Pinellas ACS Tabletop Exercise ICS 213 General Message Exchange

Mike Drake WA1RYQ



Agenda

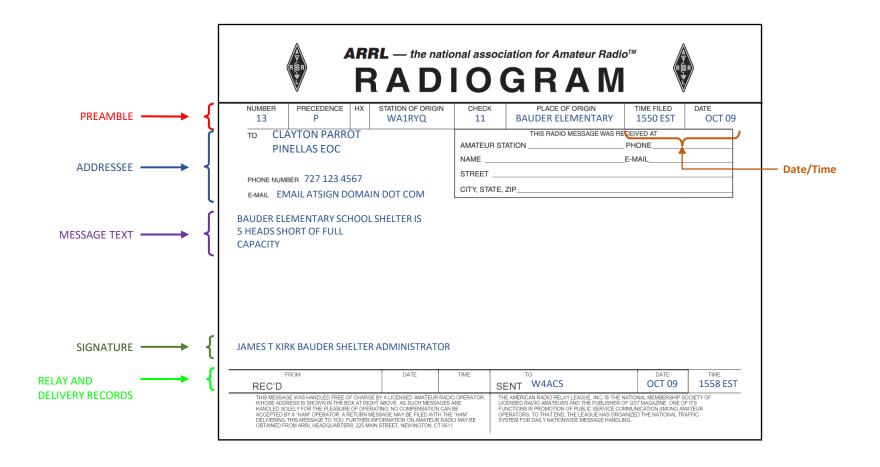


- Overview of message forms
- Tabletop Exercise



ARRL Radiogram





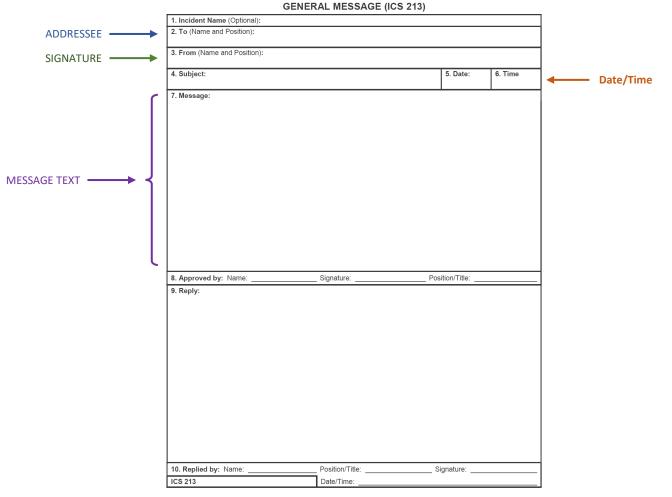


ICS 213 General Message Form



Purpose

- Used to record incoming messages that cannot be orally transmitted to the intended recipients.
- Used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee.
- This form is used to send any message or notification to incident personnel that requires hard-copy delivery.



2/17/2022 4

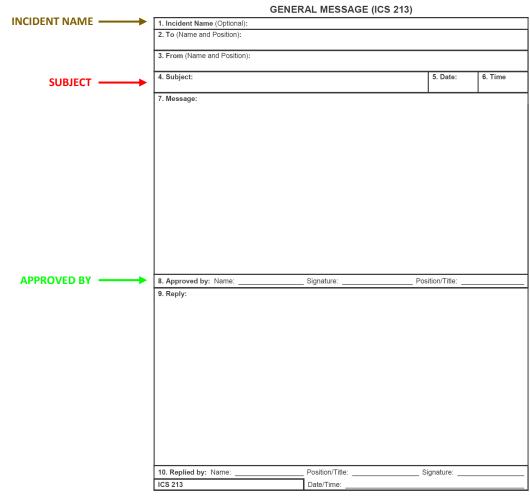


ICS 213 General Message Form



Additional Information

- INCIDENT NAME
 - Identifies incident being supported
 - Potential for multiple incidents occurring at the same time.
- SUBJECT
 - Message Subject
- APPROVED BY
 - Name, signature, and ICS position/title of the person <u>Approving</u> the message
 - May be different from the person <u>Sending</u> the message





ICS 213 General Message Form



Missing Information

- Information needed to track the message
 - Message Preamble
 - Message Number, Precedence, Handling Instructions, Station of origin, Check, Place of origin
- Relay and Delivery Records
 - Message received from station
 - Message sent to station
 - Needed for ICS 309 Site Communications Log

5. Date:	6. Time
Position/Title:	
	Position/Title:



Convert ICS 213 to Radiogram



GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): EXERCISE Hurricane SPOCK 2021		
2. To (Name and Position): Clayton Parrott, Pinellas County EOC, 7	27-123-4567, email@domai	in.com
3. From (Name and Position); James T. Kirk / Bauder Shelter Admini	strator	
4. Subject: EXERCISE – Equipment Shortage	5. Date: 2021-10-09	6. Time 1615 EST
7. Message:	•	
EXERCISE		
Bauder Elementary School Shelter is critically short of cots an Delivery of additional 30 cots and blankets. EXERCISE	d blankets. Request immedi	iate
Delivery of additional 30 cots and blankets.	d blankets. Request immedi	iate
Delivery of additional 30 cots and blankets.	d blankets. Request immedi	iate
Delivery of additional 30 cots and blankets.	d blankets. Request immedi	iate

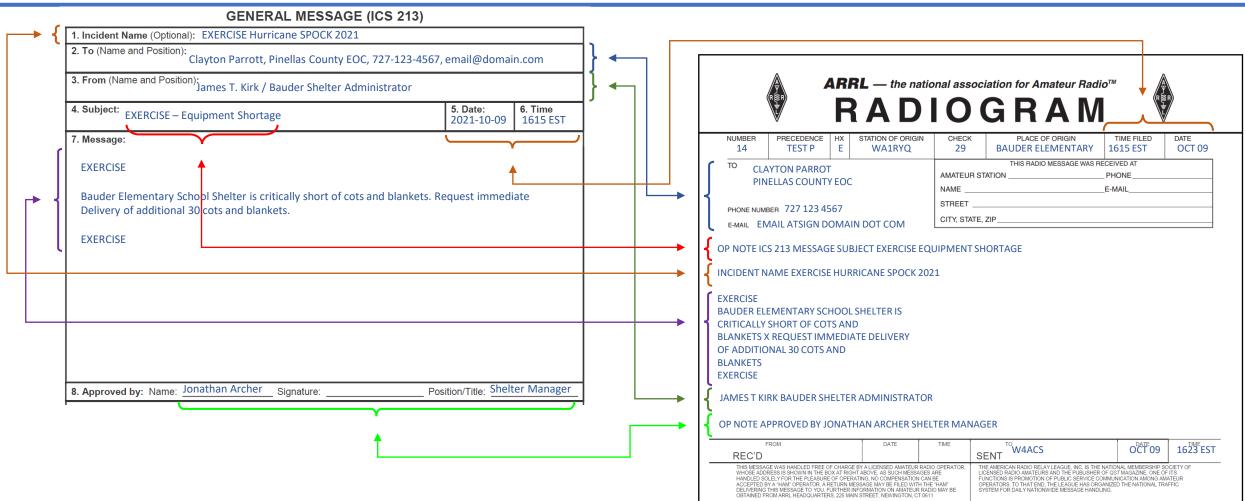
Conversion Requirements

- All original ICS 213 message fields must be delivered to recipient (Blocks 1 through 8)
 - Nothing added, nothing deleted
- Message must be delivered to recipient on an ICS 213 form.



Convert ICS 213 to Radiogram









Tabletop Exercise Scenario Description



Exercise

- Convert an ICS 213 to a Radiogram
- Convert a broadcast Radiogram into an ICS 213
- Questions and discussions at each step encouraged





GENERAL MESSAGE (ICS 213)

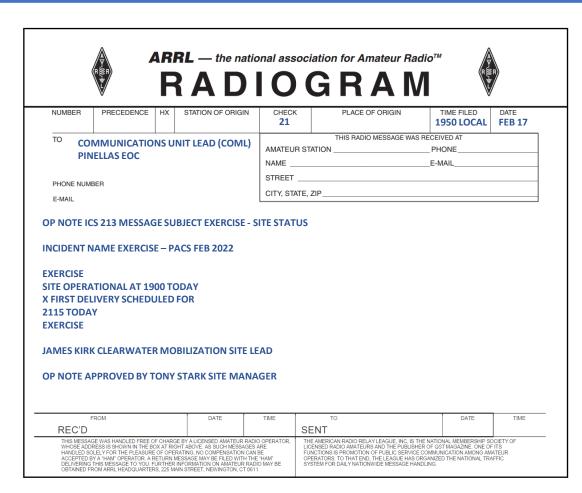
1. Incident Name (Optional): EXERCISE - P	ACS FEB 2022		
2. To (Name and Position): COMMUNICATION	DNS UNIT LEAD (COML); PINELLAS EOC	;	
3. From (Name and Position): JAMES KIRK	/ CLEARWATER MOBILIZATION SITE LE	AD	
4. Subject: EXERCISE - SITE STATUS		5. Date: 17 FEB 2022	6. Time 1950 LOCAL
7. Message: EXERCISE			
SITE OPERATIONAL AT 1900 TODAY. FIR	ST DELIVERY SCHEDULED FOR 2115 To	ODAY.	
EXERCISE			
8. Approved by: Name: Tony Stark	Signature: Po	sition/Title: Site M	anager





GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): EXERCISE - PACS FEB 2022		
2. To (Name and Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC		
3. From (Name and Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEA	D	
4. Subject: EXERCISE - SITE STATUS	5. Date: 17 FEB 2022	6. Time 1950 LOCAL
7. Message: EXERCISE SITE OPERATIONAL AT 1900 TODAY. FIRST DELIVERY SCHEDULED FOR 2115 TO	DAY.	
EXERCISE		
8. Approved by: Name: Tony Stark Signature: Positions of the start of the sta	tion/Title: ^{Site} Ma	anager





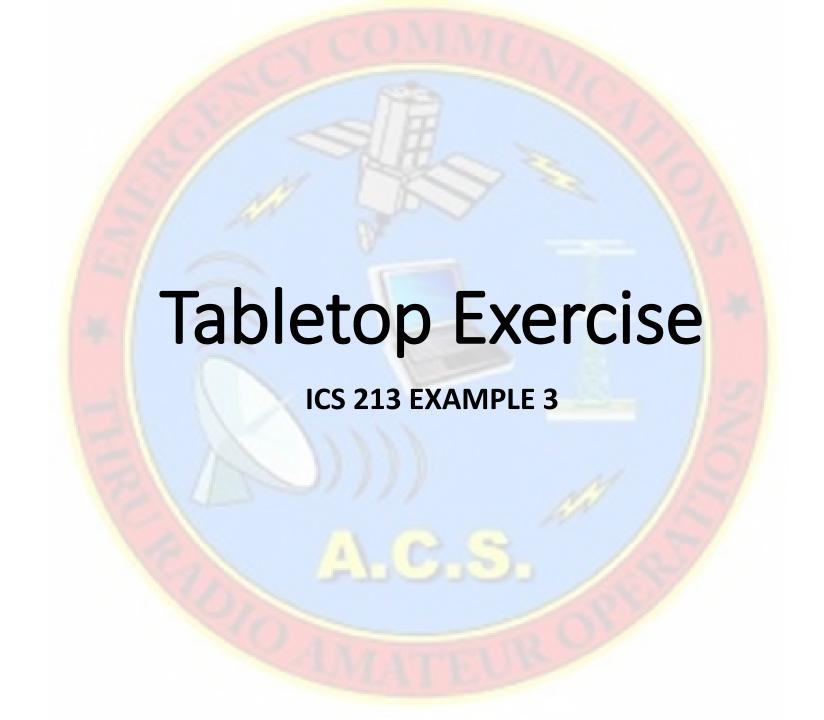




GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): EXERCISE - PACS F			
2. To (Name and Position): COMMUNICATIONS U	NIT LEAD (COML); PINELLAS EOC	;	
3. From (Name and Position): EDWARD HYDE / C	OMT		
4. Subject: EXERCISE - EQUIPMENT REQUEST		5. Date: 17 FEB 2022	6. Time 1942 LOCAL
7. Message: EXERCISE			
REQUEST 500 AA BATTERIES BE DELIVERED T	O THIS SITE BY 0700 17 FEBRUA	RY 2022.	
EXERCISE			
8. Approved by: Name: Dr. HENRY JEKYLL Signature	gnature: Po	sition/Title: INCM	

COMT – Incident Communications Technician INCM – Incident Communications Center Manager







GENERAL MESSAGE (ICS 213)

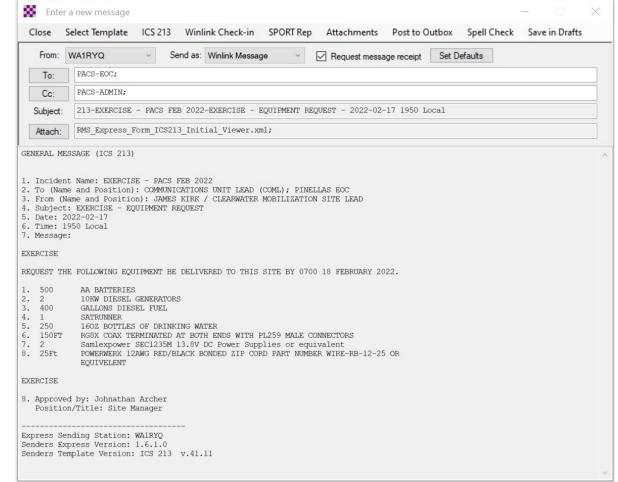
2. To (Name and Position): COMMUNICATIONS UNIT LEAD (COML); PINE	ELLAS EOC		
COMMONICATIONS ON TELAD (COME), FINE	LLAS LOC		
3. From (Name and Position): JAMES KIRK / CLEARWATER MOBILIZATION	ON SITE LEAD		
	T		T 42: 3-10
4. Subject: EXERCISE - EQUIPMENT REQUEST	5. Date: 17 FEB 2)22	6. Time 1950 LOCAL
7. Message:			
EXERCISE			
REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE	E BY 0700 18 FEBRUA	RY 2	2022.
 500 AA BATTERIES 2 10KW DIESEL GENERATORS 400 GALLONS DIESEL FUEL 1 SATRUNNER 250 16OZ BOTTLES OF DRINKING WATER 150FT RG8X COAX TERMINATED AT BOTH ENDS WITH PL259 MAL 2 Samlexpower SEC1235M 13.8V DC Power Supplies or equiveler 25Ft POWERWERX 12AWG RED/BLACK BONDED ZIP CORD PARTEQUIVELENT 	nt	2-25	i OR
EXERCISE			
8. Approved by: Name: Johnathan Archer Signature:	Position/Title: [©]	Site M	lanager



Tabletop Exercise ICS 213 Example 3 – Winlink



2. To (Name/Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC 3. From (Name/Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEAD 4. Subject: EXERCISE - EQUIPMENT REQUEST 5. Date: 2022-02-17 6. Time: 1950 Local	Setup Click to add an agency or group name			
1. Incident Name: EXERCISE - PACS FEB 2022 2. To (Name/Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC 3. From (Name/Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEAD 4. Subject: EXERCISE - EQUIPMENT REQUEST 5. Date: 2022-02-17 6. Time: 1950 Local 7. Message: EXERCISE REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 0700 18 FEBRUARY 2022. 1. 500 AA BATTERIES 2. 2 10KW DIESEL GENERATORS 3. 400 GALLONS DIESEL FUEL 4. 1 SATRUNNER 5. 250 1607 BOTTILES OF DRINKING WATER 6. 150FT ROBX COAX TERNINATED AT BOTH ENDS WITH PL259 MALE CONNECTORS 7. 2 Samilexpower SEC1235M 13.8V DC Power Supplies or equivalent 8. 25FT PONERWIENS 12AWG RED/BLACK BONDED ZIP CORD PART NUMBER WIRE-RB-12-25 OR EQUIVELENT EXERCISE 8. Approved by: Johnathan Archer Position / Title: Site Manager	General Message (ICS 213)			
2. To (Name/Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC 3. From (Name/Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEAD 4. Subject: EXERCISE - EQUIPMENT REQUEST 5. Date: 2022-02-17 6. Time: 1950 Local 7. Message: EXERCISE REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 9769 18 FEBRUARY 2022. 1. 500 AA BATTERIES 2. 2 10kW DIESEL GENERATORS 3. 400 GALLONS DIESEL FUEL 4. 1 SATRUNNER 5. 259 160Z BOTTLES OF DRINKING WATER 6. 150FT RG8X COAX TERMINATED AT BOTH ENDS WITH PL259 MALE CONNECTORS 7. 2 Samlexpower: SEC1235M 13.8V DC Power Supplies or equivalent 8. 25Ft POWERWERX 124MOR RED/BLACK BONDED ZIP CORD PART NUMBER WIRE-RB-12-25 OR EQUIVELENT EXERCISE 8. Approved by: Johnathan Archer Position / Title: Site Manager	Load ICS213 INITIAL Data Form Instruction	<u>ons</u>		
3. From (Name/Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEAD 4. Subject: EXERCISE - EQUIPMENT REQUEST 5. Date: 2022-02-17 6. Time: 1950 Local 7. Message: EXERCISE REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 0700 18 FEBRUARY 2022. 1. 500 AA BATTERIES 2. 2 10KW DIESEL GENERATORS 3. 400 GALLONS DIESEL FUEL 4. 1 SATRUNNER 5. 250 1607 BOTTLES OF DRINKING WATER 6. 150FT RGBX COAX TERNITWATED AT BOTH ENDS WITH PL259 MALE CONNECTORS 7. 2 Samlexpower SEC1235M 13.8V DC Power Supplies or equivalent 8. 25ft POWERNERX 12AWG RED/BLACK BONDED ZIP CORD PART NUMBER WIRE-RB-12-25 OR EQUIVELENT EXERCISE 8. Approved by: Johnathan Archer Position / Title: Site Manager	1. Incident Name: EXERCISE - PACS FEB 2022			
4. Subject: EXERCISE - EQUIPMENT REQUEST 7. Message: EXERCISE REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 0700 18 FEBRUARY 2022. 1. 500 AA BATTERIES 2. 2 10kW DIESEL GENERATORS 3. 400 GALLONS DIESEL FUEL 4. 1 SATRUNNER 5. 250 1602 BOTTLES OF DRINKING WATER 6. 150FT RGBX COAX TERMINATED AT BOTH ENDS WITH PL259 MALE CONNECTORS 7. 2 Samlexpower SEC1235M 13.8V DC Power Supplies or equivalent 8. 25Ft POWERNERX 12AWG RED/BLACK BONDED ZIP CORD PART NUMBER WIRE-RB-12-25 OR EQUIVELENT EXERCISE 8. Approved by: Johnathan Archer Position / Title: Site Manager	2. To (Name/Position): COMMUNICATIONS UNIT LEAD (COML); PINELLAS EOC			
REVERCISE REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 0700 18 FEBRUARY 2022. 1. 500 AA BATTERIES 2. 2 10KW DIESSEL GENERATORS 3. 400 GALLONS DIESSEL FUEL 4. 1 SATRUNNER 5. 250 160Z BOTTLES OF DRINKING WATER 6. 150FT RGBX COAX TERMINATED AT BOTH ENDS WITH PL259 MALE CONNECTORS 7. 2 Samlexpower SEC1235M 13.8V DC Power Supplies or equivalent 8. 25Ft POWERNERX 12AWG RED/BLACK BONDED ZIP CORD PART NUMBER WIRE-RB-12-25 OR EQUIVELENT EXERCISE 8. Approved by: Johnathan Archer Position / Title: Site Manager	3. From (Name/Position): JAMES KIRK / CLEARWATER MOBILIZATION SITE LEAD			
EXERCISE REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 0700 18 FEBRUARY 2022. 1. 500 AA BATTERIES 2. 2 10KW DIESEL GENERATORS 3. 400 GALLONS DIESEL FUEL 4. 1 SATRUNNER 5. 250 160Z BOTTLES OF DRINKING WATER 6. 150FT RGBX COAX TERMINATED AT BOTH ENDS WITH PL259 MALE CONNECTORS 7. 2 Samlexpower SEC1235M 13.8V DC Power Supplies or equivalent 8. 25Ft POWERWERX 12AWG RED/BLACK BONDED ZIP CORD PART NUMBER WIRE-RB-12-25 OR EQUIVELENT EXERCISE 8. Approved by: Johnathan Archer Position / Title: Site Manager	4. Subject: EXERCISE - EQUIPMENT REQUEST 5. Date: 2022-02-17	6. Time: 1950 Local		
REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 0700 18 FEBRUARY 2022. 1. 500	7. Message:			
Save ICS213 INITIAL Data Submit Reset Form Ver 41.11	REQUEST THE FOLLOWING EQUIPMENT BE DELIVERED TO THIS SITE BY 0700 18 FEBRUARY 2022. 1. 500 AA BATTERIES 2. 2 10KW DIESEL GENERATORS 3. 400 GALLONS DIESEL FUEL 4. 1 SATRUNNER 5. 250 160Z BOTTLES OF DRINKING WATER 6. 150FT RG8X COAX TERMINATED AT BOTH ENDS WITH PL259 MALE CONNECTORS 7. 2 Samlexpower SEC1235M 13.8V DC Power Supplies or equivalent 8. 25Ft POWERWERX 12AWG RED/BLACK BONDED ZIP CORD PART NUMBER WIRE-RB-12-25 OR EQUIVELENT EXERCISE			
	Save ICS213 INITIAL Data Submit Reset Form	Ver 41.11		





Conclusion



• Comments and questions