Pinellas ACS Tabletop Exercise Record keeping

Mike Drake
Pinellas ACS Training Officer



Pinellas ACS Improvement Plan



No	Capability ID	Area for Improvement	Corrective Action	Status
2	SCT1, ECT3	2. Message parameters and header information missing from ICS 309 communication logs.	1. Incorporate ICS 309 communication logs into tabletop drills conducted at monthly in person ACS meetings.	Open
			2. Create new laminated job aid sheets for ICS 309 maintenance. Add to all shelter radio kits.	Open
3	SCT1, ECT3	3. Significant events and header information missing from ICS 214 Site Activity logs.	1. Incorporate ICS 214 Site Activity logs into tabletop drills conducted at monthly in person ACS meetings.	Open
			2. Create new laminated job aid sheets for ICS 214 maintenance. Add to all shelter radio kits.	Open

6/17/2021



Agenda



- Overview of forms
 - ICS 214
 - ICS 309
- Tabletop Exercise



ICS 214 Activity Log Introduction



Header

Purpose

Activity Logs are used to record all significant events that occur during an exercise, event, or activation period. Deployed members of ACS/ARES® are required to maintain an up to date and accurate record of all significant events.

		ACTIVITY 200 (
1. Incident Name:		2. Operational Period:	Date From: Time From:	Date To: Time To:
3. Name:		4. ICS Position:		5. Home Agency (and Unit):
6. Resources Ass	igned:			
Na	me	ICS Position	1	Home Agency (and Un
7. Activity Log:				
Date/Time	Notable Activities			
8. Prepared by: Name:		Position/Title:	S	ignature:
ICS 214, Page 1		Date/Time:		

ACTIVITY LOG (ICS 214)

Activity Log

Signature



ICS 214 Activity Log Header



- Incident Name (Block 1): Name of the Incident/activation event. This
 information will be provided by the Net Manager, Radio Officer, or his designee.
- Operational Period (Block 2): Start date (month/day/year) and time (24-hour local time) and end date and time for the activation event.
- Name (Block 3): Name of the facility being supported by ACS. For example, if ACS/ARES® is supporting an emergency evacuation shelter, the name of the shelter should be entered into this field.
- **ICS Position (Block 4):** The individual in charge of the *ACS* unit (e.g., site lead) and the job being performed by *ACS*. In almost all cases, the job being performed is *Radio Operator*.
- Home Agency (and Unit) (Block 5): Name of the organization completing the form. Users should enter *Pinellas ACS*.
- Resources Assigned (Block 6): This field contains the Name and FCC call sign of everyone assigned to the ACS unit located at the facility identified in Block 3.

ACTIVITY LOG (ICS 214)

1. Incident Name:		2. Operational Period: Date From: 6/16/2022 Date To: 6/16/202				
PACS TTX	June 2022	Time From: 1900 Time To: 2100				
3. Name: Bauder Ele	ementary	4. ICS Position: M Drake / RADO	5. Home Agency (and Unit): Pinellas ACS			
6. Resources Ass	igned:					
Na	ame	ICS Position	Home Agency (and Unit			
M Drake / V	VA1RYQ	RADO	Pinellas ACS			
W Scott / W	/7WMS	RADO	Pinellas ACS			
7. Activity Log:						
Date/Time	Notable Activities					
			_			
	1		_			
8. Prepared by: Name:		Position/Title:	Signature:			
ICS 214, Page		Date/Time:				



ICS 214 Activity Log Significant Events



- When the form is used to record the events associated with a single individual, enter all departures and arrivals. Users should include odometer readings for personally owned vehicles.
 - Home, Deployment locations, Intermediate sites (e.g., EOC to pick up shelter radio kit, gas stations, etc.)
- Arrival and departure of ACS/ARES® personnel
- Shift and operator changes
- Changes to station operational availability. Include addition or loss of specific bands, modes, power, etc.
- Changes in utility status (e.g., shore power, internet, cell service, water, etc.)
- Events that could impact the ability of the deployed location to perform its defined mission (e.g., Generator failures, supply shortages, structural damage, overcrowding, unrest, etc.)
- Meetings and Briefings
- Issues with personnel
- Injuries
- Rumors
- Task assignments and completions

ACTIVITY LOG (ICS 214)

1. Incident Name: PACS TTX June 2022		2. Operational Period: Date From: 6/16/2022 Date To: 6/16/20				
PACS TIX J	une 2022	Time From: 1900 Time To: 21				
3. Name: Bauder Ele	mentary	4. ICS Position: M Drake / RADO	5. Home Agency (and Unit): Pinellas ACS			
6. Resources Assignment	gned:					
Nar	ne	ICS Position	Home Agency (and Unit)			
M Drake / W	/A1RYQ	RADO	Pinellas ACS			
W Scott / W		RADO	Pinellas ACS			
7. Activity Log:						
Date/Time	Notable Activities					
2022-6-16 1830	Departed f	from home enroute to Bauder Elementary				
	School She	lter. Beginning odon	neter – 115447.2			
8. Prepared by: Name:		Position/Title:	Signature:			
ICS 214, Page		Date/Time:				



ICS 214 Activity Log Signature



- **Prepared by:** Name, FCC call sign, and Title of the person completing the log.
- **Signature:** Signature of person completing the log.
- **Date and Time:** Time and date that the log was finalized and ready for delivery to the PACS Admin Officer.
- Page __ of __: Sequentially number all pages for the
 operational period covered by the log. Page numbers start
 over at one at the beginning of each new operational period.

ACTIVITY LOG (ICS 214)

1. Incident Name: PACS TTX J	une 2022	2. Operational Period: Date From: 6/16/2022 Date To: 6/16/20 Time From: 1900 Time To: 2100				
3. Name: Bauder Ele	mentary	4. ICS Position: M Drake / RADO	5. Home Agency (and Unit): Pinellas ACS			
6. Resources Assig	gned:					
Nan	ne	ICS Position	Home Agency (and Un			
M Drake / W	A1RYQ	RADO	Pinellas ACS			
W Scott / W	•	RADO	Pinellas ACS			
7. Activity Log:						
Date/Time	Notable Activities					
2022-6-16 1900	Departed f	rom home enroute to	Bauder Elementary			
	School She	elter. Beginning odom	<u>eter – 115447.2</u>			
8. Prepared by: Na ICS 214, Page 1 o		A1RYQPosition/Title: RADO	Signature: Michael H Drake			
100 217, 1 age 1 0	1 1	Date/Time: 2022-6-16 205	10			



ICS 309 Communications Log Introduction



Purpose

The Communications Log is used to record the details of all event specific message traffic that is exchanged during an exercise, event, or activation period.

Communications Log

						• •
1. Inciden	t Name			2. Operational Perio Date From: Time From:	d Date To: Time To:	Header
3. Radio N	let Name / T	actical Call Sig	gn / Location	4. Radio Operator (N	lame, Call Sign)	
5.			COMMUNICA	TIONS LOG		1
Time	Call S	ign/ID	Msg # /			1
24Hr Local	FROM	то	Precedence / Origin	Messa	ge Subject/Notes	
6. Prepared	By (Name, Call	Sign)	7. Da	te & Time Prepared	8. Page 1 of 1	Signature

Communications Log (ICS 309)

PACS ICS 309



ICS 309 Communications Log Header



- Incident Name (Block 1): Name of the Incident/activation event. This information will be provided by the Net Manager, Radio Officer, or his designee.
- Operational Period (Block 2): Start date (month/day/year) and time (24-hour local time) and end date and time for the activation event.
- Radio Net Name / Tactical Call Sign / Location (Block 3): The content
 of this field is dependent on the position being filled by the Radio
 Operator.
 - NCS/ANCS: Name of the radio net being managed by the NCS and ANCS.
 - <u>Net Participant:</u> Tactical call sign of the net participant. If no tactical call sign has been assigned, this field will contain the location of the participant.
- Radio Operator (Block 4): Name and FCC call sign of the primary radio operator / Site Lead.

Communications Log (ICS 309)

	CS TTX Ju	une 2022		2. Operational Period Date From: 6/16/2022Date To: 6/16/202 Time From: 1900 Time To: 2100			
	MACE SHE		gn / Location	4. Radio Operator (Name, Call Sign) M Drake / WA1RYQ			
5.			COMMUN	CATIONS LOG			
Time	Call Si	gn/ID	Msg # /				
24Hr Local	FROM	то	Precedence Origin	/ Message Subject/Notes			
		·					
		·					
6. Prepared E	By (Name, Call S	Sign)	7.	Date & Time Prepared 8. Page of			

PACS ICS 309



ICS 309 Communications Log Comm Log



ARRL — the national association for Amateur Radio™ RADIOGRAM PRECEDENCE STATION OF ORIGIN PLACE OF ORIGIN 001 TEST P WA1RYQ 23 **BAUDER ELEMENTARY** 1945 LOCAL **JUN 16** THIS RADIO MESSAGE WAS RECEIVED AT **CLAYTON PARROT** AMATEUR STATION _ PHONE PINELLAS COUNTY EOC PHONE NUMBER 727 123 4567 CITY, STATE, ZIP E-MAIL EMAIL ATSIGN DOMAIN DOT COM 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 SENT PINELLAS EOC JUN 16 **1951** LOCAL REC'D THE AMERICAN RADIO RELAY LEAGUE, INC, IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF GST/MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR 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 MATEUR RADIO MAY BE OBTAINED FROM ARRI. HEADQUARTERS, 225 MAIN STREET, NEWNOTON, CT OBTAINED OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.

Communications Log (ICS 309)

208 (100 000)								
1. Incident Name PACS TTX June 2022 3. Radio Net Name / Tactical Call Sign / Location Bauder Elementary					2. Operational Period Date From: 6/16/2022Date To: 6/16/2022 Time From: 1900 Time To: 2100 4. Radio Operator (Name, Call Sign) M Drake / WA1RYQ			
Time	Call S	ign/ID	Msg # /					
24Hr Local	FROM	то	Precedend Origin	•	Message Subject/Notes			
6. Prepared B	y (Name, Call	Sign)		7. Date	& Time Prepared	8. Page	of	

PACS ICS 309



ICS 309 Communications Log



- Time: The time each message was sent/received. Use 24-hour format (Local Time).
- Call Sign/ID FROM: The FCC call sign or Tactical Call Sign of the station sending the message. When the sending station is the local station (i.e., the station identified in Blocks 3 and 4), the field can be left blank.
- Call Sign/ID TO: The FCC call sign or tactical call sign of the station directly receiving the message. When the receiving station is the local station, the field can be left blank.
- Msg # / Precedence / Origin:
 - <u>Formal message</u> The message number, message precedence, and the FCC call sign of the station that originated the message.
 - <u>Informal message</u> This field will contain the message precedence.
- Message Subject/Notes: The subject of the message and any additional information that will help identify or track the message.

Communications Log (ICS 309)

		2. Operational Period		
	PACS TTX June 2022	Date From: 6/16/2022Date To: 6/16/2022		
	TAGG TIA June 2022	Time From: 1900 Time To: 2100		
	3. Radio Net Name / Tactical Call Sign / Location	4. Radio Operator (Name, Call Sign)		
	Bauder Elementary	M Drake / WA1RYQ		

Badaci Elementary				m Brancy milenta				
5.			сомм	UNICATIONS LOG				
Time	Call	Sign/ID	Msg #					
24Hr Local	FROM	то	Precede: Origi	-	Message Subject/Notes			
1951		Pinellas EOC	001/T	est P	ICS213: EXERCISE EQUIPMENT SHORTAGE			
6. Prepared	6. Prepared By (Name, Call Sign)				& Time Prepared	8. Page	of	

PACS ICS 309



ICS 309 Communications Log Signature



- Prepared by (Block 6): Name and FCC call sign of the person completing the log.
- Date and Time Prepared (Block 7): Time and date that the log was finalized and ready for delivery to the PACS Admin Officer.
- Page __ of __ (Block 8): Sequentially number all pages for the
 operational period covered by the log. Page numbers start over at
 one at the beginning of each new operational period.

Communications Log (ICS 309)

2. Operational Period

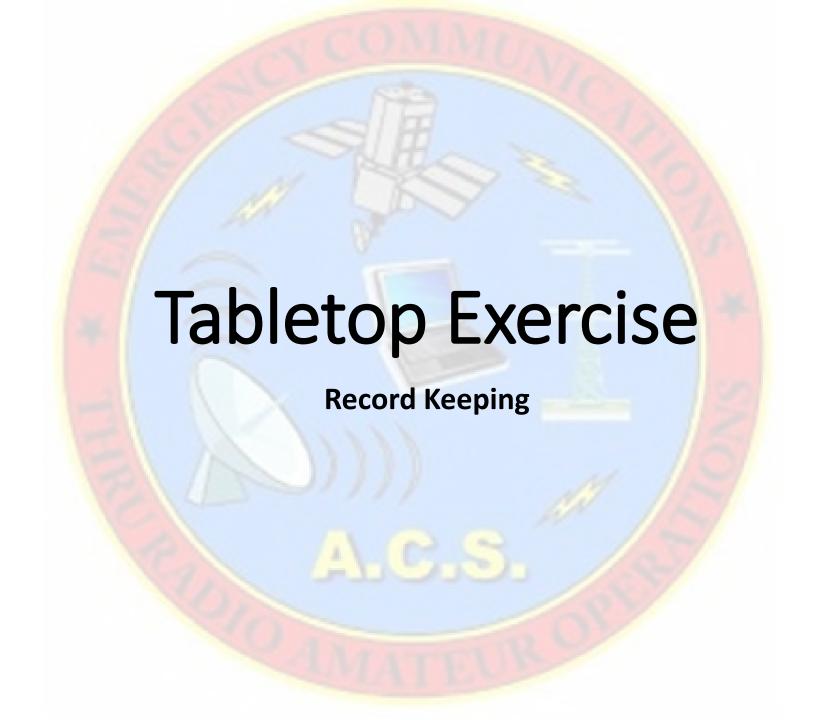
P/	ACS TTX .	lune 2022		Date From: 6/16/2022Date To: 6/16/2022 Time From: 1900 Time To: 2100
	-	Factical Call Sig ementary	n / Location	4. Radio Operator (Name, Call Sign) M Drake / WA1RYQ
5.			COMMUNIC	ATIONS LOG
Time	Call	Sign/ID	Msg # /	
24Hr Local	FROM	то	Precedence / Origin	Message Subject/Notes
1951		Pinellas EOC	001/Test	P ICS213: EXERCISE EQUIPMENT SHORTAGE
6. Prepared	By (Name, Cal	ll Sign)	7.1	Date & Time Prepared 8.

2022-6-16 2056

PACS ICS 309

M Drake / WA1RYQ

1. Incident Name





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 (Optional)



Tabletop Exercise Scenario Description



• Exercise Name: PACS TTX June 2022

Operational Period:

• Start: June 17th, 2022 – 1400 Local

• End: June 17th, 2022 – 2300 Local



Tabletop Exercise



Bauder Elementary

- 1605 ACS Team Arrives on Site
- 1608 Team notifies NCS, 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 and will assume Net Control
- 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



	A	\ DD	l the ne	rtional acc	oolotio	n for Amateur Rad	iaTM //	N
1	R SR						/ 2	R R
	V	H	AD		G	RAN		
NUMBER 1	PRECEDENCE TEST P	HX S	STATION OF ORIGINAL WA1RYQ	N CHECK	- 1	PLACE OF ORIGIN JDER ELEMENTARY	TIME FILED 1745 EST	DATE JUN 17
TO CLA	VTON DARROS					THIS RADIO MESSAGE WAS F	RECEIVED AT	
CLA	YTON PARROT			AMATEU	R STATION		PHONE	
PIN	ELLAS COUNT	LEOC		NAME _			E-MAIL	
B. 101 E 111 H	BER 727 123 45	67		STREET				
			DOT COM	CITY, STA	ATE, ZIP			
E-MAIL EIV	1AIL ATSIGN D	UIVIAIN	DOT COM					
CRITICALLY BLANKETS X	EMENTARY SCI SHORT OF COT REQUEST IMP NAL 30 COTS A	S AND MEDIAT						
	RK BAUDER SH							
OP NOTE AF	PROVED BY JO	NATHA	AN ARCHER SH	IELTER MAN	AGER			
	ROM		DATE	TIME		O PINELLAS EOC	JUN 17	1751 LOCA
REC'D	DE WAS HANDLED FOR	E CHARGE 25	A LICENSED AMATEUR	DADIO ODEDATOS	SENT			
WHOSE ADDI HANDLED SO ACCEPTED B DELIVERING	BE WAS HANDLED FREE C RESS IS SHOWN IN THE BU LELY FOR THE PLEASURE Y A "HAM" OPERATOR. A F THIS MESSAGE TO YOU. F YOM ARRL HEADQUARTER	OX AT RIGHT / OF OPERATI ETURN MESS URTHER INFO	ABOVE. AS SUCH MESSA NG, NO COMPENSATION SAGE MAY BE FILED WITH DRMATION ON AMATEUR	GES ARE CAN BE I THE "HAM" RADIO MAY BE	FUNCTIONS OPERATORS	IAN RADIO RELAY LEAGUE, INC, IS THE LADIO AMATEURS AND THE PUBLISHER IS PROMOTION OF PUBLIC SERVICE C S. TO THAT END, THE LEAGUE HAS OR: R DAILY NATIONWIDE MESSAGE HAND	R OF QST MAGAZINE. ONE C COMMUNICATION AMONG AN GANIZED THE NATIONAL TR	OF ITS MATEUR

HX – Handling Instructions E – Reply requested



Tabletop Exercise Pinellas EOC message to Bauder



	R SR				_	n for Amateur Rad		Ÿ R ∰	, R	
NUMBER 32	PRECEDENCE TEST P	НХ	STATION OF ORIGIN W4ACS	CHECK 16	к	PLACE OF ORIGIN PINELLAS EOC	TII	ME FILED 809 EST	DATE JUN 17	
TO JAMES T KIRK BAUDER SHELTER ADMINISTRATOR BAUDER ELEMENTARY PHONE NUMBER E-MAIL OP NOTE ICS 213 REPLY WA1RYQ 1					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATIONPHONE NAMEE-MAIL_ STREET CITY, STATE, ZIP					
	O COTS AND BL X THEY SHOUL ED BY 1845		TS ARE							
	ARROTT RO LO	GISTIC	CS							
			DATE	TIME		o BAUDER ELEMENTA	ARY	DATE IUN 17	TIME	
	FROM				SENT	BAUDER ELEIVIEN I		30.127	1811 LOC	



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



(A P					n for Amateur Ra	/ 2	B R		
NUMBER 2	PRECEDENCE TEST P	HX STA	ATION OF ORIGINAL WA1RYQ			PLACE OF ORIGIN UDER ELEMENTARY	TIME FILED 2006 LOCAL	DATE JUN 17		
TO CLAYTON PARROT PINELLAS COUNTY EOC					THIS RADIO MESSAGE WAS RECEIVED AT FEUR STATIONPHONE EE-MAIL					
	3ER 727 123 45		от сом							
	S 213 MESSAG	E SUBJEC	T EXERCISE	BAUDER SH	ELTER ST	ATUS				
	CUEES 147 X 31 X SHORE POW									
OPERATION SERVICE UN	AL X CELL AND AVAILABLE X F	INTERNE OOD ANI								
EXERCISE	PLIES GOOD X									
JAMES T KIR	K BAUDER SHE	ELTER AD	MINISTRAT	OR						
	PROVED BY JO	NATHAN						-		
REC'D	ROM		DATE	TIME		PINELLAS EOC	JUN 17	2011 LOCA		
THIS MESSAG WHOSE ADDR HANDLED SOL ACCEPTED BY DELIVERING T	EE WAS HANDLED FREE OI RESS IS SHOWN IN THE BC LELY FOR THE PLEASURE Y A "HAM" OPERATOR. A R THIS MESSAGE TO YOU, FI OM ARRL HEADQUARTER	OX AT RIGHT ABO OF OPERATING ETURN MESSAG URTHER INFORM	OVE. AS SUCH MESSA , NO COMPENSATION E MAY BE FILED WIT MATION ON AMATEUR	AGES ARE I CAN BE H THE "HAM" R RADIO MAY BE	THE AMERI LICENSED F FUNCTIONS OPERATOR	CAN RADIO RELAY LEAGUE, INC. IS 1 RADIO AMATEURS AND THE PUBLISI- IS PROMOTION OF PUBLIC SERVICI S. TO THAT END, THE LEAGUE HAS OR DAILY NATIONWIDE MESSAGE HA	IER OF QST MAGAZINE. ONE O E COMMUNICATION AMONG AN DRGANIZED THE NATIONAL TR	FITS MATEUR		



Tabletop Exercise Boca Ciega Message to Pinellas EOC via Bauder



(A A A A A A A A A A A A A A A A A A A					n for Amateur		M R R B B B	R
NUMBER 14	PRECEDENCE TEST P		TATION OF ORIGIN			PLACE OF ORIGIN OCA CIEGA HIGH		TIME FILED 2150 LOCAL	DATE JUN 17
TO CLA	NAME _	THIS RADIO MESSAGE WAS RECEIVED AT MATEUR STATIONPHONE AMEE-MAIL							
	er 727 123 45 IAIL ATSIGN DO		OOT COM						
OPEN BEDS OPERATION SERVICE UN	CUEES 721 X 73 X SHORE POW AL X CELL AND AVAILABLE X F PLIES GOOD X	ER INTERN							
	NEWAY BOCA								
	ROM BOCA CIEGA HI	GH	JUN 17	TIME 2154		PINELLAS EOC		JUN 17	2159 LOC
WHOSE ADDR HANDLED SOI ACCEPTED BY DELIVERING T	E WAS HANDLED FREE OF LESS IS SHOWN IN THE BO LELY FOR THE PLEASURE (A "HAM" OPERATOR, A RE HIS MESSAGE TO YOU. FL OM ARRL HEADQUARTERS	IX AT RIGHT AE OF OPERATINI ETURN MESSA JRTHER INFOR	BOVE. AS SUCH MESSAG G, NO COMPENSATION GE MAY BE FILED WITH RMATION ON AMATEUR	GES ARE CAN BE I THE "HAM" RADIO MAY BE	FUNCTIONS OPERATORS	AN RADIO RELAY LEAGUE, IN ADIO AMATEURS AND THE PU IS PROMOTION OF PUBLIC SE S. TO THAT END, THE LEAGUE R DAILY NATIONWIDE MESSAC	BLISHER OF Q RVICE COMMU HAS ORGANIZ	IST MAGAZINE. ONE OF JNICATION AMONG AM.	TTS ATEUR



Conclusion



• Comments and questions