

# Pinellas ACS Tabletop Exercise Record keeping

Mike Drake

WA1RYQ



# Agenda



- Overview of forms
- Tabletop Exercise





# ICS 309 Communications Log

## Communications Log (ICS 309)

1. Incident Name			2. Operational Period Date From:                      Date To: Time From:                      Time To:		
3. Radio Net Name			4. Radio Operator (Name, Call Sign, Location)		
5. COMMUNICATIONS LOG					
Time 24Hr Local	FROM		TO		Message Subject/Notes
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	
6. Prepared By (Name, Call Sign)			7. Date & Time Prepared		8. Page      of

The background of the slide features a large, circular logo for the American Communications Society (A.C.S.). The logo has a red outer ring with the text "EMERGENCY COMMUNICATIONS" at the top and "AMERICAN COMMUNICATIONS SOCIETY" at the bottom. Inside the ring is a blue circle containing various communication-related icons: a satellite, a lightning bolt, a radio tower, a laptop, and a satellite dish. The letters "A.C.S." are prominently displayed in yellow at the bottom of the blue circle.

# Tabletop Exercise

**Record Keeping**



# Tabletop Exercise Scenario Description



- Membership Divided into two groups
  - Pinellas EOC Team
  - Bauder Elementary School Shelter Team
- Exercise
  - Teams presented with a series of events and preformatted messages
  - Questions and discussions at each step encouraged
- Actions
  - Determine if activity and/or message should be logged at your site
  - Enter data into the appropriate log
    - ICS 214 – Site Activity Log
    - ICS 309 – Communications Log
- Exercise Date: 15 July 2021



# Tabletop Exercise

## Bauder Elementary

- 1605 – ACS Team Arrives on Site
- 1608 – Team notifies NCS, WA4XYZ, that they have arrived; Starting Equip Set-up
- 1624 – Equipment set-up complete
- 1712 – First Evacuees arrive
- 1726 – Evacuee complaining that food is not warm enough. Making a scene.
- 1741 – Shelter manager reports shortage of Cots – Creates ICS 213 message

## Pinellas EOC

- 1437 – ACS Team Arrives on Site
- 1441 – Team notifies NCS, WA4XYZ, that EOC site is operational
- 1507 – ACS transitions from Activation level 2 to activation level 1
- 1515 – Notified that Bauder Elementary shelter is being opened
- 1522 – Bauder team notified and asked to deploy
- 1610 – Notified by phone that additional ACS EOC team member is running 15 minutes late



# Tabletop Exercise

## Bauder message to Pinellas EOC



ARRL — the national association for Amateur Radio™						
RADIOGRAM						
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED
1	TEST P	E	WA1RYQ	23	BAUDER ELEMENTARY	1745 EST
TO			THIS RADIO MESSAGE WAS RECEIVED AT			
CLAYTON PARROT			AMATEUR STATION _____ PHONE _____			
PINELLAS COUNTY EOC			NAME _____ E-MAIL _____			
PHONE NUMBER 727 123 4567			STREET _____			
E-MAIL EMAIL ATSIGN DOMAIN DOT COM			CITY, STATE, ZIP _____			
OP NOTE ICS 213 MESSAGE SUBJECT EXERCISE EQUIPMENT SHORTAGE						
EXERCISE						
BAUDER ELEMENTARY SCHOOL SHELTER IS						
CRITICALLY SHORT OF COTS AND						
BLANKETS X REQUEST IMMEDIATE DELIVERY						
OF ADDITIONAL 30 COTS AND						
BLANKETS						
EXERCISE						
JAMES T KIRK BAUDER SHELTER ADMINISTRATOR						
OP NOTE APPROVED BY JONATHAN ARCHER SHELTER MANAGER						
FROM		DATE		TO		TIME
REC'D				SENT W4ACS		1751 EST
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.</small>		

HX – Handling Instructions  
E – Reply requested







# Tabletop Exercise

## Pinellas EOC message to Bauder



 <b>ARRL</b> — the national association for Amateur Radio™ 							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
32	TEST P		W4ACS	16	PINELLAS EOC	1809 EST	JUL 15
TO JAMES T KIRK BAUDER SHELTER ADMINISTRATOR BAUDER ELEMENTARY				THIS RADIO MESSAGE WAS RECEIVED AT			
PHONE NUMBER				AMATEUR STATION _____ PHONE _____			
E-MAIL				NAME _____ E-MAIL _____			
				STREET _____			
				CITY, STATE, ZIP _____			
OP NOTE ICS 213 REPLY WA1RYQ 1							
EXERCISE REQUESTED COTS AND BLANKETS ARE IN TRANSIT X THEY SHOULD BE DELIVERED BY 1845 EXERCISE							
CLAYTON PARROTT RO LOGISTICS							
FROM REC'D		DATE		TIME		TO SENT WA1RYQ	
						DATE JUL 15	
						TIME 1811 EST	
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.</small>			



# Tabletop Exercise

## Bauder Elementary

- 1825 – Additional Cots and blankets arrive
- 1829 – Notified EOC that Cots and Blankets have arrived
- 1911 – Cell and internet service failure
- 1939 – New evacuee reports building collapse and fires on the beach. Information spreading rapidly amongst evacuees
- 1941 – Notified EOC of building collapse rumor
- 2005 – Shelter manager reports shelter status via ICS 213

## Pinellas EOC

- 1832 – Notified that Boca Ciega High shelter is being opened immediately
- 1838 – Boca Ciega team notified and asked to deploy
- 1947 – EOC notifies Bauder that reported rumor is bogus
- 1955 – WA4ACS Winlink RMS now operational



# Tabletop Exercise

## Bauder message to Pinellas EOC



ARRL — the national association for Amateur Radio™						
RADIOGRAM						
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED
2	TEST P		WA1RYQ	26	BAUDER ELEMENTARY	2006 EST
TO			THIS RADIO MESSAGE WAS RECEIVED AT			
CLAYTON PARROT			AMATEUR STATION _____ PHONE _____			
PINELLAS COUNTY EOC			NAME _____ E-MAIL _____			
PHONE NUMBER 727 123 4567			STREET _____			
E-MAIL EMAIL ATSIGN DOMAIN DOT COM			CITY, STATE, ZIP _____			
OP NOTE ICS 213 MESSAGE SUBJECT EXERCISE BAUDER SHELTER STATUS						
EXERCISE						
TOTAL EVACUEES 147 X 31						
OPEN BEDS X SHORE POWER						
OPERATIONAL X CELL AND INTERNET						
SERVICE UNAVAILABLE X FOOD AND						
WATER SUPPLIES GOOD X						
EXERCISE						
JAMES T KIRK BAUDER SHELTER ADMINISTRATOR						
OP NOTE APPROVED BY JONATHAN ARCHER SHELTER MANAGER						
FROM		DATE		TO		TIME
REC'D				SENT W4ACS		2011 EST
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.</small>		



# Tabletop Exercise

## Bauder Elementary

- 2019 – Evacuee reporting chest pains. Shelter manager request emergency assistance
- 2021 – Contact EOC and request EMS
- 2032 – EMS on site
- 2035 – Notified EOC that EMS is on site
- 2154 – Message received from Boca Ciega High for relay to Pinellas EOC

## Pinellas EOC



- 2022 – Notified EOC staff of medical emergency at Bauder Elementary
- 2024 – Notified Bauder Elementary that EMS enroute. ETA 10 minutes.



# Tabletop Exercise

## Boca Ciega Message to Pinellas EOC via Bauder



<div><b>ARRL</b> — the national association for Amateur Radio™</div> <h1>RADIOGRAM</h1>							
NUMBER 14	PRECEDENCE TEST P	HX E	STATION OF ORIGIN WA1DXU	CHECK 26	PLACE OF ORIGIN BOCA CIEGA HIGH	TIME FILED 2150 EST	DATE JUL 15
TO CLAYTON PARROT PINELLAS COUNTY EOC				THIS RADIO MESSAGE WAS RECEIVED AT			
PHONE NUMBER 727 123 4567				AMATEUR STATION _____ PHONE _____			
E-MAIL EMAIL ATSIGN DOMAIN DOT COM				NAME _____ E-MAIL _____			
				STREET _____			
				CITY, STATE, ZIP _____			
OP NOTE ICS 213 MESSAGE SUBJECT EXERCISE BOCA CIEGA HIGH SHELTER STATUS							
EXERCISE TOTAL EVACUEES 721 X 732 OPEN BEDS X SHORE POWER OPERATIONAL X CELL AND INTERNET SERVICE UNAVAILABLE X FOOD AND WATER SUPPLIES GOOD X EXERCISE							
KATHRYN JANEWAY BOCA CIEGA HIGH SHELTER ADMINISTRATOR							
OP NOTE APPROVED BY BENJAMIN SISKI SHELTER MANAGER							
FROM REC'D WA1DXU		DATE JUL 15		TIME 2154 EST		TO SENT W4ACS	
DATE JUL 15		TIME 2159 EST					
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.</small>			



# Conclusion



- Comments and questions