Packet Practice checkins

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| **Check-in Day** | **Simulated Outage** |
| First Monday or Tuesday of the month | W1XSC |
| Second Monday or Tuesday of the month | W2XSC |
| Third Monday or Tuesday of the month | W3XSC |
| Fourth Monday or Tuesday of the month | W4XSC |
| Fifth Monday or Tuesday of the month | none |

*Plain Text Subject:*

<MessageNumber>\_R\_Practice <CallSign>, <FirstName>, <City>, <NetDate>

*PacForms messages:* See below

For “subject” or “incident name” field use

Practice <CallSign>, <FirstName>, <City>, <NetDate>

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| **Month** | **Message Format** | **Handling order** |
| January | Plain Text |  |
| February | PacFORMS:  XSC ICS-213 Message Form |  |
| March | PacFORMS:  XSC EOC-213RR Resource Request Form | priority |
| April | PacFORMS:  XSC OA Municipal Status Form | Immediate |
| May | Plain Text |  |
| June | PacFORMS:  XSC ICS-213 Message Form |  |
| July | PacFORMS:  XSC EOC-213RR Resource Request Form | priority |
| August | PacFORMS:  XSC OA Municipal Status Form | Immediate |
| September | Plain Text |  |
| October | PacFORMS:  XSC ICS-213 Message Form |  |
| November | PacFORMS:  XSC EOC-213RR Resource Request Form | priority |
| December | PacFORMS:  XSC OA Municipal Status Form | Immediate |

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| **Form Type** | **Field Name** | **Set Field To** |
| ICS-213 | Subject | Practice <CallSign>, <FirstName>, <City>, <NetDate> |
| EOC-213RR | Incident Name | Practice <CallSign>, <FirstName>, <City>, <NetDate> |
| OA Municipal Status | Jurisdiction Name | <Select your city> |
| OA Shelter Status | Shelter Name | Practice <CallSign>, <FirstName>, <City>, <NetDate> |
| Allied Health Status | Facility Name | Practice <CallSign>, <FirstName>, <City>, <NetDate> |

Monta Loma CERT: MTVMLN

MTVEOC@W3XSC alternate W1XSC

**Address messages to:** pktmon@W2XSC on weeks 1, 3, 4, 5

 On week 2, address messages to W4XSC