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Plans and Training Documents

1.1 OVERVIEW.

Thank-you Bob. Good evening to the net. Tonight, I'd like to present the group with a report detailing the status of our plans and training documents. I'll break this up into two parts. The first will describe the status of our existing documents and the second part will describe the new documents that are either currently under development or scheduled for development.

1.2 EXISTING DOCUMENTS

The three existing documents I'll be describing are the:

- a. *Pinellas ACS/ARES® Emergency Communications Plan and Standard Operating Procedures document*
- b. *Pinellas ACS/ARES® Winlink Training Plan*
- c. *Pinellas ACS/ARES® SKYWARN Operations plan*

1.2.1 Pinellas ACS/ARES® Emergency Communications Plan and Standard Operating Procedures

An updated release of the *Pinellas ACS/ARES® Emergency Communications Plan and Standard Operating Procedures* document has been uploaded to the PACS website. There have been several updates since the previous release to include but not limited to the:

- a. PACS Organizational Structure
- b. Simplex net operations
- c. ICS 217 Communications Resource Availability Worksheets for Pinellas County

There is a link to the document on our home page. You can review the document on-line or download it to your personal computer. I strongly recommend that everyone take a look at the document and become familiar with its contents.

1.2.2 Pinellas ACS/ARES® Winlink Training Plan

An update to the *Pinellas ACS/ARES® Winlink Training Plan* is scheduled for release in February and the document is currently being reviewed by members of the PACS Winlink training group. I hope to have all the comments incorporated into the document by the end of this week and a new version posted to the PACS website by this weekend. If you are currently reviewing the document, please provide me with your comments as soon as possible. If you haven't been distributed a copy of the document and would like to assist the team with the review, please send me an email and I'll provide you with a review copy.

1.2.3 Pinellas ACS/ARES® SKYWARN Operations Plan

The *Pinellas ACS/ARES® SKYWARN Operations plan* is currently being updated and is scheduled to be released during the month of February. I plan to have a draft copy ready for PACS leadership to review by February 18th. Once I've incorporated their comments, the updated plan will be posted to our website.

1.3 NEW PLANS AND TRAINING DOCUMENTS

In addition to the updated plans and training documents, two new documents are also under development.

- a. *Pinellas ACS/ARES® Emergency Shelter Plan and Standard Operating Procedures document*
- b. *Pinellas ACS/ARES® Training Plan*

1.3.1 Pinellas County ACS/ARES® Emergency Shelter Plan and Standard Operating Procedure

The first is the *Pinellas County ACS/ARES® Emergency Shelter Plan and Standard Operating Procedure* document. The purpose of this document is to provide the ACS membership with a detailed description of evacuation shelter management, operation, and deployment aids. It is divided into several sections.

- a. **Shelter Management** – This section will describe the different evacuation shelter types used by Pinellas County, the unified command structure for each shelter, and where the ACS Radio Operator fits into the command structure.
- b. **Shelter Pre-Deployment activities** – Activities that should take place prior to shelter activation and your arrival at a shelter.
- c. **Shelter Activation Procedures** – This section will describe the activities you will need to perform when you first arrive at the shelter. Depending on the type and duration of the activation, this could include dorm assignments and the receipt of additional equipment from the EOC.
- d. **Shelter Operations** – This section describes the role of the ACS operator once the shelter is activated and includes record keeping, staff briefings, shift work schedules, and how to get fed.
- e. **Shelter Deactivation procedures** – This section describes the activities that will need to be performed when a shelter is shut down.
- f. **Shelter Radio Programming and Control** – This section include basic Information about the shelter radio go-kits provided by the EOC. This includes a list of the frequencies pre-programmed into each radio and basic operator controls.
- g. **Personal Go-kit inventory** – This section lists the recommended personal items that each shelter operator should bring to the shelter based on their expected stay duration.
- h. **Personal Radio Go-Kit inventory** – This section lists the radio equipment each individual will need to bring to a shelter if they do not pick-up a Go-Kit from the EOC.

The Shelter Plan is scheduled for release in March. This should give the membership enough time to provide comments and suggestions prior to the onset of hurricane session.

1.3.2 Pinellas ACS Training Plan

The final document I want to briefly discuss is the Pinellas ACS Training Plan. This document will identify each ACS Position (e.g., Shelter operator, EOC supervisor, Field Observers, Net Control

Stations, etc.), the training requirements for each position, and the minimum skills needed to perform each job. This document is scheduled for release in April.

1.4 SUMMARY

That's the last of the documents I wanted to talk about this evening. Going forward, it's important to remember that PACS will be using the information in these documents to conduct training activities and to support live activation events. The quality of the information in each document is only as good as the feedback we receive. So please, don't be bashful, as these documents are released, please take a look and let me know if you find a problem or have a recommendation or suggestion.

1.5 QUESTIONS OR COMMENTS

I'd like to pause here for a minute and ask if anyone has a comment or question about tonight's presentation. If you have a comment or question, please provide me with your call sign, slowly, clearly, and phonetically so I don't make a mistake when I respond. And then ask your question or provide me with your comment.

This is WA1RYQ.

ACTION - PAUSING FOR QUESTIONS

1.6 CONCLUSION.

That's all I have for this week's training session. Let me conclude with a couple of announcements.

1. Starting this month, I will be conducting two Winlink training sessions each month. The first Winlink training session each month will be designed for beginners and those with little or no previous Winlink experience. The second session will be a mixed mode voice and digital radio net designed for more experienced users so that they can practice the Winlink skills needed to support ACS/ARES® activation.

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Rev (-)

The next Winlink Training session is scheduled for this Wednesday February 2nd, 2022, at 1930 hours local. This will be an on-line zoom presentation. It is designed for those individuals who would like to learn more about Winlink, understand how Winlink can be used during an activation event, how to install the Winlink computer program, and how to create a Winlink account. No Winlink experience is required. I would encourage everyone who is interested in Winlink to attend.

Invitations were sent to all registered users on Tuesday afternoon, February 1st. If you would like to attend and have not yet received an invitation, please send me an email at WA1RYQ@arrl.net and I will send you an invitation.

2. I will be out of town next week, so there will be no training scheduled for next Tuesday's net.
3. Finally, I strongly encourage everyone to provide me with comments and suggestions for future training activities. I can be contacted at WA1RYQ@ARRL.net.

Now with that, I'll turn it back to Net Control.

1.7 QUESTIONS AND COMMENTS.

The following table contains a summary of the comments and questions provided by the membership during the presentation.

No.	Call Sign	Comments	Response
1	W8QFV	Request that you remind the net about the upcoming Simplex drill scheduled for later in the month.	A brief description of the upcoming drill was provided to the net.
		No Additional Questions or comments	