2024 Training Event One
Pinellas County ACS Training Plan

14 June 2024   Revision (B)

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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FOREWORD

This training plan contains the information needed by the Pinellas County (PinCo) Auxiliary Communications Service (ACS) to plan, control, evaluate, and participate in PinCo ACS 2024 Training Event One.

It includes an overview of the training event, training objectives, roles and responsibilities, logistics, a description of each training station, a training schedule, and communications plan. Some of the material in this plan is intended for use of training event planners and instructors, however, all training event participants may view the training plan.

The document is divided into six sections and four appendices.

Comments, suggestions, or questions on this document should be addressed to Michael Drake,

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Record of Changes

REVISION	DESCRIPTION	DATE
Rev (-)	Initial Release	05/30/2024
Rev (A)	• Updated Table II, Trainee assignments. • Added Figure C- 4, Command-Runner Operations Venue.	06/04/2024
Rev (B)	• Post Training Event Updates. • Corrected minor formatting and spelling issues. • Updated Figure C- 1, Figure C- 2, and Figure C- 3.	06/14/2024

1 TRAINING OVERVIEW

Training Event Name	**2024 Training Event One**
Training Dates	**June 8th, 2024**
Scope	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 Pinellas County (PinCo) Auxiliary Communications Service (ACS) during an activation event, exercise, or drill.
Focus Area(s)	Response
Capabilities	Operational Communications
Training Objectives	1. (**ST01**) Familiarize PinCo ACS members with the basic skills needed to setup, configure, and operate a deployable radio go-kit at a simulated emergency evacuation shelter. Trainees will practice sending and receiving tactical voice and formal Winlink traffic with the PinCo Emergency Operations Center (EOC) Radio Room. 2. (**DT01**) Familiarize PinCo ACS members with the skills needed to prepare a Command-Runner Compact Rapid Deployable (CRD) for deployment. Trainees will perform the pre-deployment preventive maintenance (PM) tasks documented in the *Pinellas County ACS Equipment Maintenance Procedures* document. 3. (**DT02**) Familiarize PinCo ACS members with the skills needed to load and unload a Command-Runner CRD onto county approved transport vehicle. Trainees will practice this activity. 4. (**DT03**) Familiarize PinCo ACS members with the skills needed to setup, configure, and operate a Command-Runner CRD. Trainees will practice sending and receiving tactical voice traffic with the PinCo EOC radio room using each Very High Frequency (VHF) / Ultra High Frequency (UHF) amateur and public safety transceiver installed in the Command-Runner. Trainees will also practice sending and receiving formal Winlink traffic with the PinCo EOC Radio Room using a VHF amateur Radio Message Server (RMS).

Training Event Name	**2024 Training Event One**
Venue	Evacuation Shelters and Deployable Comm Centers
Threat/Hazard	Communications Emergency
Scenario	Hands-on Training Event
Sponsor	Pinellas County Department of Emergency Management (DEM)
Participating Organizations	Pinellas County Auxiliary Communication Service.
Point of Contact	Clayton Parrott PMP, FPEM, FMI Pinellas County ACS/ARES® EC- RO Phone (727) 464-4526 Cell: (727) 647-2388 cparrott@pinellascounty.org

2 GENERAL INFORMATION

2.1 TRAINING EVENT PARTICIPANTS

The term *participant* encompasses the three groups listed below.

a.   Instructors

b.   Trainees

c.   Observers

2.1.1 Instructors

Each instructor is a member of PinCo ACS who has demonstrated expertise in the setup, configuration, and operation of PinCo ACS communications equipment. For this training event, a total of six instructors have been assigned to the stations shown in Table I.

Table I. Training Instructors

No	Name		Call Sign	AUXC Trained	Station
1	Clayton	Parrott	KJ4RUS	Yes	CR Load/Unload
2	Mike	Drake	WA1RYQ	Yes	Shelter Operations
3	Dave	Byrum	KA4EBX	Yes	CR Prep and Deploy
4	Bruce	Kreutzer	N4BCK	Yes	CR Operations
5	Will	Scott	W7WMS	Yes	CR Operations
6	Dave	Rockwell	W4PXE	Yes	EOC Radio Rm
7	Tim	Cunningham	KM4YGV	Yes	EOC Radio Rm

2.1.2 Trainees

Trainees are members of PinCo ACS, PinCo Community Emergency Response Team (CERT), or organizations that support emergency communications in adjacent counties. All trainees have a

valid Federal Communications Commission (FCC) amateur radio license and preapproved by the PinCo ACS Radio Officer (RO) to take part in the training event.

The pool of registered trainees will be divided into four teams. Each team has a maximum size of four members. The team assignments for this training event are shown in Table II.

Table II. Trainee Assignments

No	Name		Call Sign	AUXC Trained	Station
1	Gary	Lamunion	W8GLL	Yes	Team 1A
2	Chuck	FaFara	KQ4GMO		Team 1A
3	Jason	Esterline	N4BOZ	Yes	Team 1B
4	Steve	Oliphant	N2KBD		Team 1B
5	Pamela	Lamunion	KQ4IOT	*Registered*[1]	Team 2A
6	Ryan	Rager	AF4O	Yes	Team 2A
7	Steve	Siesel	K4KSA	Yes	Team 2B
8	Douglas	Williams	N2DW		Team 2B
9	Nicolas	Nocera	KQ4DGU	Yes	Team 3A
10	Timothy	Carswell	KI7JCY		Team 3A
11	Gary	Potts	KM4DYD	Yes	Team 3B
12	Steve	Foy	N4FOY		Team 3B
13	Carol	De La Torre	AB4YI	Yes	Team 4A
14	Sean	Harrison	KO4BTW		Team 4A
15	Ryan	Ryzek	KJ4FXX	Yes	Team 4B
16	Robert	Burke	KC4SXO	*Registered*[1]	Team 4B

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[1] Trainee is registered for the June 2024 AUXCOMM class.

2.1.3 Observers

Observers visit or view selected segments of the training event. Observers do not take part in any of the training activities.

2.2 TRAINING EVENT ASSUMPTIONS AND ARTIFICIALITIES

In any training event, assumptions and artificialities may be necessary to complete the training in the time allotted and/or account for logistical limitations. Participants should accept that assumptions and artificialities are inherent in any training event and should not allow these considerations to negatively impact their participation.

2.2.1 Assumptions

Assumptions constitute the implied factual foundation for the training event and, as such, are assumed to be present before the training event starts. The following assumptions apply to the training event:

    a.   The training event is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.

    b.   The training event tasks align with the tasks that PinCo ACS communication team members will be required to perform during an activation event.

2.2.2 Artificialities

During the training event, the following artificialities apply:

    a.   Shelter teams will deploy to locations on the PinCo Public Safety Complex rather than to PinCo emergency evacuation shelters. Each simulated emergency evacuation shelter location will have AC power available. A Tri-Band Portable/Emergency antenna and 25 ft of RG8x coaxial cable will be installed adjacent to each simulated shelter location for use during the training event.

b.   Deployable Comm Center teams will deploy to locations on the PinCo Public

Safety Complex where Command-Runner™ CRDs™ have been prepositioned.

Each Deployable Comm Center location will have AC power available.

3 LOGISTICS

3.1 SAFETY

Safety takes priority over training event activities. The following general requirements apply to the training event.

a.   For an emergency that requires assistance, use the phrase **["real-world emergency."]** The following procedures should be used in case of a real emergency during the training event:

(1)   Anyone who observes a participant who is seriously ill or injured will immediately notify emergency services and the closest instructor, and, within reason and training, render aid.

(2)   Anyone aware of a real emergency will initiate the **["real-world emergency"]** broadcast on the *Instructor Net* and provide the PinCo ACS RO with the location of the emergency and resources needed.

3.1.1 Electrical and Radio Frequency Hazards

The following electrical and Radio Frequency (RF) safety procedures apply to this training event.

a.   Do not operate radio equipment when somebody is either standing near to or touching the antenna.

b.   Do not operate radio equipment during a lightning storm. Disconnect the power source and antenna before a storm.

c.   Do not expose radio equipment to rain or any liquids.

3.1.2 Weather Hazards

The instructor operating in the PinCo EOC radio room will monitor National Oceanic and Atmospheric Administration (NOAA) Weather Radio and immediately notify all training teams of approaching inclement weather.

3.2 SITE ACCESS

3.2.1 Security

Entry controls for the PinCo EOC and venues located on the PinCo Public Safety Complex will limit the movement of non-credentialed participants. For initial entry into the complex or for movement between training stations during the training event, participants will need to be escorted by an instructor or credentialed participant.

3.3 EQUIPMENT AND MATERIAL SUPPORT

Personal and position related Go-kits are not being evaluated during this training event. All communications equipment, event documentation, administrative supplies, tools, test equipment, and materials will be supplied by the instructors.

3.3.1 Communications Equipment

The PinCo communications equipment listed below will be used during the training event.

    a.   The PinCo EOC Radio room equipment suite.

    b.   Six PinCo Command-Runners.

        (1)   Two used for pre-deployment test and preparation.

        (2)   Two used for transport vehicle load/unload.

        (3)   Two used for operational testing.

    c.   Four PinCo VHF Radio go-kits.

    d.   Four Tri-Band Portable/Emergency Antennas – EE-3.

    e.   Four 25 ft coaxial jumper cables.

3.3.2 **Tools, Test Equipment, and Materials**

The tools, test equipment, miscellaneous materials needed to support the training event are listed below.

    a.   Two transport vehicles.

    b.   The tools, test equipment, materials, and miscellaneous items documented in the following preventive maintenance procedures.

        (1)   Command-Runner

            (a)   S-2R: Radio Code Plug Maintenance

            (b)   S-3R: Inspect, Clean, and Inventory Equipment

            (c)   A-2R: Mechanical System Checks

    c.   2-Meter hand-held transceivers programmed and tuned to the ***Instructor Net***. One transceiver will be assigned to each training venue.

3.3.3 **Instructor Documentation and Administrative Supplies**

The documentation and administrative supplies needed by the team of instructors are listed below.

    a.   2024 Training Event One – PinCo ACS Exercise Evaluation Guide for Evacuation Shelters.

    b.   2024 Training Event One – PinCo ACS Exercise Evaluation Guide for Deployable Comm Center.

    c.   2024 Training Event One – PinCo ACS Instructor Guide.

    d.   Training Station Placards.

    e.   Forms

        (a)   *Training Event Check-in / Check-out form.*

        (b)   *ICS 205A Communications List.*

3.3.4 **Trainee Documentation and Administrative Supplies**

The documentation set, administrative supplies, and Incident Command System (ICS) forms that will be needed by each training team are listed below.

    a.   Test Event Documentation Set

        (1)   Incident Action Plan (IAP) that contains, as a minimum, the following information.

            (a)   ICS 202 Incident Objectives

            (b)   Position Specific ICS 204 Assignment Lists.

                <u>1.</u>   PinCo Evacuation Shelter

                <u>2.</u>   PinCo Deployable Comm Center

            (c)   ICS 205 Incident Radio Communications Plan.

            (d)   ICS 208 Safety Message

        (2)   The *PinCo ACS Equipment Maintenance Procedures* document.

        (3)   The *PinCo ACS Radio Go-kit Job Aid*.

        (4)   The *PinCo ACS Command-Runner Job Aid*.

        (5)   The *Pinellas County Command-Runner Supplemental Data* document.

        (6)   PinCo ACS Forms

            (a)   The *PinCo ACS Radio Kit Tracking Log*.

            (b)   The *PinCo ACS Radio Kit Equipment Inventory Record.*

            (c)   The *PinCo Command-Runner Check-out/Check-in for*m.

            (d)   The *Command-Runner Equipment Maintenance Record*.

            (e)   The *Command-Runner Equipment Inventory Record*.

    b.   Administrative Supplies

        (1)   Pens / Pencils

        (2)   Notebook / paper

c.   ICS Blank Forms

(1)   ICS 214 Activity Log

4 TRAINING STATIONS

4.1 SHELTER OPERATIONS

4.1.1 Assumptions

a.   Instructors will move the PinCo VHF Radio Kits into the EOC prior to the training event.

b.   Four Tri-band portable/emergency antennas will be installed at the training venue prior to the start of the first training period.

c.   A radio code plug sheet is included in the radio go-kit.

d.   Each station will be assigned a shelter name (e.g., Largo High School, Lealman Exchange, etc.).

e.   Computers have Winlink, VARA FM, and UZ7HO installed, and a Tactical Address assigned.

f.   Each shelter station will be provided with an Incident Action Plan that contains the information documented in section 3.3.4.

4.1.2 Stations

a.   Four stations will be used for this training activity. One trainee will be assigned to each station.

b.   One instructor will be assigned.

4.1.3 Tasking

Each trainee will perform the following actions.

a.   Inspect and inventory the contents of the deployable VHF amateur radio go-kit issued to each trainee by the PinCo EOC.

(1)   Complete the *PinCo ACS Radio Kit Equipment Inventory Record* to verify kit contents.

(2)   Complete the equipment check-out section of the *PinCo ACS Radio Kit Tracking Log*.

b.   Unpack the go-kit. Configure the VHF amateur transceiver and computer system to support VHF voice and Winlink digital communications.

(1)   Transceiver, Computer, DRA, and Power Supply are disconnected.

(2)   No cables are connected between components.

c.   Establish voice communications with the PinCo EOC on the *Trainee Net*. All voice communications will use tactical call signs.

d   Compose and send a Winlink message to the PinCo EOC using VHF communications. All digital communications will use tactical addresses (PINCO-STN*n*).

(1)   Create and send a Winlink Check-in message.

(a)   Site specific information (e.g., location, status, etc.) will be provided by the instructor.

(2)   Message exchange will be with the W4ACS-10 RMS.

(3)   Notify the PinCo EOC Radio room when the message has been sent. Use the *Trainee net* for the notification.

(4)   When notified by the PinCo EOC radio room that a Winlink message has been sent to the Shelter, retrieve the message and comply with its instructions.

e.   Power-down; inventory, and pack for transport all deployable VHF amateur radio terminal equipment.

(1)   Complete the check-in section *PinCo ACS Radio Kit Tracking Log*.

(2)   Return kit components the pre-test configuration.

4.2 COMMAND-RUNNER – PREPARE FOR DEPLOYMENT

4.2.1 Assumptions

    a.   Instructors will move Command-Runners into the EOC prior to the training event.

    b.   Each Command-Runner will be in the closed/stowed configuration when trainees arrive.

    c.   The following documentation, material, tools, and test equipment will be available at the training station.

        (1)   The *Pinellas County ACS Equipment Maintenance Procedures* document.

        (2)   The *Pinellas County Command-Runner Supplemental Data* document. This document specifies the current radio code plug version number for each radio.

        (3)   All material, tools, and miscellaneous items specified in the assigned preventive maintenance tasks.

4.2.2 Stations

    a.   Two Command-Runners will be used for this training activity. Two trainees will be assigned to each Command-Runner.

    b.   One instructor will be assigned.

4.2.3 Tasking

Each trainee will perform the following actions.

    a.   Perform the following Command-Runner preventive maintenance tasks.

        (1)   S-2R: Radio Code Plug Maintenance

        (2)   S-3R: Inspect, Clean, and Inventory Equipment

        (3)   A-2R: Mechanical System Checks

b.   For each Command-Runner, complete the following documentation. Once complete, provide documentation to the instructor.

(1)   The *PinCo Command-Runner Check-out/Check-in form*.

(2)   The *Equipment Maintenance Record*.

(3)   The Command-Runner *Equipment Inventory Record.*

c.   Power-down; stow all ancillary equipment; and configure the Command-Runner for transport.

4.3   COMMAND-RUNNER – TRANSPORT VEHICLE LOAD/UNLOAD

4.3.1 Assumptions

    a.   Instructors will pre-position two Command-Runners in the parking garage prior to training.

    b.   A transport vehicle will be prepositioned next to each Command-Runner.

    c.   The following documentation will be available at the training station.

          (1)   The *PinCo ACS Command-Runner Job Aid*.

4.3.2 Stations

    a.   Two Command-Runners will be used for this training activity. Two trainees will be assigned to each Command-Runner.

    b.   One instructor will be assigned.

4.3.3 Tasking

Each trainee will perform the following actions.

    a.   Load the Command-Runner onto the transport vehicle.

          (1)   Install the hitch adaptor onto an approved transport vehicle and then load the Command-Runner onto the hitch assembly. Verify that the Command-Runner is locked in its transport position and that the brake and turn signal lights are working properly.

    b.   Unload a Command-Runner from the transport vehicle.

          (1)   Remove the hitch adapter from the transport vehicle and store the adaptor on the Command-Runner lower chassis assembly.

4.4   COMMAND-RUNNER – SET-UP, CONFIGURE, AND OPERATE

4.4.1 Assumptions

a.   Instructors will pre-position two Command-Runners outdoors on the Public Safety Complex.

b.   Each Command-Runner will be in the closed/stowed configuration.

c.   The following documentation will be available at the training station.

   (1)   The *PinCo ACS Command-Runner Job Aid*.

   (2)   The *Pinellas County Command-Runner Supplemental Data* document.

d.   Each Command-Runner will be provided with an Incident Action Plan that contains the information documented in section 3.3.4.

e.   The High Frequency (HF) capabilities of the Command-Runner will not be exercised or tested during this training event.

f.   The gasoline power generator will not be used during this training event.

4.4.2 Stations

a.   Two stations will be used for this training activity. Two trainees will be assigned to each Command-Runner.

b.   Two instructors will be assigned, one for each Command-Runner.

4.4.3 Tasking

Each trainee will perform the following actions.

a.   Power-on and configure the Command-Runner for VHF/UHF voice and digital communications. The Command-Runner will use an AC power source.

b.   Establish VHF comms with the PinCo EOC using tactical call signs.

   (1)   Use the FTM-400 amateur VHF/UHF radio on the ***Trainee net***.

(2)   Use the XPR-5550e UHF public safety radio on a channel selected by the PinCo EOC Radio Room.

(3)   Use the IC-5021 VHF public safety radio on a channel selected by the PinCo EOC Radio Room.

(4)   Use the APX-4500 P25 public safety radio on a channel selected by the PinCo EOC Radio Room.

c.   Compose and send a Winlink message to the PinCo EOC using VHF communications. All digital communications will use tactical addresses.

(1)   Create and send a Winlink Check-in message.

(a)   Site specific information (e.g., location, status, etc.) will be provided by the instructor.

(2)   Message exchange will be with the W4ACS-10 RMS.

(3)   Notify the PinCo EOC Radio room when the message has been sent. Use the *Trainee net* for the notification.

d.   When notified by the PinCo EOC radio room that a Winlink message has been sent to the Command-Runner, retrieve the message and comply with its instructions.

e.   Power down the Command-Runner and configure it for transport.

4.5   EOC Radio Room

Two instructors will staff the radio room. No EOC Radio Room training is planned during this training event.

5 POST-TRAINING EVENT ACTIVITIES

5.1 DEBRIEFINGS

The purpose of a post-training event debriefing is to collect feedback from the event participants to improve the design and content of future training activities.

5.1.1 Hotwash

A hotwash is planned for this training event. The Hotwash will take place at the PinCo EOC at the end of training period four. Lunch will be served to those in attendance. All training event participants are encouraged to attend. At the conclusion of this meeting, all trainees will be released.

The hotwash will be led by the PinCo ACS Training officer. The purpose of the hotwash is to provide trainees and instructors with an opportunity to discuss strengths and areas where future training events can be improved.

5.2 POSITION TASK BOOKS

The purpose of PinCo ACS Training Event One is to 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. Many of the skills performed during the training event correspond directly to a subset of the skills required for certification in one or more of the positions listed below.

    a.   Pinellas County ACS

        (1)   Basic VHF/UHF Communicator
        (2)   Evac Shelter VHF/UHF Communicator
        (3)   Deployable Comm Center Communicator

b.   ARES Level 2 Communicator

c.   Auxiliary Communicator (AUXC)

One step in the certification process is the documentation of PTB items that were completed by the trainee and witnessed by an evaluator. At the conclusion of the training event and following the hotwash, evaluators will review each trainee's set of PTBs and sign each PTB item that was successfully completed by the trainee. To aid evaluators in this process, Exercise Evaluation Guides (EEG) have been created that identify individual PTB tasks satisfied during the training event and eligible for signoff. The evaluators authorized to signoff PTB items are documented in Table III.

Table III. Evaluators Authorized to Sign PTBs

No	Name		PinCo ACS PTB Item	FL ARES® PTB Item	AUXC PTB Item
1	Clayton	Parrott	Yes	Yes	Yes
2	Dave	Byrum	Yes	Yes	Yes
3	Mike	Drake	Yes	No	No
4	Will	Scott	Yes	No	No
5	Bruce	Kreutzer	Yes	No	No

PTBs will not be retained by PinCo ACS or any training event evaluator. It is the responsibility of each trainee to maintain control of their personal PTBs.

6 PARTICIPANT INFORMATION AND GUIDANCE

6.1 TRAINING EVENT RULES

The following general rules govern the training event.

a. Trainees should strive to comply with the procedures documented in *Pinellas County ACS plans and standard operating procedure (SOP)* documents unless otherwise directed by an instructor.

b. All communications (including written, radio, telephone, and e-mail) during the training event should begin with the statement "**This is an exercise**". These precautions are taken so that anyone who overhears a conversation or reviews written message traffic will not mistake training activities for a real-world emergency.

6.2 TRAINEE INSTRUCTIONS

Trainees should follow certain guidelines before, during, and after the training event to ensure a safe and effective training event.

6.2.1 Before the Training Event

a. Review appropriate organizational plans, procedures, and training event support documents.

    (1) Pinellas County ACS Emergency Communication Plan and Standard Operating Procedures. Sections of interest are listed below.

        (a) Section 5.1.3: Tactical Call Signs and Winlink Tactical Addresses.

        (b) Section 5.2.1: Site Activity Log ICS 214

    (2) Pinellas County ACS Equipment Maintenance Procedures.

b.   Bring the following materials to the training event.

      (1)   PinCo Volunteer Badge.

      (2)   Position Task Books and related items.

           (a)   ICS course completion certificates and State Emergency Response Team (SERT) Training Resources and Activity Center (TRAC) transcript.

           (b)   Position Task Book (PTB) for the Position of PinCo ACS Communicator; Version (-); February 2024

           (c)   Florida ARRL Tri-Section ARES® Standardized Training Plan – Emergency Communicator Individual PTB; January 2020

           (d)   PTB for the Position of Auxiliary Communicator (AUXC); Version 2.0; January 2022

NOTE: _Personal and position related Go-kits are not being evaluated during this training event and trainees should <u>not</u> bring Go-kit material, except as specified elsewhere in this plan, to the event._

c.   When notified of ACS training event (_Alert Pinellas_), acknowledge receipt of the _Alert Pinellas_ notification and indicate if you will be attending.

d.   Arrive properly equipped and attired at the PinCo EOC at the designated reporting time and then complete the incident check-in process.

      (1)   Arrive at the Pinellas EOC for the training event at least 30 minutes prior to the start of the event in-brief. An instructor will be available at the front of the building to escort participants into the EOC.

      (2)   Complete the Check-in section of **_Training Event Check-in / Check-out_** form.

      (3)   Verify/update contact information into the event **_ICS 205A, Communications List._**

(4)   Dress appropriately for the training event.

(a)   Long pants, shirt, and closed toed shoes are required. Participants will be spending time outside, so a wide brim hat is also recommended.

(b)   Participants who arrive at the EOC wearing shorts, T-shirts, or sandals will be turned away.

e.   Attend the training event Briefing.

6.2.2 During the Training Event

This is an instructor led training activity, not a test. Trainees are not expected to be proficient in all the skills being taught. If you do not understand how to perform a task, ask your instructor for assistance.

a.   Maintain a personal activity log, *ICS 214*, of your activities.

6.2.3 After the Training Event

a.   Participate in the Hotwash.

b.   Provide any notes or materials generated from the training event (e.g., ICS 214, etc.) to the PinCo ACS training officer.

c.   Provide applicable PTBs to evaluators for review and sign-off.

d.   Complete the Check-out section of the *Training Event Check-in / Check-out* form prior to departure.

e.   Notify the PinCo ACS leadership team upon safe arrival home.

A COMMUNICATIONS PLAN

A.1 TACTICAL CALL SIGNS

This section of the document contains a list of tactical call signs and Winlink tactical addresses used by PinCo ACS during the training event.

TABLE A- 1. Tactical Call Signs and Winlink Tactical Addresses

Position No	Position	Voice Tactical Call Sign	Winlink Tactical Address
1	PinCo EOC Radio Room	PINELLAS EOC	PINCO-EOC
2	PinCo ACS Admin Officer	N/A	PINCO-ADMIN
3	Instructor – Shelter Ops	SHELTER OPS	N/A
4	Instructor – Command-Runner Prep	COMMAND-RUNNER PREP	N/A
5	Instructor – Command-Runner Ops	COMMAND-RUNNER OPS	N/A
6	Instructor – Command-Runner Transport	COMMAND-RUNNER TRANSPORT	N/A
7	PinCo ACS Command-Runner 5	POD CENTER ONE	PINCO-CR5
8	PinCo ACS Command-Runner 6	STAGING AREA TWO	PINCO-CR6
9	Shelter – Belleair Elementary School	BELLEAIR ELEMENTARY	PINCO-STN01
10	Shelter – Gibbs High School	GIBBS HIGH	PINCO-STN02
11	Shelter – Lealman Exchange	LEALMAN EXCHANGE	PINCO-STN03
12	Shelter – Largo High School	LARGO HIGH	PINCO-STN04

A.2 INCIDENT COMMUNICATIONS PLAN

The Incident Communications Plan, ICS 205, created for this training event is shown in TABLE A- 2.

TABLE A- 2. INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: 2024 Training Event One	2. Date/Time Prepared: Date: 5/30/2024 Time: 1400	3. Operational Period: Date From: 6/8/2024 Date To: 6/8/2024 Time From: 0700 Time To: 1500

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talk group	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode A, D, M	Remarks
	3	Tactical	PinCo ACS Plan A	Trainee Net	146.4300W	CSQ	146.4300W	CSQ	A	PinCo ACS Plan A
	4	Command	PinCo ACS Plan B	Instructor Net	146.4700W	CSQ	146.4700W	CSQ	A	PinCo ACS Plan B
	20	Tactical	TB Simplex	VHF CR Ops	147.5500W	CSQ	147.5500W	CSQ	A	Tampa Bay Simplex
		Tactical	EOC A	P25 CR Ops	800MHz N				D	See Special Instructions Below
		Tactical	Lgo FD-TAC 1	UHF CR Ops	444.3750N	CSQ	449.3750N	CC 1	D	F-DARN; DMR; Largo
	34	Tactical Data	WL ACS	PinCo Winlink	145.0900W	CSQ	145.0900W	CSQ	D	W4ACS- 10; VARA FM Wide / 1200 Packet; EMCOMM Group
	85	Support	NWS-5	Weather	162.5000W	CSQ			A	NOAA Weather Radio

5. Special Instructions:

- ACS Comm Team Radio Kit channel numbers are listed in the *Ch#* column.
- PinCo ACS PLAN A – Used for Trainee traffic and coordination net.
- PinCo ACS PLAN B – Used for Instructor coordination net.
- Tampa Bay Simplex Freq – Used to test the operation of the Command-Runner IC-5021 VHF Public Safety Transceiver.
- EOC A – Used to test the operation of the Command-Runner APX-4500 P25 Transceiver.
- FDARN TAC 1 – Used to test the operation of the Command-Runner XPR-5550e UHF Public Safety Transceiver.

6. Prepared by (Communications Unit Leader)**:** Name: **Clayton Parrott**   Signature: _____

ICS 205	IAP Page _1_	Date/Time: TBD

B TRAINING EVENT SCHEDULE

The following schedules detail the timeline of significant events and activities that are planned for the training event.

B.1 TRAINING EVENT PLANNING SCHEDULE

The planning activities, meetings, and equipment preparation tasks scheduled for the Training Event are shown in TABLE B- I.

TABLE B- I. Training Event Planning Schedule

Date	Time	Personnel	Activity	Location
March 17th	1700	Planners	Initial distribution of draft training plan for review and comment.	Home / Email exchange
March 19th	1430	Planners	Distribution of Draft Rev (A) of the training plan for review and comment.	Home / Email exchange
March 30th	1900	Planners	Initial distribution of Draft EEGs for review and comment.	Home / Email exchange
April 11th	1900	Planners	Distribution of Draft Rev (B) of the Training plan and Draft Rev (A) of the EEGs for review and comment	Home / Email exchange
April 15th	1600	Planners	Distribution of Draft Rev (C) of the training plan for review and comment	Home / Email exchange
April 17th	1900	Planners	Initial Training Event Planning Meeting	Zoom
April 19th	1900	All Participants	Initial Training Event briefing to membership	PinCo EOC
April 29th	1900	Planners	Distribution of Draft Rev (D) of the training plan and Draft Rev (-) of the Instructor Guide for review and comment.	Home / Email exchange
May 6th	1230	Trainees	Distributed Registration notice via PinCo ACS groups.io.	Home/Email

TABLE B- I. Training Event Planning Schedule

Date	Time	Personnel	Activity	Location
May 9th	1700	Instructors	Distribution of Draft Rev (A) of the Instructor Guide for review and comment.	Home / Email exchange
May 16th	1900	All Participants	Training Event briefing to membership	PinCo EOC
May 27th	1700	Instructors	Notify trainees of selection to take part in training event. Email documents each action trainee should complete prior to the training event. Request confirmation that they will participate in event.	Home / Email exchange
May 30th	1700	Instructors	Release of final Training Plan, Instructor Guide, Shelter EEG, and Deployable Comm Center EEG.	Home / Email exchange
June 3rd	1700	Instructors	Distribute Email to all Trainees. Request confirmation of their participation.	Home / Email exchange

B.2   TRAINING EVENT – DAY MINUS ONE

The schedule of activities planned for the day prior to the training event is shown in TABLE B- II.

TABLE B- II. Training Event Schedule - Day minus one

June 7th	Personnel	Activity	Location
1200-1600	Instructors	Initial Equipment staging and Student package preparation.	EOC
1800-1830	Instructors	The leadership team notifies all registered trainees of training event using *Alert Pinellas*.	EOC
1800-1900	Trainees	Trainees acknowledge receipt of *Alert Pinellas* notification and indicate if they will be attending.	Home

B.3 TRAINING EVENT SCHEDULE

The schedule for the training event is shown in TABLE B- III

TABLE B- III. Training Event Schedule

June 8th	Personnel	Activity	Location
0700-0730	Instructors	Equipment staging and communication checks.	EOC
0745-0800	Trainees	All Trainees arrive at the Public Safety Complex and complete the check-in process (ICS 205A).	EOC
0800-0830	All Participants	Operational Briefing and team assignments.	EOC
0830-0930	All Participants	**Training Period one**	EOC
0930-0945	All Participants	Break – Training Station Rotation	EOC
0945-1045	All Participants	**Training Period two**	EOC
1045-1100	All Participants	Break – Training Station Rotation	EOC
1100-1200	All Participants	**Training Period three**	EOC
1200-1215	All Participants	Break – Training Station Rotation	EOC
1215-1315	All Participants	**Training Period four**	EOC
1315-1330	All Participants	Break	EOC
1330-1430	All Participants	Lunch and hotwash	EOC
1430-1500	All Participants	PTB sign-off	EOC
1500	Trainee	Depart for home – End of Training	EOC
1500-1600	Instructors	Pack and stow all remaining equipment	EOC

B.4 TEAM ROTATION SCHEDULE

Each team of trainees will spend one hour at each training station. Team assignments for each training period are shown in TABLE B- **IV**.

TABLE B- IV. Team Rotation Schedule

Station	Period 1 0830-0930	Period 2 0945-1045	Period 3 1100-1200	Period 4 1215-1315
Shelter Operations	Team 1	Team 4	Team 3	Team 2
Command-Runner Prep and Deploy	Team 2	Team 1	Team 4	Team 3
Command-Runner Load/Unload	Team 3	Team 2	Team 1	Team 4
Command-Runner Operations	Team 4	Team 3	Team 2	Team 1

C TRAINING SITE VENUES

A training site survey was conducted on June 4th, 2024. Venue locations were identified and are documented in the photographs below.

Figure C- 1. Shelter Team Venue

Figure C- 2. Command-Runner - Prep for Deployment Venue
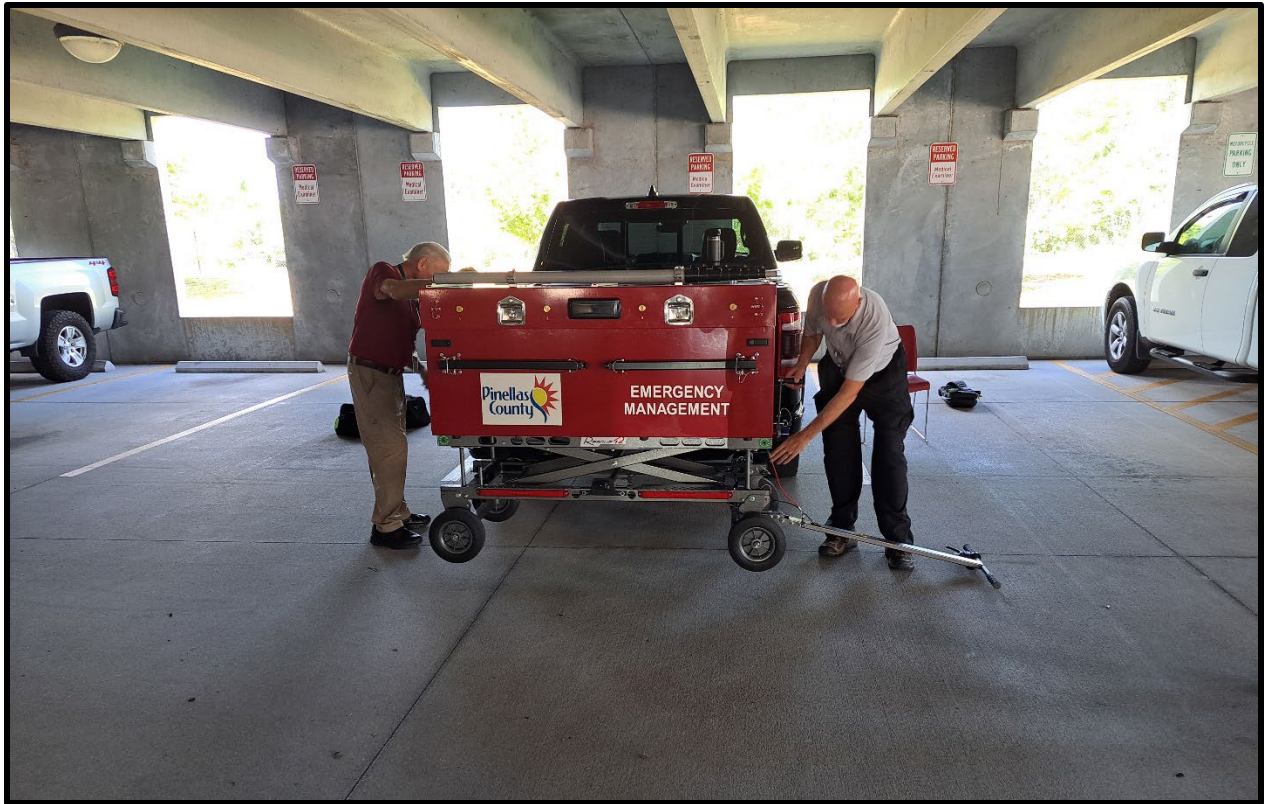
Figure C- 3. Command-Runner - Load/Unload Venue

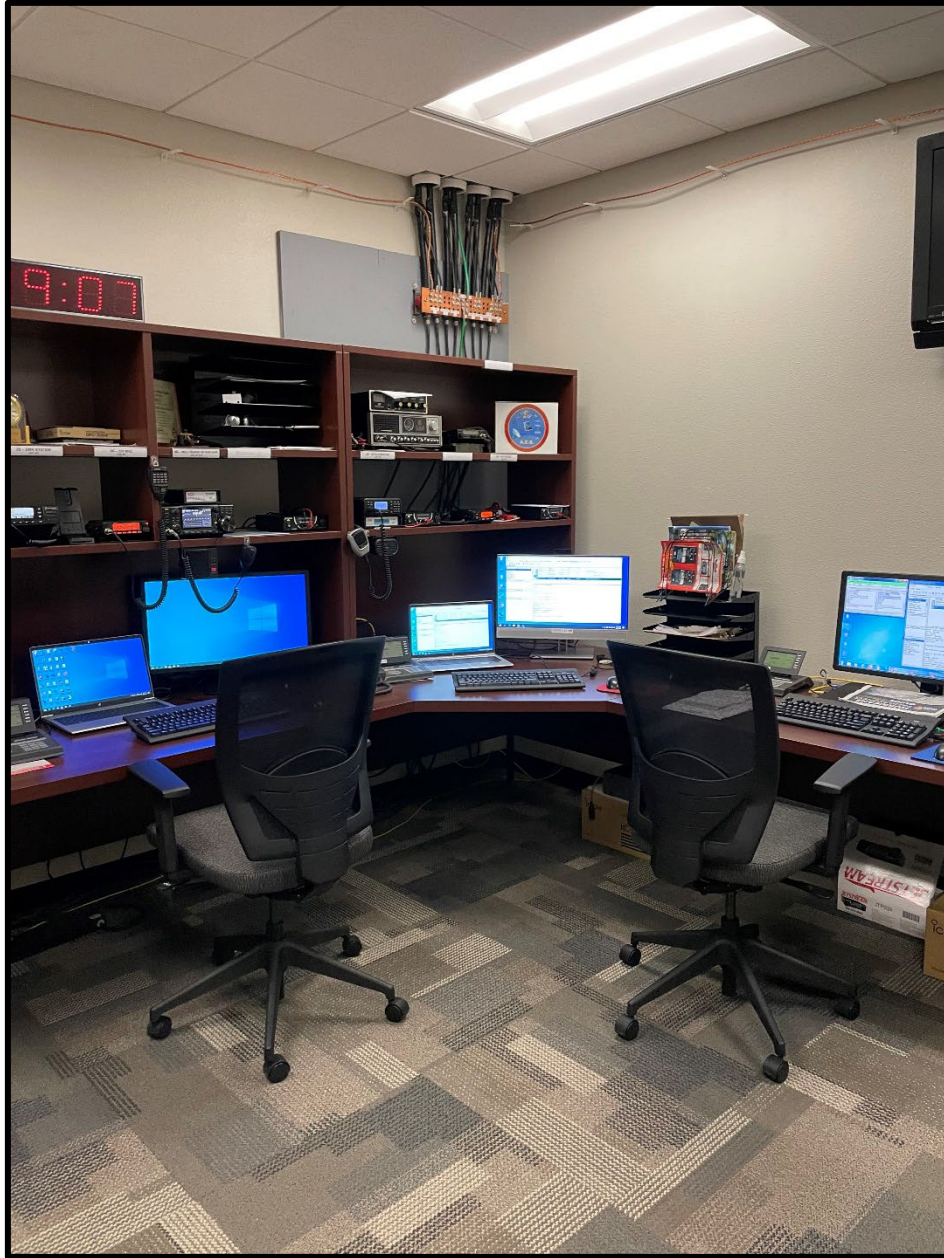Figure C- 4. Command-Runner Operations Venue

Figure C- 5. PinCo EOC Radio Room

D ACRONYMS AND ABBREVIATIONS

D.1 ACRONYMS

The following acronyms are used in this document.

ACRONYM	DEFINITION
AC	Alternating Current
ACS	Auxiliary Communication Service
ARES®	Amateur Radio Emergency Service®
ARRL	American Radio Relay League
CERT	Community Emergency Response Team
CRD™	Compact Rapid Deployable
CSQ	Carrier Squelch
DEM	Department of Emergency Management
EC	Emergency Coordinator
EEG	Exercise Evaluation Guide
EOC	Emergency Operations Center
FCC	Federal Communications Commission
FMI	Florida Master Instructor
FPEM	Florida Professional Emergency Manager
HSEEP	Homeland Security Exercise and Evaluation Program
HF	High Frequency
IAP	Incident Action Plan
ICS	Incident Command System
NOAA	National Oceanic and Atmospheric Administration
PMP	Project Management Professional
PTB	Position Task Book

ACRONYM	DEFINITION
RF	Radio Frequency
RMS	Radio Message Server
RO	Radio Officer
SERT	State Emergency Response Team
SOP	Standard Operating Procedure
TRAC	Training Resource and Activity Center
UHF	Ultra-High Frequency
VHF	Very-High Frequency

D.2 ABBREVIATIONS

The following abbreviations are used in this document.

ABBREVIATION	DEFINITION
AUXC	Auxiliary Communicator
AUXCOMM	Auxiliary Communications
MHz	Megahertz
PinCo	Pinellas County