

APPENDIX C

BEAP LOG OF ACTIVITIES

BEAP Log of Activities

December 13, 2001 Brandon Emergency Support Team meeting;
Ongoing discussion regarding alerting systems
Simplot presentation on ATI siren system

June 17, 2002 Brandon Emergency Support Team meeting;
Brainstorm emergency alerting needs and options

September 16, 2002 Community Advisory Committee meeting;
Introduce concept and discuss

October 21, 2002 Receive updated equipment estimate from ATI

November 25, 2002 Receive public survey proposal from Probe Research

November 26, 2002 Submit proposal to Industry Canada

December 10, 2002 Community Advisory Committee meeting;
Introduce proposal and seek guidance regarding community
acceptance of testing and advertising campaign

January 3, 2003 Consult with ATI by phone re: equipment

January 28, 2003 Consult with ATI by phone re: field testing

February 12, 2003 Consult with ATI by phone re: equipment

February 17, 2003 Siren location selected
Assiniboine Community College confirmed as location of CCU
Consult with ATI re: software

February 18, 2003 Consult with ATI re: equipment

February 28, 2003 Software ordered
Electronic map of City sent to ATI

December 16, 2003 Brandon Emergency Support Team meeting
Discuss proposal and confirm support

March 6, 2003 ATI confirms they can and will provide an analysis of test results

March 7, 2003 Available computer for control station located
Radio frequency provided to ATI

March 11, 2003 Project discussed at Brandon School Division meeting

March 12, 2003 Intergovernmental agreement signed

March 13, 2003 Meeting with local media
Media release to be jointly developed with Industry Canada
Review proposal and initiate campaign development

March 14, 2003 Siren equipment order confirmed with ATI
ATI confirms radio coverage
Design of visual advertising completed by IMG

March 17, 2003 B.E.S.T. fax sent to members and Community Advisory
Committee
Use of Brandon Regional Health Centre radio frequency confirmed
Project discussed at Safe Communities meeting

March 18, 2003 Second version of the City map sent to ATI

March 19, 2003 Consult with ATI re: equipment ordered, future expansion of
system

March 20, 2003 ATI software arrives
Consult with ATI re: equipment

	Script developed for radio advertising
	Print advertising begins in Wheat City Journal re: Community Meeting
March 21, 2003	Community Power Point presentation completed City Council up-date provided
March 23, 2003	Radio advertising begins regarding the Community Meeting
March 26, 2003	Detailed Siren Demonstration and Evaluation Project Plan accepted Detailed Public Education Campaign Plan accepted Radios arrive from Imperial Radio (local supplier)
March 27, 2003	Print advertising begins in Brandon Sun re: Community Meeting ATI ships siren equipment Community Meeting held at East End Community Centre
March 28, 2003	City Council up-date provided
April 1, 2003	ATI ships software manual
April 4, 2003	Discuss survey questions with Probe
April 10, 2003	Community Advisory Committee meeting Review project Discuss survey questions with Probe
April 10, 2003	Contact made with schools in test area
April 11, 2003	Siren equipment arrives – technician not available until April 28
April 14, 2003	Manitoba Hydro assesses pole required for equipment
April 14, 2003	Survey test instrument completed
April 16, 2003	Location of siren marked on property
April 17, 2003	Flyer developed and reviewed by Community Advisory Committee April 18, 2003 Pole installed Project discussed at Red Cross meeting
April 18, 2003	Installation of equipment discussed with ATI
April 21, 2003	Community Advisory Committee contacted re: volunteering for tests Consult with Probe re: survey instrument
April 22, 2003	Flyer for translation developed Information developed for www.brandon.ca
April 25, 2003	City Council up-date provided
May 5, 2003	Work begins on BEAP video for schools
May 6, 2003	Technician consults ATI Engineering re: equipment bench test
May 8, 2003	Street sign design developed and seven ordered Electrical installation at pole
May 9, 2003	Article in Brandon Sun Electrical installation at pole
May 10, 2003	Spanish translation of flyer completed
May 12, 2003 communicating	Technician consults ATI Engineering re: radios not
May 13, 2003	ATI Engineering supervises bench testing- system not polling Imperial radio adjusts system radios – system not polling
May 14, 2003	Television and radio script developed

May 15, 2003 ATI Engineering supervises bench testing- system not polling
 ATI Engineering supervises bench testing- system not polling
 ATI to supply replacement motherboard
 May 16, 2003 Project Coordinator records voice for television and radio
 advertising
 Electrical installation at pole
 May 20, 2003 Korean and Chinese translations of flyer completed
www.brandon.ca information activated on Web
 ATI Engineering supervises bench testing
 Replacement motherboards installed
 May 21, 2003 ATI Engineering supervises bench testing
 May 22, 2003 ATI Engineering supervises bench testing- system not polling
 May 23, 2003 Media release draft re: project launch, to Industry Canada for
 review
 ATI Engineering supervises bench test – system polls every 3rd try
 Brandon Amateur Radio Club members assist with bench test
 Equipment inspected and approved by Manitoba Hydro
 B.E.S.T. fax sent to members and Community Advisory
 Committee
 First test date confirmed as June 4, 2003 at 11:30 AM
 BEAP team members informed of first test date
 Technician not available until June 2
 May 24, 2003 Project discussed at City Civic Day
 May 27, 2003 Street signs installed
 May 28, 2003 Brandon Amateur Radio Club installs antennae at A.C.C.
 May 29, 2003 Article in Wheat City Journal
 CCU located at A.C.C.
 June 2, 2003 Installation begins at siren speaker station pole
 Translated materials delivered to Westman English as a Second
 Language, Adult Learning Centre, Maple Leaf Foods, Brandon
 University International Studies. Copies were also made available
 at the B.E.S.T. Display Board in City Hall.
 Printed flyers delivered to Post Office for test area delivery
 Media release draft re: project launch is agreed to by Industry
 Canada
 June 3, 2003 Article in Brandon Sun
 Siren equipment installation continues
 Technical tests successfully conducted
 June 4, 2003 Media launch
 Public Education Campaign initiated
 News coverage - CKX TV and CKLQ radio at noon and supper
 hours
 Siren equipment installation continues
 June 5, 2003 Print advertising in Wheat City Journal regarding test #1
 Radio advertising starts on CKLQ, Hot 101, KX96, 94.7 re: test #1

June 6, 2003
 Television advertising begins on CKX regarding test #1
 Project Coordinator guest on KX96 and Hot101 early AM radio
 Siren equipment installation continues
 Print advertising begins in Brandon Sun regarding test #1
 City Council up-date provided
 Siren equipment installed and tested

June 9, 2003
 Technician consults with ATI – equipment tested
 Test #1 takes place at 11:30 AM

June 12, 2003
 Article in Wheat City Journal

June 16, 2003
 Radio advertising starts on CKLQ, Hot 101, KX96, 94.7 re: test #2
 Television advertising begins on CKX regarding test #2

June 17, 2003
 Print advertising begins in Brandon Sun regarding test #2
 Project Coordinator guest on KX96 and Hot101 early AM radio

June 19, 2003
 Print advertising in Wheat City Journal regarding test #2
 Project Coordinator’s article in Wheat City Journal

June 20, 2003
 Test #2 takes place at 1:30 PM
 Technician on-site

June 24, 2003
 Up-dated flyer developed to inform test area of changes for test #3

June 25, 2003
 Television advertising begins on CKX regarding test #3

June 26, 2003
 Printed flyers delivered to Post Office for test area delivery
 Print advertising in Wheat City Journal regarding test #3

June 27, 2003
 City Council up-date provided

June 28, 2003
 Print advertising begins in Brandon Sun regarding test #3
 Radio advertising starts on CKLQ, Hot 101, KX96, 94.7 re: test #3

July 2, 2003
 Project Coordinator guest on KX96 and Hot101 early AM radio
 ATI technician adjusts equipment
 ATI technician provides training - technician and Project Coordinator
 ATI technician and Industry Canada contact person on site for test
 Test #3 takes place at 6:30 PM

July 4, 2003
 City Council up-date provided

July 30, 2003
 City Council up-date provided

August 8, 2003
 Interim report placed on web page

August 13, 2003
 ATI requested to find alternate tones to try

August 14, 2003
 ATI provide tone samples

August 18, 2003
 ATI provides tone sample

September 2, 2003
 Sample tones reviewed by Community Advisory Committee
 Sample tones reviewed by BEAP team
 Date for test #4 confirmed

September 4, 2003
 New tone determined and requested of ATI
 Brandon Regional Health Centre meeting;
 BEAP project briefly reviewed
 Up-dated flyer developed to inform test area of changes

September 8, 2003
 School contacted this week.

September 9, 2003
 Brandon Emergency Support Team meeting;
 BEAP progress reviewed

September 10, 2003 Korean, Spanish, and Chinese translations of flyer requested
 PSA released for Community Meeting
 September 11, 2003 Print advertising in Wheat City Journal for Community Meeting
 September 12, 2003 Radio advertising begins on CKLQ, Hot 101, KX96, 94.7 re:
 Community Meeting
 September 13, 2003 Fire & Life Safety Conference – Brandon
 BEAP included in presentation on shelter-in-place
 September 15, 2003 Brandon Sun newspaper article regarding the Community Meeting
 Print advertising begins in Brandon Sun for the Community
 Meeting
 Spanish translation for flyer completed
 Information posted on B.E.S.T. Board
 September 16, 2003 Project Coordinator records voice for revised TV and radio
 advertising
 Project Coordinator interviewed by CKLQ radio
 Community Meeting held at Green Acres School;
 BEAP progress reviewed
 Brandon and Area Safe Community meeting;
 BEAP project briefly reviewed
 September 17, 2003 CKLQ interview with Project Coordinator broadcast on news
 September 18, 2003 Planning and Exercise Team meeting;
 BEAP progress reviewed
 M-Prom shipped for new tone
 Installation begins at siren speaker station pole
 Translated materials delivered to Westman English as a Second
 Language, Maple Leaf Foods, Brandon University International
 Studies. Copies were also made available at the B.E.S.T. Display
 Board in City Hall.
 September 19, 2003 Television advertising begins on CKX regarding test #4
 Radio advertising starts on CKLQ, Hot 101, KX96, 94.7 re: test #4
 September 22, 2003 Flyer delivered to test area
 September 23, 2003 Access to room arranged with Assiniboine Community College
 Re-activate siren and conduct technical run through of functions
 September 24, 2003 Test #4 takes place at 3:00 PM
 September 25, 2003 City Council up-date provided
 September 30, 2003 New tone added to web page
 October 6, 2003 Probe provides report on test #4
 October 9, 2003 Print advertising begins in Wheat City Journal for test #5
 October 10, 2003 Two possible dates for test #5 are provided to BEAP Team
 Discuss survey questions with Probe
 October 11, 2003 Print advertising begins in Brandon Sun for test #5
 October 13, 2003 Flyer delivered to test area
 October 14, 2003 M-Prom arrives for new tone
 Consult with ATI by phone re: equipment
 Access to room arranged with Assiniboine Community College
 Television advertising begins on CKX regarding test #5

October 15, 2003 Radio advertising begins on CKLQ, Hot 101, KX96, 94.7 re: test #5 M-Prom installed and equipment tested
Date and time of test #5 confirmed with Media

October 16, 2003 Wheat City Journal newspaper article regarding test #5
Re-activate siren and conduct technical run through of functions

October 17, 2003 Test #5 takes place at 6:45 PM

October 23, 2003 Print advertising in Wheat City Journal for test #6

October 25, 2003 Print advertising begins in Brandon Sun for test #6
Television advertising begins on CKX regarding test #6

October 27, 2003 Radio advertising starts on CKLQ, Hot 101, KX96, 94.7 re: test #6
Discuss survey questions with Probe
Flyer delivered to test area
BEAP video for schools completed

October 28, 2003 Access to room arranged with Assiniboine Community College
Re-activate siren and conduct technical run through of functions

October 29, 2003 CBC radio interview with Project Coordinator
CBC TV newscast has BEAP report
Test #6 takes place at 7:15 PM

October 31, 2003 City Council up-date provided

