

Title	<i>Process for Requesting the Deployment of the Radio Cache</i>
Created by	<i>PSCS Service Analyst</i>
Date Created	<i>March 23, 2020</i>
Background	<p>There is a radio cache consisting of fifty (50) Motorola APX 6000 portable radios that are owned by Manitoba and maintained by Bell. The radio cache will be stored and their deployment coordinated by VEMA Radio Services. The radio cache, in full or partial, is to be deployed to provide additional radio communication capabilities to Manitoba departments or to parties assisting Manitoba (e.g. Canadian military). The radio cache is comprised of:</p> <ul style="list-style-type: none"> a) Fifty (50) APX 6000 radios (configured in kits of 5 radios) b) Fifty (50) single battery AC chargers <p>Prioritization criteria for radio cache deployment:</p> <ul style="list-style-type: none"> 1. Public safety events (e.g. natural disasters) 2. Restoration of service (e.g. loss of repeater) 3. Proactive deployment (e.g. large entertainment festival) <p>The requesting party will be responsible for deployment costs including:</p> <ul style="list-style-type: none"> a) Transportation of the radios from the storage facility to the desired deployment location and the return of the radios to the storage location b) VEMA Radio Services labour costs c) Damages or repairs to the radios to correct damage experienced during deployment while under the care of the requesting department
Purpose and Scope (What are goals, parameters, and scope? What is out of scope?)	To establish and implement a consistent process for requests to deploy the radio cache.
Process Input (Who and what prompts the request and why?)	The process is prompted by: <ul style="list-style-type: none"> a) A service order request from the PSCS Service Analysts to deploy the radio cache
Process Flow (What is the first step to start the input going? What are the activities?)	<ol style="list-style-type: none"> 1. Manitoba identifies a need to deploy the radio cache to enhance radio communications due to an on-going or pending event (e.g. flood). 2. A PSCS Service Analyst creates a Service Order (Appendix A) request to deploy the radio cache. 3. VEMA Radio Services reviews the Service Order Request and confirms that the appropriate number of radio cache units are available for deployment. 4. VEMA Radio Services deploys the radio cache within 24 hours to the location specified in the Service Order. 5. VEMA Radio Services notifies the PSCS Service Analysts by email (PSCSSupport@gov.mb.ca) that the cache has been deployed. 6. PSCS Service Analysts notifies VEMA Radio Services that the radio cache is no longer required via a Service Order. 7. VEMA Radio Services retrieves the radio cache and returns the radios to their storage location.

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| | <ol style="list-style-type: none">8. VEMA Radios Services Coordinates any required repairs with Bell.9. VEMA Radio Services advises the PSCS Service Analysts that the radio cache has been reclaimed and is available for deployment. |
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Document Owner: Government of Manitoba

Version	Date	Author	Change Description
1.0	March 23, 2020	Manitoba	Initial Release

Approvals & Acceptance

I have reviewed the information in this document and I agree;

Version	Date	Approver Name and Title

Appendix A

Service Order Form *(place holder)*