

National Capital Greater Chesapeake Red Cross

Emergency Radio Exercise

SHARES/Amateur Radio Winlink

DR24-0824

August 24, 2024



**American
Red Cross**

National Capital & Greater Chesapeake Region

Overview

Welcome to the latest NCGCR American Red Cross emergency radio exercise. The goal is to exchange SHARES Winlink HF messages between various Red Cross regional offices and County EOCs. The National Capital Greater Chesapeake Region includes DC, MD, DE and Northern VA. Messages will be sent thru SHARES (or Amateur radio) Winlink Gateways that are outside our region as you may have to when our region is in a comms down status.

This exercise includes a few new locations and radio operators. Including a group from Western Maryland that is outside our region, but a close neighbor. This will be a mixed SHARES/Amateur Radio exercise as some of the new volunteers are not part of the SHARES network. Even though you are not SHARES, you can still send your messages to a SHARES callsign. You just cannot connect to and send via the SHARES network gateways, using any of the non-public SHARES freqs.

Adding in a few new tasks this time and changing things up a bit. A little more work than in the past! Be sure to completely read each exercise step before executing. All steps are required to complete this exercise.

SHARES Station Guide

Attached to the exercise email is a PDF document created by Al Taylor (NMD3AL), entitled “An Amateur Radio Operator’s Guide to Operating a SHARES Station”. It is under development so please read and submit any comments/suggestions.

The SHARES document is not to be distributed outside the members of this exercise. It is not intended to be a public document and meant only for NCGCR Red Cross members and other amateur radio operators that take part in these exercises. Do not share with your club/group!

Contact Information by Location

Red Cross Warehouse

7405 Lindbergh Drive, Gaithersburg, MD

Paul FitzGerald
paul_fitzgerald@verizon.net

Will Wurzel K3XIT
will.wurzel@gmail.com

Ellen Goldman KC3MJV
e_goldman@verizon.net

Frederick County

Public Safety Training Facility
5370 Public Safety Place, Frederick, MD

Ray Adkins NNA3BV (RC) ***Site Contact**
n3hym1@gmail.com
240-674-0568

Sandy Chesney NNA3DR
mac3iii@gmail.com
301-524-5823

Talbot County EOC

605 Port St, Easton, MD 21601

Bob Luff W3GAC
luff.bob@gmail.com

David DeRussy N3SCF (RC) ***Site Contact**
david.derussy@redcross.org
410-330-3969

Craig Kuhn NCS267 (RC)
craig.kuhn@redcross.org
240-252-0823

Al Taylor NMD3AL (RC)
ataylor@mcacs.net
202-875-0268

Red Cross Fairfax Office

8550 Arlington Blvd, Fairfax, VA 22031

Richard Rubin NNA3DQ (RC) ***Site Contact**
richard.rubin2@redcross.org
703-593-5971

Don McCubbin NNA3DM (RC)
dcmccubbin@gmail.com
703-980-1752

Gene Rose KQ4NAX (RC)
eugenerose4@gmail.com
703-969-5623

Wicomico County EOC

Wicomico County Emergency Services
407 Naylor Mill Rd, Salisbury, Maryland 21801

Eric Morton NNA3DL ***Site Contact**
emorton@wicomicocounty.org
443-735-3286

Joe "JC" Taylor W3JCT
jctsby@aol.com
410-726-2331

Donald Middleton Rutledge KC3AWT
don.rutledge@maryland.gov

Allegany County EOC

Emergency Services Headquarters
11400 PPG Road SE, Cumberland, MD 21502

Chris Clites KC3SVG
wmdhamradio@gmail.com

Chris Sylvain KB3CS
kb3cs@arrl.net

Christopher Knieriem KC3SPD
cknieriem@skyviewcloud.com

Gateway, Mode and Frequencies

For this exercise you may connect to any available SHARES Gateway if you are a SHARES member or any HF Winlink gateway if not, to send/receive messages. Must be HF. No Telnet! HF mode will be VARA HF or PACTOR (P3/P4). Prefer you use gateways that are outside our area.

Exercise

The exercise begins at 9am. You are finished when you complete the tasks, or you wish to end. I know many of you will arrive early and be ready to go, but remember this exercise involves other volunteers and some will take longer than others to setup and get going.

**** Please take some photos during the exercise and share to “craig.kuhn@redcross.org”**

1. **(Optional)** Voice check-in/communicate via Brandmeister DMR on NCGCR Red Cross talkgroup 31240. Ray Adkins N3HYM will be monitoring 31240 and responding thru-out the exercise. This has been added because in the near future our region is moving to new DMR HT radios and repeaters.
2. Begin the exercise by sending a **Winlink Check-in** form to “NNA3DQ” and copy to “NCS267”. Please fill in your location GPS info and include a brief description of the equipment you are using and where you are setup on the site (**receipt requested**).
3. Prepare and send a **Winlink Local Weather Report** form to “NNA3DQ” and copy to “NCS267”. Please enter the actual weather conditions at the time of filling in form.
4. **Take a photo** of your team/setup (no library/stock images). Then transfer and send the photo via a Winlink message to “NNA3DQ” with the subject “Exercise Photo + your location name” and anything you wish for the message body. Be sure to resize your photo to be able to send via Winlink. There are several methods to resize, and I will leave it up to you to choose. **Please keep them small!** Then send a regular email, non Winlink message with the original photo to “craig.kuhn@redcross.org”.
5. Prepare and send a message to the callsign (or email if no callsign listed) for each person at the locations listed on the contact information page - other than yours. **Do not “CC”, must be separate messages.** The subject “SHARES: Welcome + location name” and the message body is up to you. Request receipt is optional. Respond to any received messages to let them know they were successful in sending you a message.
6. Prepare and send a Winlink message with the subject “Text Message from + your location name” to phone number “2402520823”. It is AT&T.

7. Prepare and send the **2 Red Cross forms** found at the end of this document. Be sure to change the dates and DR name and number shown on the example forms. Feel free to make up whatever you like for the body of the actual requests 😊

Send the forms to “NNA3DQ” (**receipt requested**).

8. When you are finished and before you take your station down, send a **Winlink Check-out** form to “NNA3DQ” and copy to “NCS267” **AND** send a **Winlink Form 309 Communications Log** to the same callsigns. Fill in the applicable information.
9. **Please remove the SHARES callsign and service code from your Winlink Express program if I have loaned you one for this exercise!**
10. You’re done! Thank you for joining us and have a safe trip home. Hope to hear from you at the next exercise.



Daily Shelter Report

Daily Shelter Report

[Load ARC Daily Shelter Report Data](#)
[Form Info](#)

Date
Incident/ DR #
Shelter Name/County

SHELTER INFORMATION

Shelter Address

Shelter Phone Number (s)

SHELTERING STAFF

POSITION	NAME	PHONE
Shelter Manager	<input type="text" value="** your full name"/>	<input type="text" value="** your cell again"/>
Day Shift Supervisor	<input type="text" value="** make up a name"/>	<input type="text" value="** make up phone no"/>
2nd Shift Supervisor	<input type="text" value="** make up a name"/>	<input type="text" value="** make up phone no"/>
Night Shift Supervisor	<input type="text" value="** make up a name"/>	<input type="text" value="** make up phone no"/>

Total Number of Sheltering Workers	Day Shift <input type="text" value="2"/>	2nd Shift <input type="text" value="2"/>	Night Shift <input type="text" value="3"/>
------------------------------------	--	--	--

OTHER FUNCTIONS OR ACTIVITIES STAFF

# Disaster Health Services <input type="text" value="0"/>	# Casework and Recover Planning <input type="text" value="1"/>
# Disaster Mental Health <input type="text" value="0"/>	# Feeding <input type="text" value="2"/>
# Disaster Spiritual Care <input type="text" value="0"/>	Other /ARES radio operator <input type="text" value="2"/>

SHELTER POPULATION

Age Groups (years)	0-3	4-7	8-12	13-18	19-65	65 +
Nighttime Population Submitted Last Night	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="20"/>	<input type="text" value="11"/>
Daytime Population Today	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="5"/>

Total NEW Shelter Dormitory Registrations Since Last Night:

OPERATIONAL REPORTING

	Breakfast	Lunch	Dinner	Snacks/Drinks	Cots	Blankets	Comfort Kits	Clean-up Kits	Other Bulk Items	Signage Kits		
# Used Today	<input type="text" value="33"/>	<input type="text" value="35"/>	<input type="text" value="34"/>	<input type="text" value="55"/>	<input type="text" value="38"/>	<input type="text" value="40"/>	<input type="text" value="11"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# Available Tomorrow	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="23"/>	<input type="text" value="40"/>	<input type="text" value="45"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# Needed Tomorrow	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="40"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTES

** make up something

Preparer Name:
Preparer Signature:

[Adapted from National Mass Care Strategy.](#)
Ver 13.2

DCS JT RES Daily Shelter Report V.1.0 2016.07.18

