Pinellas ACS

2024 Training Event One Trainee Preparation

05/16/2024

Mike Drake

Pinellas County ACS Training Officer

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Agenda

- Training Event Objectives
- Notification
- ICS Documentation
  - ICS 214 Activity Log
  - ICS 205A Communications List
- Equipment Maintenance Procedures
- Additional Trainee Preparation

PinCo ACS – 2024 Training Event One
Objectives

- Practice skills needed by PinCo ACS during activation at the following locations
  - PinCo Evacuation Shelter
  - Deployable Comm Center
- Maximize individual ***hands-on*** equipment training
- Align training tasks with skills required for Position Task Book (PTB) sign-off
  - Position Task Book (PTB) for the Position of PinCo ACS Communicator
  - PTB for Position of Auxiliary Communicator (AUXC)
  - Florida ARRL® Tri-Section ARES® Standardized Training Plan Emergency Communicator Individual PTB
- Sign-off PTB items as appropriate

Future events will include the SatRunner, Starlink Terminal, and EOC Radio Room

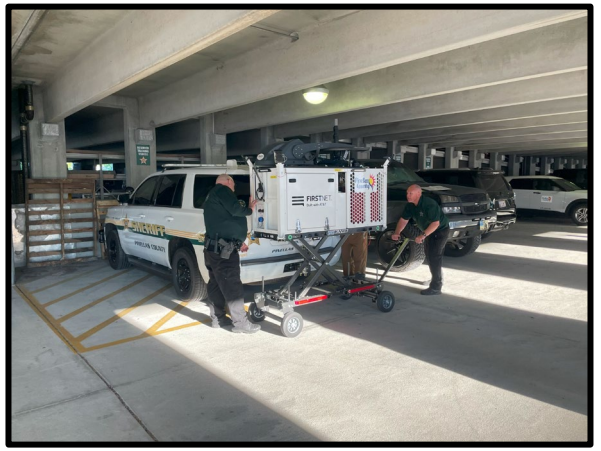
PinCo ACS – 2024 Training Event One
Format

- Four Training Stations
  - Shelter Operations
  - Command-Runner Prep and Deploy
  - Command-Runner Load / Unload
  - Command-Runner Operations
- Trainees divided into Four teams
  - Four individuals per team

Training event limited to 16 Trainees

Shelter Operations

Command-Runner – Prepare for Deployment



Command-Runner – Load/Unload

Command-Runner – Operations

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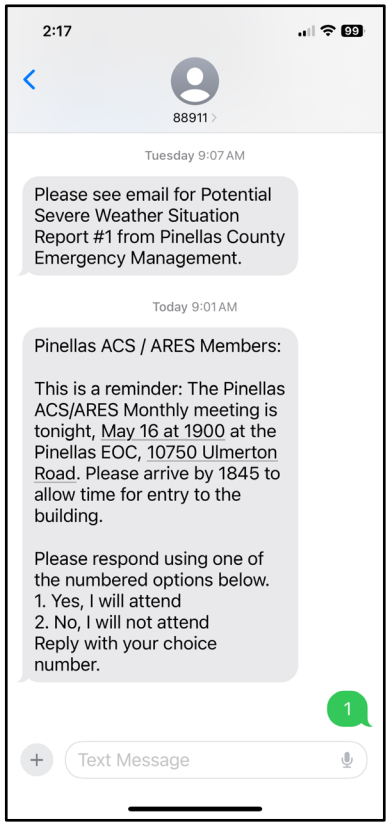
PinCo ACS – 2024 Training Event One

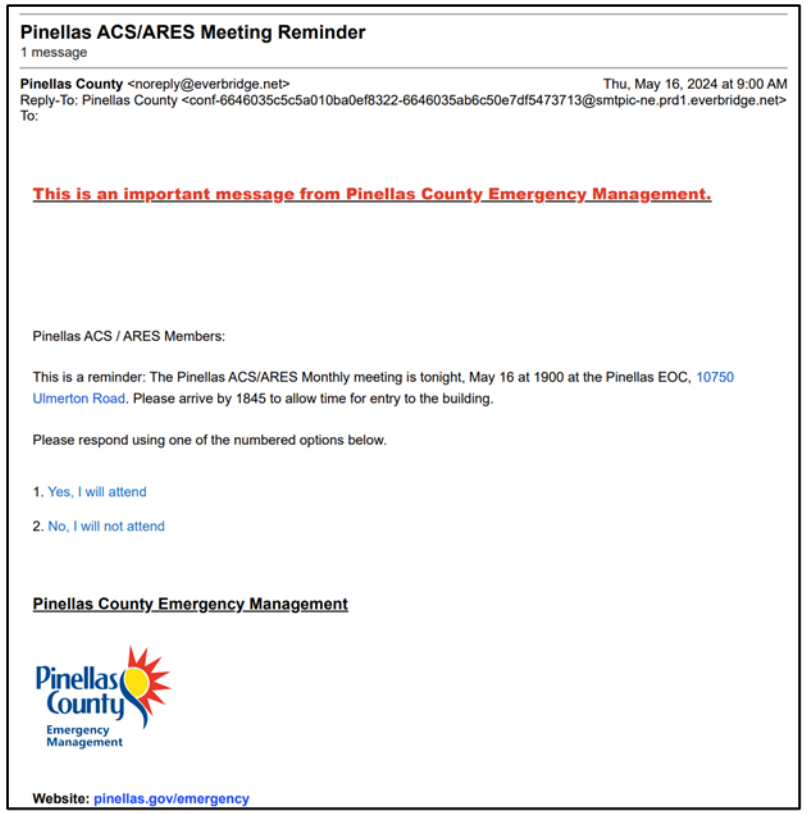
Notification – Alert Pinellas

- Primary Means of Notification
- Each Trainee will receive a notification on the day prior to the training event
  - Will you be attending
  - Must Respond yes or no
- **Trainee Preparation:** Confirm that you information is correctly entered into the system

Text Message



Email Message



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PinCo ACS – 2024 Training Event One

Documentation – ICS 214 Activity Log

- **Purpose:** The Activity Log is used to record all significant events that occur during an exercise, event, or activation period.
- Deployed members of ACS are required to maintain an up to date and accurate record of all significant activities.

Trainees required to maintain a personal ICS 214 activity log throughout training event.

ACTIVITY LOG (ICS 214)

1. Incident Name:	**2. Operational Period:** Date From: / Time From:	Date To: / 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 Date/Time: _____

PinCo ACS – 2024 Training Event One
Documentation – ICS 214 Activity Log – Header

- **Incident Name (Block 1):** Name of the Incident/activation event. This information will be provided by the Net Manager, Radio Officer, or his designee.
- **Operational Period (Block 2):** Start date (month/day/year) and time (24-hour local time) and end date and time for the activation event.
- **Name (Block 3):** Name of the facility being supported by ACS. For example, if ACS is supporting an emergency evacuation shelter, the name of the shelter should be entered into this field.
    - Single Individual – Enter the name of the Individual
- **ICS Position (Block 4):** The individual in charge of the *ACS* unit (e.g., site lead) and the job being performed by *ACS*. In almost all cases, the job being performed is *Radio Operator*.
- **Home Agency (and Unit) (Block 5):** Name of the organization completing the form. Users should enter *PinCo ACS*.
- **Resources Assigned (Block 6)**: This field contains the Name and FCC call sign of everyone assigned to the ACS unit located at the facility identified in Block 3.

ACTIVITY LOG (ICS 214)

1. Incident Name: PinCo ACS 2024 Training Event One	2. Operational Period: Date From: 6/8/2024 Date To: 6/8/2024 Time From: 0830 Time To: 1315	
3. Name: Largo High School	4. ICS Position: M Drake / Radio Operator	5. Home Agency (and Unit): PinCo ACS

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)
Will Scott, W7WMS	Radio Operator	PinCo ACS
John Public, *FCC Call Sign*	Radio Operator	Lealman CERT
Jane Public, *FCC Call Sign*	Radio Operator	Pasco ACS

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: Position/Title: Signature:

ICS 214, Page Date/Time:

PinCo ACS – 2024 Training Event One

Documentation – ICS 214 Activity Log – Significant Events

- When used to record the events a single individual, enter all departures and arrivals. Users should include odometer readings for personally owned vehicles.
  - Home, Deployment locations, Intermediate sites (e.g., EOC to pick up shelter radio kit, gas stations, etc.)
- Arrival / departure of team members (e.g., *PinCo ACS, ARES®, CERT*, etc.)
- Shift and operator changes
- Changes to station operational availability. Include addition or loss of specific bands, modes, power, etc.
- Changes in utility status (e.g., shore power, internet, cell service, water, etc.)
- Events that could impact the ability of the deployed location to perform its defined mission (e.g., Generator failures, supply shortages, structural damage, overcrowding, unrest, etc.)
- Meetings and Briefings
- Issues with personnel
- Injuries
- Rumors
- Task assignments and completions

ACTIVITY LOG (ICS 214)

1. Incident Name: PinCo ACS 2024 Training Event One	**2. Operational Period:** Date From: 6/8/2024 Date To: 6/8/2024 Time From: 0830 Time To: 1315	
3. Name: Largo High School	**4. ICS Position:** M Drake / Radio Operator	**5. Home Agency** (and Unit): PinCo ACS

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)
Will Scott / W7WMS	Radio Operator	PinCo ACS
John Public, *FCC Call Sign*	Radio Operator	Lealman CERT
Jane Public, *FCC Call Sign*	Radio Operator	Pasco ACS

7. Activity Log:

Date/Time	Notable Activities
20240608 0830	Departed from home enroute to Largo High
	School Shelter. Beginning odometer – 115447.2

8. Prepared by: Name: Position/Title: Signature:

ICS 214, Page Date/Time:

PinCo ACS – 2024 Training Event One

Documentation – ICS 214 Activity Log – Signature

- **Prepared by:** Name, FCC call sign, and Title of the person completing the log.
- **Signature:** Signature of person completing the log.
- **Date and Time:** Time and date that the log was finalized and ready for delivery to the PinCo Admin Officer.
- **Page __ of __ :** Sequentially number all pages for the operational period covered by the log. Page numbers start over at one at the beginning of each new operational period.

Take a picture of form before delivery to PinCo Admin!

ACTIVITY LOG (ICS 214)

1. Incident Name: PinCo ACS 2024 Training Event One	**2. Operational Period:** Date From: 6/8/2024 Date To: 6/8/2024 Time From: 0830 Time To: 1315	
3. Name: Largo High School	**4. ICS Position:** M Drake / Radio Operator	**5. Home Agency** (and Unit): PinCo ACS

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)
Will Scott / W7WMS	Radio Operator	PinCo ACS
John Public, *FCC Call Sign*	Radio Operator	Lealman CERT
Jane Public, *FCC Call Sign*	Radio Operator	Pasco ACS

7. Activity Log:

Date/Time	Notable Activities
20240608 0830	Departed from home enroute to Largo High School Shelter. Beginning odometer – 115447.2

8. Prepared by: Name: M Drake / WA1RYQ Position/Title: RADO Signature: Michael H Drake

ICS 214, Page 1 of 1 Date/Time: 20240608 1320

PinCo ACS – 2024 Training Event One
Documentation – ICS 205A Communications List

- **Purpose.** The Communications List (ICS 205A) records methods of contact for incident personnel.
- The Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Communications Team level.
- The ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, email addresses, FCC Call Signs, etc.), and functions as an incident directory.

COMMUNICATIONS LIST (ICS 205A), Adapted for PinCo ACS

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:		
3. Basic Local Communications Information:			
Incident Assigned Position	**Name**	**Call Sign**	**Method(s) of Contact (phone, pager, cell, etc.)**
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
4. Prepared by: Name:		Position/Title:_____	Signature:_____
ICS 205A	**IAP Page**	Date/Time:_____	

PinCo ACS ICS 205A October 2023

Trainees required to complete during event check-in

PinCo ACS – 2024 Training Event One

Documentation – ICS 205A Communications List – Header

- **Incident Name (Block 1):** Name of the Incident/activation event. This information will be provided by the Net Manager, Radio Officer, or his designee.
- **Operational Period (Block 2):** Start date (month/day/year) and time (24-hour local time) and end date and time for the activation event.

COMMUNICATIONS LIST (ICS 205A), Adapted for PinCo ACS

1. Incident Name:	2. Operational Period: Date From:	Date To:	Time From:	Time To:
PinCo ACS 2024 Training Event One	6/8/2024	6/8/2024	0830	1315

3. Basic Local Communications Information:

Incident Assigned Position	Name	Call Sign	Method(s) of Contact (phone, pager, cell, etc.)
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:

4. Prepared by: Name: Position/Title:_____ Signature:_____

ICS 205A | **IAP Page** Date/Time:_____

PinCo ACS ICS 205A October 2023

PinCo ACS – 2024 Training Event One

Documentation – ICS 205A Communications List – Information

- **Incident Assigned Position**: Name of the facility supported by ACS. (E.g., Name of Evacuation Shelter, Critical Infrastructure Site, Deployable Comm Center Site, etc.)
- **Name**: Name of Individual
- **Call Signs:** (A) Amateur, (G) GMRS, (S) SHARES
- **Methods of Contact**:
  - Personnel Cell Phone
  - Personnel Email Address
  - Deployment location phone Number
  - Radio Net Being Monitored

COMMUNICATIONS LIST (ICS 205A), Adapted for PinCo ACS

1. Incident Name: PinCo ACS 2024 Training Event One	2. Operational Period: Date From: 6/8/2024 Date To: 6/8/2024 Time From: 0830 Time To: 1315		
3. Basic Local Communications Information:			
Incident Assigned Position	**Name**	**Call Sign**	**Method(s) of Contact (phone, pager, cell, etc.)**
Training Team 1	Mike Drake	A: WA1RYQ G: WRTI250 S:	Cell: 727-123-4567 Email: WA1RYQ@ARRL.NET Deployment Phone: 727-123-4567 Radio Net: PinCo ACS Instructor Net
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
4. Prepared by: Name:		Position/Title:_____	Signature:_____
ICS 205A	**IAP Page**	Date/Time:_____	

PinCo ACS ICS 205A October 2023

PinCo ACS – 2024 Training Event One

Documentation – ICS 205A Communications List – Signature

- **Prepared by:** Name, FCC call sign, and Title of the person completing the log.
- **Signature:** Signature of person completing the log.
- **Date and Time:** Time and date that the document was finalized and ready for delivery to the PinCo Admin Officer.
- **Page __ of __ :** Sequentially number all pages for the operational period covered by the document. Page numbers start over at one at the beginning of each new operational period.

COMMUNICATIONS LIST (ICS 205A), Adapted for PinCo ACS

1. Incident Name: PinCo ACS 2024 Training Event One	2. Operational Period: Date From: 6/8/2024 Time From: 0830 Date To: 6/8/2024 Time To: 1315

3. Basic Local Communications Information:

Incident Assigned Position	Name	Call Sign	Method(s) of Contact (phone, pager, cell, etc.)
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:
		A: G: S:	Cell: Email: Deployment Phone: Radio Net:

4. Prepared by: Name: M Drake / WA1RYQ Position/Title: Training Officer Signature: Michael H Drake

ICS 205A | IAP Page 1 of 1 | Date/Time: 20240608 0815

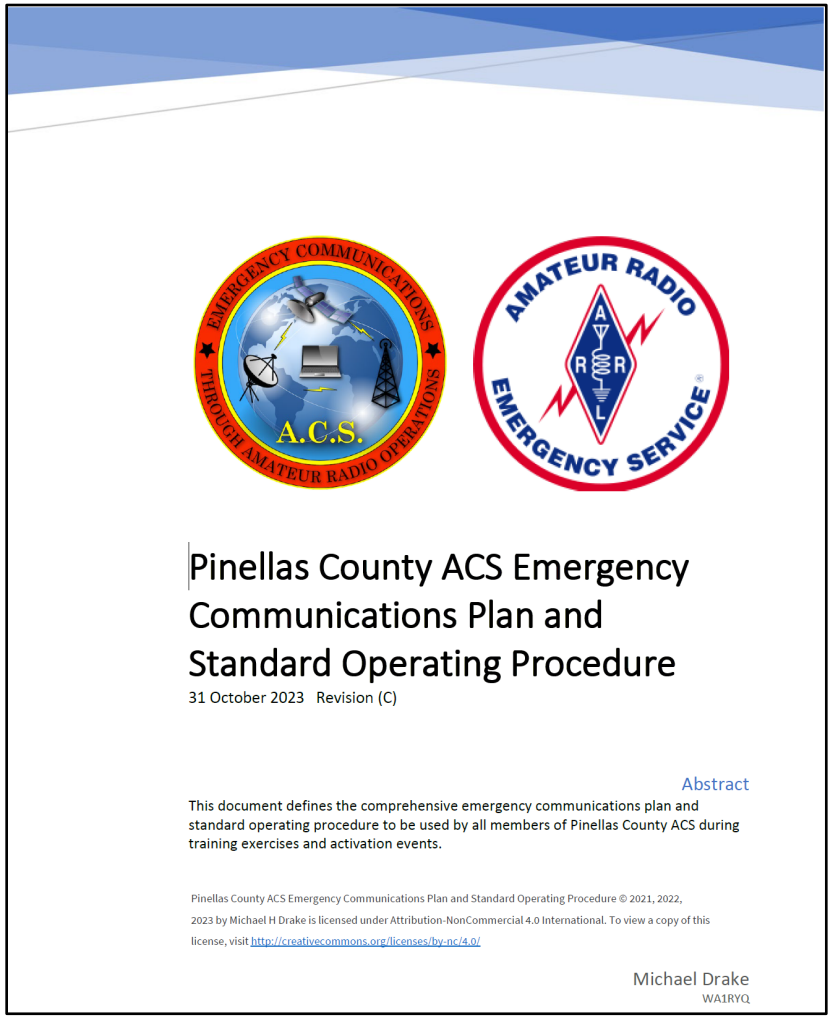
PinCo ACS ICS 205A October 2023

15

PinCo ACS – 2024 Training Event One
Trainee Preparation

- **Review Procedures prior to training event**
  - **Tactical Call Signs:** Section 5.1.3: Tactical Call Signs and Winlink Tactical Addresses
  - **ICS 214** – Section 5.2.1: Site Activity Log ICS 214
  - **ICS 205A** – Appendix C.4: ICS 205A Communications List

- https://www.pcacs.org/radio-operations/communications-plan/



Pinellas County ACS Emergency Communications Plan and Standard Operating Procedure

31 October 2023 Revision (C)

Abstract

This document defines the comprehensive emergency communications plan and standard operating procedure to be used by all members of Pinellas County ACS during training exercises and activation events.

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Michael Drake
WA1RYQ

Agenda

- Training Event Objectives
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PinCo ACS – 2024 Training Event One
Equipment Maintenance

Command-Runner – Prepare for Deployment

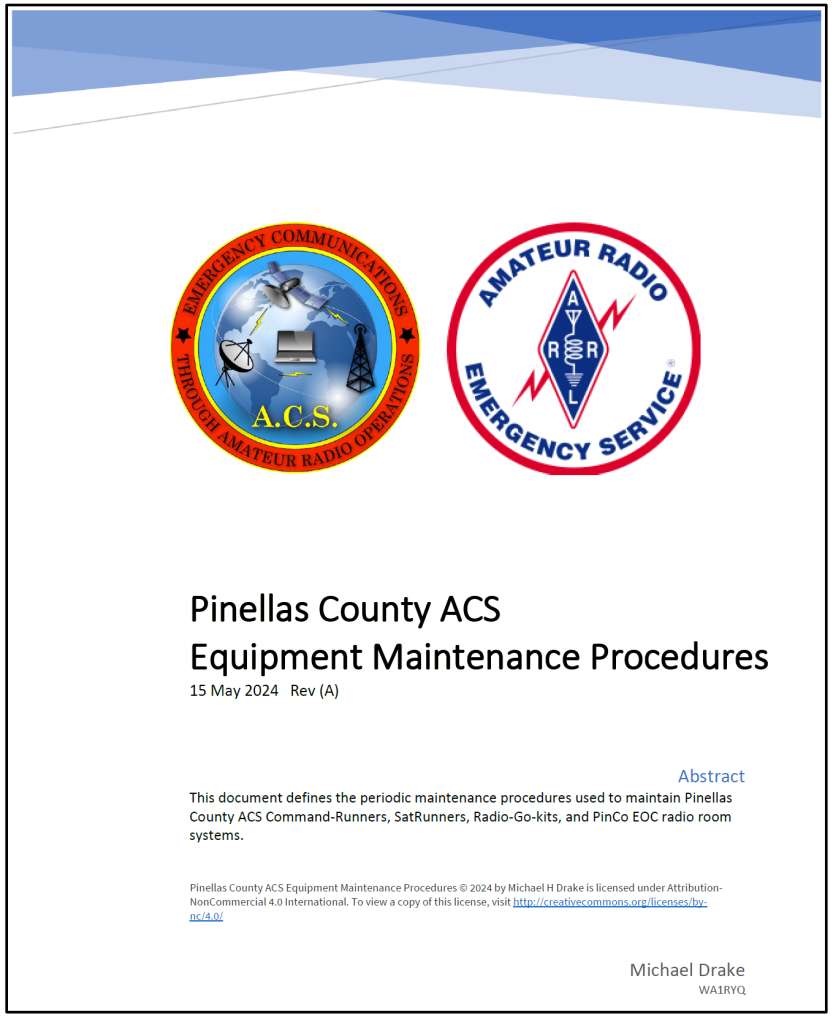
- **S-2R: Radio Code Plug Maintenance**
- **S-3R: Inspect, Clean, and Inventory**
  - Inspect and verify that hitch assembly, rubber wheel chocks, and 15 ft mast are present and properly secured.
  - Test brake, turn signal, and running lights.
  - Clean computer monitors and radio displays.
  - Inspect and Inventory contents of the two accessary storage drawers.
  - Inspect and inventory contents of auxiliary equipment bag.

- **A-2R: Mechanical System Checks**
  - Test parking brake system.
  - Tighten hitch adaptor bolts.
  - Inspect and lubricate as needed hitch adapter and chassis thrust screw.
  - Inspect and tighten pivot bolts.

PinCo ACS – 2024 Training Event One
Trainee Preparation

- **Review Procedures prior to training event**
  - **S-2R** – Radio Code Plug Maintenance
  - **S-3R** – Inspect, Clean, and Inventory Equipment
  - **A-2R** – Mechanical System Checks

- https://www.pcacs.org/equipment-maintenance/



Pinellas County ACS
Equipment Maintenance Procedures
15 May 2024 Rev (A)

Abstract

This document defines the periodic maintenance procedures used to maintain Pinellas County ACS Command-Runners, SatRunners, Radio-Go-kits, and PinCo EOC radio room systems.

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Michael Drake
WA1RYQ

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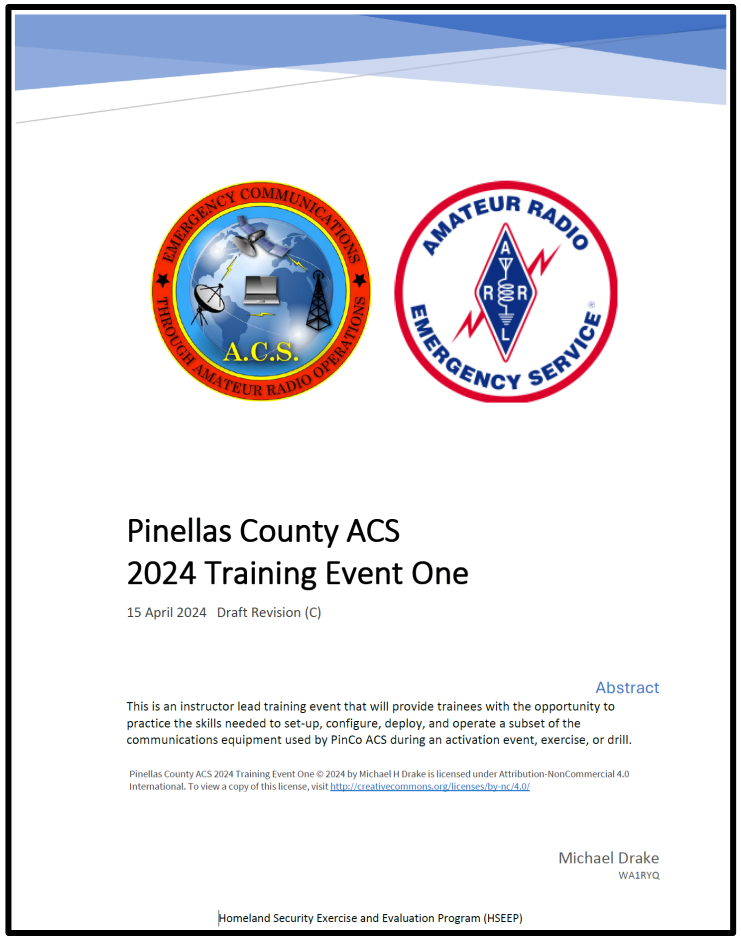
PinCo ACS – 2024 Training Event One
Trainee Preparation



Pinellas County ACS
2024 Training Event One

15 April 2024 Draft Revision (C)

Abstract

This is an instructor lead training event that will provide trainees with the opportunity to practice the skills needed to set-up, configure, deploy, and operate a subset of the communications equipment used by PinCo ACS during an activation event, exercise, or drill.

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Michael Drake
WA1RYQ

Homeland Security Exercise and Evaluation Program (HSEEP)

- **Review the Training Plan**

Section 1.	Training Overview
Section 2.	General Information
Section 3.	Logistics
Section 4.	Training Stations
Section 5.	Post-exercise Activities
Section 6.	Participant Information and Guidance
Appendix A.	Communications Plan
Appendix B.	Training Event Schedule
Appendix C.	Training Site Venues
Appendix D.	Acronyms and Abbreviations

https://www.pcacs.org/2024-training-event-one/

Documents still in Draft
Will post to ***Groups.io*** website when finalized

PinCo ACS – 2024 Training Event One

Trainee Preparation – What to Bring

- PinCo Volunteer Badge
- Position Task Books and related items
  - ICS course completion certificates and State Emergency Response Team (SERT) Training Resources and Activity Center (TRAC) transcript.
  - Position Task Book (PTB) for the Position of PinCo ACS Communicator; Version (-); February 2024
  - Florida ARRL Tri-Section ARES® Standardized Training Plan – Emergency Communicator Individual PTB; January 2020
  - PTB for the Position of Auxiliary Communicator (AUXC); Version 2.0; January 2022

Do Not bring Personal and Position related Go-Kits

PinCo ACS – 2024 Training Event One

Trainee Preparation – What to Wear

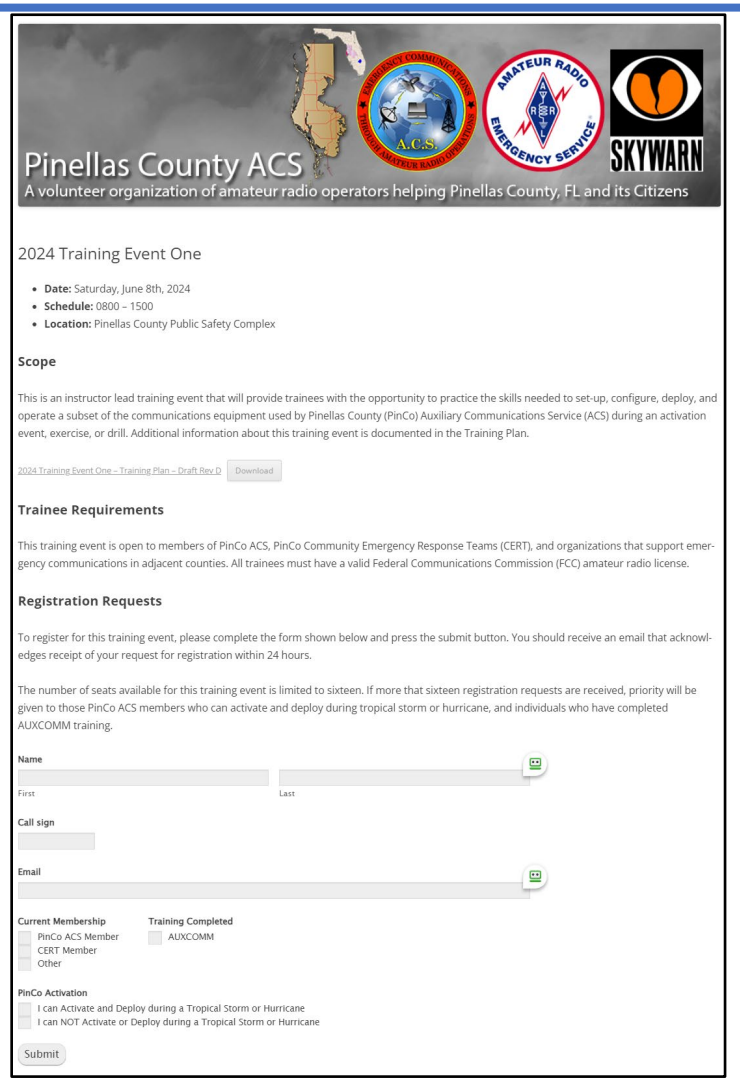
- Simulating a real activation
- Dress appropriately for training event
  - Long Pants
  - Closed toed shoes
  - Participants will be spending time outside, so a wide brim hat is also recommended.

Personal HTs are not required

PinCo ACS – 2024 Training Event One
Event Registration

- **Date:** Saturday, June 8th, 2024
- **Schedule:** 0800 – 1500
- **Location:** Pinellas County Public Safety Complex
- **Registration**:
  - https://www.pcacs.org/2024-training-event-one/
  - 16 Training seats available
  - Priority given to PinCo ACS members who can deploy during a tropical storm or hurricane

Future events will include the SatRunner, Starlink Terminal, and EOC Radio Room



Back-up