INCIDENT BRIEFING (ICS 201)

1. Incident Name: **2022 ARRL National Convention** **Emergency Communications Academy**	2. Incident Number: **2022-002**	3. Date/Time Initiated: Date: Feb 10 Time: 0830

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**
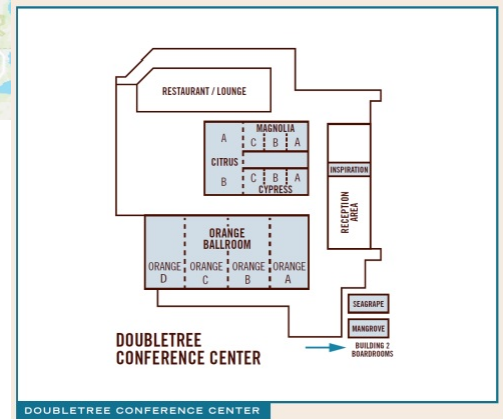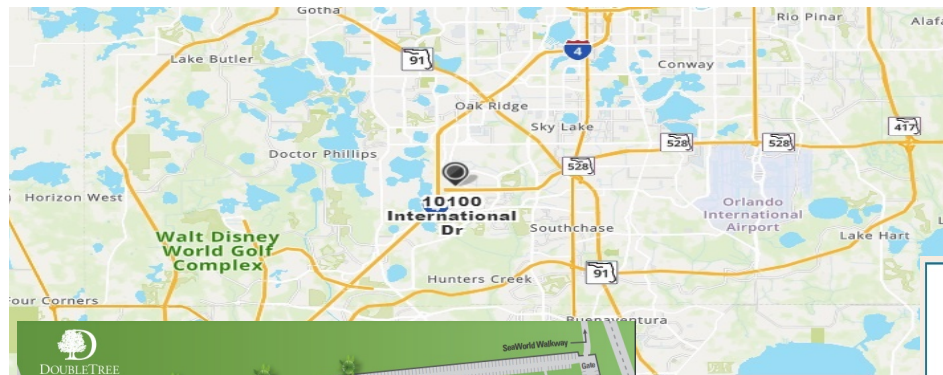
IF YOU PRE-REGISTERED LOOK FOR EMAIL FROM: **noreply@jotform.com**

DoubleTree by Hilton Hotel, Orlando FL **[UPDATE:**   Meeting Room: **Orange D]**

10100 International Drive, Orlando FL

Phone: (407) 352 1100

(Hotel indicates free parking "out front") **Leland got a room thru Travelocity @ $100**. I'll be staying in an RV at the Hamcation...driving back and forth as needed.

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:**
Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

- Drive Carefully!
- Please ARRIVE EARLY, suggest 0730. (General Registration @ 0800)
- SUNRISE will be 7:08 AM.   Civil Twilight approx 20 min earlier
- COVID: Uncertain status in February.   Dominant strain Florida/January is OMICRON.
- At-risk individuals: **I suggest vaccination + booster**.   Mask at your own choice.
- Consider using a fold-up rolling hand-truck or cart to carry equipment distances.
- Lock your vehicle.
- Be prepared for various charges at this resort Hotel!

6. Prepared by: Name: G. Gibby_____ Position/Title: Lead Instr._____ Signature: /s/_____

ICS 201, Page 1 | Date/Time: UPDATE Feb 4 2022 0900_____

INCIDENT BRIEFING (ICS 201)

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7. Current and Planned Objectives:

- Have a great time and encourage and educate as many persons a possible.   Sign off volunteers on the ARRL or Florida ARES(R) Taskbook where possible.
- Get to know great teachers and volunteers.
- Make friendships that will be of great benefit during disaster service.
- Learn a ton!

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

SAT Jan29 1900 EST
If this time is especially bad for you, please let me know.
	ZOOM GET TO KNOW EACH OTHER: https://us02web.zoom.us/j/89530741792
	There are telephone access #'s also:
	  +1 929 205 6099 US (New York)
	    +1 301 715 8592 US (Washington DC)
	    +1 312 626 6799 US (Chicago)
	    +1 669 900 6833 US (San Jose)
	    +1 253 215 8782 US (Tacoma)
	    +1 346 248 7799 US (Houston)
	Meeting ID: 895 3074 1792

Update	**SHIRTS / BADGES -- Already sent out by ARRL - Official Presenters should have already received. Your Badge holds a MEAL TICKET also and can be used to get you into HAMCATION! (HOORAY ARRL!)**
SAT Feb 5	SLIDES / PLANS DUE TO docvacuumtubes@gmail.com **UPDATE: Arc Thames will bring a computer suitable for presenting your slides and will add ARRL-Specific Lead-In Slides (YAH ARC!!)**
	Latest Program: https://qsl.net/nf4rc/2022/EmCommTrainingTrack0106.pdf Talks listed below have "shortened titles" due to space

INCIDENT BRIEFING (ICS 201)

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	ROOM UPDATE: TABLES, 6 feet, 2 chairs per table. Front table, 2 chairs, covering. Selt Powered Podium; Slide Projector 3K with HDMI connection; 25 foot HDMI cable available. Box to allow you to connect up external AUDIO into PA system. RICK PALM will have a LIMITED # of Internet logins (contracted service) COVID: ARRL Published plans for Covid: http://www.arrl.org/covid-19-protocol Suggest having a mask available. (NOTE: Florida COVID numbers are declining dramatically, peak was achieved mid January.) ARRL Arrival Instructions: "Please arrive between 7:45 AM and 8:00 AM, allowing yourself enough time to park and enter the main hotel building. Go left after walking into the hotel to get to the "DoubleTree Conference Center" (see hotel map). Track Leaders and presenters can go directly to your meeting rooms (see room assignments below). Registrants have been instructed to find our 4 check-in tables outside the Orange meeting rooms to pick-up their Registrant badges. Each table will have an ARRL staff liaison to greet Registrants for each Training Track. After Registrants get their badges, they will be directed to the meeting rooms. Registrants should be in-seats for a prompt start at 8:30 AM. "
0830	**UPDATE: Short moment of silence for Silent Key Karl Martin, NFL SEC, by Rick Palm K1CE** Welcome - Mike Walters W8ZY ARRL Field Services Mgr; Gordon Gibby KX4Z **[Gibby will introduce ways to update your computer to .NET etc]**
0900	Overview of Amateur Radio Response to Disasters C. Matthew Curtin KD8TTE
0930	Basic Voice Traffic Handling: Mechanics. Helen Straughn WC4FSU, C. Matthew Curtin KD8TTE
1000	Hands-On Voice Traffic - (Real Net) - Capturing ICS-213's -> Radiogram Leland Gallup AA3YB, C. Matthew Curtin KD8TTE. Analog VHF Transceiver required **SEE ICS-205 FOLLOWING**
1100	ARRL ARES Forum. Arc Thames W4CPD NFLSEC, Christine Duez K4KJN WF SEC, Josh Johnston KE5MHV ARRL E M Director, Mike Walters W8ZY ARRL FS Mgr
1145	Head to the ARRL NATIONAL LUNCHEON (on site)
1315	AUXCOMM - Open Forum, Leland Gallup AA3YB Moderator
1415	WINLINK Discussion / Demo -- Gordon Gibby KX4Z -- LIVE TRAINING with mentors MENTORS: Arc Thames (NFL SEC); Brian Schultheis K4BJS; David Huckstep W4JIR; Doug Lynch; Eugene Bannon KB4HAH; Leland Gallup AA3YB; Rick Harrelson WB4ULT; Rick Palm K1CE; Earl McDow K4ZSW; Gordon Gibby KX4Z **IAP For This Session:** https://qsl.net/nf4rc/2022/IncidentActionPlanWinlink.pdf INSTALLATION INSTRUCTIONS: https://qsl.net/nf4rc/2022/InstallationProcedure.pdf
1530	Emergency Antennas, NVIS, RF Exp. C. Matthew Curtin KD8TTE, Gordon Gibby KX4Z

INCIDENT BRIEFING (ICS 201)

1. Incident Name: **2022 ARRL National Convention Emergency Communications Academy**	2. Incident Number: **2022-002**	3. Date/Time Initiated: Date: Feb 10 Time: 0830
1615	Emergency Power. Earl McDow K4ZSW, Jeff Capehart W4UFL	
1700	Closing	

6. Prepared by: Name: G. Gibby_____   Position/Title: Lead Instr._____Signature: /s/_____

ICS 201, Page 2	Date/Time: UPDATE FEB 4 2022 0900_____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
2022 ARRL National Convention Emergency Communications Academy	**2022-002**	Date: Feb 10 Time: 0830

9. Current Organization (fill in additional organization as appropriate)**:**

Person-In-Charge: Rick Palm K1CE
Lead Instructor: Gordon Gibby KX4Z

Distinguished Faculty: (in order of appearance)
Mike Walters, W8ZY, ARRL Field Services Manager, Red Cross Winlink Thursday Administrator
C. Matthew Curtin KD8TTE
Helen Straughn WC4FSU, ARRL Northern Florida Section Traffic Manager
Leland Gallup AA3YB, Alachua County AEC, SHARES ERP
Arc Thames W4CPD NFL SEC
Christine Duez K4KJN, West Florida SEC
Josh Johnston KE5MHV ARRL (new) Emergency Management Director
Earl McDow K4ZSW, Alachua County SHARES ERP
Jeff Capehart W4UFL, Alachua County EC

MULTIPLE INVITED GUESTS FOR THE AUXCOM FORUM....Includes former FEMA Head Craig
Fugate KK4INZ and two official course instructors, others pending....some "incognito"

6. Prepared by: Name: G. Gibby_____ Position/Title: Lead Inst._____Signature: /s/_____	
ICS 201, Page 3	Date/Time: UPDATE FEB 4 2022 0900_____

INCIDENT BRIEFING (ICS 201)

1. Incident Name: **2022 ARRL National Convention** **Emergency Communications Academy**		**2. Incident Number:** **2022-002**	
10. Resource Summary:			

Resource	Resource Identifier	Date/Time Ordered	ETA
YOUR SLIDES / OR PLANS	"SLIDES'	SEND SET TO GORDON BY FEB 5	BRING WITH YOU ON THUMBDRIVE
Your VHF analog radio	VHF		Bring with you for VHF net practice
Your HF Go-Box w/digital	HFGOBOX		**Bring with you for Winlink Mentoring if you can.** Equipped for ARDOP +/- VARA
Your dummy load for 5-10W	DL		Bring with you - suggest similar to https://www.amazon.com/XRDS-RF-PL259-Male-RF-Dummy/dp/B08QRRZ57V (Gordon has a few extras.)
2 Short coax jumpers (1-3 feet)	JUMPER		Bring with your HF station
CONSIDER A ROLLING CART	ROLLCART		Consider to bring radio equipment if you are bringing them.
PL-259 Tee's with alligator "antenna"	ANTENNA		GORDON PROVIDES AND BRINGS
HF RMS STATION NF4RC	RMS-HF		GORDON BRINGS
~~VHF RMS STATION NF4RC-10~~	~~RMS-VHF~~		~~Not for sure, just yet....~~ CANCELLED
RADIOGRAM FORMS	RADIOGRAM		LELAND BRINGS
ANY PROPS YOU NEED			YOU BRING
~~Thumbdrives with WINLINK INSTALL~~ **REPLACED BY SHELTER-A PRIVATE WEB SERVER**			~~Gordon will bring 5+ (Note: for WINDOWS only)~~ **Connect to SHELTER-A, go to URL 10.10.10.10 to find copies of instructions and software downloads**
AUDIO-VISUAL			PROVIDED BY HOTEL

6. Prepared by: Name: G. Gibby_____ Position/Title: "lead Insructor"_Signature: /s/_____

INCIDENT BRIEFING (ICS 201)

1. Incident Name: **2022 ARRL National Convention Emergency Communications Academy**	2. Incident Number: **2022-002**
10. Resource Summary:	
ICS 201, Page 4	Date/Time: UPDATE FEB 4 2022 0900_____

INCIDENT BRIEFING (ICS 201)

INCIDENT RADIO COMMUNICATIONS PLAN   ICS-205

INCIDENT RADIO COMMUNICATIONS PLAN (ICS-205)									
1. Incident Name: 2022 ARRL National Convention Emergency Communications Academy			**2. Date/Time Prepared:** Date: 1/08/2022 Time:			**3. Operational Period** Date From: Feb 10 Date To:Feb 10 Time From: 0800 Time To:			
4. Basic Radio Channel Use:									
Zone Grp.	Ch #	Function	Channel Name / Trunked Radio System Talkgroup	Assign-ment	RX Freq. N or W	RX TONE / NAC	TX FREQ N or W	TX TONE / NAC	MODE (A, D, or M)	Remarks
		Tactical	NET	Ham	146.490	None	146.490	None	A	TRAFFIC NET FREQUENCY
		Tactical	SIDE1	Ham	146.520	None	146.520	None	A	Side Freq #1 National Calling
		Tactical	SIDE2	Ham	146.550	None	146.550	None	A	Side Freq #2
		Tactical	SIDE3	Ham	146.580	None	146.580	None	A	Side Freq #3
		Tactical	SIDE4	Ham	146.610	None	146.610	None	A	Side Freq #4
		~~Logistics~~	~~VHFRMS~~	~~Ham~~	~~145.070~~	~~None~~	~~145.070~~	~~None~~	~~D~~	~~AX.25 NF4RC-10 (not for sure yet)~~
		Logistics	HFRMS1	Ham	CF 3595.5 kHz DIAL 3594.0 USB		CF 3595.5 kHz DIAL 3594.0 USB		D	NF4RC Ardop/VARA
		Logistics	HFRMS2	Ham	CF 7103.5 kHz DIAL 7102.0 USB		CF 7103.5 kHz DIAL 7102.0 USB		D	NF4RC Ardoop/VARA
		Logistics	HFRMS3	Ham	CF 10147.0 kHz DIAL 10145.5 USB		CF 10147.0 kHz DIAL 10145.5 USB		D	NF4RC Ardop/VARA

INCIDENT BRIEFING (ICS 201)

5. Special Instructions

VHF TRANSCEIVERS = LOW OR 1 WATT
HF TRANSCEIVERS 5W INTO DUMMY LOAD WITH PIGTAIL ANTENNA

6. **Prepared By** (Communications Unit Leader) Name G. Gibby		Signature /s
ICS 205	**IAP PAGE**	**Date / Time UPDATE FEB4**

INCIDENT BRIEFING (ICS 201)

ICS-205A

1. Incident Name: **2022 ARRL National Convention Emergency Communications Academy**	2. DATE / TIME PREPARED: Date:Saturday 1/8/2022 Time:	3. OPERATIONAL PERIOD Date From: NOW Time From: Date TO: FEB 11 2022 Time TO:
3. Basic Local Communications Information:		
Incident Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)
For privacy / security's sake, phone numbers that were published within the planning group have been removed from this public version.		
Person-In-Charge	Rick Palm K1CE	k1ce@arrl.net
Chief Cook & Bottle Washer	Gordon Gibby KX4Z	docvacuumtubes@gmail.com
FACULTY	Jeff Capehart W4UFL	w4ufl@arrl.net
FACULTY	C. Matthew Curtin KD8TTE	kd8tte@protonmail.com
FACULTY	Christine Duez K4KJN	cduez10@yahoo.com
FACULTY	Leland Gallup AA3YB	gallupleland@gmail.com
FACULTY	Josh Johnston KE5MHV	jjohnston@arrl.org
FACULTY	Earl McDow K4ZSW	earl.mcdow@gmail.com
FACULTY	Helen Straughn WC4FSU	wc4fsu@cfl.rr.com
FACULTY	Arc Thames W4CPD	arc.thames@srcares.org
FACULTY	Mike Walters W8ZY	w8zy@na1ra.net mwalters@arrl.org
ONSITE ARRL emergency contact	Bob Inderebitzen NQIR Director of Public Relations & Innovation	rinderbitzen@arrl.org
ONSITE ARRL additional emergency contact	Kathleen Callahan KC1MBY Director of Member, Marketing and Communications	kcallahan@arrl.org
4. Prepared by: Name: G. Gibby Position/Title: Lead Instr. _____ _____ Signature: /s/_____	**PLEASE NOTIFY ME IF YOU WOULD LIKE YOUR PHONE NUMBER ADDED TO THIS DOCUMENT.**	
ICS 205A	**IAP Page _____**	Date/Time: UPDATE FEB 4_____

INCIDENT BRIEFING (ICS 201)

APPENDIX: *UPDATED January 6, 2022*
2022 ARRL NATIONAL CONVENTION, Emergency Communications Training Track

Person-in-Charge: Rick Palm, K1CE
Lead Instructor: Gordon Gibby, KX4Z

DATE/TIME Thursday, February 10, 2022	EMERGENCY COMMUNICATIONS TRAINING TRACK
0830	**WELCOME – Goal of Today's Program:** 3) **Help students learn the skills and their proper roles to be an Asset and Not a Liability When Responding to Incidents to Assist Served Entities.** 4) **Help students track their training progress and credentials by using the *ARRL, AUXCOMM and Florida Task Books*** 5) ***Introduce New ARRL Director of Emergency Management Josh Johnston, KE5MHV.*** *Mike Walters, W8ZY, ARRL Field Services Manager, Red Cross Winlink Thursday Administrator; Gordon Gibby, KX4Z, Training Track lead instructor*
0900	**Overview of Amateur Radio Response to Disasters -- How communication works, with layers of networks and interchanges; introduce an event and its impact** *C. Matthew Curtin, KD8TTE*
0930	**Basic Voice Traffic Handling:** **Mechanics of a Radiogram Transfer – Origination, Sending, Receiving, Delivering** *Helen Straughn, WC4FSU, ARRL Northern Florida Section Traffic Manager and C. Matthew Curtin, KD8TTE*
1000	**Hands-On Voice Traffic – Conduct Actual Net for Net/Message Transaction Practice; Capturing ICS-213's into Radiograms** *Leland Gallup AA3YB and C. Matthew Curtin KD8TTE* Analog VHF Transceiver Required
1100	**ARRL ARES Forum:** **What is ARES; How to Join; Open Forum** *Hosts: ARRL Northern Florida SEC Arc Thames, W4CPD; ARRL*

INCIDENT BRIEFING (ICS 201)

	West Florida SEC Christine Duez, K4KJN; ARRL Emergency Management Director Josh Johnston, KE5MHV; Mike Walters, W8ZY, ARRL Field Services Manager
1145	**ARRL National Luncheon**
1315	**AUXCOMM -- Integrating Amateur Emergency Service Groups Open Forum** *Leland Gallup, AA3YB, Moderator*
1415	**Discussion, Demonstration of Winlink Emergency Communication Tools** *Gordon Gibby, KX4Z; other mentors*
1530	**Emergency Antennas -- Basic guidance on field-expedient antenna systems, NVIS propagation, and RF exposure compliance** *C. Matthew Curtin, KD8TTE; and Gordon Gibby KX4Z*
1615	**Emergency Power** *Earl McDow K4ZSW; Jeff Capehart, W4UFL*
1700 Closing	

PRESENTERS, HOSTS

Lead Instructor for the *Emergency Communications Academy* at ARRL National Convention/Orlando HamCation® **Gordon Gibby, KX4Z, MD**, discovered ham radio as a teenager, building a Heathkit project. He attended Georgia Tech and the University of Illinois for electrical engineering and pre-med. He was an anesthesiologist. In retirement, Gibby taught electronics and radio theory, along with high school science classes. "Learning how to lay out printed circuit boards made a huge improvement in my ability to provide projects for a growing ham radio club, and getting my first spectrum analyzer made mixers come alive," he says. Gibby is a SHARES member and Winlink HF/VHF sysop.

Helen Straughn, WC4FSU, was first licensed in 1978. Amateur radio led to an 18-year career as a public safety communicator with the Florida State University and Tallahassee Police Departments. Her main interests are traffic handling and emergency communications. Helen is the manager for the Florida Phone Traffic Net, and was appointed Northern Florida Section Traffic Manager in 2020, promoting the growth of ARES and traffic nets.

Earl McDow, K4ZSW, started his ham radio experience in 6th grade with a Fox Hole radio and crystal radio upgrade. He built or modified surplus radios. McDow remains active in Boy Scouts after 65 years with the

organization – his first merit badge was the Radio Merit Badge. He was active in amateur radio until his sophomore year in computer engineering at the University of Tennessee. Studying semiconductors, "I liked the low voltage logic circuits, and computers replaced my radio hobby." McDow worked in medical research computer data acquisition and analysis, and later, in the Oak Ridge nuclear complex and research universities in Tennessee. He regained his interest in ham radio in 2018. Now, his interest is in digital radio technology and emergency communications, "contributing back service to our communities." About his presentation on emergency power options, he says "Without power, none of our tools work."

C. Matthew Curtin, KD8TTE, is the founder of the BLACK SWAN exercise and training program that has pioneered interoperability among agencies and nongovernment organizations. He serves as a Warrant Officer in the Signal Section at Headquarters, 4th Civil Support and Sustainment Brigade, Ohio Military Reserve. Curtin has held appointments in the Ohio Section as Assistant Section Emergency Coordinator, and Emergency Coordinator, and is currently designated as both Official Emergency Station and Official Relay Station. He recently completed his seventh term as Net Manager of Central Ohio Traffic Net, and is affiliated with Radio Relay International and the SHARES HF radio program. Professionally he leads a nationwide consulting practice in cybersecurity and forensic data analysis at Interhack Corporation in Columbus.

Leland Gallup, AA3YB, is not an engineer but has been an Extra for 20 years. Leland is a lawyer by vocation and retired from the US Army's Judge Advocate General's Corps as a colonel in 2009; then spent more years in as civilian attorney for the Federal government. Leland decided he'd had enough of the big city, retired, and moved to the Gainesville, Florida, area in 2017. It is in Florida that AA3YB discovered a consuming interest in emergency communications and service activity at the county level.

Mike Walters, W8ZY, joined the ARRL HQ staff as its new Field Services Manager this past year. Mike was part of the American Red Cross Emergency Communications Training group management team that planned and executed the very popular series of Winlink Thursday training exercises and served as ARRL Connecticut Section Emergency Coordinator.

Josh Johnston, KE5MHV, is the new ARRL Director of Emergency Management. Johnston has 16 years of experience as Director of Johnson County (Arkansas) Department of Emergency Management. He is an Emergency Coordinator, Volunteer Examiner, and ARRL-registered Instructor. Johnston is also certified in FEMA NIMS as well as CISA AUXCOMM Communications Unit Leader (COML). He holds a Bachelor of Science in Emergency Administration and Management from Arkansas Tech University.

Rick Palm, K1CE, is *QST* Public Service columnist, and editor of the ARES Letter. He has worked for ARRL for over 40 years - as a member of the ARRL HQ staff (20 years) and as a contractor for over 20 years. In the late eighties, he worked with a small team to develop the digital (packet radio BBS-based) part of National Traffic System, and was SYSOP of the first Connecticut PBBS NTS board. In 2016, attended the DHS/OEC AUXCOMM course.

CONTACT INFORMATION:

Leland Gallup, AA3YB <gallupleland@gmail.com>

C. Matthew Curtin, KD8TTE <kd8tte@protonmail.com>

Earl McDow, K4ZSW <earl.mcdow@gmail.com>

Helen Straughn, WC4FSU <wc4fsu@cfl.rr.com>

Gordon Gibby, KX4Z <docvacuumtubes@gmail.com>

INCIDENT BRIEFING (ICS 201)

Mike Walters, W8ZY <w8zy@na1ra.net>

Rick Palm, K1CE k1ce@arrl.net

Jeff Capehart, W4UFL <w4ufl@arrl.net>

Arc Thames, W4CPD   arc.thames@srcares.org

Christine Duez, K4KJN cduez10@yahoo.com

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