SPRING 2025 PENNSYLVANIA SIMULATED EMERGENCY TEST (SET)
PARTICIPANT EXERCISE INSTRUCTION (version 3/28/2025)

OVERVIEW

Welcome to the 2025 Pennsylvania Simulated Emergency Test (SET) scheduled for 5 April 2025. Red Cross Emergency Station (RCES) nets will be on April 5 from 1000 to 1200 local time. Winlink messages can be sent at any time on April 5th or 6th.

This SET includes Red Cross Emcomm, Amateur Radio Emergency Service (ARES) and unaffiliated stations across Pennsylvania and is a collaboration of:

> EPA ARES (ARRL Eastern Pennsylvania Section)
> WPA ARES (ARRL Western Pennsylvania Section)
> ARC GPA (American Red Cross Greater Pennsylvania Region)
> ARC SEPA (American Red Cross Southeastern Pennsylvania Region)

All Pennsylvania amateur radio operators are invited to participate.

GOALS

The SET is focused on supporting the Pennsylvania Red Cross Regions. Participants check-in with Red Cross Emcomm Stations (RCES) and send a Red Cross shelter status report by Winlink.

Pennsylvania hosts two Red Cross Regions. Southeastern PA Red Cross (SEPA) which includes Philadelphia, Montgomery, Chester, Delaware and Bucks counties, and Greater PA Red Cross (GPA) which includes the rest of the state. Both regions are involved. Pennsylvania has two ARES sections, Eastern and Western PA. Both are participating.

Overall goals of the SET include:
- Increase awareness of Red Cross and ARES emcomm opportunities and infrastructure.
- Provide Pennsylvania hams with an opportunity to practice their emcomm skills.
- Introduce Pennsylvania emergency communicators to the Red Cross daily shelter status report and how to support that function in an emcomm emergency.

EXERCISE SCENARIO

A winter storm has resulted in the activation of Red Cross shelters. Also, a Coronal Mass Ejection (CME) has affected landline, mobile and satellite communications. Pennsylvania Red Cross, ARES and unaffiliated amateurs have been asked to check-in with their local Red Cross Emcomm Station and to assist Red Cross shelter managers in sending shelter status reports to Red Cross headquarters.

TO ARES ECS

This exercise plan focuses on the needs of new and intermediate emcomm volunteers. It acquaints them with two important aspects of supporting Red Cross operations. They will be communicating with their local Red Cross Emcomm Station (RCES) and handling a Red Cross Shelter Status report (FROST).

You may do as much or as little as you think best for yourself, or your unit, needs. You are welcome to add additional tasks for your team.

OPERATING ACTIVITIES

The exercise is scheduled from 1000 to 1200 on 5 April 2025 and is open to all Pennsylvania hams. Operating activities are limited to local VHF/UHF repeaters. There are two operating activities, RCES check-in and shelter status report. See NOTES FOR PARTICIPANTS for tips on checking-in and participating in the exercise.

RCES Check-in

You'll be connecting to Red Cross Emcomm Stations or their associated nets. Stations and Nets are listed in FREQUENCY TABLE. You may operate from home or deploy. If you deploy, it's suggested that you find a location close to a potential emcomm mission. This includes hospitals, law enforcement, government sites, schools and sports facilities (the latter two are potential shelter locations). You may check-in with as many RCES stations and nets that you can reach. There will be over 20 RCES station nets on the air on local repeaters.
- Use FREQUENCY TABLE to locate nets that you can reach.
- Check-in with all the nets that you can reach.
- Check-in with net control. Provide your call, name, location (municipality and county), if you are ARES, Red Cross or belong to any other organization. If you are at a potential emcomm site, provide the site name (ie Phoenixville Hospital).
- See NOTES FOR PARTICIPANTS for additional details.

Shelter Status Report

The Red Cross shelter status report is used by the Red Cross Field Remote Support Operations Support Team (FROST) and is how the Red Cross National office tracks shelter needs. It is time critical. It must be delivered by the end of each day.

Handling the report data introduces the participant to shelter operations and practices for performing this important function in an Emcomm emergency. Telnet is acceptable for this task.

See ARC DAILY SHELTER REPORT and EXERCISE FROST INSTRUCTIONS for how to prepare and send your shelter report.

PARTICIPANT INSTRUCTIONS

Section	Purpose
EXERCISE SCENARIO and OPERATING ACTIVITIES	Understand the exercise emcomm emergency and how to perform the operating activities.
NOTES FOR PARTICIPANTS	Definitions, tips, how to check-in, Winlink particulars.
RCES STATIONS AND NETS	How to read the FREQUENCY TABLE and find the nets.
ARC DAILY SHELTER REPORT	Description of the Red Cross Daily Shelter Report and how to edit the provided report to include your name, call and location before sending it by Winlink.
EXERCISE FROST INSTRUCTIONS	How to extract the data from the FROST spreadsheet and send it as a CSV file using Winlink.
FREQUENCY LIST	Locate local RCES nets for check-in.
PENNSYLVANIA COUNTIES	County abbreviations.

NOTES FOR PARTICIPANTS

1) BASE - You may operate from base. Base stations provide valuable emcomm support including relays, net logging, weather monitoring, and other situational awareness. If you operate this exercise from your base use that location for check-in purposes.

2) DEPLOY - If you deploy, consider doing so to a potential emcomm site. These include: fire station, police department, utility site (water, power, sewer), hospital, urgent care, etc. Potential shelter sites are also included. These include: sports facilities, hotel, airport, school, university, etc. Anywhere that the county or a served agency might consider setting up a facility to host persons affected by disaster.

   When deploying, be aware of your surroundings and how it looks to non-participants. Don't disrupt normal business. Most participants will be deploying with a mobile station or HT. You can use the facility parking lot to make your check-in. If you anticipate taking more than a few minutes or are planning to set up antennas or other gear, then move to a suitable location nearby that is representative of the conditions. Check-in using the name and location of the emcomm site. For example: Kimberton Fire Department (from the Kimberton town park next door), Paoli Hospital (from the Chesterbrook trail nearby).

   Deploying to an Emcomm site is encouraged but not required.

3) LOCATION – Exercise location is part of the check-in. A full address is not required, just the municipality (town, city) and county. If you are deployed to an emcomm location, provide the municipality, county and site description (school, hospital, church, etc).

4) RCES STATIONS AND NETS - Pennsylvania Red Cross has 10 RCES statewide. For this exercise, many of these stations are being supported by additional nets. For example, the Harrisburg RCES KC3WQM will be supported by an additional net with tactical call KC3WQM REMOTE 1. You are encouraged to check in on all the exercise nets that you can reach.

5) REPEATERS – See the FREQUENCY TABLE for the contact information of the repeaters being used by the RCES stations.

6) WINLINK TELNET – Telnet is okay for your Winlink connection.

7) WINLINK RMS – You may use any RMS, hf or VHF. It does not need to be in Pennsylvania.

8) LOGGING – Exercise participants ARE NOT required to log or submit logs. The RCES nets will keep the necessary logs.

9) Unless told otherwise, you do not need to stay on the net. Once you've checked-in you may leave. A formal check-out is not required.

ARC DAILY SHELTER DAILY REPORT - FROST (Field Remote Operations Support Team)

Red Cross shelter operations are supported by FROST which is responsible for tracking the status of active shelters. Daily, at 11PM, shelter managers submit their reports to FROST where the information is used to plan the next day's shelter support including logistics and staffing.

This is a typical FROST spreadsheet. The shelter manager uses line 2 to send the current shelter information to headquarters. The rest of the template is left blank.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Shelter ID	Site Name	Status	# of Clie	Count Date	Management Type	Address	City	County	State	Zip Code	Open Date	Number of Pets
2	48708	North County Recreation and Park District	Open	34	1/16/2025 11:00 PM PT	ARC Suported	11261 Crane St,	Castrovill	Montery	CA	95012	1/16/2025	4
3				0									0
4				0									0
5				0									0
6				0									0
7				0									0
8				0									0
9													

Normal FROST contents

Field Name	Discussion
Shelter ID	Unique ID for each shelter. Provided by ARC.
Site Name	Name of the shelter site ex: First Methodist Church, Goddard High School, Carrier Dome Stadium.
Status	Open or Closed.
# of Clients	Number of persons housed in the shelter. Does not include shelter staff.
Count Date (and time)	Date and time of shelter count.
Management Type	Ex: ARC, County, State Managed.
Address / City / County / State / Zip	Street address of the shelter.
Open Date	Date shelter opened.
Number of Pets	Number of pets housed at the shelter.

For the exercise revise the Shelter ID, Site Name & Address fields

Field Name	Discussion
Shelter ID	Your call
Site Name	Your first name
Status	Don't change
# of Clients	Don't change
Count Date (and time)	Don't change
Management Type	Don't change
Address / City / County / State / Zip	Your base station or deployed location address with county
Open Date	Don't change
Number of Pets	Don't change

EXERCISE FROST INSTRUCTIONS

For this exercise, you are provided with a prefilled shelter report. In an actual operation the Emcomm operator would make no changes but for this exercise you will revise the report with your ham call and address.

DO NOT send the FROST spreadsheet by Winlink.
DO NOT use Save As CSV. Instead create a CSV per these instructions.

The native Excel spreadsheet is too large for Winlink. Instead, extract the data line (line 2) to a CSV file and send the CSV file by Winlink. The receiving station will paste line 2 into a blank FROST spreadsheet and forward it by email to Red Cross.

Download the exercise FROST spreadsheet from:
https://docs.google.com/spreadsheets/d/11fzEODBxUfLYFdnprm7TW14TMA-gun_M/edit?usp=drive_link&ouid=113988432249692352664&rtpof=true&sd=true

Ralph Moffat KB3UYV has provided a video at https://www.youtube.com/watch?v=u-mUnU5b3E4 that shows the process.

Conversion process

Personalize the Shelter Report with your specific information
   1) Open the Shelter Report spreadsheet.
   2) Enter your ham call as Shelter ID.
   3) Enter your first name as Site name.
   4) Enter your base station or portable deployed location as the street address, include county.
   5) Save the Shelter report spreadsheet.

Prepare A CSV file for transmission via Winlink.
   1) Open a new/blank spreadsheet.
   2) Open the Shelter Report (the one with your information).
   3) Copy line 2 from the Shelter Report and paste it into the new spreadsheet.
   4) Save the new spreadsheet as a CSV file. Name the file as YOURCALL.CSV (ex: W3ABC.CSV).

Send the Shelter Report.
   1) Open a Winlink session.
   2) Open a new message.
   3) Address the Winlink message to ARC-PCARES with subject YOURCALL SHELTER REPORT (ex: W3ABC SHELTER REPORT)
   4) Attach the CSV file you just made to the message.
   5) Send the Winlink message.

The FROST reports will be received by the exercise team. Metrics will be reported.

FREQUENCY LIST (Pennsylvania Red Cross Emcomm Stations and supporting nets)
This table lists the station call, location and planned exercise repeater frequencies. Some stations may operate on multiple repeaters. Some repeaters are networked, all inputs are listed. Monitor the listed repeater(s). If quiet, try the Call / Tactical Call.

RCES Station	Coverage (7)	Net Repeater(s)	Call / Tactical Call
KC3WMS Pittsburgh	ALL BEA BUT ARM	W3EXW 147.090 + pl 88.5	KC3WMS
	WAS GRE ALL FAY WES	K3PSP 146.790 – no pl WA city K3PSP 147.285 + pl 131.8 East K3PSP 145.250 - pl 131.8 West K3PSP 147.390 + pl 131.8 North K3PSP 147.315 + pl 131.8 South	RED CROSS PITTSBURGH WASHINGTON (1)
	BEA	WW3AAA 147.135 + pl 131.8	KC3WMS BEAVER
	ALL	W3KWH 444.450 (+) TSQL 103.5	RED CROSS PITTSBURGH ALLEGHENY (2)
KC3WQJ Greensburg	INN	WB3CGY 146.745 - pl 131.8	RED CROSS GREENSBURG INDIANA
	ARM	K3QY 145.410 MHz - pl 173.8	RED CROSS GREENSBURG ARMSTRONG
	WES	K3MJW 146.640 (-) pl 131.8	RED CROSS GREENSBURG WESTMORELAND
	WES	W3LWW 147.180 (+) pl 131.8	RED CROSS GREENSBURG WESTMORELAND NORTH
	ARM	N1RS 146.505 (+ 1 MHz) pl 131.8	KC3WQJ GREENSBURG
KC3WQI Johnstown	SOM	K3SMT 147.195 +0.6 MHz 123.0	KC3WQI JOHNSTOWN (1000 – 1100)
	BED	K3NQT 145.490 -0.6 MHz 123.0	KC3WQI BEDFORD (1100 to 1200)
KC3WQG State College	CEN (3)	W3YA 146.850 – pl 146.2	KC3WQG
	CEN (3)	W3GA 146.76 – pl 146.2	KC3WQG CENTRE
KC3WQM Harrisburg	CUM ADA DAU YOR	N3TWT 145.43 – pl 67.0	KC3WQM
	CUM ADA LAN YOR	W3ND 145.11 – pl 131.8	KC3WQM HARRISBURG
KC3WQH Lewisburg	UNI NUM SNY	K3FLT 146.985 – pl 110.9	KC3WQH LEWISBURG
	MTR COL SCH	KB3BJO 147.225 – pl 85.4	RED CROSS LEWISBURG SCHUYKILL
KC3WQK Allentown	NHA	W3OK 146.70 – pl 151.4	KC3WQK NORTHHAMPTON
	BER LEH	W3OI 146.94 – pl 71.9	KC3WQK ALLENTOWN
KC3TFM Erie	ERI	KC3KLG 146.64 – pl 186.2	KC3TFM (1000 to 1040)
	ERI	W3GV 146.82 – pl 186.2	KC3TFM (1040 to 1120)
	ERI	WA3UC 146.70 – pl 186.2	KC3TFM (1120 to 1200)
WA3ARC SEPA (5)	PHI BUX CHE MGY DCO	N3KZ 147.270 + pl 77	W3ERS
		WB3JOE 147.060 + pl 131.8	WA3ARC
		WM3PEN 146.685 – pl 146.2	WA3ARC REMOTE
KC3WQL Stroudsburg	MOE	WX3OES 146.865 - pl 100	KC3WQL STROUDSBURG
	MOE CAR NHA LEH	W3HA 147.255 + pl 162.2	RED CROSS STROUDSBURG MONROE
	LUZ LAC	N3FCK 146.460 MHz +1.000 PL 100	RED CROSS STROUDSBURG LUZERNE
	SUS WYO LUZ	145.430 Mhz -.600 PL 77.0 147.375 MHz +.600 PL 77.0 147.210 MHz +.600 PL 77.0 146.460 MHz +.600 PL 77.0 147.000 MHz +.600 PL 77.0	RED CROSS WILKSBARRE (4)
	WAY SUS	145.210 MHz -.600 PL 88.5 445.225 MHz - 5.000 PL 71.9 147.270 MHz +.600 PL 79.7	RED CROSS STROUDSBURG (6)

(1) WA3COM radio linked repeater system
(2) TSQL mean pl tones on transmit and receive
(3) Centre and Surrounding Counties (CEN CLI UNI SNY MIF HUN BLA CAM CLE CRN)
(4) Susquehanna County Amateur Radio Club repeaters RF linked
(5) SEPA Southeastern Pennsylvania Red Cross Region (Philadelphia and surrounding counties)
(6) WA3REC Repeaters are or will be RF linked for the April 5 exercise.
(7) See PENNSYLVANIA COUNTIES for abbreviations

PENNSYLVANIA COUNTIES

County	Abbv	County	Abbv
Adams	ADA	Lackawanna	LAC
Allegheny	ALL	Lancaster	LAN
Armstrong	ARM	Lawrence	LAW
Beaver	BEA	Lebanon	LEB
Bedford	BED	Lehigh	LEH
Berks	BER	Luzerne	LUZ
Blair	BLA	Lycoming	LYC
Bradford	BRA	McKean	MCK
Bucks	BUX	Mercer	MER
Butler	BUT	Mifflin	MIF
Cambria	CMB	Monroe	MOE
Cameron	CRN	Montgomery	MGY
Carbon	CAR	Montour	MTR
Centre	CEN	Northampton	NHA
Chester	CHE	Northumberland	NUM
Clarion	CLA	Perry	PER
Clearfield	CLE	Philadelphia	PHI
Clinton	CLI	Pike	PIK
Columbia	COL	Potter	POT
Crawford	CRA	Schuylkill	SCH
Cumberland	CUM	Snyder	SNY
Dauphin	DAU	Somerset	SOM
Delaware	DCO	Sullivan	SUL
Elk	ELK	Susquehanna	SUS
Erie	ERI	Tioga	TIO
Fayette	FAY	Union	UNI
Fulton	FUL	Venango	VEN
Forest	FOR	Warren	WAR
Franklin	FRA	Washington	WAS
Greene	GRE	Wayne	WAY
Huntingdon	HUN	Westmoreland	WES
Indiana	INN	Wyoming	WYO
Jefferson	JEF	York	YOR
Juniata	JUN		