Monthly Packet Message Passing Exercise Review

Period: 01/17/2024 09:00 to 01/24/2024

Santa Clara County ARES®/RACES

Last Updated: 25 January 2024

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Messages Passed Summary

Approximate number counts from the Xanadu EOC ICS-309 (as of 19:00):

Assignments sent (total):		28
Actual participating / dropped / MIA		24 / 2 / 2
Actual Primary / Alternate / Manual / Fun		15 / 1 / 8 / 0
Content Messages exchanged *:		
	PSAP Request Count CSV	26
	Form ICS213 (sent / received)	78 / 29
	RACES-MAR (received)	26
	Other	292

Thank you for participating in this exercise!!!!

- Excluding DELIVERED: 451 includes resends and testing.
  Overall total to/from Xanadu EOC: 816

Practice Objectives

- Based on SCC documentation
  - SCCo ARES/RACES Packet Operations - Type III, Part A and Part B courses
  - How to Send a Packet Message with Outpost - 09/19/2013
  - Standard Packet Message Subject Line - 02/22/2020
  - Standard Packet Check-in/Out Message - 09/25/2024
  - Outpost Users Guide, Basics; Version 3.4 | July 2020
  - RACES Recommended Form Routing Cheat Sheet [Rev: 19-Feb-2024]

- Following Directions

- Exercising simulated 3rd party and operator-to-operator messages
  - Check-In and Check-Out
  - XND City Notice retrieval
  - Operator to operator messages
  - 3rd party messages
    - Hand-written forms "handed" to operator via URL to simulate a "complete" form being handed from Principal
    - Operator limited to header (routing form) content and **** this is drill traffic ****
    - URL assignments now till be "given" in operator-to-operator messages and not 3rd party form

How did we do in general?

- <u>Check-in</u> and <u>Check-out</u> – minor
- <u>City Notice XND@XSC</u> downloaded and reported by most
  - Good, 3 missing reports
- <u>Plain Text</u>: PSAP Count Type CSV
  - A bit of variability – more detail later
- <u>Radio Routing Slip</u>
  - Pretty good for a first go
- <u>ICS-213:</u> Bring batteries for next shift - Excellent
- <u>RACES-MAR</u> Xanadu
- <u>ICS-309:</u> (packet)
  - Still having a few issues –trying to tune instructions
- Unplanned switch from primary to secondary
  - More later
- Spelling errors stepping up
  - earthquake as "earthquage"
  - Count as "Counts", "County"
  - Etc.

XND@XSC Notice Read Report

```
20  | S:Yes | P:Yes |  406M |_R | 01/18/24_13:15 | X20-406M_R_XND Cascadia earthquake notice read at 01/18/24 13:15
21  | S:Yes | P:Yes |  357P |_R | 01/22/24_17:45 | X21-357P_R_XND Cascadia earthquake notice read at 01/22/24 17:45
23  | S:Yes | P:Yes |  603M |_R | 01/21/24_17:41 | X23-603M_R_XND Cascadia earthquake notice read at 01/21/24 17:41
23  | S:Yes | P:Yes |  603R |_R | 01/21/24_17:41 | X23-603R_R_XND Cascadia earthquake notice read at 01/21/24 17:41
24  | S:Yes | P:Yes |  102M |_R | 01/19/24_16:20 | X24-102M_R_XND Cascadia earthquake notice read at 01/19/24 16:20
26  | S:Yes | P:Yes |24008P |_R | 01/17/24_09:15 | X26-24008P_R_XND Cascadia eqrthquake notice read at 01/17/2024 09:15
27  | S:Yes | P:Yes |  139P |_R | 01/19/24_16:15 | X27-139P_R_XND Cascadia earthquake notice read at 01/19/24 16:15
29  | S:Yes | P:Yes | 1105P |_R | 01/20/24_14:07 | X29-1105P_R_XND Cascadia earthquake notice read at 01/20/24 14:07
30  | S:Yes | P:Yes |  623M |_R | 01/17/24_11:29 | X30-623M_R_XND Cascadia earthquake notice read at 01/17/24 11:29
31  | S:Yes | P:Yes | 1002M |_R | 01/21/24_17:26 | X31-1002M_R_XND Cascadia earthquake notice read at 01/21/24 17:26
33  | S:Yes | P:Yes | 3708P |_R | 01/19/24_09:23 | X33-3708P_R_XND Cascadia earthquake notice read at 01/19/24 09:23
34  | S:Yes |  P:No |       |_R | 01/20/24_15:50 | XND Cascadia earthquage notice read 01/20/24 15:50
35  | S:Yes | P:Yes |  106P |_R | 01/17/24_17:25 | X35-106P_R_XND Cascadia earthquake notice read at 01/17/24 17:25
36  | S:Yes | P:Yes | 3600P |_R | 01/17/24_17:42 | X36-3600P_R_XND Cascadia earthquake notice read at 01/17/24 17:42
37  | S:Yes | P:Yes | 3966P |_R | 01/20/24_16:45 | X37-3966P_R_XND Cascadia earthquake notice read at 01/20/24 16:45
38  | S:Yes | P:Yes |  548P |_R | 01/17/24_19:04 | X38-548P_R_XND Cascadia earthquake notice read at 01/17/24 19:04
40  | S:Yes | P:Yes |  106M |_R | 01/23/24_22:33 | X40-106M_R_XND Cascadia earthquake notice read at 01/23/24 22:33
41  | S:Yes | P:Yes |  103M |_R | 01/18/24_15:52 | X41-103M_R_XND Cascadia earthquake notice read at 01/18/24 15:52
42  | S:Yes | P:Yes |  086P |_R | 01/19/24_19:09 | X42-086P_R_XND Cascadia earthquake notice read at 01/19/24 19:09
99  | S:Yes | P:Yes | 2766P |_R | 01/21/24_20:37 | X99-2766P_R_XND Cascadia earthquake notice read at 01/21/24 20:37
```

The Assignment:

Simulated Scenario for this month's exercise: Xanadu County approximately 14 hours ago experienced a widespread earthquake from the Cascadia fault. 911 remains out, mobile telecommunications remain severely flakey and unreliable. Xanadu has established temporary public safety access points in several large parking lots near major intersections to take requests directly from public walk-up. You have been assigned as a packet radio operator for the 2nd operational period of a public access point. Your simulated manager is Paul Merlyn. Paul may also delegate a shift supervisor from time to time.

Your tactical number:	17
Your role:	Packet Radio Operator for Public Safety Access Point 17, you can shorten to Access Point 17
Your Tactical Call Sign is:	XND017
Your message prefix is:	X17
Starting message number:	your_choice
SCC Event Position[**]:	Primary_Station_test
Incident Name:	Cascadia earthquake
Activation Number:	XND-24-0117P
Your BBS:	Use your normal primary/secondary. There is no simulated-down BBS for this exercise
Simulated physical location:	The nearest major street intersection with a large parking lot. Use the street names.
Xanadu EOC mailbox:	XNDEOC@W1XSC.ampr.org (primary)
	XNDEOC@W4XSC.ampr.org (secondary)
XND EOC activation period:	From Wednesday, 01/17/24 09:00 until Wednesday, 01/24/24 17:00
Simulate Voice communications with Xanadu EOC:	For simulated voice net messages, call the EOC at **650-542-8987** and leave a voice message., SMS/MMS text messages are also accepted. (Yes, this really works for this exercise).

Most everyone go the above, the "late adds" got something a little different – next month for everyone.

Check-In Acknowledged

Removed extra message to send.

Check-In acknowledged to the Xanadu County Packet Net for this month's message passing communication practice. You have these guidelines and assignments:

1) Please make sure each message you send has this somewhere in the message content:

 **** This is drill traffic ****

2) This month's practice will simulate forms being handed to you by your manager available as PDF via URL.

  a) After they "hand" you the form(s), they walk away and are not available for updates/corrections.
  b) You may need to complete the form using the Radio Routing Cheat sheet and your best judgement.

3) This practice may put some notes into the forms for various fields. A note to you is bracketed by "<" and ">" signs. For example, you may see:

  "<enter your simulated public access point address>"

Simply, replace the brackets and the note text with the requested text for that field, do not include the brackets and the instruction text.

4) In any messages you are asked to transmit:
  a) If you see an "XX" (double-X), replace the XX with your assigned tactical number.
  b) Replace any "DD" with the actual day value that you are transmitting the form for the practice.
  c) "HH" and "MM" with current 24-hour clock hour value and the current minutes value
  d) If you see a "+time" add the correction to the current time. For example, if the form has "HH:MM+3h", use your current time plus 3 hours, or "12/DD/2023+tomorrow", would be enter tomorrow's date for the DD replacement, also represented as "12/DD/2023 +1 day"
  e) If you see a "+2h", add two hours to your current time.
  f) Replace any "##" with an integer number.

[2024017 1-check-in-ack]

Standard Format for Packet Check-In/Out Messages
Updated: 2024-01-21

- Updated:
    - *Always use plain text (not forms)*
- To:
    - *Use the PackItForms XSC Check-In/Out Message form as a preference when using Outpost. Otherwise create a plain text message that meets these guidelines.*
- XSCPERM notice has also been updated
- Review for tactical stations:

Check-In Format:

```
Subject: <SenderMsgNbr>_R_Check-In <TacticalCallSign>, <TacticalName>

Body:  Check-In <TacticalCallSign>, <TacticalName>
       <FCC call sign and full name of the Packet Operator>
```

Where does the information come from?
1) your assignment
2) Outpost setting

Check-In Format:

```
Subject:<SenderMsgNbr>_R_Check-In <TacticalCallSign>, <TacticalName>

Body:  Check-In <TacticalCallSign>, <TacticalName>
       <FCC call sign and full name of the Packet Operator>
```

Updated assignment information – starting Feb 2024

Simulated Scenario for this month's exercise: Xanadu County approximately 14 hours ago experienced a widespread earthquake from the Cascadia Fault. 911 remains out, mobile telecommunications remain severely 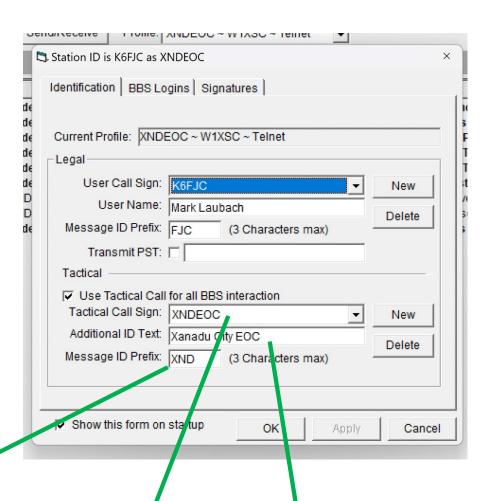flakey and unreliable. Xanadu has established temporary public safety access points in several large parking lots near major intersections to take requests directly from public walk-up. You have been assigned as a packet radio operator for the 2nd operational period of a public access point. Your simulated manager is Paul Merlyn. Paul may also delegate a shift supervisor from time to time.

Your role:	Packet Radio Operator
Your Tactical Call:	XND017
Your Additional ID text	Access Point 17
Your message prefix is:	X17
Starting message number:	your_choice
SCC Event Position[**]:	Primary_Station_test
Incident Name:	Cascadia Earthquake
Activation Number:	XND-24-0117P
Your BBS:	Use your normal primary/secondary. There is no simulated-down BBS for this exercise
Simulated physical location:	The nearest major street intersection to your home with a large parking lot. Use the street names.
Xanadu EOC mailbox:	XNDEOC@W1XSC.ampr.org (primary)
	XNDEOC@W4XSC.ampr.org (secondary)
XND EOC activation period:	From Wednesday, 01/17/24 09:00 until Wednesday, 01/24/24 17:00
Simulate Voice communications with Xanadu EOC:	For simulated voice net messages, call the EOC at **650-542-8937** and leave a voice message., SMS/MMS text messages are also accepted. (Yes, this really works for this exercise).

Check-In Format:

Subject: <SenderMsgNbr>_R_Check-In <TacticalCallSign>, <TacticalName>

Body: Check-In <TacticalCallSign>, <TacticalName>
      <FCC call sign and full name of the Packet Operator>

Check-In Report

```
18 | S:Yes | P:Yes |  2238P |_R | X18–2238P_R_Check–In XND018, Access Point 18
19 | S:Yes | P:Yes |  2369P |_R | X19–2369P_R_Check–In XND019, Access Point 19
20 | S:Yes | P:Yes |   400M |_R | X20–400M_R_Check–In XND020, Access Point 20
21 | S:Yes | P:Yes |   338P |_R | X21–338P_R_Check–In XND021, Access Point 21
21 | S:Yes | P:Yes |   338P |_R | X21–338P_R_Check–In XND021, Access Point 21
21 | S:Yes | P:Yes |   341P |_R | X21–341P_R_Check–In XND021, Access Point 21
21 | S:Yes | P:Yes |   341P |_R | X21–341P_R_Check–In XND021, Access Point 21
23 | S:Yes | P:Yes |   602M |_R | X23–602M_R_Check–In XND023, Access Point 23
24 | S:Yes | P:Yes |   101M |_R | X24–101M_R_Check–In XND024, Access Point 24
25 | S:Yes | P:Yes |  2842P |_R | X25–2842P_R_Check–In XND025, Access Point 25
26 | S:Yes | P:Yes |24005P |_R | X26–24005P_R_Check–In XND026, Access Point 26
27 | S:Yes | P:Yes |   134P |_R | X27–134P_R_Check–In XND027, Access Point 27
29 | S:Yes | P:Yes |  1102P |_R | X29–1102P_R_Check–In XND029, ACCESS POINT 29
30 | S:Yes | P:Yes |   620M |_R | 030–620M_R_Check–In XND030, Packet Operator Access Point 30
31 | S:Yes | P:Yes |   101M |_R | X31–101M_R_Check–In XND031, Access Point 31
31 | S:Yes | P:Yes |  1001M |_R | X31–1001M_R_Check–In XND031, Access Point 31
31 | S:Yes | P:Yes |  1001M |_R | X31–1001M_R_Check–In XND031, Access Point 31
33 | S:Yes | P:Yes |  3707P |_R | X33–3707P_R_Check–In XND033, Access Point 33
34 | S:Yes | P:Yes |   387P |_R | X34–387P_R_Check–In XND034, Access Point 34
35 | S:Yes | P:Yes |   101P |_R | X35–101P_R_Check–In XND035, Access Point 35
36 | S:Yes | P:Yes |  3601P |_R | X36–3601P_R_Check–In XND036, Public Safety Access Point 36
37 | S:Yes | P:Yes |  3961P |_R | X37–3961P_R_Check–In XND037, Access Point 37
38 | S:Yes | P:Yes |   545P |_R | X38–545P_R_Check–In XND038, Access Point 38
40 | S:Yes | P:Yes |   101M |_R | X40–101M_R_Check–In XND040, Access Point 40
41 | S:Yes | P:Yes |   100M |_R | X41–100M_R_Check–In XND041, Access Point 41
42 |  S:No | P:Yes |   085P |_R | X42–085P_R_Check–In XND042, Cascadia Earthquake
43 | S:Yes | P:Yes |   415P |_R | X43–415P_R_Check–In XND043, Access Point 43
99 | S:Yes | P:Yes |  2765P |_R | X99–2765P_R_Check–In XND099, Access Point 99
```

Check-Out Report

```
18  |  S:No | P:Yes |  2254P |_R |  X18-2254P_R_Check-Out XND018, Access Point 18
19  |  S:No | P:Yes |  2382P |_R |  X19-2382P_R_Check-Out XND019, Access Point 19
20  |  S:No | P:Yes |   420M |_R |  X20-420M_R_Check-Out XND020, Access Point 20
21  |  S:No | P:Yes |   367P |_R |  X21-367P_R_Check-Out XND021, Access Point 21
23  |  S:No | P:Yes |   623M |_R |  X23-623M_R_Check-Out XND023, Access Point 23
24  |  S:No | P:Yes |   118M |_R |  X24-118M_R_Check-Out XND024, Access Point 24
25  |  S:No | P:Yes |  2861P |_R |  X25-2861P_R_Check-Out XND025, Access Point 25
26  |  S:No | P:Yes | 24019P |_R |  X26-24019P_R_Check-Out XND026, Access Point 26
27  |  S:No | P:Yes |   155P |_R |  X27-155P_R_Check-Out XND027, Access Point 27
29  |  S:No | P:Yes |  1125P |_R |  X29-1125P_R_Check-Out XND029, ACCESS POINT 29
30  |  S:No | P:Yes |   630M |_R |  X30-630M_R_Check-Out XND030, Packet Operator Access Point 30
31  |  S:No | P:Yes |  1025M |_R |  X31-1025M_R_Check-Out XND031, Access Point 31
33  |  S:No | P:Yes |  3720P |_R |  X33-3720P_R_Check-Out XND033, Access Point 33
34  |  S:No | P:Yes |   402P |_R |  X34-402P_R_Check-Out XND034, Access Point 34
35  |  S:No | P:Yes |   116P |_R |  X35-116P_R_Check-Out XND035, Access Point 35
36  |  S:No | P:Yes |  3613P |_R |  X36-3613P_R_Check-Out XND036, Public Safety Access Point 36
37  |  S:No | P:Yes |  3976P |_R |  X37-3976P_R_Check-Out XND037, Access Point 37
38  |  S:No | P:Yes |   560P |_R |  X38-560P_R_Check-Out XND038, Access Point 38
40  |  S:No | P:Yes |   116M |_R |  X40-116M_R_Check-Out XND040, Access Point 40
41  |  S:No | P:Yes |   115M |_R |  X41-115M_R_Check-Out XND041, Access Point 41
42  |  S:No | P:Yes |   103P |_R |  X42-103P_R_Check-Out XND042, Cascadia Earthquake
43  |  S:No | P:Yes |   427P |_R |  X43-427P_R_Check-Out XND043, Access Point 43
99  |  S:No | P:Yes |  2779P |_R |  X99-2779P_R_Check-Out XND099, Access Point 99
```

Msg 1 Assignment

Bbs: W1XSC-1

From: XNDEOC

To: XND019@W4XSC.AMPR.ORG

Subject: XND-5942P_R_you have been handed a message - simulated

This message is an operator-to-operator message for this exercise:

Alert: your Shift Supervisor/Manager just handed you the following
information form to transmit:

https://xanadu-county.org/20240117/PSAP counts first op.pdf

Exercise steps:
1) Retype the information into a spreadsheet. Include all and
only the information on the form, add nothing else, However
do make the necessary substitutions.
2) Save the spreadsheet as a CSV file and send to XNDEOC using
the information on the information form to create the county
standard packet Subject line and append ".CSV" to the end.
Note: you may have to manually edit the Subject line to meet
these instructions.
3) Fill out a Radio Routing Slip and turn in (scan, photo) of
the completed slip with your ICS-309 turn-in.

NOTEs:
1) after handing you this form, they walk away and are not
available for questions, comments. Please use your best
judgement in sending the packet form.

**** This is drill traffic [20240117 1-message-1`] ****]

Msg 1 CSV and Radio Routing Slip Exercise

To: Operations, Xanadu EOC

From: Shift Supervisor, Public Access Point XX

Date: 01/DD/2024   Time: HH:MM

Priority: Routine

Subject: PSAP Request Count Type

Request Type	3 hour period			
	8-11	11-14	14-17	17-20
Medical	0	5	4	3
Fire	1	2	0	1
Law	3	2	4	6
Public Works	0	1	3	1
Misc.	1	0	2	1

**** This is drill traffic ****

Msg 1

- Objectives
  - Create a scenario that needed a Radio Routing Slip
  - More CSV practice (has been requested previously)

- Intent
  - Type everything on the piece of paper into the CSV file
    - Learned: "no need to convert the line under 3-hour period"
  - Send it as a plain text file (Outpost File-Open) using the information in the to build the standard subject line, add ".CSV" for clarity
  - Fill out the Radio Routine slip for sender records, turn in with 309
  - Xanadu EOC would do a Save As no headers, load into a spreadsheet app, adjust columns, etc. Print and deliver as per the information already on the piece of paper.

Example Practice CSV Process Flow using Outpost

Minimum steps

Access Point XX Manager

Hands
Page-of-Paper-With-information

"Enter all information on this paper into CSV file and send to Xanadu EOC"

Packet Operator

Fills Out

Radio Routing Slip

Spreadsheet Application

Types in all information and adds nothing else, makes substitutions.

Save As

CSV File

Same content

SCC BBS Network

Access Point XX's OutpostPM

1. *New* message
2. *File -> Open a File*
3. Adjust subject line
4. To: XNDEOC@W*XSC
5. *Send*

309 & All paperwork

Staples to Page-of-Paper-with-Information and turns in with ICS-309

Same information similar formatting

Xanadu EOC OutpostPM

1. Receive/read message
2. *File ->*
   Save As, No Headers…

CSV File

Spreadsheet Application

1. Adjust columns as needed
2. *Print it and packet message*

Printer
2x copies

2 x Reproduced Page-of-Paper-With-information
+ pkt message, stapled

To: Operations

Operations Section

Runner

1x

1x

Files

Xanadu EOC print outs

Packet Message printout

Page-of-Paper-With-information

K6FJC as XNDEOC

From:	xnd019@w4xsc.ampr.org
To:	xndeoc@w1xsc
Sent:	1/15/2024 16:43
Received:	1/15/2024 16:44
Subject:	X19-2372P_R_PSAP Request Count Type.csv
Local Msg ID:	XND-5943P

```
"To:  Operations,   Xanadu EOC",,,,,,
"From:  Shift Supervisor,   Public Access Point 19",,,,,,
Date 01/15/2024      Time: 16:28,,,,,,
Priority:  Routine,,,,,,
Subject:  PSAP Request Count Type,,,,,,
,,,,,,
,                        3 hour period                              _,,,,,
Request Type,8-11,11-14,14-17,17-20,,
Medical,0,5,4,3,,
Fire,1,2,0,1,,
Law,3,2,4,6,,
Public Works,0,1,3,1,,
Misc.,1,0,2,1,,
,,,,,,
,,,,,,
**** This is drill traffic ****,,,,,,
```

To: Operations, Xanadu EOC
From: Shift Supervisor, Public Access Poin
Date 01/15/2024   Time: 16:28
Priority: Routine
Subject: PSAP Request Count Type

			3 hour pe		
Request Type	11-Aug	14-Nov			
Medical	0	5			
Fire	1	2	0	1	
Law	3	2	4	6	
Public Works	0	1	3	1	
Misc.	1	0	2	1	

**** This is drill traffic ****

- The EOC packet operator can fill out a Radio Routing Slip from the information in the packet message and the CSV contents
  - Time permitting

16

Msg 1 – what happened

- Most APs used a plain text file and "as is" CSV format
  - 3 APs used an ICS213 and "as is" CSV content was copied into message field (adds extra steps and redundant information)
- Some CSV content was not as requested: *1) Retype the information into a spreadsheet. Include all and only the information on the form, add nothing else, However do make the necessary substitutions.*
  - Mostly deleted information and some mixed deletion and addition
- Good learning experience – we will practice again
- Instructions will be clearer in the future too

X19: original vs EOC-received

Original Page-of-Paper-With-information

EOC Page-of-Paper-With-information

To: Operations, Xanadu EOC

From: Shift Supervisor, Public Access Point XX

Date: 01/DD/2024   Time: HH:MM

Priority: Routine

Subject: PSAP Request Count Type

Request Type	3 hour period			
	8-11	11-14	14-17	17-20
Medical	0	5	4	3
Fire	1	2	0	1
Law	3	2	4	6
Public Works	0	1	3	1
Misc.	1	0	2	1

**** This is drill traffic ****

To: Operations, Xanadu EOC

From: Shift Supervisor, Public Access Point 19

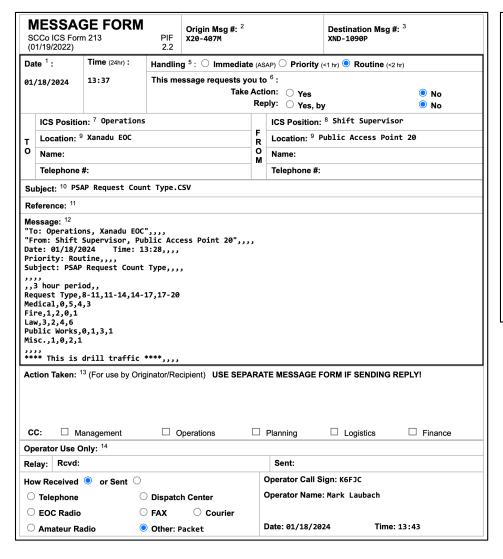Date 01/15/2024   Time: 16:28

Priority: Routine

Subject: PSAP Request Count Type

Request Type	3 hour period			_
	11-Aug	14-Nov	14-17	17-20
Medical	0	5	4	3
Fire	1	2	0	1
Law	3	2	4	6
Public Works	0	1	3	1
Misc.	1	0	2	1

**** This is drill traffic ****

Noted during presentation that instructor **did not** see the format conversion that was made by Excel on the Request Type column header line.   Need to put into "how to" notes to catch these and not produce an error on output as was demonstrated here.

X20: ICS213 embedded CSV vs EOC-received

MESSAGE FORM
SCCo ICS Form 213 (01/19/2022) — PIF 2.2

Origin Msg #: [2]	Destination Msg #: [3]
X20-407M	XND-1090P

Date [1]: 01/18/2024 Time (24hr): 13:37

Handling [5]: ○ Immediate (ASAP) ○ Priority (<1 hr) ● Routine (<2 hr)

This message requests you to [6]:
Take Action: ○ Yes ● No
Reply: ○ Yes, by ● No

TO
ICS Position: [7] Operations
Location: [9] Xanadu EOC
Name:
Telephone #:

FROM
ICS Position: [8] Shift Supervisor
Location: [9] Public Access Point 20
Name:
Telephone #:

Subject: [10] PSAP Request Count Type.CSV

Reference: [11]

Message: [12]
```
"To: Operations, Xanadu EOC",,,,
"From: Shift Supervisor, Public Access Point 20",,,,
Date: 01/18/2024    Time: 13:28,,,,
Priority: Routine,,,,
Subject: PSAP Request Count Type,,,,
,,,,
,,3 hour period,,
Request Type,8-11,11-14,14-17,17-20
Medical,0,5,4,3
Fire,1,2,0,1
Law,3,2,4,6
Public Works,0,1,3,1
Misc.,1,0,2,1
,,,,
**** This is drill traffic ****,,,,
```

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]
Relay: Rcvd: Sent:

How Received ● or Sent ○
○ Telephone ○ Dispatch Center
○ EOC Radio ○ FAX ○ Courier
○ Amateur Radio ● Other: Packet

Operator Call Sign: K6FJC
Operator Name: Mark Laubach
Date: 01/18/2024   Time: 13:43

To: Operations, Xanadu EOC
From: Shift Supervisor, Public Access Point 20
Date: 01/18/2024   Time: 13:28
Priority: Routine
Subject: PSAP Request Count Type

Request Type	3 hour period			
	11-Aug	14-Nov	14-17	17-20
Medical	0	5	4	3
Fire	1	2	0	1
Law	3	2	4	6
Public Works	0	1	3	1
Misc.	1	0	2	1

**** This is drill traffic ****

- This worked – just more steps vs the plain text message for this particular
  - Open PackItForms for ICS213
  - Select text and copy from Message field
  - Paste into text editor, save file with .csv
  - Open spreadsheet app
  - Adjust format
  - Print
- EOC would have to print both
  - Would not have to create a Radio Routing Slip

Message number on original CSV paper

- This technique is good is no stapler or comes apart

X23-610M

To: Operations, Xanadu EOC

From: Shift Supervisor, Public Access Point XX (23)

Date: 01/DD/2024 (21)   Time: HH:MM (20 10)

Priority: Routine

Subject: PSAP Request Count Type

Noted during presentation the writing the message number on the attached form is recommended practice.

MSG 1 Report

```
18  | S:Yes | P:Yes |  2242P |_R |  X18–2242P_R_PSAP Request County Type
19  | S:Yes | P:Yes |  2372P |_R |  X19–2372P_R_PSAP Request Count Type.csv
20  | S:Yes | P:Yes |   407M |_R |  X20–407M_R_ICS213_PSAP Request Count Type.CSV
21  | S:Yes | P:Yes |   358P |_R |  X21–358P_R_PSAP Request Count Type.CSV
23  | S:Yes | P:Yes |   610M |_R |  X23–610M_R_ICS213_PSAP Request Count Type.csv
24  | S:Yes | P:Yes |   106M |_R |  X24–106M_R_PSAP Request Count Type.CSV
25  | S:Yes | P:Yes |  2850P |_R |  X25–2850P_R_PSAP Request Count Type
26  | S:Yes | P:Yes |24009P_R |_R |  X26–24009P_R_ PSAP Request Count Type.CSV
27  | S:Yes | P:Yes |   141P |_R |  X27–141P_R_ PSAP Request Count Type.CSV
29  | S:Yes | P:Yes |  1109P |_R |  X29–1109P_R_ICS213_PSAP Request Count Type
30  | S:Yes | P:Yes |   624R |_R |  X30–624R_R_PSAP Counts Type .CSV
30  | S:Yes | P:Yes |   624R |_R |  X30–624R_R_PSAP Counts Type CSV
30  | S:Yes | P:Yes |   624R |_R |  X30–624R_R_PSAP Request Count Type.CSV
31  | S:Yes | P:Yes |  1012M |_R |  X31–1012M_R_PSAP_Request_Count_Type.csv
33  | S:Yes | P:Yes |  3711P |_R |  X33–3711P_R_PSAP Request Count Type.csv
34  | S:Yes | P:Yes |   393P |_R |  X34–393P_R_PSAP Request Count Type.CSV
35  | S:Yes | P:Yes |   107P |_R |  X35–107P_R_PSAP Request Count Type.csv
36  | S:Yes | P:Yes |  3604P |_R |  X36–3604P_R_PSAP Request Count Type.CSV
37  | S:Yes | P:Yes |  3967P |_R |  X37–3967P_R_PSAP_Request_Count_Type.csv
38  | S:Yes | P:Yes |   550P |_R |  X38–550P_R_PSAP Request Count Type.CSV
40  | S:Yes | P:Yes |   107M |_R |  X40–107M_R_PSAP Request Count Type.CSV
41  | S:Yes | P:Yes |   106M |_R |  X41–106M_R_PSAP Request Count Type.CSV
42  | S:Yes | P:Yes |   089P |_R |  X42–089P_R_PSAP Request Count Type.CSV
43  | S:Yes | P:Yes |   418P |_R |  X43–418P_R_PSAP Request Count Type
99  | S:Yes | P:Yes |  2769P |_R |  X99–2769P_R_PSAP Request Count Type.csv
```

MSG 2 ICS-213 Bring batteries for next shift

- This went real well.

- Couple missed "Take Action Yes"

- Some expanded "AP XX" to "Access Point XX" – no issues

- No real need to discuss

- Anyone have any comments or questions?

MSG 2 Report

```
17  | S:Yes | P:Yes |   945R |_P | FJC–945R_P_ICS213_bring batteries for next shift
18  | S:Yes | P:Yes |  2248P |_P | X18–2248P_P_ICS213_Bring batteries for next shift
19  | S:Yes | P:Yes |  2375P |_P | X19–2375P_P_ICS213_Bring batteries for next shift
20  | S:Yes | P:Yes |   412M |_P | X20–412M_P_ICS213_Bring batteries for next shift
21  | S:Yes | P:Yes |   361P |_P | X21–361P_P_ICS213_Bring batteries for next shift
23  | S:Yes | P:Yes |   614M |_P | X23–614M_P_ICS213_Bring batteries for next shift
24  | S:Yes | P:Yes |   110M |_P | X24–110M_P_ICS213_Bring batteries for next shift
25  | S:Yes | P:Yes |  2853P |_P | X25–2853P_P_ICS213_Bring batteries for next shift
26  | S:Yes | P:Yes | 24013P |_P | X26–24013P_P_ICS213_Bring batteries for next shift
27  | S:Yes | P:Yes |   146P |_P | X27–146P_P_ICS213_Bring batteries for next shift
29  | S:Yes | P:Yes |  1119P |_P | X29–1119P_P_ICS213_Bring batteries for next shift
30  | S:Yes | P:Yes |   627M |_P | X30–627M_P_ICS213_Bring batteries for next shift
31  | S:Yes | P:Yes |  1016M |_P | X31–1016M_P_ICS213_Bring batteries for next shift
33  | S:Yes | P:Yes |  3714P |_P | X33–3714P_P_ICS213_Bring batteries for next shift
34  | S:Yes | P:Yes |   396P |_P | X34–396P_P_ICS213_Bring batteries for next shift
35  | S:Yes | P:Yes |   110P |_P | X35–110P_P_ICS213_Bring batteries for next shift
36  | S:Yes | P:Yes |  3607P |_P | X36–3607P_P_ICS213_Bring batteries for next shift
37  | S:Yes | P:Yes |  3970P |_P | X37–3970P_P_ICS213_Bring batteries for next shift
38  | S:Yes | P:Yes |   553P |_P | X38–553P_P_ICS213_Bring batteries for next shift
40  | S:Yes | P:Yes |   110M |_P | X40–110M_P_ICS213_Bring batteries for next shift
41  | S:Yes | P:Yes |   109M |_P | X41–109M_P_ICS213_Bring batteries for next shift
42  | S:Yes | P:Yes |   092P |_P | X42–092P_P_ICS213_Bring batteries for next shift.
42  | S:Yes | P:Yes |   095P |_P | X42–095P_P_ICS213_Bring batteries for next shift.
43  | S:Yes | P:Yes |   421P |_P | X43–421P_P_ICS213_Bring batteries for next shift
99  | S:Yes | P:Yes |  2772P |_P | X99–2772P_P_ICS213_Bring batteries for next shift
```

MSG 3 RACES-MAR Xanadu

- This also went real well.

- No real need to discuss

- Anyone have any comments or questions?

MSG 3 Report

```
18   | S:Yes | P:Yes |  2251P |_R |  X18–2251P_R_RACES–MAR_Xanadu
19   | S:Yes | P:Yes |  2378P |_R |  X19–2378P_R_RACES–MAR_XanADU
19   | S:Yes | P:Yes |  2378P |_R |  X19–2378P_R_RACES–MAR_Xanadu
20   | S:Yes | P:Yes |   416M |_R |  X20–416M_R_RACES–MAR_Xanadu
21   | S:Yes | P:Yes |   364P |_R |  X21–364P_R_RACES–MAR_Xanadu
23   | S:Yes | P:Yes |   619M |_R |  X23–619M_R_RACES–MAR_Xanadu
24   | S:Yes | P:Yes |   114M |_R |  X24–114M_R_RACES–MAR_Xanadu
25   | S:Yes | P:Yes |  2856P |_R |  X25–2856P_R_RACES–MAR_Xanadu
25   | S:Yes | P:Yes |  2856P |_R |  X25–2856P_R_RACES–MAR_Xanadu
26   | S:Yes | P:Yes |24016P |_R |  X26–24016P_R_RACES–MAR_Xanadu
27   | S:Yes | P:Yes |   149P |_R |  X27–149P_R_RACES–MAR_Xanadu
29   | S:Yes | P:Yes |  1122P |_R |  X29–1122P_R_RACES–MAR_Xanadu
30   | S:Yes | P:Yes |   629M |_R |  X30–629M_R_RACES–MAR_Xanadu
31   | S:Yes | P:Yes |  1021M |_R |  X31–1021M_R_RACES–MAR_Xanadu
33   | S:Yes | P:Yes |  3717P |_R |  X33–3717P_R_RACES–MAR_Xanadu
34   | S:Yes | P:Yes |   399P |_R |  X34–399P_R_RACES–MAR_Xanadu
35   | S:Yes | P:Yes |   113P |_R |  X35–113P_R_RACES–MAR_Xanadu
36   | S:Yes | P:Yes |  3610P |_R |  X36–3610P_R_RACES–MAR_Xanadu
37   | S:Yes | P:Yes |  3973P |_R |  X37–3973P_R_RACES–MAR_Xanadu
38   | S:Yes | P:Yes |   557P |_R |  X38–557P_R_RACES–MAR_Xanadu
40   | S:Yes | P:Yes |   113M |_R |  X40–113M_R_RACES–MAR_Xanadu
41   | S:Yes | P:Yes |   112M |_R |  X41–112M_R_RACES–MAR_Xanadu
42   | S:Yes | P:Yes |   100P |_R |  X42–100P_R_RACES–MAR_Xanadu
43   | S:Yes | P:Yes |   424P |_R |  X43–424P_R_RACES–MAR_Xanadu
99   | S:Yes | P:Yes |  2776P |_R |  X99–2776P_R_RACES–MAR_Xanadu
```

ICS-309 and "Release Instructions"

- Moved to URL as packet text message was getting too large
- For this drill:
  - https://xanadu-county.org/20240117/1-release-1.html
- Just a couple of Task Name problem – not an issue for this go

- Anyone have any comments or questions?

Radio Routing Slip

- Mostly good considering we haven't practiced this
- Most everyone needs to review the instructions – back of form
- Some observations
  - [1]Origin and Destination Msg # fields need to be filled in
  - Form: [13]Type: should be filled in "type of attached form"
  - Form: [14]Topic: is the <MsgSummary>/Subject of the message
  - If "Paul Merlyn" appears on the form, it is the ICS FROM [11]NAME
  - ~~Relay: line – only used if relaying a message. This practice was not a relay field should have been a strike through for handwritten.~~
  - Relay: When relaying: Enter a call sign and/or time, or other useful mark or info, to indicate status.

Noted during presentation that instructor pulled the Relay field instructions from a prior version of form.   The above has been update from v20190527

UI Software and Version survey results

Method and version	Count
Outpost 3.7.0.17, SCCo. 162M	10
Outpost 3.7.0.17, SCCo. 162K	1
Outpost 3.7.0.9, SCCo. 162F	1
Outpost 3.6.0.1	4
Output 162Mpub	1
PackItForms manual 3.13	3
Packet shell 0.5.2	1
Didn't return survey information	4

Added on 1/25/2024

Unplanned switch from primary to secondary

- Announced on packet list
  - "OFFICIAL: XNDEOC was switched to secondary BBS for the remainder of the practice"
- Unfortunately the EOC went offline for a few hours while on secondary
  - Both unavailability status and back in service were sent on the packet list
  - Looks like some folks thought it returned back on W1XSC - "no"
- Unplanned BBS switching from primary to secondary will happen in real life too
- Good to ask on packet list
  - You can also "ping" xndeoc@w1xsc.ampr.org and xndeoc@w4xsc.ampr.org and see which one answers

- Suggestions
  - Make an outage a real thing, don't use the packet list, follow procedures to post a notice of the problem and the move to the secondary.

Participation Credit requirements going forward
Training page updated 1/24/24

As of 12/21/22, the Monthly Message Passing Practice events are marked "Credential: Yes". Starting June 2023, participation in a least two of these monthly events will be required for the P3 and P2 credentials.

Participation will be logged for each event for each participant that sends all forms and requested messages. This includes:

• Standard Check-In and Check-Out messages

• Any forms or messages requested in the simulated "you have been handed" messages from Xanadu EOC.

• The packet ICS-309 for the exercise, signed.

• A voice ICS-309 if the simulated voice network was used, signed

• Other forms as requested to be turned in with the ICS-309(s), e.g. ICS-214 (signed), Radio Routing Slip, etc.

The following will be scored, but will not impact participation credit:

• Leaving out or incorrect ICS-309 "options for the log" in the release instructions

• Specifying an incorrect Handling Order

• Issues with Standard Subject line content.

• Not using the assigned tactical call

• Any messages requested to be sent in the XSCEVENT notice or XND@XSC city notice.

• Any "easter egg" messages requested in any other instructions received for the practice, e.g. in the received assignment.

• Not using the simulated voice network to notify the recipient when sending an Immediate message.

• Etc. - best to check with the instructor for the exercise with any questions.

Note: participants having problems generating an ICS-309 should contact the Instructor before the end of the exercise via email. In some cases, the Instructor may suggest equivalent documentation that meets participation requirements.

Summary

- Nice participation for this go!

Next practice is posted for 21 February 2024

Participation Credit section has been updated – see the Training Page

Next UP: Exercise Scorecard

- Reminder, there is no pass or fail
- The scorecard is a tool for indicating areas for improvement