



# Monthly Packet Message Passing Exercise Review

Period: 06/15/2022 09:00 to 06/22/2022



Santa Clara County ARES®/RACES/CRU

Last Updated: 27 June 2022

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# Simulated Shelters and Messages Passed

Approximate number counts from the Xanadu EOC ICS-309 (as of 17:00):

Checkpoints assigned (total):	19
Participating / staff:	14 / 3
Content Messages exchanged *:	
Form EOC213RR	
Form ICS-213 sent to XNDEOC	
CSV forms sent to XNDEOC	
Other	
Courtesy	0

Thank you for participating in this exercise!!!!

- Excluding DELIVERED:, includes resends and testing.  
Overall total to/from Xanadu EOC: 717

# 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 - 02/22/2022
  - 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
  - XND City Notice retrieval
  - Plain-text messages
  - URL-based “handing” of form to operator using [xanadu-city.org](http://xanadu-city.org)
  - ICS-213 sending and receiving
  - EOC213RR sending
- In addition
  - Outpost configuration
  - Challenges for form completeness
  - Following instructions

# How did we do in general?

- City Notice XND@XSC downloaded reported by everyone !!!! (awesome first time)
- Radio Routing cheat sheet still needs to be studied in a little more detail
- ICS-213 form for “List of equipment”
  - Need to remember the Reference field.....
  - Issues reporting on how long able to operate on batteries
  - More details in later slides
- The EOC213RR should have been “fax machine” copied Field # by Field # from EOC style form (handed via URL) into the ARES/RACES form sent via packet
  - Some FAX machine errors
  - Some Incident Name errors
  - Larger than expected ICS To Location errors
  - More details in later slides
- Notifying the Xanadu EOC via a voice method
  - Had a few missing
  - More details in later slides
- ICS-309 task number and task names, some issues
  
- All in All very good go!

# The Command Post Assignment:

**Scenario for this month's exercise:** you have been assigned as a packet radio operator supporting messaging at a Command Post during the Xanadu City Annual Father's Day and Child's Soap Box Derby event.

Your tactical number: 15  
Your From ICS Position: Radio Operator  
Your From Location: "Xanadu City Command Post 15". (*Hint: Outpost->Setup->Station ID->Tactical->Additional ID Text*)  
You can shorten it to: "Command Post 15" in message Subject lines if not specified.  
Your Tactical Call Sign is: XND015 (*Hint: Outpost->Setup->Station ID->Tactical->Tactical Call Sign*)  
Your message prefix is: X15  
Starting message number: your\_choice  
SCC Event Position[\*\*]: Primary\_Station\_test  
Incident Name: Xanadu City Annual F&C Soap Box Derby Event  
Activation Number: XND-22-0619P  
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, 06/15/22 09:00 until Wednesday, 06/22/22 18:00 (sharp)  
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: City Notice

Bbs: W1XSC-1 Rec'd: 6/15/2022 10:15 Sent: 6/15/2022 10:12  
From: xndeoc@w1xsc.ampr.org Local Msg ID: XND-5357P  
To: xnd@xsc  
Subject: XND-615P\_R\_Xanadu City EOC operational period for June packet message passing practice

The Xanadu City EOC packet station will be activated:  
From: 09:00 on Wednesday, 15 June 2022  
Until: 17:00 on Wednesday, 22 June 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:

XND city notice read at 05/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.

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

\*\*\*\* this is exercise traffic \*\*\*\*

“oops” Instructor error on “05”, should have been “06”. Accepted either. Appreciated those that email'd or noted that they deliberately edited

**Until:** this will be hard stop in the future ( the script will be stopped ) due to real-life workload. Staff was a little late in shutting down today and noted new messages from Command Post 22 at 17:28 – you are lucky.

# How'd we do: Starting Status

- Check-in Ack & Welcome
- URL "handed to you" method explained
- Reminder on DD, HH, MM replacements
- Ah, first URL message

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

1) Please make sure each message you send has this somewhere in the message content:

\*\*\*\* This is exercise traffic \*\*\*\*

2) This month's practice will simulate forms being handed to you by your location leader 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.

c) They don't know about Guideline 1). 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, 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. If you see a "(+time)" add the correction to the current time. For example, if the form has "HH:MM(+45min)", use your current time plus 45 minutes.

4) Alert: your Command Post IC just handed you the following to transmit: <https://xanadu-city.org/20220615/FDD-reg-213.pdf>

[20220615 1-check-in-ack]

# Request for List of equipment

<b>MESSAGE FORM</b> SCCo ICS Form 213 (01/19/2022) PIF 2.2		Origin Msg #: <sup>2</sup> XND-2003P	Destination Msg #: <sup>3</sup>
Date <sup>1</sup> : 06/15/2022	Time (24hr) : 0920	Handling <sup>5</sup> : <input type="radio"/> Immediate (ASAP) <input type="radio"/> Priority (<1 hr) <input checked="" type="radio"/> Routine (<2 hr)	
This message requests you to <sup>6</sup> :			
Take Action: <input checked="" type="radio"/> Yes <input type="radio"/> No			
Reply: <input checked="" type="radio"/> Yes, by 1500 <input type="radio"/> No			
T O	ICS Position: <sup>7</sup> Packet Operator		ICS Position: <sup>8</sup> Operations
	Location: <sup>9</sup> All Xanadu City Event Command Posts		Location: <sup>9</sup> Xanadu City EOC
	Name:		Name:
	Telephone #:		Telephone #:
Subject: <sup>10</sup> Request list of your packet equipment			
Reference: <sup>11</sup>			
<b>Message: <sup>12</sup></b> Please prepare and send a routine ICS-213 message to Xanadu City EOC Operations describing your packet equipmentset up for your operational period. Use the subject "List of equipment". Include: a) Make/model of laptop, radio, TNC, antenna, height aboveground, BBS frequency, and transmit output power. b) Type of power source(s) you are using for you packet station. How long can you run your packet station on batteries if youhave no other source of power?.  **** This is exercise traffic [20220615 1-ics213-1] ****			

- 1) Reference: (field 11) should include either "XND-2003P" or the actual XND-5XXXP ID received during the exercise and optional Subject: of that message.
- 2) Accurate responses to both a) and b) are important. Operations wants to verify equipment type and status and if the limit on battery power requires their notice to Logistics and Planning on need and timing of any supplemental power.

# EOC213RR – This was a fun one, thank you Tim

Two fields generated the most fax machine errors

County of Santa Clara  
Emergency Operations Center (EOC)  
**Resource Request Form 213RR**

**COMPLETED BY REQUESTOR**

<b>1. Incident Name</b> Father and Child Soap Box Derby	<b>2. Date Initiated</b> 06/DD/2022	<b>3. Time Initiated</b> HH:MM	<b>4. Tracking Number</b> <i>(Completed by OA EOC)</i>
<b>5. Requested By (name, agency, position, email, phone)</b> Herman Munster Xanadu Public Works Traffic Supervisor hmunster@pw.xanadu.ci.ca.gov 669-555-1598	<b>How to use the EOC Form 213RR</b> <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. <b>Please check that both sides are available.</b>		
<b>6. Prepared by (name, position, email, phone)</b> Herman Munster Xanadu Public Works - Traffic Supervisor hmunster@pw.xanadu.ci.ca.gov 669-555-1598  <b>7. Approved by (name, position, email, phone)</b> Myron Scott, Capt. mscott.pd.xanadu.ci.ca.gov 669-555-7854 Signature:			

Field 1 →

Field 7 →

# EOC213RR – This was a fun one, thank you Tim

<b>1. Incident Name</b>
Father and Child Soap Box Derby



Contact Info:		Contact Info:	
<b>1. Incident Name</b> Father and Child Soap Box Derby	<b>2. Date Initiated</b> 06/18/2022	<b>3. Time Initiated</b> 09:07	<b>4. Tracking Number (OA)</b>
<b>5. Requested by</b> <i>(name, agency, position, email, phone)</i> Herman Munster Xanadu Public Works Traffic Supervisor hmunster#pw.xanadu.ci.ca.gov 669-555-1598		<b>6. Prepared by</b> <i>(name, position, email, phone)</i> Herman Munster Xanadu Public Works - Traffic Supervisor hmunster#pw.xanadu.ci.ca.gov 669-555-1598	
		<b>7. Approved By</b> <i>(name, position, email, phone)</i> Myron Scott, Capt. mscott.pd.xanadu.ci.ca.gov 669-555-7854	

<b>7. Approved by</b> <i>(name, position, email, phone)</i> Myron Scott, Capt. mscott.pd.xanadu.ci.ca.gov 669-555-7854 Signature:
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- 1. Incident Name – information in this field on the form handed to you overrides from assignment information from email. Fax machine principle.
  - Some responses did not use the “original” form Field 1 information
- 7. Approved by – little tricky, Tim left out the “@” in email. Still: be a fax machine.
  - Some responses “fixed” the email address
- Reminder: field # to same field # as on the form handed to you as a fax machine.

# EOC213RR – what about ICS To and From?

Form Type	Handling	To Location **	To ICS Position **	
General EOC				
ICS-213 Message Form	Author defined	Author defined	Author defined	
EOC-213RR Resource Request	<b>If "Priority" (Field 11) is:</b>	County EOC	Planning Section	
	Now			Immediate (ASAP)
	High (0-4 hrs)			Immediate (ASAP)
	Medium (5-12 hrs)			Priority (<1 hr)
Low (12+ hrs)	Routine (<2 hrs)			

\*\* For actual EOC activations, use the default To Location and To ICS Position(s) as indicated, unless told otherwise by the message originator. 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.

- ICS To Location

- This is an ARES/RACES training event: the Xanadu City EOC has a stated operational period, the "County EOC" was not in play for this training.

- Accepted: "Xanadu City EOC", "Xanadu EOC", or "XND EOC"

- ICS From Location

- Use the information from your assignment for location. i.e., where the message was sent from: Command Post XX

- For TO Position: "Radio Operator", "Traffic Supervisor", "IC", ...

# EOC213RR –ICS To learning experience

- ICS To Location Scoring – Update 6/27/22:
  - Post Office Hours meeting on 6/22, I decided that the footnote on the cheat sheet should be a learning experience item for this month's exercise. The color **yellow** has been changed to **green** as appropriate on the scorecard.

# Summary

- Nice participation for this go!
- Awesome work on City Notices

Next practice will be posted “soon”:

- Xanadu EOC will be closed for July for this monthly packet practice.
- Expect third Wednesday start: 17 August

Next UP: Exercise Scorecard

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

# Feedback during last Zoom call

- CSV instructions and form much better organized than last month's. Still need some better wording to avoid "over thinking"
  - Should have been better for May
- Still open issues:
  - 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