

City of Xanadu	XND@XSC			Required messages and turn in materials for participation credit															Participation Credit
	Role	A/D	Date_Time Notice was Read	Check-In	ICS213 Dump trucks			Jurisdictional Status			Voice Net		ICS213 Shelters needed			Check-Out	Turn In	Turn In	
	OP PFM PSM Fun			ID#	Subj	Header	Content	Subj	To:	Content	VM or SMS	Subj	Header	Content	ID#	Packet ICS309	Voice ICS309		
					R	Logistics	Y	I	Situation Analysis Unit	Y		P	Care and Shelter Branch	Y	ID#	Y	Y		
11	Instr	A	12/08/24 17:32	1591P	1600P_R			1607P_I				1610P_P			1615P	Y	Y	Y	
12	Tester	A	12/09/24 10:50	099P	104P_R	Y	Y -TA	107P_I	12/9/24 11:15	Y [6]	missing	108P_P	12/9/24 11:18	Y	113P	Y	missing	Y	
13	Tester	A	12/08/24 20:05	1567P	1571P_R	Y	Y	1574P_I	12/8/24 20:32	Y	12/8/24 20:33	1575P_P	12/8/24 20:39	Y	1580P	Y	Y	Y	
14	Tester																		
15	PFM	A	12/13/24 12:00	126M	132M_R	Y	Y	136M_I	12/13/24 18:08	Y	12/13/24 18:06	137M_P	12/13/24 18:14	Y	145M	Y	missing	Y	
16	PFM	A	12/12/24 12:49	202M	208M_R	Y	Y	208M_I	-missing			212M_P	12/12/24 13:33	Y	218M	Y [8]	missing	Y	
17	PFM	A	12/14/24 16:10	293M	298M_R	Y	Y	303M_I	12/14/24 17:27	Y	12/14/24 17:29	304M_P -subj	12/14/24 17:40	Y	312M	Y	missing	Y	
18	OP	A	12/11/24 16:17	1803P	1806P_R	Y	Y	1809P_I	12/11/24 17:14	Y	12/11/24 17:11 [3]	1810P_P	12/11/24 17:17	Y	1815P	Y	Y	Y	
19	PFM	A	12/16/24 15:10	1218M	1222M_R	Y	Y [6]	1225M_I	12/16/24 16:12	Y	12/16/24 16:12	1226M_P	12/16/24 16:19	Y [6]	1231M	Y	Y [7]	Y	
20	PFM	A	missing	001M	006M_R	Y	Y -ref		-missing			010M_P	12/17/24 14:14	Y	018M	Y [8]	missing	Y	
21	OP	A	12/16/24 13:40	690P	694P_R	Y	Y	697P_I	12/16/24 14:17	Y	12/16/24 14:15 [3]	698P_P	12/16/24 14:21	Y	703P	Y	Y	Y	
22	PFM	A	12/15/24 18:05	156P	160P_R	Y	Y	163P_I	12/15/24 18:41	Y	12/15/24 18:42	164P_P	12/15/24 18:47	Y	169P	Y	Y	Y	
23	OP	A	12/11/24 10:35	214P	218P_R	Y	Y [6]	223P_I	12/15/24 18:51	Y [5]	12/15/24 19:00	222P_P	12/15/24 19:05	Y [6]	235P	Y	Y	Y	
24	OP	A	missing	1236P	1239P_R	Y	Y -TA	1248P_I	12/16/24 14:41	Y [6]	missing	1249P_P	12/16/24 14:51	Y	1252P [9]	Y [10]	missing	Y	
25	PFM	A	missing	1024M	1028M_R	Y	Y	1034M_I	12/15/24 17:05	Y	12/15/24 17:26 [2]	1032M_P	12/15/24 16:48 [1]	Y	1046M	Y	Y	Y	
26	OP	A	12/17/24 09:24	1507P	1511P_R	Y	Y [6]	1515P_I	12/17/24 10:33	Y [6]	missing	1516P_P	12/17/24 10:40	Y [6]	1521P	Y	missing	Y	
27	OP	A	12/15/24 17:40	4068P	4072P_R	Y	Y	4076P_I	12/15/24 18:24	Y	12/15/24 18:24	4075P_P	12/15/24 18:31	Y	4081P	Y	Y	Y	
28	OP	A	12/15/24 15:40 -subj	624P	627P_R	Y	Y	631P_I	12/15/24 16:07	Y	12/15/24 16:08	632P_P	12/15/24 16:14	Y	637P	Y	missing	Y	
29	OP	A	12/15/24 19:10	491P	498P_R	Y	Y	506P_I -subj	12/16/24 17:40	Y	missing	503P_P	12/15/24 20:31	Y	509P	Y -delivered	missing	Y	
30	PSM	A	12/17/24 16:38	102M	106M_R	Y	Y	109M_I	12/17/24 16:57	Y	12/17/24 16:56	110M_P	12/17/24 17:00	Y	114M	Y	Y	Y	
31	OP	A	12/12/24 10:47	294P	298P_R	Y	Y	301P_I	12/12/24 16:36	Y [6]	missing	302P_P	12/12/24 16:49	Y	307P	Y -delivered	missing	Y	
32	OP	A	12/15/24 10:25	150P	154P_R	Y	Y	158P_I	12/15/24 10:57	Y [4]	12/15/24 10:52 [3]	159P_P	12/15/24 11:04	Y	164P	Y	missing	Y	
33	MIA																		
99	PFM	A	12/16/24 21:20	182P	187P_R	Y	Y	190P_I	12/16/24 21:55	Y	12/16/24 21:58	191P_P	12/16/24 22:05	Y -TA	196P	Y	Y	Y	

Key	Description
-csv	some or all commas missing from csv content, line ending problems, etc.
-XDHM	Didn't replace XX (tactical, DD (day), HH (hour), and/or MM (minute) with current time
-delivered	ICS309 not showing other messages exchanged after check-out delivered
-drill	Message did not contain "**** this is drill traffic ****" in the content, or equivalent
-fax	Soft: 3rd party form content not copied exactly - typos, mistakes, missing text, etc.
-fax	Hard: 3rd party form content not copied exactly - typos, mistakes, missing text, etc. EOC-impacting
-ICSTO/From	Information appears switched between TO and FROM
-lines	csv line termination(s) missing or embedded in quotes and non-functional
-msg#	Message number or prefix format error, missing suffix, underscore or dash issues, etc.
-name	From: Name field is empty
-ref	Missing Reference
-release	Release instructions not followed for top-of-form information
-sig	"with signature" box not checked
-startfinish	Does not include logging of all message from start to finish of practice including XSCEVENT or XND@XSC notices
-subcsv	Missing "csv" as last characters of the Subject line. Step 6 from instructions
-subj	Subject incorrect as per directions
-T#	ICS-309 Task number field should just be the simulated exercise activation number
-TA	Take Action and/or Reply information missing or incorrect
-TNm	ICS-309 Task Name (incident name) not as instructed, may be cut-and-paste problem
-TMI<g>	Too Much Information
-XND	Message prefix not XND tactical format, e.g. XND010, XND050, etc.

Notes
[1] Sent Priority before Immediate
[2] Greater than 5 minutes, Immediate send to voice notification
[3] Interesting that voice notify is before message receipt
[4] Page 2 and/or 3 information missing
[5] Activation "Full" unchecked.
[6] IC TO Location should be "Xanadu Cnty EOC" not "County EOC" or "Xanadu City EOC"
[7] From should be tactical cal, "xanadu city", or blank, To should be XNDEOC or "X"
[8] Complete, except for missing messages
[9] received well after XNDEOC closed
[10] Both -release and -delivered