

2019 EC SET Report (FORM A)

Please fill out this report in triplicate (one copy to ARRL Headquarters, one copy to your SEC or DEC, one copy for your files). Attach newspaper clippings, photos, remarks, suggestions and any other material to be used in the write-up. Deadline for reporting is February 1, 2020. Please send to sewald@arrl.org at ARRL HQ. Thank you.

ARRL Section: Maine (ME)

Area of Jurisdiction: Cumberland County

Call Sign Used: WS1EC

Email Address: mainehamradio@gmail.com

Date of local SET: October 26, 2019

	Computation of score:			Points
A	Number of amateurs who participated in the test	8	X 2	16
B	Number of new amateurs (licensed since 2013) participating	6	X 3	18 KB1HBL KC1HJN W1CJC KC1HJK KC1JMH K1GJY
C	Number of formal 3rd party written traffic messages originated or delivered during the SET on behalf of served agencies		X 1	22
D	Were TACTICAL communications conducted on behalf of served agencies? (1 hour or more, score 20 points; 1/2 hour to 1 hour, score 10; less than 1/2 hour, score 5.)	Yes 2+ hours	20	20
E	Number of stations on emergency power during the test	8	X 2	16
F	Number of emergency-powered repeaters used during the test <ul style="list-style-type: none">Give call signs of repeaters:	0	X 10	0 We used no repeaters, as per the Maine SET rules
G	Is <i>dual</i> membership in ARES and RACES actively encouraged? If YES, score 10 points.	Yes		10
H	Was liaison maintained during the SET with an NTS section or local net? If YES, score 10 points. <ul style="list-style-type: none">Give call signs of station(s) performing liaison:	Yes		10

				KB1HNZ, KC1HJK
I	Were digital modes utilized at any time during the exercise? If YES, score 10 points • Name the digital modes utilized:	Yes		10 DMR, Packet, Winlink
J	Number of different agencies for which communications were handled • Name the agencies served:	4	X 5	20 Cumberland County EMA American Red Cross National Weather Service Cumberland County Animal Response Team
K	Number of communities in which agencies were contacted. (If none, score MINUS 10) • Name the communities served:	8	X 10	80 Gray South Portland Portland Cumberland Gorham Westbrook Windham Scarborough
L	Was a press release submitted? If YES, score 10 points, attach copy.	Yes		10 (see attached)
	TOTAL NUMBER OF POINTS			232

2019 ARRL SET PLAN

Wireless Society of Southern Maine – Emergency Communications Team

Date: Saturday, October 26, 2019

Time: 0800 AM – 1200 PM

The primary goal for the 2019 SET is to test communications between various exercise participants as well as connectivity with the WS1EC Packet node, for the purposes of intercounty and county-to-county communications. A secondary purpose will be to test out equipment to make sure they will be ready to use during an actual event.

Please refer to the attached ICS 205 form (Incident Radio Communications Plan), and ICS 205A form, and SET Timeline for more information, and frequencies, to be used during the event.

The scenario for this year's SET will be a wildfire incident that effects a large area, beginning in Westbrook. We will make use of the CCEMA Communications trailer, mobile operators, the EOC station, the National Weather Service, and other resources, if necessary.



2019 ARRL SET

Timeline of Events

Conditions leading up to the exercise period are reported to be windy and dry. All the ingredients exist for a high risk of wildfire. WSSM-ECT volunteers will meet at EOC to discuss potential threat.

Initial reports of smoke begin to come in around **0800**.

Ham ops are instructed to investigate the area and report back what they see. They arrive on scene by **0830**.

Things begin happening quickly. Fire is reported in the Smiling Hill Farm area of Westbrook, along with smoke and wind directions.

0835 – Further investigation reveals that the fire is visible crossing the high-tension line clearing and could threaten residential neighborhoods and businesses in the area.

0836 – EOC and field op requests weather information from NWS to help determine possible direction and sustainability of fire.

0845 – Ham ops in the field report possible threat to Hamlet Manufactured Homes community and businesses off of Saco Street.

0900 – EOC notifies field ops of communication with Red Cross and says a shelter will be opened at Westbrook High School to handle people displaced by fire. Comm Trailer will be setup on scene to assist with communications.

0900 – SKYWARN is activated to collect additional wind speed reports and other info. Announcement is shared with EOC.

0915 – SKYWARN radio op reports heavy smoke and winds, now moving east, near Beaver Pond, in Westbrook.

0925 – Ham op in the field confirms smoke report and will investigate further.

0944 – New fire is confirmed to be stretching from Beaver Pond, across Spring Street, and threatens neighborhoods in the area.

0959 – Ham op in the field reports that fire may pose a threat to Westbrook High School.

1000 – EOC notifies Red Cross of the potential threat to Westbrook High School.

1010 – EOC is notified that WHS shelter will be closed and evacuees will be transported to Riverbank Park as take off point for evacuation to new shelter.

1015 – EOC is advised that Gorham Middle School and Scarborough High School will open as shelters.

1020 – Comm Trailer is on the scene at Riverbank Park. Red Cross requests additional school buses or similar to transport evacuees to shelters.

1030-1130 – SKYWARN ops report on wind conditions, and road closures throughout affected area. During this time, field ops will also report from open shelters to establish communications on various modes, and EOC and WX1GYX will attempt to communicate with adjacent counties either on known frequencies or by exchanging messages.

Local Ham Radio Group Participates in Statewide Exercise

On Saturday, October 26th, members of the Wireless Society of Southern Maine Emergency Communications Team, which meets monthly in Gorham, will participate in a statewide drill to test their communications capabilities between various different sites throughout Cumberland County and the state. The drill, known as the Simulated Emergency Test, or SET, is an annual exercise, sponsored by the American Radio Relay League, which encourages amateur radio operators from across the country test their communications skills during a mock disaster.

During the SET, hams are required to quickly establish communications between various Emergency Operations Centers and exchange formal messages and traffic, which contain requests for supplies, medical or weather information, or other things that may be of importance during a disaster. They do this via voice, Morse code, and digital two-way radio, on bands ranging from HF to UHF, as required.

“The scenario for this year is a wildfire, which is a real possibility in Maine,” says Tim Watson, of Saco. Watson is president of the Wireless Society of Southern Maine, which provides communications support for Cumberland County EMA, as well as the National Weather Service. “The SET tests how we respond during large-scale disasters, where commercial infrastructure has failed. In these events, hams are often the only source of communications.”

“The hams in our club are a dedicated group,” adds Rory McEwen, one of the founders of the club. “Amateur radio has a long history of volunteerism. Sure, it’s a hobby and there’s some fun things that we do like mountaintop expeditions or competitive events like contesting, but so many like to stay sharp by providing support for charity walks and community events, and drills like this, so they’ll be ready to offer their time and expertise when disaster strikes.”

The Wireless Society of Southern Maine is participating in their fifth SET. “The first time we participated was only a few days after we formally established a partnership with the Cumberland County Emergency Management Agency, so we weren’t very organized yet,” says Watson. “but, the last few have gone really well, and we have a solid plan and a list of goals to accomplish for 2019.”

After the event, the participants will do an assessment to determine how well they performed and look for areas to improve on. “There’s always new things to learn and ways to improve,” says Watson. “This year we’ll be testing a new digital packet network for sending traffic. We hope to learn more about its capabilities and how to improve it for the future.”

For more information about amateur radio, or the Wireless Society of Southern Maine, please visit their website at: <http://www.mainehamradio.com>

Simulated Emergency Test 2019

After-Action Report/Improvement Plan

October 26, 2019

The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine to include the National Preparedness Goal and related frameworks and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs.

EXERCISE OVERVIEW

Exercise Name	Simulated Emergency Test 2019
Exercise Dates	October 26, 2019
Scope	This exercise is a emergency communications drill, planned for 4 hours at the Cumberland County Emergency Management Agency and a Field Operations trailer located at Riverbank Park in Westbrook, ME. Exercise play is limited to radio communications and traffic handling.
Mission Area(s)	Response, Coordination, Communication
Core Capabilities	<ol style="list-style-type: none">1. VHF 2-meter analog voice2. VHF 2-meter Packet radio network3. UHF 70 cm repeater4. Emergency Operations Center5. Mobile Command Center
Objectives	<ol style="list-style-type: none">1. Formal traffic handling for Red Cross, CCART and EMA using ICS-213 forms2. Provide ground truth reports of fire damage and threat to life and property to CCEMA and NWS3. Test EMA equipment: radios, antennas, trailer
Threat or Hazard	Wildfire due to hazardous weather conditions
Scenario	<p>The National Weather Service has activated SKYWARN due to a red flag warning, an increased threat of wildfire caused by high winds during an extended period of very low humidity and draught, and an accumulation of dried organic material on the forest floor.</p> <p>A report comes in of a large wildfire along the high-tension electrical transmission lines behind Smiling Hill Farms in Westbrook, ME. Amateur radio operators are called upon to provide logistical communications and traffic handling for the EMA and Red Cross, and ground truth reports for the EMA and NWS.</p>
Sponsor	Cumberland County Emergency Management Agency
Participating Organizations	Wireless Society of Southern Maine – Emergency Communications Team National Weather Service in Gray, ME

Point of Contact

Timothy Watson, KB1HNZ
President
Wireless Society of Southern Maine
11 Lyman Ave
Saco, ME 04072
(207) 831-8132

ANALYSIS OF CORE CAPABILITIES

Aligning exercise objectives and core capabilities provides a consistent taxonomy for evaluation that transcends individual exercises to support preparedness reporting and trend analysis. Table 1 includes the exercise objectives, aligned core capabilities, and performance ratings for each core capability as observed during the exercise and determined by the evaluation team.

Objective	Core Capability	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
Formal traffic handling for Red Cross, CCART and EMA using ICS-213 forms	VHF 2m simplex	P			
	VHF 2m packet			M	
	UHF 70 cm repeater				N/A
Provide ground truth reports of fire damage and threat to life and property to CCEMA and NWS	VHF 2m simplex	P			
	UHF 70 cm voice				N/A
Test EMA equipment: radios, antennas, trailer	Emergency Operations Center (EOC)		S		
	Mobile Command Center		S		
Ratings Definitions: <ul style="list-style-type: none"> 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). 					

Table 1. Summary of Core Capability Performance

The following sections provide an overview of the performance related to each exercise objective and associated core capability, highlighting strengths and areas for improvement.

Formal traffic handling for Red Cross, NWS, CCART and EMA using ICS-213 forms

The strengths and areas for improvement for each core capability aligned to this objective are described in this section.

VHF 2m simplex

Strengths

The VHF 2m simplex capability level can be attributed to the following strengths:

Strength 1: Lowest common denominator of communications capability with local operators

Strength 2: Managed easily by Net Control

Strength 3: Live error correction

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Ops with packet capability could not monitor simplex traffic while transmitting packet messages.

Reference: NCS had to stand by for long periods of time while their radio was transmitting messages over packet. This normally wouldn't be an issue, but traffic congestion on the packet network caused connection timeouts and other issues during the exercise.

The bunker is outfitted with a second radio (the CS800 Analog/DMR station), but it's physically located too far away for one operator to efficiently go back and forth between radios. It's recommended that ops bring a dual band handheld radio to monitor activity while packet is being used.

Analysis: Because the digital packet network was congested during the exercise, connection timeouts and dropped connections occurred frequently, causing these transmissions to take longer than expected. Because of this, NCS was sometimes unable to monitor or respond to calls on simplex.

A second radio wasn't available to mobiles or trailer during the exercise.

VHF 2m packet

Strengths

The VHF 2m packet capability level can be attributed to the following strengths:

Strength 1: Ability to transmit lengthy messages in a standard format

Strength 2: Messages may include attachments

Strength 3: Messages do not need to be transcribed upon receipt

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Ops with packet capability could not monitor simplex traffic while transmitting packet messages.

Reference: Its recommended that ops bring a dual band handheld radio to monitor activity while packet is being used.

Analysis: A second radio wasn't available to mobiles or trailer.

Area for Improvement 2: The Maine Packet Network frequency 145.010 MHz was often congested, causing timeouts and disconnects. Operators held traffic until the frequency was quieter causing a delay in digital communications.

Reference: Other agencies were performing their own SET and utilizing the frequency for Winlink and BPQ BBS mail. It may be advisable to place each agency's nodes on different frequencies and upgrade the node equipment to include a second radio for a backbone radio link on a shared frequency. This will allow each agency to operate independently but remain connected for interagency collaboration.

Analysis: Some agencies already operate on an independent frequency and have a 70 cm interagency link. Local communication from the EOC to its own node may be possible via the local area network to reduce radio traffic to the node. With the Cumberland County EMA's current network topology, either a laptop would be used connected to the node's router, or a second NIC be installed to the EMA's digital station computer. Research and validation are needed.

Area for Improvement 3: The communications trailer was able to receive, but not easily transmit from Riverbank Park, 5 miles away from the EMA EOC.

Reference: A removable mast and base station antenna is recommended for the amateur radio transceiver that was leveraged for packet radio.

Analysis: The operator was eventually able to establish a successful transmission with the EMA EOC if they stood on the roof of the trailer and held the antenna.

Area for Improvement 4: EMA EOC Net Control was slow to review received messages and then respond to them. Many important messages weren't seen and responded to until the exercise was near completion.

Reference: A second operator is recommended, or more stand-by commands issued.

Analysis: Once verbal communications slowed and the node more accessible, messages were received and replied to.

UHF 70 cm repeater

Strengths

The UHF 70 cm repeater capability level can be attributed to the following strengths:

Strength 1: Can be leveraged without interference to 2m communications

Strength 2: Managed easily by Net Control

Strength 3: Live error correction

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Not utilized

Reference: A separate mobile radio or handheld capable of UHF is advised for field operations.

Analysis: A second radio wasn't provided to participants. A spreadsheet of participant capabilities has been started, and participants will need to remember to bring their equipment to augment EMA equipment where possible. Net control will need to announce 70 cm capability at net start.

Provide ground truth reports of fire damage and threat to life and property to CCEMA and NWS

The strengths and areas for improvement for each core capability aligned to this objective are described in this section.

VHF 2m simplex

Strengths

The VHF 2m simplex capability level can be attributed to the following strengths:

Strength 1: Lowest common denominator of communications capability with local operators

Strength 2: Managed easily by Net Control

Strength 3: Live error correction

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Drill statement not made with each transmission

Reference: Procedure for such an exercise dictates that a warning statement be made with each transmission to advise any potential listeners that "This is a drill"

Analysis: Further practice is recommended, more frequent than an annual drill would help enforce the habit

Area for Improvement 2: Operators with packet capability could not communicate while their radio was transmitting messages over packet radio.

Reference: Separate mobile radio or handheld available for net operations from packet radio, preferably on UHF so as not to affect packet transmissions to or from the station

Analysis: A second radio wasn't available to mobiles or trailer

UHF 70 cm repeater

Strengths

The UHF 70 cm repeater capability level can be attributed to the following strengths:

Strength 1: Can be leveraged without interference to 2m communications

Strength 2: Managed easily by Net Control

Strength 3: Live error correction

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Not utilized

Reference: A separate mobile radio or handheld capable of UHF is advised for field operations.

Analysis: A second radio wasn't provided to participants. A spreadsheet of participant capabilities has been started, and participants will need to remember to bring their equipment to augment EMA equipment where possible. Net control will need to announce 70 cm capability at net start.

Test EMA equipment: radios, antennas, trailer

The strengths and areas for improvement for each core capability aligned to this objective are described in this section.

Emergency Operations Center (EOC)

Strengths

The Emergency Operations Center capability level can be attributed to the following strengths:

Strength 1: Provides a central location for communications, reachable by both NWS and the Mobile Command Center, and field operators

Strength 2: Direct access to EMA personnel

Strength 3: Stable environment conducive to logistics and logging

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Not enough operators

Reference: One person struggled to keep up with net control, logging and digital communications.

Analysis: A second operator would be helpful but isn't always available. More training and experience would improve efficiency and a sense of control over the various activities.

Area for Improvement 2: ICS-214 forms were unavailable, printer couldn't be reached and no ruled pad for backup.

Reference: Net control made do with the back of ICS-213 forms and started transferring logs to a downloaded template on the EMA computer.

Analysis: A work detail needs to be scheduled periodically to inventory equipment and ensure necessary forms and office supplies are available. A checklist for the opening of every ECT meeting at the Bunker is recommended.

Mobile Command Center

Strengths

The Mobile Command Center capability level can be attributed to the following strengths:

Strength 1: Provides a direct link to the EMA and affiliate agencies by voice and data

Strength 2: May be placed in a location nearby to an incident or central to multiple incidents.

Strength 3: Is a clear indicator to the public where to go for assistance in time of crisis

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Packet radio couldn't reach the EOC five miles away using the fixed antennas on the roof of the trailer.

Reference: Operators could establish connectivity while standing on the top of the ladder with an antenna.

Analysis: It was deemed that a portable mast and base station antenna is necessary.

APPENDIX A: IMPROVEMENT PLAN

This IP has been developed specifically for the Cumberland County Emergency Management Agency as a result of the Simulated Emergency Test conducted on October 26, 2019.

Core Capability	Issue/Area for Improvement	Corrective Action	Capability Element ¹	Primary Responsible Organization	Organization POC	Start Date	Completion Date
Core Capability 1: VHF 2-meter analog voice	1. Ops with packet capability could not monitor simplex traffic while transmitting packet	Recommend ops to bring dual band handheld radios		WSSM-ECT			
		Discuss possibility of moving DMR radio		WSSM-ECT			

Core Capability	Issue/Area for Improvement	Corrective Action	Capability Element ²	Primary Responsible Organization	Organization POC	Start Date	Completion Date
Core Capability 2: VHF 2-meter Packet radio network	1. Ops with packet capability could not monitor simplex traffic while transmitting packet	Recommend ops to bring dual band handheld radios		WSSM-ECT			
		Discuss possibility of moving DMR radio		WSSM-ECT			

¹ Capability Elements are: Planning, Organization, Equipment, Training, or Exercise.

² Capability Elements are: Planning, Organization, Equipment, Training, or Exercise.

	2. Packet Network Congestion	Discuss possibility of adding a secondary packet backbone.		WSSM-ECT			
	3. The communications trailer was able to receive, but not easily transmit from Riverbank Park, 5 miles away from the EMA EOC.	Add base station antenna and mast capability to trailer.		WSSM-ECT			

APPENDIX B: EXERCISE PARTICIPANTS

Participating Organizations
Federal
State
[Jurisdiction A]
[Jurisdiction B]

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: _____ Time: _____	3. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____
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4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: _____	Signature: _____	
ICS 205	IAP Page _____	Date/Time: _____

ICS 205

Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talkgroup such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS 205A)

[illegible]

ICS 205A

Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	<ul style="list-style-type: none">• Incident Assigned Position	Enter the ICS organizational assignment.
	<ul style="list-style-type: none">• Name	Enter the name of the assigned person.
	<ul style="list-style-type: none">• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ACTIVITY LOG (ICS 214)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Name:		4. ICS Position:	5. Home Agency (and Unit):
6. Resources Assigned:			
Name	ICS Position	Home Agency (and Unit)	
7. Activity Log:			
Date/Time	Notable Activities		
8. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 214, Page 1		Date/Time: _____	

ACTIVITY LOG (ICS 214)

[illegible]

ICS 214

Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ACTIVITY LOG (ICS 214)

[illegible]

ACTIVITY LOG (ICS 214)

[illegible]

ICS 214

Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

<flmsg>4.0.14

:hdr_ed:21

K1KSR 20192410172306

<ics213>

:inc:57 Coastal County Packet Radio Emergency Comms Excercise SET

:to:6 KX1EMA

:fm:13 N1REX / K1KSR

:d1:10 2019-10-26

:t1:5 1918L

:sb:69 EXCERCISE MESSAGE Winter Storm Warning SET for Maine Coastal Counties

:mg:251 THIS IS A DRILL

Coastal County Packet Radio Emergency Comms Excercise SET

Winter Storm has communications unrelaible or non existant

EMAs have decided to use the Maine packet network in the effected areas as means to communiacte for formal messages

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WS1EC	CCEMA EOC	
3. From (Name and Position): KB1HNZ	Responder	
4. Subject : Wildfire	5. Date : 26 OCT 19	6. Time 0830
7. Message : This is an exercise message. A large wildfire is burning in the woods west of Smiling Hill Farm. Smoke is moving away from current location on County Road, and is moving in a WNW direction.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name :	Position/Title :	Signature: _____
ICS-213	Date/Time :	

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WS1EC	CCEMA EOC	
3. From (Name and Position): KB1HNZ	Responder	
4. Subject : Wildfire Update	5. Date : 26 OCT 19	6. Time 0835
7. Message : This is an exercise message. From current location on Saco Street, I can confirm visual of fire looking east through the high tension line clearing. Fire appears to be crossing that clearing and moving in the direction of Saco Street. I will investigate what is potentially in its path.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name :	Position/Title :	Signature: _____
ICS-213	Date/Time :	

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WS1EC	CCEMA EOC	
3. From (Name and Position): KB1HNZ	Responder	
4. Subject : Potential threat	5. Date : 26 OCT 19	6. Time 0845
7. Message : This is an exercise message. If fire continues in its current direction, there is a possible threat to the following residential areas and businesses: Eleanor Ave, Atlantic Plywood Corporation, Cintas Uniform Services, Sigco, and the Hamlet Manufactured Home Community.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature : _____

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WS1EC	CCEMA EOC	
3. From (Name and Position): KB1HNZ	Responder	
4. Subject : Potential threat	5. Date : 26 OCT 19	6. Time 0925
7. Message : This is an exercise message. Investigating report of smoke between Beaver Pond and Stroudwater Street, in Westbrook. More information to follow.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name :	Position/Title :	Signature: _____
ICS-213	Date/Time :	

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WS1EC	CCEMA EOC	
3. From (Name and Position): KB1HNZ	Responder	
4. Subject : New Fire	5. Date : 26 OCT 19	6. Time 0944
7. Message : This is an exercise message. New fire spotted on banks of Beaver Pond, stretching across Spring Street to woods in the residential areas east of Spring Street. Fire is a threat to the following residential streets: E Valentine Street, Spring Street, between William Clarke Drive and Glenwood Avenue, Allen Ave, Sargent Street, and Sunset Ct.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name :	Position/Title :	Signature: _____
ICS-213	Date/Time :	

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WX1GYX	NWS Gray	
3. From (Name and Position): KB1HNZ	Responder	
4. Subject : Wildfire	5. Date : 26 OCT 19	6. Time 0836
7. Message : This is an exercise message. A large wildfire has been spotted in Westbrook, near Saco Street. Please provide any weather information that can help us identify possible direction and sustainability of the fire.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name :	Position/Title :	Signature: _____
ICS-213	Date/Time :	

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WS1EC	CCEMA EOC	
3. From (Name and Position): KB1HNZ	Responder	
4. Subject : Westbrook High School	5. Date : 26 OCT 19	6. Time 0959
7. Message : This is an exercise message. Fire and smoke are moving in the direction of Westbrook High School. Please advise Red Cross in case there was any plan to open WHS as a shelter.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name :	Position/Title :	Signature: _____
ICS-213	Date/Time :	

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WS1EC	CCEMA EOC	
3. From (Name and Position): Red Cross		
4. Subject : WHS shelter will be closed	5. Date : 26 OCT 19	6. Time 1010
7. Message : This is an exercise message. The Westbrook High School shelter will close do to approaching wildfire. We will advise evacuees who can travel on their own as to which shelter to drive to. All others will be asked to walk to Riverbank Park for further instruction and transportation. The Comm Trailer should also be moved to Riverbank Park to assist with communications.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name :	Position/Title :	Signature: _____
ICS-213	Date/Time :	

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WS1EC	CCEMA EOC	
3. From (Name and Position): Red Cross		
4. Subject : WHS shelter will be closed	5. Date : 26 OCT 19	6. Time 1015
7. Message : This is an exercise message. We will be opening Gorham Middle School and Scarborough High School as replacement shelters. Please provide communication support at each.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature: _____

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): KB1HNZ		
3. From (Name and Position): WS1EC		CCEMA EOC
4. Subject : Shelter to open	5. Date : 26 OCT 19	6. Time 0900
7. Message : This is an exercise message. The Red Cross will be opening Westbrook High School as a shelter. The Comm trailer will be setup on scene to assist with communications.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature : _____

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): KB1TCE	Digital NCS	
3. From (Name and Position): WS1EC	CCEMA EOC	
4. Subject : Shelters open due to wildfire	5. Date : 26 OCT 19	6. Time 1035
7. Message : This is an exercise message. Due to a wildfire threat in Westbrook, Cumberland County has shelters open in Gorham, and Scarborough to handle evacuees. How are the conditions there?		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature : _____

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): N1XP		
3. From (Name and Position): WS1EC		CCEMA EOC
4. Subject : Shelters open due to wildfire	5. Date : 26 OCT 19	6. Time 1044
7. Message : This is an exercise message. Due to a wildfire threat in Westbrook, Cumberland County has shelters open in Gorham, and Scarborough to handle evacuees. How are the conditions in York County?		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name :	Position/Title :	Signature: _____
ICS-213	Date/Time :	

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): Red Cross		
3. From (Name and Position): WS1EC		CCEMA EOC
4. Subject : Potential threat to WHS	5. Date : 26 OCT 19	6. Time 10000
7. Message : This is an exercise message. We have received reports that a new fire may be approaching Westbrook High School. Fire Department advises that a new shelter location be determined.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature: _____

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): W1FRA		
3. From (Name and Position): WS1EC		CCEMA EOC
4. Subject : Shelters open due to wildfire	5. Date : 26 OCT 19	6. Time 1044
7. Message : This is an exercise message. Due to a wildfire threat in Westbrook, Cumberland County has shelters open in Gorham, and Scarborough to handle evacuees. How are the conditions in Waterboro?		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature : _____

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WA4GSB	Incident Command	
3. From (Name and Position): WS1EC	CCEMA EOC	
4. Subject : Shelters open due to wildfire	5. Date : 26 OCT 19	6. Time 1035
7. Message : This is an exercise message. Due to a wildfire threat in Westbrook, Cumberland County has shelters open in Gorham, and Scarborough to handle evacuees. How are the conditions in the midcoast?		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature: _____

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WD1O	Digital NCS	
3. From (Name and Position): WS1EC	CCEMA EOC	
4. Subject : Shelters open due to wildfire	5. Date : 26 OCT 19	6. Time 1044
7. Message : This is an exercise message. Due to a wildfire threat in Westbrook, Cumberland County has shelters open in Gorham, and Scarborough to handle evacuees.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature: _____

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WX1GYX	NWS Gray	
3. From (Name and Position): WS1EC	CCEMA EOC	
4. Subject : Shelters open due to wildfire	5. Date : 26 OCT 19	6. Time 1047
7. Message : This is an exercise message. Due to a wildfire threat in Westbrook, Cumberland County has shelters in Gorham, and Scarborough open to handle evacuees. Any further updates / reports?		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature: _____

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WS1EC	CEEMA EOC	
3. From (Name and Position): WS1SM	Comm Trailer	
4. Subject : Comm Trailer Setup	5. Date : 26 OCT 19	6. Time 1020
7. Message : This is an exercise message. Comm Trailer is setup at Riverbank Park. Evacuees have been instructed to meet here to await transportation to shelters. Red Cross is requesting school buses or similar to help in transporting evacuees.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature: _____

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): WS1EC	CCEMA EOC	
3. From (Name and Position): WS1SM	Comm Trailer	
4. Subject : WHS shelter will be closed	5. Date : 26 OCT 19	6. Time 1025
7. Message : This is an exercise message. The CCART is requesting the following medications for the care of animals at Riverbank Park: Cephalexin, Carprofen, Meloxicam, Dexamethasone, and are also looking for small and medium sized cages.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name :	Position/Title :	Signature: _____
ICS-213	Date/Time :	

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): KB1HNZ		
3. From (Name and Position): WX1GYX		NWS Gray
4. Subject : SKYWARN Activated		5. Date : 26 OCT 19 6. Time 0900
7. Message : This is an exercise message. SKYWARN has been activated to monitor for reports of high winds and wind direction due to the elevated risk of wildfires across southern and coastal sections of Maine.		
8. Approved by: Name : Signature : _____ Position/Title :		
9. Reply :		
10. Replied by: Name : Position/Title : Signature: _____ ICS-213 Date/Time :		

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): KB1TCE	Digital NCS	
3. From (Name and Position): WX1GYX	NWS Gray	
4. Subject : SKYWARN Activated	5. Date : 26 OCT 19	6. Time 0910
7. Message : This is an exercise message. SKYWARN has been activated to monitor for reports of high winds and wind direction due to the elevated risk of wildfires across southern and coastal sections of Maine.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name :	Position/Title :	Signature: _____
ICS-213	Date/Time :	

GENERAL MESSAGE (ICS-213)

1. Incident Name (optional): 2019 ARRL SET		
2. To (Name and Position): N1XP		
3. From (Name and Position): WX1GYX		NWS Gray
4. Subject : SKYWARN Activated	5. Date : 26 OCT 19	6. Time 0915
7. Message : This is an exercise message. SKYWARN has been activated to monitor for reports of high winds and wind direction due to the elevated risk of wildfires across southern and coastal sections of Maine.		
8. Approved by: Name :	Signature : _____	Position/Title :
9. Reply :		
10. Replied by: Name : ICS-213	Position/Title : Date/Time :	Signature : _____