



# Monthly Packet Message Passing Exercise Review

Period: 07/17/2024 09:00 to 07/24/2024



Santa Clara County ARES®/RACES

Last Updated: 06 August 2024

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# Messages Passed Summary

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

Assignments sent (total):	17
Actual participating / dropped / MIA	14 / 2 / 1
Actual OP / PFM / Fun	10 / 4 / 0
Content Messages exchanged *:	
1 x SheltStat	11
1 x EOC213RR	11
1 x RACES-MAR	11
3 x ICS-213	33
Various operator-2-operator	38
Other, testing, etc.	-na-

Thank you for participating in this exercise!

- Excluding DELIVERED: 159 includes resends and testing.  
Overall total to/from Xanadu EOC: -na-

# 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.
  - 1 x XSC OA Shelter Status, 1 x EOC213RR, 1 x RACES-MR
- 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
  - No missing reports
- Shelter Status – very good
- EOC213RR – Very good
- RACES-MAR – Excellent
- ICS-309 – just short of Excellent
  - Modified instructions to add Location worked quite well
- Relief Briefing next message number
  - Great job!

# The Assignment:

Note: new requirement for including Internet email **hashtag** in the Subject line for email to the instructor. Please read below.

Greetings,

You are receiving this email as you have signed up for the SCC Packet Message passing exercise that opens at 09:00 this Wednesday. This exercise continues for one week and closes on next Wednesday at 17:00.

Please reply to this message with the simple text response of "I accept this assignment" or "I decline this assignment". If you receive this assignment on more than one email address, only one response is requested.

The process begins by sending a properly formatted Check-In message to the Xanadu EOC using the tactical information that has been assigned to you below. Follow the directions in each received message from XNDEOC. If you sent the correct response message you will receive the next message task in this exercise. A message with the subject containing "Thank you" will contain your last assignments.

**Simulated Scenario for this month's exercise:** Xanadu fire resources have responded to the Newton Fire in the eastern foothills of county in the Newton Creek Regional Park area. Impacted rural areas and several towns have been previously evacuated due to predicted strong easterly winds over the upcoming weekend. Evacuation orders impact approximately 2000 homes and farms. Evacuation warnings add another 1000 homes and farms. Several shelter "cities" have been established for short-term accommodation of the evacuees. Services include beds, cell phone and Internet support, food distribution, acute/immediate medical aid, and small and large animal support. You have been assigned to the Kira Shelter as a packet radio operator to support communication needs with Xanadu EOC. Your assignment is for the third (3rd) 12-hour operational period, taking over from the packet operator from the second (2nd) shift. Your relief briefing includes the next packet message number to use (see below) and your supervisor's instructions are that you are to continue with the next number.

Your communications lead (supervisor) is Sonny Malone. The shelter manager is Danny McQuire.

Incident Name (all forms):	Newton Fire
Activation Number:	XND-24-0717P
Your position:	Packet Operator
Tactical call for packet for all BBS interaction:	XND021
Location:	Kira Shelter
Your message number prefix:	X21
Next packet message number: (from simulated relief briefing)	1215
Tactical call for any simulated voice nets:	Kira Shelter
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 07/17/24 09:00 until Wednesday 07/24/24 17:00
Participation credit requirements	Packet messages: Check-in, Check-out, TBD, TBD 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).

# Check-In Ack

## (same as May)

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

- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquist]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]
- 52a.: [Frank Lindquest]

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

<b>This Section to be Completed by Shelter Management Personnel:</b>		(Underlined=Required)																							
Date: <u>07/00/24</u> Time (24hr): <u>HH:MM</u> Handling: <input type="radio"/> Immediate (ASAP) <input checked="" type="radio"/> Priority (<1 hr) <input type="radio"/> Routine (<2 hr)																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">T O</td> <td style="font-size: small;">I C S P o s i t i o n</td> <td><u>Care &amp; Shelter Branch</u></td> </tr> <tr> <td></td> <td style="font-size: small;">L o c a t i o n</td> <td><u>Xanadu EOC</u></td> </tr> <tr> <td></td> <td style="font-size: small;">N a m e</td> <td></td> </tr> <tr> <td></td> <td style="font-size: small;">C o n t a c t I n f o</td> <td></td> </tr> </table>	T O	I C S P o s i t i o n	<u>Care &amp; Shelter Branch</u>		L o c a t i o n	<u>Xanadu EOC</u>		N a m e			C o n t a c t I n f o		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">F R O M</td> <td style="font-size: small;">I C S P o s i t i o n</td> <td><u>Shelter Manager</u></td> </tr> <tr> <td></td> <td style="font-size: small;">L o c a t i o n</td> <td><u>Kira Shelter</u></td> </tr> <tr> <td></td> <td style="font-size: small;">N a m e</td> <td></td> </tr> <tr> <td></td> <td style="font-size: small;">C o n t a c t I n f o</td> <td></td> </tr> </table>	F R O M	I C S P o s i t i o n	<u>Shelter Manager</u>		L o c a t i o n	<u>Kira Shelter</u>		N a m e			C o n t a c t I n f o	
T O	I C S P o s i t i o n	<u>Care &amp; Shelter Branch</u>																							
	L o c a t i o n	<u>Xanadu EOC</u>																							
	N a m e																								
	C o n t a c t I n f o																								
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	L o c a t i o n	<u>Kira Shelter</u>																							
	N a m e																								
	C o n t a c t I n f o																								
Report Type: <input checked="" type="radio"/> Update <input type="radio"/> Complete <small>Important: See Instructions!</small>		Shelter Name: <u>Kira Shelter</u>																							
<b>Shelter</b> <span style="float: right; font-size: small;">(If Report Type=Complete, then Underline=Required)</span>																									
Shelter Type: (Pick One) <input type="radio"/> Type 1 <input type="radio"/> Type 2 <input checked="" 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>149 3rd St.</u>																									
City: <u>Newton Town</u>																									
State: <u>CA</u>																									
Zip: <u>99999</u>																									
Latitude (d.ddd°):		Longitude (d.ddd°):																							
<b>Shelter Information</b> <span style="float: right; font-size: small;">(If Report Type=Complete, then Underline=Required)</span>																									
Capacity: <u>400</u>																									
Occupancy: <u>256</u>																									
Meals Served (Last 24 hours): <u>709</u>																									
NSS Number:																									
Pet Friendly: <input checked="" type="radio"/> Yes <input type="radio"/> No																									
Basic Safety Inspection: <input checked="" type="radio"/> Yes <input type="radio"/> No																									
ATC-20 Inspection: <input checked="" type="radio"/> Yes <input type="radio"/> No																									
Available Services: <u>*** This is drill traffic ***</u>																									
MOU (where/how sent):																									
Floorplan (where/how sent):																									

Santa Clara OA Shelter Status		Radio Origin Msg #:
<b>Contact Information</b>		(If Report Type=Complete, then Underline=Required)
Managed By: (Pick One) <input type="radio"/> American Red Cross <input type="radio"/> Private <input type="radio"/> Community <input checked="" type="radio"/> Government <input type="radio"/> Other		
Managed By Detail: <u>Newton Town Rec. Services</u>		
Primary Contact: <u>Danny McQuire</u>		
Primary Contact Phone: <u>669-555-0101</u>		
Secondary Contact: <u>Frank Lindquest</u>		
Secondary Contact Phone: <u>669-555-0110</u>		
<b>Amateur Radio Information</b>		(If Report Type=Complete, then Underline=Required)
Tactical Call Sign:		
Repeater Call Sign:		



# MSG 2

One stations missed checking "with signature".

26.: [Frank Lindquest\nAsst. Mgr.\n669-555-0110]

33.: [Frank LindQuest\n669-555-0110]

26.: [Frank Lindquest\nAsst. Mgr.\n669-555-0110]

33.: [Frank LindQuest\n669-555-0110]

26.: [Frank Lindquest\nAsst. Mgr.\n669-555-0110]

33.: [Frank LindQuest\n669-555-0110]

26.: [Frank Lindquist\nAsst. Mgr.\n669-555-0110]

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33.: [Frank Lindquest\n669-555-0110]

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26.: [Frank Lindquest\nAsst. Mgr.\n669-555-0110]

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26.: [Frank Lindquest\nAsst. Mgr.\n669-555-0110]

33.: [Frank LindQuest\n669-555-0110]

County of Santa Clara Emergency Operations Center (EOC) Resource Request Form 213RR					
COMPLETED BY REQUESTOR					
1. Incident Name <i>Newton Fire</i>		2. Date Initiated <i>07/00/24</i>	3. Time Initiated <i>HH:MM</i>	4. Tracking Number <i>(Completed by OA EOC)</i>	
5. Requested By (name, agency, position, email, phone) <i>Danny McQuire Kira Shelter Shelter Mgr. dmcquire@kira.rc.gov 669-555-0101</i>		How to use the EOC Form 213RR <b>Purpose</b> 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). <b>When to use</b> 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. <b>Prepared by</b> Any EOC position or agency requesting resources from the OA <b>Approved by</b> Section Chief of the requesting EOC or Supervising Official at requesting agency <b>Routed to</b> Planning Section → Logistics Section → Finance/Admin Section → EOC Director → Logistics Section <b>Filed with</b> Logistics Section Resource Tracking Unit / Planning Section Documentation Unit <b>User Notes</b> 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) <i>Frank Lindquest Asst. Mgr. 669-555-0110</i>		7. Approved by (name, position, email, phone) <i>Danny McQuire</i> Signature: <i>[Signature]</i>			
REQUESTED RESOURCE DETAILS					
Requesting Agency / EOC Section	8. Qty/Unit	9. Resource Description (kind/type, if applicable)	10. Arrival (date/time)	11. Priority	12. Est'd Cost
	<i>50 ea</i>	<i>cots &amp; blankets</i>	<i>07/00/24</i>	Now <input type="radio"/>	
	<i>@ cases</i>	<i>water, 12 oz. bottles</i>	<i>HH:MM</i>	High (0-4 hours) <input type="radio"/>	
			<i>+ one day</i>	Medium (5-12 hours) <input type="radio"/>	
			Low (12+ hours) <input checked="" type="radio"/>		
13. Deliver to (name, agency, position, email, phone) <i>Frank Lindquest 669-555-0110</i>			14. Location (address or lat./long., site type) <i>149 3rd St. Newton Town</i>		
15. Substitute/Suggested Sources (name, phone, website)					
16. Supplemental Requirements (include details in #17)			17. Special Instructions		
<input type="radio"/> Equipment Operator <input type="radio"/> Fuel Fuel Type _____ <input type="radio"/> Meals <input type="radio"/> Water			<input type="radio"/> Lodging <input type="radio"/> Power <input type="radio"/> Maintenance <input type="radio"/> Other _____		
			<i>*** This is drill traffic ***</i>		

Last Revised: 8/17

Form 213RR

County of Santa Clara – Emergency Operations Center (EOC)

Page 1 of 2

Only one shelter turned in a Radio Routing Slip – wasn't asked for this go, but good!



# EOC213RR - "County" or "Xanadu" EOC?

- Question came up about sending to County EOC or Xanadu EOC for this drill.
- The cheat sheet says” *For an ARES/RACES exercise or training event, use the information given for that event, e.g. “Xanadu EOC” may be specified instead of “County EOC”, etc.”.*
  - We didn’t specify to use Xanadu EOC for this drill.
- Here is the distribution of To: locations sample from the Xanadu EOC message logs.
- For future drills on EOC213RR and using Xanadu EOC, we’ll try to be more clear, otherwise, this is an ok result.

```
7b.: [Xanadu EOC]
7b.: [Xanadu EOC]
7b.: [County EOC]
7b.: [County EOC]
7b.: [County EOC]
7b.: [County EOC]
7b.: [County EOC]
7b.: [County EOC]
7b.: [County EOC]
7b.: [County EOC]
7b.: [Xanadu EOC]
7b.: [County EOC]
7b.: [County EOC]
7b.: [County EOC]
```

# Msg 3 RACES-MAR

Santa Clara County RACES -- Mutual Aid Request				Version: 20220129, fillable 3/29/22	
Radio Operator Only:		Origin Msg #:		Destination Msg #:	
This Section to be Completed by Requesting Agency: <span style="float: right;">(Underlined&gt;=Required)</span>					
Date: <u>07/00/24</u>		Time: <u>HH:MM</u>	Handling (✓one):	<input type="radio"/> Immediate (ASAP) <input type="radio"/> Priority (< 1hr) <input checked="" type="radio"/> Routine (< 2hr)	
T O	ICS Position:	<u>RACES Unit Leader</u>	F R O M	ICS Position:	<u>RACES Supervisor</u>
	Location:	<u>Xanadu Ecc</u>		Location:	<u>Kira Shelter</u>
	Name:			Name:	
	Contact Info:			Contact Info:	
<u>Agency</u>		Name:	<u>KIRA Shelter</u>		
<u>Event/Incident</u>		Name:	<u>Newton Fire</u>	Nbr:	<u>XND-24-0712B</u>
<u>Assignment</u> (General duties, conditions, equipment, shift times)		<p><i>Provide communications support for next operational period.</i></p> <p><i>Packet operator must have their own equip.</i></p> <p><i>*** This is drill/traffic ***</i></p>			
<u>Amateur Radio Resources Requested</u>		Qty	Role/Position	Preferred Type	Minimum Type
		<u>1</u>	<u>Field Comm. Radio Operator</u>	<u>F3</u>	<u>C4</u>
		<u>1</u>	<u>Packet OP Packet Operator</u>	<u>P2</u>	<u>P3</u>
<u>Requested Arrival</u>		Date(s): <u>07/00/24</u>	Time(s): <u>HH:MM +12 hours</u>		
<u>Needed Until</u>		Date(s): <u>07/00/24</u>	Time(s): <u>HH:MM +24 hours</u>		
<u>Reporting Location</u>		<u>149 3rd St. Newton Town</u>			
<u>Contact on Arrival</u>		<u>Sonny Malone</u>			
<u>Travel Info</u>		<u>Best Route</u>			
<u>Requested By</u>		Name: <u>Sonny Malone</u>	Title: <u>RACES Supervisor</u>		
		Contact (E-mail, phone, frequency): <u>149.575 MHz Simplex</u>			
<u>Approved By</u> (Authorized agency official)		Name: <u>Danny McQuire</u>	Title: <u>Shelter Mgr.</u>		
		Contact (E-mail, phone, frequency): <u>669-555-0101</u>			
		Signature: <u>[Signature]</u>	Date: <u>07/00/24</u>	Time: <u>HH:MM</u>	
Radio Operator Only:					

# Packet ICS-309

- Realized missing assigned location for real-world incidents
  - Form has incident name and activation number
  - Incidents can be very broad, like with a wild-fire response
- For most of our work incident name and location are assumed the same
- This was an experiment to see if a specific assignment Location could be added easily to both Output and SCCo ICS-309
- Worked out well for this exercise
  
- Thanks!

# Summary

- Very good go this July

Next practices:

- August – will take a summer break
- September – need to work out coord with 21<sup>st</sup> county-wide drill. Options:
  - Keep 3<sup>rd</sup> to 4<sup>th</sup> wed
  - Move to 2<sup>nd</sup> and 3<sup>rd</sup>
  - Skip September
- June materials delayed in posting – will post as soon as able.

Next UP: Exercise Scorecard

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