Cole County ARES

SIMULATED EMERGENCY TEST

PLAYER HANDBOOK

Version 4.0
10 November 2022
MO ARES District F
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SET Player Handbook

Purpose

This handbook provides the participants with information required to participate effectively in the Simulated Emergency Test (SET) exercise. The participants are encouraged to ask questions concerning their roles and responsibilities and the rules of exercise.
Quoting from the American Radio Relay League (ARRL) *The Amateur Radio Emergency Service Manual*: web link; http://www.arrl.org/files/file/Public%20Service/ARES/ARESmanual2015.pdf

6.1 Purpose of SET
- *To determine strengths and weaknesses, in an exercise environment, of ARES groups at local and section levels.*
- *To provide a public demonstration of Amateur Radio Service capabilities to partner organizations and agencies during times of emergency or disaster.*
- *To help radio amateurs gain experience in communications using standard procedures and a variety of modes under simulated emergency conditions.*

SCOPE

The exercise is intended to test and demonstrate communications capabilities of COLE COUNTY ARES in support of our served agencies in their operations in an emergency situation.

The exercise will be on 12 November, 2022 beginning at 10:00 AM and ending by 12:00 as determined by the exercise leader. The exercise may end early if the exercise leader determines that all objectives and performance criteria (anticipated actions) have been sufficiently addressed. The exercise will primarily take place in, but not be limited to, Cole County, Missouri.

Concept of Exercise

The exercise will require activation of the Cole County EOC and COLE COUNTY ARES members. ARES members will be located at the EOC, served agencies and mobile stations to provide damages assessment reports and assist with communications at shelters.

Scenario Narrative

The exercise scenario will be an earthquake from the New Madrid Seismic Zone. The USGS and State of Missouri have partnered to create the attached **Geologic Hazards Map of Region F**. This map is a projection of potential impacts of a large earthquake to our area

The exercise scenario will request participants to deploy to various locations throughout the county as specified by the EOC or NCS. Participants should be prepared to engage in mobile operations that test their ability to meet the exercise deliverables stated below. Local repeaters will be considered out of play. Therefore, the use of VHF Simplex for all communications will be necessary.

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Exercise Objectives

In addition to the SET purposes outlined on the ARRL website the following are established as specific COLE COUNTY ARES Exercise Objectives:

1. Assess coverage and operation of the simplex frequencies specified in the ICS- 2205 form in Appendix A.
2. Evaluate the operation of pre-positioned radio installations at served agencies.
3. Assess the efficiency of using voice messaging of the ICS-213 forms where Winlink is unavailable.
4. Identify deficiencies in training related to message handling and operating under a directed Net.
5. Assess the ability of Cole county ARES to activate in the event of a real emergency.

Exercise Artificialities

It is recognized that certain artificialities and constraints detract from exercise realism. However, exercise participants are to accept the following artificialities as a means of facilitating the accomplishment of the exercise objectives and performance criteria.

- The exercise will be playing in real-time including activation of the Cole County EOC.
- Damage scenarios associated with the exercise are taken from USGS potential damage estimates.
- Shelter activations
- Many of the alert, notification, and initial activation activities will be a part of the exercise. These are real, not artificialities...

Exercise Simulation

Simulation during this functional exercise is required to compensate for non-participating organizations, individuals, and field units that would actually be deployed in a real-world response. Although simulations may detract from exercise realism, the simulated incidents, (messages from and to simulated entities) provide the means to facilitate the exercise and to provide for the testing of exercise objectives and performance criteria.

Data for participants to use in their respective assignments will be provided for simulation of events and needs consistent with such emergency responses of our exercise. This information will be provided by the exercise director.

Participants Procedures and Responsibilities

Primary participants in this exercise will be licensed amateur radio operators providing emergency communications support in accordance with the protocols, procedures, frequency plans, and other guidance as detailed in the ARES® Manual.

All radio voice exchanges should begin and end with the phrase "**This is an Exercise.** Written messages should also include the phrase "**This is an Exercise**" as the first and last sentences in the text (or body) of the message.

Should an actual emergency occur at any time during the exercise that dictates that the exercise should stop, the phrase "**Real World Emergency**" repeated three times shall be used to indicate that exercise is suspended until further notice or until the emergency is resolved.

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Deployment: See ICS 205A, Appendix A

Radio operators will be deployed as net check-in occurs beginning at 10:00 AM and will generally follow the plan outlined in ICS 205A, Appendix A, visiting their assigned posts and sending the ICS-213s as appropriate.

Safety and Security

Participants should observe reasonable personal safety procedures and refrain from anything close to dangerous operations in the exercise situations.

Communications

The COLE COUNTY ARES SET will initially be conducted on simplex frequencies to test the viability of area communications in the event that local repeaters are inoperable. NCS will initially start the Net on HVTAC6, 146.505 mHz. Simplex frequencies were taken from the MO-Interoperability Plan (See Appendix F). Each participant should be ready to communicate on frequencies outlined in the ICS 205 Communications Plan (Appendix B).*Important Note: DO Not Enable CTSS Receive on your radios. If this feature is enabled you will not be able to receive anything.*

Following initial net check-ins at 10:00 AM and follow-up notifications that participants have reached their assigned posts, the NCS will direct all stations to QSY to the JC VHF K0ETY/R repeater 147.000 MHz. This repeater will be the Net Control frequency for the remainder of the exercise.

This exercise will use tactical call signs for all stations. Tactical calls make it easier to clearly discern the identity of posts. Tactical call signs will be **assigned Prior to StartEX.** Tactical call signs follow the post, not the person.

You must still follow the FCC rules for using your assigned call sign. The ARRL explains this as follows: "The use of tactical call signs is a good idea, but it in no way relieves you of the obligation to identify your station under the FCC's Rules for normal station identification. You must still give your FCC-assigned call sign at the end of your communication, and at least every 10 minutes during the contact [97.119]. This doesn't mean that every ten-minutes everyone has to give their callsign – in an emergency net operation where tactical calls are being used, if it has been more than ten minutes since you last legally identified your station, you simply need to do so the next time you transmit."

Stations participating in the exercise will operate under **Net Control.** Therefore, to avoid confusion or missed calls and ensure participant safety, the following protocol must be observed:

1. All Stations must monitor the NCS frequency specified in Appendix B - ICS-205 INCIDENT RADIO COMMUNICATIONS PLAN
1. Stations must check in with the NCS at StartEx.
2. If a station leaves the net frequency for any reason other than by direction of NCS, NCS must be informed.
3. NCS must be informed when you return to the net frequency.
4. When passing traffic to another station, operators should speak slowly and clearly using short phrases and waiting for the receiving station to acknowledge copy.
5. If you are moved off the net frequency to pass traffic and fail to make contact with the other station you must return to the net frequency and report to NCS.
6. Mobile stations must keep NCS advised if their general area of operation changes.
7. Stations assigned to fixed locations must advise NCS of their arrival or departure from that site.
8. Stations must check out with NCS at EndEx.

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Reporting

Immediately following **EndEx** stations should tune to the K0ETY 147.000 MHz repeater for a brief "Hot Wash". This debriefing will help identify individuals' immediate impressions regarding problems, deficiencies in planning as well as of what worked during the exercise.

Stations participating are also encouraged keep written logs (see Appendix C **ICS 214 Form** (logging) supplied with this package) of activity including evaluations and observations that will be valuable in improving COLE COUNTY ARES performance in future drills or exercises. This data should be used to complete individual After Action Report's (AAR) following the outline in Appendix D. AAR's should be emailed to n0jbf@arrl.net or teg685@hotmail.com by 30 November 2022.

Acknowledgements

This SET 2021 Player's Handbook was produced using the Participants Handbook template provided as part of the FEMA IS-139 Exercise Design course, and the Connecticut Section 2011 SET Participants Handbook.

Appendix A - ICS 205A

1. Incident Name: **2022 SET - COLE COUNTY ARES**		2. **Operational Period:** Date From: Nov 12, 2022 Date To: SAME Time From: 10:00 AM Time To: 12:00 PM
3. Basic Local Communications Information:		
Incident Assigned Position	Call - Name)	Method(s) of Contact (VOICE VHF/UHF, pager, cell, etc.)
TACTICAL CALL		**Cole County ARES Name & Mode**
NCS	Rich – N0JBF	HVTAC6 146.505 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ
EOC	Kent – K9ZTV Bill – W4RK	HVTAC6 146.505 OR HVCALL 146.550 Voice, VHF Simplex
Command	Rich – N0JBF	HVTAC6 146.505 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ
Cole Sheriff	Jim - N0TKN	HVTAC6 146.505 OR HVCALL 146.550 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ and KB4VSP 443.175 MHz Repeater.
JCPD	Kent – K9ZTV	HVTAC6 146.505 OR HVCALL 146.550 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ and KB4VSP 443.175 MHz repeater.
Cap Region	Bill – W4RK	HVTAC6 146.505 OR HVCALL 146.550 Voice, VHF simplex or JEFV (K0ETY Rptr) 147.000MHZ and KB4VSP 443.175MHz repeater
St. Mary's	Bryan – W0ESE	HVTAC6 146.505 OR HVCALL 146.550 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ and KB4VSP 443.175 MHz repeater
Rover One	Bryan – W0ESE	HVTAC6 146.505 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ
Rover Two	Matt – N0MKG	HVTAC6 146.505 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ
Rover Three	Bill – KD0MRJ	HVTAC6 146.505 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ
Shelter 1	Bryan – W0ESE	HVTAC6 146.505 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ
Shelter 2	Bill – KD0MRJ	HVTAC6 146.505 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ
Shelter 3	Matt – N0MKG	HVTAC6 146.505 Voice, VHF Simplex or JEFV (K0ETY Rptr) 147.000 MHZ
4. Prepared by: Name: 'Richard Kreiser Position/Title: M o ARES A EC		
Signature: _____		
ICS 205A	**IAP Page** _____	Date/Time: 8 AUGUST, 202____

Appendix B - ICS 205

ICS-205 INCIDENT RADIO COMMUNICATIONS PLAN		Incident Name **2021 SET COLE COUNTY ARES**			Date/Time Prepared 11/2/21 8:00 AM		Operational Period Date/Time 11/6/21 10:00 - 12:00 CST	
Ch #	Function	Channel Name/Trunked	Assignment	RX Freq MHz	RX Tone/N	TX Freq MHz	Tx Tone/ N	Mode A, D	Remarks
	Primary Net (HVTAC6) Or JEFV	Net	All	146.505 147.000		146.505 146.400	100Hz 127.3 HZ	Cole County Net	
	Cole County EOC (HVTAC6) or JEFV and KB4VSP	EOC	All	146.505 443.175		146.505 448.175	100Hz 127.3 HZ	EOC monitors these freq	
	Command Channel (HVTAC6) or JEFV	Command Chan	EOC and NCS	146.505 147.000		146.505 146.400	100.0HZ 123.7HZ	Admin, coordination	
	Winlink Liaison with Boone Co	Winlink	EOCs	144.970	None	None	144.970 MHz	Winlink messaging via VARA or Packet. K0PHP-10	
	BCARES Primary Net Repeater	BCARES Net	Cole-Boone interop	443.175	None	107.2	444.175	Boone-Cole coordination, voice messaging	
	Alternate1 Simplex	ARES V1	All	146.580	None	146.580	None	ARES V1	
	Alternate2 Repeater	JEFV	All	147,000	None	146.400	127.3Hz	JEFV	
Prepared By (Communications Unit)		COLE COUNTY ARES-EC		Incident Location County Cole State MO Latitude Longitude					
	ICS 205								

Appendix C

ICS 214 Activity Report

.. Incident Name:	2. Operational Period: Date From Date To: Time From: Time To:	
3. Name:	4. ICS Position:	5. Home Agency (and Unit): COLE COUNTY ARES
6. Resources Assigned:		
Name	ICS Position	Home Agency (and Unit)
7. Activity Log:		
Date/Time	Notable Activities	
8. Prepared by: Name: _____ Position/Title:		

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Appendix D – After Action Report Outline

An After Action Review (AAR) is a professional discussion of an event, focused on performance standards, that enables radio operators to discover for themselves what happened, why it happened, and how to sustain strengths and improve on weaknesses. It is a tool leaders and units can use to get maximum benefit from every incident or project.

1. **What was planned?**
   - Review the intent of the mission
   - Key task assignments.
   - Desired "End State" (what does "Right" look like).

2. **What actually happened?**
   - Establish the facts
   - Provide your perspective to build a shared picture of what happened.

3. **Why did it happen?**
   - Analysis of cause and effect
   - Focus on WHAT, not WHO.
   - Explain what occurred.

4. **What are we going to do next time?**
   - Correct Weaknesses - Focus on items you can fix, rather than external forces outside of your control.
   - Sustain/Maintain Strengths - Identify areas where groups are performing well and should sustain. This will help repeat success and create a balanced approach to the AAR."

Reference: https://www.nwcg.gov/wfldp/toolbox/aars

Appendix E

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional)**:**		

2. To (Name and Position)**:**

3. From (Name and Position)**:**

4. Subject:	**5. Date:**	**6. Time**

7. Message:

8. Approved by: Name: _____ Signature: _____ Position/Title: _____

9. Reply:

10. Replied by: Name: _____	Position/Title: _____	Signature: _____
ICS 213	Date/Time: _____	

Appendix E (continued)

ICS 213
General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also 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.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:
- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name** (Optional)	Enter the name assigned to the incident. This block is optional.
2	**To** (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	**From** (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	**Subject**	Enter the subject of the message.
5	**Date**	Enter the date (month/day/year) of the message.
6	**Time**	Enter the time (using the 24-hour clock) of the message.
7	**Message**	Enter the content of the message. Try to be as concise as possible.
8	**Approved by** • Name • Signature • Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
10	**Replied by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

Appendix F

MOARES District F Frequencies

Channel	Receive	Transmit	Offset Freq	Offset Direction	Mode	Name	CTCSS	Rx CTCSS	Power
1	146.520	146.520		Simplex	FM	2MCALL			High
2	147.255	147.855	600 kHz	Plus	FM	MEXICO	127.3 Hz		High
3	444.175	449.175	5.00 MHz	Plus	FM	ASHLND	107.2 Hz		High
4	147.360	147.960	600 kHz	Plus	FM	BVILLE			High
5	146.895	146.295	600 kHz	Minus	FM	BKTWN	127.3 Hz		High
6	146.610	146.010	600 kHz	Minus	FM	COU 61	127.3 Hz		High
7	146.760	146.160	600 kHz	Minus	FM	COU 76	127.3 Hz		High
8	147.270	147.870	600 kHz	Plus	FM	ELDN27	123.0 Hz		High
9	146.625	146.025	600 kHz	Minus	FM	ELDN62	131.8 Hz		High
10	147.315	147.915	600 kHz	Plus	FM	FULT +	127.3 Hz		High
11	147.135	147.735	600 kHz	Plus	FM	HERMAN	88.5 Hz		High
12	444.875	449.875	5.00 MHz	Plus	FM	HSUMIT	127.3 Hz		High
13	147.000	146.400	600 kHz	Minus	FM	JEF V	127.3 Hz		High
14	442.150	447.150	5.00 MHz	Plus	FM	JEF U	127.3 Hz		High
15	146.865	146.265	600 kHz	Minus	FM	JEFF86	127.3 Hz		High
16	443.175	448.175	5.00 MHz	Plus	FM	KB4VSP	127.3 Hz		High
17	145.390	144.790	600 kHz	Minus	FM	LINN	127.3 Hz		High
18	146.955	146.355	600 kHz	Minus	FM	LAURIE	192.8 Hz		High
19	146.730	146.130	600 kHz	Minus	FM	SBEACH	127.3 Hz		High
20	146.820	146.220	600 kHz	Minus	FM	ROLL82	110.9 Hz		High
21	145.450	144.850	600 kHz	Minus	FM	ROLL45	110.9 Hz		High
22	146.790	146.190	600 kHz	Minus	FM	ROLL79	88.5 Hz		High
23	147.210	147.810	600 kHz	Plus	FM	ROLL21	88.5 Hz		High
24	146.505	146.505	NONE	Simplex	FM	HOWDCO			High
25	146.550	146.550	NONE	Simplex	FM	HVCALL			High
26	144.910	144.910	NONE	Simplex	FM	HVDATA			High
27	147.550	147.550	NONE	Simplex	FM	STAGE	100.0 Hz		High
28	146.580	146.580	NONE	Simplex	FM	ARESV1			High
29	147.480	147.480	NONE	Simplex	FM	ARESV2			High
30	145.600	145.600	NONE	Simplex	FM	HVTAC1	100.0 Hz		High
31	145.650	145.650	NONE	Simplex	FM	HVTAC2	100.0 Hz		High
32	145.700	145.700	NONE	Simplex	FM	HVTAC3	100.0 Hz		High
33	146.400	146.400	NONE	Simplex	FM	HVTAC4	100.0 Hz		High
34	146.445	146.445	NONE	Simplex	FM	HVTAC5	100.0 Hz		High
35	146.505	146.505	NONE	Simplex	FM	HVTAC6	100.0 Hz		High
36	146.595	146.595	NONE	Simplex	FM	HVTAC7	100.0 Hz		High
37	147.505	147.505	NONE	Simplex	FM	HVTAC8	100.0 Hz		High
38	446.000	446.000	NONE	Simplex	FM	HUCALL	100.0 Hz		High
39	445.900	445.900	NONE	Simplex	FM	HUTAC1	100.0 Hz		High
40	445.925	445.925	NONE	Simplex	FM	HUTAC2	100.0 Hz		High
41	446.200	446.200	NONE	Simplex	FM	HUDATA	100.0 Hz		High