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2015 Year End Summary

Updates and Review

Santa Clara County ARES®/RACES

Revised: 10-Dec-2015

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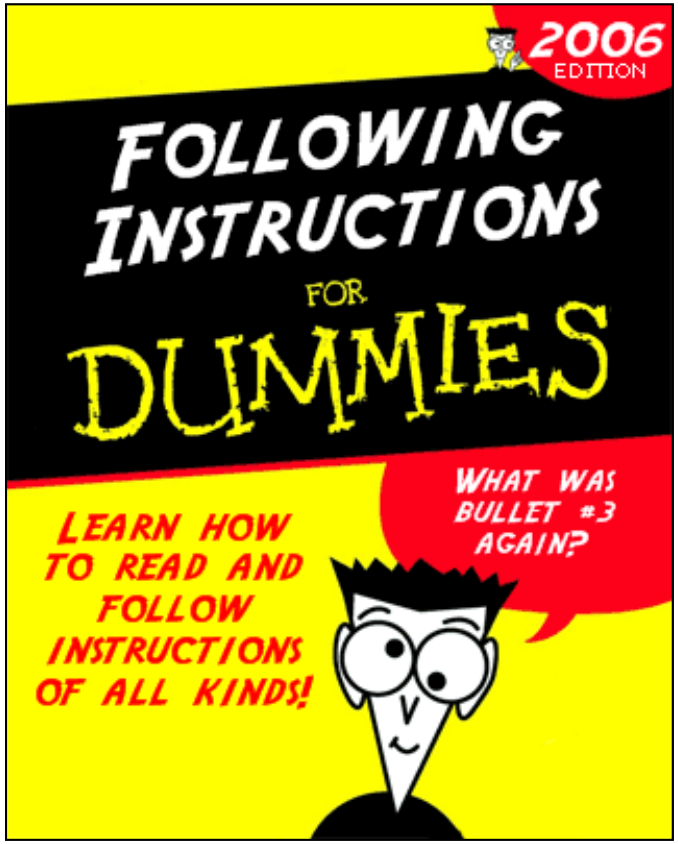
Housekeeping

- Refreshments
- Pen/pencil & paper
- Cell phones & pagers
- Side conversations
- Questions
- Breaks
- Restrooms
- In case of emergency



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Agenda

- An update on changes that have occurred during the past year, plus a review of some key procedures.

- Topics covered:
  - Packet
  - Data Network Infrastructure
  - Net Control
  - Audio Excerpts
  - Forms Review
  - Mesh / Wi-Fi Review
  - Training Updates

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Packet Review

2015 Year End Summary

Santa Clara County ARES®/RACES

Revised: 05-Dec-2015

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FCC/User/Personal vs Tactical Calls

- FCC/User/Legal Call Sign
  - Identifies a single person as an operator
  - Follows the person
  - Independent of assignment, function, etc.
  - Used for check-in, check-out, personal requests
- In contrast, a Tactical Call identifies a location or function…

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FCC/User/Personal vs Tactical Calls

- Tactical Call Sign
  - Identifies a function or location
    - Shelter, fire station, EOC, Staging
  - Does not change when the operator changes
  - Used for activities of the location/function
  - Six characters long
    - Three letter prefix unique to the Served Agency
    - Three character suffix unique to the location

- Examples for Xanadu Drill City
  - XNDEOC XND001 XNDEV2

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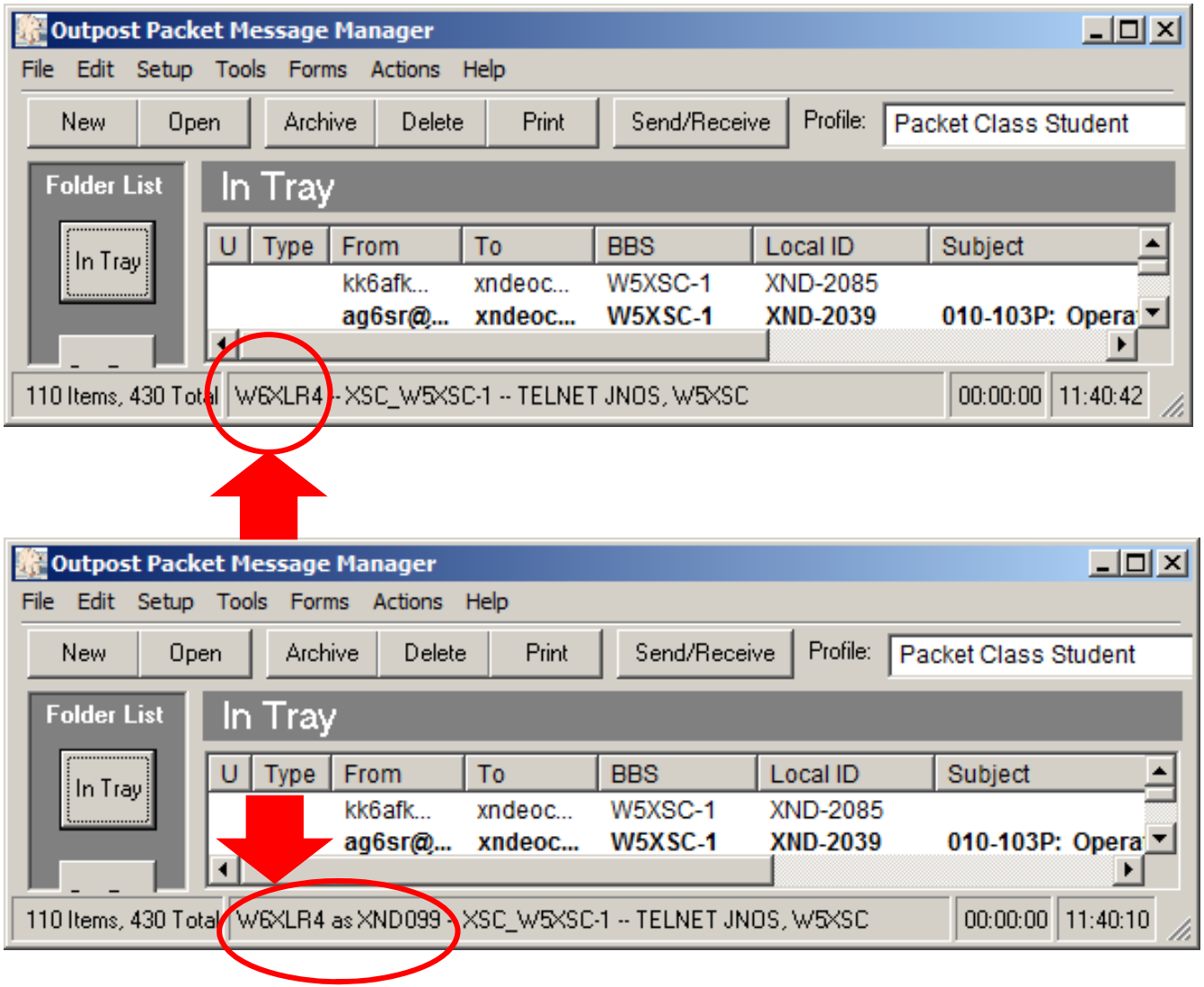
Outpost Shows Which Call Sign is Used

- FCC Call: Only the call sign is shown
- Tactical Call: "… as XXXXXX"



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Manual Login with Tactical Call

- Call sign of TNC determines call sign that BBS sees for login/connect
  - TNC:
    - *CMD:* MYCALL W6XRL4
    - *CMD:* CONNECT W5XSC-1
  - W5XSC BBS: connects user and places in W6XRL4 mailbox
- To login manually (no Outpost) with a tactical call such as XNDEOC:
  - TNC:
    - *CMD:* MYCALL XNDEOC
    - *CMD:* CONNECT W5XSC-1
  - W5XSC BBS: connects user and places in XNDEOC mailbox

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Manual Login with Tactical Call - ID

- Need to ID every 10 minutes and at end of session. On TNC:
  - Disconnect from BBS
  - In command mode, type
  - *CMD:* CONVerse ← Enters converse mode; whatever is typed is sent out

    FCC ID = W6XRL4; Tactical Call = XNDEOC

    <CTRL-C> ← Returns to command mode

    CMD:

At end of session, switch MYCALL back to normal:

CMD: MYCALL W6XRL4

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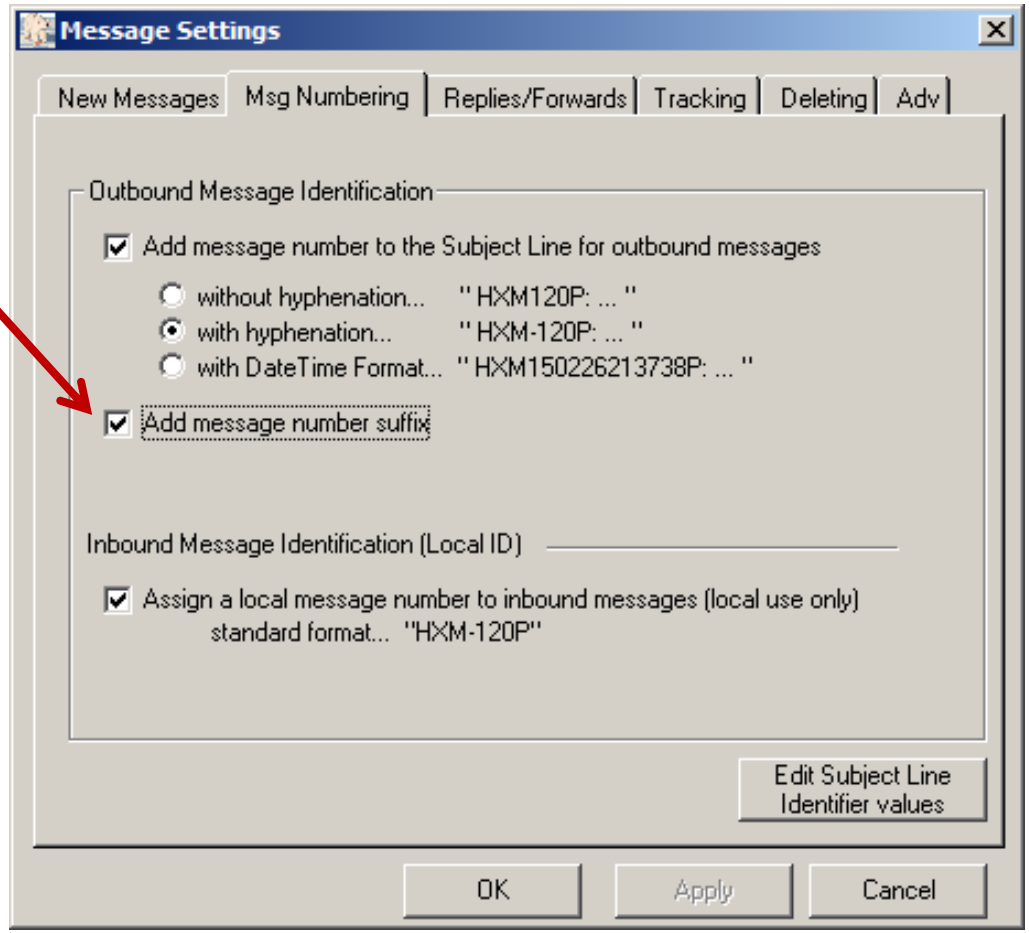
Message Number “P” Suffix

- **The P suffix is added to the message number by Outpost**
- **It does not mean that it was a packet message, it just means that Outpost <u>assigned</u> the number**
- The P was added to reduce the possibility of duplicate message numbers from other message forms
- **Box should be checked**



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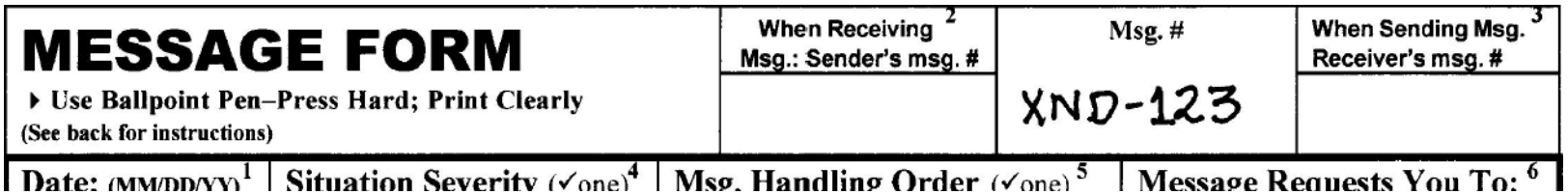
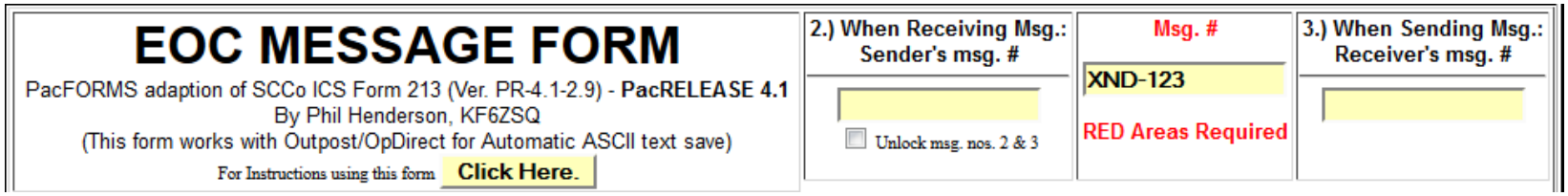
Message Numbers

- Don’t change the message number you are given!
- If you are given:



- Then type



- It’s that simple.

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PACKET OPERATIONS

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Packet Operator Field Activities Summary

- **Mobilize to Assignment Location**
  - **Use FCC call for communications**
- **Execute During Operational Period**
  - **Use Tactical Call for location message**
  - **Use FCC call for personal messages**
- **Demobilize and return home**
  - **Use FCC call for communications**

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Mobilize To Assignment

- Upon arrival at the site
  - Sign in on ICS 211 Check In List
  - Check in with site supervisor
  - Update your 214
- Get briefing from previous operator
- Assess packet equipment
  - Radio settings and connections
  - TNC settings
- Check in to assigned voice net

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Prepare/Check Outpost

- Check Outpost settings before transmitting
  - Correct BBS
  - Frequency
  - TNC settings
- If emergency, remove “xsctest” from bulletin list

- If needed, set up your User Identification with your **Tactical Call** for the Served Agency check in message

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Served Agency Check In Message

- Begin the Operational Period with a packet check in message to the Served Agency
- Send a text message using your assigned (Tactical or FCC) call sign with the following information
  - Name and Call of Packet Operator
  - Name and Tactical call of Packet Station, if used
  - Time the packet station was operational
- Update personal 214
- Do a “Send/Receive” to get any pending messages and bulletins
- Begin operations

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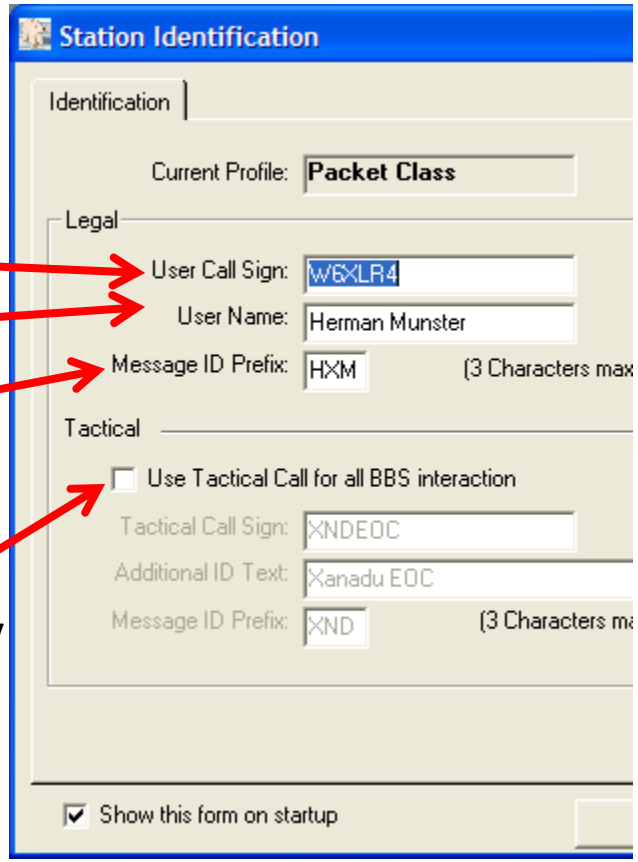
Opening Outpost – User Identification

- Using your FCC call sign
  - User call sign
    - Your FCC call sign
  - Name
    - Your full name
  - Message ID Prefix
    - 3 letter prefix used in message number
    - Set according to your served agency policy
    - Or use your initials
- Unclick - ***Use Tactical Call***
  - When fields are greyed out – using FCC call



- When you take over a shift as a Packet Operator, you will need to change User Call sign and User Name

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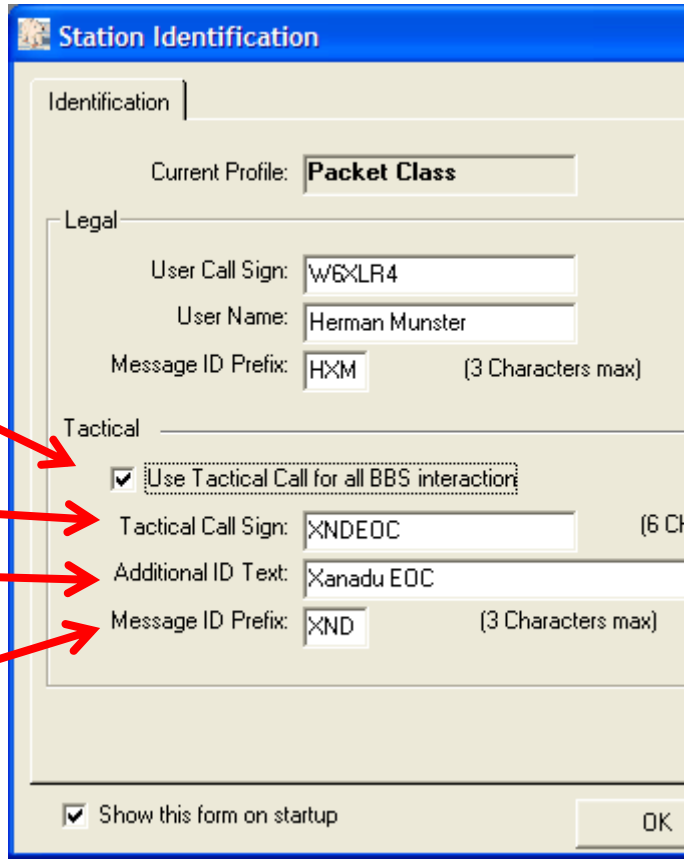
Operational Period Using a Tactical Call

- To use a Tactical Call
  - Check “Use Tactical Call …” Outpost will connect to the BBS using this call sign
- Fill in Tactical Call Sign
- Additional ID Text
  - Sent along with FCC call sign and tactical call in final ID packet
- Message ID Prefix
  - 3 letter prefix used in message number
  - Set according to your served agency policy



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During Operational Period

- Send, receive, process packet messages
- Check for new bulletins and follow any new instructions
- Maintain voice radio contact
- Maintain ICS 214 Unit Log
- If prolonged period of inactivity (30+ minutes)
  - Perform a “Send/Receive” operation to verify connection with BBS
  - Message not needed
- Report any problems as instructed
  - Site supervisor
  - Voice net

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Demobilization

- Send a text message to the Served Agency using your assigned (Tactical or FCC) call sign
  - Name and Call of Packet Operator
  - Name/Tactical call of Packet Station, if used
  - Time the packet station is assigned to a new operator

  Or
  - Time the packet station is being deactivated
- Brief the incoming operator
- Paperwork!
- Check out with site supervisor
- Sign out on the Site ICS 211
- Update your ICS 214

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NETWORK INFRASTRUCTURE IMPROVEMENTS

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Key Focus in 2015

- Backbone redundancy, prep for higher speed access
  - Each site to have at least two high-speed (n * 10 Mbps) links
  - Upgraded link between W2XSC and W4XSC (80 Mbps)
  - ½ competed new link between W2XSC and W1XSC
  - Still looking for new site in NW part of county for W3XSC
- Hardened backbone sites
  - Improved routing infrastructure
  - Improved UPS runtime in the event of a generator failure
    - Result: 6+ hours of battery runtime at Crystal Peak
    - Frazier Peak is next
  - Improved remote sensor infrastructure

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UPS Runtime Improvements (6+ hours!)

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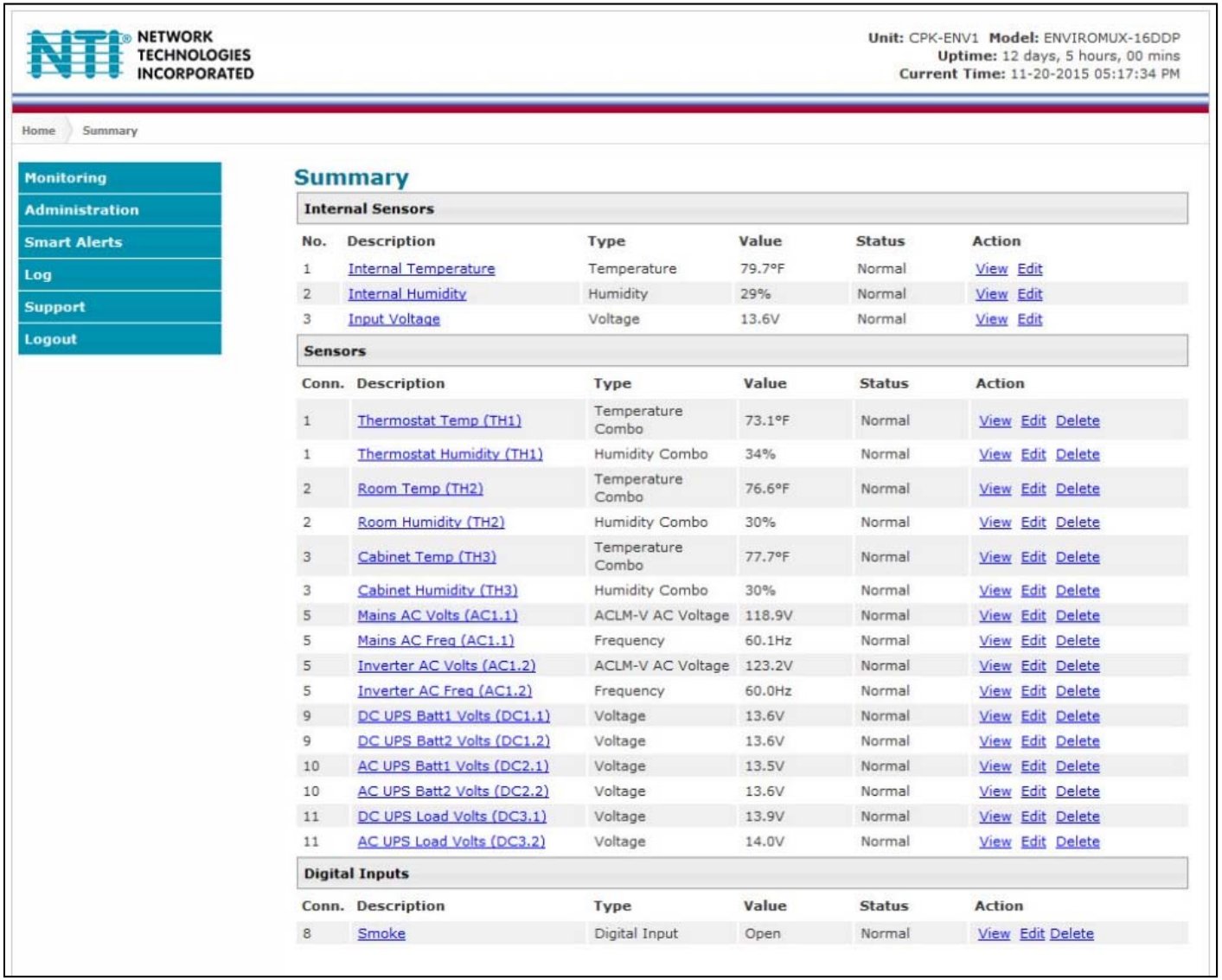
Remote Monitoring Improvements



NETWORK TECHNOLOGIES INCORPORATED

Unit: CPK-ENV1 **Model:** ENVIROMUX-16DDP
Uptime: 12 days, 5 hours, 00 mins
Current Time: 11-20-2015 05:17:34 PM

Home > Summary

- Monitoring
- Administration
- Smart Alerts
- Log
- Support
- Logout

Summary

Internal Sensors

No.	Description	Type	Value	Status	Action
1	Internal Temperature	Temperature	79.7°F	Normal	View Edit
2	Internal Humidity	Humidity	29%	Normal	View Edit
3	Input Voltage	Voltage	13.6V	Normal	View Edit

Sensors

Conn.	Description	Type	Value	Status	Action
1	Thermostat Temp (TH1)	Temperature Combo	73.1°F	Normal	View Edit Delete
1	Thermostat Humidity (TH1)	Humidity Combo	34%	Normal	View Edit Delete
2	Room Temp (TH2)	Temperature Combo	76.6°F	Normal	View Edit Delete
2	Room Humidity (TH2)	Humidity Combo	30%	Normal	View Edit Delete
3	Cabinet Temp (TH3)	Temperature Combo	77.7°F	Normal	View Edit Delete
3	Cabinet Humidity (TH3)	Humidity Combo	30%	Normal	View Edit Delete
5	Mains AC Volts (AC1.1)	ACLM-V AC Voltage	118.9V	Normal	View Edit Delete
5	Mains AC Freq (AC1.1)	Frequency	60.1Hz	Normal	View Edit Delete
5	Inverter AC Volts (AC1.2)	ACLM-V AC Voltage	123.2V	Normal	View Edit Delete
5	Inverter AC Freq (AC1.2)	Frequency	60.0Hz	Normal	View Edit Delete
9	DC UPS Batt1 Volts (DC1.1)	Voltage	13.6V	Normal	View Edit Delete
9	DC UPS Batt2 Volts (DC1.2)	Voltage	13.6V	Normal	View Edit Delete
10	AC UPS Batt1 Volts (DC2.1)	Voltage	13.5V	Normal	View Edit Delete
10	AC UPS Batt2 Volts (DC2.2)	Voltage	13.6V	Normal	View Edit Delete
11	DC UPS Load Volts (DC3.1)	Voltage	13.9V	Normal	View Edit Delete
11	AC UPS Load Volts (DC3.2)	Voltage	14.0V	Normal	View Edit Delete

Digital Inputs

Conn.	Description	Type	Value	Status	Action
8	Smoke	Digital Input	Open	Normal	View Edit Delete

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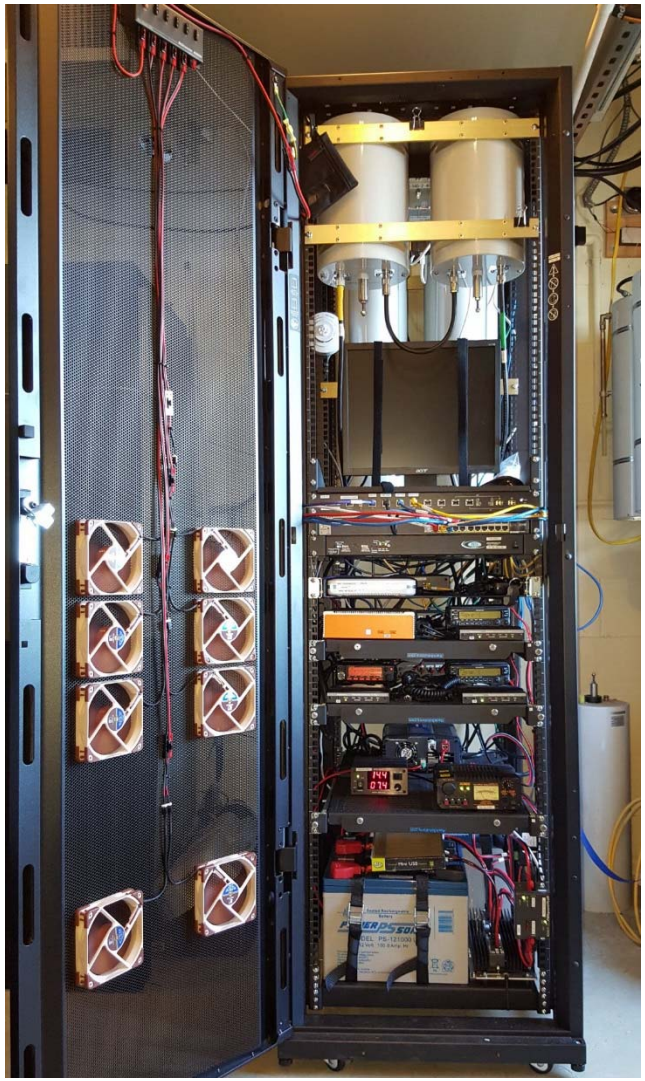
New Crystal Peak Cabinet



Side View

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Net Control Review

2015 Year End Summary

Santa Clara County ARES®/RACES

Revised: 07-Dec-2015

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Relief Briefings

- All defined in the "Performance Standards and Best Practices"
  - Assignment, activation number
  - Served agency, person in charge, how recognized
  - Frequencies, tactical calls, locations, contact numbers
  - Who to contact regularly
  - Radio, power supply, antenna information
  - Nearest telephone: location and number, how to dial out
  - Location of toilet, water, food, first aid, and other supplies
  - Summary of previous operational period
  - Current status of: people, resources, incident
  - Pending issues for next operational period
  - Introduce replacement to rest of team

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Local Net Transfer/Handing-off

- For local hand-off with single net control operator
  - Relief operator can work as scribe briefly, just prior to hand-off
- For local hand-off with net control & scribe team
  - Replacement arrives early, familiarizes self with location
  - Replacement receives briefing from shift supervisor
  - Net Control runs net solo while scribe briefs replacement with details
  - Scribe catches up on anything missed
  - Net Control announces shift change, stand by for 30 seconds
  - Scribe slides into net control seat; replacement slides into scribe seat
    - Replacement → Scribe → Net Control → Break
  - Announce that net is resumed

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Remote Net Transfer/Hand-off

- You may need to transfer a net to a remote net control
  - Initial resource net control transfer to EOC or event location
  - Hand off to a more experienced net control operator
  - Evacuation of net control location
- Information to transfer
  - Current status of all who are checked into net
    - Resource Net transfer involves current en route status information
  - Any other instructions as may be necessary; see relief briefing list
- Key points
  - Priority One: Maximize accuracy; losing someone is not an option!
  - Priority Two: Minimize transfer time
  - Always use good communications techniques: 5 words at a time; proper pro-words; pause before speaking; eliminate need for repeats

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Procedure for Transfer of Net

NC1 = Current Net Control

NC2 = Replacement Net Control

Who	What
NC2	Announces presence; ready for net control transfer
NC1	Acknowledge; announce start of H&W; requests NC2 to acknowledge each response with a tactical call such as “net2” (or similar)
NC1	Calls each person, one at a time, phonetically
Individuals	Respond as usual (for resource net: street location, odometer, call sign)
NC2	“acknowledged, net2” or “roger, net2”; or “say again …”
NC1	Acknowledges; repeats process for rest of people on net
NC1	Fills in NC2 on any other pending issues; asks if ready to take net
NC2	Acknowledges all info; confirms ready
NC1	Announces transfer of net
NC2	Announces self as net control

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Exercise: Transfer of Level 3 Resource Net

- Need 5 volunteers
  - Net control 1
  - Net control 2
  - Scribe for net control 2 (optional)
  - Traveler 1
  - Traveler 2
- Before you start:
  - Net Control 1: write down traveler call signs
  - Travelers: make up a street location and odometer reading
- Follow the script …
  - "<…>" indicates where you substitute your actual information
  - Example: <NC2 call sign> means you say Net Control 2's call sign
  - Net Control 2: fill in ICS-309 as you go
  - Scribe for NCO2: fill in Travel Tracking Form as you go

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Exercise: Transfer of Level 3 Resource Net

Who	What
NC2	Net control, this is <NC2 call sign>, ready for net control transfer
NC1	<NC2 call sign> roger; Break; I will now conduct a H&W check; when I call you, respond with street location, odometer and your call sign; <NC2 call sign> I want you to acknowledge each response as tactical call “net2”
NC2	Roger, net2
NC1	<traveler 1 call sign spelled phonetically>, health and welfare
Traveler 1	<Respond with your street location, odometer, call sign>
NC2	Roger, net2
NC1	Acknowledged. <traveler 2 call sign spelled phonetically>
Traveler 2	<Respond with street location, odometer, call sign>
NC2	Say again odometer
Traveler 2	<Respond with odometer>
NC2	Roger, net2
NC1	Health and welfare check complete

Continued on next page …

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Exercise: Transfer of Level 3 Resource Net

Continued from previous page …

Who	What
NC1	Net2 did you need any other fills?
NC2	Negative
NC1	O.K. Additional information follows: You need to contact Jenny at 867-5309 to unlink the repeaters after you close the net.
NC2	Acknowledged.
NC1	Are you ready to take the net?
NC2	Affirmative.
NC1	This is <NC1 call sign> turning over net control to <NC2 call sign>; <NC1 call sign> clear.
NC2	This is <NC2 call sign>, net control for the Santa Clara County Resource Net. This is a directed net…

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Performance Review

2015 Year End Summary

Santa Clara County ARES®/RACES

Revised: 10-Dec-2015

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Note: Examples from actual nets and ICS forms will be used to illustrate areas that we all need to work on.

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On-Air Performance Review

2015 Year End Summary

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Instructions

- Listen to each recording
- Give a thumbs-up if it was properly done
- Give a thumbs-down if it could be improved
- Be ready to justify your opinion
- If it can be improved, how would you say it better?

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Resource Net

- Net Control Instructions
- Check-In
- Check-Out

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Tactical Net – Dealing with Tactical Call Signs

- Net Control ID
- Tactical Call Sign Check-in/Assignment
- Tactical Call Assignment Change
- In Position
- Check-Out

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Tactical Net – Gathering Information

- NCO pre-announce info request, format
- NCO instructions before gathering reports
- Info Reports
- Health & Welfare

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Tactical Net – Other Directed Net Activities

- NCO Instructions
- Directed Net
- Status Update
- Dead Air
- Temporarily Leave Net / Return
- Ask/Receive Info

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Shadow Net – Open Net

- Prowords
- Listen up!
- Status Reports
- Radio configuration
- Tactical Call conversation
- Noise!

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Hospital Net – Directed Net

- Message Handling Order
- Message Passing
- Dealing with interference
- Radio configuration

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Key Points

- Net control operators:
  - Define expected response format
  - Pre-announce upcoming information gathering, when possible
  - Give instructions that avoid doubles
- Net participants
  - Listen up and answer promptly when called
  - Answer in requested format -- no more, no less
  - When using tactical calls, call and answer using tactical call
- All
  - Attend training! Best performers had more training.
  - Know how to configure your radio; check configuration before using
  - Minimize the number of words (on-air time) used
  - Observe proper handling order at all times
  - Use proper prowords at all times
  - Be prepared for the environment: noise, heat, cold, rain, …
  - The last thing you say should be your FCC call sign

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Forms Review

2015 Year End Summary

Santa Clara County ARES®/RACES

Revised: 05-Dec-2015

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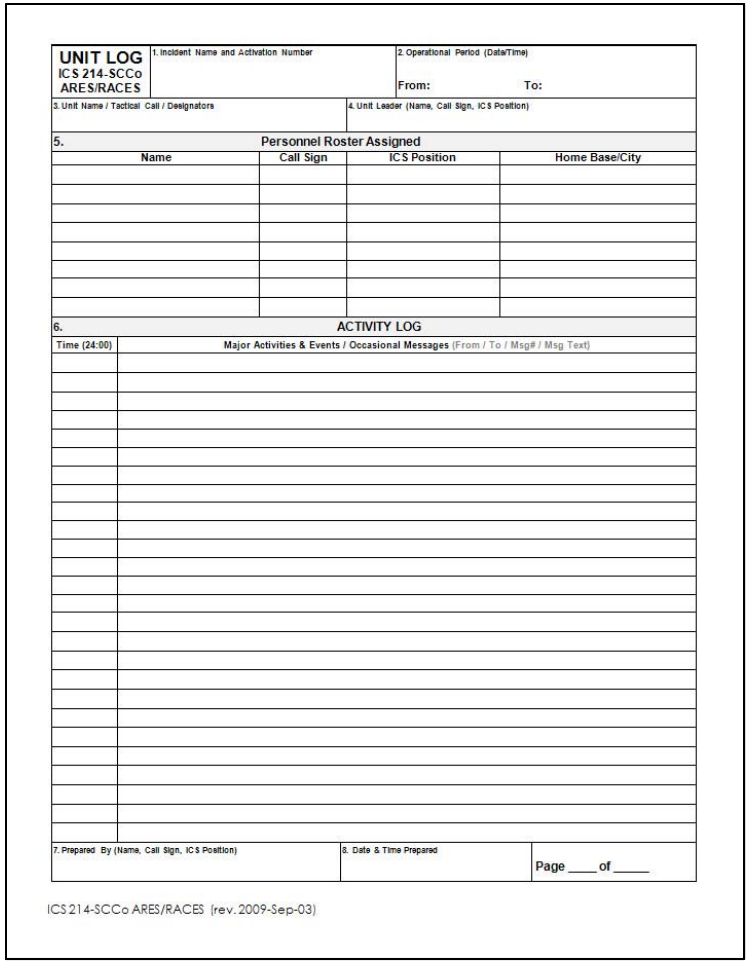
ICS 214 – Unit Activity Log

- Our version: ICS 214-SCCo
- A record of all major activities and events
- EVERYONE fills out a 214
  - Individuals: a unit of one
  - Teams: Team leader
  - Start when you get assignment (home)
- Occasional message traffic?
  - Just log it right on the 214
- Use multiple pages if necessary
- Turn in to supervisor at end of shift
- Instructions on back
- <u>Neatness counts</u>



UNIT LOG
ICS 214-SCCo
ARES/RACES

1. Incident Name and Activation Number

2. Operational Period (Date/Time)
From: To:

3. Unit Name / Tactical Call / Designators

4. Unit Leader (Name, Call Sign, ICS Position)

5. Personnel Roster Assigned

Name	Call Sign	ICS Position	Home Base/City

6. ACTIVITY LOG

Time (24:00)	Major Activities & Events / Occasional Messages (From / To / Msg# / Msg Text)

Exercise: ICS-214 Unit Log

- Create an ICS-214 log for the following scenario in City of Xanadu (XND)
  - Incident is “Tree Lighting”, activation number: XND-15-TLE
  - You are assigned a Tactical Call of “Rover 1”
  - The Event IC is Herman Munster W6XRL4
  - The event is scheduled for 1600 to 2100 hours today
  - You leave home at 1515 hours, mileage 123
  - You arrive at the staging location at 1545 hours, mileage 133
  - The event starts at 1600
  - Lots of activities take place during your 5 hour shift such as: H&W, shift change, breaks, messages, etc. (we won’t log these for this exercise to save time)
  - You are released at 2105 and check out of staging

  Your ICS-214 should be completed as you would submit it when checking out

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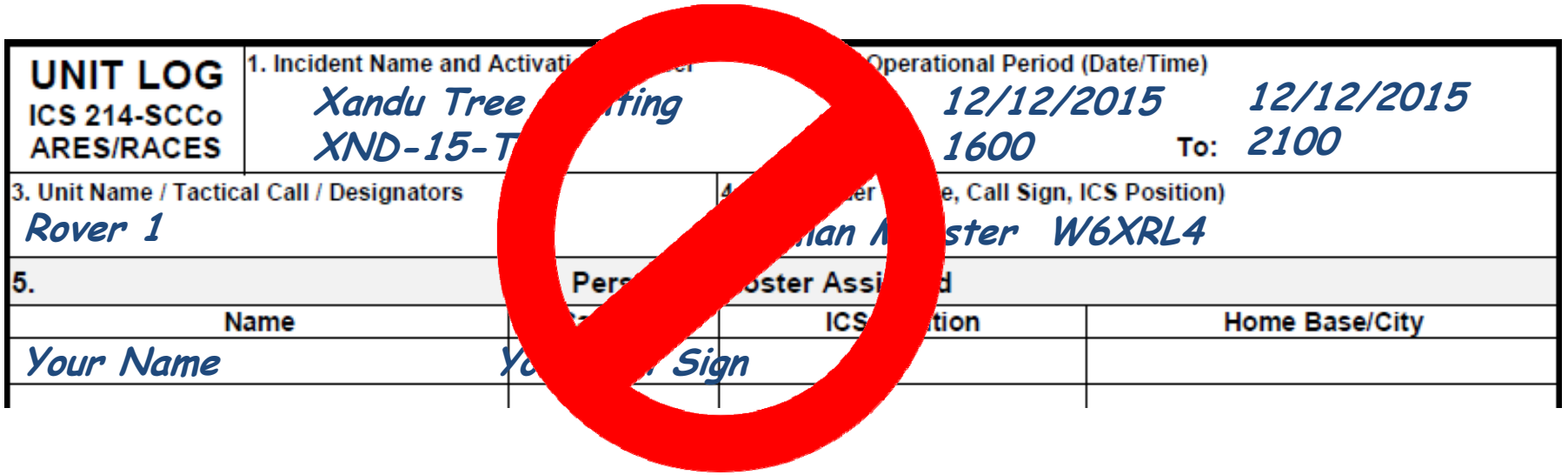
Exercise: ICS-214 Unit Log

UNIT LOG ICS 214-SCCo ARES/RACES	1. Incident Name and Activation Number *Xandu Tree Lighting* *XND-15-TLE*	2. Operational Period (Date/Time) *12/12/2015* *12/12/2015* From: *1600* To: *2100*
3. Unit Name / Tactical Call / Designators *Rover 1*		4. Unit Leader (Name, Call Sign, ICS Position) *Your Name, Your FCC Call Sign*

5. Personnel Roster Assigned			
Name	Call Sign	ICS Position	Home Base/City



UNIT LOG ICS 214-SCCo ARES/RACES	1. Incident Name and Activati… *Xandu Tree …ting* *XND-15-T…*	…Operational Period (Date/Time) *12/12/2015* *12/12/2015* *1600* To: *2100*
3. Unit Name / Tactical Call / Designators *Rover 1*		4. …er …e, Call Sign, ICS Position) *…ian A… …ster W6XRL4*

5. Pers… …oster Assi… …d			
Name	…	ICS …tion	Home Base/City
Your Name	*Yo… …Sign*		

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Exercise: ICS-214 Unit Log

Instructions for completing the form:

Field #	Field Title	Instructions
4	Unit Leader	**For individuals:** Enter your name and call sign **For teams:** Enter the name, call sign and ICS position of the individual in charge of the unit.
5	Personnel Roster	**For individuals:** Leave blank **For teams:** List the name, call sign, ICS position and home base/city of each member assigned to the unit during the operation period.

Most forms have the instructions on the back

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Exercise: ICS-214 Unit Log

UNIT LOG ICS 214-SCCo ARES/RACES	1. Incident Name and Activation Number *Xandu Tree Lighting* *XND-15-TLE*	2. Operational Period (Date/Time) *12/12/2015* *12/12/2015* From: *1600* To: *2100*
3. Unit Name / Tactical Call / Designators *Rover 1*	4. Unit Leader (Name, Call Sign, ICS Position) *Your Name, Your FCC Call Sign*	

5. Personnel Roster Assigned			
Name	Call Sign	ICS Position	Home Base/City

6. ACTIVITY LOG	
Time (24:00)	Major Activities & Events / Occasional Messages (indicate From / To / Msg# / Msg Text)
1515	*Left Home, OD 123*
1545	*Arrived at staging, OD 133*
1600	*Event starts*
2105	*Released, checked out of Staging*

Activity Detail Here

7. Prepared By (Name, Call Sign, ICS Position)	8. Date & Time Prepared	9.
Your Name, Your FCC Call Sign	*12/12/2015 - 2105*	Page *1* of *1*

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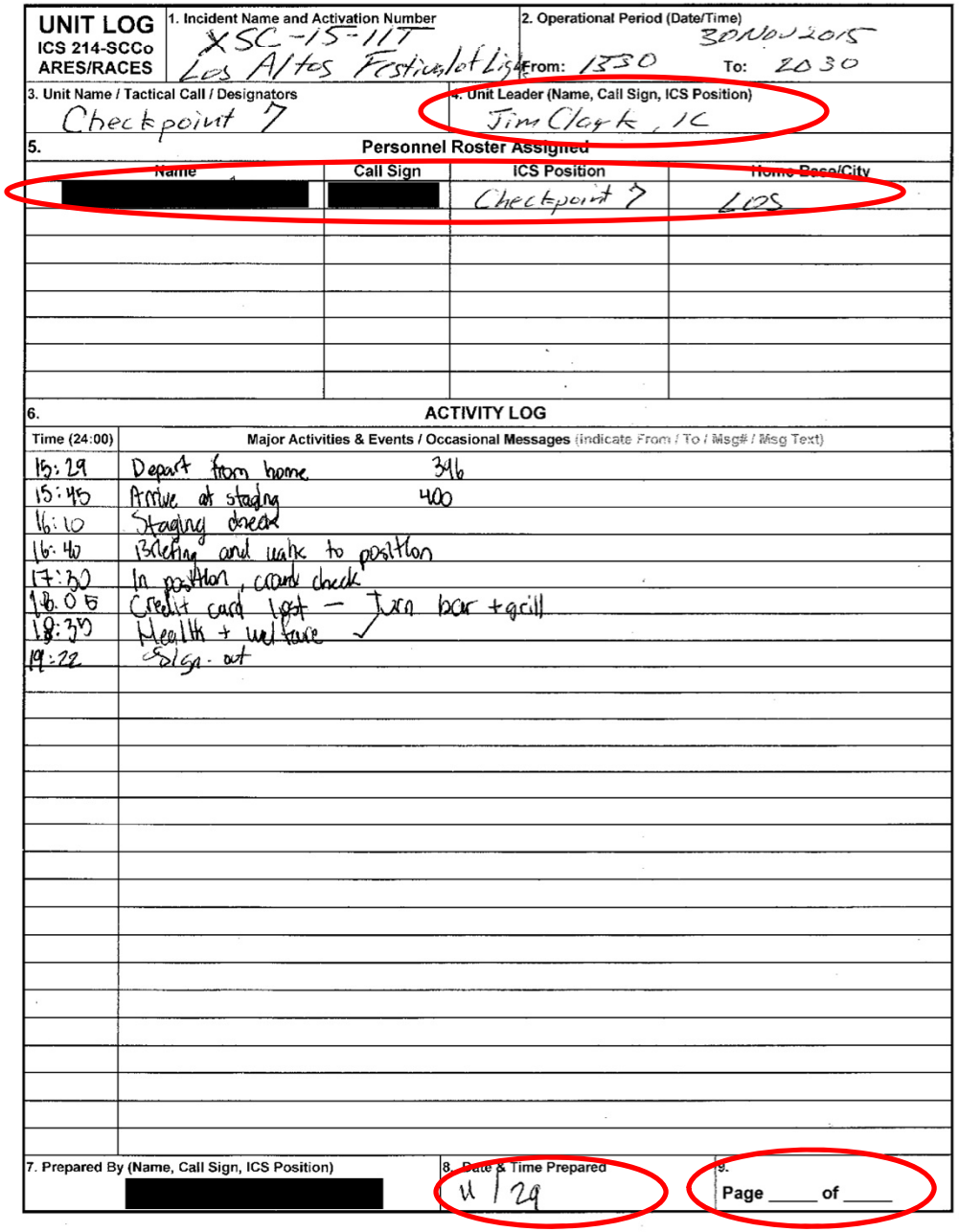


UNIT LOG
ICS 214-SCCo ARES/RACES

1. Incident Name and Activation Number: XSC-15-117 Los Altos Festival of Lights
2. Operational Period (Date/Time): 30 Nov 2015 From: 1330 To: 2030
3. Unit Name / Tactical Call / Designators: Checkpoint 7
4. Unit Leader (Name, Call Sign, ICS Position): Jim Clark, IC

5. Personnel Roster Assigned

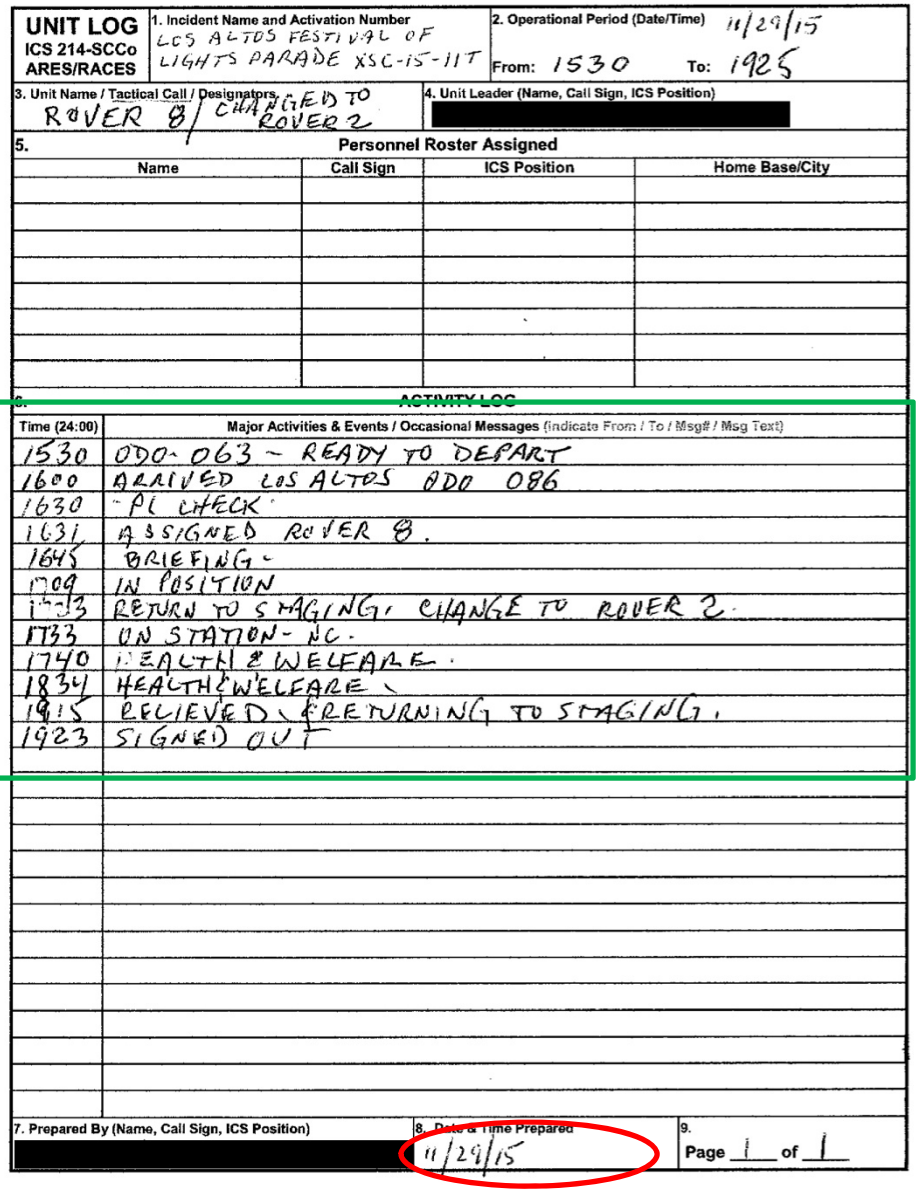
Name	Call Sign	ICS Position	Home Base/City
[redacted]	[redacted]	Checkpoint 7	LOS

6. ACTIVITY LOG

Time (24:00)	Major Activities & Events / Occasional Messages (Indicate From / To / Msg# / Msg Text)
15:29	Depart from home 396
15:45	Arrive at staging 400
16:10	Staging check
16:40	Briefing and walk to position
17:30	In position, comm check
18:05	Credit card lost — Iron bar + grill
18:30	Health + welfare ✓
19:22	Sign-out

7. Prepared By (Name, Call Sign, ICS Position): [redacted]
8. Date & Time Prepared: 11/29
9. Page ____ of ____

ICS 214-SCCo ARES/RACES (rev. 2009-Sep-25)



UNIT LOG
ICS 214-SCCo
ARES/RACES

1. Incident Name and Activation Number: LOS ALTOS FESTIVAL OF LIGHTS PARADE XSC-15-11T

2. Operational Period (Date/Time): 11/29/15 From: 1530 To: 1925

3. Unit Name / Tactical Call / Designators: ROVER 8/ CHANGED TO ROVER 2

4. Unit Leader (Name, Call Sign, ICS Position): [redacted]

5. Personnel Roster Assigned

Name	Call Sign	ICS Position	Home Base/City

6. ACTIVITY LOG

Time (24:00)	Major Activities & Events / Occasional Messages (indicate From / To / Msg# / Msg Text)
1530	ODO 063 - READY TO DEPART
1600	ARRIVED LOS ALTOS ODO 086
1630	PI CHECK
1631	ASSIGNED ROVER 8.
1645	BRIEFING.
1709	IN POSITION
1723	RETURN TO STAGING, CHANGE TO ROVER 2.
1733	ON STATION - NC.
1740	HEALTH & WELFARE.
1834	HEALTH & WELFARE.
1915	RELIEVED, RETURNING TO STAGING.
1923	SIGNED OUT

7. Prepared By (Name, Call Sign, ICS Position): [redacted]

8. Date & Time Prepared: 11/29/15

9. Page 1 of 1

ICS 214-SCCo ARES/RACES (rev. 2009-Sep-25)

Good Detail

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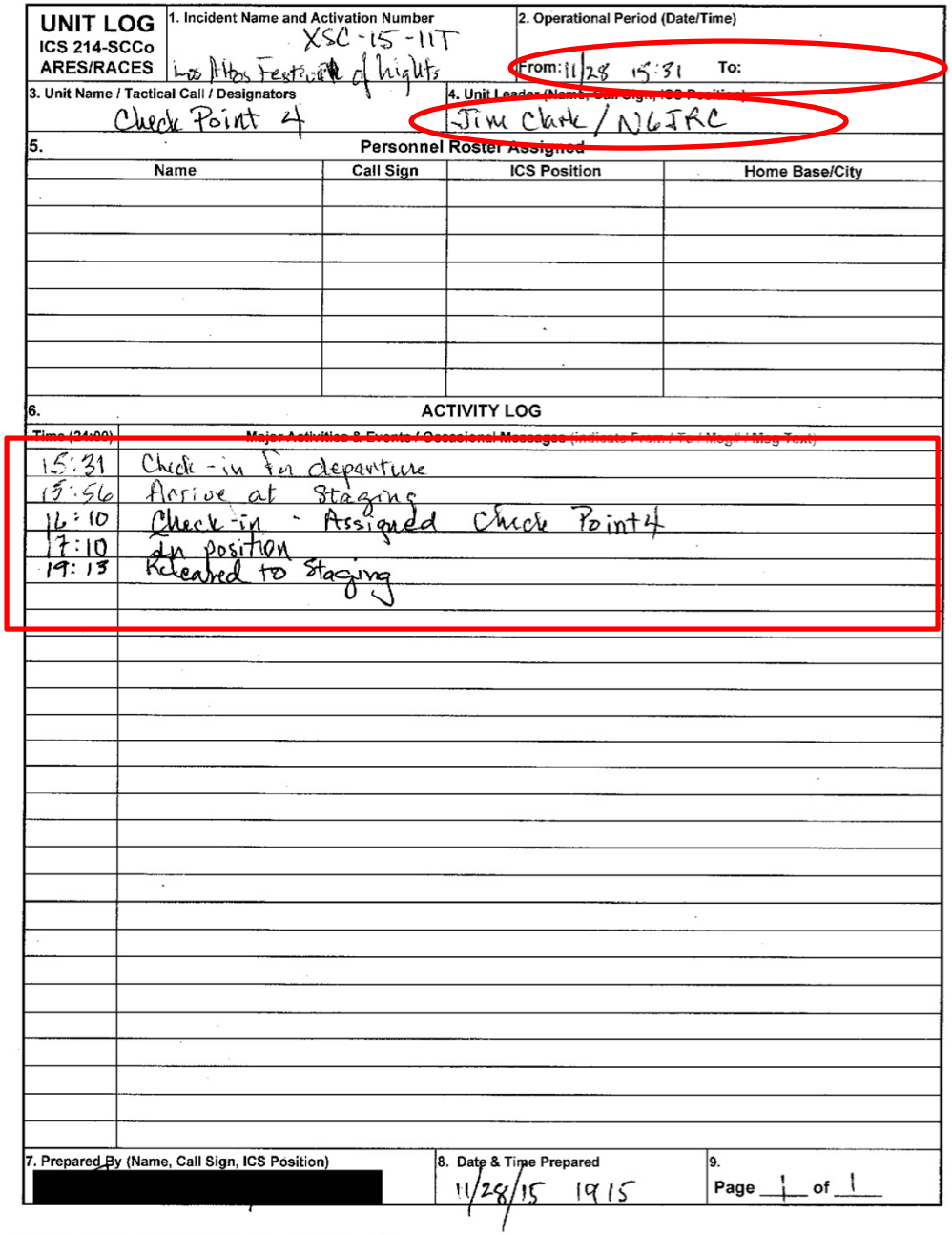


UNIT LOG
ICS 214-SCCo
ARES/RACES

1. Incident Name and Activation Number: XSC-15-11T
Los Altos Festival of Lights

2. Operational Period (Date/Time): From: 11/28 15:31 To:

3. Unit Name / Tactical Call / Designators: Check Point 4

4. Unit Leader (Name, Call Sign, ICS Position): Jim Clark / N6JRC

5. Personnel Roster Assigned

Name	Call Sign	ICS Position	Home Base/City

6. ACTIVITY LOG

Time (24:00)	Major Activities & Events / Occasional Messages (Indicate From / To / Msg# / Msg Text)
15:31	Check-in for departure
15:56	Arrive at Staging
16:10	Check-in - Assigned Check Point 4
17:10	on position
19:13	Released to Staging

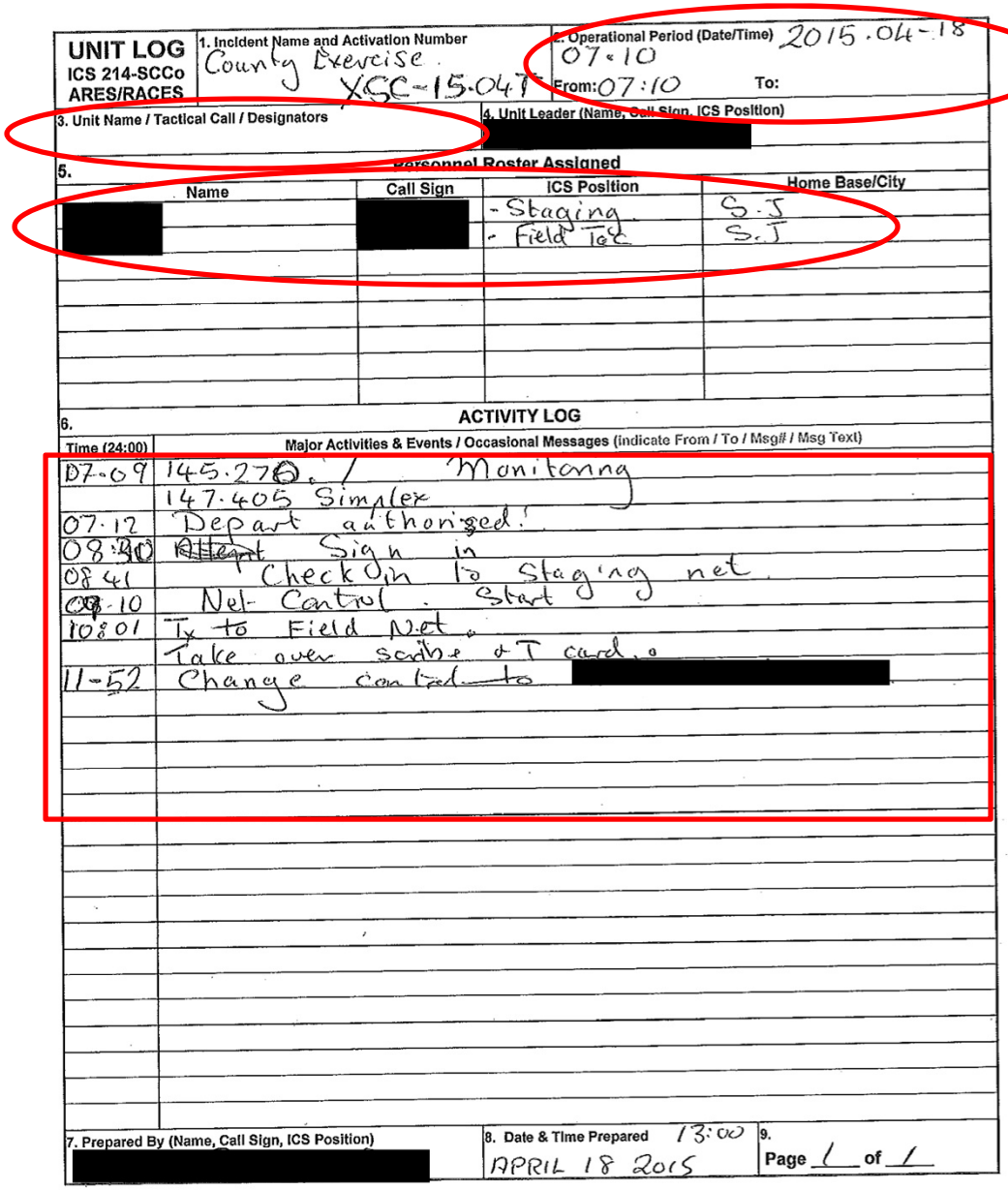
7. Prepared By (Name, Call Sign, ICS Position): [redacted]

8. Date & Time Prepared: 11/28/15 1915

9. Page 1 of 1

ICS 214-SCCo ARES/RACES (rev. 2009-Sep-25)

Detail Lacking



UNIT LOG
ICS 214-SCCo
ARES/RACES

1. Incident Name and Activation Number: County Exercise XSC-15.04
2. Operational Period (Date/Time): 2015.04-18 07:10 From: 07:10 To:
3. Unit Name / Tactical Call / Designators:
4. Unit Leader (Name, Call Sign, ICS Position): [redacted]

5. Personnel Roster Assigned

Name	Call Sign	ICS Position	Home Base/City
[redacted]	[redacted]	- Staging	S.J
		- Field Tac	S.J

6. ACTIVITY LOG

Time (24:00)	Major Activities & Events / Occasional Messages (indicate From / To / Msg# / Msg Text)
07:09	145.270. / Monitoring
	147.405 Simplex
07:12	Depart authorized!
08:30	~~Attempt~~ Sign in
08:41	Check in to Staging net
09:10	Net Control. Start
10:01	Tx to Field Net.
	Take over radio & T card.
11:52	Change contact to [redacted]

7. Prepared By (Name, Call Sign, ICS Position): [redacted]
8. Date & Time Prepared: 13:00 APRIL 18 2015
9. Page 1 of 1

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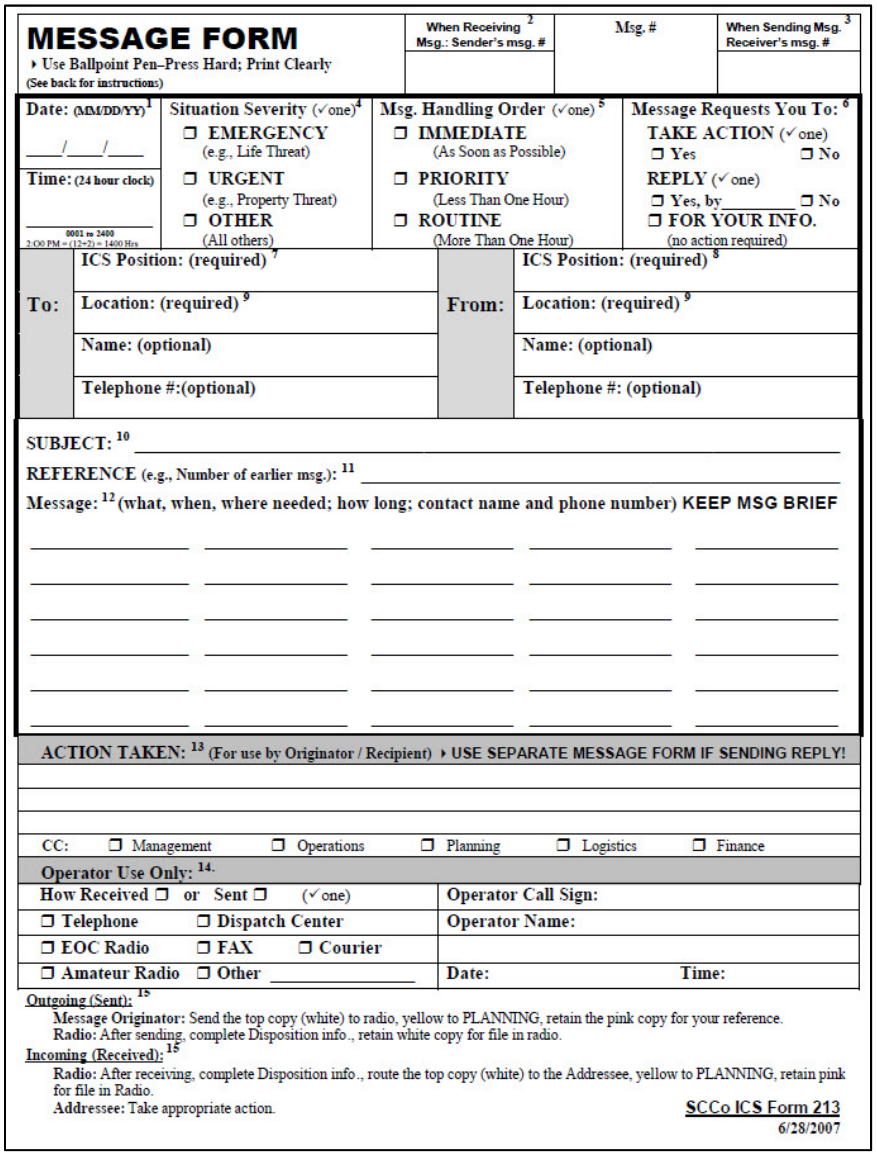
ICS 213 Message Form

- Message Numbers
- Header
- Address Info
- Message Body
- Action Taken
- Operator Use



MESSAGE FORM

▸ Use Ballpoint Pen–Press Hard; Print Clearly
(See back for instructions)

When Receiving [2] Msg.: Sender's msg. #

Msg. #

When Sending Msg. [3] Receiver's msg. #

Date: (MM/DD/YY) [1] ____/____/____

Time: (24 hour clock) ____ 0001 to 2400 2:00 PM = (12+2) = 1400 Hrs

Situation Severity (✓one) [4]
❒ EMERGENCY (e.g., Life Threat)
❒ URGENT (e.g., Property Threat)
❒ OTHER (All others)

Msg. Handling Order (✓one) [5]
❒ IMMEDIATE (As Soon as Possible)
❒ PRIORITY (Less Than One Hour)
❒ ROUTINE (More Than One Hour)

Message Requests You To: [6]
TAKE ACTION (✓one) ❒ Yes ❒ No
REPLY (✓one) ❒ Yes, by_____ ❒ No
❒ FOR YOUR INFO. (no action required)

To:
ICS Position: (required) [7]
Location: (required) [9]
Name: (optional)
Telephone #:(optional)

From:
ICS Position: (required) [8]
Location: (required) [9]
Name: (optional)
Telephone #: (optional)

SUBJECT: [10] _____

REFERENCE (e.g., Number of earlier msg.): [11] _____

Message: [12] (what, when, where needed; how long; contact name and phone number) KEEP MSG BRIEF

ACTION TAKEN: [13] (For use by Originator / Recipient) ▸ USE SEPARATE MESSAGE FORM IF SENDING REPLY!

CC: ❒ Management ❒ Operations ❒ Planning ❒ Logistics ❒ Finance

Operator Use Only: [14]

How Received ❒ or Sent ❒ (✓one)
❒ Telephone ❒ Dispatch Center
❒ EOC Radio ❒ FAX ❒ Courier
❒ Amateur Radio ❒ Other _____

Operator Call Sign:
Operator Name:
Date: Time:

Outgoing (Sent): [15]
Message Originator: Send the top copy (white) to radio, yellow to PLANNING, retain the pink copy for your reference.
Radio: After sending, complete Disposition info., retain white copy for file in radio.

Incoming (Received): [15]
Radio: After receiving, complete Disposition info., route the top copy (white) to the Addressee, yellow to PLANNING, retain pink for file in Radio.
Addressee: Take appropriate action.

SCCo ICS Form 213
6/28/2007

http://www.scc-ares-races.org/operations.html

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MESSAGE FORM

▸ Use Ballpoint Pen–Press Hard; Print Clearly
(See back for instructions)

When Receiving [2] Msg.: Sender's msg. #	Msg. #	When Sending Msg. [3] Receiver's msg. #
	R8-1	XSC-000137

Date: (MM/DD/YY) [1]	Situation Severity (✓one) [4]	Msg. Handling Order (✓one) [5]	Message Requests You To: [6]
04/18/15	☐ EMERGENCY (e.g., Life Threat)	☐ IMMEDIATE (As Soon as Possible)	TAKE ACTION (✓one) ☐ Yes ☒ No
Time: (24 hour clock) 1120 (0001 to 2400; 2:00 PM = (12+2) = 1400 Hrs)	☐ URGENT (e.g., Property Threat)	☐ PRIORITY (Less Than One Hour)	REPLY (✓one) ☐ Yes, by_____ ☐ No
	☒ OTHER (All others)	☒ ROUTINE (More Than One Hour)	☒ FOR YOUR INFO. (no action required)

To:	ICS Position: (required) [7] Planning	From:	ICS Position: (required) [8] Ram 8
	Location: (required) [9] Drill city		Location: (required) [9] Drill City
	Name: (optional)		Name: (optional)
	Telephone #:(optional)		Telephone #: (optional)

SUBJECT: [10] Vehicles With Ham Antennas

REFERENCE (e.g., Number of earlier msg.): [11]

Message: [12] (what, when, where needed; how long; contact name and phone number) KEEP MSG BRIEF

The	Following	Vehicles	Have	HAM
Antennas	8	SAGE AS8	8K70686	6P88272
KE6UZL	5ECP594	588K442	7CFN967	5RWH802
KF6ZSO	K6PMM			

ACTION TAKEN: [13] (For use by Originator / Recipient) ▸ USE SEPARATE MESSAGE FORM IF SENDING REPLY!

CC: ☐ Management ☐ Operations ☐ Planning ☐ Logistics ☐ Finance

Operator Use Only: [14]

How Received ☐ or Sent ☐ (✓one)	Operator Call Sign:
☐ Telephone ☐ Dispatch Center	Operator Name:
☐ EOC Radio ☐ FAX ☐ Courier	
☐ Amateur Radio ☐ Other _____	Date: Time:

[15]

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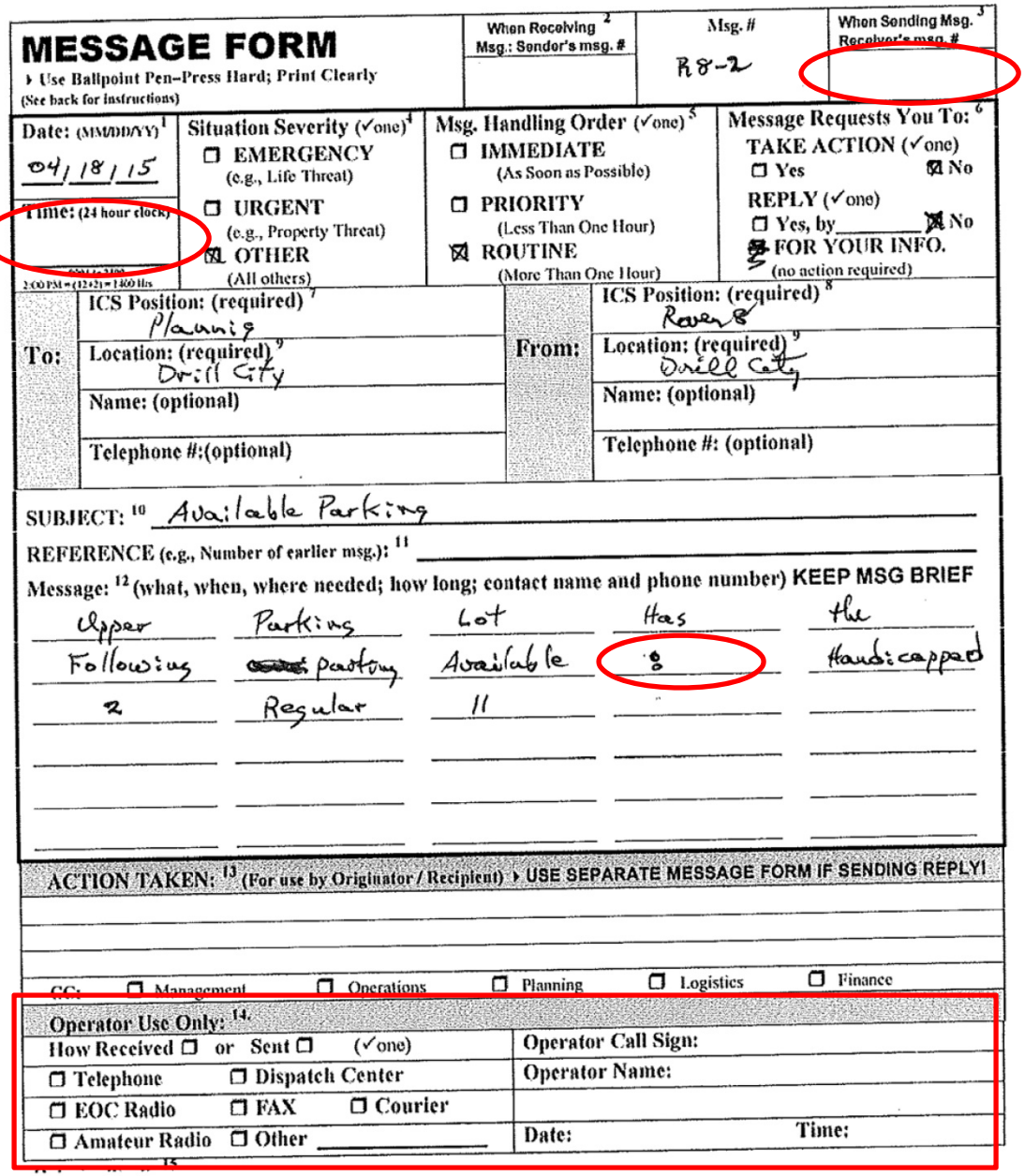

MESSAGE FORM

▸ Use Ballpoint Pen–Press Hard; Print Clearly
(See back for instructions)

When Receiving [2] Msg.: Sender's msg. #

Msg. # R8-2

When Sending Msg. [3] Receiver's msg. #

Date: (MM/DD/YY) [1] 04/18/15

Time: (24 hour clock)

Situation Severity (✓one) [4]
- ☐ EMERGENCY (e.g., Life Threat)
- ☐ URGENT (e.g., Property Threat)
- ☒ OTHER (All others)

Msg. Handling Order (✓one) [5]
- ☐ IMMEDIATE (As Soon as Possible)
- ☐ PRIORITY (Less Than One Hour)
- ☒ ROUTINE (More Than One Hour)

Message Requests You To: [6]
TAKE ACTION (✓one)
- ☐ Yes
- ☒ No

REPLY (✓one)
- ☐ Yes, by _____
- ☒ No
- ☒ FOR YOUR INFO. (no action required)

To:		From:	
ICS Position: (required) [7]	Planning	ICS Position: (required) [8]	Ranger
Location: (required) [9]	Drill City	Location: (required) [9]	Drill City
Name: (optional)		Name: (optional)	
Telephone #:(optional)		Telephone #: (optional)	

SUBJECT: [10] Available Parking

REFERENCE (e.g., Number of earlier msg.): [11]

Message: [12] (what, when, where needed; how long; contact name and phone number) KEEP MSG BRIEF

Upper	Parking	Lot	Has	the
Following	~~parking~~	Available	8	Handicapped
2	Regular	11		

ACTION TAKEN: [13] (For use by Originator / Recipient) ▸ USE SEPARATE MESSAGE FORM IF SENDING REPLY!

CC: ☐ Management ☐ Operations ☐ Planning ☐ Logistics ☐ Finance

Operator Use Only: [14]

How Received ☐ or Sent ☐ (✓one)	Operator Call Sign:
☐ Telephone ☐ Dispatch Center	Operator Name:
☐ EOC Radio ☐ FAX ☐ Courier	
☐ Amateur Radio ☐ Other _____	Date: Time:

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MESSAGE FORM

▸ Use Ballpoint Pen–Press Hard; Print Clearly
(See back for instructions)

When Receiving [2] Msg.: Sender's msg. #	Msg. #	When Sending Msg. [3] Receiver's msg. #
R13-1	XSC 000143	

Date: (MM/DD/YY) [1] 04/18/15

Time: (24 hour clock) 1143
0001 to 2400
2:00 PM = (12+2) = 1400 Hrs

Situation Severity (✓one) [4]
- ☐ EMERGENCY (e.g., Life Threat)
- ☐ URGENT (e.g., Property Threat)
- ☒ OTHER (All others)

Msg. Handling Order (✓one) [5]
- ☐ IMMEDIATE (As Soon as Possible)
- ☐ PRIORITY (Less Than One Hour)
- ☒ ROUTINE (More Than One Hour)

Message Requests You To: [6]
TAKE ACTION (✓one)
☐ Yes ☒ No
REPLY (✓one)
☐ Yes, by_____ ☐ No
☒ FOR YOUR INFO. (no action required)

To:	From:
ICS Position: (required) [7] Planning	ICS Position: (required) [8] Rover 13
Location: (required) [9] Drill City	Location: (required) [9] Drill City
Name: (optional)	Name: (optional)
Telephone #:(optional)	Telephone #: (optional)

SUBJECT: [10] Vehicles with ham antennas

REFERENCE (e.g., Number of earlier msg.): [11]

Message: [12] (what, when, where needed; how long; contact name and phone number) **KEEP MSG BRIEF**

License plates of vehicles with
ham antennas: ICR628WQ amat K6PMM 5GPB858
5ZXV229 7AKY0161 5WPT277 7JWS221

ACTION TAKEN: [13] (For use by Originator / Recipient) ▸ USE SEPARATE MESSAGE FORM IF SENDING REPLY!

CC: ☐ Management ☐ Operations ☐ Planning ☐ Logistics ☐ Finance

Operator Use Only: [14]

How Received ☐ or Sent ☐ (✓one)	Operator Call Sign: [redacted]
☐ Telephone ☐ Dispatch Center	Operator Name: [redacted]
☐ EOC Radio ☐ FAX ☐ Courier	
☒ Amateur Radio ☐ Other _____	Date: 4/18/15 Time: 1156

Outgoing (Sent): [15]
Message Originator: Send the top copy (white) to radio, yellow to PLANNING, retain the pink copy for your reference.
Radio: After sending, complete Disposition info., retain white copy for file in radio.

Incoming (Received): [15]
Radio: After receiving, complete Disposition info., route the top copy (white) to the Addressee, yellow to PLANNING, retain pink for file in Radio.
Addressee: Take appropriate action.

SCCo ICS Form 213
6/28/2007

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MESSAGE FORM

▸ Use Ballpoint Pen–Press Hard; Print Clearly
(See back for instructions)

When Receiving [2] Msg.: Sender's msg. #	Msg. #	When Sending Msg. [3] Receiver's msg. #
	R8-3	

Date: (MM/DD/YY) [1] 04/18/15

Time: (24 hour clock)
0001 to 2400
2:00 PM = (12+2) = 1400 Hrs

Situation Severity (✓one) [4]
- ☐ EMERGENCY (e.g., Life Threat)
- ☐ URGENT (e.g., Property Threat)
- ☒ OTHER (All others)

Msg. Handling Order (✓one) [5]
- ☐ IMMEDIATE (As Soon as Possible)
- ☐ PRIORITY (Less Than One Hour)
- ☒ ROUTINE (More Than One Hour)

Message Requests You To: [6]
TAKE ACTION (✓one)
☐ Yes ☒ No
REPLY (✓one)
☐ Yes by _____ ☐ No
☒ FOR YOUR INFO. (no action required)

To:	ICS Position: (required) [7] Logistics	From: ICS Position: (required) [8] Room 8
	Location: (required) [9] Drill Cats	Location: (required) [9] Drill Cats
	Name: (optional)	Name: (optional)
	Telephone #:(optional)	Telephone #: (optional)

SUBJECT: [10] HAM HT Preferences

REFERENCE (e.g., Number of earlier msg.): [11]

Message: [12] (what, when, where needed; how long, contact name and phone number) KEEP MSG BRIEF

Cancelled did not send

ACTION TAKEN: [13] (For use by Originator / Recipient) ▸ USE SEPARATE MESSAGE FORM IF SENDING REPLY!

CC: ☐ Management ☐ Operations ☐ Planning ☐ Logistics ☐ Finance

Operator Use Only: [14]

How Received ☐ or Sent ☐ (✓one)	Operator Call Sign:
☐ Telephone ☐ Dispatch Center	Operator Name:
☐ EOC Radio ☐ FAX ☐ Courier	
☐ Amateur Radio ☐ Other _____	Date: Time:

[15]

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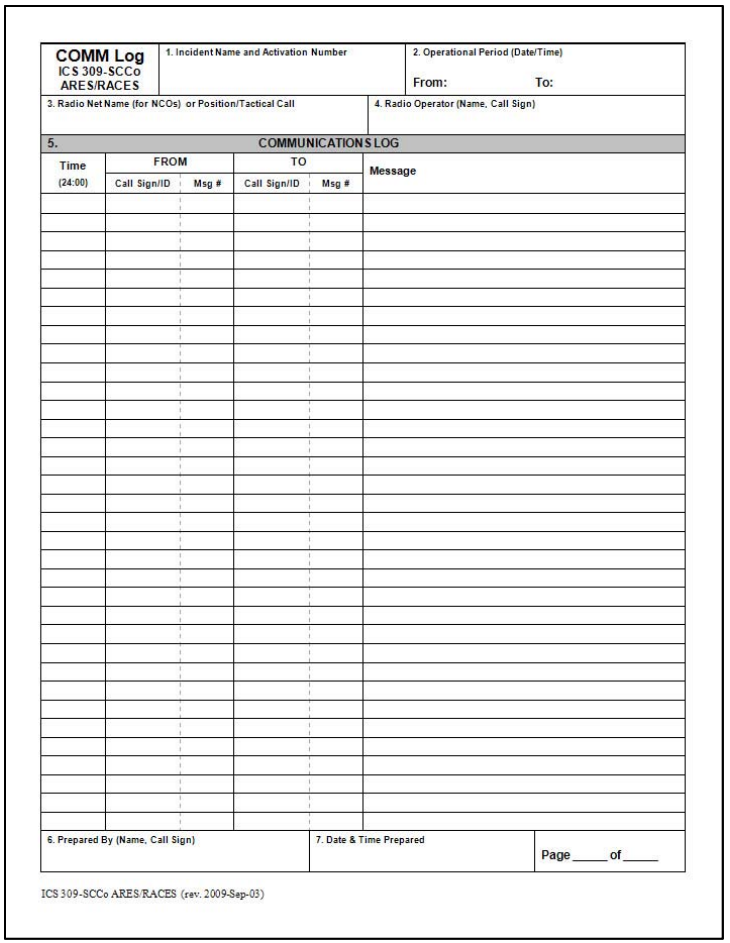
ICS 309 – Communications Log

- Our version: ICS 309-SCCo
- Net Control Operators and stations with high message traffic
- Columns help organize key message tracking info
- Does not replace 214
  - EVERYONE fills out a 214
- Turn in to supervisor at end of shift
- Instructions on back



COMM Log
ICS 309-SCCo
ARES/RACES

1. Incident Name and Activation Number

2. Operational Period (Date/Time)
From: To:

3. Radio Net Name (for NCOs) or Position/Tactical Call

4. Radio Operator (Name, Call Sign)

5. COMMUNICATIONS LOG

Time (24:00)	FROM Call Sign/ID	FROM Msg #	TO Call Sign/ID	TO Msg #	Message

6. Prepared By (Name, Call Sign)

7. Date & Time Prepared

Page ____ of ____

ICS 309-SCCo ARES/RACES (rev. 2009-Sep-03)

http://www.scc-ares-races.org/operations.html

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Exercise: ICS-309 Communications Log

COMM Log ICS 309-SCCo ARES/RACES	1. Incident Name and Activation Number *Training Class Exercise* *XND-14-TCE*	2. Operational Period (Date/Time) *12/13/2014* *12/13/2014* From: *1100* To: *1400*
3. Radio Net Name (for NCOs) or Position/Tactical Call *Xanadu Tactical Net*		4. Radio Operator (Name, Call Sign) *Your name, your FCC call sign*

5. COMMUNICATIONS LOG					
Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	
1145	*----*	*---*	*----*	*---*	*Start Net*
	----	*---*	*----*	*---*	*Net Control = Your Name, <your call sign>*
	----	*---*	*----*	*---*	*Scribe = Herman Munster, W6XLR4*
1155	*Shelter 2*	*S2-013*	*EOC*	*XND-106*	*Bed count*
1210	*KJ6HAM*				*check-in – assigned tactical = Shelter 1*
1220	*KB6HAM*				*check-in – assigned tactical = Shelter 3*
1250	*EOC*	*XND-107*	*Shelter 3*	*S3-1004*	*Inventory checklist*
1305	*Shelter 1*	*S1-021*	*EOC*	*XND-108*	*Supply status*
1310		*XND-109*	*All Shelters*		*Exercise complete --- Confirmation #s follow*
1311		*“*	*Shelter 1*	*S1-022*	
1312		*“*	*Shelter 2*	*S2-014*	
1313		*“*	*Shelter 3*	*S3-1005*	
1330	*----*	*---*	*----*	*---*	*Net closed*

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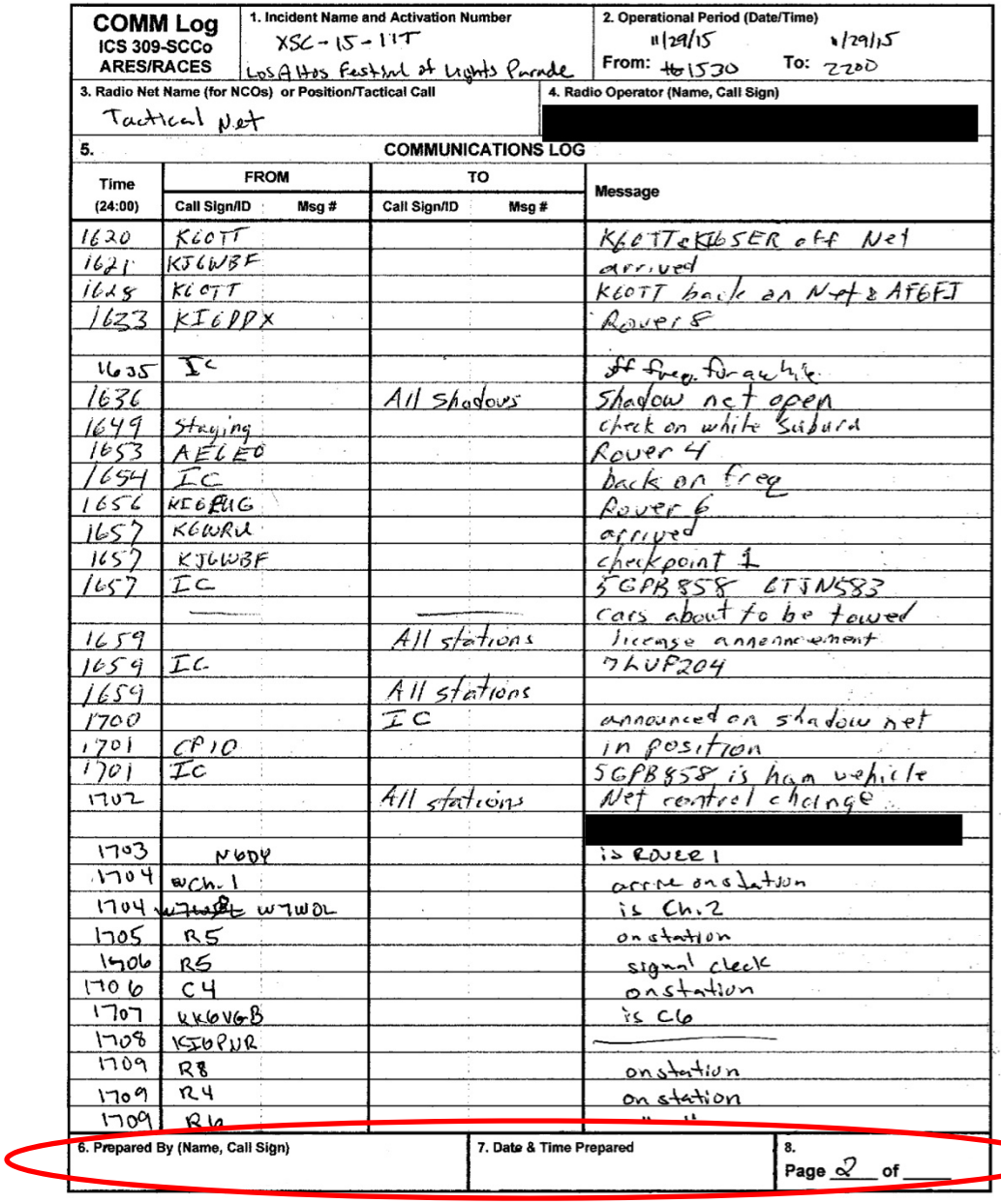

COMM Log
ICS 309-SCCo
ARES/RACES

1. Incident Name and Activation Number: XSC-15-11T
Los Altos Festival of Lights Parade

2. Operational Period (Date/Time)
11/29/15 11/29/15
From: 0001530 To: 2200

3. Radio Net Name (for NCOs) or Position/Tactical Call: Tactical Net

4. Radio Operator (Name, Call Sign): [redacted]

5. COMMUNICATIONS LOG

Time (24:00)	FROM Call Sign/ID	FROM Msg #	TO Call Sign/ID	TO Msg #	Message
1620	KEOTT				KEOTT & KI6SER off Net
1621	KJ6WBF				arrived
1628	KEOTT				KEOTT back on Net & AF6FJ
1633	KI6DPX				Rover 5
1635	IC				~~ff~~ freq. for awhile
1636			All shadows		Shadow net open
1649	Staging				check on white Suburd
1653	AE6EO				Rover 4
1654	IC				back on freq
1656	KI6PUG				Rover 6
1657	K6WRU				arrived
1657	KJ6WBF				checkpoint 1
1657	IC				5GPB858 CTJN583
					cars about to be towed
1659			All stations		license announcement
1659	IC				7LUP204
1659			All stations		
1700			IC		announced on shadow net
1701	CP10				in position
1701	IC				5GPB858 is ham vehicle
1702			All stations		Net control change
					[redacted]
1703	N6DY				is ROVER 1
1704	@Ch. 1				arrive on station
1704	~~W7WBL~~ W7WDL				is Ch. 2
1705	R5				on station
1706	R5				signal check
1706	C4				on station
1707	KK6VGB				is C6
1708	KI6PNR				
1709	R8				on station
1709	R4				on station
1709	R6				" "

6. Prepared By (Name, Call Sign)

7. Date & Time Prepared

8. Page 2 of ____

ICS 309-SCCo ARES/RACES (rev. 2014-Dec-18)

NC Change Logged

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COMM Log ICS 309-SCCo ARES/RACES	1. Incident Name and Activation Number	2. Operational Period (Date/Time) 11/29/15 From: 1500 To: 2000
3. Radio Net Name (for NCOs) or Position Tactical Call Shadow Net		4. Radio Operator (Name, Call Sign) [redacted]

5. COMMUNICATIONS LOG

Time (24:00)	FROM Call Sign/ID	FROM Msg #	TO Call Sign/ID	TO Msg #	Message
1909	Nancy		Jerry		snow queen to costuming
1910	Nancy				getting pictures
1911	Jerry				with photographers
1912	Ed				Santa at CP8
~~1910~~	1913		All stations		Santa at CP9
1913	Nancy		Michelle		question from daughter
1916	MAC EVAL				check out - will do resource
1917			all stations		Santa at CP10
					Shift Change
					NC -
1914	Michis shad.				please find snowqueen
1916	Jerry sh.				she left float >5 minutes
1920	Michelle				she has arrived
1921	Kevin S				is released — get perm from N.'s
1921	Kevin		Nancy's		may leave? yes.
1922	~~Nancy~~ Michelle		~~Michelle~~ Nancy		may leave?
1922	~~Michelle~~ Nancy		Mark		yes, may leave
1922	Ed		Nancy		may leave? yes
1923	Deborah		Nancy		may leave? yes
	Nancy		all		anyone not released
					~~my~~ Jon, Jerry
					free to go when released by princ.
1925	Nancy				has been released
1927			Jerry		still on net? yes
1927			Jon		still on net? yes
1928	Ed				checking out
1928	Jon				released, checking out
1929	Deborah				at staging checking out
1929	Michelles				checking out
1931			Sami		No answer
1933	Jerry				released
1935	staging says		Sami's S has signed out		
1935	Jon				checking out
1937			Ken		no answer

6. Prepared By (Name, Call Sign)	7. Date & Time Prepared	8.
[redacted]	11/29/15 1440	Page 4 of 5

ICS 309-SCCo ARES/RACES (rev. 2014-Dec-18)

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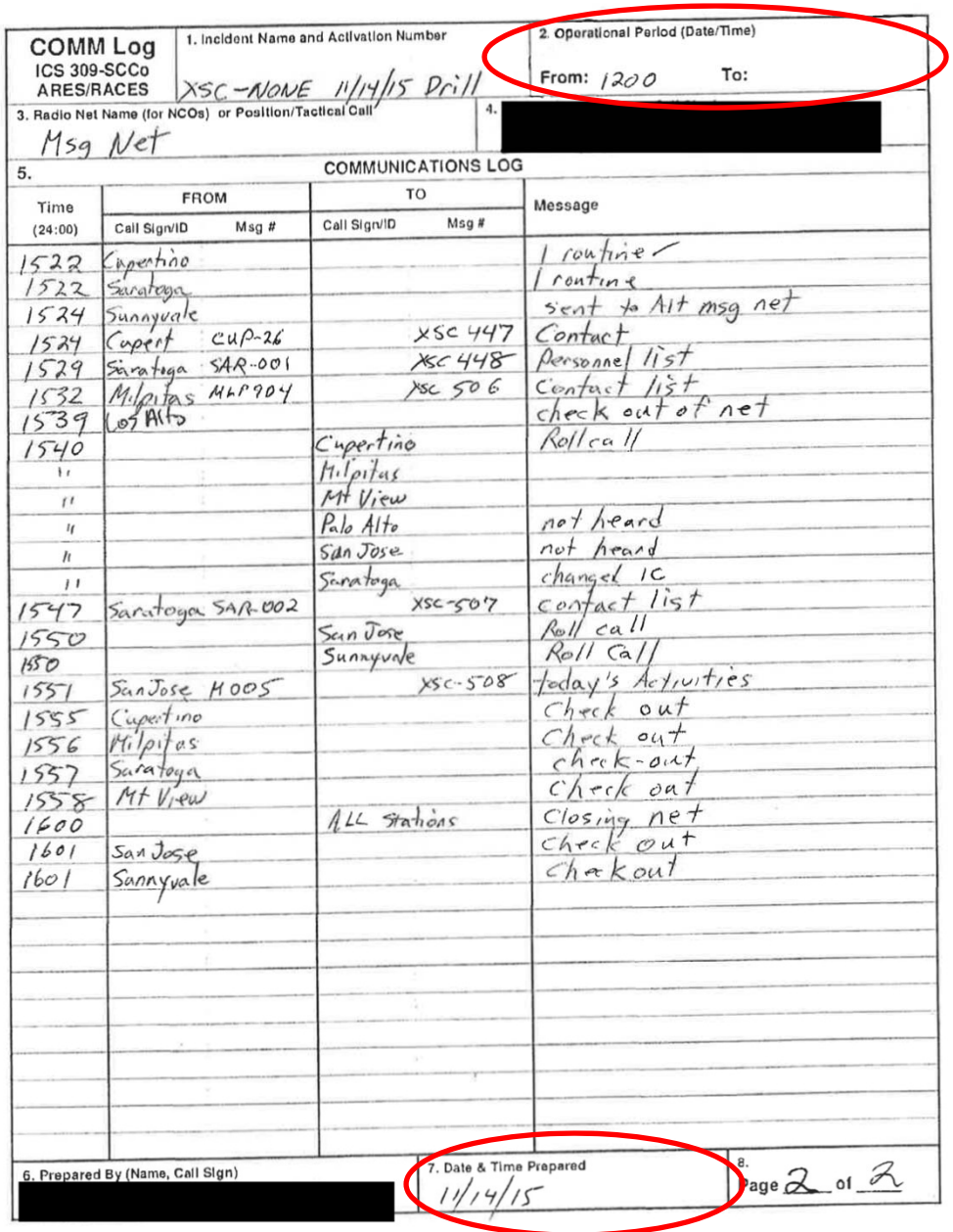

COMM Log
ICS 309-SCCo
ARES/RACES

1. Incident Name and Activation Number: XSC-NONE 11/14/15 Drill

2. Operational Period (Date/Time): From: 1200 To:

3. Radio Net Name (for NCOs) or Position/Tactical Call: Msg Net

4. [redacted]

5. COMMUNICATIONS LOG

Time (24:00)	FROM Call Sign/ID	FROM Msg #	TO Call Sign/ID	TO Msg #	Message
1522	Cupertino				1 routine ✓
1522	Saratoga				1 routine
1524	Sunnyvale				sent to Alt msg net
1524	Cupert	CUP-26		XSC 447	Contact
1529	Saratoga	SAR-001		XSC 448	Personnel list
1532	Milpitas	MLP904		XSC 506	Contact list
1539	Los Alto				check out of net
1540			Cupertino		Roll call
"			Milpitas		
"			Mt View		
"			Palo Alto		not heard
"			San Jose		not heard
"			Saratoga		changed IC
1547	Saratoga	SAR-002		XSC-507	contact list
1550			San Jose		Roll call
1550			Sunnyvale		Roll Call
1551	San Jose	M005		XSC-508	Today's Activities
1555	Cupertino				Check out
1556	Milpitas				Check out
1557	Saratoga				check-out
1558	Mt View				Check out
1600			ALL Stations		Closing net
1601	San Jose				Check out
1601	Sunnyvale				Check out

6. Prepared By (Name, Call Sign): [redacted]

7. Date & Time Prepared: 11/14/15

8. Page 2 of 2

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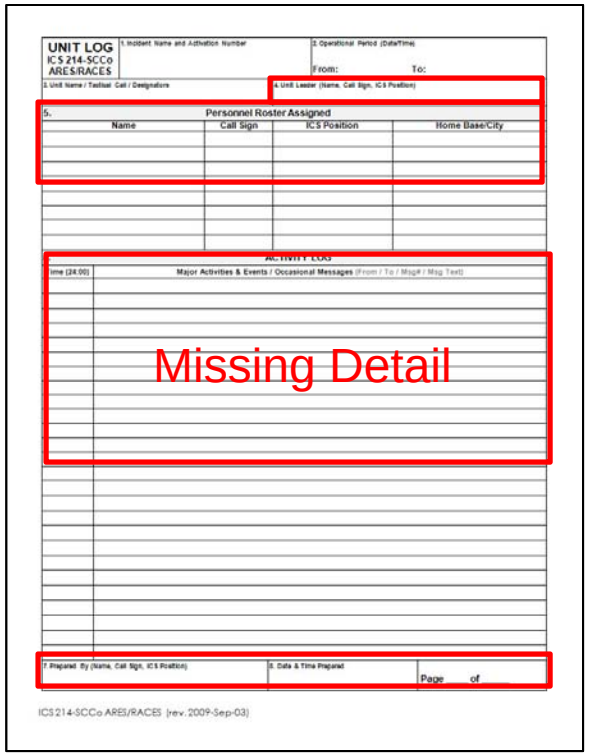
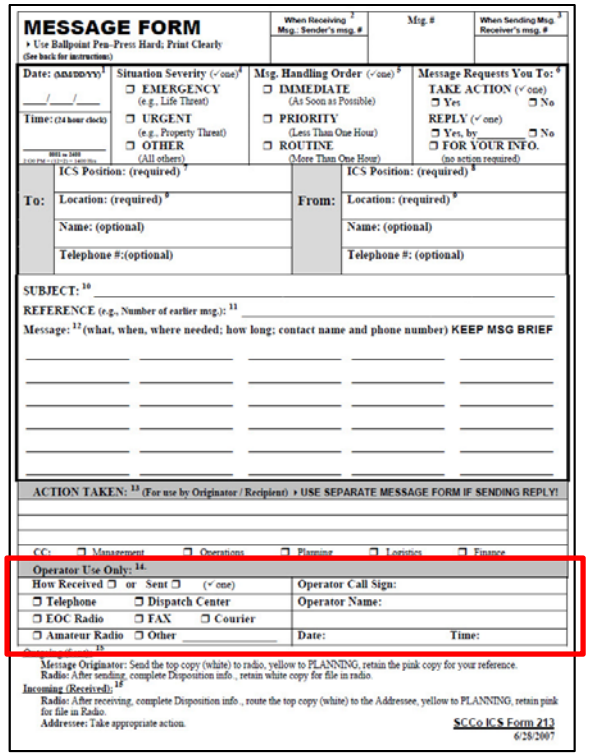
Most Common Errors on Forms

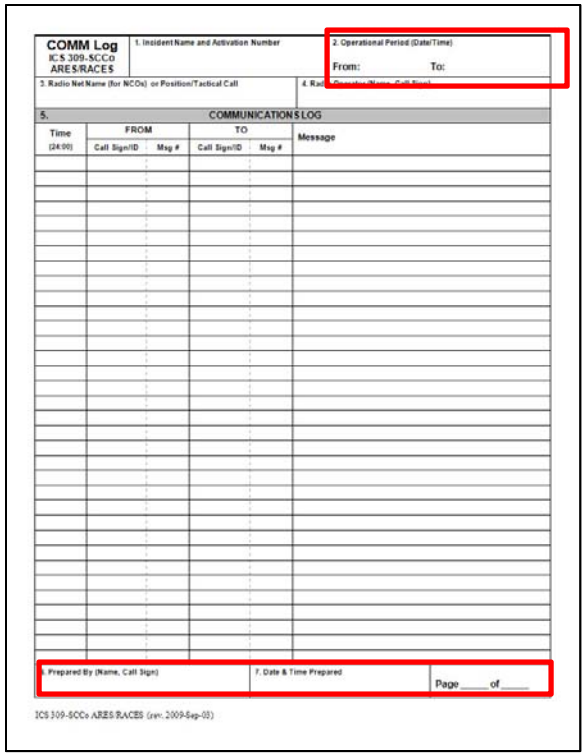
ICS-214 Unit Log



ICS-213 Message Form



ICS-309 Communications Log



Legible hand writing

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END FORMS REVIEW

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Mesh / Wi-Fi

2015 Year End Summary

Santa Clara County ARES®/RACES

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Mesh / Wi-Fi Review

- March 2015 – Mesh / Wi-Fi Workshop with 33 participants
- Discussed
  - IP Networking basics
  - Discussed hardware available to use
  - VOIP phones
  - Power over Ethernet (POE)
  - Frequencies
  - Part 15 vs Part 97 considerations
  - Hands-on exercises

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Mesh / Wi-Fi Review

- County Wide Drill - April
  - One aspect of the exercise provided hands-on use of a Mesh Network
- Milpitas BBQ Festival - May
  - 3 Ticket Booths with Mesh nodes, VOIP phones, and cameras
  - Command post with Asterisk PBX, VOIP Phones, video display
- Sunnyvale
  - Workshop: May and July - 8 plus nodes, VOIP phones, Asterisk PBX
  - Field Day: June - 4 nodes with cameras and VOIP phones
  - SNAP Graduation: October - 2 nodes with phones, voicemail, 1 camera
  - Joint workshop with Cupertino: August

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Mesh / Wi-Fi Review

- Cupertino SCC Sheriff's Heroes 5K Run - November
  - 6 locations
  - Mesh nodes, VOIP phones, cameras, Asterisk PBX

- A Mesh / Wi-Fi workshop is scheduled for June 2016

Additional information: www.scc-ares-races.org/mesh/

SCC Mesh User Group: groups.yahoo.com/group/scc-mesh

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END MESH/WI-FI REVIEW

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Training Plans 2016

2015 Year End Summary

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Training Plans For 2016

- Intro and Fundamentals Class offered 3 times each year
  - Maintain reasonable class size
  - Location – 2 in Mtn. View and 1 in Sunnyvale
- Field Ops reduced to one class rather than two
  - Fundamentals Class is now a prerequisite
  - Much of the material from Fundamentals was duplicated in this class
- Planning class to be rewritten
  - More realistic examples and exercises
- Discussion about a Leadership Course/Workshop for ECs/AECs
  - Your ideas welcome

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END TRAINING UPDATES

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Thank You!

We look forward to seeing you again next year:

Classes, drills, events, …

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