

# PROJECT SHEET

Use of this form is suggested for activities that require substantial resources (money/people/time). Its use will assist members to gain a full understanding of the undertaking before the project starts, and help project reporting on an ongoing basis. Anyone may use the form for any project.

Project Name: Emergency Response Proposal	Date: November 2012
Proposed By: Frank Wallace	
<p>Scope (what this project covers)</p> <p>Develop a plan to organize Amateur Radio Volunteers (ARV) so they can provide radio communications if regular communication systems fail in an emergency. This will position ARVs to assist responders under the Strathcona Emergency Plan.</p> <p>The overall project is in two stages. Since CRARS has not many members progress beyond stage one will largely depend on getting more hams licensed.</p> <p><b>Stage 1: Planning</b></p> <ul style="list-style-type: none"><li>a) Identify ways in which ARVs could assist the Strathcona Emergency Plan (SEP) and list positions to be filled.</li><li>b) List current personnel and equipment resources, locations and state of readiness.</li><li>c) Identify ways by which the resources, personnel and equipment, could be enhanced.</li><li>d) Liaise with SEP, develop contacts with other agencies.</li><li>e) Consolidate the information into a Standard Operating Procedures (SOP) document which will provide a framework for the addition of detailed procedures as they are developed.</li></ul> <p><b>Stage 2: Implementation</b></p> <ul style="list-style-type: none"><li>a) Appoint specific members to take charge of various aspects of the plan.<ul style="list-style-type: none"><li>For example: Equipment familiarization and readiness.<ul style="list-style-type: none"><li>Basic instruction courses</li><li>Organizing exercises</li></ul></li><li>Or other divisions as required.</li></ul></li><li>b) Develop and implement callout procedures and equipment maintenance schedules as current strength allows.</li><li>c) Enroll more operators both by approaching licensed hams and training new hams. Students may be drawn from SAR, VIHA and the general public. Courses will be advertised by newspaper articles and through the CR volunteer agency.</li><li>d) Familiarize ARVs with CRARS equipment and ensure equipment is checked and exercised on a regular basis.</li><li>e) Practice networking, passing messages, rotating net coordinators; engaging in joint exercises with other volunteer agencies.</li><li>f) When numbers permit allocate personnel to positions at emergency centers, EOCs, RCs etc.</li><li>g) Upgrade equipment as required for best efficiency, Packet should be considered.</li></ul>	

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Situation (briefly - what is the past history and present situation)

- § Emergency response has been identified as an area wherein CRARS could provide useful communication services.
- § There are no written procedures in place at present except a callout list exists.
- § Member home locations are not mapped to easily get neighborhood information from operators in an emergency.
- § Membership of CRARS is small and has been so for some time.
- § The City of Campbell River's emergency plan is integrated with that of the Strathcona Regional District under the name of the Strathcona Emergency Plan. There is no structure in place under SEP to coordinate amateur radio operators.
- § The Vancouver Island Health Authority (VIHA) is encouraging their staff and volunteers to get their ham licenses to establish emergency communications links between their hospitals and clinics, but has not yet got good coverage from Nanaimo north

Major Issues/Problems/Concerns or Products that will be studied or Resolved

- 1. Document processes and procedures
- 2. Examine and list manpower and equipment readiness
- 3. Liaison with other volunteer agencies and SRDEP .
- 4. Increase visibility and participation.
- 5. Delegate emergency preparedness tasks.
- 6. Develop and implement schedules for maintenance and exercises / practises.
- 7. Equipment upgrades.

Final Deliverable: Stage 1 Planning Document

Date: Feb 2013

Deliverable or Activity (note some intermediate accomplishments and the final product that will be produced))	Planned Completion Date	Actual Completion Date
Stage 1	Feb 2013	
Stage 2, a, b	To be determined at	
c	A later date after	
e, f, g	Stage 1 completion	