

REGION OF OTTAWA-CARLETON
RÉGION D'OTTAWA-CARLETON

REPORT
RAPPORT

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Your File/V/Réf.

DATE 16 May 2000

TO/DEST. 9-1-1 Management Board

FROM/EXP. Co-ordinator, 9-1-1 Advisory Committee

SUBJECT/OBJET **9-1-1 TRAINING MANUAL - OWNERSHIP AND
DISTRIBUTION**

REPORT RECOMMENDATION

For discussion.

BACKGROUND

On 10 March 2000, the 9-1-1 Advisory Committee received the 9-1-1 Training Manual for information and circulation to all agencies. During its discussion of how the manual will be produced and distributed, the Committee was advised that the Board, on 8 October 1999, agreed that the Bureau Manager would be the “owner” of the Manual and that any subsequent revisions would be made through that office. It was the view of the Bureau Manager that the issue of ownership should be discussed by the Board and the Committee Chair suggested the issue be resolved accordingly.

With respect to co-ordinating the distribution of copies of the revised manual to emergency agencies, the Committee suggested the Board develop a standard policy for distribution and format and work with the Regional Clerk’s Department and the Bureau in this regard.

Copies of the Manual have been previously distributed, but upon final approval, printed Manuals, in binder format will be distributed to all emergency agencies.

Approved by
Rosemary Nelson