



Pinellas County Hurricane Amaranth Exercise ACS Exercise Evaluation Guide for Evacuation Shelters

19 May 2022 Revision REV (A)

Abstract

This document is used by exercise evaluators to document and score the performance of ACS Radio Operators (RADOs) during a simulated deployment to Pinellas County emergency evacuation shelters. This exercise is a component of the Pinellas County Hurricane Amaranth exercise and is sponsored by the Pinellas County department of emergency management.

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Record of Changes

REVISION	DESCRIPTION	DATE
REV (-)	Initial Release	04/28/2022
REV (A)	<ul style="list-style-type: none">• Corrected minor formatting and spelling issues.• Added Creative Commons copyright.	05/19/2022

Exercise Evaluation Guide For ACS Emergency Evacuation Shelters

Exercise Name: Pinellas County Hurricane Amaranth Exercise

Exercise Date: 1 May 2022 – 3 May 2022

Organization: Pinellas County Auxiliary Communications Service

Venue: Pinellas County Emergency Evacuation Shelter

1.1 EXERCISE OBJECTIVE:

- a. During a simulated hurricane activation of the Pinellas County Emergency Operations Center (EOC), the Pinellas County Auxiliary Communications Service (ACS) will establish and maintain voice and Winlink digital Very High Frequency (VHF) radio networks that support the exchange of information between the EOC and simulated emergency evacuation shelters. Network establishment, network management, resource deployment, and demobilization will be performed in accordance with ACS standard operating procedures.
- b. During a simulated hurricane activation of the Pinellas County EOC, Pinellas ACS Radio Operators (RADOs) located at the EOC will exchange tactical and formal message traffic with Pinellas ACS RADOs located at simulated emergency evacuation shelters using both voice and Winlink digital radio networks. Each message exchange will be conducted in accordance with ACS standard operating procedures.

1.2 CORE CAPABILITY: OPERATIONAL COMMUNICATIONS

Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

1.3 ORGANIZATIONAL CAPABILITY TARGETS

The following Capability targets have been established for Pinellas ACS.

1.3.1 Organizational Capability Target 1.

Within 3 hours of ACS Activation, establish a VHF radio voice network that supports the exchange of information between **TBD** Pinellas County emergency evacuation shelters and the Pinellas County EOC. Network communications is maintained for the duration of a 72-hour incident.

1.3.1.1 Critical Tasks

- a. ACS RADO obtains, assembles, and prepares material for a personal and position related Go-Kit that will support a 72-hour activation.
- b. When notified of ACS activation (Pinellas Alert, Email, text, or phone), the ACS RADO notifies the ACS Radio Officer (RO) that he or she is available for activation and accepts the evacuation shelter assignment.
- c. On an as needed basis, ACS RADO obtains shelter radio kit from EOC.
- d. ACS RADO obtains incident specific information regarding the deployment from ACS RO/Deputy RO (deployment location, duration, time of arrival, ICS 204, ICS 205, etc.)
- e. ACS RADO installs and configures shelter radio equipment at emergency evacuation shelter.
- f. ACS RADO establishes and maintains VHF voice communications with the EOC.

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- g. ACS RADO maintains a site-specific ICS 214 and ICS 309 throughout the activation period.
- h. ACS RADO sends and receives message traffic, both tactical and formal, with the EOC using a VHF voice radio network.

1.3.1.2 Source(s):

- a. Pinellas County ACS/ARES® Emergency Communication Plan and Standard Operating Procedures
- b. Pinellas County ACS/ARES® Emergency Shelter Plan and Standard Operating Procedures
- c. Incident specific ICS 205
- d. Position Task Book (PTB) for the Position of Auxiliary Communicator (AUXC)

1.3.2 Organizational Capability Target 2.

Within 3 hours of ACS Activation, establish a VHF radio Winlink data network that supports the exchange of information between **TBD** Pinellas County special needs emergency evacuation shelters and the Pinellas County EOC. Network communications is maintained for the duration of a 72-hour incident.

1.3.2.1 Critical Tasks

- a. ACS RADO obtains, assembles, and prepares the material for a personal and Winlink digital Go-Kit that will support a 72-hour activation period.
- b. When notified of ACS Activation (Pinellas Alert, Email, text, or phone), the ACS RADO notifies the ACS RO that he or she is available for activation and accepts the evacuation shelter assignment.
- c. On an as needed basis, ACS RADO obtains shelter radio kit from EOC.
- d. ACS RADO obtains incident specific information regarding the deployment from ACS RO/Deputy RO (deployment location, duration, time of arrival, ICS 204, ICS 205, etc.)

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- e. ACS RADO installs and configures shelter radio equipment at emergency evacuation shelter.
- f. ACS RADO establishes and maintains VHF Winlink data communications with the EOC.
- g. ACS RADO maintains a site-specific ICS 214 and ICS 309 throughout the activation period.
- h. ACS RADO sends and receives message traffic, both tactical and formal, with the EOC using a VHF Winlink data radio network.

1.3.2.2 Source(s):

- a. Pinellas County ACS/ARES® Emergency Communication Plan and Standard Operating Procedures
- b. Pinellas County ACS/ARES® Emergency Shelter Plan and Standard Operating Procedures
- c. Incident specific ICS 205
- d. PTB for the Position of Auxiliary Communicator

1.3.3 Organizational Capability Target 3.

Within 3 hours of ACS deactivation, vacate deployment locations, return material resources to the Pinellas County EOC, deliver incident specific documentation to ACS leadership, and demobilize resources.

1.3.3.1 Critical Tasks

- a. ACS RADO notifies net control stations that he or she has been directed to deactivate and is leaving the net.
- b. ACS RADO deinstalls, packs, and readies for transport all personal material and communications Go-kit equipment.
- c. ACS RADO inventories equipment obtained from EOC, documents discrepancies, and returns equipment to Pinellas County EOC.

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- d. ACS RADO finalizes the site ICS 214 and ICS 309 logs; secures a copy of all formal messages exchanged during the activation event and a copy of the event's ICS documentation package (e.g., ICS 201, ICS 205, elements of Incident Action Plan, etc.); and delivers station records to the Pinellas ACS Admin Officer.
- e. ACS RADO returns home and notifies EOC via ACS tactical-resource net of safe arrival.

1.3.3.2 Source(s):

- a. Pinellas County ACS/ARES® Emergency Communication Plan and Standard Operating Procedures
- b. Pinellas County ACS/ARES® Emergency Shelter Plan and Standard Operating Procedures
- c. Incident specific ICS 205
- d. PTB for the Position of Auxiliary Communicator

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1.4 EXERCISE EVALUATION GUIDE (EEG) SCORE SHEETS

The Task IDs shown on each EEG score sheet uniquely identify each critical task scheduled for evaluation during the exercise. Each ID has three component parts. The first character identifies the EEG containing the critical task and is assigned one of three values.

- a. **E**: EOC Radio Room EEG
- b. **S**: Emergency Evacuation Shelter EEG
- c. **D**: Incident Communications Center (Deployable resource) EEG

The next three characters identify the Organizational Capability Target (**CT**) number within the EEG while the final two characters identify the Critical Task (**T**) number associated with the capability target. Refer to Figure 1 for an example.

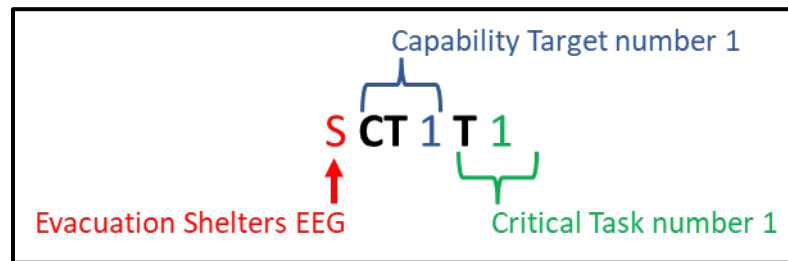


Figure 1. EEG Task Identifier

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1.4.1 Organizational Capability Target 1.

Within 3 hours of ACS Activation, establish a VHF radio voice network that supports the exchange of information between **TBD** Pinellas County emergency evacuation shelters and the Pinellas County EOC. Network communications is maintained for the duration of a 72-hour incident.

Table I. Capability Target 1 - EEG Score Sheet

Task ID	Critical Task	AUXC PTB Item	Observation Notes and Explanation of Rating	Target Rating
SCT1T1	ACS RADO obtains, assembles, and prepares material for a personal and position related Go-Kit that will support a 72-hour activation.	2a.1, 2a.2, 2a.3, 2a.4	This task will not be evaluated during the May 2022 Pinellas County Hurricane Amaranth Exercise.	N/A
SCT1T2	When notified of ACS activation (Pinellas Alert, Email, text, or phone), the ACS RADO notifies the ACS RO that he or she is available for activation and accepts evacuation shelter assignment.		Many of the ACS members listed in the Everbridge system did not acknowledge receipt of the text or email alerts. However, all ACS members participating in the exercise acknowledged receipt of alerts and notified ACS RO of intention to participate in the exercise.	S
SCT1T3	On an as needed basis, ACS RADO obtains shelter radio kit from EOC.		All shelter teams obtained equipment from the EOC radio cache.	P

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Table I. Capability Target 1 - EEG Score Sheet

Task ID	Critical Task	AUXC PTB Item	Observation Notes and Explanation of Rating	Target Rating
SCT1T4	ACS RADO obtains incident specific information regarding the deployment from ACS RO/ Deputy RO (deployment location, duration, time of arrival, ICS 204, ICS 205, etc.)	2b.1, 2b.2	A documentation package containing incident specific information was provided to each shelter team following operational briefing two.	P
SCT1T5	ACS RADO installs and configures shelter radio equipment at emergency evacuation shelter.		Three shelter teams found that the AC power at their deployment locations was inoperative. An electrician was called and eventually repaired the problem. Impacted teams used available HTs until power problem was fixed.	P
SCT1T6	ACS RADO establishes and maintains VHF voice communications with the EOC.			P
SCT1T7	ACS RADO maintains a site-specific ICS 214 and ICS 309 throughout the activation period.	5c.1	Some significant events and header information missing from ICS 214 logs. Message parameter, form header information, and message transactions missing from ICS 309 logs. ICS 309 forms used to record information better suited for ICS 214.	M

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Table I. Capability Target 1 - EEG Score Sheet

Task ID	Critical Task	AUXC PTB Item	Observation Notes and Explanation of Rating	Target Rating
SCT1T8	ACS RADO sends and receives message traffic, both tactical and formal, with the EOC using a VHF voice radio network.		Formal message traffic was not always recorded on Radiogram forms or information recorded on radiogram was incomplete.	S
Final Capability Target Rating:				S

1.4.2 Organizational Capability Target 2.

Within 3 hours of ACS Activation, establish a VHF radio Winlink data network that supports the exchange of information between **TBD** Pinellas County special needs emergency evacuation shelters and the Pinellas County EOC. Network communications is maintained for the duration of a 72-hour incident.

NOTE: This capability was not evaluated during the exercise.

Table II. Capability Target 2 - EEG Score Sheet

Task ID	Critical Task	AUXC PTB Item	Observation Notes and Explanation of Rating	Target Rating
SCT2T1	ACS RADO obtains, assembles, and prepares the material for a personal and Winlink digital Go-Kit that will support a 72-hour activation period.	2a.1, 2a.2, 2a.3, 2a.4	This task will not be evaluated during the May 2022 Pinellas County Hurricane Amaranth Exercise.	N/A

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Table II. Capability Target 2 - EEG Score Sheet

Task ID	Critical Task	AUXC PTB Item	Observation Notes and Explanation of Rating	Target Rating
SCT2T2	When notified of ACS activation (Pinellas Alert, Email, text, or phone), the ACS RADO notifies the ACS RO that he or she is available for activation and accepts evacuation shelter assignment.		This task will not be evaluated during the May 2022 Pinellas County Hurricane Amaranth Exercise.	N/A
SCT2T3	On an as needed basis, ACS RADO obtains shelter radio kit from EOC.		This task will not be evaluated during the May 2022 Pinellas County Hurricane Amaranth Exercise.	N/A
SCT2T4	ACS RADO obtains incident specific information regarding the deployment from ACS RO/ Deputy RO (deployment location, duration, time of arrival, ICS 204, ICS 205, etc.)	2b.1, 2b.2	This task will not be evaluated during the May 2022 Pinellas County Hurricane Amaranth Exercise.	N/A
SCT2T5	ACS RADO installs and configures shelter radio equipment at emergency evacuation shelter.		This task will not be evaluated during the May 2022 Pinellas County Hurricane Amaranth Exercise.	N/A
SCT2T6	ACS RADO establishes and maintains VHF Winlink data communications with the EOC.		This task will not be evaluated during the May 2022 Pinellas County Hurricane Amaranth Exercise.	N/A
SCT2T7	ACS RADO maintains a site-specific ICS 214 and ICS 309 throughout the activation period.	5c.1	This task will not be evaluated during the May 2022 Pinellas County Hurricane Amaranth Exercise.	N/A

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Table II. Capability Target 2 - EEG Score Sheet

Task ID	Critical Task	AUXC PTB Item	Observation Notes and Explanation of Rating	Target Rating
SCT2T8	ACS RADO sends and receives message traffic, both tactical and formal, with the EOC using a VHF Winlink data radio network.		This task will not be evaluated during the May 2022 Pinellas County Hurricane Amaranth Exercise.	N/A
Final Capability Target Rating:				N/A

1.4.3 Organizational Capability Target 3.

Within 3 hours of ACS deactivation, vacate deployment locations, return material resources to the Pinellas County EOC, deliver incident specific documentation to ACS leadership, and demobilize resources.

Table III. Capability Target 3 - EEG Score Sheet

Task ID	Critical Task	AUXC PTB Item	Observation Notes and Explanation of Rating	Target Rating
SCT3T1	ACS RADO notifies net control stations that he or she has been directed to deactivate and is leaving the net.		Shelter teams did not always notify the EOC radio room of site departure or EOC arrival.	S
SCT3T2	ACS RADO deinstalls, packs, and readies for transport all personal material and communications Go-kit equipment.			P

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Table III. Capability Target 3 - EEG Score Sheet

Task ID	Critical Task	AUXC PTB Item	Observation Notes and Explanation of Rating	Target Rating
SCT3T3	ACS RADO inventories equipment obtained from EOC, documents discrepancies, and returns equipment to Pinellas County EOC.			P
SCT3T4	ACS RADO finalizes the site ICS 214 and ICS 309 logs; secures a copy of all formal messages exchanged during the activation event and a copy of the event’s ICS documentation package (e.g., ICS 201, ICS 205, elements of Incident Action Plan, etc.); and delivers station records to the Pinellas ACS Admin Officer.	5c.1	Some significant events and header information missing from ICS 214 logs. Message parameter, form header information, and message transactions missing from ICS 309 logs. ICS 309 forms used to record information better suited for ICS 214.	M
SCT3T5	ACS RADO returns home and notifies EOC via ACS tactical-resource net of safe arrival.		Each shelter team returned to the EOC for a hot wash meeting and debrief.	N/A
Final Capability Target Rating:				S

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Evaluator Information
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Evaluator Phone:

1.5 RATINGS DEFINITIONS

Performed without Challenges (P)	The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
Performed with Some Challenges (S)	The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.
Performed with Major Challenges (M)	The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
Unable to be Performed (U)	The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).

Appendix A

A APPENDIX A – ACRONYMS, ABBREVIATIONS, AND DEFINITIONS

A.1 ACRONYMS

The following acronyms are used in this document.

<u>ACRONYM</u>	<u>DEFINITION</u>
ACS	Auxiliary Communication Service
ARES®	Amateur Radio Emergency Service
EOC	Emergency Operations Center
EEG	Exercise Evaluation Guide
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
PTB	Position Task Book
RO	Radio Officer
VHF	Very-High Frequency

A.2 ABBREVIATIONS

The following abbreviations are used in this document.

<u>ABBREVIATION</u>	<u>DEFINITION</u>
AUXC	Auxiliary Communicator
RADO	Radio Operator