Monthly Packet Message Passing Exercise Review

Period: 04/17/2024 09:00 to 04/24/2024

Santa Clara County ARES®/RACES

Last Updated: 24 April 2024

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Messages Passed Summary

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

Assignments sent (total):		
Actual participating / dropped / MIA		
Actual Primary / Alternate / Manual / Fun		
Content Messages exchanged *:		
	PSAP Request Count CSV	
	Form ICS213 (sent / received)	
	RACES-MAR (received)	
	Other	

Thank you for participating in this exercise!!!!

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

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
  - XSCEVENT and XND@XSC Notice retrieval and send messages
  - Operator to operator messages: Check-in and Check-out
  - ICS-213 x 2, EOC 213 RR resource reqeust
- Simulated paperwork Turn-in: ICS309 and Radio Routing Slip

How did we do in general?

- <u>Check-in</u> and <u>Check-out</u> – minor
- <u>City Notice XND@XSC</u> – very good
  - 1 missing reports
- <u>ICS-213:</u> large crowds – very good
- <u>ICS-213:</u> FYI rest rooms – very good
- <u>EOC213RR – very good</u>
  - <u>Radio Routing Slip</u> – good, but 6 didn't follow exact instructions

The Assignment:

Simulated Scenario for this month's exercise: Xanadu is holding its annual Earth Day Festival. You have been assigned as a packet radio operator at a festival kiosk supporting public services for the event. Services include festival information, water bottle distribution, minor first aid services, and lost and found reporting for both items and people. The kiosk is staffed by many volunteers. Your supervisor is Denis Hayes and they are the manager of the kiosk.

Your role:	Packet Radio Operator
Your Additional ID text	Kiosk 17 (This is your facility's tactical call for any voice nets and logging.)
Your facility's packet tactical call sign:	XND017
Your facility's message prefix is:	X17
Starting message number:	your_choice
SCC Event Position[**]:	Primary_Station_test
Incident Name:	Earth Day Festival
Activation Number:	XND-24-0417P
Your BBS:	Use your normal primary BBS, if not available use your secondary.
Xanadu EOC mailbox:	XNDEOC@W1XSC.ampr.org (primary)
	XNDEOC@W4XSC.ampr.org (secondary)
XND EOC activation period:	From Wednesday, 04/17/24 09:00 until Wednesday, 04/24/24 17:00
Participation credit requirements	Packet messages: Check-in, Check-out, 2 x ICS-213, and 1 (one) EOC213RR Email to instructor, completed: packet ICS-309 and any Radio Routing Slips (if used)
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).

Two people noticed the email Subject: line had the February date

Check-In Ack

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:

 "<your location>"

Simply, replace the brackets and the note text with the requested or instructed text for that field, do not include the brackets or the note 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) If you see an "XXX-" when referencing a message prefix,
     replace the last two "XX" with your tactical number.
     Example, your tactical number is 71, "XXX-" -> "X71-"
  c) Replace any "DD" with the actual day value that you are
     transmitting the form for the practice.
  d) "HH" and "MM" with current 24-hour clock hour value and
     the current minutes value
  e) 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 "04/DD/2024+tomorrow",
     would be enter tomorrow's date for the DD replacement,
     also represented as "04/DD/2024 +1 day"
  f) If you see a "+2h", add two hours to your current time.
  g) Replace any "##" with an integer number.

5) Please prepare and send a routine plain text message to
Xanadu EOC describing the starting status of your packet
set up for your operational period. Include:

a) Make/model of laptop, radio, TNC, antenna, height above
   ground, BBS frequency, and transmit output power.
b) Type of power source(s) you are using for you packet station.
   How long can you run your packet station on batteries if you
   have no other source of power?

Use the subject: "Kiosk XX initial packet status"

Note: Xanadu EOC receipt of this message is required to move
along in the exercise.

[20240417 1-check-in-ack]

Msg 1

MESSAGE FORM

▶ For paper: use ballpoint pen – blue or black ink only (See back for instructions)

Origin Msg #: 2 _____	Destination Msg #: 3 _____

Date [1]: 04/00/24 (mm/dd/yy)	Time (24hr): HH:MM (0001 to 2400)	**Handling** [5] (✓one): ☐ Immediate (ASAP) ☐ Priority (<1 hr) ☑ Routine (<2 hr)

This Message Requests You To [6]:

TAKE ACTION (✓one): ☐ Yes ☑ No

REPLY (✓one): ☐ Yes, by_____ ☑ No

T O	ICS Position: (required) [7] *Operations*	**F R O M**	ICS Position: (required) [8] *Manager*
	Location: (required) [9] *Xanadu EOC*		Location: (required) [9] *Kioski XX*
	Name: (optional)		Name: (optional)
	Telephone #:(optional)		Telephone #: (optional)

SUBJECT: [10] *Large Crowds – staffing*

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

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

Suggest for tomorrows operational period that the kioski staff be increased by two additional people. Also a few more large wall maps would be useful.

✱✱✱ This is drill traffic ✱✱✱

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

MSG 2

MESSAGE FORM

▶ For paper: use ballpoint pen – blue or black ink only (See back for instructions)

Origin Msg #: [2] _____

Destination Msg #: [3] _____

Date [1]: 04/00/24 (mm/dd/yy)

Time (24hr): HH:MM (0001 to 2400)

Handling [5] (✓one): ☐ Immediate (ASAP) ☐ Priority (<1 hr) ☒ Routine (<2 hr)

This Message Requests You To [6]:
TAKE ACTION (✓one): ☒ Yes ☐ No
REPLY (✓one): ☐ Yes, by_____ ☒ No

TO
ICS Position: (required) [7] Planning
Location: (required) [9] Xanadu EOC
Name: (optional)
Telephone #:(optional)

FROM
ICS Position: (required) [8] Kioski Manager
Location: (required) [9] Kioski XX
Name: (optional)
Telephone #: (optional)

SUBJECT: [10] FYI Restrooms

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

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

Many visitors have commented about the long lines to use the restrooms. Also that there is no water or hand towels at the hand washing stations.

※※※ This is drill traffic ※※※

7

Msg 3 RRS

Radio Routing Slip form details

From your go-kit, pull out a Radio Routing Slip . You show the form to your manager and ask them to provide the details for the "This Section to be Completed by Message Author/Creator:" section of the form.

You act as their scribe and use your handwriting to fill in the information as they dictate it to you. You provide guidance using the *cheat sheet*. Make required monthly packet practice substitutions where necessary.

Field Name	What they said to fill in
Date:	04/DD/2024
Time:	HH:MM
Handling:	*<manager does not know and asked packet operator to fill in appropriate handling>*
TO: ICS Position:	Planning
TO: ICS Location:	Xanadu EOC
FROM ICS Position:	Event Coordinator
FROM ICS Location:	Kiosk XX
FROM ICS Name:	Denis Hayes
Form Type:	EOC213RR
Main Topic:	water and trash bags

You complete the Radio Operator Only sections of the form. Reminder to turn in a scan or a photo of your Routing Routing Slip with your packet ICS-309 at the end of the practice.

Your manager has walked away and is not available to answer questions about the EOC-213RR form.

Msg 3
EOC213RR

County of Santa Clara
Emergency Operations Center (EOC)
Resource Request Form 213RR

COMPLETED BY REQUESTOR

1. Incident Name	2. Date Initiated	3. Time Initiated	4. Tracking Number (Completed by OA EOC)
Earth Day Festival	04/DD/2024	HH:MM	

5. Requested By (name, agency, position, email, phone)
Denis Hayes
Xanadu Rec. Services
Event Coordinator
Dhayes@xanadu.ca.gov
669-555-1234

6. Prepared by (name, position, email, phone)
Same as above

7. Approved by (name, position, email, phone)
Gaylord Nelson
Manager Rec. Services
Signature: _____

How to use the EOC Form 213RR

Purpose — The EOC 213RR is used to request non-mutual aid supplies, services, personnel, teams, equipment, utilities, fuel, facilities, or any other resource or incident management activity required from the Operational Area (OA.)

When to use — The Form 213RR may be used anytime during any Operational Period. If the OA EOC is not activated the Duty Officer will serve to coordinate the request.

Prepared by — Any EOC position or agency requesting resources from the OA

Approved by — Section Chief of the requesting EOC or Supervising Official at requesting agency

Routed to — Planning Section → Logistics Section → Finance/Admin Section → EOC Director → Logistics Section

Filed with — Logistics Section Resource Tracking Unit / Planning Section Documentation Unit

User Notes — The Form 213RR is a two-sided form. Side one is completed by the requestor. Side two is completed by the OA EOC. **Please check that both sides are available.**

REQUESTED RESOURCE DETAILS

8. Qty/Unit	9. Resource Description (kind/type, if applicable)	10. Arrival (date/time)	11. Priority	12. Est'd Cost
5 cases	bottled water	04/DD/24 HH:MM + 6 Hours	Now ○ / High (0-4 hours) ○ / Medium (5-12 hours) ● / Low (12+ hours) ○	
1 box	50 gal trash bags			

13. Deliver to (name, agency, position, email, phone)
Denis Hayes
see above

14. Location (address or lat./long., site type)
Kiosk XX
<your location>

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

16. Supplemental Requirements (include details in #17)
○ Equipment Operator
○ Fuel — Fuel Type _____
○ Meals
○ Water
○ Lodging
○ Power
○ Maintenance
○ Other _____

17. Special Instructions
* * * * This is drill traffic * * * *

Last Revised: 8/17

Form 213RR
County of Santa Clara – Emergency Operations Center (EOC)

Page 1 of 2

9

Knowledge

Earth Day history:

- https://www.earthday.org/history/

2024 World Amateur Radio Day ~~is~~ <u>was</u> April 18.

- Read up on this history of this important event for ham radio: http://www.arrl.org/world-amateur-radio-day

ICS-309 and RRS turn in

- All pretty good
- "Supervisor" checked for forms completeness and asked for re-submissions as needed
- Otherwise, scored based on instructions

Summary

- Very Good go!
  - Especially for those that demonstrating their handwriting

Next practices:

- May 15th is posted s

- June 19th is tentative

- July 17th looks good

- August – taking a summer break

Changing exercise / EOC operational end time on final Wednesday:

- 17:00 to 15:00 – need +2h more time to prepare for Zoom review

Next UP: Exercise Scorecard

- Reminder, there is no pass or fail

- The scorecard is a tool for indicating areas for improvement