

## Winlink Training Bulletin #7

The next Pinellas ACS Winlink Training Net is scheduled for Wednesday October 13<sup>th</sup>, 2021, at 1930-hrs local. The Net control station will be WA1RYQ. This will be a mixed mode net with voice traffic taking place on the W4ACS repeater and digital exchanges taking place via Winlink.

During our last training net on September 29<sup>th</sup>, we practiced creating and sending the following forms:

- a. Winlink Express Check-in forms
- b. Winlink Express Check-out forms
- c. ICS 213 Reply message
- d. ICS 213RR Resource Request form

By-in-large, the Check-in and Check-out messages looked good. A common error seen on several of the ICS 213 Reply messages dealt with the identity of the individual sending the message.

- a. Block 10, Replied by: This block should identify the individual providing the message response. In this case, the Shelter manager is JONATHAN ARCHER. Under most circumstances, the radio operator will only be the conduit through which the ICS 213 is sent.

The net had more difficulty with the ICS 213RR and as a result, this week's net will again include the generation of the Resource Request message.

### 1.1 NET OBJECTIVES:

The following objectives have been assigned to this week's Winlink Training Net.

- a. Create and send a Winlink Express Check-in message and a Winlink Express Check-out message.
- b. Create and send an ICS 213 status report.
- c. Create and send an ICS 213RR message using the data supplied by this bulletin.

- d. Create an ICS 309 that documents all the Winlink message traffic sent and received by your station during the 13 October 2021 Winlink Training Net. Send the PDF version of the ICS 309 to net control via standard email (not Winlink email).

## 1.2 NET ACTIVITIES:

An overview of the planned net activities is documented below.

- a. The NCS will establish the net at 1930 Hours local using the W4ACS repeater.
- b. The NCS will request check-ins. The NCS will include Echolink in the call for check-ins.
- c. The NCS will field comments and questions about the net's objectives and activities from net participants.
- d. Following the question-and-answer period, the NCS will use a rollcall to direct each station in turn to send a Winlink Express Check-In message. The message can be sent using any RF protocol or, if the net member does not yet have an RF Winlink capability, via Telnet.

***Note:*** *The Winlink Express Check-in and Check-out forms should not be completed before the net begins. Net participants should also ensure that the REQUEST MESSAGE RECEIPT box is checked on all messages.*

- e. After the rollcall is complete, the NCS will send a general message to each net participant. The purpose of this message is to populate an element of each station's ICS 309.
- f. After Sending the General message to all net participants, the NCS will use a rollcall to direct each station in turn to send an ICS 213 Status Report and an ICS 213RR resource Request message.

- g. After the second rollcall is complete, The NCS will close the digital segment of the net by using a rollcall to direct each station in turn to send a Winlink Express Check Out message.
- h. Once the digital segment of the net is complete, the NCS will direct each net participant to generate an ICS 309, Communications Log, and send the completed log to the NCS via standard email.
- i. The NCS will field comments and questions from net participants.
- j. Following the question-and-answer period, the NCS will close the net.

### 1.3 MESSAGE INFORMATION:

#### 1.3.1 Winlink Express Check-in Form:

When the net control station is ready to begin taking Winlink Check-ins, the NCS will request that each station create and send a Winlink Express Check-in message.

- a. Group Name: PACS Winlink Training Net
- b. Date/Time: This value should correspond to the time and date that the message is sent. Therefore, the Check-in message cannot be created ahead of time and stored as a draft.
- c. Comments: Availability of back-up power at your current location.
- d. Remaining Fields: Fill in all remaining fields with appropriate data.
- e. Message Exchange: Send completed message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).

#### 1.3.2 Winlink ICS 213 Message:

For this EXERCISE, assume that you have been assigned to an evacuation shelter during a simulated emergency activation.

a. Scenario:

1. Net Control Station: WA1RYQ
2. Assignment: Largo High School
3. Shelter Administrator: MILES O'BRIEN
4. Shelter Manager: WILLIAM RIKER
5. Incident Name: EXERCISE - PACS WTN 10/13/2021
6. Group Name: PACS Winlink Training Net

b. Activities:

1. Your Shelter Administrator requests that you send a status report to the Net Control Station using an ICS 213.
  - (a) Client Head Count: 1425.
  - (b) Potable water and food supplies sufficient for 72 Hours.
  - (c) Shore power, water, and sewer all operational.
  - (d) Phone and cell service inoperative.
  - (e) Internet inoperative.
2. Create an ICS 213 message and enter the requested information. This message is part of a training EXERCISE. Therefore, it should be formatted in accordance with the EXERCISE requirements documented in the communications plan.
3. Before the message can be sent, the Shelter Manager must approve the request. For this exercise, assume that you have received approval for the request.
4. Send the message to net control and a copy to the Pinellas ACS Admin Officer.

### 1.3.3 Winlink ICS 213RR form:

For this exercise, assume that you have been assigned to an evacuation shelter during a simulated emergency activation.

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Rev (-)

a. Scenario:

1. Net Control Station: WA1RYQ
2. Assignment: Gibbs High School
  - (a) Tactical Call Sign: Available in the PACS Communications plan.
  - (b) Location: Enter the Street address for the delivery location.
3. Shelter Administrator: MONTGOMERY SCOTT
4. Shelter Manager: BENJAMIN SISKO
5. Incident Name: EXERCISE - PACS WTN 10/13/2021
6. Group Name: PACS Winlink Training Net

b. Activities:

1. The Shelter Administrator notifies you that the following material is needed to support the projected head count at your shelter. The material is needed by 10PM local and should be delivered directly to your shelter location. The priority of this request is URGENT.
  - (a) 250 Meals ready to eat
  - (b) 20 Boxes of toilet paper, qty ten rolls per box
  - (c) 250 Bottles of drinking water, 16oz each
2. Use the instructions posted on the Pinellas ACS Website to create an ICS 213RR.
3. Before the message can be sent, the Shelter Manager must approve the request. For this exercise, assume that you have received approval for the request.
4. Send the ICS 213RR to the Net Control Station and a copy to the Pinellas ACS Admin Officer (PACS-ADMIN).

### 1.3.4 Winlink Express Check-Out form:

When the business of the net is complete, the NCS will request that each station create and send a Winlink Express Check-out message.

- a. Group Name: PACS Winlink Training Net
- b. Date/Time: This value should correspond to the time and date that the message is sent. Therefore, the Check-out message cannot be created ahead of time and stored as a draft.
- c. Comments: Did you read the Winlink Bulletin before tonight's Net?
- d. Remaining Fields: Fill in all remaining fields with appropriate data.
- e. Message Exchange: Send message to Net Control and the Pinellas ACS Admin Officer (PACS-ADMIN).

## 1.4 COMMUNICATIONS LOG

After the digital segment of the net is closed, the NCS will request that each station create an ICS 309 that documents all the digital message traffic sent and received by your station. The form should be saved as a PDF document. Once created, each net participant should send a copy of the ICS 309 to the net control station via regular email at WA1RYQ@arrl.net.

### 1.4.1 ICS 309 Set-up

From the main Winlink menu, Figure 1, select the "**Generate ICS-309 Communication Log**" option. This will cause the window seen in Figure 2 to open. Enter the information as shown in Figure 2 and then depress the **Generate ICS-309 PDF** button.

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Rev (-)

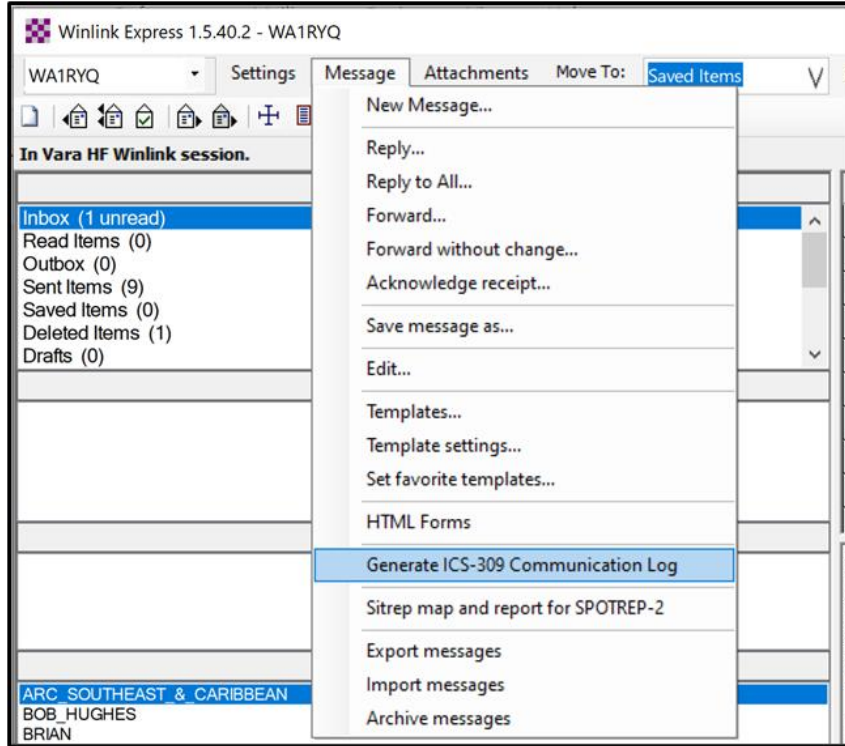


Figure 1. Winlink Message Pull-Down

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Rev (-)

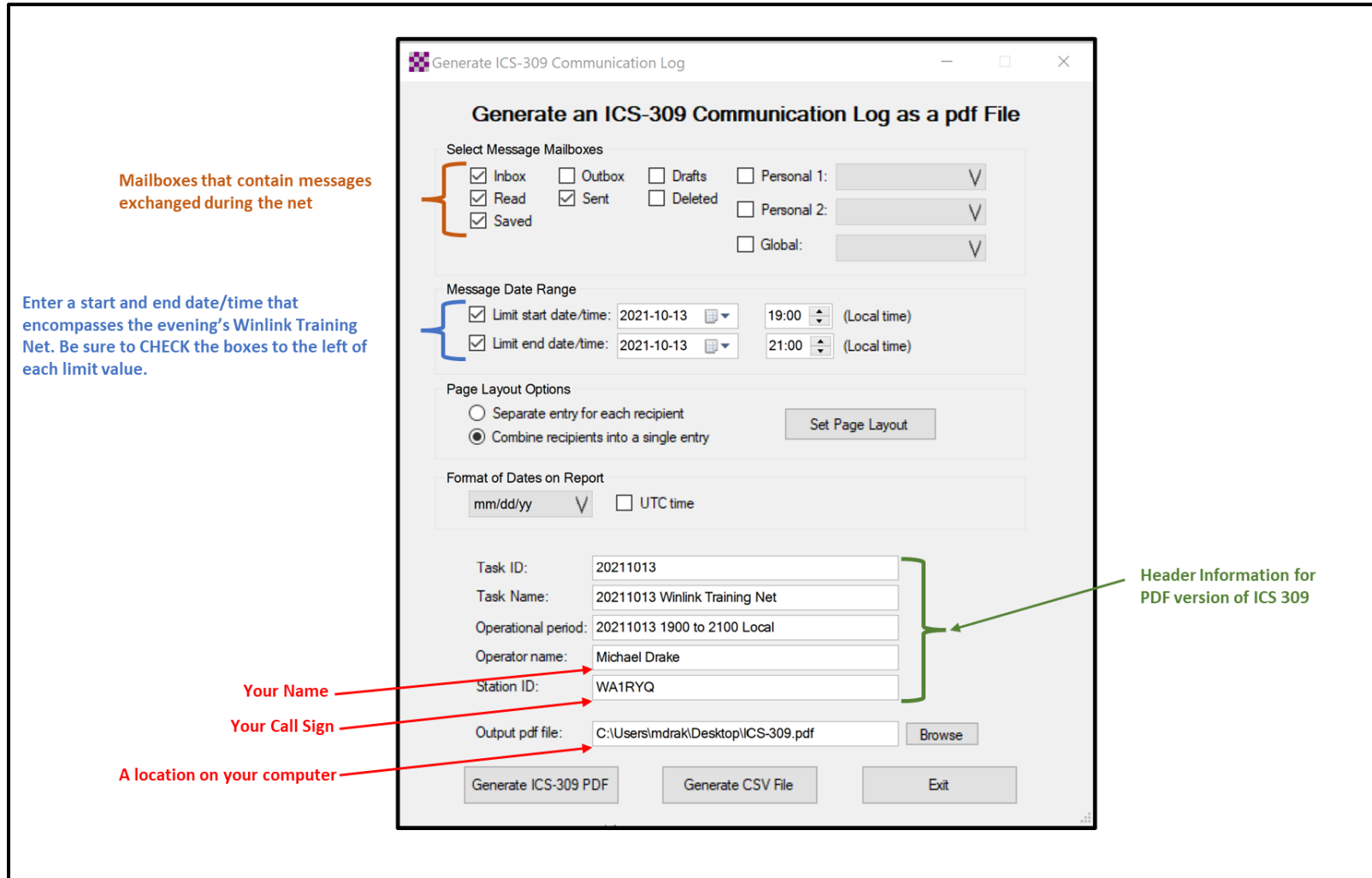


Figure 2. Winlink Generate ICS-309 Communication Log Window



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Rev (-)

Should include Tactical Address and a serial number. If multiple 213RR messages are sent, the serial number will enable team to differentiate between requests.

Location where requested items are to be delivered. Location name and address should be used in all cases; however, if destination is a well-known location, full street address may be optional.

Should include both NAME and POSITION (Instructions were not clear)

Should include Date and Time material is needed.

In the scenario presented, the requested priority was Routine.

**NOTE:** This field will be filled in automatically by Winlink with the date, time, and call sign of the sending station.

[Setup](#) [Click to add an agency or group name](#)

**RESOURCE REQUEST MESSAGE** (ICS 213 RR)

1. Incident Name **EXERCISE – PACS WTN 9/29/2021** 2. Date/Time **2021-09-29 20:07** [Load ICS213RR Data](#) [Form Info](#)

3. Resource Request Number **PACS-SHTR2-001**

**REQUESTER**

4. Order *Use additional forms when requesting from a different source or vendor to fill request (s)*

Qty	Kind	Type	Item Description	Requested	Estimated	Cost
27			FOLDING COTS	2021-09-29/2200		
40			WOOL BLANKETS	2021-09-29/2200		
250			16 OZ BOTTLES OF DRINKING WATER	2021-09-29/2200		

5. Delivery/Reporting Location **BELLEAIR ELEMENTARY SCHOOL (Street address optional in this case)**

6. Substitutes and/or Suggested Sources

7. Requested by Name/Position **JAMES T. KIRK / SHELTER ADMINISTRATOR** 8. Priority  Low  Routine  URGENT

9. Section Chief Name for Approval **JOHNATHAN ARCHER / SHELTER MANAGER**

**LOGISTICS**

10. Logistics Order Number

11. Supplier Phone/Fax/Email

12. Name of Supplier 12A Point of Contact

13. Notes

14. Name of Auth Logistics Rep 15. Date/Time [Click to Add Date/Time](#)

16. Order Was Requested By *Indicate Unit / Section or Person who is to get this order.*

**FINANCE**

17. Reply/Comments from Finance

18. Finance Section Chief Name 19. Date/Time [Click for Date/Time](#)

[Save ICS213RR Data](#) [Submit](#) [Reset Form](#) ICS 213RR v. 14.4

Figure 3. ICS 213RR Formatting Example