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2015 Year End Summary

Updates and Review

Santa Clara County ARES®/RACES

Revised: 10-Dec-2015

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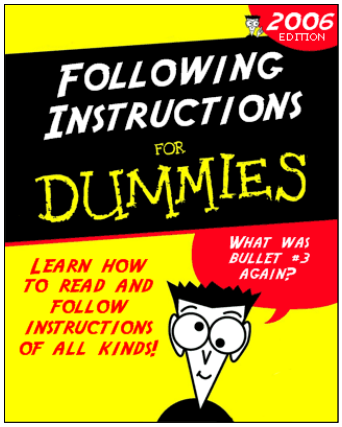
Housekeeping

- 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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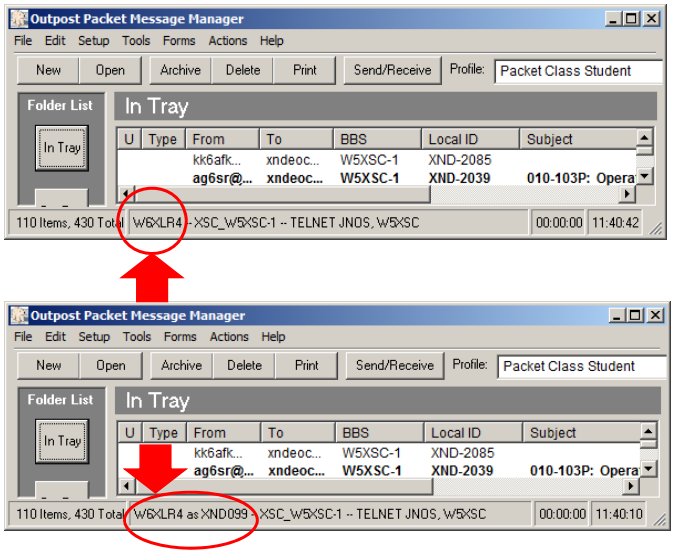
Outpost Shows Which Call Sign is Used

- 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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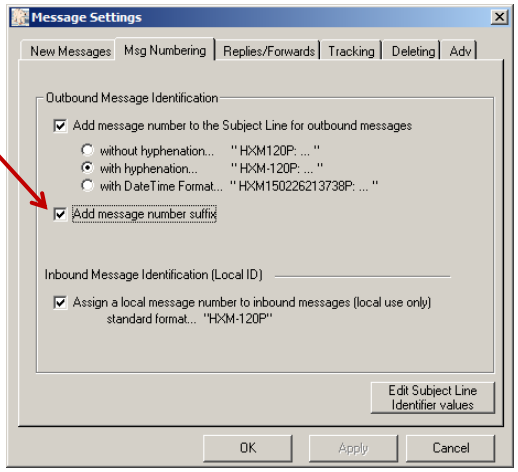
Message Number "P" Suffix

- **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 assigned 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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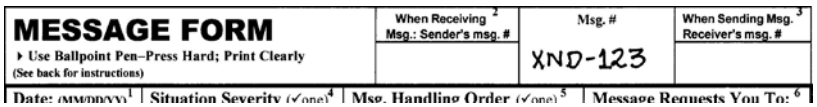
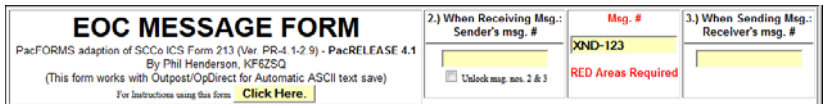
Message Numbers

- 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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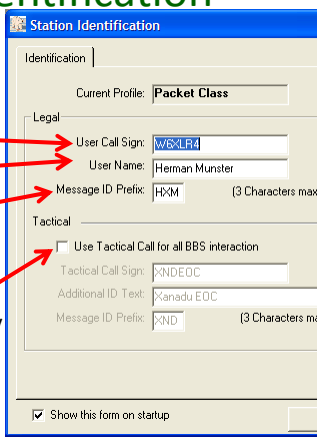
Opening Outpost – User Identification

- 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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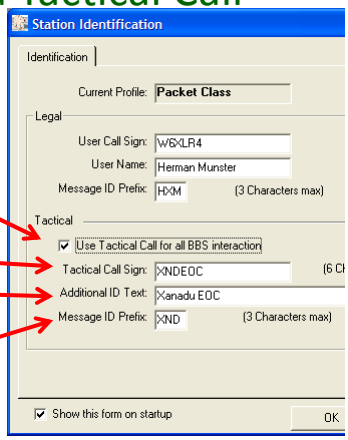
Operational Period Using a Tactical Call

- 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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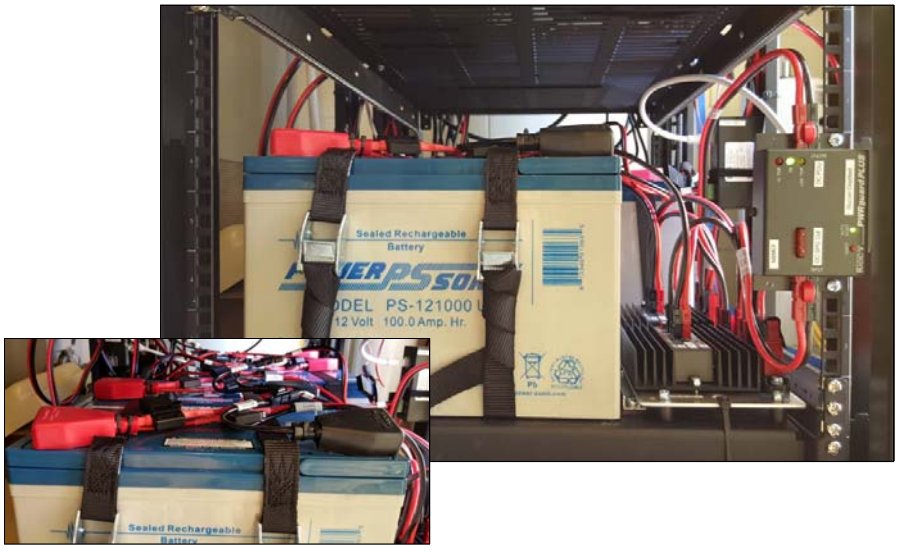
UPS Runtime Improvements (6+ hours!)



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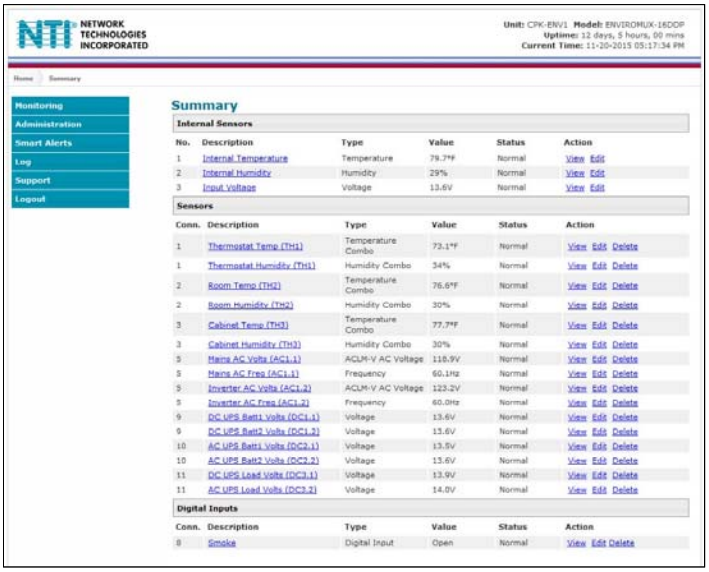
Remote Monitoring Improvements



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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
- Neatness counts

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

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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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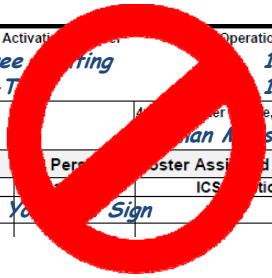
Exercise: ICS-214 Unit Log

UNIT LOG ICS 214-SCCo ARES/RACES	1. Incident Name and Activation Number	2. Operational Period (Date/Time)
	Xandu Tree Lighting XND-15-TLE	12/12/2015 From: 1600 To: 12/12/2015 2100
3. Unit Name / Tactical Call / Designators	4. Unit Leader (Name, Call Sign, ICS Position)	
Rover 1	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…	…Operational Period (Date/Time)
	Xandu Tree …ting XND-15-T…	12/12/2015 1600 To: 12/12/2015 2100
3. Unit Name / Tactical Call / Designators	4. …er …e, Call Sign, ICS Position)	
Rover 1	…an M…ster W6XRL4	

5. Per… …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	2. Operational Period (Date/Time)
	Xandu Tree Lighting *XND-15-TLE*	*12/12/2015* From: *1600* *12/12/2015* 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* ← ~~Activity Detail Here~~
2105	*Released, checked out of Staging*

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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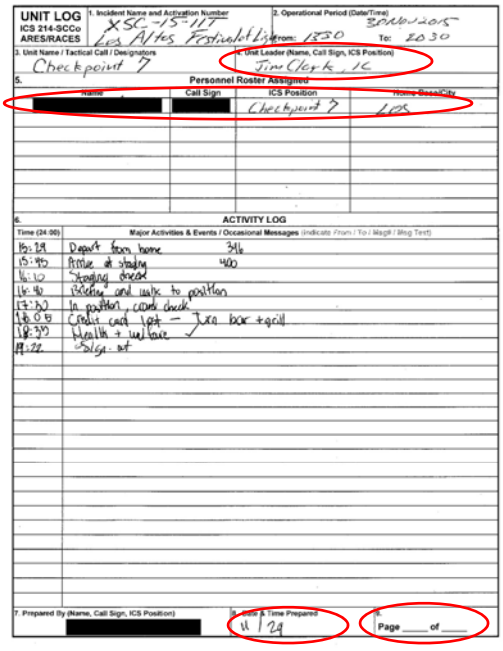

UNIT LOG ICS 214-SCCo ARES/RACES

1. Incident Name and Activation Number: XSC-15-LA Los Altos Festival of Lights
2. Operational Period (Date/Time): 12/12/2015 From: 1830 To: 2030
3. Unit Name / Tactical Call / Designators: Checkpoint 7
4. Unit Leader (Name, Call Sign, ICS Position): [redacted] Tim 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 346
15:45	Arrive at staging 400
16:10	Staging Area
16:40	Briefing and walk to position
17:30	In position, comms check
18:05	Credit card lost – Taco bar + grill
18:39	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)

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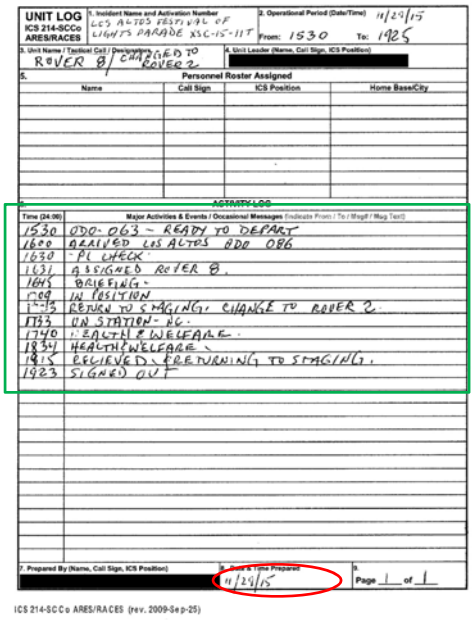

UNIT LOG
ICS 214-SCCo ARES/RACES

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	PL CHECK
1631	ASSIGNED ROVER 8.
1645	BRIEFING.
1709	IN POSITION
1733	RETURN TO STAGING. CHANGE TO ROVER 2.
1733	ON STATION - NG.
1740	: EARTH & WELFARE.
1854	HEALTH & WELFARE.
1915	RECEIVED: 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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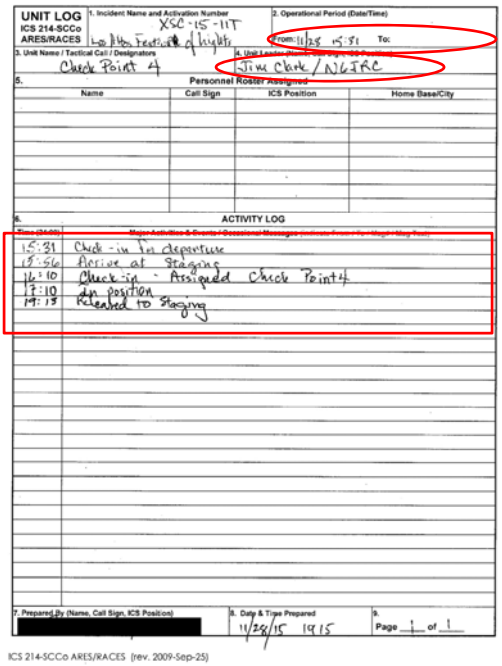

UNIT LOG
ICS 214-SCCo ARES/RACES

1. Incident Name and Activation Number: XSC-15-11T Los Altos Festival of Lights
2. Operational Period (Date/Time): From: 11/29 15:31 To:
3. Unit Name / Tactical Call / Designators: Check Point 4
4. Unit Leader (Name, Call Sign, ICS Position): Time Clerk / NGIRC

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	In position
19:15	Released to Staging

7. Prepared By (Name, Call Sign, ICS Position): [redacted]
8. Date & Time Prepared: 11/29/15 1915
9. Page 1 of 1

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

Detail Lacking

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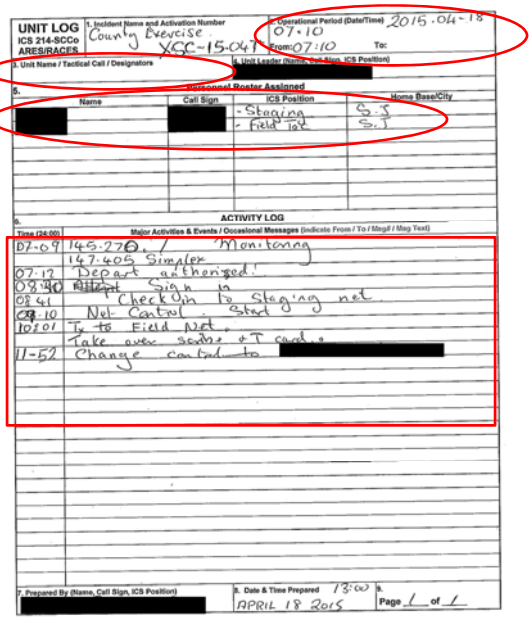

UNIT LOG
ICS 214-SCCo
ARES/RACES

1. Incident Name and Activation Number: County Exercise XSC-15-047
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	Sign in
08:41	Check in to Staging net
09:10	Net Control Start
10:01	Tx to Field Net.
	Take over scribe & T card.
11-52	Change control 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 Msg.: Sender's msg. # | Msg. # | When Sending Msg.: Receiver's msg. #

Date: (MM/DD/YY) ___/___/___ Time: (24 hour clock)

Situation Severity (✓ one): ☐ EMERGENCY (e.g., Life Threat) ☐ URGENT (e.g., Property Threat) ☐ OTHER (All others)

Msg. Handling Order (✓ one): ☐ IMMEDIATE (As Soon as Possible) ☐ PRIORITY (Less Than One Hour) ☐ ROUTINE (More Than One Hour)

Message Requests You To: TAKE ACTION (✓ one) ☐ Yes ☐ No; REPLY (✓ one) ☐ Yes, by ___ ☐ No; ☐ FOR YOUR INFO. (no action required)

To: ICS Position: (required) Location: (required) Name: (optional) Telephone #:(optional)

From: ICS Position: (required) Location: (required) Name: (optional) Telephone #: (optional)

SUBJECT:
REFERENCE (e.g., Number of earlier msg.):
Message: (what, when, where needed; how long; contact name and phone number) KEEP MSG BRIEF

ACTION TAKEN: (For use by Originator / Recipient) • USE SEPARATE MESSAGE FORM IF SENDING REPLY!

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

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

Outgoing (Sent):
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):
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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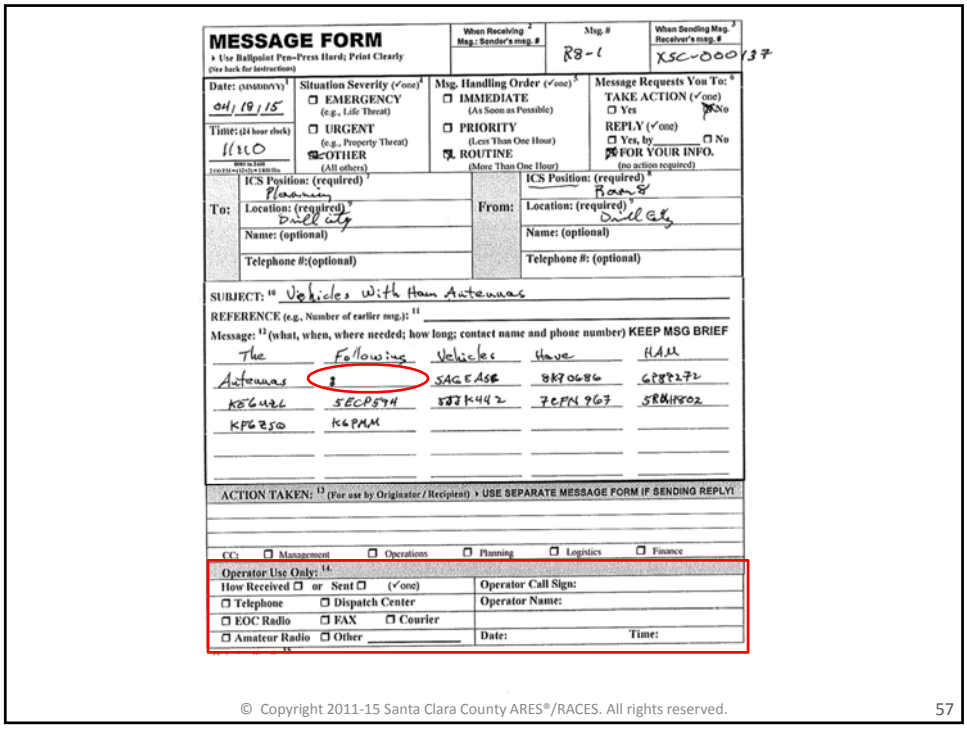

MESSAGE FORM

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

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

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

Time: (24 hour clock): 1150

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: Planning; Location: (required) 9: Drill City; Name: (optional); Telephone #:(optional)

From: ICS Position: (required) 8: Room 8; Location: (required) 9: Drill City; Name: (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 A5#	8870686	6288272
K6GUZL	SECR574	587K442	7CPN967	5881802
KF6250	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) ☐ Telephone ☐ Dispatch Center ☐ EOC Radio ☐ FAX ☐ Courier ☐ Amateur Radio ☐ Other ____

Operator Call Sign: Operator Name: Date: Time:

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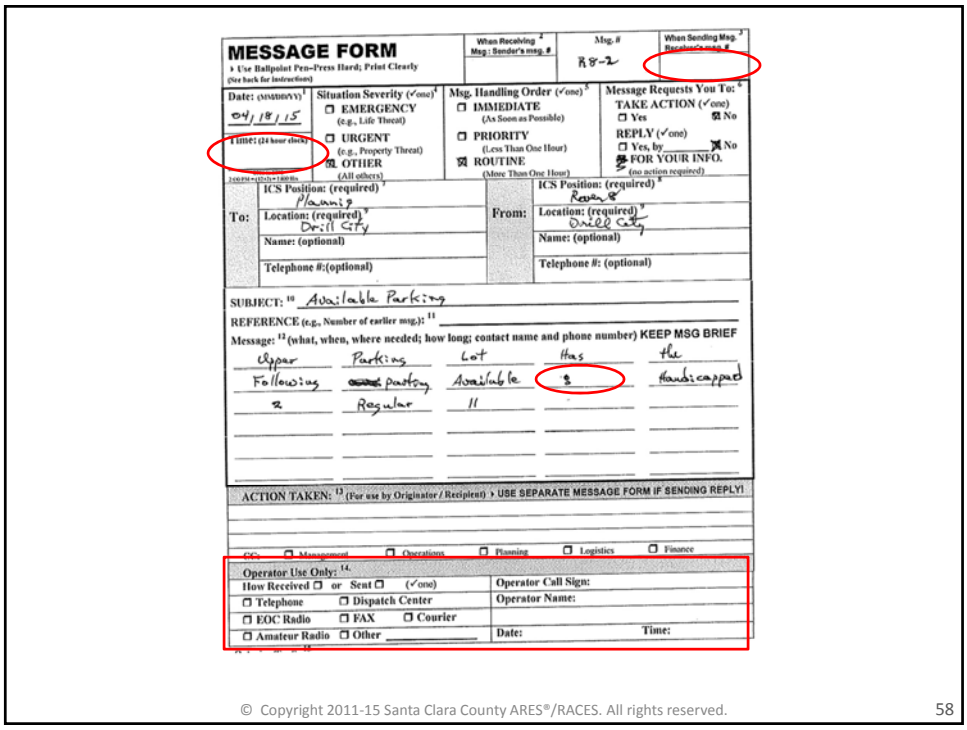

MESSAGE FORM

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

When Receiving 2 Msg.: Sender's msg. # | Msg. # 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: ICS Position: (required) 7: Planning; Location: (required) 9: Drill City; Name: (optional); Telephone #:(optional)

From: ICS Position: (required) 8: Room 8; Location: (required) 9: Drill City; Name: (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) ☐ Telephone ☐ Dispatch Center ☐ EOC Radio ☐ FAX ☐ Courier ☐ Amateur Radio ☐ Other ____

Operator Call Sign: Operator Name: Date: Time:

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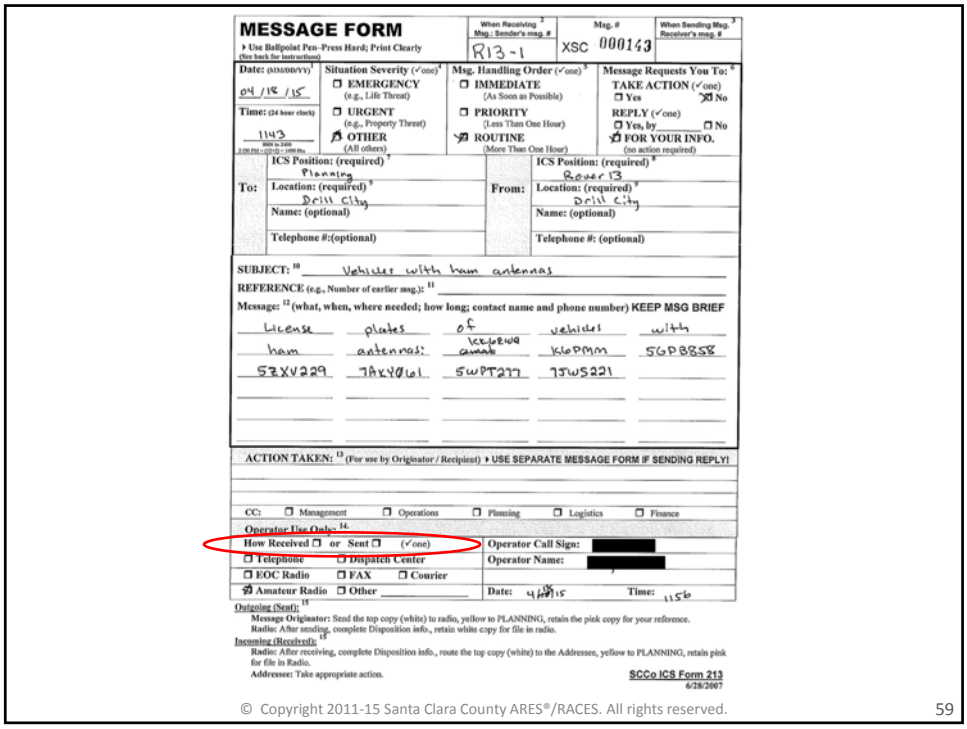

MESSAGE FORM

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

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

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

Time: (24 hour clock) 1143

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] Planning; Location: (required) [9] Drill City; Name: (optional); Telephone #:(optional)

From: ICS Position: (required) [8] Rover 13; Location: (required) [9] Drill City; Name: (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:
KC6ZWQ (amat) KI6PMM 5GPB858
53XV229 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)
☐ Telephone ☐ Dispatch Center ☐ EOC Radio ☐ FAX ☐ Courier ☒ Amateur Radio ☐ Other ____
Operator Call Sign: [redacted]
Operator Name: [redacted]
Date: 4/18/15 Time: 1150

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): [16]
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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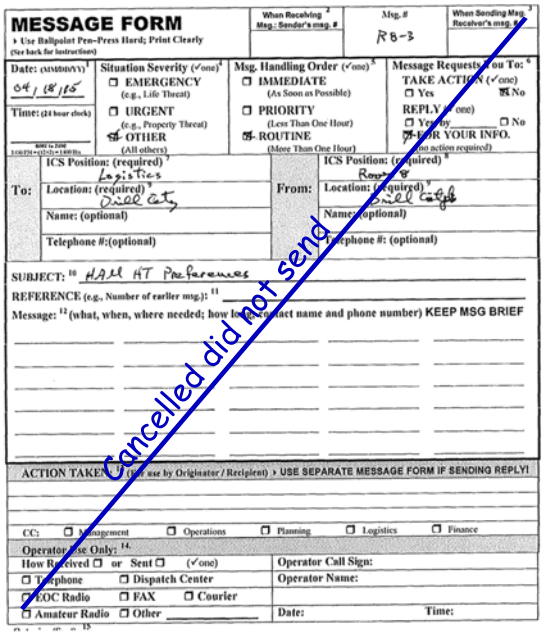

MESSAGE FORM

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

When Receiving [2] Msg.: Sender's msg. # | Msg. # R8-3 | 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: ICS Position: (required) [7] Logistics; Location: (required) [9] Drill City; Name: (optional); Telephone #:(optional)

From: ICS Position: (required) [8] Rover 8; Location: (required) [9] Drill City; Name: (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)
☐ Telephone ☐ Dispatch Center ☐ EOC Radio ☐ FAX ☐ Courier ☐ Amateur Radio ☐ Other ____
Operator Call Sign:
Operator Name:
Date: Time:

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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

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): From: *12/13/2014 1100* To: *12/13/2014 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 Call Sign/ID	FROM Msg #	TO Call Sign/ID	TO Msg #	Message
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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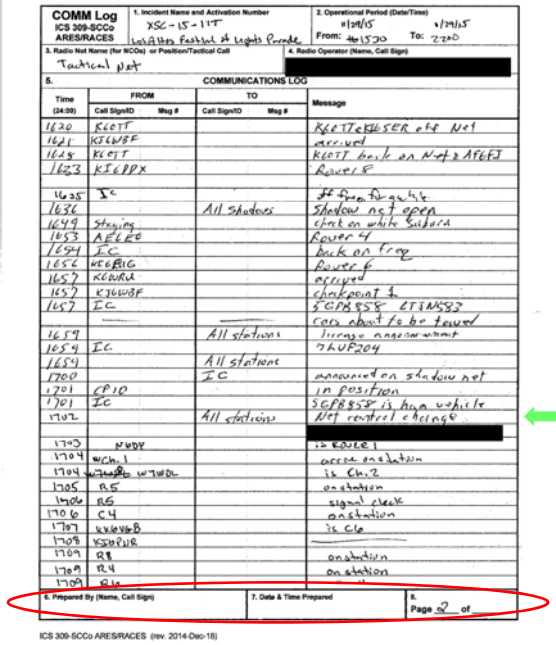

COMM Log
ICS 309-SCCo
ARES/RACES

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

2. Operational Period (Date/Time): 11/29/15 From: #1530 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	KGOTT				KGOTT & KGSER off Net
1621	KJGWBF				arrived
1628	KGOTT				KGOTT back on Net & AFGFJ
1633	KJGPPX				Rover 8
1635	IC				ff from for awhile
1636			All Shadows		Shadow net open
1649	Staging				check on white Suburb
1653	AEGEO				Rover 4
1654	IC				back on freq
1656	KEGBIG				Rover 6
1657	KGOURU				arrived
1657	KJGWBF				checkpoint 1
1657	IC				5GPB858 LTJN583
					cars about to be towed
1659			All stations		license announcement
1659	IC				7LUF204
1659			All stations		
1700			IC		announced on shadow net
1701	CP10				in position
1701	IC				5GPB858 is hum vehicle
1702			All stations		Net control change
					[redacted]
1703	NGDP				is Rover 1
1704	WCh.1				arrive on station
1704	~~W7WDL~~ W7WDL				is Ch.2
1705	R5				on station
1706	R6				signal check
1706	C4				on station
1707	KKGVGB				is C6
1708	KJGPUR				
1709	R8				on station
1709	R4				on station
1709	R6				

6. Prepared By (Name, Call Sign)

7. Date & Time Prepared

8. Page 2 of

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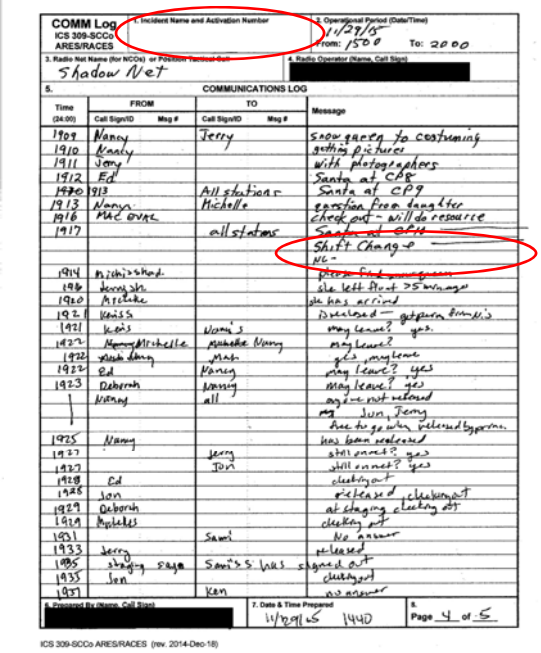
NC Change Logged



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
1913	913		All stations		Santa at CP9
1913	Nancy		Michelle		question from daughter
1916	MAC OVAL				check out - will do resource
1917			all stations		~~Santa at CP10~~
					Shift Change
					NC -
1914	Michisshad				please find [illegible]
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 S		Nancy's		may leave? yes.
1922	~~Nancy~~ Michelle		~~Michelle~~ Nancy		may leave?
1922	~~[illegible]~~		Mac		yes, may leave
1922	Ed		Nancy		may leave? yes
1923	Deborah		Nancy		may leave? yes
	Nancy		all		any one not released
					~~my~~ Jon, Jerry
					free to go when released by prime.
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): [redacted]

7. Date & Time Prepared: 11/29/15 1440

8. Page 4 of 5

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

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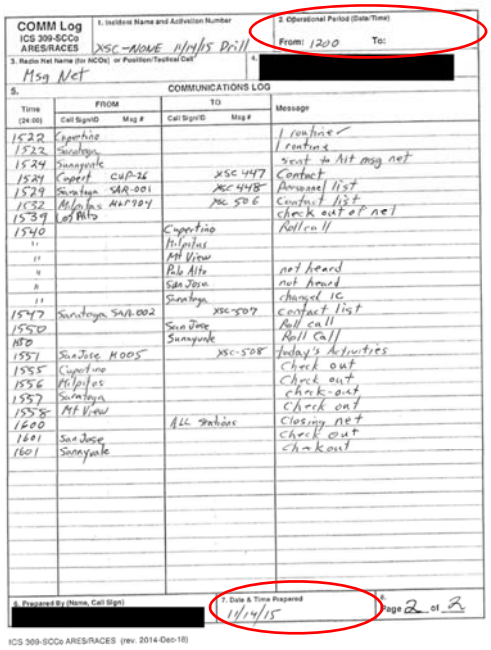

COMM Log
ICS 309-SCCo ARES/RACES

1. Incident Name and Activation Number: XSC-NONE 11/4/15 Drill
2. Operational Period (Date/Time): From: 1200 To:
3. Radio Net Name (for NCOs) or Position/Tactical Call: Msg Net
4. [redacted]

COMMUNICATIONS LOG

Time (24:00)	FROM Call Sign/ID	FROM Msg #	TO Call Sign/ID	TO Msg #	Message
1522	Cupertino				routine
1522	Saratoga				routine
1524	Sunnyvale				sent to Alt msg net
1529	Cupert	CUP-26	XSC 447		Contact
1529	Saratoga	SAR-001	XSC 448		Personnel list
1532	Milpitas	MIP984	XSC 506		Contact list
1539	Los Altos				check out of net
1540			Cupertino		Roll call
11			Milpitas		
11			Mt View		
11			Palo Alto		not heard
11			San Jose		not heard
11			Saratoga		changed IC
1547	Saratoga	SAR-002		XSC-507	contact list
1550			San Jose		Roll call
NO			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: 11/4/15
Page 2 of 2

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

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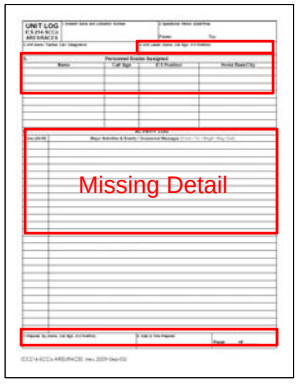
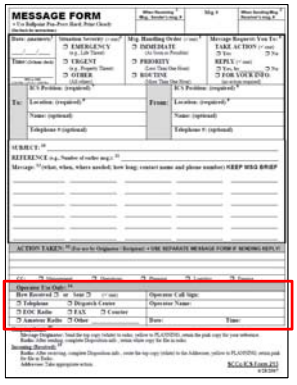
Most Common Errors on Forms

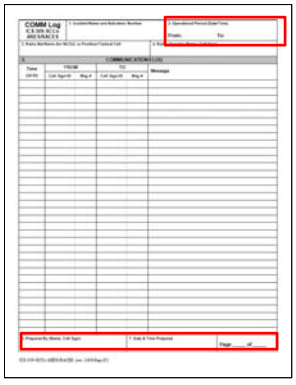
ICS-214
Unit Log



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

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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

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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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