Instructions for Monthly Pre-SET training Exercises

Instruction for Consolidator Stations (CS)

1- Send out instructions to your county stations prior to the 1st of the month every month
    a. Send complete instructions each month with the message indicated for the month
    b. Monthly messages
        i. July – Call, Name, Year 1st licensed, Current license class, Do you have emergency power available (Y/N)?
        ii. August – Call, Do you use Winlink (Y/N), Do you use Fldigi (Y/N), Your grid square
        iii. September – Call, Name of the Fire Station closest to you house, Distance in Miles to that Fire Station
2- The CS will need to spot themselves for the 7 days of the message transmission by whatever means is appropriate for them so that they can receive the messages.
3- On the 8th of each month compile the complete responses in an Excel Spreadsheet and transmit the information in CSV format to Pete Newell KC2WI by any radio means.
4- Pete and Rocco WU2M will summarize the results and send them to the CS
5- The CS should let each participant know that they have been successful (or not) by whatever means they choose. They should also let the ham radio community at large know of the success of the participants.

Some notes from Pete KC2WI (From an email of 6/29 about getting the data to him)

Your spreadsheet looks OK.

If only a few people respond, the information could be passed to me by voice. However I think the better way will be by digital. Either Winlink email or fldigi/NBEMS, especially if the list is long.

I would not make it a requirement to send the consolidated results by digital but it should be suggested.

Everyone pretty much has a computer and everyone can have a spreadsheet program because they can install LibreOffice for free.

However, this data is so simple that anyone should be able to create a CSV file with Notepad or any text editor.

Winlink they can type or cut and paste CSV in to the message body or they can send as a file attachment.

Fldigi they can cut and paste the CSV in to the transmit window. A better way is using the NBEMS programs because they provide some error detection and/or correction. They can use flmsg and just use the general message form. This gives some error detection. Better yet using flamp they can send the actual CSV file and flamp will break it in to segments and handshake between sender and receiver until everything is sent correctly.

Exercising all these digital modes would be excellent.

Instructions for Participating Stations

1- Compose a message consisting of *insert monthly message here*
2- Any mode can be used to get the message to the Consolidator Station (CS) except using internet email. (repeaters, relays, HF, CW, Digital, Winlink – including telnet, etc.) The message transmission or final relay would have to be in a mode supported by the CS.
3- Your CS will inform you when and where they will be on the air to receive your message. *Insert instructions here (Each CS would need to publish their availability Net, day, time, freq. etc. to receive the message)*
4- Messages will be received for a period of 7 days from the 1st of the month to the 7th.
5- Your CS is *insert name and call here*
6- Participants will be informed of the results once they are complied.

Introduction (use this in an introductory email if you wish)

In order to facilitate and practice the skills and techniques that may be needed in the event of an emergency, we will be conducting a Simulated Emergency Test (SET), The first part of October 2022. We will also be conducting some PreSET exercises, in the months prior to October, to try and eliminate any issues we may have, and to fine-tune the process.

During the SET and PreSET exercises, the simulated emergency will be declared on the first day of the exercise, along with a request for several pieces of data (ex: callsign, year first licensed, etc...). It will be the responsibility of the down-stream ECs to delegate and/or coordinate the collection of requested data by "Consolidator Stations"

(CS) and pass it back up the chain, ultimately to reach the Section EC and Section Manager.

The methods and modes will be at your discretion, with the only stipulation that the collection of this data be by radio only - no internet email or other communications are to be used. The one exception to internet use will be the use of Winlink if there are no VHF/UHF nodes close enough.

We suggest using local nets, repeaters, and simplex, and strongly encourage the use of digital modes with software like Winlink and FLDIGI when possible. This is especially true for CS, as the data may become quite extensive to transmit via phone. Participation will be open to any station that responds. Membership in ARES or RACES is not required, but we hope this will spark some interest in those services.

The attached instructions will explain the PreSET exercises, the process and procedures in more detail.

We look forward to your participation.
If you have any questions, please contact _____