NOTIFICATION AND ACTIVATION PROCESS

Coalition members may issue an advisory, alert or activation by contacting the on-call duty officer, whose contact information is routinely updated on EMResource®. The duty officer or his/her designee, using EMResource®, will activate the coalition based on level indicated by the caller.

Caller should be prepared with the following information.
1. What level of coalition activation is requested/required?
2. Describe the incident.
3. Are any resources required for response?
4. Where is the staging area for resources, if required?
5. Give a DIRECT call back number, with area code.

The decision to activate should be based on the following criteria.
- The incident will affect your entity to the point where assistance is required beyond your current capabilities.
- The incident will affect coalitions outside the region.
- Scarce resources may be required in multiple facilities.
- Critical information is unreliable.
- Communication capability is limited.
- The incident will last multiple operational periods (more than 12–24 hours).

When notified of a coalition status change in EMResource®, all coalition members are expected to respond with their organizational status and availability through EMResource® and continue to monitor EMResource® for situational awareness through the duration of the event.

All coalition members able to respond and capable of activating an incident in EMResource® Hospital ICS should log in to the application. If an incident has not been activated, the first capable coalition member should activate the coalition in HICS and assume incident command. The remaining positions will be assigned to coalition members, as appropriate.