

# EXERCISE PLANNING DOCUMENT

Florida Amateur Radio Emergency Conference EXERCISE

Incident: "2020 HOT & COLD EXERCISE"

Revision: Feb 8 2020

Revision: Feb 26 2020 (added section 3.3)

## SCOPE:

- Audience: Participants in the 2020 Florida Amateur Radio Emergency Conference, and those assisting by radio from distant locations; the Exercise will involve only the volunteer communications aspects.
- Hazard: Fire related to malfunction of high pressure natural gas pipelines (for unknown reason) in conjunction with telecommunications failures involving submarine cables, in the setting of extreme cold weather
- Resources required: Amateur radio volunteers, VHF/UHF/HF voice and digital (WINLINK, packet, etc) equipment and capabilities; the nationwide WINLINK system, and if available the NTS/RRR system. Sites will include multiple simulated shelter sites at local parks, as well as an incident command post at the Oaks Church.

## FEMA CORE CAPABILITIES / S.M.A.R.T. OBJECTIVES

FEMA Core Capability	Application	SMART Objectives
Mass Care Services	1. Shelter communications	<p><b>[Applies to all groups]</b></p> <p><b>(1.1) Deployment:</b> Each team to reach their assigned location without the use of internet-based navigational aids.</p> <p><b>NOTE Feb 9 2020:</b> <i>Recordkeeping was simplified.</i></p> <p><b>(1.2) Join Command Net..</b> Each deployed team to join (or commence) Command Net within 30 minutes of site arrival <b>[Record time.]</b></p> <p><b>(1.3) Alternative Antennas:</b> Each deployed team given a handicap of failed primary antennas, to replace such antenna(s) within 45 minutes. (Option: groups are free to provide secondary antennas.)</p> <p><b>(1.4) Emergency Power:</b> Each deployed team to</p>

	<p>have emergency power supplying both HF and VHF/UHF radios, sufficient for transmission; documented by notice of joining nets</p> <p><b>(1.5) Alternative Emergency Power:</b> Each deployed team comprised of 4 or more licensed volunteers, if given a handicap of primary emergency power fail, to come up with a second emergency power within 45 minutes of primary failure.</p> <p><b>(1.6) Voice net:</b> Each deployed team to make contact with one or more HF nets per ICS-205 within 45 minutes of arrival to assigned site. <b>[Record time.]</b></p> <p><b>(1.7) WINLINK Connection:</b> Each deployed team to make contact with at least one WINLINK HF gateway within 1 hour of arrival to assigned site. <b>[Record times of first three WINLINK connections]</b></p> <p><b>(1.8) WINLINK Assessment:</b> Each deployed team to determine at least 3 possible WINLINK HF Gateways that are successfully reached within 2 hours of arrival to assigned site. A VHF gateway may be substituted for 1 of the HF gateways.</p> <p><b>(1.9) ICS Chain of Command:</b> Any team targeted with an "inject" to ask them to take some un-approved action, to contact their supervisor for clarification.</p> <p><b>(1.10) ICS-309 Documentation, Team:</b> Each deployed amateur-radio-based team to turn in a completed ICS-309, upon returning from the deployment, to the "Documentation Unit" (This document may be in separate parts, and some may be submitted by email to FLEXDOCUNIT@WINLINK.ORG as long as &lt; 100kbytes)</p> <p><b>(1.11) ICS-214 Documentation, Team:</b> Each deployed team to turn in a group ICS-214 that gives the major events. This may be done "per session" and fill-in-the-blank versions may be</p>
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		<p>provided to make this easier.</p> <p><b>(1.12) ICS-214 Documentation, Individual :</b> Each licensed deployed individual to turn in a completed ICS-214, upon returning from the deployment, to the "Documentation Unit"</p> <p><b>(1.13) Net Control Procedures, Assumption of Command:</b> Net control stations (whether assigned or ad-hoc) to assume net control within 40 minutes from beginning of exercise for each specified net.</p> <p><b>(1.14) Net Control Procedures, Vigilance:</b> Net control stations (whether assigned or ad-hoc) to detect missing or disappeared stations within 30 minutes of loss.</p> <p><b>(1.15) Net Control Procedures, Recordkeeping:</b> Net control stations (whether assigned or ad-hoc) to keep written record of net activity sufficient to determine sending and receiving stations of each formal traffic transferred and approximate time of transfer.</p> <p><b>MESSAGE SKILLS</b></p> <p><b>(1.16) Radiogram Construction.</b> Where permitted and applicable, every non-FLBDR-related deployed team members to successfully create one or more radiogram messages</p> <p><b>(1.17) Voice radiogram transmission:</b> Every team to transmit at least 3 voice radiograms.</p> <p><b>(1.18) WINLINK text emails:</b> Every team to transmit at least 1 winlink plain text email.</p> <p><b>(1.19) WINLINK FORMS:</b> Every non-FLBDR-related team to transmit at a minimum, the following WINLINK Forms (template)</p> <ul style="list-style-type: none"> <li>a) Clay County Extended Shelter Report</li> <li>b) SHARES SpotRep2</li> <li>c) ICS-213</li> <li>d) RRI-Radiogram</li> </ul>
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	2 Family notifications	<p><b>Applies primarily to FLBDR-related teams. However, depending on specific instructions given to each deployed team, may apply to agency-related teams.</b></p> <p><b>(2.1) FLBDR Initiation Speed</b> FLBDR-related teams to organize and deploy volunteers to capture family notification messages within 30 minutes of being instructed to do so.</p> <p><b>(2.2) FLBDR Parallel Effort:</b> FLBDR-related teams to operate at least 2 data entry stations to input WINLINK messages within 1 hr of being instructed to initiate family notification messages</p> <p><b>(2.3) HF Distant Voice Net:</b> FLBDR-related teams to make contact with one or more representatives of receiver nets for family notification messages on HF within 45 minutes of arrival at assigned sites.</p> <p><b>(2.4) WINLINK UPLINK:</b> FLBDR-related teams to begin to move family notification traffic by way of WINLINK within 30 minutes of receiving first such messages, by one or more techniques.</p> <p><b>(2.5) SPEED OF WINLINK UPLINK:</b> FLBDR-related teams to achieve a throughput of at least 15 messages per hour.</p> <p><b>(2.6) Voice Radiogram Throughput:</b> FLBDR-related teams to achieve a throughput of at least 10 messages per hour</p> <p><b>(2.7) Documentation:</b> FLBDR-related teams to keep ICS-309 documentation for all family notification messages transferred, suggested one sheet for voice and one sheet for digital.</p>
Operational Communications	3. Provide backup capability to reach outside county and state authorities	<p><b>(3.1) Situational Reports:</b> (all deployed teams) Each deployed team to successfully send at least two situational reports to the simulated Alachua County Emergency Manager within the Exercise time</p>

		<p>period, by any radio means they wish, maintaining documentation and optionally sending a copy to FLEXDOCUNIT@WINLINK.ORG ("Florida Exercise Documentation Unit") Suggested, but not required, is the SHARES SPOTREP2 Winlink Template.</p> <p><b>(3.2) SHARES connection:</b> SHARES licensed sites encouraged to try using SHARES for digital emails</p> <p><b>(3.3) TRACKING STATION PRESENCE:</b> Net Control Station of COMMAND NET is expected to maintain a continual awareness of the stations involved in the net and note any disappearances. For this reason, they are expected to perform a "roll call" at least twice each session. [Added Feb 26 2020]</p>