

Shelter #	Loc	Notice Read	Check-in		Packet Set UP			ShelStat Form			Participants		MuniStat Form			Check-Out	ICS-309 PDF in email		
			Rcv'd	Msg ID	HO	Type	ICS To:	Content	HO	ICS To:	Content	HO	Content	HO	ICS To:			Jurisdiction	Content
Golden	P/Alt	Y	Y	300	R	ICS-213	Operations	Y	P	Mass Care & Shelter Unit, or Care and Shelter Branch, or Operations Section	Y	R	Y	I	Situation Analysis Unit, or Planning Section	Campbell	Y	Y	Y
31	P	N	Y	300P	R	ICS-213	Operations	Y	P * 2 [0]	Mass Care & Shelter Unit	-tactical -exercise	R	Y	P	Situation Analysis Unit	Campbell	Y	Y 305P?	Y -task
32	P	Y	Y	308P	R	ICS-213	Operations	Y	P	Mass Care & Shelter Unit	-tactical -address	R	Y	I	Situation Analysis Unit	Campbell	Y	Y	?
33	P	N	Y	300P	R	ICS-213	Operations	Y	I	Operations	Y	R	Y	script error: did not send request for municipal status			Y	Y -delivered	
34	P	N	Y	300P	R	ICS-213	Operations	-exercise	P	Mass Care & Shelter Unit	-tactical	R	Y	I	Situation Analysis Unit	Campbell	Y	Y	Y -delivered
35	P	Y	Y	300P	R	ICS-213	Operations	-exercise	P	Mass Care & Shelter Unit	-address -tactical	R	Y	I	Situation Analysis Unit	Campbell	-exercise	Y	Y
36	P	Y	Y OTT -present	300P	R	ICS-213	Operations	+reference	P	Mass Care & Shelter Unit	-repeater	R	Y	I * 2	Situation Analysis Unit	Campbell	Y	Y -present	Y
37	P	N	Y	300P	R	ICS-213	Operations	Y	P	Mass Care & Shelter Unit	-tactical	R	Y	I	Situation Analysis Unit	Campbell	-exercise	Y	Y [6]
38	P	N	Y	304P	R	ICS-213	Operations	Y	P	Mass Care & Shelter Unit	Y	R	Y	P	Mass Care and Shelter Unit	Campbell	Y	Y	Y
39	P	N	Y [1] -present	302P	R	ICS-213	Operations	Y	P	Xanadu City EOC	-exercise	R	Y	I	Xanadu City EOC	Campbell	-exercise	Y [1] -present	Y -task [5]
40	P	N	Y	300P	R	ICS-213	Operations & -ICSfrom	Y	P * 2 [0]	Mass Care & Shelter Unit -ICSfrom	-tactical	R	Y	I	Situation Analysis Unit -ICSfrom	Campbell	Y	Y	Y
41	P	N	Y	300P	R	ICS-213	Operations Section Chief	Y	P	Operations Section Chief	-tactical	R	Y	I	Planning Section Chief	Campbell	Y	Y	Y +sig
42	P	N	Y	300P	R	ICS-213	Operations	Y	R	Operations	-tactical	R	Y	script error: did not send request for municipal status			Y	Y	
43	P	N	Y	300P	R	ICS-213	Operations	-exercise	P	Mass Care & Shelter Unit	-tactical	R	Y	I	Planning	Campbell	Y	Y	Y
44	P	N	Y	300P	R	ICS-213	Operations	+reference	R	Mass Care & Shelter Unit	Y	R	Y	script error: did not send request for municipal status			Y -present	Y -ID	
45	Back yard	N	Y	300P	R	ICS-213	Operations	+reference	R	Mass Care & Shelter Unit	Y	R	Y	script error: did not send request for municipal status			Y	Y	
46	P	N	Y	316P	R	ICS-213	Operations	Y	R	IC	-repeater	R	Y	script error: did not send request for municipal status			Y	Y	
47	P	N	Y	300P	R	ICS-213	Operations	Y	P	Planning	Y	R	Y	I	Situation Analysis Unit	Campbell	-comm -exercise	Y	Y +sig -ID
48	P	N	Y [2]	300P	R	ICS-213	Operations	+antenna	P	Mass Care & Shelter Unit	-tactical	R	-fullname	I	Situation Analysis Unit	Campbell	Y	Y [2]	Y
49	P	N	Y	300P	R	ICS-213	Operations -ICSfrom	Y	P	Care & Shelter Unit & -ICSfrom	-repeater	R	Y	I	Situation Analysis Unit & -ICSfrom	Campbell	-exercise	Y	Y
50	P	N	Y	300P	R	ICS-213	Operations	-exercise	R	Operations	-tactical	R	Y	script error: did not send request for municipal status			Y	Y	
51	P	N	Y	300P	Tx failed, coul't not continue.					R			R	Y					
52	P	N	Y [2]	300P	R	ICS-213	Operations	+reference	P	Operations Section	-tactical	R	+reference	I	Situation Analysis Unit	Campbell	Y	Y	Y
53	P	N	Y	300P	R	ICS-213	XNDEOC & -XX	-exercise	R	XNDEOC	Y +amateur	R	Y	script error: did not send request for municipal status			Y	Y	
54	Alt	N	Y																
55	Alt	N	Y	301P	R	ICS-213	-TO->FROM	Y	P	Operations	-tactical	R	Y	I	Operations	Campbell	Y	Y	Y
56	Alt ?	Y	Y	300P	R	ICS-213	Operations	Y	P	-TO-<FROM	-address	R	Y	I	Planning	Campbell	-exercise	Y	Y
57	P	N	Y Z57-	300P	R	ICS-213	Operations	Y	R	IC	Y	R	-exercise	script error: did not send request for municipal status			Y	Y -ID	
58	P	N	Y																
59	P	Y	Y	301P	R	ICS-213	Operations	-exercise	P	Mass Care & Shelter Unit	Y	R	Y	missing: DELIVERED: received			Y	Y -delivered	
60	P	Y	Y	523P	R	ICS-213	Operations	Y	P	Mass Care & Shelter Unit	Y	R	Y	I	Planning Section	Campbell	Y	Y	Y
61	P	N	Y	300P	R	ICS-213	Operations	-exercise	R	IC	Y	R	Y	script error: did not send request for municipal status			Y	Y [4]	
62	P	N	Y	300P	R	ICS-213	Operations	Y	P	Operations	Y	R	Y	I	Planning	Campbell	Y	Y	Y
63	P	Y	Y	300P	R	ICS-213	Operations	++antenna	P	Mass Care & Shelter Unit	Y +amateur	R	Y	I	Planning	Campbell	+voicealert	Y	Y
64	P	N	Y	300P	R	ICS-213	Operations	Y	P	Operations Section	-tactical	R	Y	I	Planning	Campbell	Y	Y	a

Key	Description	Notes	Description
-address	Form didn't include location name or street address as per the assignment	[0]	Scorecard is based on first message received. If you sent another with different information, it is not counted
-ascii	ICS-309 sent in ASCII format	[1]	Incorrect or missing tactical name in subject line, i.e., "Xanadu City Shelter XX", "Shelter XX", or "Radio Operator"
-B4	Received before check-in was confirmed	[2]	"Xansadu" or "Sheltere" spelling error in Subject and body
-comm	Current Situation > Communications left unset and shows no status	[3]	Both sent at the same time or both received in the same session
-delivered	ICS-309 does not show DELIVERED: receipt for Check-Out or the other messages sent EOC->shelter and their DELIVERED receipts sent back to EOC.	[4]	Missing Check-In message at the start of the log, started with DELIVERED receipt for the Check-In from the EOC
-exercise	Message did not contain "***** this is exercise traffic *****" in the content, or equivalent (does not apply to check-in/out)	[5]	Missing final DELIVERED receipt from Shelter to EOC for XND-3207P_R_Goodbye - Weird!
-fullName	Didn't provide actual Last, First name of operator as registered to FCC call	[6]	First ICS-309 returned, I noted DELIVERED was excluded, so I change directions for the exercise
-handling	Incorrect handling order for exercise or missing handling order		
-ICSfrom	Should be ICS FROM: ICS Position "Radio Operator", Location "Xanadu City Shelter XX". Alt from "Shelter Manager"		
-ID	ICS309 Comm Log Builder: Radio Operator Name is not full name and/or Station ID is not FCC callsign		
-present	"Present are" list not following SCC Check-In/Out notice directions,		
-repeater	Thank for filling out the Repeater fields!!! However, AA6BT, W6ASH, K6SNY are voice resources and not assigned/used in this exercise		
-tactical	Amateur Radio Information > Tactical Call field empty		
-task	ICS-309 Task Name not as instructed, may be cut-and-paste problem		
-TO-<>FROM	ICS TO <> ICS FROM information switched		
-XX	"XX" should be replaced by shelter number only, e.g. 31 through 65, and not with the complete tactical call		
++antenna	Bonus! Provided antenna model, coax type and length, and HAT (height above terrain) information		
+amateur	Bonus! Amateur Radio Information some for BBS		
+antenna	Bonus! Provided antenna type		
+reference	Bonus! Entered the reference msg-id		
+sig	Bonus! Signed the ICS-309		
+voicealert	Bonus! Noted attempt to notify Xanadu EOC on Command Net		

Participants Handling Color Code	
	_I_MuniStat was sent in a separate session before _R_Participant List was sent
	MuniStat and Participant List was sent in the same session. Ideally, prepare and send the Immediate(s), then a SEND ONLY
	Participant List sent first >3 minutes or >0 hours before MuniStat