The American Red Cross

EmComm Fall Drill 2020

November 14th. 2020

Drill Instructions (IAP)

This drill is an exercise in sending messages from local sites to a group of Divisional Clearing Houses to simulate and demonstrate the capability of amateur radio operators across the country to relay information in times of need. This drill is will use the messaging program Winlink, as the primary method of delivering preformatted messages. Amateur radio operators will be free to utilize any connection mode that they have available. This includes HF, VHF, UHF and Telnet. The goal is to encourage more operators to become familiar with Winlink and the message templates within. The primary message template for this exercise is the ARC-213 found in Winlink. This message format allows for standardized messages to be sent and allows for the messages to be easily evaluated for correctness.

The timing for the drill is the morning of November 14th, 2020 starting at 9:00 Eastern and will continue until 18:00 Local in each time zone. This allows for a minimum of nine hours for each operator to create and send their message to their Divisional Clearing House.

This scenario uses the idea that major weather events have causes outages and hazardous conditions across the country. Those fictional weather conditions can be reviewed at the following address:
https://drive.google.com/file/d/1L0oI3VAhwpgDWe6UW9jJJUyAPMmmymA1/view?usp=sharing

The message should be formatted using the ARC-213 template and should look very much like this:

Make sure that all message and program updates are installed for Winlink!

ARC 213 General Message

Load ARC 213 INITIAL Data   Form Instructions

Red Cross DR#: [ARC Optional]   Incident Name: [Incident number is optional]   Message#: [ARC Optional]

Precedence: [Routine ▾]

To (Name/Position): [   ]

From (Name/Position): [   ]

Subject: [   ]   Date: [2020-10-25]   Time: [15:26]

Message:

[Be Brief and Concise]

Approved by: [   ]   Position / Title: [   ]

Save ARC 213 Initial Data   Submit   Reset Form   Version ARC 213 1.4

To fill out the form here is the basic information that you will use.

ARC 213 GENERAL MESSAGE

DR#: **Here enter "ARCDRILL1120"**

Incident **Name: Here Enter "Red Cross Message Drill"**

Message#: **Here Enter "001" If you send more than 1 message use "002", "003"**

Precedence: **This is ALWAYS "Routine"**

To (Name and Position): **Your Divisional Clearinghouse (List is below)**

From (Name and Position): **Here Enter Your Name and Callsign**

Subject: **Here Enter "Red Cross Messaging Drill 11-20"**

Date: **The form should add the date. Press enter**

Time: **The form should add the time, Press enter**

Message: **For the message itself, enter the following information:**

> ****THIS IS A DRILL** **THIS IS A DRILL****
>
> **The Town and State that you are in**
>
> **How you connect to send the message, HF, VFH, UHF, Telnet**
>
> **Are you a solo operator of member of a team? If a team how many? Team Name?**
>
> **In your group how many are Winlink capable?**
>
> **How many ARES, Red Cross or other?**

Approved by: **Here Enter your name and callsign**

Position/Title: **Here enter if you are an ARES leader .. EC, DEC, SEC or other, Red Cross.**

> **If none enter None**

Once the form is filled select "SUBMIT" and the form will close. You should get a message that the message is ready to submit at the top of the screen. Press "OK" You then close the browser window, and you will return to Winlink.

Make sure that you enter the address for the Divisional Clearing House in the message form and select Request Message Receipt.

For the Divisional Clearing house addresses use ONLY the following Tactical Addresses:

DIVISION	TACTICAL ADDRESS
Northeast	ARCNORTHEAST
Central Atlantic	ARCATLANTIC
Southeast & Caribbean	ARCSOUTHEAST
North Central	ARCCENTRAL
Southwest & Rocky Mountains	ARCSOUTHWEST
Pacific	ARCPACIFIC
Hawaii & Pacific Island Territories	ARCHI

Messages need only be sent to ONE Divisional Clearing House.

The Divisions are defined below and are defined along state lines. Select your Division and find your Clearing House.