

# Field Situation Report

## Exercise Message Submission Window

- **August 12th 00:00 UTC - August 16th 15:00 UTC**

**Difficulty Level:** **Basic**

**Purpose:** Winlink can be utilized to provide “SITREPS” also known as Field Situation Reports. These reports are critical during a time of disaster to collect real time information from various stations throughout an impacted area.

### Objectives:

- Use Winlink Express to create and send a Field Situation Report.
- Properly enter data from prior experience or educated estimates for the content of the Field Situation Report.
- Send the message to your ETO Clearinghouse and ETO-BK.

### Resources:

- General Notes on Frequently-Seen Mistakes:  
[https://emcomm-training.org/Winlink\\_Thursdays.html](https://emcomm-training.org/Winlink_Thursdays.html)
- Finding your ETO clearinghouse: <https://emcomm-training.org/General-Drill-Info.html>
- ETO Location Instructions — With or Without a GPS Receiver for your Computer [PDF]
  - <https://emcomm-training.org/Santa-2023/ETO-Location-Notes.pdf>
- How a GIS map-capable form’s default position is determined:
  - From within Winlink Express Click on Help ⇒ Help Contents..., expand Operation, click on GIS Mapping Forms & Catalog Items

**Continue to the next page for the instructions.**

## Winlink Thursday Exercise For August 15, 2024

## Narrative

This exercise is different from most other exercises presented in the past. Changing weather patterns, record rainfall, killer heatwaves, and raging wildfires to name but a few increasing weather situations are becoming more prevalent. These situations could increase the need to report situational updates to emergency management personnel during emergencies. Once reports are received, software is used to process, aggregate, and present reports into an easier map presentation which allows emergency management to select individual reports as needed. Below is an example of such a presentation.



Your task in completing this exercise has two purposes. First, you will practice submitting a field situation report. If this is your first exposure to such a report, this will give you some experience in sending this report. Second, we are asking you to complete the data for this exercise with conditions you have or might experience in your area due to a severe weather situation. You will not use data we provide but provide data based on past experiences in your area during a severe weather incident or what you believe would be experienced. This data will obviously be different from one operator to the next.

This part of the exercise will also give us some situational awareness of the kinds of severe weather data encountered by operators so future exercises can include such data in exercise scenarios.

In item 12 of the field situation report, we are asking you to identify the severe weather incident these data entries are associated with. If the data is based on actual past weather events please state this. If data is based on possible educated estimates of what you believe would be encountered, state this. To simplify these two scenario inputs, either put actual data encountered or estimated data encountered followed by the severe weather incident you base this data on. (i.e. actual data encountered or estimated data: severe thunderstorms and flooding.)

## Exercise Instructions:

### Open and select the form.

1. Open the Winlink Express application. Accept any updates.
2. Click on the *Message* ⇒ *New Message* menu item.

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3. In the *Enter a new message* window, verify that *Send As* is set to *Winlink Message*.
4. **Optional:** Check the check box for *Request message receipt*.
5. Within this same window, Click on *Select Template* menu item and then expand the list item *Standard Templates*.
6. Scroll down and expand the sub-list item *Mapping-GIS Forms*
7. Select "*Field Situation Report.txt*" and open it.
8. The HTML form labeled *Field Situation Report* will open in your default browser.

**Fill out the Setup section**

1. Click the Setup button and enter **EmComm Training Organization** as the agency name and then click "Ok."

**Fill out the Form section**

1. In the "*Precedence:*" box, click the drop down area to the right and select the appropriate precedence for this message. You will use "routine" for this message.
2. In the "*Date/Time:*" box, click in the box to populate the current date and time from your computer. A window will pop up with your current date and time so click "OK."
3. In the "*Task #*" box, enter 001
4. Enter your call sign in the *From* box.
5. Enter your ETO clearing house address and ETO-BK in the *To:* box.
6. Enter your internet email address in the *CC:* line (optional)
7. In box 1 "Is there an EMERGENT/LIFE SAFETY NEED", if for exercise or practice, always select "No". (*If during a real event there is in fact a life safety event, please select yes.*)
8. In box 2, fill in your City, County, and State. Enter Territory, if applicable.
9. In box 3, please enter your current GPS coordinates.
10. In boxes 4 through 11, please provide the data based on past experience or your educated estimates related to the weather incident you selected. For example, if your power was out, in box 9 you would select "No" and in the comment box below it provide the name of your power company.
11. In box 12, provide any relevant comments to your situation such as when your power went out, time of damage, etc. For this exercise, enter actual data encountered or estimated data encountered followed by the severe weather incident you base this data on.
12. In box 13, enter your name and callsign.

**Submitting the form**

1. **Optional:** Click on the Save Field Situation Data button and follow prompts.
2. Click on the Submit button.
3. A message will display advising you to click "OK". Click **OK** on the pop-up dialog box to close it.
4. Close the browser.

**Sending the message**

1. Enter your ETO clearinghouse address in the *To:* line.
2. **Required:** All ETO Exercises now require the Tactical Address **ETO-BK** to be either in the *To* field or the *CC* field. Ensure multiple entries in either the *CC* or *To* fields are separated by semicolons.
3. **Optional:** Enter your internet email address in the *CC:* line.
4. Click on *Post to Outbox* on the menu bar.
5. Check the Outbox folder to verify your message is in the Outbox.
6. Select your session type from the drop-down list to the right of the *Open Session* button.
7. Click the *Open Session* button.
8. The Open Session Window will open.
9. If applicable, pick an appropriate *Channel Selection*
10. Click Start to send your message.
11. Close the Session window.
12. Close the Winlink Express window.

**End of Exercise Instructions**

See the next page for an example of a completed Field Situation Report Form that would be based on educated estimates for severe thunderstorms and flooding. **REMEMBER:** Your form will be different from this example.

## Example of Competed Field Situation Report

FIELD SITUATION REPORT			
<a href="#">Setup</a> <small>Click to add an agency or group name</small>	<a href="#">Load Field Situation data</a>	<a href="#">Form info</a>	
For Non-Express recipients, this form is sent as plain text in the message body. Once this page is submitted No changes or editing of this message are allowed			
PRECEDENCE: <input type="text" value="R/ Routine"/>	DATE/TIME: <input type="text" value="2024-07-30 00:33:55Z"/>	TASK # <input type="text" value="001"/>	
FROM: <input type="text" value="KN4IOU"/>	TO: <input type="text" value="ETO-3; ETO-BK"/>		
INFO (CC): <input type="text"/>			
Call signs or E-mails entered into the TO or INFO fields above, can be multiples separated by a semicolon ;			
<b>1. Is there an EMERGENCY/LIFE SAFETY Need</b> <input type="radio"/> YES <input checked="" type="radio"/> NO			
2. City <input type="text" value="Front Royal"/>	County: <input type="text" value="Warren"/>	State: <input type="text" value="VA"/>	Territory: <input type="text"/>
<b>3. Latitude and longitude:</b> LAT <input type="text" value="38.933400"/> LON <input type="text" value="-78.152180"/> . MGRS <input type="text" value="17SQD4685013242"/> Grid <input type="text" value="FM08ww"/>			
If your local situation is LIFE CRITICAL, report via 911. If 911 services are not available, a reporter may use this form and mark the block for LIFE CRITICAL; the reporter should describe the situation and provide the residential address.			
<p style="color: red; font-size: x-small;">LAT and LON are required to map this SpotRep. If entering manually use Decimal Degree format or from an attached GPS device.                      By default LAT, LON and MGRS to the center of the grid square listed in Express Settings</p>			
<b>4a. POTS landlines functioning?</b> <input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Unknown - N/A			
<input type="text" value="If no, state provider."/>			
<b>4b. VOIP landlines functioning?</b> <input type="radio"/> YES <input checked="" type="radio"/> NO <input type="radio"/> Unknown - N/A			
<input type="text" value="Glo Fiber"/>			
<b>5a. Cell phone voice calls functioning?</b> <input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Unknown - N/A			
<input type="text" value="If no, state provider."/>			
<b>5b. Cell phone texts functioning?</b> <input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Unknown - N/A			
<input type="text" value="If no, state provider."/>			
<b>6. AM/FM Broadcast Stations functioning?</b> <input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Unknown - N/A			
<input type="text" value="If no, provide broadcast station callsign/frequency that is off-the-air."/>			
<b>7a. OTA TV functioning?</b> <input type="radio"/> YES <input type="radio"/> NO <input checked="" type="radio"/> Unknown - N/A			
<input type="text" value="If no, identify TV station."/>			

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7b. Satellite TV functioning?	<input type="radio"/> YES <input checked="" type="radio"/> NO <input type="radio"/> Unknown - N/A
<input type="text" value="Dish"/>	
7c. Cable TV functioning?	<input type="radio"/> YES <input checked="" type="radio"/> NO <input type="radio"/> Unknown - N/A
<input type="text" value="Direct TV"/>	
8. Public Water Works functioning?	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Unknown - N/A
<input type="text" value="Comments"/>	
9a. Commercial Power functioning?	<input type="radio"/> YES <input checked="" type="radio"/> NO <input type="radio"/> Unknown - N/A
<input type="text" value="Rappahannock Electric Cooperative"/>	
9b. Commercial Power Stable?	<input type="radio"/> YES <input checked="" type="radio"/> NO- Brown outs/blinking lights <input type="radio"/> Unknown - N/A
<input type="text" value="Rappahannock Electric Cooperative"/>	
9c. Natural Gas Supply functioning?	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Unknown - N/A
<input type="text" value="If no, state provider."/>	
10. Internet functioning?	<input type="radio"/> YES <input checked="" type="radio"/> NO <input type="radio"/> Unknown - N/A
<input type="text" value="Glo Fiber"/>	
11a. NOAA weather radio functioning?	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Unknown - N/A
<input type="text" value="Identify NOAA Weather Radio Transmitter by frequency, call sign or location."/>	
11b. NOAA weather radio audio degraded?	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Unknown - N/A
<input type="text" value="Identify NOAA Weather Radio Transmitter by frequency, call sign or location."/>	
<b>12. Additional Comments</b> <i>Brief summary of current situation - expected outage times, major observations, etc.</i> Heavy rain had caused downed trees in streets. Power is out in certain parts of the town. Actual data encountered, severe thunderstorms and flooding.	
13. POC	<input type="text" value="Stephen Pederson, KN4IOU"/>
<input type="button" value="Submit"/> <input type="button" value="Save Field Situation data"/> <input type="button" value="Reset Form"/>	Ver 0.2.9