



Benton County 2020 Simulated Emergency Test

SET Players Handbook
October 10, 2020

On October 10, 2020 the Benton County, MO Amateur Radio Emergency Service team will be conducting a Simulated Emergency Test (SET). The exercise will be open to amateur radio operators in Benton County, Missouri and our partners/affiliates. This SET exercise will allow participants to test station and organizational capabilities for an emergency situation whilst demonstrating technical and operational competencies to locally served agencies.

What: 2020 Simulated Emergency Test (SET)

Where: Benton County, Missouri

When: Saturday, 10 October 2020 (1000-1300)

How: ARES Net on 146.925 Repeater, 147.480 Simplex, and other means of communication

On Saturday, Oct. 10, 2020, the BC ARES team will be conducting a Simulated Emergency Test (SET). This will be a full-scale 3-hour exercise and is in coordination with the Benton County Emergency Management Agency, Benton County CERT, and the ARRL.

The goal of the SET is to help radio amateurs gain experience in communications using standard procedures and a variety of modes under simulated-emergency conditions.

Scenario for SET: Extremely wet weather has resulted in flash flooding throughout the county and surrounding counties. Additionally, based on previous lake levels, Truman Lake and thus the Dam is experiencing another record level rise.

Served / Partner Organizations: BC MO EM, first responders throughout Benton County, Red Cross, and the Salvation Army.

Simulated Emergency Test To Include:

- Emergency Radio Communication
- Simplex Radio Testing
- Social Networking with Other Operators
- Certificate of Participation
- Field Deployment and Radio Operations
- Home Station Operations
- ARES Information and Net Operations
- Mapping and Logging

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Simulated Emergency Test (SET)

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. Although the main SET weekend this year is October 3-4, local and section-wide exercises may be held throughout the fall season. More info can be found here:
<http://www.arrl.org/public-service-field-services-forms>

ARRL Objectives of SET

1. To find out the strengths and weaknesses of ARES, NTS, RACES, and other groups in providing emergency communications.
2. To provide a public demonstration--to served agencies such as the American Red Cross, the emergency management agency, and through the news media--of the value to the public that Amateur Radio provides, particularly in a time of need.
3. To help radio amateurs gain experience in communications using standard procedures and a variety of modes under simulated-emergency conditions.

ARES Participation

- Participation in the SET does not require operators to be registered with ARES
- The SET is a simulation exercise that allows operators to experience what they may be asked to do in an actual emergency
- SET participants are encouraged to register as an ARES station in that it helps to coordinate resources for actual emergencies
- ARES members may be asked to participate in Public Service Events, Localized Disasters, and Major Disasters

ARRL Encouragement

One of the first steps on the way to a successful SET is to try to get as many people involved as possible, and especially new hams. In a real emergency, we find amateurs with all sorts of varied interests coming out of the woodwork. Let's get them involved in SET so they will know more about how emergency communications should be handled. Promote SET on nets and repeaters, and sign up new, enthusiastic radio amateurs. Many of those offering to help will be inexperienced in public-service activities. It's up to us to explain what's going on to them, and provide them with useful roles and a positive field experience. They may like it so much that they become a permanent fixture in our ARES group.

2020 Benton County, Missouri: SET

On Saturday, Oct. 10, 2020, the BC ARES team will be conducting a Simulated Emergency Test (SET). This will be a full-scale 3-hour exercise and is in coordination with the Benton County Emergency Management Agency, Benton County CERT, and the ARRL.

This SET will focus on three major experiences: testing the equipment provided by the BC MO EM, SET procedures and reporting, and using Simplex in emergency situations.

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. In many cases these messages will be produced before the event and play a role in the scenario of the SET.

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. 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.

All voice exchanges should begin and end with the phrase **“Exercise. Exercise. Exercise”**. In the ARES Emergency Net supporting the SET, it should also be identified the supported emergency is an exercise and not an actual emergency. Additionally, local amateur radio clubs, public emergency response organizations, and the Benton County EMA should be informed prior to the SET about the operations.

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.

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 occurs in a timely manner.

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

Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete the emergency scenario given time constraints and logistical considerations. Exercise participants should accept the assumptions and artificialities are necessary to the scenario and should not allow these considerations to negatively impact their participation. The goal of the SET is to help radio amateurs gain experience in communications using standard procedures and a variety of modes under simulated-emergency conditions.

Assumptions

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise begins. The SET Coordinators researched in good faith a scenario with an intended conclusion; however the script is intended to be open based on participation and participant interactions. The following assumptions apply:

- The exercise is conducted in a no-fault learning environment.
- The scenario is plausible, and the events occur as they are presented.
- Exercise simulation contains sufficient detail to allow players to react to information and simulations as they are presented as if they were real incidents.

Artificialities

During this exercise, the following may apply:

- Exercise communication and coordination is limited to SET participants, partner organizations, and venues.
- Only directed methods of communication are allowed (e.g. if SET scenario includes cell towers or Internet is no longer working, participants may not use those methods of communication).

Safety

Exercise participant safety always takes priority over exercise events. The following requirements apply to the exercise:

- The Controllers are responsible for participant safety; any safety concerns must be immediately reported to the Net Control Operator. Reported issues and concerns will be evaluated and make a decision if exercise play can be resumed.
- **For any emergency requiring assistance, use the phrase “real-world emergency”.**
The following should be used in case of a real emergency during the exercise:
 - Anyone who observes a participant who is seriously ill or injured will immediately notify emergency services and the closest controller; and within reason and training, render aid.
 - Any controller aware of a real emergency will initiate the “real-world emergency” broadcast and provide assistance as needed.

SET Roles

- **Net Control**- Leader of exercise. It would be beneficial if there were at least two people working lead command post (logging and managing issues that may come up).
- **Alternate Net Control**- Ideally, this station will be “second command post” (need tent, tables, cooler). Ideally, at least two people would be at this station.
- **Deployment Teams**- Teams of two or more who can deploy to locations and assist with scripted responses from service location (e.g. PD, FD, Red Cross, etc...).
- **Home Stations**- Stations with radio capabilities but not able to deploy. Will be included in Simplex phase of exercise.
- **Mobile Stations**- Stations will be included in Simplex exercise.
- **Non-Radio Participants**- Non-radio participants (CERT) are welcome to help support the SET in a variety of ways. Including: photography, third-party check-ins, assisting operating team at Benton County EMA, etc.

Basic Deployment Checklist

When responding to an emergency event, or even a training exercise, there is a minimum set of equipment and personal gear you should bring with you to get the job done. Basic items include:

Name Tag / ID tag / ARES ID Card	Appropriate Weather Clothing
2-Meter Hand-Held	Digital Camera
2-Meter Mag-Mount Antenna	Food & Water
Earphone	First Aid Kit
Pencil & Paper	
Extra Batteries	

Remember not to “deploy” to a location without first checking in with Net Control or the EOC. It is important to register deployments for many reasons; including:

- They may have already sent another operator to the same location.
- Remember to document your findings in notebooks or with a camera.
- If something goes wrong, people would not know unless you had cleared deployment with the Net Control or the EOC.

Participant Information Guidance

The following general rules govern SET Exercise play:

- Real-World emergency actions take priority over exercise actions.
- Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff.
- All communication (including written, radio, telephone, and email) during the SET exercise will include a statement such as **“This is an exercise”** or **“Exercise. Exercise. Exercise.”**

Players should follow certain guidelines before, during, and after the SET exercise to ensure safe and effective exercise.

Before the SET Exercise, coordinators and players should:

- Review appropriate organizational plans, procedures, and exercise support documents.
- Be at the appropriate site at least 15 minutes before the exercise begins. Wear appropriate uniform and/or identification item(s); e.g. ARES name badge, radio communications vest, or ID indicating you are a radio volunteer.
- Sign in when you arrive.
- Read your Player Information Handout (PIH), which includes information about your role in the planned scenario.

During the Exercise:

- Respond to exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.
- Controllers will give you only information they are specifically directed to disseminate. You are expected to obtain other necessary information through existing emergency information channels.
- Do not engage in personal conversations with controllers, evaluators, observers, or media personnel. If you are asked an exercise related question, give a short, concise answer. If you are busy and unable to respond immediately, indicate that, but report back with an answer as soon as possible.
- If you do not understand the scope of the exercise, or if you are uncertain about an organization’s participation in and exercise, ask a controller.
- Parts of the scenario may seem implausible. Recognize that the exercise has objectives to satisfy and may require incorporation of unrealistic aspects. Every effort has been made to balance realism with safety and to create an effective learning and evaluation environment.
- All communication (including written, radio, telephone, and email) during the SET exercise will include a statement such as **“This is an exercise”** or **“Exercise. Exercise. Exercise.”** This precaution is taken so that anyone who overhears the conversation will not mistake SET exercise play for a real-world emergency.
- Speak when you take an action. This procedure allows SET coordinators to record actions as they occur. For example if you are delivering water or blankets to a location, identify actions with Net control prior to leaving and upon completing action.
- Maintain a log of your activities. Net control may switch locations and documentation of operator activities may get overlooked.

**Benton County, Missouri
Amateur Radio Emergency Service® ARES® Registration Form**

Name:	
Call Sign:	
Mailing Address:	
City, State, ZIP code:	
email address(es):	
Home phone number:	
Work phone number:	
Cell phone number:	
License Class:	

Check bands and modes that you can operate:

MODE	HF	6 meters	2 meters	222 MHz	440 MHz	Others
SSB						
CW						
FM						
DATA						
PACKET						
Other modes (specify below)						
Mobile Operation						

Can your home station be operated without commercial power? Yes [] No []

Signature _____ Date _____

SET Scorecard Guide 2020

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 2014)	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
M) Bonus: Is your group represented by an ARRL Public Information Officer? If YES, score 10 points	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 2012) in test	3 (each)
E) Number of net control stations	5 (each)
F) Number of different stations performing NTS liaison	5 (each)