



# Monthly Packet Message Passing Exercise Review

Period: 05/15/2024 09:00 to 05/22/2024



Santa Clara County ARES®/RACES

Last Updated: 22 May 2024

Author: Mark Laubach, K6FJC

ARES and Amateur Radio Emergency Service are registered service marks of the American Radio Relay League Incorporated and are used by permission.

# Messages Passed Summary

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

Assignments sent (total):	20
Actual participating / dropped / MIA	20 / 0 / 0
Actual OP / PFM / Fun	15 / 5 / 0
Content Messages exchanged *:	
2 x ICS213 (sent / received)	40
1 x SheltStat	20
Various operator-2-operator	205
Other, testing, etc.	42

Thank you for participating in this exercise!!!!

- Excluding DELIVERED: 307 includes resends and testing.  
Overall total to/from Xanadu EOC: 577

# Pre-practice email issues

- K6FJC server subnet got put on an RBL list (spamhaus)
  - Impacted getting assignments out to some participants
- Email was sent on packet list:
  - “Hi Folks who signed up,” .....” please email me directly” .....
  - 5 people sent a response back to the entire packet list
    - Was trying to keep individual chatter off the packet list
    - Two of these people are regulars but were not signed up for the event
  - 2 people sent me email directly
    - Yay!
  - Observation: 5/7 = 71% didn’t follow directions
- Future (when run by K6FJC)
  - All assignment and zoom emails will be sent from  
“Xanadu Monthly <[k6fjc.mark@gmail.com](mailto:k6fjc.mark@gmail.com)>”

# 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 3<sup>rd</sup> 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, notice read, etc.
  - 2 x ICS-213, 1 x XSC OA Shelter Status
- Simulated paperwork Turn-in: completed packet ICS309 only

# How did we do in general?

- Check-in and Check-out – minor
- City Notice read XND@XSC – good
  - 4 missing reports (4/17 = 24%)
- ICS-213: Status Update – all green
- ICS-213: Relief Status – all green
- Shelter Status – very good
  - Interesting subject lines – will review
  - Instructions need to be better w.r.t. location
- ICS-309 – very good
  - Still some issues with following directions in release notes
    - 5/19 = 26%

# The Assignment:

**Simulated Scenario for this month's exercise:** Xanadu is holding its annual Memorial Day Airshow and first Fun-run event. You have been assigned as a packet radio operator at a fun-run event checkpoint. The fun-run 5k and 10k walk/run event is new for this year and a large number of people have registered. Each checkpoint directly supports participants in the event by providing water bottles, some food, and first-aid services. The event is being coordinated by Xanadu Parks and Recreation (Parks and Rec) which is located at the Xanadcu EOC. Parks and Rec may request participant reports from time to time. Your checkpoint manager/supervisor is Lee Evans.

Your role:	Packet Radio Operator
Your Additional ID text	Checkpoint 42 (This is your facility's tactical call for any voice nets and logging.)
Your facility's packet tactical call sign:	XND042
Your facility's message prefix is:	X42
Starting message number:	your_choice
SCC Event Position[**]:	Primary_Station_test
Incident Name:	Memorial Day Fun Run
Activation Number:	XND-24-0515P
Your BBS:	Use your normal primary BBS, if not available use your secondary.
Simulated physical location:	<i>Use your closest major street intersection</i>
Xanadu EOC mailbox:	<a href="mailto:XNDEOC@W1XSC.ampr.org">XNDEOC@W1XSC.ampr.org</a> (primary) <a href="mailto:XNDEOC@W4XSC.ampr.org">XNDEOC@W4XSC.ampr.org</a> (secondary)
XND EOC activation period:	From Wednesday 05/15/24 09:00 until Wednesday 05/22/24 17:00
Participation credit requirements	Packet messages: Check-in, Check-out, 2 * ICS-213, and 1 XSC OA Shelter Status Email to instructor, completed: packet ICS-309
Simulate Voice communications with Xanadu EOC:	For simulated voice net messages, call the EOC at <b>650-542-8987</b> and leave a voice message., SMS/MMS text messages are also accepted. (Yes, this really works for this exercise).

Note: all dates now automatically updated rather than manual

# 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.

[20240515 1-check-in-ack]



# Msg 1

<b>MESSAGE FORM</b>		Origin Msg #: <sup>2</sup> <input type="text"/>	Destination Msg #: <sup>3</sup> <input type="text"/>
<b>▶ For paper: use ballpoint pen – blue or black ink only (See back for instructions)</b>			
<b>Date <sup>1</sup>:</b>	<b>Time (24hr):</b>	<b>Handling <sup>5</sup>(✓one):</b> <input type="radio"/> Immediate (ASAP) <input type="radio"/> Priority (< 1hr) <input checked="" type="radio"/> Routine (< 2hr)	
<input type="text" value="05/xx/24"/> <small>(mm/dd/yy)</small>	<input type="text" value="HH:MM"/> <small>(0001 to 2400)</small>	<b>This Message Requests You To <sup>6</sup>:</b>	
		<b>TAKE ACTION (✓one):</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	
		<b>REPLY (✓one):</b> <input type="radio"/> Yes, by <input type="text"/> <input checked="" type="radio"/> No	
<b>T O</b>	<b>ICS Position: (required) <sup>7</sup></b> <input type="text" value="Planning"/>	<b>F R O M</b>	<b>ICS Position: (required) <sup>8</sup></b> <input type="text" value="Manager"/>
	<b>Location: (required) <sup>9</sup></b> <input type="text" value="Xqnadu Eoc"/>		<b>Location: (required) <sup>9</sup></b> <input type="text" value="Checkpoint XX"/>
	<b>Name: (optional)</b> <input type="text"/>		<b>Name: (optional)</b> <input type="text" value="Lee Evans"/>
	<b>Telephone #: (optional)</b> <input type="text"/>		<b>Telephone #: (optional)</b> <input type="text" value="669-555-1234"/>
<b>SUBJECT: <sup>10</sup></b> <input type="text" value="Status Update"/>			
<b>REFERENCE (e.g., Number of earlier msg.): <sup>11</sup></b> <input type="text"/>			
<b>MESSAGE: <sup>12</sup></b> (what, when, where needed; how long; contact name and phone number - KEEP MSG BRIEF)			
<p>Crowds are larger than expected. High temps are resulting in people seeking shade &amp; water. Three heat related health issues have already occurred today. We expect more issues as temps increase.</p> <p>*** This is drill traffic ***</p>			



# MSG 2

<b>MESSAGE FORM</b>		Origin Msg #: <sup>2</sup> <input type="text"/>	Destination Msg #: <sup>3</sup> <input type="text"/>	
<p>▶ For paper: use ballpoint pen – blue or black ink only (See back for instructions)</p>				
Date <sup>1</sup> :	Time (24hr):	Handling <sup>5</sup> (✓one): <input type="radio"/> Immediate (ASAP) <input checked="" type="radio"/> Priority (< 1hr) <input type="radio"/> Routine (< 2hr)		
		This Message Requests You To <sup>6</sup> :		
<input type="text" value="05/xx/24"/> <small>(mm/dd/yy)</small>	<input type="text" value="HH:MM"/> <small>(0001 to 2400)</small>	TAKE ACTION (✓one): <input checked="" type="radio"/> Yes <input type="radio"/> No	REPLY (✓one): <input checked="" type="radio"/> Yes, by <input type="text" value="+2 Hrs"/> <input type="radio"/> No	
T O	ICS Position: (required) <sup>7</sup>		ICS Position: (required) <sup>8</sup>	
	<input type="text" value="Rec Services Mgr."/>		F R O M	
	Location: (required) <sup>9</sup>			
	<input type="text" value="Xanadu EOC"/>			
Name: (optional)				
<input type="text"/>		<input type="text" value="Manager"/>		
Telephone #: (optional)		Location: (required) <sup>9</sup>		
<input type="text"/>		<input type="text" value="Checkpoint XX"/>		
Name: (optional)		Name: (optional)		
<input type="text"/>		<input type="text" value="Lee Evans"/>		
Telephone #: (optional)		Telephone #: (optional)		
<input type="text"/>		<input type="text"/>		
SUBJECT: <sup>10</sup> <input type="text" value="Relief staff"/>				
REFERENCE (e.g., Number of earlier msg.): <sup>11</sup> <input type="text"/>				
MESSAGE: <sup>12</sup> (what, when, where needed; how long; contact name and phone number - KEEP MSG BRIEF)				
<p>The meal delivery truck was not able to get to us because of crowds. Can we get some relief staff to our location so we can take a food break. Crowds are too large to run at reduced staffing here.</p> <p>*** This is drill traffic ***</p>				

# Msg 3 SheltStat

Interesting subject line endings:

- via checkpoint 43 <initials>
- via Checkpoint 52 gls
- via checkpoint 58 9L<?>
- via checkpoint 49 ALS
- (via Checkpoint 48) (9L??)
- (via Checkpoint 57 xxx)
- (via Checkpoint 53)
- (via Checkpoint 50; three unknown characters)
- via checkpoint 61 ~~~

Will consider "City", "State" and "Zip" instructions in the future.

Didn't follow directions:

- 33a.: [1234 Echo]
- 33a.: [23100 Saratoga-Sunnyvale Rd]
- 33a.: [123 Packet Practice Street]

<b>Santa Clara OA Shelter Status</b>		WebEOC: 20130814 PDF: 190619
Radio Operator Only:	Origin Msg #:	Destination Msg #:

This Section to be Completed by Shelter Management Personnel: <span style="float: right;">(Underlined&gt;=Required)</span>	
Date:	Time (24hr):
Handling: <input type="radio"/> Immediate (ASAP) <input checked="" type="radio"/> Priority (<1 hr) <input type="radio"/> Routine (<2 hr)	
ICS Position: <u>Operations</u>	ICS Position: <u>Shelter Manager</u>
Location: <u>Xanadu EOC</u>	Location: <u>Toren Shelter</u>
Name:	Name:
Contact Info:	Contact Info:
Report Type: <input checked="" type="radio"/> Update <input type="radio"/> Complete <small>Important: See Instructions!</small>	Shelter Name: <u>Toren Shelter</u> <span style="border: 2px solid green; padding: 2px;">via checkpoint XX a28</span>
<b>Shelter</b> <span style="float: right;">(If Report Type=Complete, then Underline=Required)</span>	
Shelter Type: (Pick One) <input checked="" type="radio"/> Type 1 <input type="radio"/> Type 2 <input type="radio"/> Type 3 <input type="radio"/> Type 4	
Status: (Pick One) <input checked="" type="radio"/> Open (Green) <input type="radio"/> Closed (Red) <input type="radio"/> Full (Yellow)	
Address: <u>&lt;simulated physical location&gt;</u>	
City:	
State:	
Zip:	
Latitude (d.ddd):	Longitude (d.ddd):
<b>Shelter Information</b> <span style="float: right;">(If Report Type=Complete, then Underline=Required)</span>	
Capacity: <u>50</u>	
Occupancy: <u>18</u>	
Meals Served (Last 24 hours): <u>0</u>	
NSS Number:	
Pet Friendly: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Basic Safety Inspection: <input type="radio"/> Yes <input checked="" type="radio"/> No	
ATC-20 Inspection: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Available Services:	<u>Cooling Center, water, juice, electrolytes, and minor first aid.</u>
MOU (where/how sent):	<u>on file</u>
Floorplan (where/how sent):	<u>on file</u>

# Packet ICS-309

- Tried to be more explicit on form field information:
  - Think of this as the served agency's Finance Department wants the form headers filled out this way.
4. Prepare your packet ICS-309 for printing. Please use the following information as guidelines for preparing the top-of-form information:

Method	Field	Sample text
Using Outpost **	Activation Number	<i>XND-24-0515P</i>
	Incident Name	<i>Memorial Day Fun Run, Checkpoint XX</i>
	Station ID / Call Sign (just use your FCC call sign)	<i>&lt;Your FCC call sign&gt;</i>
Not Using Outpost	Field 1 Incident Name and Activation Number	<i>Memorial Day Fun Run XND-24-0515P</i>
	Field 3 Radio Net Name (for NCOs) or Position/Tactical Call	<i>Checkpoint XX</i>

\*\* : Also for Outpost users, ICS 309 form builder -> Content Tab: for "include these messages" check all boxes, for "Exclude these messages" the text box should be empty. Yes, we want to see the Delivered receipts in the log.

- 5/19 = 26% needs improvement
- May be more explicit and needed for form completeness in future.

# Summary

- Nice green!

Next practices:

- June 19<sup>th</sup> is will be hosted by K6OTT
- July 17<sup>th</sup> looks good
- August – will take a summer break

Next UP: Exercise Scorecard

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