Accenting the 213

I am KM7TMS. **This is our 2021 ShakeOut's net training #6, called "Accenting the 213."** Written versions of these 6 can be found at www.SLCARC.org under the Net Training button at the top right of the Home Page screen. I think you will find them again useful for 2021's ShakeOut, and in the October disaster response practice I hope to have with you in abt. six months from now using a non-earthquake context. Please go to the Ham Docs button and find the 213's.

Tonight's training point 1 is RECORDS ARE NOT ONLY USEFUL, SOME ARE REQURED. In emergency and disaster activity, it is often back handedly said that, "if it is not recorded it did not happen." That over statement, accents that agency responders and those like us who help them, often must create records. As human memories have limited capabilities, reports are needed to record important info. SLCARC's EM protocol requires records, and experience has defined what is needed to create accurate, durable, records. (break)

Incident Command System (ICS) Forms reflect the all-hazards approach needed for a nationally coordinated, incident management operation. That is why they are often generalized. SLCARC's service to SLCEM basically utilizes these ICS compliant forms, but like many users, we have slightly modified them to local needs.

I posted to the slcarc.org website several of these forms. Find there our versions of a General Message 213 form, the Message Log, the Operations Log, the Staffing Log, and an 214 Activity Log. Each has a different function, and while the single operator in a small post may not need all these, he will need some of them, and those working in a larger Comms Ctr will likely find all useful. A big emergency or disaster will also exposure you to additional forms, but these are the basics.

Both voice and digital short messaging use 213s. An entry into a Message Log for each 213 is required and uniquely identifies a 213 transaction. This activity is sufficiently complicated that it should be periodically practiced. You will have such an opportunity on the 17th and hopefully again in about 6 months. (break)

SLCACR likes to have a scribe working with a radio station operator whenever possible. Often a lone operator can get overwhelmed with traffic. A good scribe who can set next to, and assist an operator is a valuable asset. We like our hams to have done both operating radios and scribing. It is also a good way to introduce people to messaging. One does not have to be a ham to be a scribe. Nor, does one have to be a ham to be in SLCARC.

When a sent message requires a reply, our 213 simplifies this process by providing front and back page space on a one sheet form. 213 messages must be short and succinct.   It takes both knowledge and practice to write a good 213 message. Three versions of the 213 are provided you in Ham Docs. The incident form is for the real emergency or disaster. The exercise one is what should be used on the 17th, and the filled out example gives you clues on how 213's are to be filled out by a Hub official creating a message or a ham who receives that official's message over the air. (break)

We will not have time to detail every aspect of the 213 here, so use this posted training and the provided example to help you create your 213 on the 17th. Notice, that the grey top area records contextual info on the message. Notice also, that message number presumes a Message log that records the assigning of these numbers being used by the message creating administrators. The current table containing the tactical elementary school call signs is posted to the website's SN Gen page. Volunteer

SN responders currently are not well trained in 213s, so creator mistakes sometimes require Comms Ctr. Coordinators to sending back the 213 to the creator for fixing before it can be sent. Next is the precedence. The priority send system is briefly explained in a note on the back of the form. . Next is the, to, from, subject, date type info. Next is the Message Area. It is tightly structured to reduce errors and enable word checking. Next is the requisite signature and position of the sender info. All the above areas need to filled-out. We like our hams to create a few of these so they learn how to do it, even though these messages are not normally original creations by hams. Normally, in SN, they are just passed by hams at the Rally Point, Hub and HRR locations. You will learn best by doing, and doing at least a couple of times a year. (break)

Side two is for a reply situation. Put your cursor over the bottom of the 213 to find the advance to the back side arrow. This side two contains three units. Like side 1, there is a top unit largely for the word count, and larger unit to put the short message into, and a bottom unit for signature, date, time the creator created.

In a sizable Comms Center, such as the HRR, the Comms Ctr. Manger will assign each scribe and operator to a radio station, and feed them various traffic assignments. Field stations often multi-tasking. Try to avoid that. Regardless of the staffing levels, the basic message handling process is similar. . When a station is ready to send, the sending operator calls over air to the receiving station and the latter informs the sender when they are ready to receive the message. The message is then sent by voice, section by section, pausing for a read back after each section. In bad air this can take a while. The receiving station writes the voice message on a 213 section by section. The message section has a word count that must match. The numbered words aid in quickly finding errors. It is a labor intensive process and such communications are neither easily nor casually undertaken. Immediately after completion the sending/receiving operators or scribes make their Message Log entries and proceed to filing and\or distributing, as staffing circumstances allow. See the blued staffing template on the Ham Docs page. (break)

Filing is a critical component to the station's operations. When handed a send by the SN Comm. Ctr. Manager, it will often go into a "to be sent" file at the operator's station. These are pulled and sent as able. After a send, that 213 typically goes into either a "sent awaiting reply" file or a "send completed" file. Sometimes a sender may ask that those sent 213s come back to his office. Runners are often required to move such paper and the Comms Ctr Coordinator note such in the log. When a message is received and Message Logged, that 213 should be routed ASAP to the intended receiving person. Sometimes this is not immediately possible, so it goes into a "to be delivered" file until a runner/etc. is available to deliver. The Comms Ctr. Manager must be aware of and manage these to be delivered file(s). Operators and scribes must manage their files. (break)

Sent messages that have lived their useful life remain the property of the incident and become part of the incident record. SLCARC, has not previously been ridge about gathering up old documents when we are working volunteer practice, save for those in the HRR. Our big exercises are traditionally largely scripted learning events. In a real disaster, we create and hold records, releasing them to supervisors as requested and tracking the flow in our station logs.

To review. Records are required. Forms & logs compose our primary records. We have standardized forms and logs we periodically practice using. 213s & a Message Log go hand in hand. Next week we review logs.

Are their questions or comment about tonight's training?