Semi-Annual Drill: ICS 213 RR Exercise

Exercise Message Submission Window

- **November 07 00:00 UTC - November 11 23:59 UTC**
- **For P2P: November 11 06:00L - November 11 18:00L**

Difficulty Level: <mark>Basic</mark>

Purpose: While providing emergency support to local agencies, you may be required to send messages verbatim to the local emergency operation center or state department of emergency management. For the purposes of this exercise, EmComm Training Organization (ETO) is the served agency. ETO's requirements can and probably will be different from your other served agencies. If there is a conflict between your previous training and the ETO instructions for this exercise, follow the ETO instructions. The ICS 213 RR is one such message where you will be given all appropriate data to transcribe on the message form to send. The Resource Request Message (ICS 213 RR) is utilized to order resources and track resource status. The ICS 213 RR is initiated by the resource requester and initially approved by the appropriate Section Chief or Command Staff.

In this exercise, you will demonstrate the basic understanding and the ability to 1) create a correctly formatted ICS 213 RR resource request message with given simulated data received from the requestor and 2) transmit the document to your ETO clearing house and the tactical address **ETO-BK** using Winlink.

Objectives:

- Use Winlink Express to create and send an ICS 213 RR Resource Request Message

- Properly use the provided simulated resource request information for the content of the resource request message.

- Complete only the Setup and Fields 1 through 9. Fields 10 through 19 should be left blank for the initial ICS 213 RR message.

Continue to the next page for the instructions.

Resources:

- General Notes on Frequently-Seen Mistakes:
  https://emcomm-training.org/Winlink_Thursdays.html

- Finding your ETO clearinghouse: https://emcomm-training.org/General-Drill-Info.html

- *(†)* Instructions for creating a position report.
  https://emcomm-training.org/12-15-2022%20ETO%20WL2K_NEARBY%20Challenge.pdf

Narrative

Incident: Operation Fire Support

On Monday morning, October 30, at 7:30 a.m. (Local Time), the National Wildland Fire Preparedness Level increased to Preparedness Level 4 (PL4).

Significant wildland fire activity is now occurring in multiple geographic areas with the potential for additional large wildland fires emerging. A substantial commitment of Incident Management Teams is occurring as they manage wildland fires in several of those geographic areas. Emergency Operation Centers have been activated in multiple towns and emergency shelters have begun to open for evacuees. Your ETO has asked you to be ready to support the agreed upon emergency shelters when you are activated.

On Friday, November 3, fires continued to spread and worsen. Your local Emergency Operation Center (EOC) has requested radio support through your ETO. Your ETO has asked you to report to the high school emergency evacuation shelter to provide communications between the shelter and EOC on the day shift. Upon arriving at the emergency evacuation shelter, you locate your shelter supervisor, Claudia Richards. She is, among other things, in charge of facilitating interoperable communications between all of the engaged agencies. While at the shelter, you begin to see more and more evacuees show up needing assistance because they lost their home to fire or have evacuated before the fire reached their home.

On Tuesday, November 7, the high school emergency shelter is 75% full and Claudia Richards asks you to advise the EOC that the backup shelter at the middle school will soon need to be activated. This information is passed to your ETO radio operator located at the EOC. After an hour, a shelter

assistant hands you a piece of paper stating that the shelter supervisor needs you to send an ICS 213 RR message to the EOC for action. The piece of paper contains the following information.

Setup: EmComm Training Organization

Field 1: Exercise - Operation Fire Support

Field 2. Date/Time

Field 3. 28B5

Fields 4.

Qty	Item Description	Requested
10	XB-1 Cart with (20) XB-1 Folding Cots	2023-11-15 14:00
7	Aqua Literz Emergency Drinking Water, Pallet of 900	2023-11-15 14:00
200	66 X 90 Poly Blankets	2023-11-15 14:00
4	Bathroom Tissue, 2-ply 48 rolls/carton	2023-11-15 14:00
9	Paper Plates 9" 500 count box	2023-11-15 14:00
5	Dynarex Bulk BZK Antiseptic Towelettes 5" X 7", 1000 packets	2023-11-15 14:00
4	12 oz paper hot cups 1000/case	2023-11-15 14:00

Field 5. Middle School Emergency Shelter

Field 6. All Safe Industries

Field 7. Claudia Richards, Shelter Supervisor

Field 8. Low

Field 9. Kathy Redgrave

Exercise Instructions:

Open and select the form.

1. Open the Winlink Express application.
2. Click on *Settings*, and then on *Preferences*. Ensure "*Include your location in message header*" is selected. If we don't find valid position report data you will not be on the map.
3. If you don't have a GPS on your system, ensure you have posted a current Winlink position report and have selected the "*If no GPS position, use position report location as my current location*" is checked in the GPS/Position Reports in the Settings.
   Note: *Position Report Instructions are linked in the (†) reference above.*
4. Click on the *Message \ New Message* menu item.
5. Verify that *Send As* is set to **Winlink Message**.
6. **Optional**: Check the check box for *Request message receipt.*
7. Click on *Select Template* and then double click on *Standard Templates*.
8. Scroll down and Double Click on *ICS USA Forms*.
9. Select *ICS 213 RR Resource Request Message.txt* and double click on it to open it.
   - The *Resource Request Message* will open in your default browser.

Fill out the Header

1. Click the Setup button and enter EmComm Training Organization
2. Click OK

Fill out (Field 1)

1. Enter Exercise - Incident Name
   Note: With no comment line, Exercise is added before the Incident Name so people are aware this is not a real world message.

Fill out (Field 2)

1. Accept the auto-filled date/time

Fill out (Field 3)

1. Enter Resource Request Number

Fill out (Field 4)

1. Enter the quantity for each of the seven items.
2. Leave Kind blank for each of the seven items.
3. Leave Type blank for each of the seven items.
4. Enter Item Description for each of the seven items.
5. Enter Requested for each of the seven items. Date/Time should be formatted yyyy-mm-dd hh:mm.
6. Leave Estimated blank for each of the seven items.
7. Leave Cost blank for each of the seven items.

Fill out (Field 5)

1. Enter Delivery/Reporting Location

Fill out (Field 6)

1. Enter Substitutes and/or Suggested Sources

Fill out (Field 7)

1. Enter Requested by Name/Position.

Fill out (Field 8)

1. Enter the Priority

Fill out (Field 9)

1. Enter Section Chief Name for Approval.

Submitting the form

1. **Optional:** Click on the Save Data button at the bottom of the form and follow prompts. Use the default file name suggested by the form. **NOTE:** If participating in the option P2P portion of the drill, saving the form will allow you to bring up the same information.
2. Click on the Submit button.
3. Click **OK** on the pop-up dialog box to close it.
4. Close the browser

Sending the message
1. Enter your ETO clearing house address in the *To*: line. 2. **Required:** All ETO Exercises now require the Tactical Address **ETO-BK** to be either in the *To* field or the *CC* field. Ensure multiple entries in either the *CC* or *To* fields are separated by semicolons. 3. **Optional:** Enter your internet email address in the *CC*: line. 4. Click on *Post to Outbox* on the menu bar. 5. Check the Outbox folder to verify your message is in the Outbox. 6. Select your session type from the drop-down list to the right of the *Open Session* button. 7. Click the *Open Session* button. 8. The Open Session Window will open. 9. If applicable, pick an appropriate *Channel Selection* 10. Click Start to send your message. 11. Close the Session window. 12. Close the Winlink Express window.

End of Exercise Instructions

See the next page for an example of a completed Resource Request Message Form that would receive the maximum score for the exercise.

Setup   Click to add an agency or group name

RESOURCE REQUEST MESSAGE   (ICS 213 RR)
EmComm Training Organization

| 1. Incident Name | Exercise - Operation Fire Support | 2. Date/Time | 2023-11-07 14:10 | Load ICS213RR Data   Form Info |

3. Resource Request Number   28B5

REQUESTER

4. Order   *Use additional forms when requesting from a different source or vendor to fill request (s)*

Detailed Item Description; Vital characteristics, brand, specs, experience, size, etc.   Needed Date/Time (local 24 hr)

Qty	Kind	Type	Item Description	Requested	Estimated	Cost
10			XB-1 Cart with (20) XB-1 Folding Cots	2023-11-15 14:00		
7			Aqua Literz Emergency Drinking Water, Pallet of 900	2023-11-15 14:00		
200			66 X 90 Poly Blankets	2023-11-15 14:00		
4			Bathroom Tissue, 2-ply 48 rolls/carton	2023-11-15 14:00		
9			Paper Plates 9" 500 count box	2023-11-15 14:00		
5			Dynarex Bulk BZK Antiseptic Towelettes 5" X 7" - 1000 packet	2023-11-15 14:00		
4			12 oz paper hot cups 1000/case	2023-11-15 14:00		

5. Delivery/Reporting Location   Middle School Emergency Shelter

6. Substitutes and/or Suggested Sources   All Safe Industries

7. Requested by Name/Position   Claudia Richards, Shelter Supervisor   8. Priority ⦿ Low   ◯ Routine   ◯ URGENT

9. Section Chief Name for Approval   Kathy Redgrave

LOGISTICS

10. Logistics Order Number

11. Supplier Phone/Fax/Email

12. Name of Supplier   12A Point of Contact

13. Notes

14. Name of Auth Logistics Rep   15. Date/Time   Click to Add Date/Time

16. Order Was Requested By   *Indicate Unit / Section or Person who is to get this order.*

FINANCE

17. Reply/Comments from Finance

18. Finance Section Chief Name   19. Date/Time   Click for Date/Time

Submit   Save ICS213RR Data   Reset Form   ICS 213RR v. 14.5

OPTIONAL EXERCISE

Instructions for the Optional Peer-to-Peer exercise starts on the next page. If you are not participating in the Peer-to-Peer exercise, you can stop here.

OPTIONAL PEER-TO-PEER PORTION OF THE DRILL

WHEN: Saturday, November 11, 2023
HOURS: Each Target Station's LOCAL time – 0600L to 1800L

As in previous semi-annual drills, participants are encouraged to participate in this optional Peer-to-Peer (P2P) portion on SATURDAY, November 11th. Emcomm Direct Messaging (EDM), a spin-off organization of ETO, is handling this portion of the drill and will have P2P Target Stations around the country, waiting to receive P2P messages.

EDM specializes in the training of P2P messaging, which allows messages to be passed when the traditional infrastructure (Internet) used by normal RMS operations is not available. EDM has created multiple Target Station groups to provide redundancy when the need arises.

For this drill, EDM will be using the **ALPHA** Team (**see list on the next page**). Target Stations will operate on Nov 11 from 6:00 AM local time to 6:00 PM **local time at their locations.** These stations will provide good coverage of the U.S. and Canada. Each station will be listening on an EDM-assigned frequency for the entire 12 hours. There will be stations on 80m, 40m, 30m, 20m, and 15m.

The EDM Target Station Map is also here: **https://tinyurl.com/EDM-Target-Stations**

or scan this QR code:

To participate, simply send the same ICS-213RR form you created for the ETO portion of the drill to one or more of the Target Stations on the list (you may send to as many as you wish). Propagation will limit which stations you can reach at any given time of day. Note that this is a drill, NOT a teaching exercise. You should know how to send P2P messages in Winlink Express in order to participate. Go back and review earlier exercises if you are not sure how to proceed. Remember that each message needs to be converted to a P2P message and addressed specifically to only one Target Station at a time.

Please do **NOT** request an ACK from a Target Station.

NOTE: EDM Target Stations use Vara HF P2P in **500 Hz mode only.** You must have your Vara HF modem configured for 500 Hz connections within Winlink Express or you will not be able to connect to the P2P Target Station. Video tutorials are available at:

https://tinyurl.com/EDM-ETO-Tutorials

Thank you and 73,
The EDM Team

First Name	Call Sign	Location	FEMA	Channel	Center Freq.
		EDM Target Station List - Frequency and Location - 2023 (v1.09)			
		Mode/Bandwidth: VaraHF 500 Hz			
		ALPHA TEAM			
					80M
Don	AB1PH	East Walpole, MA	1	6	3591.5
Jim	KV4JM	Norfolk, VA	3	7	3593.5
John W.	W0JWT	Lees Summit, MO	7	8	3595.5
Bobby	KQ4GIW	Greenville, SC	4	9	3597.5
David	N2RSN	Keno, OR	10	10	3599.5
					40M
Stuart	W1SHS (active in afternoon only)	Franklin, MA	1	11	7071.5
David	ND1J	Senoia, GA	4	12	7073.5
Charles	KJ4TKA	St Augustine, FL	4	13	7077.5
Bret	K7BDP	Hurricane, UT	8	14	7081.5
David	N7RGS	Idaho Falls, ID	10	15	7083.5
					30m
Lawrence	W1IZZ	East Falmouth, MA	1	16	10131.5
Rory	W4RJG	South Boston, VA	3	17	10133.5
Lyn	W0LEN	St. Charles, IL	5	18	10135.5
John	N9JYJ	Ponca City, OK	6	19	10143.5
Pat	AJ6MJ	Thousand Oaks, CA	9	20	10145.5
					20m
Gary	KB1CAD	North Attleboro, MA	1	21	14085.5
Russell	AB4QQ	Buford, GA	4	22	14087.5
Lloyd	KF5ZHW	Boerne,TX	6	23	14089.5
Robert	KB6CIO	San Miguel, CA	9	24	14091.5
David	AE7LM	Hailey, ID	10	25	14093.5
					15m
Dennis	N1RDN	Sandwich, MA	1	26	21081.5
David	N4IW	Lynchburg, VA	3	27	21083.5
Brad	VE3MXJ	Thunder Bay, ON	Canada	28	21085.5
Mark	KN6EZF	Redding, CA	9	29	21087.5
Gary	K7WZX	Gilbert, AZ	9	30	21089.5
	HAWAII, PUERTO RICO, US VIRGIN ISLANDS				**40m**
Joe	AH6T	Honolulu, HI	9	31	7119.5
Emma	NP4D	Carolina, PR	2	32	7123.5
					15m
Heber	NP4JN	Cayey, PR	2	34	21121.5
Frank	WP4QNQ (not participating)	Anasco, PR	2	35	21123.5