



**Wyandotte County
Radio Amateur Civil Emergency Service (RACES)**

MECC SIMULATED EMERGENCY TEST 2012

Players' Handbook

Plan Date: October 4, 2012

Exercise Date: October 6, 2012

For Your Use Only

PLAYERS HANDBOOK**Handbook Date: May 16, 2012****Exercise Date: June 23-24, 2012****Exercise Director:
Emergency Management
RACES Chief Radio Officer****Larry Eker
Larry Eker
Joe Krout****Objectives.**

The objectives of this exercise are:

- Evaluate Shelters for Radio Communications
- Exercise Hospital and EOC Communications
- Exercise GPS Tracking
- Exercise WebEOC

Scenario

The scenario is that an earthquake has occurred along the New Madrid Seismic Zone (NMSZ). Southeastern Missouri has been severely impacted by the 7.67 magnitude earthquake. While Kansas City would not be significantly affected by the earthquake, our region would be a receiving site for medical patients through an activation of the national disaster Medical System and could also expect a large number of evacuees from the damaged areas. Hospitals would activate their alternate care sites and the event would require large scale sheltering operations as well. Amateur radio operators would be needed to support hospitals and sheltering operations. The Emergency managers have decided to activate the amateur radio groups within their jurisdiction. The exercise will start at the point where the region has been notified of the event and radio teams have been notified of the need to provide emergency communications for shelters and alternate care sites.

Shelters

The following is the list of shelters that will be evaluating:

Argentine Community Center
2810 Metropolitan Avenue
Kansas City, KS 66106
Contact Information will be presented at the 0800 briefing.

Eisenhower Community Center
2901 North 72nd Street
Kansas City, KS 66109
Contact Information will be presented at the 0800 briefing.

Seventh Day Adventist: Central States Conference Center
3301 Parallel Pkwy
Kansas City, KS 66104
Contact Information will be presented at the 0800 briefing.

American Red Cross – Eastern Kansas Chapter
1600 Washington Blvd
Kansas City, KS 66102
Contact Information will be presented at the 0800 briefing.

Radio Frequencies and Channels:

Refer to the attached IC 205 for the exercise frequencies.

EOC Communications:

Four (4) stations will be utilized for this exercise.

- RACES VHF Station for shelter evaluation teams and hospital communications
- RACES VHF/UHF Station for Regional Net Communications
- RACES APRS station for tracking evaluation teams and communicating with the hospitals
- RACES HF for evaluation.

Radio Communications:

Evaluation and EOC Teams

Each evaluation team is report to WyCo RACES Net Control the following information:

Report departing the EOC.

Report arriving at the site.

Upon completion of the site evaluation report the following minimum information:

Facility Name:

GPS Coordinates:

Report departing the site.

Report when arrived back at the EOC

Hospital Teams:

Each hospital team is to report to WyCo RACES Net Control the following information:

Report to RACES Net Control when activating the station.

Report to RACES Net Control the name and call letters of the amateur radio operators at the station.

Report Bed Poll and status on APRS per the attached instructions.

Report by voice bed poll information to RACES net control.

Check into the Hospital net on 443.500MHz for radio check.

Report to RACES Net Control

Real World Emergencies:

Real-world emergency actions take priority over exercise actions.

If the term **“Real World Emergency”** is used, there is an actual event, the exercise will cease. Follow the directions of the Exercise Leaders.

If the Communications Trailer and other Emergency Management assets are needed for a real world emergency, they must be made ready to depart the FD site with-in 15 minutes of the announcement.

Schedule:

Event Time	Personnel	Activity
0700	RACES Coordinator	EOC Opened
0715	EM Duty Officer	EOC Activated
0730	Net Control Operators	Report to the EOC
0745	All Participants	Report to the EOC
0745	RACES	KC Metro Regional Net established on 146.94 MHz repeater (tone 88.5)

0750	Controllers and Evaluators	Controllers and Evaluators check in on the 146.94 repeater (tone 88.5)
0755	KC Metro Regional Net Control	Roll call of all local net control stations via the KC Metro Regional Net on 146.94 MHz repeater (tone 88.5)
0800	All Participants	Start of Exercise
0800	Exercise Coordinator	Local Controller to provide an exercise briefing reviewing exercise conduct and address any safety concerns.
0810	RACES CRO	Provide operations briefing for radio operators prior to field deployment.
0830	RACES CRO	Team Assignments
0845	RACES CRO	Big Red Bee Assignment and Instruction
0900	RACES	New Badges
0915	RACES	Deploy Survey and Hospital Teams
0915	Regional Net Ops	Report number of operators, number of site inspections planned and anticipated
0930	RACES NCS	Radio Check of all deployed Survey Teams
1000	EOC AND HOSPITALS	Radio Checks between hospitals and the EOC
1000	RACES NCS	Radio Check of all deployed Survey Teams
1030	RACES NCS	Radio Check of all deployed Survey Teams
1045	RACES NCS	Radio Check of all deployed Survey Teams
1100	RACES Team	Teams Return to EOC
1115	EM	DEACTIVATE EOC
1115	ALL PARTICIPANTS	End of Exercise
1115	ALL PARTICIPANTS	HOT WASH

Documents

Sign-in / Sign-Out

EOC Sign-in

All participants and guests must sign-in when entering the area and sign-out when leaving the EOC.

Team MECC Sign-in and Assignment Document **(Required)**

Each EOC, Hospital, and Site Evaluation team will complete the team "MECC Simulated Emergency Test Exercise October 6, 2012 Sign-In and Assignment Sheet (color purple). This document is to be returned to the EOC after the site evaluation.

Site Evaluation

Each evaluation team is to complete the "MECC SET Facility Evaluation Form for Communications" sheet.

Participant Feedback Form

FEMA requires that each participant must submit a Participant Feedback Form. If you do not want to provide feedback, just fill in the Name: Title: Agency: and Roll:. FEMA checks the feedback sheets against the sign-in roster so we need to have one per participant.

INCIDENT RADIO COMMUNICATION PLAN						1. Incident Name MECC SET Exercise	2. Date/Time Prepared 9/12/12 Updated 9/30/11	3. Operation Period Date/Time 10/06/12 0600 - 1500
4. Basic Radio Channel Utilization								
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks			
Amateur	WyCo RACES	RACES Traffic	147.210 + 151.4	WyCo EOC / RACES	Traffic from Hospitals and Survey Teams to EOC.			
Amateur	WyCo CERT	RACES Traffic Backup Channel	147.165 + 151.4	WyCo EOC / RACES	Backup Channel Traffic from Hospitals and Survey Teams to EOC.			
Amateur	WyCo RACES	EOC to MECC Regional Net	146.940 - 151.4	MECC Unified Command	EOC to MECC Communications Regional Net			
Amateur	WyCo RACES	APRS	144.390 Simplex	RACES APRS	APRS - EOC to Hospitals			
Amateur	KCHear	Hospital to Hospital	443.500 151.4	Hospital	Hospital to Hospital			
Amateur	WyCo RACES	Amateur to MARS	7263 KHz LSB	RACES HF	MARS Interfaces 1500-1515Z (1100-1115 local) and 1600-1615Z (1200-1215 local).			
5. Prepared by (Communication Unit) Larry Eker, WA0YQM, 701 N. 7th St RM B-20. Kansas City Kansas 66101 913-573-6300 leker@wycokck.org.								

MECC SET Facility Evaluation Form for Communications

Facility Name

Street Address

City

State

Zip

Coordinates: _____^o ____' ____' North _____^o ____' ____' West
DDD MM mmm DDD MM mmm

This is a hospital alternate care site. Responsible Hospital:

Primary Contact Person: Name:

Primary Phone #

Secondary Phone#

Other Key Holder: Name:

Primary Phone #

Secondary Phone#

Were They Contacted? YES NO

Were They Available? YES NO

Was access to the facility granted? YES NO If not was an exterior only survey done? YES NO

Location of Primary Communication room:

Floor:

Room #:

Window to outside? YES NO

Is there other access to the outside for cabling? YES NO Backup Power? YES NO

How many 120Vt Outlets (most receptacles have 2 outlets)?

Location of Secondary Communication room:

Floor:

Room #:

Window to outside? YES NO

Is there other access to the outside for cabling? YES NO Backup Power YES NO

How many 120Vt Outlets (most receptacles have 2 outlets)?

Is there emergency power to the building? YES NO Is there access to the roof for antennas? YES NO

In the exterior survey were possible antenna locations identified? YES NO

COMMENTS:

Form Completed by:

Date:

09/24/2012

MECC SET Facility Evaluation Form for Communications

Facility Diagram:

(sketch out interior and exterior locations)

PARTICIPANT FEEDBACK FORM

Please enter your responses in the form field or checkbox after the appropriate selection.

Name: _____ Title: _____

Agency: _____

Role: Player Facilitator Observer Evaluator

Part I: Recommendations and Corrective Actions

1. Based on the exercise today and the tasks identified, list the top three strengths and/or areas that need improvement.

- 1. _____
- 2. _____
- 3. _____

2. Is there anything you saw in the exercise that the evaluator(s) might not have been able to experience, observe, and record?

3. Identify corrective actions that should be taken to address the issues identified above. For each corrective action, indicate if it is a high, medium, or low priority.

Corrective Action	Priority

4. Describe the corrective actions that relate to your area of responsibility. Who should be assigned responsibility for each corrective action?

Corrective Action	Recommended Assignment

5. List the applicable equipment, training, policies, plans, and procedures that should be reviewed, revised, or developed. Indicate the priority level for each.

Item for Review	Priority

Part II: Assessment of Exercise Design and Conduct

Please rate, on a scale of 1 to 5, your overall assessment of the exercise relative to the statements provided below, with 1 indicating strong disagreement with the statement and 5 indicating strong agreement.

Assessment Factor	Strongly Disagree	Strongly Agree
The exercise was well structured and organized.	1 2 3 4 5	
The exercise scenario was plausible and realistic.	1 2 3 4 5	
The facilitator/controller(s) was knowledgeable about the area of play and kept the exercise on target.	1 2 3 4 5	
The exercise documentation provided to assist in preparing for and participating in the exercise was useful.	1 2 3 4 5	
Participation in the exercise was appropriate for someone in my position.	1 2 3 4 5	
The participants included the right people in terms of level and mix of disciplines.	1 2 3 4 5	
This exercise allowed my agency/jurisdiction to practice and improve priority capabilities.	1 2 3 4 5	
After this exercise, I believe my agency/jurisdiction is better prepared to deal successfully with the scenario that was exercised.	1 2 3 4 5	

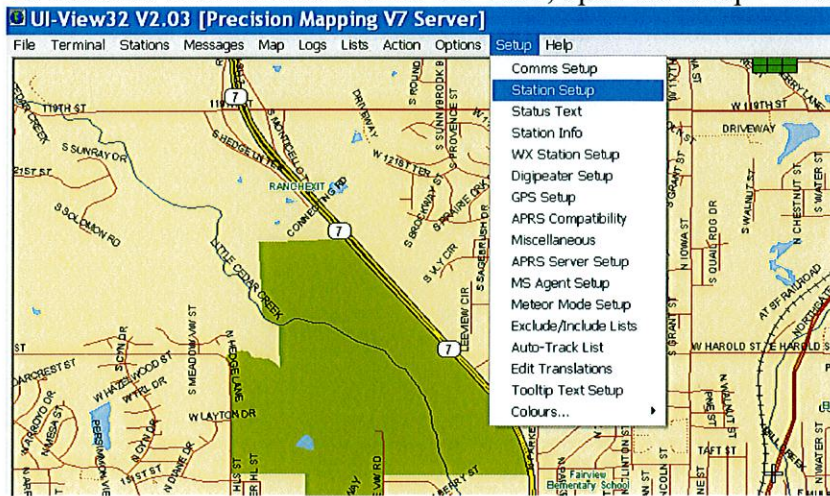
Part III: Participant Feedback

Please provide any recommendations on how this exercise or future exercises could be improved or enhanced.

APRS Protocol

All stations participating in APRS will report their ER status and bed count whenever they receive updates from their hospital representative.

To transmit the information from UI-View, open the Setup > Station Setup Screen:



In the station setup screen, select an Icon and # to indicate Diversion Status

- | | |
|-------------------------------|---------------------------|
| 1—Open | - No. WXS Green |
| 2—Closed to Ambulances | - No. Van |
| 3—Forced Open | - No. WXS Blue |
| 4—Diversion STEMI | -No. Shelter Red |
| 5—Diversion Stroke | -No. Diamond Black |
| 6—Diversion Trauma | -No. Triangle Red |
| 7—Out of Service | -No. Black Box |

In the Beacon Comment enter the Diversion Status, 7 Bed count fields and the time the report was received. Example:

First field is Diversion status (repeat of the symbol)

Enter numeric values for beds.

Enter an N if they NEVER have that type of bed.

The last field is the report received local time with no punctuation.
Example: 0923, 1144, 1931

The information will transmit as soon as you hit ok.

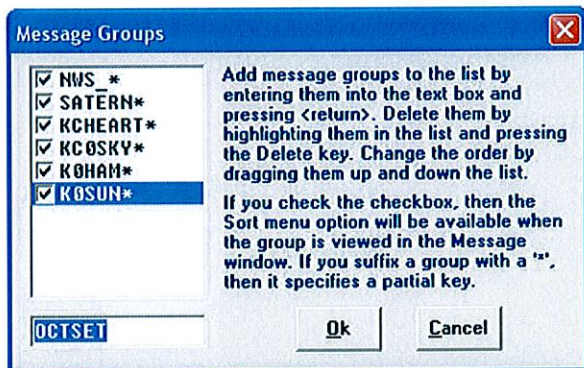
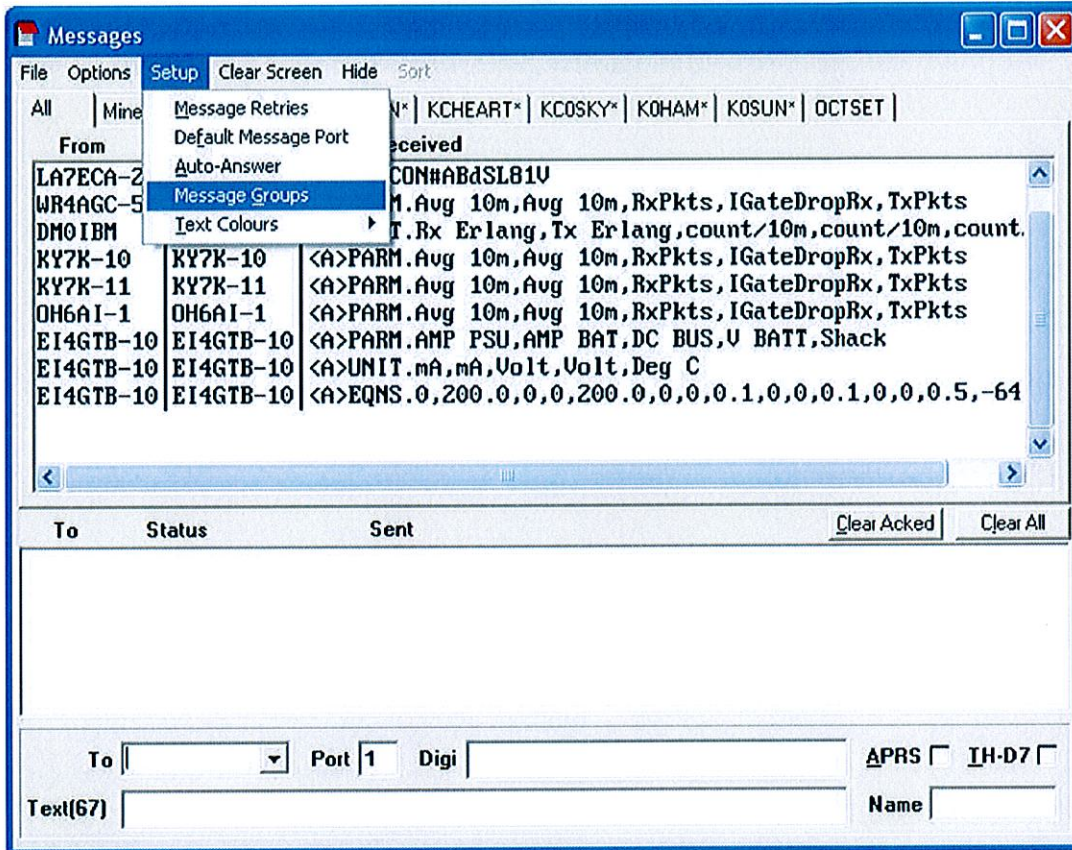
Exercise Wide Messaging

All stations running UI-View should configure their messaging screen to allow receipt of "Group" messages.

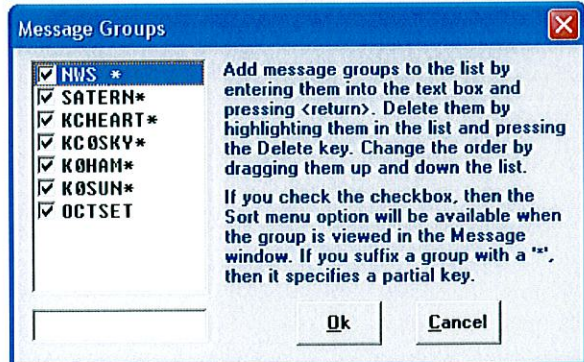
The group for this exercise will be OCTSET.

Any station can send a group message by using the TO of OCTSET and all stations will receive it.

To configure, go to menu for Messages, and click on SETUP>Message Groups



In the text entry box at the bottom, type OCTSET and hit enter.



OCTSET will appear in the list, but be sure to CHECK the checkbox in the list to make it sortable.