



# Monthly Packet Message Passing Exercise Review

Period: 04/20/2022 09:00 to 04/27/2022



Santa Clara County ARES®/RACES/CRU

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# Simulated Shelters and Messages Passed

Number counts from the Xanadu EOC ICS-309 (as of 18:12):

Checkpoints assigned (non-staff):	23
Checkpoints participating:	22
Content Messages exchanged *:	369
Form EOC213RR	32
Form ICS-213	23
CSV forms sent to XNDEOC	54
Other	218
Courtesy	15

Thank you for participating in this exercise!!!!

\* Excluding DELIVERED:, includes resends. Overall total to/from Xanadu EOC: 698

# Exercise 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 - 02/22/20202
  - Standard Packet Check-in/Out Message - 09/25/2022
  - Outpost Users Guide, Basics; Version 3.4 | July 2020
  - RACES Recommended Form Routing Cheat Sheet [Rev: 19-Feb-2022]
- Exercise simulated 3<sup>rd</sup> party and operator-to-operator messages
  - Check-In and Check-Out
  - Plain-text messages
  - ICS-213 sending and receiving
  - XSC OA EOC213RR Resource Request
  - XSCEVENT and City Notice retrieval
  - Csv-based message form
- In addition
  - Outpost configuration
  - Challenges for form completeness
  - Following instructions

# How did we do in general?

- XSCEVENT notice downloaded and followed by most
  - 16 responses
- City Notice XND@XSC downloaded and followed by less
  - 15
  - SCCo ARES/RACES Packet Operations - Type III, Part B course, page 90 “Using City Bulletins”
- Radio Routing cheat sheet still needs to be studied – but getting better
- Much fewer FAX machine issues with EOC213RR
  - However, many didn’t know how to insert “REF” information
  - Some didn’t “\*\*\*\* this is exercise traffic \*\*\*\*”
  - A few more “XDHM” errors than expected
- CSV file handling
  - Lot of problems retaining commas
  - Several kiosks left subject field with “start shift” from first roll-up message -> counted as missing
  - Several duplicate resends of same messages
- ICS-213 Reference Field – better!
- ICS-309 task number and task names, some issues

# The Checkpoint Assignment:

Your tactical number: 42

Your From ICS Position: Radio Operator

Your From Location: "Xanadu City Festival Kiosk 42". (*Hint: Outpost->Setup->Station ID->Tactical->Additional ID Text*)  
You can shortened to: "Festival Kiosk 42" in message Subject lines.

Your Tactical Call Sign is: XND042 (*Hint: Outpost->Setup->Station ID->Tactical->Tactical Call Sign*)

Your message prefix is: X42

Starting message number: your\_choice

SCC Event Position[\*\*]: Primary\_Station\_test

Incident Name: Xanadu City Earth Day Art & Wine Festival

Activation Number: XND-22-0420P

Your BBS: Use your normal primary/secondary. There is no simulated-down BBS for this exercise

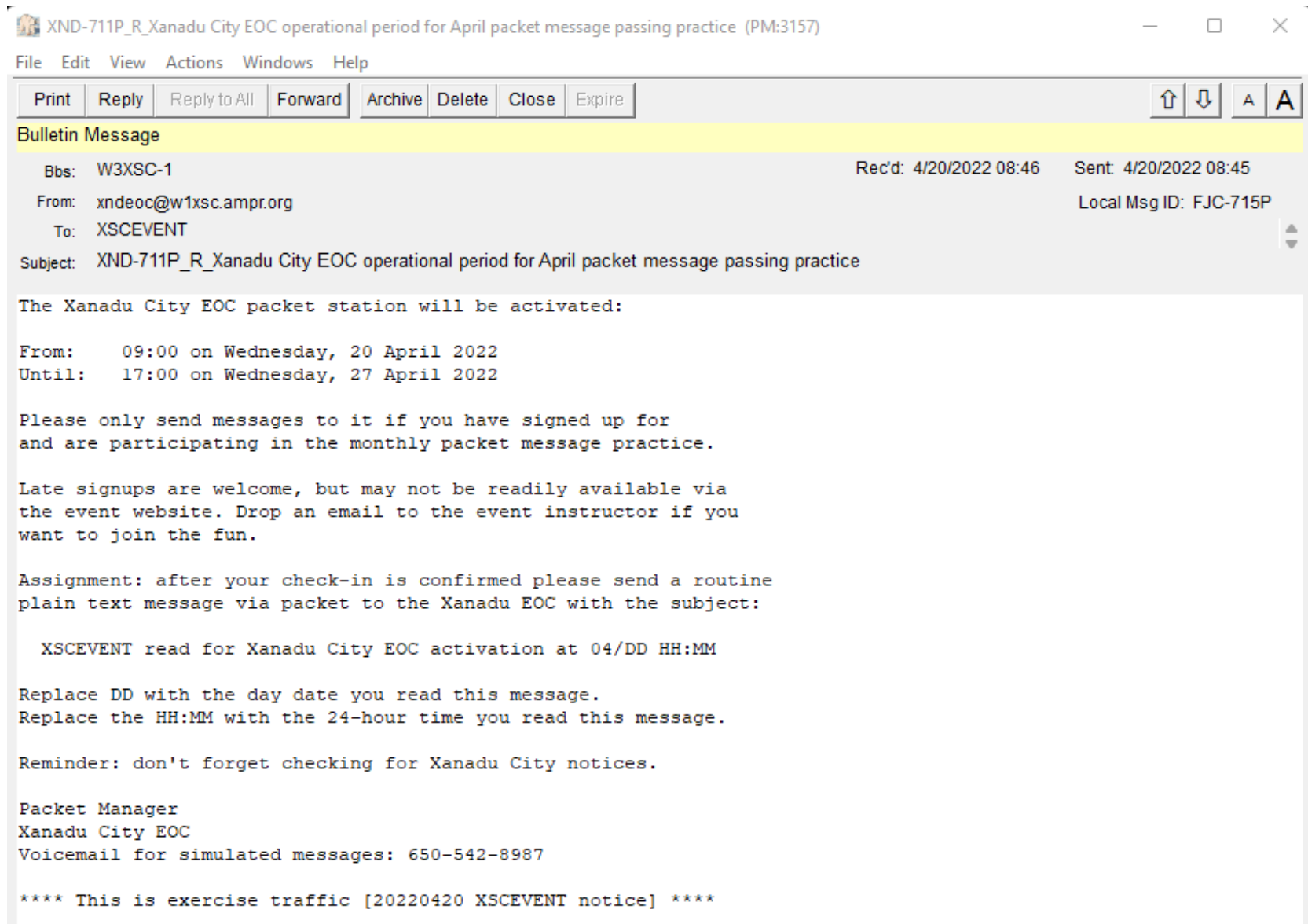
Xanadu City EOC mailbox: [XNDEOC@W1XSC.ampr.org](mailto:XNDEOC@W1XSC.ampr.org) (primary)  
[XNDEOC@W4XSC.ampr.org](mailto:XNDEOC@W4XSC.ampr.org) (secondary)

XND EOC activation period: From Wednesday, 04/20/22 09:00 until Wednesday, 04/27/22 17:00

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).  
Ref: [2021 Packet Type III Part B course, slide "Standard Packet Subject Line"](#)

# How'd we do: Notices

- XSCEVENT:



XND-711P\_R\_Xanadu City EOC operational period for April packet message passing practice (PM:3157)

File Edit View Actions Windows Help

Print Reply Reply to All Forward Archive Delete Close Expire

Bulletin Message

Bbs: W3XSC-1 Rec'd: 4/20/2022 08:46 Sent: 4/20/2022 08:45  
From: xndeoc@w1xsc.ampr.org Local Msg ID: FJC-715P  
To: XSCEVENT  
Subject: XND-711P\_R\_Xanadu City EOC operational period for April packet message passing practice

The Xanadu City EOC packet station will be activated:

From: 09:00 on Wednesday, 20 April 2022  
Until: 17:00 on Wednesday, 27 April 2022

Please only send messages to it if you have signed up for and are participating in the monthly packet message practice.

Late signups are welcome, but may not be readily available via the event website. Drop an email to the event instructor if you want to join the fun.

Assignment: after your check-in is confirmed please send a routine plain text message via packet to the Xanadu EOC with the subject:

XSCEVENT read for Xanadu City EOC activation at 04/DD HH:MM

Replace DD with the day date you read this message.  
Replace the HH:MM with the 24-hour time you read this message.

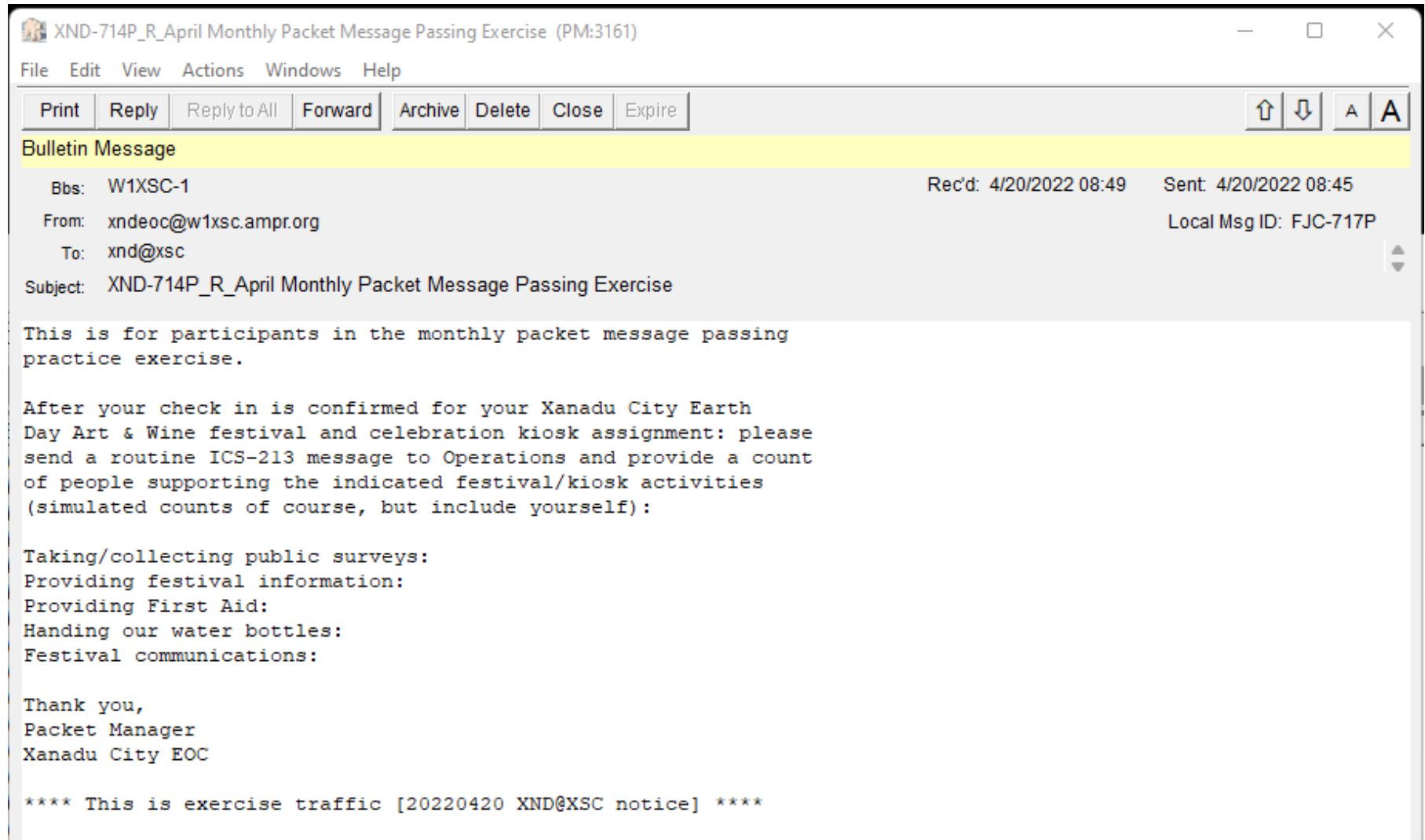
Reminder: don't forget checking for Xanadu City notices.

Packet Manager  
Xanadu City EOC  
Voicemail for simulated messages: 650-542-8987

\*\*\*\* This is exercise traffic [20220420 XSCEVENT notice] \*\*\*\*

# How'd we do: Notices

- XND@XSC:



The screenshot shows an email client window titled "XND-714P\_R\_April Monthly Packet Message Passing Exercise (PM:3161)". The window has a menu bar with "File", "Edit", "View", "Actions", "Windows", and "Help". Below the menu bar is a toolbar with buttons for "Print", "Reply", "Reply to All", "Forward", "Archive", "Delete", "Close", and "Expire". There are also icons for "Up", "Down", and "A" (bold). The email content is displayed in a text area with a yellow header bar that says "Bulletin Message". The email header includes "Bbs: W1XSC-1", "From: xndeoc@w1xsc.ampr.org", "To: xnd@xsc", and "Subject: XND-714P\_R\_April Monthly Packet Message Passing Exercise". The email body contains the following text:

Rec'd: 4/20/2022 08:49 Sent: 4/20/2022 08:45  
Local Msg ID: FJC-717P

This is for participants in the monthly packet message passing practice exercise.

After your check in is confirmed for your Xanadu City Earth Day Art & Wine festival and celebration kiosk assignment: please send a routine ICS-213 message to Operations and provide a count of people supporting the indicated festival/kiosk activities (simulated counts of course, but include yourself):

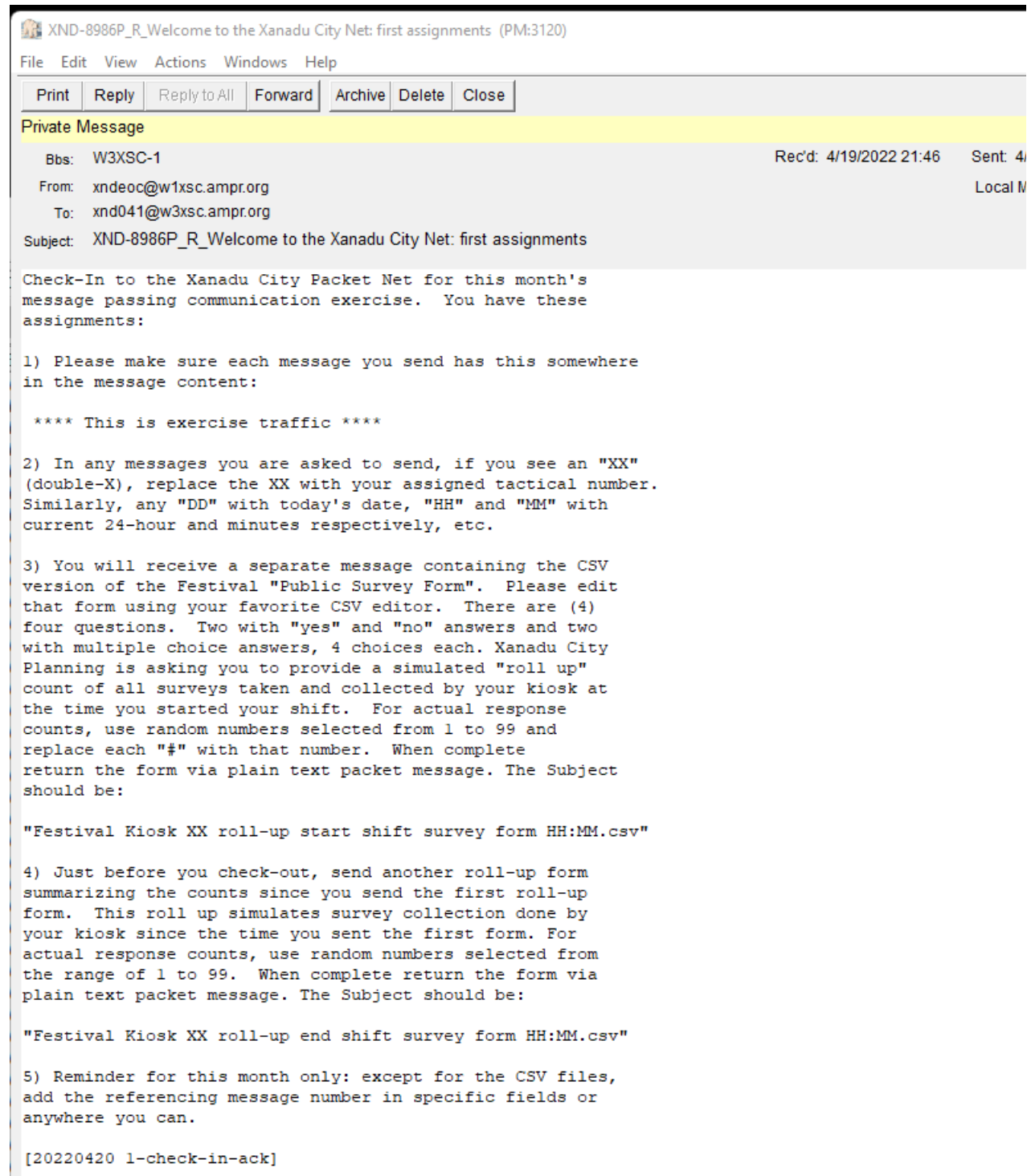
Taking/collecting public surveys:  
Providing festival information:  
Providing First Aid:  
Handing our water bottles:  
Festival communications:

Thank you,  
Packet Manager  
Xanadu City EOC

\*\*\*\* This is exercise traffic [20220420 XND@XSC notice] \*\*\*\*

# How'd we do: Starting Status

- Check-in Ack & Welcome
- Ask for two .csv forms, one at start and one before check-out
  - Make normal changes
  - Change #'s to numbers
- Also reminder to add reference message numbers.



XND-8986P\_R>Welcome to the Xanadu City Net: first assignments (PM:3120)

File Edit View Actions Windows Help

Print Reply Reply to All Forward Archive Delete Close

Private Message

Bbs: W3XSC-1 Rec'd: 4/19/2022 21:46 Sent: 4  
From: xndeoc@w1xsc.ampr.org Local M  
To: xnd041@w3xsc.ampr.org  
Subject: XND-8986P\_R>Welcome to the Xanadu City Net: first assignments

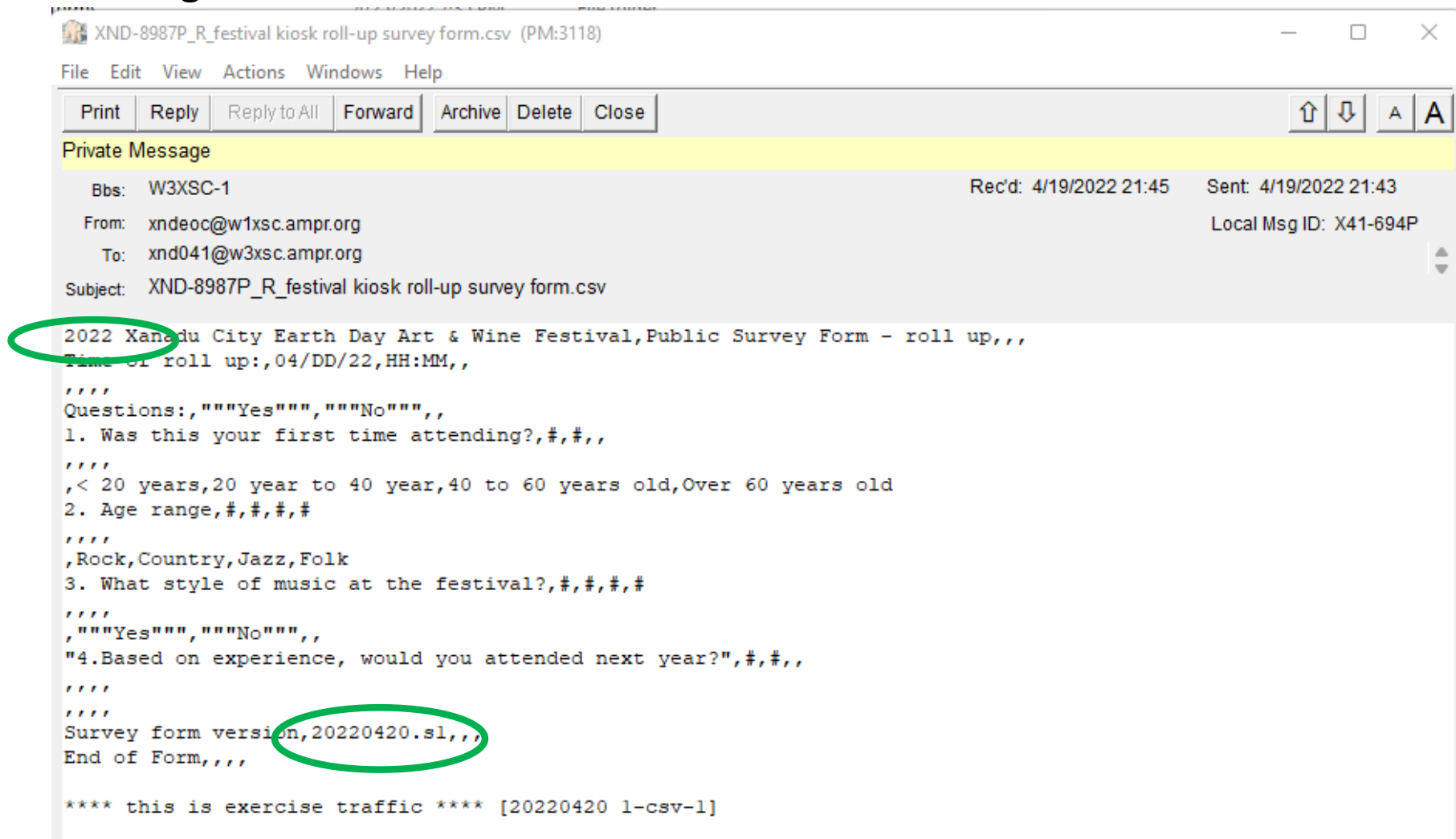
Check-In to the Xanadu City Packet Net for this month's message passing communication exercise. You have these assignments:

- 1) Please make sure each message you send has this somewhere in the message content:  
  
\*\*\*\* This is exercise traffic \*\*\*\*
- 2) In any messages you are asked to send, if you see an "XX" (double-X), replace the XX with your assigned tactical number. Similarly, any "DD" with today's date, "HH" and "MM" with current 24-hour and minutes respectively, etc.
- 3) You will receive a separate message containing the CSV version of the Festival "Public Survey Form". Please edit that form using your favorite CSV editor. There are (4) four questions. Two with "yes" and "no" answers and two with multiple choice answers, 4 choices each. Xanadu City Planning is asking you to provide a simulated "roll up" count of all surveys taken and collected by your kiosk at the time you started your shift. For actual response counts, use random numbers selected from 1 to 99 and replace each "#" with that number. When complete return the form via plain text packet message. The Subject should be:  
  
"Festival Kiosk XX roll-up start shift survey form HH:MM.csv"
- 4) Just before you check-out, send another roll-up form summarizing the counts since you send the first roll-up form. This roll up simulates survey collection done by your kiosk since the time you sent the first form. For actual response counts, use random numbers selected from the range of 1 to 99. When complete return the form via plain text packet message. The Subject should be:  
  
"Festival Kiosk XX roll-up end shift survey form HH:MM.csv"
- 5) Reminder for this month only: except for the CSV files, add the referencing message number in specific fields or anywhere you can.

[20220420 1-check-in-ack]

# How'd we do: CSV

- CSV Message form content



- Key items: "2022" must be at the start of the first line of the .csv file that gets turned, and if you open in Excel, the form version is in cell B17

# How'd we do: CSV

- CSV Message form content in Excel

	A	B	C	D	E
1	2022 Xanadu City Earth Day Art & Wine Festival	Public Survey Form - roll up			
2	Time of roll up:	04/DD/22	HH:MM		
3					
4	Questions:	"Yes"	"No"		
5	1. Was this your first time attending?	#	#		
6					
7		< 20 years	20 year to 40 year	40 to 60 years old	Over 60 years old
8	2. Age range	#	#	#	#
9					
10		Rock	Country	Jazz	Folk
11	3. What style of music at the festival?	#	#	#	#
12					
13		"Yes"	"No"		
14	4. Based on experience, would you attended next year?	#	#		
15					
16					
17	Survey form version	20220420.s1			
18	End of Form				
19					
20	**** this is exercise traffic **** [20220420 1-csv-1]				
21					

- Key items: "2022" has to be at the start of the first line of the .csv file that gets turned, and if you open in Excel, the form version is in cell B17

## How'd we do: CSV

- Some kiosks get everything correct
- Issues with subject lines, duplicate MSG ID's, messages
- Issues with not using Outpost "File -> Save As, No Headers"
  - Otherwise there will be Outpost header lines the file
- Issues with putting extra lines
- Issues with missing first line of form
- Issues with commas disappearing
- Issues with quote after "next year?" getting "corrupted", cause a rest-of-form failure
- Issues with not replacing #'s with numbers
- Issues with extra numbers in other cells
- Some kiosks tried to put reference information

# How did we do ? EOC213RR ?

- Nice work!
- New stuff: need to find a text field to insert the Reference information
- Also, this was not an Immediate handling order, so no need to inform the Xanadu EOC via a voice method
- Still need Radio Routing Cheat sheet close by
- Several missed the XX for Wolfman Jack

# Biggest Issues this month

- XSCEVENT and City Notices not being downloaded and/or instructions not followed
- Radio Routing Form (cheat sheet) will help some with County Forms for ICS TO and Handling order
- Maintaining CSV file content

# Alternate Station: KK6FMQ



# Summary

- Nice participation for this go!
- Areas for continued practice have been identified

## Next practice is posted:

- Scenario: Xanadu City Memorial Day Airshow Weekend
- Open: Wednesday, 18 May 2022 at 09:00
- Close: Wednesday, 25 May 2022 at 18:00

In order to prepare for the Zoom call, messages received after the end time will not be counted in the stats or scorecard. Please plan accordingly.

## Next UP: Exercise Scorecard

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

# Feedback during Zoom call

- CSV instructions and form much better organized than last month's. Still need some better wording to avoid "over thinking"
- Outpost ICS309 and Go-KIT ICS309 do not align on top-of-form information – can this be "rationalized"?
- Create instructions on exactly where to place "this is exercise traffic" and "REF" information on EOC213RR form.
  - Mark & Tim -> Instructions on when to really use and put in Special Instructions
  - Mark: look to see if needed for other forms
- Talk to JimO about how to turn static date/time into active date/time in canned messages
- Talk to JimO about enhanced CSV processing training