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# 2023 Year End Summary, Update, Preview



Santa Clara County ARES®/RACES

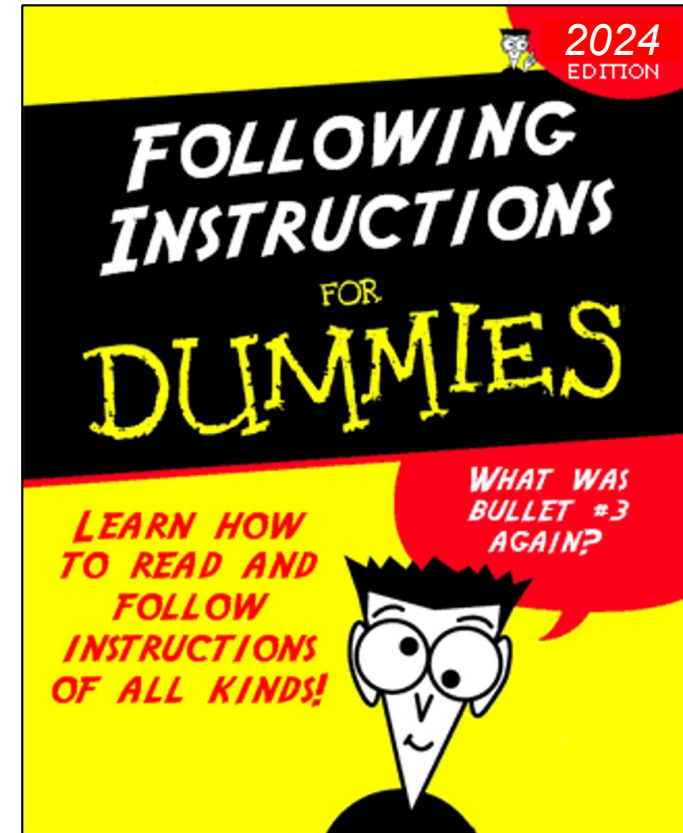
Revised: 03-Dec-2023

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## Housekeeping

- Introductions
- Pen/pencil, paper
- Cell phones
- Side conversations
- Questions
- Breaks
- Restrooms
- Do not wander around the building
- In case of emergency
- After we end, please exit the room so we can do the DSW swearing in
- If you have previously signed up and are here for the DSW registration, please remain in this room.



## Agenda



- Credentialing
- Hospital Update
- Update Your Contact Info
- Packet Update
- Weekly Packet Practice
- 2023 Forms Review
- RF Safety Evaluations
- 2023/2024 Training



# Credentialing

Is Becoming The Norm In Emergency Management

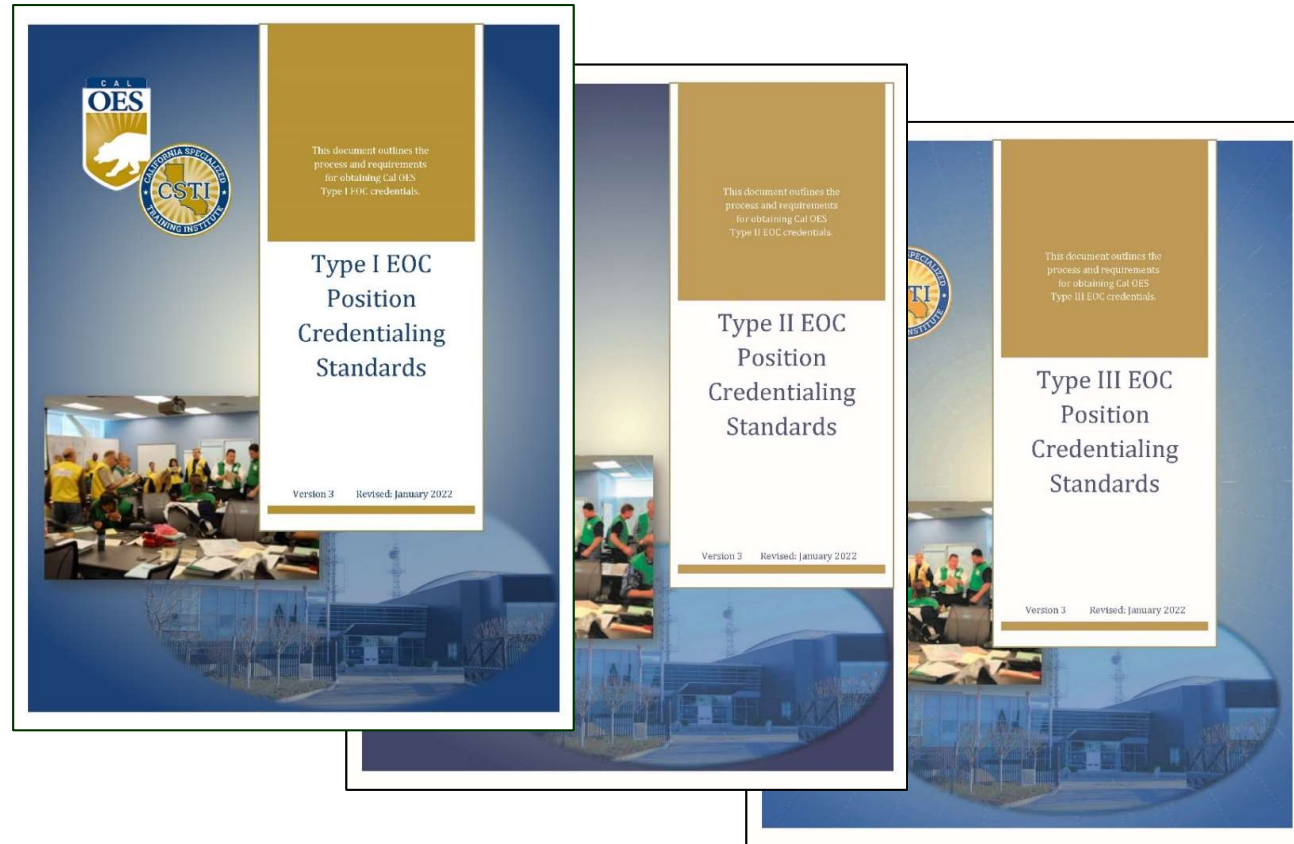


Santa Clara County ARES®/RACES  
Tim Howard, KE6TIM  
Revised: 29-Nov-2023

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# State OES Credentialing

## Most EOCs are credentialing their staff



As volunteers working with these professionals, we need to operate at the same level of competence.

# Credentialing

- We need to move from the attitude of *“I have a radio and know how to use the PTT button”*.
- We need to move to Credentialed operators that know how to provide 3<sup>rd</sup> party communications for our served agencies.
- This consists of using their forms, in their format, following their procedures, and at their locations.
- If we can't send the information they need, in the format they need, accurately and efficiently; then we are not part of the solution.

# Credentialing

- During Public Service events and drills it is obvious that Credentialed operators do a vastly superior job of communications overall.
- That is not to say the non-credentialed operators are bad, they are just not as accurate and efficient.
- Can you send these accurately and efficiently:
  - “The password is AVde4#3Qw”
  - “The address is [www.domain.gov/New\\_supplylist23A](http://www.domain.gov/New_supplylist23A)”
  - Any form with some filled in and some empty fields
  - A standard form that is missing information on where and to whom it should be sent



# Credentialing

- During a real activation, sending messages with accuracy and efficiency will be of paramount importance.
- Credentialing also provides resource typing following NIMS and CALOES standards.
  - Credentialed operators can be considered for assignments even though they are not personally known to the person making the assignment.
  - Credentialed operators are more likely to receive assignments that match their specific capabilities. That usually results in assignments which are more enjoyable.

# Credentialing Program Handbook

## Changes to Credentialing Program Handbook (12-Feb-2023)

- If FEMA certificates for on-line classes have been lost or misplaced, there is a service where you can retrieve copies of training certificates. (page 20)  
<https://training.fema.gov/student/sssp.aspx>
- Changes to Prowords for F3 the Credential (page 36)

## F3 Proword Changes

- F3s must be able to send and receive the following message contents:
  - words to be spelled (Heterographs and hard to spell words)
  - single and multi-digit numbers
  - mixed group, mixed group figure(s), mixed group symbol(s)
  - initial(s)
  - symbol(s)
  - telephone figures
  - amateur call
  - email address
  - and use of punctuation
- This reduced list is only applicable to the F3 Credential, all other credentials require proper use of the complete list of Prowords.

# Update on Endorsements

- Mutual Aid Communicator (MAC)
- County EOC Radio Room Operator (ERO)
  - 13 people have earned the endorsement; several others are working on the requirements.
- County EOC RACES Unit Leader (RUL)
  - Pilot class in March 2024. Will be open to small group of those meeting the prerequisites.
- County Fire Station Radio Operator (FRO)
  - County Fire is working on developing the “*Auxiliary Communications Emergency Service (ACES) Fire Station Operations*” class required for this endorsement.

# Proposed New Requirements

- An RF Safety Evaluation is now required by the FCC of all Amateur Radio Operators as of May of 2023.
- Proposed New Credential Requirements
  - Type 3 – describe how you would conduct an RF Safety Evaluation of your radio station
  - Type 2 – document that you have done an evaluation for your station with a printout out from ARRL website
    - This needs to be done each time you set up your station remotely.
    - Perhaps create several evaluations from the ARRL web site using different power levels (25 & 50W), frequencies (2m, 1.25M & 70cm), and different cable lengths for your antenna.
    - Keep those print outs with your go-kit.



# Hospital Update



Santa Clara County ARES®/RACES

Tim Howard, KE6TIM

Revised 1-Dec-2023

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14

## MHJOC is now PHDOC

- Medical Health Joint Operations Center (MHJOC) changed their name
- Now - Public Health Department Operations Center (PHDOC)
- Relocated to Tasman Drive
- All references to MHJOC on the web site, and the Hospital Net scripts, have been updated to reflect PHDOC
- Recommended Form Routing Sheet updated

## Equipment Status

- During COVID we were not allowed in the facilities to conduct the Monthly Hospital Nets
- As access was restored, it was found that equipment had been relocated, misplaced, or otherwise left in an unknown condition

PHDOC – Antenna Install after move to Tasman

Good Samaritan – Antennas need relocated

Regional Medical – Printer missing



## Equipment Issues

- If a radio operator notes a problem with the equipment (owned by hospital) they need to inform their local contact at the hospital.
- If a resolution is not reached contact the city EC. The city EC should have a list of higher-level contacts at each hospital.
- If a resolution is still not reached, contact the DEC/CRO who meets monthly with the Hospital Emergency Managers.



# Update Your Contact Data



Santa Clara County ARES®/RACES

Tim Howard, KE6TIM

Revised 30-Nov-2023

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18

# Your Contact Information

## Log into the Activities Database

- Home**
- [Log Out](#)
- [Activities Home](#)
- [SCC ARES/RACES Home](#)
- [Comments/Bugs](#)
- Events**
- [List Events By Date](#)
- [List Events I Joined](#)
- [Submit Class Evaluation](#)
- My Profile**
- [My Contact Info](#)
- [My Equipment](#)
- [My Activity Record](#)
- [My Completion Certificates](#)
- [My Credentials](#)
- [My Credential-Qualifying Events](#)
- [Cities/Agencies I Support](#)
- [Change My Call Sign](#)
- [Change My Password](#)
- My Team**
- [List Team Members](#)
- [Download Team Roster](#)

City ARES®/RACES

Then [log in...](#)

**Events**

Past events  Event Descriptions

**Updates**

Time	Type	Credential Credit?	Location
10 AM	County Training	Yes	55 W. Younger, Ave., San Jose

any training material that was updated in the current year. Missed a class but still want to know what's new? Y...

**Equipment and Radio Familiarity Evaluations**

Time	Type	Credential Credit?	Location
00 AM	Other	No	Sheriff's Office Parking Lot

ose that need an equipment and/or a radio familiarity check for a Credential. It will be held immediately following the

**Registration - for Santa Clara County RACES / ACS**

Time	Type	Credential Credit?	Location
00 AM	Other	No	55 W. Younger Ave., San Jose

Disaster Service Worker Volunteer Registration Where: Sheriff's Auditorium, 55 W. Younger Ave, San Jose....

**Technician License) - open to the general public**

Time	Type	Credential Credit?	Location
10 AM	Public Service	No	LG EOC (15900 Los Gatos Blvd)

te Sereno ARES/RACES group is offering a Ham Cram class designed for CERT and other neighborhood groups whose

**Message Passing Exercise**

Time	Type	Credential Credit?	Location
10 AM	County Drill	Yes	SCC BBS Packet Network

Message Passing Exercise will be held on the second Wednesday this month. Please read the Training page for this

**Weekly Nets**

[SPECS - 8 PM Mondays](#)

[SVECS - 8 PM Tuesdays](#)

**City Websites (opens a new page)**

[Campbell](#)

[Cupertino](#)

[Gilroy](#)

[Loma Prieta](#)

[Los Altos](#)

[Los Altos Hills](#)

[Los Gatos/Monte Sereno](#)

[Milpitas](#)

[Morgan Hill](#)

[Mountain View](#)

[NASA/AMES](#)

[Palo Alto](#)

[San Jose](#)

[Santa Clara](#)

[Saratoga](#)

[Stanford University](#)

[Sunnyvale](#)

**Local Clubs**

[SPECS](#)

[SVECS](#)

[FARS](#)

[PAARA](#)

[WAKE](#)

[West Valley ARA](#)

[SARA \(Saratoga\)](#)

# Your Contact Information



## Santa Clara County ARES®/RACES

Welcome, Herman (W6XRL4) (This isn't you? Then [log in...](#))

- Home**
- [Log Out](#)
- [Activities Home](#)
- [SCC ARES/RACES Home](#)
- [Comments/Bugs](#)
- Events**
- [List Events By Date](#)
- [List Events I Joined](#)
- [Submit Class Evaluation](#)
- My Profile**
- [My Contact Info](#)
- [My Equipment](#)
- [My Activity Record](#)
- [My Completion Certificates](#)
- [My Credentials](#)
- [My Credential-Qualifying Events](#)
- [Cities/Agencies I Support](#)
- [Change My Call Sign](#)
- [Change My Password](#)
- My Team**
- [List Team Members](#)
- [Download Team Roster](#)

### My Contact Information

#### Personal Information

Call Sign\*

First Name\*

Last Name\*

Address 1\*

Address 2

City\*

State\*

Zip\*

#### Emergency Contact Information

Emergency contact\*

Contact number\*

#### Supported Agencies

You are on the rosters of these agencies:  
County of Santa Clara

#### My Primary Agency

County of Santa Clara  
If you are on multiple rosters, "Primary Agency" is the agency that you will most likely respond to first in case of a wide-spread incident.  
\* denotes required field

#### Contact Information

Home Phone#

Work Phone#

Cell Phone#

Pager

e-mail #1 \*

e-mail #2

\* denotes required field  
# at least one number is required

#### AlertSCC Information

(format for phone & SMS numbers:  
999-999-9999)

Phone #1 :

Phone #2 :

Phone #3 :

e-mail #1 :

e-mail #2 :

e-mail #3 :

SMS #1\*\* :

SMS #2\*\* :

\*\* SMS stands for Short Messaging Service which is synonymous with text messaging.

**Note:** These entries are prioritized. Put your primary information as #1, your second as #2, etc.

### My Contact Information

#### Personal Information

Call Sign\*

First Name\*

Last Name\*

Address 1\*

Address 2

City\*

State\*

Zip\*

#### Emergency Contact Information

Emergency contact\*

Contact number\*

#### Supported Agencies

You are on the rosters of these agencies:  
County of Santa Clara

#### My Primary Agency

County of Santa Clara  
If you are on multiple rosters, "Primary Agency" is the agency that you will most likely respond to first in case of a wide-spread incident.

\* denotes required field

#### Contact Information

Home Phone#

Work Phone#

Cell Phone#

Pager

e-mail #1 \*

e-mail #2

\* denotes required field  
# at least one number is required

#### AlertSCC Information

(format for phone & SMS numbers:  
999-999-9999)

Phone #1 :

Phone #2 :

Phone #3 :

e-mail #1 :

e-mail #2 :

e-mail #3 :

SMS #1\*\* :

SMS #2\*\* :

\*\* SMS stands for Short Messaging Service which is synonymous with text messaging.

**Note:** These entries are prioritized. Put your primary information as #1, your second as #2, etc.

You last reviewed this information on: 10/04/2022

I have reviewed the information on this page





# Packet Network Update

## 2023 Year End Review, 2024 Plans



Santa Clara County ARES®/RACES

Jim Oberhofer, KN6PE

Revised 27-Nov-2023

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22

# Packet Training

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23

## 2023 Packet Classes

SCC PACKET  
**CLASS OF**  
**2023**

### By the numbers

- 54 class sign-ups (all 3 classes)
- 162 classroom hours spent
- 30 unique participants
  - 13 packet Ops attended only one class
  - 7 packet Ops attended only two classes
  - 10 packet Ops attended all three classes



## 2023 Packet Classes

### Year over Year participation

	2017	2018	2019	2020	2021	2022	2023
	ClassRm	ClassRm	ClassRm	Zoom	Zoom	ClassRm	ClassRm
classroom hours spent	360	318	288	315	342	153	162
class sign-ups (all 3 classes)	120	116	96	105	114	51	54
Packet IIIA	49	46	33	42	44	19	22
Packet IIIB	42	35	29	29	32	19	17
Packet II	29	25	24	34	38	13	15

## 2023 Packet Class Exercises

- Packet IIIA content workbook – Intro to Outpost and PackItForms  
... 70% Completes
- Packet IIIB exercise – Monthly Packet Exercise...  
... **100% participation**
- Packet II scripted exercise – Simple exercise without Outpost  
... **100% Completes**
  
- To get class credit, you had to do three things:
  - Show up for the class
  - Complete the class evaluation
  - Complete the homework

# Highlights -- Outpost and PackItForms

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27

## What's in the box?

- SCCo Integrated Packet Installer 162M
  - Outpost Packet Message Manager
    - GUI-based interface for managing packet communications
    - Makes using packet as simple as using e-mail
  - PackItForms
    - Next generation HTML-based forms for use with Outpost
    - Headless Chrome for auto-printing support



## SCCo Installer v162M

October 2023

### PackItForm 3.10\*

- Better manual operation support
  - Autofill of timestamps, message numbers and call signs
  - ICS-309 log is maintained.
  - Simulated signature on the ICS-309 comm log
  - PuTTY-ready complete BBS command sequence



### Outpost v3.7.0\*

- Resolves 19 reported defects; adds 33 requested changes, including...
  - Message search feature
  - Simulated signature on the ICS-309 comm log
  - Support decoding quoted-printable Incoming Winlink messages.
  - Updates to NTS Message Maker

\*See the release notes for details

## Top 5 packet “what’s new” items for 2023

1. PackItForms updates
2. New manual PackItForm operation
3. Updates to the Packet USB Stick Suggestions
4. A few new Outpost features
5. Packet Field References, Type III, Type II

# 1. PackItForms

Submit to Outpost Submit via Email Reset Form  = required Show Text Message

Message number:

Check In  Check Out

Your Call Sign: Submit to Outpost Submit via Email Reset Form Show PDF  = required Show Text Message

Use Tactical

**MESSAGE FORM**  
SCCo ICS F /2022)

Date 1: 07/23/2022

ICS Posi  
T  
O Location  
Name:  
Telephon  
Subject: 10  
Reference: 1  
Message: 12

1. Incident Na  
5. Requested

Report Type:  
Contact Inform  
EOC Phone:  
Primary EM C  
Secondary EM  
Name:  
Government C  
Office Status:

Submit to Outpost Submit via Email Reset Form Show PDF  = required Show Text Message

**Santa Clara County EOC Resource Request Form 213RR** Version: 8/17 PIF: 2.3

Message Num  
Date: 07/23/2022

Submit to Outpost Submit via Email Reset Form Show PDF  = required Show Text Message

**Santa Clara OA Jurisdiction Status** WebEOC: 20190327 PIF: 2.2

Message Num  
Date: 07/23/2022

Submit to Outpost Submit via Email Reset Form Show PDF  = required Show Text Message

**Santa Clara OA Shelter Status** WebEOC: 20130814 PIF: 2.2

Message Num  
Date: 07/23/2022

Submit to Outpost Submit via Email Reset Form Show PDF  = required Show Text Message

**Allied Health Status Report Short Form (DEOC-9)** Version: February 2018 PIF: 2.3

Message Num  
Date: 07/23/2022

Submit to Outpost Submit via Email Reset Form Show PDF  = required Show Text Message

**Santa Clara County RACES -- Mutual Aid Request** Version: 20220129 PIF: 2.3

Message Numbers: Origin:  Destination:

Date: 07/23/2022 Time:  Handling:  Immediate (ASAP)  Priority (<1 hr)  Routine (<2 hrs)

ICS Position: RACES Chief Radio Officer ICS Position:

Location: County EOC Location:

Name:  Name:

Contact Info:  Contact Info:

Agency Name:

Event / Incident Name:  Number:

Assignment  
Duties, conditions, equipment, shift times

Amateur Radio Resources Requested	Qty	Role	Position	Preferred Type	Minimum Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	for example, Ch...		

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## County Use of PackItForms

- Santa Clara County PackItForms contains these public forms
  1. *XSC Check-In/Out Message* Form
  2. *XSC ICS-213 Message* Form adapted for Santa Clara County to transmit messages.
  3. *XSC EOC-213RR Resource Request* Form – Requests specific resources needed to support an emergency.
  4. *XSC OA Jurisdiction Status* Form – Reports jurisdiction emergency situation status to county OEM.
  5. *XSC OA Shelter Status* Form – Reports information and status on shelters opened in the cities to county OEM.
  6. *XSC Allied Health Facility Status* – Reports information & status of private Skilled Nursing facilities to SCC Public Health Department.
  7. *XSC RACES Mutual Aid Request* Form – Used by a jurisdiction to request a RACES Mutual Aid.
- The SCC Installer program automatically installs these packet forms along with Outpost.
  - Additional forms may be provided by your EC



# XSC EOC Resource Request 213RR

**Santa Clara County EOC Resource Request Form 213RR** Version: 8/17 PIF: 2.4

Message Numbers: Origin: RL4-2250P Destination: [ ]

Date: 06/21/2023 Time: hh:mm Handling:  Immediate (ASAP)  Priority (<1 hr)  Routine (<2 hrs)

ICS Position: Planning Section ICS Position: [ ]

Location: County EOC Location: [ ]

Name: [ ] Name: [ ]

Contact Info: [ ] Contact Info: [ ]

1. Incident Name [ ] 2. Date Initiated 06/21/2023 3. Time Initiated hh:mm 4. Tracking Number (OA EOC) [ ]

5. Requested by (name, agency, position, email, phone) [ ] 6. Prepared by (name, position, email, phone) [ ]

7. Approved By (name, position, email, phone) [ ]

Signature:  with signature

**Requested Resource Details**

8. Qty/Unit	9. Resource Description (kind/type if applicable)	10. Arrival (date/time)	11. Priority:	12. Est'd Cost
[ ]	[ ]	[ ]	[ ]	[ ]

13. Deliver to (name, agency, position, email, phone) [ ] 14. Location (address or lat/long, site type) [ ]

15. Substitute/Suggested Sources (name, phone, website) [ ]

- For material, equipment, and staff requests, never for RACES Mutual Aid

- *New Checkbox!*



- with signature

- *Form defaults*

- To ICS Position: **Planning Section**
- To Location: **County EOC**

**Note!** Fields can be changed at message create time

- Paper form should come to you already filled out

- Should answer

- What do you need
- Who needs it
- Where do you need it
- When do you need it
- How long do you need it
- How do you get there

Medical Resource Request forms also have a new '  with signature ' checkbox.

# XSC RACES Mutual Aid Request

Submit to Outpost Submit via Email Reset Form Show PDF  = required Show Text Message

**Santa Clara County RACES -- Mutual Aid Request** Version: 20220129 PIF: 2.4

Message Numbers: Origin: CUP-1349P Destination:

Date: 11/25/2023 Time:  Handling:  Immediate (ASAP)  Priority (<1 hr)  Routine (<2 hrs)

TO ICS Position: RACES Chief Radio Officer FROM ICS Position:

Location: County EOC Location:

Name:  Name:

Contact Info:  Contact Info:

Agency Name:

Event / Incident Name:  Number:

Assignment Duties, conditions, equipment, shift times

Amateur Radio Resources Requested	Qty	Role	Position	Preferred Type	Minimum Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	for example, Checkpoint	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved By (Authorized agency official) Name:  Title:


Contact:  E-mail, phone, frequency

Signature:  with signature  Date: 11/25/2023 Time:

Radio Operator Only:

Relay: Rcvd:  Sent:

Name: Jim Oberhofer Call Sign: KN6PE Date: {{date}} Time: {{time}}

- For RACES Mutual Aid requests only
- **New Checkbox!** 
  - with signature
- **Form defaults**
  - Handling Order: **Routine**
  - To ICS Position: **RACES Chief...**
  - To Location: **County EOC**
  - **Note!** Fields can be changed at message create time
- For jurisdiction material, equipment, and staff requests, use the ICS 213RR form.

## All PackItForm Defaults

PackItForms	Handling Order	TO ICS Position	To Location
ICS 213 Message Form	--	--	--
EOC Resource Request 213RR	--	Planning Section	County EOC
OA Jurisdiction Status	Immediate	Situation analysis Unit	County EOC
OA Shelter Status	Priority	Mass Care and Shelter Unit	--
Allied Health Status	Routine	EMS Unit	PHDOC
RACES Mutual Aid Request	Routine	RACES Chief Radio Officer	County EOC
HAvBed Report	Immediate	EMS Unit	PHDOC
Medical Facility Status	Immediate	EMS Unit	PHDOC
Resource Request Form #9A	Priority	EMS Unit	PHDOC

- Aligns with the *RACES Recommended Form Routing Cheat Sheet*
- Fields can be changed at message create time
- Always double-check the *RACES Recommended Form Routing Cheat Sheet* for your specific situation

## 2. Manual PackItForms

ENHANCED!

PackItForms works with both Outpost or as a **standalone** solution for forms-based messages.

- ***What's new with the PackItForms 3.10***
  - Enhanced standalone message management, including:
    - Manages setting up and using user and tactical IDs
    - Takes care of message numbering
    - Includes a Plain Text message form
    - Creates a standalone ICS-309 log
    - Creates copy-ready text (all BBS commands) to paste into PuTTY
    - Easy message saving
- **What's the same**
  - Tight integration with Outpost
  - Supports all PackItForms
  - Formats a standard PackItForm for sending
  - Processes a received PackItForm

## Manual PackItForm messages

### Manually create and send a PackItForm message

1. Run PackItForms with the *manual.cmd*
2. Set up your user ID, tactical ID, and Next message number
3. Pick and fill in a PackItForm
4. Create the packet message
5. Send the message with PuTTY
6. Save a copy of the message

**Note: All SCCo BBSs have a 2-minute inactivity timer!**

## 2. Set up manual PackItForm

### Setup Page

Fill in or update all fields

The screenshot shows a web browser window with the following details:

- Browser tabs: SCCo PackItForms, Setup PackItForms
- Address bar: 127.0.0.1:64874/text
- Page title: Santa Clara County ARES/RACES PackItForms
- Form fields:
  - User Call Sign: W6XRL4
  - User Name: Herman Munster
  - Message ID Prefix: RL4 (3 characters max)
  - Use Tactical Call Sign
  - Tactical Call Sign: XND014
  - Tactical Name: Fire Station 14
  - Message ID Prefix: X14 (3 characters max)
  - Next Message Number: 304
- Buttons: OK, Cancel

### 3. Pick and fill in a form

#### Home Page

Select a **PackItForm** to send,  
or

Process a **PackItForm**  
message just received

File Edit View History Bookmarks Tools Help

New Tab x SCCo ARES/RACES Network x SCCo PackItForms x + v

127.0.0.1:52899/manual 110% ☆ 📄 ? 🗑️ ☰

**Santa Clara County ARES/RACES PackItForms** PIF: 2.1

Setup Edit ICS-309 Log

**Create a message to send**

Message type:

Create Message

View a received

Enter the received message  
drop or upload a file

Message:

Upload

Download

Received Date:  Time:

Log and View Reset Fields

- plain text
- XSC Check-In/Out Message
- XSC ICS-213 Message
- XSC EOC-213RR Resource Request
- XSC OA Jurisdiction Status
- XSC OA Shelter Status
- XSC Allied Health Facility Status
- XSC RACES Mutual Aid Request

### 3. Pick and fill in a form

#### Create a message

Origin Msg #: 2  
X14-312M

The Message ID is set with the **M** suffix

The screenshot shows a web browser window with the URL 127.0.0.1:64874/form-24. The browser's address bar and navigation buttons are visible. Below the browser, there is a green navigation bar with buttons: 'Create Message' (highlighted with a red box), 'Submit via Email', 'Reset Form', 'Show PDF', and 'Show Text Message'. The main form is titled 'MESSAGE FORM' and contains the following fields and options:

- Origin Msg #:** 2 (highlighted with a blue box, value: X14-312M)
- Destination Msg #:** 3
- Date:** 10/09/2023
- Time (24hr):** 17:10
- Handling:**  Immediate (ASAP)  Priority (<1 hr)  Routine (<2 hr)
- This message requests you to:**
  - Take Action:  Yes  No
  - Reply:  Yes, by   No
- ICS Position:** 7 Logistics
- ICS Position:** 8 Station Caption
- Location:** 9 Xanadu EOC
- Location:** 9 Xanadu Fire Station 14
- Name:**
- Telephone #:**
- Subject:** 10 Equipment Status
- Reference:** 11 e.g. Number of earlier msg.
- Message:** 12 All equipment is ready for deployment.
- CC:**  Management  Operations  Planning  Logistics  Finance
- Operator Use Only:** 14
  - Relay: Rcvd:  Sent:
  - How Received:  Telephone  EOC Radio  Amateur Radio
  - or Sent:  Dispatch Center  FAX  Courier
  - Other:  Packet
  - Operator Call Sign: W6XRL4
  - Operator Name: Herman Munster
  - Date: {{date}} Time: {{time}}



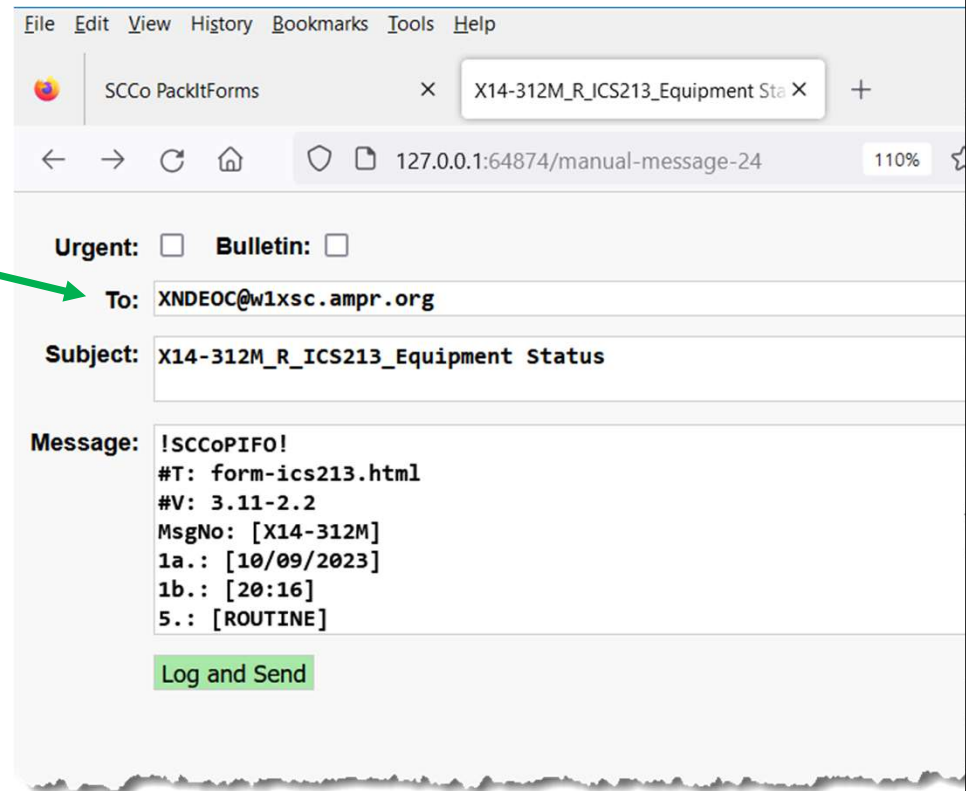
## 4. Create the packet message

### Message Page

Check required boxes.

Fill in the **To:** field.

Press Log and Send.



The screenshot shows a web browser window with the following content:

- Menu: File Edit View History Bookmarks Tools Help
- Tab: SCCo PacketForms
- Address Bar: 127.0.0.1:64874/manual-message-24
- Form Fields:
  - Urgent:  Bulletin:
  - To: XNDEOC@w1xsc.ampr.org
  - Subject: X14-312M\_R\_IC5213\_Equipment Status
  - Message: !SCCoPIFO!  
#T: form-ics213.html  
#V: 3.11-2.2  
MsgNo: [X14-312M]  
1a.: [10/09/2023]  
1b.: [20:16]  
5.: [ROUTINE]
- Buttons: Log and Send

## 5. Send the message with PuTTY

### BBS Command Page

```

File Edit View History Bookmarks Tools Help
SCCo PackItForms x 127.0.0.1:64874/text
127.0.0.1:64874/text-24/

SP XNDEOC@w1xsc.ampr.org
X14-312M_R_IC5213_Equipment Status
!SCCoPIFO!
#T: form-ics213.html
#V: 3.11-2.2
MsgNo: [X14-312M]
1a.: [10/09/2023]
1b.: [20:16]
5.: [ROUTINE]
7.: [Logistics]
8.: [Station Captain]
9a.: [Xanadu EOC]
9b.: [Xanadu Fire Station 14]
10.: [Equipment Status]
12.: [All equipment is ready for deployment.]
Rec-Sent: [sender]
OpCall: [W6XRL4]
OpName: [Herman Munster]
Method: [Other]
Other: [Packet]
OpDate: [10/09/2023]
OpTime: [20:17]
!/ADDON!
/EX
  
```

### PuTTY Form

```

192.168.51.10 - PuTTY
(#1) >
SP XNDEOC@w1xsc.ampr.org
X14-312M_R_IC5213_Equipment Status
!SCCoPIFO!
#T: form-ics213.html
#V: 3.11-2.2
MsgNo: [X14-312M]
1a.: [10/09/2023]
1b.: [20:16]
5.: [ROUTINE]
7.: [Logistics]
8.: [Station Captain]
9a.: [Xanadu EOC]
9b.: [Xanadu Fire Station 14]
10.: [Equipment Status]
12.: [All equipment is ready for deployment]
Rec-Sent: [sender]
OpCall: [W6XRL4]
OpName: [Herman Munster]
Method: [Other]
Other: [Packet]
OpDate: [10/09/2023]
OpTime: [20:17]
!/ADDON!
/EX
To: XNDEOC@w1xsc.ampr.org
Subject:
Enter message. End with /EX or ^Z in first
column (^A aborts)
Msg Queued
(#1) >
  
```

# Manual PackItForm messages

## Receiving messages

1. Receive a message from the BBS using PuTTY
2. Save the message
3. Once you have the message saved, delete the message off of the BBS (use the **Kill #** command)

**Note: All SCCo BBSs have a 2-minute inactivity timer!**

# 1. Receive a message

## PuTTY Screen

```

COM10 - PuTTY
(#1) >
r 1
Message #1
Date: Mon, 9 Oct 2023 20:26:51 PST
From: xndx14@w1xsc.ampr.org
To: xndeoc@w1xsc
Subject: X14-312M_R_ICS213_Equipment Status

!SCCoPIFO!
#T: form-ics213.htm
#V: 3.11-2.2
MsgNo: [X14-312M]
1a.: [10/09/2023]
1b.: [20:16]
5.: [ROUTINE]
7.: [Logistics]
8.: [Station Captain]
9a.: [Xanadu EOC]
9b.: [Xanadu Fire Station 14]
10.: [Equipment Status]
12.: [All equipment is ready for deployment]
Rec-Sent: [sender]
OpCall: [W6XRL4]
OpName: [Herman Munster]
Method: [Other]
Other: [Packet]
OpDate: [10/09/2023]
OpTime: [20:17]
!/ADDON!

(#1) >

```

## PackItForm Home Page

The screenshot shows the PackItForm web interface. At the top, there's a browser window with the address bar showing '127.0.0.1:64874/manual'. Below the browser, the page has a menu with 'Setup' and 'Edit ICS-309 Log'. There are two main sections: 'Create a message to send' and 'View a received message'. The 'View a received message' section is active, showing a message being processed. The message content is displayed in a text area, and the 'Download' button is highlighted with a red arrow pointing to it. Below the message content, there are fields for 'Received Date' (10/09/2023) and 'Time' (20:41). At the bottom, there are 'Log and View' and 'Reset Fields' buttons.

# Manual packet operations; not many changes

This is a tool change, not a *process change*

## 1. First Shift...

- a. Show up, request a safety and assignment briefing
- b. Find a workspace for your packet operations

## 2. Initial station setup...

- a. Find, assess, and set up the packet station
- b. equipment check-out

## 3. Packet Operations...

- a. Download notices, send yourself a test message
- b. Send the formatted check-in message with your Tac Call
- c. Manage the message flow

## 4. Incoming Shift Change...

- a. Request a safety and assignment briefing

## 5. Outgoing Shift Change...

- a. Archive the event documentation

## 6. Securing Operations...

- a. Send the formatted check-out message with your Tac Call
- b. Archive the event documentation
- c. Shutdown

### 3. 2023 Packet USB Stick Suggestions or, could Manual Packet Ops really happen to me?



- Better to be safe than sorry... Build your USB packet thumb-drive now!
- Directories (suggested)
  - x:\Programs
    1. Putty installer (<https://www.putty.org/>)
    2. Putty standalone executables (<https://www.putty.org/> > Alternative binary files)
    3. SCCo Packet Installer - <https://www.scc-ares-races.org/data/packet/client-software.html>
    4. SCCo PackItForm directory, copy of... (C:\PackItForms\Outpost\SCCo)
    5. SCCo PIFO-only Installer  
(<download\_dir>\sccsetup162Mpub\_includes\SccoPIFOsetup3.13pub.exe)
    6. Office Libre Portable version  
(<https://www.libreoffice.org/download/portable-versions/> )

### 3. 2023 Packet USB Stick Suggestions or, could Manual Packet Ops really happen to me?



- Directories (continued)
  - x:\SCC Notices
    - 7. downloaded text version
    - 8. Archive of the Outpost SCC Notices directory to reload if necessary
  - x:\Docs
    - 9. KPC3, other TNC Manuals
    - 10. County References... (<https://www.scc-ares-races.org/data/packet/index.html>)
    - 11. JNOS References
    - 12. Packet Radio Field Ref, Type III ... <https://bit.ly/PacketT3> ... or contact
    - 13. Packet Radio Field Ref, Type II ... <https://bit.ly/PacketT2> [kn6pe@arrl.net](mailto:kn6pe@arrl.net)
  - x:\TNC Init files
    - 14. text version, seven total
  - x:\Miscellaneous
    - 15. Pre-defined messages to be edited prior to sending

## 4. New Outpost Features

### 1. Send/Receive changes

1. Adds Outpost > Actions > **Receive without bulletins** option.
2. Adds Outpost > Tools > Send/Receive > 1st tab, makes option **Send a message immediately when it is complete** SEND ONLY.
3. Support decoding quoted-printable incoming Winlink messages.

### 2. Opscript changes

1. Adds logging to script runs.
2. Adds Modulo operator '%’.
3. Adds scripting regex match capability for all message fields.



## 4. New Outpost Features

### 1. ICS 309 changes

1. Makes ICS 309 field name changes to align with ICS standard terms.
2. Checks for a message log file change and reloads before printing.
3. Adds an option to add an e-signature to the .pdf version of the report.

The screenshot shows the 'ICS 309 Comm Log Builder' application window. The interface includes a menu bar (File, Edit, Help) and several buttons: 'Build Data Set', 'Print', and 'Exit'. The form contains the following fields:

- Activation Number: XND-23-0315P
- Date/Time: 11/27/2023 14:52
- Operational Period: 08/01/2023 00:00 to 08/08/2023 19:00
- Incident Name: Xanadu County Exercise, Shelter 59
- Radio Operator Name: Jim Oberhofer
- Station ID / Call Sign: KN6PE

Below the form is a tabbed interface with 'e-Signature' selected. The 'e-Signature' section contains a checked checkbox labeled 'Add Electronic Signature' and a text box with the following text:

Jim Oberhofer, agree that by checking the "Add Electronic Signature" box, this electronic signature is equivalent to my manually handwritten signature.

To the right of the application window, a portion of a PDF report is visible, showing the following text:

P TUE-4492P\_R\_SCCo Packet Practice Report  
 P 6PE-1195P\_R\_Test Message  
 DELIVERED: TUE-4492P\_R\_SCCo Packet Practice Report

At the bottom of the application window, there is a footer area with the following text:

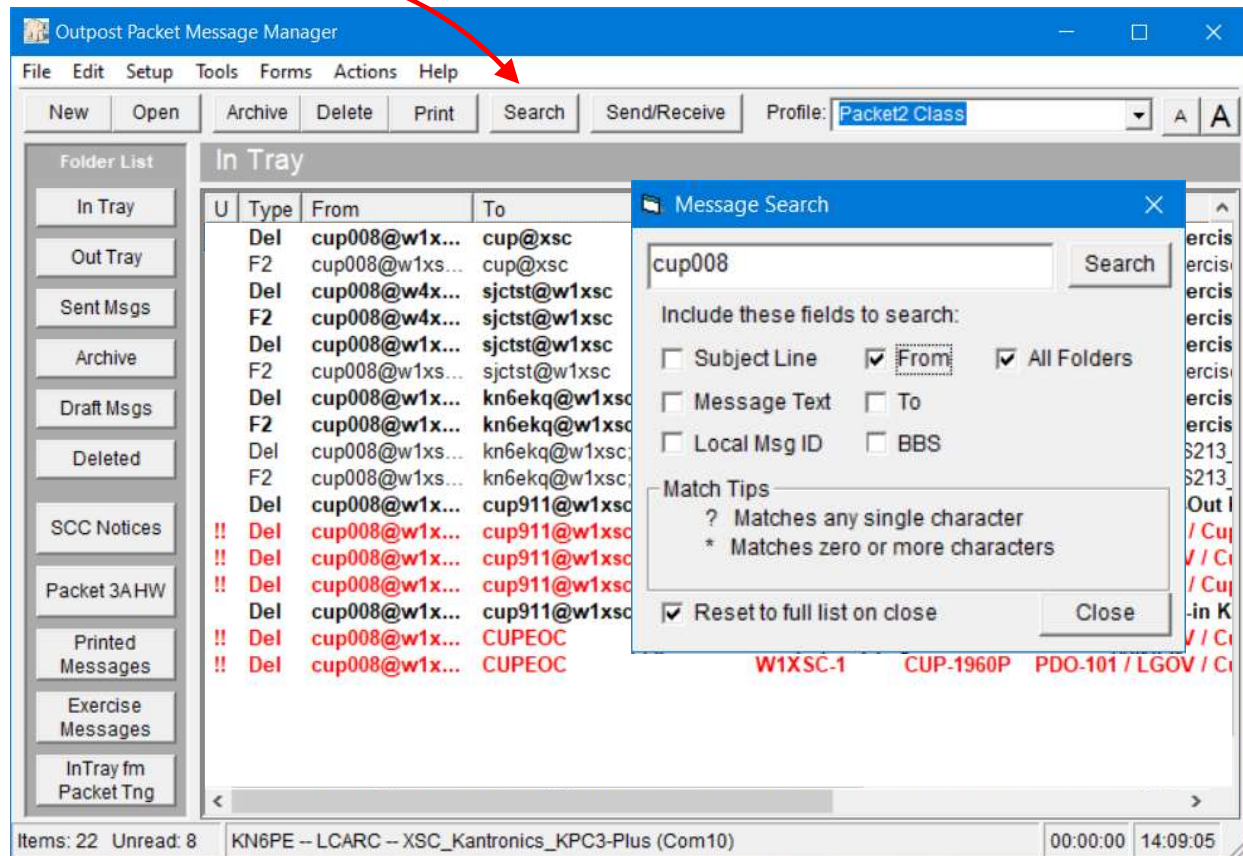
Prepared by:  
Jim Oberhofer

e-Signature:  
*Jim Oberhofer*

09clb.exe v3.7.12)

# 4. New Outpost Features

## 1. Message Searching



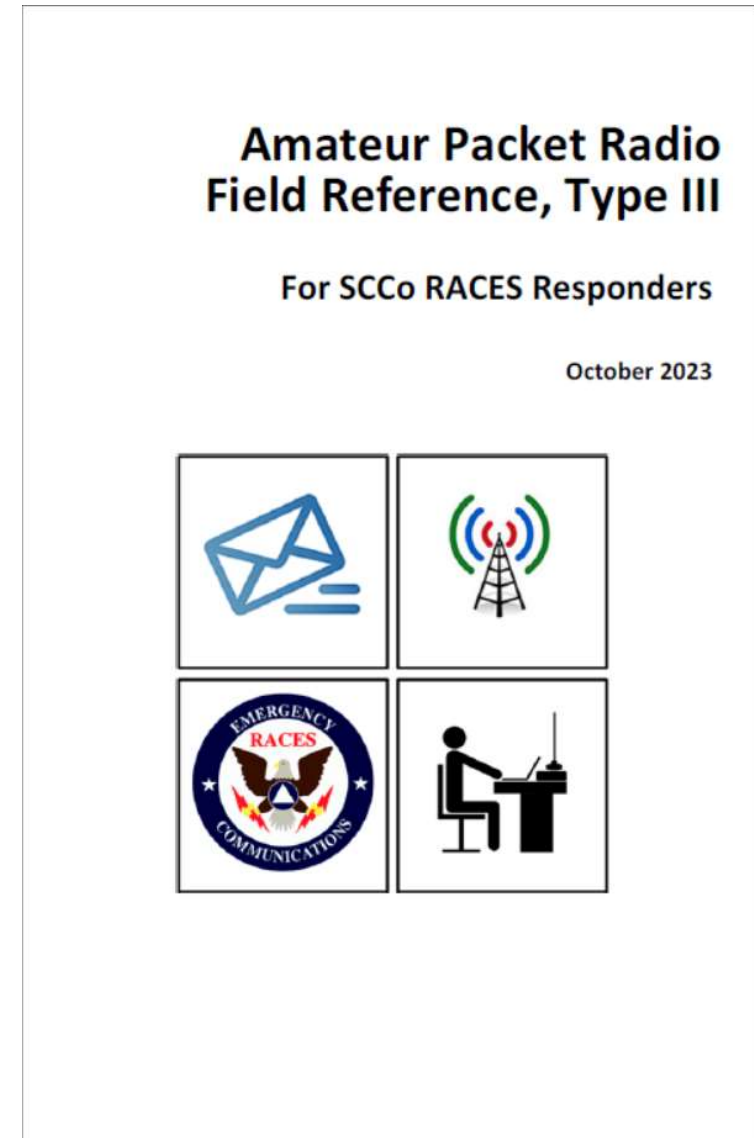
## 5. Amateur Packet Radio Field Reference, Type III

### What is it

- Provides a reminder (job aid) for how to perform tasks that need to occur during a packet field deployment.
- Helps ensure task consistency, completeness, and operational alignment with SCCo RACES policies and procedures.

### What it is not

- the only source of information on which you should rely.
- an official SCCo RACES deliverable.



# 5. Amateur Packet Radio Field Reference, Type III

## Table of Contents

- 1 QUICK REFERENCE.....
- 2 INTRODUCTION.....
  - 2.1 PURPOSE.....
  - 2.2 HOW TO USE THIS HANDBOOK.....
- 3 PACKET OPERATOR CHECKLIST.....
- 4 PACKET STARTUP PROCEDURE.....
- 5 CLIENT SOFTWARE.....
- 6 PACKET MESSAGING.....
  - 6.1 PACKET MESSAGING BASICS.....
  - 6.2 FREE FORM (PLAIN TEXT) MESSAGE.....
  - 6.3 SENDING A SPREADSHEET .CSV FILE.....
- 7 MESSAGE ADDRESSING.....
- 8 STANDARD SUBJECT LINE FORMAT.....
- 9 CHECK-IN, CHECK-OUT MESSAGE.....
- 10 RECOMMENDED FORM ROUTING CHEAT SHEET.....
- 11 ARCHIVING EVENT DOCUMENTATION.....
  - 11.1 CREATE THE ICS 309 COMMUNICATION LOG.....
  - 11.2 CREATE A PRINTABLE LIST OF YOUR MESSAGES.....
  - 11.3 CREATE AN ARCHIVE OF YOUR MESSAGES.....
  - 11.4 RESET (CLEANUP) OUTPOST FOR THE NEXT EVENT.....

<https://bit.ly/PacketT3>

## Amateur Packet Radio Field Reference, Type III

For SCCo RACES Responders

October 2023

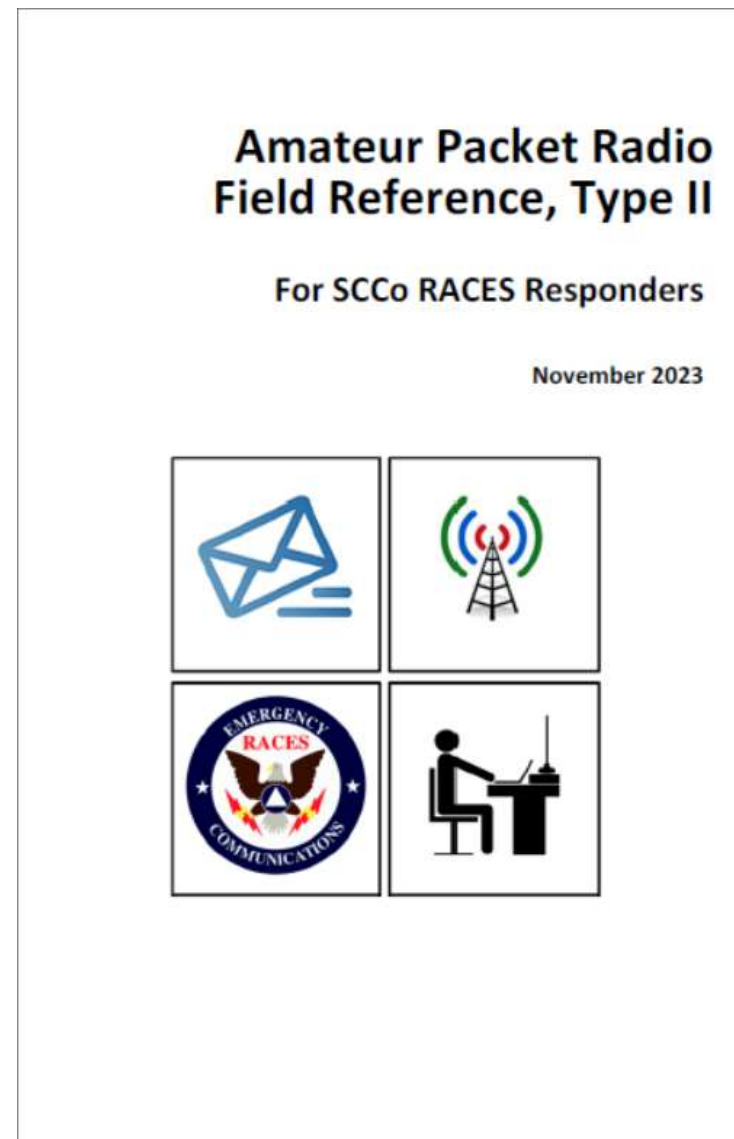


# 5. Amateur Packet Radio Field Reference, Type II

## Table of Contents

- 1 QUICK REFERENCE.....
- 2 INTRODUCTION.....
  - 2.1 PURPOSE.....
  - 2.2 HOW TO USE THIS HANDBOOK.....
  - 2.3 OTHER REFERENCES .....
- 3 MANUAL PACKET OPERATIONS.....
  - 3.1 TNC COMMANDS .....
  - 3.2 BBS COMMANDS.....
  - 3.3 CONNECTING TO THE TNC WITH PUTTY .....
  - 3.4 START OF SHIFT: CONFIGURE TNC SETTINGS.....
  - 3.5 END OF SHIFT: RESTORE TNC SETTINGS .....
  - 3.6 GETTING READY FOR MANUAL MESSAGING.....
  - 3.7 MANUAL MESSAGE BASICS.....
  - 3.8 SENDING A MANUAL PACKETFORM MESSAGE .....
  - 3.9 RECEIVING A PACKETFORM MESSAGE MANUALLY.....
  - 3.10 VIEWING SAVED MESSAGES .....
  - 3.11 NOTES ON MANUAL ICS 309 COMM LOG.....

<https://bit.ly/PacketT2>



## What's the plan for 2024?

- Packet class schedule
  - Packet Type IIIA 3-Aug-2024
  - Packet Type IIIB 5-Oct-2024
  - Packet Type II 2-Nov-2024
- Maintenance release planned
  - more Outpost and PackItForm enhancements; bug fixes (as needed)



# Weekly Packet Practice



Santa Clara County ARES®/RACES

Steve Roth, KC6RSC

Revised: 1-Dec-2023

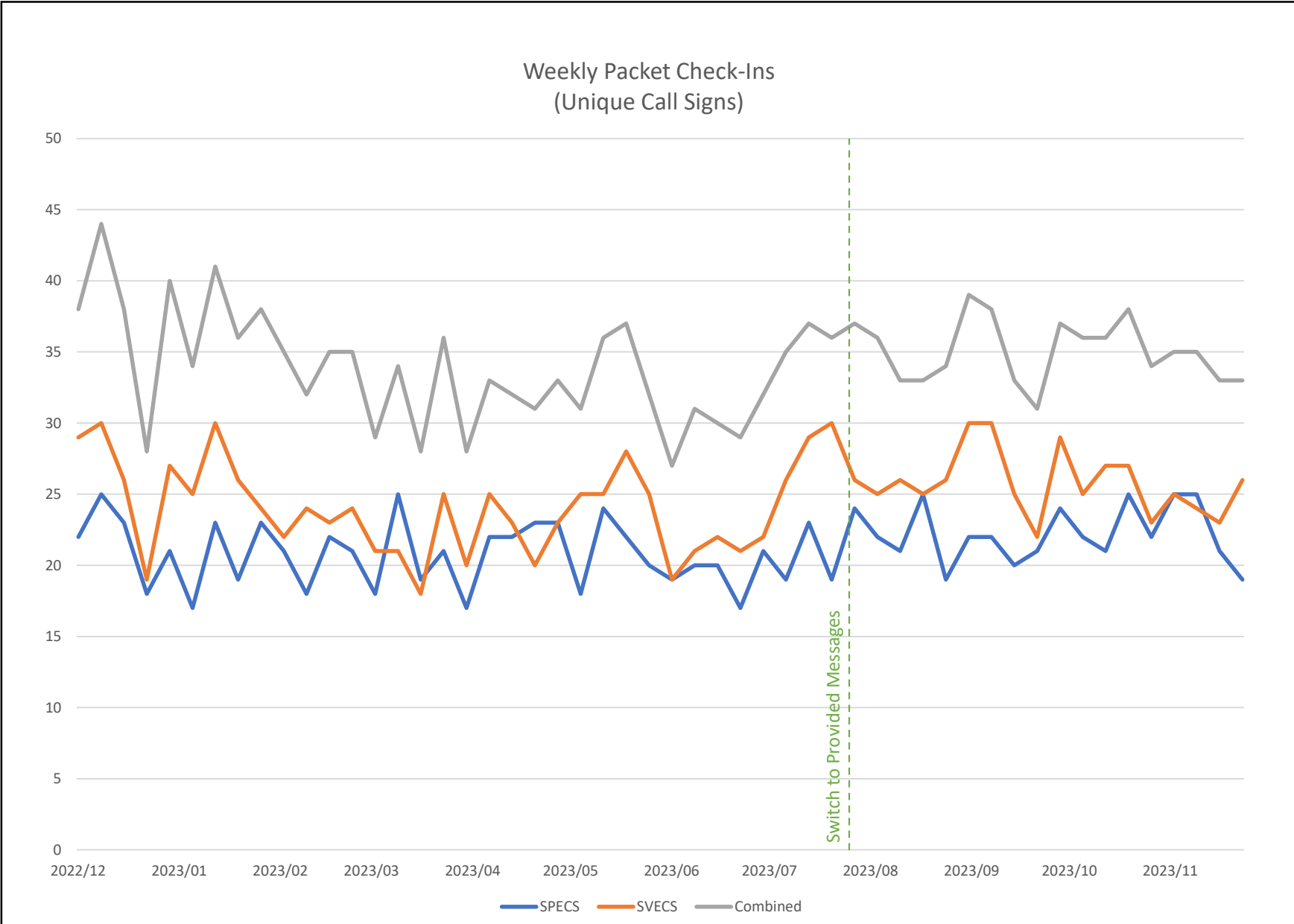
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55

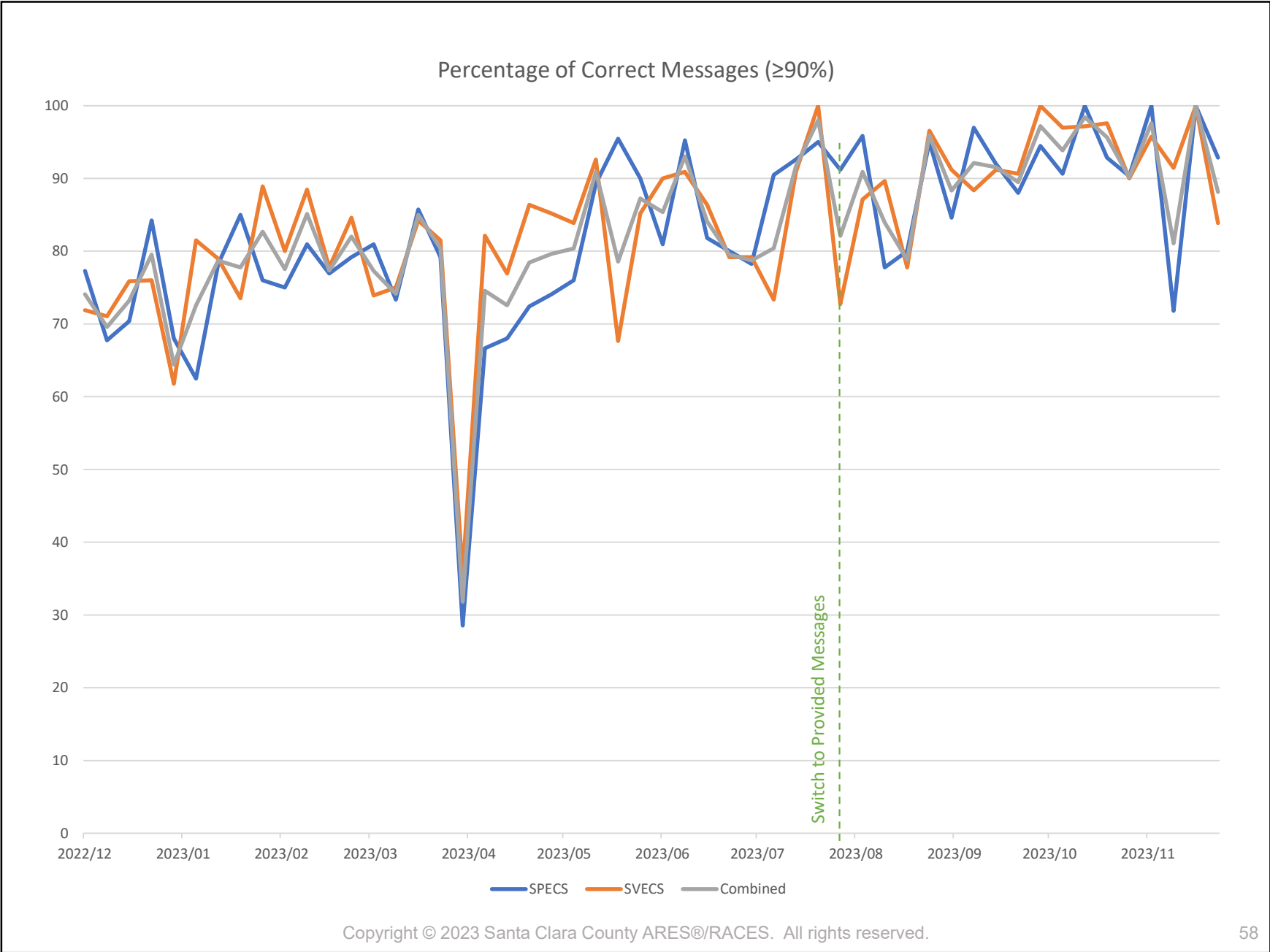
## Third-Party Messages in Weekly Packet Practice

- Our role is to transmit messages that are written by others.
- Creating our own “third party” messages is poor practice.
  - Operators were doing it even when they had a real principal.
  - Led to some evaluation failures and drill misbehaviors.
- We no longer ask operators to make up messages.
- Since August, we have provided the messages to be sent.
- Messages are measured on operational correctness:
  - Sent to and from correct BBS, addressed properly, etc.
- Messages are also measured on transcription accuracy.

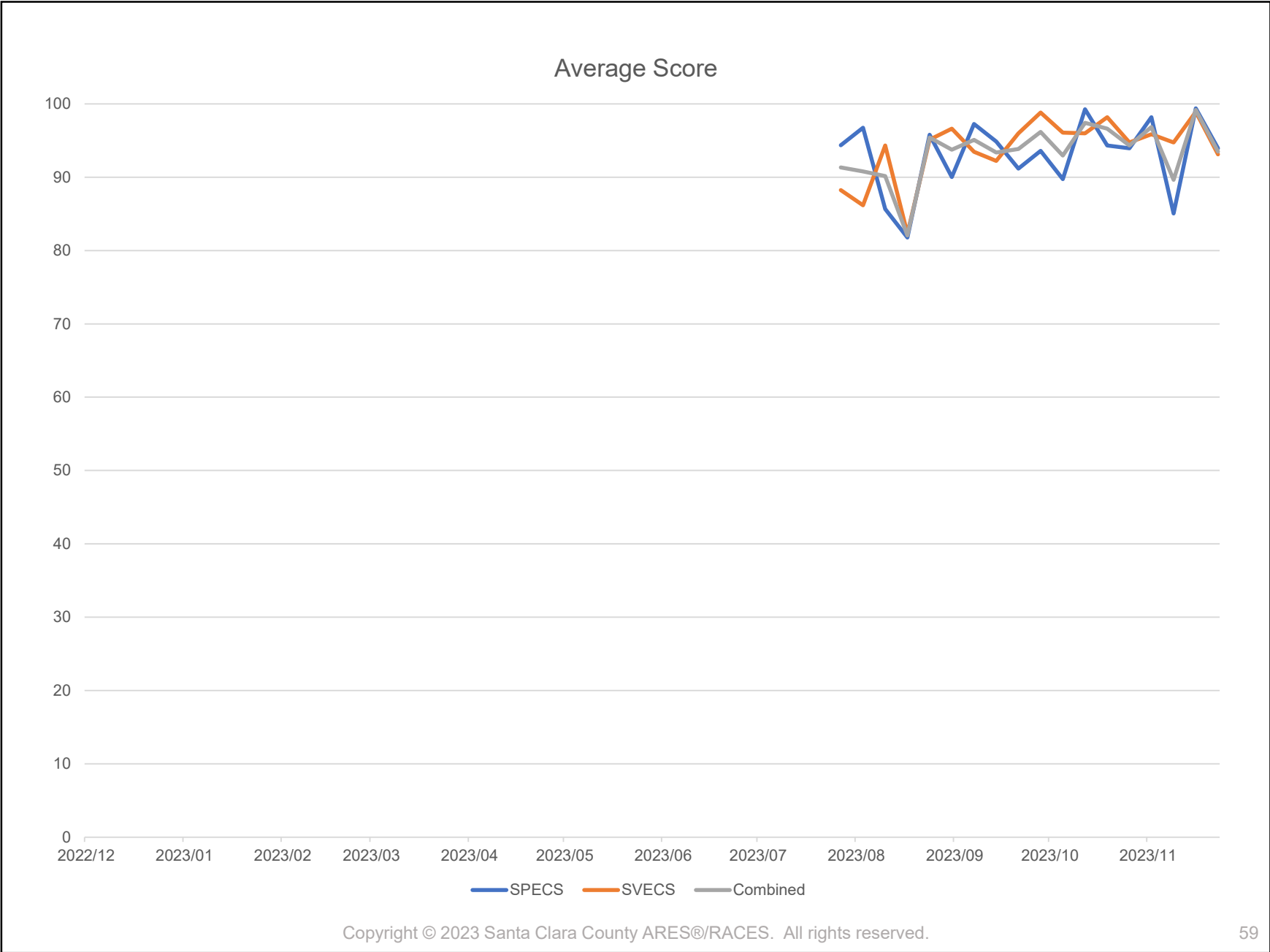




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## Multi-Year Comparison

	2018	2019	2020	2021	2022	2023
Total Messages	2116	2844	3138	3226	3200	2932
% Correct	93.2%	93.7%	95.5%	96.6%	88.4%	83.1%
Unique Calls	25.5	29	31	30	27.4	34.3



# 2023 State of the Forms

## This year's harvest



Santa Clara County ARES®/RACES

Andreas Ott, K6OTT

Revised: 02-Dec-2023

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61

## We are improving – Thank you

- Training and practice are showing steady improvements
- We can't stress enough how important paperwork is: proof of supervision, facts on the official record, reconstructing an event, supporting documentation for DSW insurance and government audits (FEMA reimbursements)
- All Forms come with instructions on the back
- Remember to fill in all fields and your signature
- Forms we use most: ICS-214, ICS-309, message forms; ICS-211 event check-in
- Examples are taken from this year's events

# ICS-214 Unit Activity Log

- Detailed instructions: see F3 class
- Video [https://www.scc-ares-races.org/training/self-paced/ICS214/SCCo\\_ICs214\\_v181108.mp4](https://www.scc-ares-races.org/training/self-paced/ICS214/SCCo_ICs214_v181108.mp4)
- Door-to-door log of everything significant: travel tracking with times and odometer readings; check-in and -out at staging; assignment details; H&W checks; breaks; events \*
- If you consider it to be of interest later, please write it down

## Examples for ICS-214

- Not available in the public version of this presentation

# ICS 214 Forms Link





# ICS-309 Communications Log

- Detailed instructions: see N3 Parts A and B, Message Passing classes
- Videos: [https://www.scc-ares-races.org/training/self-paced/ICS309/SCCo ICS309 Part 1 v210121.mp4](https://www.scc-ares-races.org/training/self-paced/ICS309/SCCo%20ICS309%20Part%201%20v210121.mp4) and [https://www.scc-ares-races.org/training/self-paced/ICS309/SCCo ICS309 Part 2 v210122.mp4](https://www.scc-ares-races.org/training/self-paced/ICS309/SCCo%20ICS309%20Part%202%20v210122.mp4)
- From/To, Message Number, Form type, Subject / keywords
- Special: all-station, net control handoff
- If you are on multiple nets, please use one form per net
- Packet: generate Outpost ICS-309

## Examples for ICS-309

- Not available in the public version of this presentation

# ICS 309 Forms Link



# Messages

- ICS-213, Resource Request, OA Jurisdiction Status, OA Shelter Status, ...
- Use the Recommended Form Routing Cheat Sheet for To: fields and Handling
- Ordering of messages to transmit
- Fill in bottom (operator) section with message handling details

# Examples for Messages

- Not available in the public version of this presentation

## Message Forms Link





# RF Safety Evaluation

## An FCC license requirement



Santa Clara County ARES®/RACES

Andreas Ott, K6OTT

Revised: 01-Dec-2023

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69

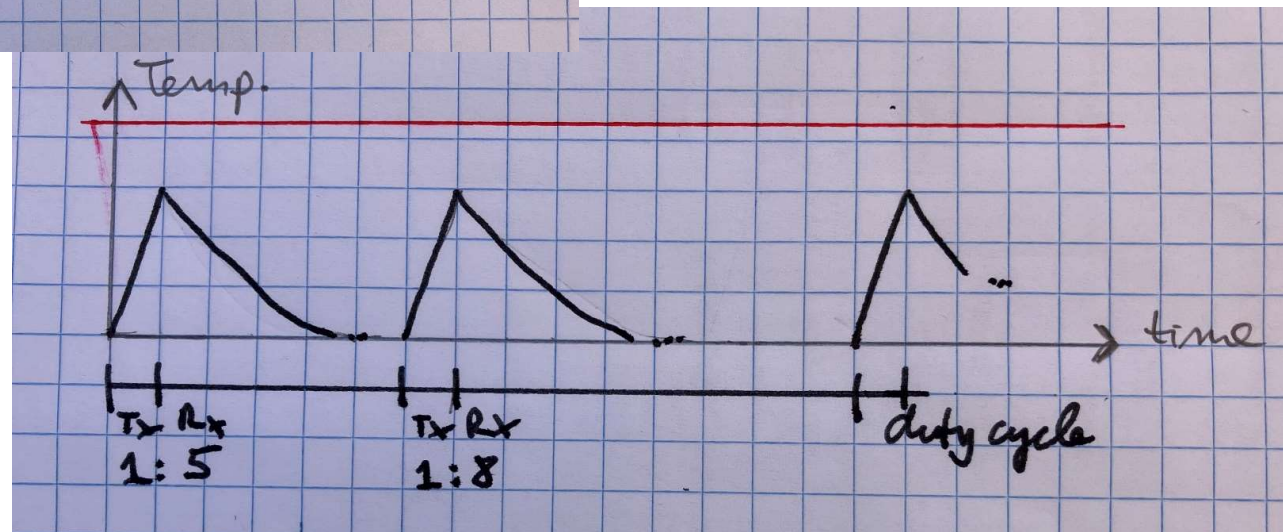
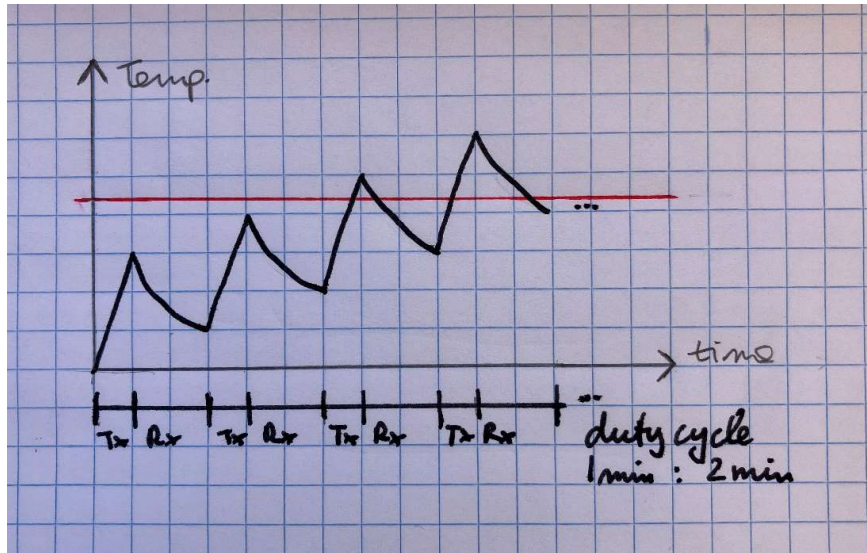
## RF Safety Evaluation Report and Order

- Your license requires this evaluation, the FCC changed the rules and existing stations had until May 03, 2023 to comply.
- New stations needed to always evaluate (since 2021), note that this might have applied to you each time when setting up an emergency operation station that is “new”
- <https://docs.fcc.gov/public/attachments/FCC-19-126A1.pdf>
- It’s complicated: the RF exposure limits have not been changed, but more licensees might be required to perform a station evaluation. If you do, save & keep your work sheets.
- Articles in ARRL QST September 2021, pp. 60-62;  
ARRL QST May 2023, pp 64-66
- <https://www.arrl.org/rf-exposure> , also has a calculator
- Free book download “RF Exposure and You” \*

## RF Safety Evaluation notes

- Bulletin OET65 and supplements have not been updated by the FCC after many years, some KDB article exists
- What is this about? Heating up tissue in your body, and it depends a bit if the tissue is your brain/eyeball or the part you are sitting on. Sawtooth heat up (transmit 1 min), cool down decay curve (receive 2 min), repeat after this cycle. Eventually you will cross the threshold line and stay above.
- The second example leaves enough time to cool down by having longer Rx cycles.
- Important parameters are frequency, duty-cycle (time), radiated power which all contribute to energy absorption into human body tissue

## RF Safety Evaluation qualitative examples



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72



## RF Safety Evaluation notes cont.

- Controlled vs. uncontrolled environment: you (or other hams) and your household vs. unsuspecting public bystander
- Example scenarios from ARRL rf-exposure-calculator (146 MHz, FM, duty cycle is 5 min Tx / 10 min Rx), minimum safe distances shown:
  1. ~~HT in vest pocket: 1 W, gain "0 dB"~~
  2. mobile radio, antenna on push-up mast:  
25W, 25 ft coax, total gain 3 dB  
controlled: 3 ft.      uncontrolled: 4 ft. 3 in.
  3. car magmount (metal roof): 50W, total gain 2dB  
controlled: 3ft. 9 in.    uncontrolled: 5 ft. 5 in.

## RF Safety Evaluation references

- FCC RF Safety Evaluation Report and Order
  - <https://docs.fcc.gov/public/attachments/FCC-19-126A1.pdf>
- FCC KDB publication  
<https://apps.fcc.gov/oetcf/kdb/forms/FTSSearchResultPage.cfm?switch=P&id=20676>
- ARRL QST article May 2023  
<https://www.arrl.org/files/file/Lab/RF%20Exposure/2023-05%20Lapin%20FCC%20Exposure%20Rules.pdf>
- ARRL RF exposure page and calculator
  - <https://www.arrl.org/rf-exposure>
  - <https://www.arrl.org/rf-exposure-calculator>

## ARRL calculator page demo

- But one of our common uses is an HT close to your body...  
**”This calculator should not be used for antennas that are less than 20 cm (8 in) from a person.”**
- I asked the ARRL Lab manager, George Spatta W1GKS: The short answer is that at this time, there is no answer.
- FCC KDB publication and attachments  
<https://apps.fcc.gov/oetcf/kdb/forms/FTSSearchResultPage.cfm?switch=P&id=20676>
- Live demonstration



# Training 2023/2024



Santa Clara County ARES®/RACES

Judy Halchin, KK6EWQ

Revised: 27-Nov-2023

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76

## Training in 2023

- 23 classes, 72 total hours
  - 16 unique classes
- 9 training nets
  - On-the-air practices of various skills with feedback
- 9 packet message passing practices
  - Practice with detailed feedback and discussions

# Training in 2024

- 24 class sessions
  - 17 unique classes
- Quarterly training nets
- 10 packet message passing practices

## New(ish) classes

- County EOC Radio Room Orientation
  - County EOC Radio Operator endorsement
- County EOC RACES Unit Leader
  - County EOC RACES Unit Leader endorsement
- Informal Message Passing
  - In development

# Q&A

All Training Staff