO GROUP</b></p>
	<p style="text-align: center;"><b>OTTAWA ARES</b></p>

Two Names - One Group - One Purpose

## Exercise Position Description Cards - EMRG-514 -

Version: 1.0

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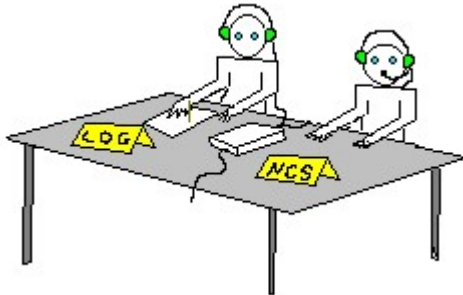
**1.0 REVISION SUMMARY**

<b>Date of Change</b>	<b>Revision Number</b>	<b>Summary of Changes (Section #, type of change)</b>
2005-05-09	0.1	Original document text
2005-06-12	1.0	Initial Release

## 2.0 PURPOSE OF THIS DOCUMENT

This document contains tent-style cards, to be used as place cards at each position in an EMRG exercise, such as net control, logistics officer, etc.

It is intended that the subsequent pages be printed as needed and placed, “tent style” in front of each operator in a table top or classroom exercise.



The text on the side facing the operator has a thumbnail description of their duties, reporting chain, etc.

This document assumes that in any exercise, an activation will be requested.

### Positions identified are:

Team Leader	Partner EOC Op
Operations Mgr	Logger
Resource Mgr	Site Radio Op
Temporary NCS	Utility (gofer, etc.)
Net Control Op	

# Team Leader

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Team leader is the liaison with the agency that contacted EMRG

As team leader, you also give overall direction to EMRG.  
Your duties typically require you to go to the partner EOC.  
You should contact and appoint an Operations Manager, and advise them of the situation.

If required, get them to proceed with an activation.

- Your callsign for this exercise: \_\_\_\_\_
- Your TACTICAL callsign is: TEAM LEADER

# Ops Manager

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## Ops Manager

Operations Manager oversees the operations of EMRG members. As operations manager, you take instructions from the team leader.

The team leader's callsign for this exercise is: \_\_\_\_\_

- Your first task is to contact as many of the rest of the management team as possible and advise them of the situation.
- Your duties typically require you to go to the communications centre at Randall Av.
- You should contact and appoint a Resource Manager and advise them of the situation.

# Resource Mgr

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## Resource Mgr

Resource Manager plans and activates the general call-out, schedules human and other resources as instructed by the team leader, working with the Operations Manager

- Your first task is to contact as many of the rest of the management team as possible and advise them of the situation.
- Your duties typically require you to go to the comms centre at Randall Ave.
- You should contact and appoint a call out captain, advise them of the situation, and if required get them to start a call out.
- If necessary, get a temporary net control, and a net control station started.
- Provide logistics support to the Ops Manager as required.

# Temporary NCS

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Temporary Net Controller acts as a net controller until a “permanent” net controller can be established at the communications centre at Randall.

It is important that you can get on the air quickly You should read the preamble to the net, advise them of the situation as briefed by the resource manager.

- Take check ins and record them.
- Advise them to stand by for assignment.
- Once the net control station at Randall advises you that they are ready, hand off the traffic to them.
- Your TACTICAL callsign is NET CONTROL, until relieved by the NCS at Randall.



# Net Control Stn

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## Net Control Stn

Net Control station acts runs a controlled net under the direction of the Operations manager. This is usually done from the communications centre on Randall Av.

When ready, take over the net from the temporary net controller. When you do so, first take any pending traffic, in priority order. Then get the check in list from them.

- Advise the net of any updated information you may have.
- Assign people to tasks as directed by the Operations manager.
- Your callsign is: \_\_\_\_\_
- Your TACTICAL callsign is: NET CONTROL

# Partner EOC Op

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## Partner Eoc Op

The partner EOC operator works with the Team Leader in the partner EOC. Your station may or may not already have a callsign attached to it.

- Your TACTICAL callsign is \_\_\_\_\_<partner> EOC.  
Example "OTTAWA EOC" or "RED CROSS EOC"

# LOGGER

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## LOGGER

The logger for any radio operator position usually swaps places frequently with that radio operator. The logger should record ALL traffic heard on the net, not just traffic that is directed to your station.

# SITE RAD OP

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## SITE Radio Op

The site radio operator helps the person running the site communicate by any means available with whoever they need to communicate with.

- You should be proactive in getting information, without causing excessive traffic on the net.
- You will typically use your own callsign.
- Your TACTICAL callsign will usually be assigned by the net control station when you are dispatched.
- Typically it will be something like SHELTER 1, RED CROSS, CIVIC HOSPITAL, etc.
- Don't change your tactical callsign without authorization via net control.

# GOFER / XPORT

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## GOFER/XPORT

The job of GOFER, or more formally TRANSPORT, is not formally included in our plans, but is one that is typically filled in an emergency anyway. There is always material that needs to be moved. The plans change by the minute. EMRG will need someone who can drive, talk and think at the same time.

- Your TACTICAL callsign will be TRANSPORT