

Amateur Radio Emergency Service®
Simulated Emergency Test
Player Handbook
Connecticut ARES®



Compiled & Edited by
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Section Emergency Coordinator

Version 1.1 (October 2011)

SET 2011 Player Handbook

Purpose

This *SET 2011 Player Handbook* provides all exercise players with information required to participate effectively in the Connecticut Section Simulated Emergency Test (SET). Players should feel free to ask questions and seek clarification concerning their roles and responsibilities and the rules of exercise play.

Anyone with questions about the exercise not answered in this *SET 2011 Player Handbook* should contact the District Emergency Coordinator (DEC) for their respective Amateur Radio Emergency Service® (ARES®) Region using their *callsign@arrl.net* for email:

Region 1 - Toy K1WYQ

Region 2 - Douglas WA1SFH

Region 3 - Jonathan KB1KIX

Region 4 - Reed K1EMD

Region 5 - David K1DAV

Scope

The Connecticut Section 2011 SET will be a statewide emergency communications exercise. It is intended to test our ability to provide communications for our Served Agencies which include the Connecticut Department of Emergency Management and Homeland Security (DEMHS), the American Red Cross (ARC), as well as local municipalities.

Exercise play will begin on *Saturday, 29 October 2011 at approximately 0900 EDT* and end at about *1500 EDT Saturday* as determined by the Exercise Director. Play will occur over two operational periods: 0900-1200 and 1200-1500. The exercise will be executed at the Regional level by the respective District Emergency Coordinators.

Quoting from the American Radio Relay League (ARRL) website:

"The ARRL Simulated Emergency Test is a nationwide exercise in emergency communications, administered by ARRL Field Organization Leaders including Emergency Coordinators, District Emergency Coordinators, Section Emergency Coordinators and Net Managers. Many other Section Leaders like the Section Manager and the Section Traffic Manager may have a hand in planning the exercises and/or reviewing the results. Amateur Radio Emergency Service® (ARES®), National Traffic System (NTS), Radio Amateur Civil Emergency Service (RACES) and other public-service oriented groups can be involved. The SET weekend gives communicators the opportunity to focus on the emergency-communications capability within your community while interacting with NTS nets..."

Please note that we are seeking maximum participation from ALL radio amateurs, not just CT ARES® members!

Exercise Objectives

General guidelines for the SET are given at the following ARRL web link:

<http://www.arrl.org/chapter-2-simulated-emergency-test-set>

In addition to the SET purposes outlined on the ARRL website, the CT Section 2011 SET Planning Committee has established the following specific Exercise Objectives:

- (1) Establish emergency communications (both voice and data) within and between the five CT ARES® Regions - to include fixed, mobile, and field-deployed stations.
- (2) Encourage the use of emergency power (battery, generator, and/or mobile) by all stations during the exercise.
- (3) Maximize the number of amateur radio participants - the five Regional District Emergency Coordinators will establish Resource Nets and Tactical Nets as needed and will coordinate exercise play within their respective areas.
- (4) Utilize National Traffic System (NTS) format for all record message traffic.
- (5) Coordinate and integrate interplay between ARES®, NTS, and SKYWARN™ components.
- (6) Incorporate appropriate elements of NIMS/ICS to the degree possible.

Concept of Play

At the start of the exercise the scenario will require notification of response personnel and activation of the Emergency Operations Plan (EOP) for each the CT ARES® Regions. Each Region will be prepared to standup Resource, Tactical, Weather/SKYWARN™, and/or Traffic Nets as needed to execute the exercise plan.

Exercise Assumptions

- Coordination of Regional responses by the DEC (or his alternate) will be essential.
- All participating agencies, departments, and organizations have in-place established emergency management plans, annexes, and procedures.
- These plans, annexes, and procedures contain mitigation, response, and recovery elements.
- Exercise players will respond in accordance with the existing plans, procedures, and policies. In the absence of applicable plans, procedures, or policies, players will be expected to apply individual and/or team initiative to satisfy response requirements.
- A multi-agency response to an emergency situation will be required to support the various communities.

Exercise Artificialities

It is recognized that certain artificialities and constraints detract from exercise realism. However, exercise players are to accept the following artificialities as a means of facilitating the accomplishment of the exercise objectives and performance criteria.

- We are purposely trying to conduct the test using a compressed timeline so that we can maximize participation by all radio amateurs in Connecticut and contiguous states. Some locations will be fully activated and staffed at the start of the exercise.
- Alert, notification, and initial activation activities will be an important part of the overall exercise.
- Non-exercise use of some resources may remove them from play.

Exercise Simulation

Simulation during this exercise may be required to compensate for non-participating organizations, individuals, and field units that would actually be deployed in a real-world response. Although simulations may detract from exercise realism, the simulated incidents (including messages from and to simulated entities) provide the means to facilitate exercise play and provide for the testing of exercise objectives and specific performance criteria.

All persons, agencies, response units, citizens, and higher levels of government not actually participating in the exercise will be represented as needed by simulation or through exercise control. When players determine the need to deploy, recall, or otherwise task any resources, they must follow existing procedures and coordinate with the appropriate ARES®, NTS, SKYWARN™, or other leadership officials as they would in an actual response. As the exercise is being played in a real-time environment, the control team will provide the players any information that they need that would have come from other sources.

Scenario Narrative

The exercise scenario will be a plausible incident (or series of incidents) that creates an urgent need for establishing emergency communications statewide.

Players should be prepared to participate in an exercise that tests their ability to meet the Exercise Objectives stated previously. You should anticipate the involvement of ARES®, NTS, and SKYWARN™, as well as CT DEMHS Regional Offices, the Red Cross, and local municipal Emergency Operations Centers (EOCs).

Details of the scenario will be disclosed as the exercise progresses.

Player Procedures and Responsibilities

Primary players in this exercise will be licensed amateur radio operators providing emergency communications support in accordance with the protocols, procedures, frequency plans, and other guidance as detailed in the ARES® Emergency Operations Plan (EOP) in effect for their respective CT ARES® Region.

Coordination and execution of the exercise plan within each of the five CT ARES® Regions will be the responsibility of the District Emergency Coordinator (DEC) or his designee, as well as Assistant DEC's (ADECs), and local or zone Emergency Coordinators (ECs).

Safety and Security

All voice exchanges should begin and end with the phrase "This is a drill." Written messages should contain the word "Test" as part of the precedence, e.g., Test Priority, in the message preamble. Written messages should also include the phrase "This is a drill" as the first words in the text (or body) of the message.

Should an actual emergency occur at any time during the exercise that dictates that play should stop, the phrase "Real World" (preferably repeated three times) shall be used to indicate that exercise play is suspended until further notice or until the emergency is resolved. ARES® officials with knowledge of the actual emergency situation should inform the Regional DEC, the Exercise Director, and the Section Emergency Coordinator (SEC) of any pertinent details of the situation as soon as practicable.

Communications

Communications during the SET will be in accordance with the respective Emergency Operations Plans (EOP) as promulgated for each of the five CT ARES®/DEMHS Regions.

The District Emergency Coordinator (DEC) should ensure that contingencies are in place to ensure that Net Control Stations (NCS) are designated and prepared to conduct their respective Resource, Tactical, and/or Traffic Nets.

Statewide coordination and message handling between CT ARES® Regions will be accomplished through multiple redundant channels to include but not limited to:

- Wide area coverage VHF repeaters (e.g., W1EDH Glastonbury, W1BCG Killingworth)
- Linked VHF/UHF repeater systems (KB1AEV & PVRA)
- HF SSB on 3.965 MHz LSB and/or 7.280 MHz LSB
- VHF packet using Winlink Airmail peer-to-peer and via RMS nodes (e.g., W1GTT-10)
- VHF "classic" packet using peer-to-peer connections and FlexNet (e.g., W1EDH-4)
- Landline (voice/fax) and cellular (voice/text) telephones (if available)
- Internet email will only be authorized for use for Exercise Control functions

Reporting

Immediately after the conclusion of the exercise, responsible officials should complete the appropriate SET Report form (included in this handbook) - while the information is fresh and they are still engaged in the exercise process!!

These reports should be submitted to the District Emergency Coordinator for the Region involved without delay! It is ***critical*** to the SET reporting process that this be done in a **timely manner**, i.e., **not later than one week after the exercise!!**

The DECs will consolidate their Region's reports and then forward them electronically to the Exercise Scoring Coordinator, Mike K1DM (email: K1DM@arrl.net), **within two weeks** of the exercise. The Exercise Scoring Coordinator will review and consolidate the Regional reports and forward them to Wayne N1CLV (email: N1CLV@mac.com), the Section Emergency Coordinator (SEC) **within four weeks** of the exercise. The SEC will then make the final Connecticut Section submission to the ARRL.

Electronic versions of the ARRL SET Report Form A (EC's) & SET Report Form B (NM's) can be downloaded from the CT ARES website or by following this ARRL web links:

[http://www.arrl.org/files/file/Public Service/Form A SET 2011.doc](http://www.arrl.org/files/file/Public%20Service/Form%20A%20SET%202011.doc)

[http://www.arrl.org/files/file/Public Service/Form B SET 2011.doc](http://www.arrl.org/files/file/Public%20Service/Form%20B%20SET%202011.doc)

Any logs or other records produced as part of this exercise should be retained by the responsible person or organization.

To the maximum extent possible, DECs are encouraged to conduct after-action critiques to solicit comments and lessons learned. Collection and submission of input to the respective DEC from exercise players and observers is highly desirable.

Administrative Details

Anyone with questions or comments about the 2011 SET should contact their District Emergency (DEC) using their *callsign@arrl.net* for email:

Toy K1WYQ, DEC Region 1
Douglas WA1SFH, DEC Region 2
Jonathan KB1KIX, DEC Region 3
Reed K1EMD, DEC Region 4
David K1DAV, DEC Region 5
Steve K1SJW, DEC SKYWARN™

Acknowledgements

This *SET 2011 Player Handbook* was produced using the Player Handbook template provided as part of the FEMA IS-139 Exercise Design course.

SET Scorecard

The points for ARES activity were awarded in the following manner:

<i>Category</i>	<i>Points</i>
A) Number of amateurs participating	2 (each)
B) Number of new amateurs (licensed since 2007)	3 (each)
C) Number of formal third party messages originated on behalf of served agencies	1 (each)
D) Tactical communication was conducted on behalf of served agencies: (<0.5 hour, 5 points; 0.5-1 hour, 10 points, >1 hour, 20 points)	
E) Number of stations on emergency power during test	2 (each)
F) Number of emergency-powered repeaters used in test	10 (each)
G) Dual membership in ARES and RACES is encouraged	10
H) Liaison was maintained with an NTS section/local net	10
I) Digital modes were used during test	10
J) Number of different agencies for which communication was provided.	5 (each)
K) Number of communities in which agencies were contacted	10 (each)
L) Press release was submitted	10

The points for net activity were awarded in the following manner:

A) Total number of messages handled.	1 (each)
B) Number of different stations participating	2 (each)
C) Number of different stations checking-in on emergency power	2 (each)
D) Number of new amateurs (licensed since 2006) in test	3 (each)
E) Number of net control stations	5 (each)
F) Number of different stations performing NTS liaison	5 (each)

2011 EC SET Report

FORM A



PLEASE PRINT

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, 2012.

ARRL Section:

Area of Jurisdiction:

DEC's or EC's Call sign:

E-mail address:

Date of local SET:

	Computation of score:		Points
A	Number of amateurs who participated in the test	X 2	
B	Number of new amateurs (licensed since 2007) participating	X 3	
C	Number of formal 3rd party written traffic messages originated or delivered during the SET on behalf of served agencies	X 1	
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.)	N/A	
E	Number of stations on emergency power during the test	X 2	
F	Number of emergency-powered repeaters used during the test • Give call signs of repeaters:	X 10	
G	Is <i>dual</i> membership in ARES and RACES actively encouraged? If YES, score 10 points.		
H	Was liaison maintained during the SET with an NTS section or local net? If YES, score 10 points. • Give call signs of station(s) performing liaison:		
I	Were digital modes utilized at any time during the exercise? If YES, score 10 points • Name the digital modes utilized:		
J	Number of different agencies for which communications were handled	X 5	
K	Number of communities in which agencies were contacted. (If none, score MINUS 10) • Name the community(ies) served:	X 10	
L	Was a press release submitted? If YES, score 10 points, attach copy.		
TOTAL NUMBER OF POINTS			

Deadline for reporting is February 1, 2012. Mail to: ARRL HQ, 225 Main St, Newington, CT 06111, or e-mail the form to sewald@arrl.org (CC: ARRL HQ, SEC/DEC)

2011 NM SET Report

FORM B



PLEASE PRINT

Please fill out this report in triplicate (one copy to ARRL Headquarters, one copy to your STM, one copy for your files). Deadline for reporting is February 1, 2012.

ARRL Section:

Net Name:

Coverage Area:

NM's Call sign:

E-mail address:

Date of SET activity:

Is the net associated with ARES?	
Is the net associated with RACES?	
Is the net part of the National Traffic System?	
Liaison was maintained with which NTS nets?	
Traffic totals:	Emergency ___ + Priority ___ + Welfare ___ + Routine ___ = TOTAL ____
Total time of operation:	___Hours ___Minutes

	Computation of score		Points
a	TOTAL number of messages handled	X 1	
b	Number of different stations participating	X 2	
c	Number of different stations checking-in on emergency power	X 2	
d	Number of new amateurs (licensed since 2007) participating	X 3	
e	Number of different net control stations	X 5	
f	Number of different stations performing NTS liaison (including stations who liaise <i>from</i> local nets to higher nets)	X 5	
TOTAL NUMBER OF POINTS FOR NET SET OPERATION			

Mail to: ARRL HQ, 225 Main St, Newington, CT 06111, or e-mail the form to sewald@arrl.org.
 CC: ARRL HQ, STM

