Monthly Packet Message Passing Exercise Review

Period: 06/19/2024 09:00 to 06/25/2024 18:00

Santa Clara County ARES®/RACES

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Messages Passed Summary

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

Assignments sent (total):		14 (+3)
Actual participating / dropped / MIA		13/0/?
Actual Primary / Alternate / Manual / Fun		8/0/6/1
Content Messages exchanged *:		159
	EOC213RR	14
	Form ICS213 (sent / received)	28
	CSV 4-hour report	14
	Other	~ N*14

Thank you for participating in this exercise!!!!

- Excluding DELIVERED: 160, includes resends and testing.
  Overall total to/from Xanadu EOC: 387

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]
- Reading and 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 request, sending a CSV file
- Simulated paperwork Turn-in: ICS309 (packet and voice),

  Radio Routing Slip; need to make more clear to turn in "everything"

How did we do in general?

- I messed up formatting of bulletin notices (again)

The hard way.   The easy way.

- <u>Check-in</u> and <u>Check-out</u> – very good -1
- <u>XSCEVENT</u> Notice optional
- <u>Bonus</u> !
- <u>City Notice XND@XSC</u> – very good
  - HELP! I am stuck...
  - ping utility was useful
- <u>EOC213RR</u> – TBD
  - <u>Radio Routing Slip</u> – ?good, but 6 didn't follow exact instructions
- <u>CSV:</u> 4-hour report – TBD

Some Observations...

- when operating in manual mode, are you using a checklist? *
- Surprise! the XNDEOC answered in person on the voice "net"
- "****This is..." is always a good body in any empty message
- The closing instructions refered to "Task Name" and "Task#", but there are no such fields in the [current v162M](#) ICS 309 Comm Log Builder. The instructions should refer to "Incident Name" and "Activation Number". [credit: W6JMK]
- full User Name (first and last) in Station ID FCC fields
- compare this month to one year ago? this was a re-run

The Assignment:

Simulated Scenario for this month's exercise: Xanadu is holding its annual Soap Box Derby event. You have been assigned as a packet radio operator at an event checkpoint. The event is held annually and a large number of people have registered. Each checkpoint directly supports participants in the event by providing water bottles and first-aid services. The event is being coordinated by Xanadu Parks and Recreation (Parks and Rec) which is located at the Xanadu EOC. Parks and Rec may request participant reports from time to time. Your checkpoint manager/supervisor is Scottie Scott.

Your role:	Packet Radio Operator
Your Additional ID text	Checkpoint 98 (This is your facility's tactical call for any voice nets and logging.)
Your facility's packet tactical call sign:	XND098
Your facility's message prefix is:	X98
Starting message number:	your_choice
SCC Event Position[**]:	Primary_Station
Incident Name:	Soap Box Derby
Activation Number:	XND-24-0619P
Your BBS:	Use your normal primary BBS, if not available use your secondary.
Simulated physical location:	*Use your closest major street intersection*
Xanadu EOC mailbox:	XNDEOC@W1XSC.ampr.org (primary)
	XNDEOC@W4XSC.ampr.org (secondary)
XND EOC activation period:	From Wednesday 06/19/2024 09:00 until Tuesday 06/25/2024 18:00 PDT
Participation credit requirements	Packet messages: Check-in, Check-out, 2 * ICS-213, CSV, and XSC ICS-213RR Email to instructor, completed: ICS-309 form(s)
Simulate Voice communications with Xanadu EOC:	For simulated voice net messages, call the EOC at 408-475-3789 and leave a voice message, SMS/MMS text messages are also accepted. (Yes, this really works for this exercise).

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 ****

 Please note the change from "exercise" to "drill"

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.
     Reminder: you are like a FAX machine
  b) You may need to complete the form using the Radio Routing
  Cheat sheet and your best judgement.
  c) They don't know about Guideline 1) for stating drill
  traffic in the message, you will need to add to any form
  missing this. Add to an appropriate field within the form.

3) 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 "06/DD/2024+tomorrow",
     would be enter tomorrow's date for the DD replacement.
  e) Replace any "##" with an integer number.

4) 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 something similar to:

  "<your simulated location>"

Simply, replace the brackets and the note text with the
requested text for that field.

5) A new utility has been added to the Xanadu EOC, it
will now respond to ping messages. Specifically, the
word "ping" is the only word in the subject line: e.g.,

    XND0XX-000P_R_ping

no extra spaces before the "ping". You will get a
response back if Xanadu EOC is processing messages.

6) Open: https://xanadu-city.org/20240619/reddit.txt

[20240625 1-check-in-ack]

Msg 1
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)
Annual Soap Box Derby	06/DD/2024	HH : MM	

5. Requested By (name, agency, position, email, phone)	How to use the EOC Form 213RR	

5. Requested By:
SCOTTIE SCOTT
MANAGER
CHECKPOINT XX
S_SCOTT@XANADU-CITY.ORG
669-555-1987

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.**

6. Prepared by (name, position, email, phone)
Same as Field 5.

7. Approved by (name, position, email, phone)
Same as Field 5.
Signature: Scottie Scott

REQUESTED RESOURCE DETAILS

	8. Qty/Unit	9. Resource Description (kind/type, if applicable)	10. Arrival (date/time)	11. Priority	12. Est'd Cost
Requesting Agency / EOC Section	3	5 gal. refillable water jugs	HH:MM +2 06/DD/2024	Now ○ / High ☒ (0-4 hours) / Medium ○ (5-12 hours) / Low ○ (12+ hours)	UNK.

13. Deliver to (name, agency, position, email, phone)	14. Location (address or lat./long., site type)
SCOTTIE SCOTT details see Field 5.	CHECKPOINT XX < your simulated location >

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

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

Last Revised: 8/17

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

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Msg 1 RRS (old slide)

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 2
CSV

```
Xanadu Soap Box Derby Checkpoint,XX,,,
Subject:,4-hour derby report for Checkpoint XX,,,
Manager:,Scottie Scott,,,
Date: ,06/DD/2024,,Time:,HH:MM
,,,,
The following reflects activities observed over the past 4-hours:,,,,
,,,,
General Information Requests,32,,,
Location of Ice Cream Booth,64,,,
Location of Rest Rooms,16,,,
Redirection to first-aid station,4,,,
,,,,
Water cups handed out,36,,,
Water cups hand,127,,,
Derby Route Maps handed out,31,,,
Derby Route Maps on hand,97,,,
,,,,
End of Report,,,,
**** This is drill traffic ****,,,,
```

- Subject line for sending the CSV: script did regex parsing, "reading and following instructions"

ICS-309 (and RRS) turn in

- All pretty good
- "Supervisor" did not check for forms completeness and did not ask for re-submissions as needed
- Otherwise, will be scored based on instructions

Knowledge

Soap Box Derby history:

https://www.soapboxderby.org/dayton-area/about-us/local-history.aspx

2024 Juneteenth on the 19th (Federal Holiday):

https://www.whitehouse.gov/briefing-room/presidential-actions/2024/06/18/a-proclamation-on-juneteenth-day-of-observance-2024/

Summary

- Very Good go!
  - Especially for those that became unstuck on their own

Next practices:

- July 17th looks good
- August – taking a summer break

Reason for changing exercise / EOC operational period end time to Tuesday evening:

- Golden Eagle 2024 field deployment exercise on Wed. 26th

Next UP: Exercise Scorecard

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