



Monthly Packet Message Passing Exercise Review

Period: 12/13/2023 09:00 to 12/20/2023



Santa Clara County ARES®/RACES

Last Updated: 20 December 2023

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Messages Passed Summary

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

Assignments sent (total):	27
Participating / dropped / fun / staff:	27 / 0 / 1 / 3
Content Messages exchanged *:	
Form ICS213 (sent / received)	84
RACES-MAR (received)	28
Other	291

Thank you for participating in this exercise!!!!

- Excluding DELIVERED: 403 includes resends and testing.
Overall total to/from Xanadu EOC: 757

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 - 09/25/2023
 - Outpost Users Guide, Basics; Version 3.4 | July 2020
 - RACES Recommended Form Routing Cheat Sheet [Rev: 19-Feb-2023]
- Following Directions
- Exercising simulated 3rd party and operator-to-operator messages
 - Check-In and Check-Out
 - XND City Notice retrieval
 - Operator to operator messages
 - 3rd party messages
 - Hand-written forms “handed” to operator via URL to simulate a “complete” form being handed from Principal
 - Operator limited to header (routing form) content and **** this is drill traffic ****
 - URL assignments now will be “given” in operator-to-operator messages and not 3rd party form

How did we do in general?

- Check-in and Check-out – minor
- City Notice XND@XSC downloaded and reported by most
 - Good, 5 missing reports
 - “dorpoff”, and “rear” spelling errors
- Home Alone
 - Very good
- ICS-213 Collection Bin Status – very good
- RACES-MAR – very good
- ICS-309 (packet)
 - Still have issues with some stations not following directions
 - “Dropoff XX” missing
 - Don’t exclude anything
 - Some drop-offs attached the “Form 1” as part of turn in – that’s fine, wasn’t expected
- Instructor adjustments and corrections
 - Use of “Subject” in directions
 - Use last month’s ICS-213 form for “mutual aid request received “ didn’t modify “Immediate”

The Assignment:

Simulated Scenario for this month's exercise: you have been assigned as a packet radio operator for a Xanadu Holiday Toys for Kids Dropoff location. Use a major intersection nearest your own home as the simulated location of your Dropoff site. Your simulated site manager and supervisor is Jack Skellington.

Your tactical number: 41
Your role: Packet Radio Operator for Holiday Toys for Kids Dropoff 41, you can shorten to Dropoff 41
Your Tactical Call Sign is: XND041
Your message prefix is: X41
Starting message number: your_choice
SCC Event Position[**]: Primary_Station_test
Incident Name: Xanadu Holiday Toy Collection (use this as the incident name for the ICS-309)
Activation Number: XND-23-1213P
Your BBS: Use your normal primary/secondary. There is no simulated-down BBS for this exercise
Simulated physical location: Pick a nearby major street intersection and use the street names.
Xanadu EOC mailbox: XNDEOC@W1XSC.ampr.org (primary)
XNDEOC@W4XSC.ampr.org (secondary)
XND EOC activation period: From Wednesday, 12/13/23 09:00 until Wednesday, 12/20/23 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).

Check-In Acknowledged

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:

"<enter your simulated field post address>"

Simply, replace the brackets and the note text with the requested text for that field, do not include the brackets and the instruction 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) 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 "12/DD/2023+tomorrow", would be enter tomorrow's date for the DD replacement, also represented as "12/DD/2023 +1 day"
- e) If you see a "+2h", add two hours to your current time.
- f) Replace any "##" with an integer number.

5) Send a routine plain text message to XNDEOC with the subject of "home alone" with the message of "Kevin said: This is my house. I have to defend it." and add the drill traffic line from instruction 1). Xanadu EOC's receipt of this message moves you to the next step in the exercise.

[20231213 1-check-in-ack]

Standard subject line

- We have a standard packet Subject line:
https://www.scc-ares-races.org/data/packet/docs/SCCo_Std_Fmt_Pkt_Subj_Line_v220803.pdf
- Also is one of the XSCPERM notices
- Summary:

The standard format for the subject line field is:

`<SenderMsgNbr>_<HandlingOrder>_<MsgSummary>`

- In future directions, will change from “Subject” to “Message Summary” or “MsgSummary”, e.g.:

5) Send a routine plain text message to XNDEOC with the MsgSummary of "home alone" with the message of "Kevin said: This is my house. I have to defend it." and add the drill traffic line from instruction 1). Xanadu EOC's receipt of this message moves you to the next step in the exercise.

Abbreviated review (again) for this month

- Packet manager still way busy with real work
- No 3rd party message content scoring this month
- Review limited to what is necessary for participation logging
 - Message headers were processed
 - ICS309 turn-in
- Participants will have to self-assess their own content

ICS-213 Collection Bin Status

MESSAGE FORM		Origin Msg #: ² <input type="text"/>	Destination Msg #: ³ <input type="text"/>
▶ For paper: use ballpoint pen – blue or black ink only (See back for instructions)			
Date ¹ :	Time (24hr):	Handling ⁵ (✓one): <input type="radio"/> Immediate (ASAP) <input type="radio"/> Priority (< 1hr) <input checked="" type="radio"/> Routine (< 2hr)	
<input type="text" value="12/00/25"/> (mm/dd/yy)	<input type="text" value="14:15:00"/> (0001 to 2400)	This Message Requests You To ⁶ : TAKE ACTION (✓one): <input type="radio"/> Yes <input checked="" type="radio"/> No REPLY (✓one): <input type="radio"/> Yes, by <input type="text"/> <input checked="" type="radio"/> No	
T O	ICS Position: (required) ⁷	F R O M	ICS Position: (required) ⁸
	<input type="text" value="Recreation Services"/>		<input type="text" value="Site Supervisor"/>
	Location: (required) ⁹		Location: (required) ⁹
	<input type="text" value="Xanadu EDC"/>		<input type="text" value="Dropoff Location XX"/>
Name: (optional)	<input type="text"/>	Name: (optional)	<input type="text" value="Jack Skellington"/>
Telephone #: (optional)	<input type="text"/>	Telephone #: (optional)	<input type="text"/>
SUBJECT: ¹⁰ <input type="text" value="Collection Bin Status"/>			
REFERENCE (e.g., Number of earlier msg.): ¹¹ <input type="text" value="XND-497"/>			
MESSAGE: ¹² (what, when, where needed; how long; contact name and phone number - KEEP MSG BRIEF)			
Stuffed Animals - 80% Boxed Items - 74% Clothing - 36% Sports Equipment - 60% Misc. - 35% *** This is drill traffic ***			

- Comments or questions?

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: (Underlined=Required)					
Date: <u>12/07/23</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 R O M	ICS Position:	<u>RACES UNIT</u>		F	ICS Position:
	Location:	<u>Xanadu EOC</u>		R	Location:
	Name:			O	Name:
	Contact Info:			M	Contact Info:
Agency		Name:	<u>Xanadu</u>		
Event/Incident		Name:	<u>Xanadu Holiday Toys for Kids</u>	Nbr:	<u>XND-27-1213</u>
Assignment (General duties, conditions, equipment, shift times)		<p><u>Provide comms support for toy collection site to/from Xanadu EOC.</u></p> <p>*** <u>This is drill traffic</u> ***</p>			
Amateur Radio Resources Requested		Qty	Role/Position	Preferred Type	Minimum Type
		<u>1</u>	<u>Packet op</u>	<u>Packet operator</u>	<u>P3</u>
		<u>1</u>	<u>Field comm</u>	<u>Voice communicator</u>	<u>C4</u>
Requested Arrival		Date(s):	<u>12/07/23 +1 day</u>	Time(s):	<u>08:30</u>
Needed Until		Date(s):	<u>12/07/23 +1 day</u>	Time(s):	<u>0800-17:00</u>
Reporting Location		<u>Dropoff location XX</u>			
Contact on Arrival		<u>Jack Skellington 408-555-1119</u>			
Travel Info		<u>Best route per Waze or Google maps</u>			
Requested By		Name:	<u>Jack Skellington</u>	Title:	<u>Site Manager</u>
		Contact (E-mail, phone, frequency):			
		<u>jskellington@xanadu.ca.gov 408-555-1119</u>			
Approved By (Authorized agency official)		Name:	<u>Sammy Elf</u>	Title:	<u>Director of Toys</u>
		Contact (E-mail, phone, frequency):			
		<u>sammychiefelf@northpole.org</u>			
		Signature:	<u>Sammy Elf</u>	Date:	<u>12/07/23</u>
				Time:	<u>HH:MM</u>

Summary

- Nice participation for this go!

Next practice is posted for 17 January 2024

Next UP: Exercise Scorecard

- Reminder, there is no pass or fail
- The scorecard is a tool for indicating areas for improvement
- Only message headers and forms turn-in was scored – no content was scored

Happy Holidays!