

Humanitarian Needs Identification Exercise

Exercise Message Submission Window

- February 13th 00:00 UTC - February 16th - 07:59 UTC

Difficulty Level: Basic

Purpose: While providing emergency support to local agencies, you may be required to send information requiring urban search and rescue (US&R) assets. This information allows the state governor to request US&R support. For the purpose of this exercise, EmComm Training Organization (ETO) is the served agency. ETO's requirements can and probably will be different from your other served agencies. If there is a conflict between your previous training and the ETO instructions for this exercise, follow the ETO instructions.

In this exercise, you will demonstrate the basic understanding and the ability to

- 1) create a correctly formatted Humanitarian Needs Identification Form with given simulated data received from the requestor and
- 2) transmit the document to your ETO clearing house and the tactical address **ETO-BK** using Winlink.

Objectives:

- Use Winlink Express to create and send a Humanitarian Needs Identification Form
- Properly use the provided simulated resource request information for the content of the form
- After completing the message, transmit to ETO per the instructions.

Continue to the next page for the instructions.

Resources:

- General Notes on Frequently-Seen Mistakes:
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

Narrative

Incident: Resort Collapse

On Tuesday, February 13th, the Harbor Three Resort in Myrtle Beach, SC experienced a gas leak in the hotel which quickly led to an explosion causing a collapse of the West side of the 15 story resort. The Emergency Operation Center (EOC) was activated with ETO EmComm members, including yourself, responding to a request for support. You have been assigned as the primary ETO radio operator at the EOC for sending messages to the State Department of Emergency Management.

After receiving an initial update from the on-site Incident Commander at the resort, the Emergency Communications Officer hands you a piece of paper containing the message content. He advises you to send a Humanitarian Needs Identification Form with the message content provided.

MESSAGE CONTENT

NOTE: All information needed to fill out the Form is provided below. Use no other sources nor actual real-world data.

GPS Coordinates 33.682389,-78.890722

Team ID: H3-01

Address/area: 212 S Ocean Blvd, Myrtle Beach, SC

Type of Issue and brief description: Health, Shelter, Logistics, Other.

Brief description of situation:

Harbor Three Resort experienced a gas leak which led to an explosion causing the West side of the resort to collapse. The resort personnel discovered they had 130 of the 240 guests accounted for with many of the remaining feared trapped in the rubble.

Other Information: EXERCISE: Request Urban Search and Rescue Assets.

Ricky Jones, Emergency Communications Officer

Exercise Instructions:

Open and select the form.

Winlink Thursday Exercise For February 15, 2024

1. Open the Winlink Express application.
2. Click on the *Message > New Message* menu items.
3. In the *Enter a new message* window, verify that *Send As* is set to *Winlink Message*.
4. Within this same window, Click on *Select Template* menu item and then expand the list item *Standard Templates*.
5. Scroll down and expand the sub-list item *General Forms*
6. Select *Humanitarian Needs Identification Form.txt* and open it
7. The HTML form labeled *Humanitarian Needs Identification Form* will open in your default browser.

Populate the Humanitarian Needs Identification Form Fields

1. Within fields (H1. *GPS Coordinates Decimal format*), insert coordinates provided in the message content.
2. Within field (H2. *Team ID*), insert ID provided in the message content.
3. Within field (H3. *Date:*), Accept the auto fill date and respond OK.
4. Within field (H4. *Time:*), Accept the auto fill time and respond OK.
5. Within field (H5: *Address*), insert the address provided in the message content.
6. Within field (H6. *Type of Issues and brief description*), Select all identified boxes provided in the message content.
7. Within field (H7. *Brief description of situation*), insert information provided in the message content.
8. Within field (H8. *Other info*), insert information provided in the message content.
9. Within fields (Form completed by and *Title/Position*), insert Name and Title/Position of the individual providing the message content.

Submitting the form

1. Optional: Click on the *Save Humanitarian Needs Data* button and follow prompts.
2. Click on the *Submit* button.
3. Click OK on the pop-up dialog box to close it.
4. Close the browser.

Sending the message

1. Enter your ETO clearing house address in the *To:* line.

Winlink Thursday Exercise For February 15, 2024

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 Humanitarian Needs Identification Form that would not receive any negative feedback for the exercise.

Example of completed Humanitarian Needs Identification Form

Humanitarian Needs Identification Form			
Load Humanitarian Needs Data			Form info
<i>Report of a humanitarian need within a response</i>			
H1. GPS Coordinates Decimal format	<input type="text" value="33.682389"/>	<input type="text" value="-78.890722"/>	
H2. Team ID	<input type="text" value="H3-01"/>	H3. Date	<input type="text" value="02/13/2024"/> H4. Time <input type="text" value="11:07"/>
H5. Address/area			
<input type="text" value="212 S Ocean Blvd, Myrtle Beach, SC"/>			
H6. Type of Issue and brief description:			
<input checked="" type="checkbox"/> Health <input checked="" type="checkbox"/> Shelter <input type="checkbox"/> Food and nutrition <input type="checkbox"/> Water and Sanitation <input checked="" type="checkbox"/> Logistics <input checked="" type="checkbox"/> Other			
H7. Brief description of situation			
<input type="text" value="Harbor Three Resort experienced a gas leak which led to an explosion causing the West side of the resort to collapse. The resort personnel discovered they had 130 of the 240 guests accounted for with many of the remaining feared trapped in the rubble."/>			
H8. Other Information:			
<input type="text" value="EXERCISE: Request Urban Search and Rescue Assets."/>			
Form completed by:	<input type="text" value="Ricky Jones"/>	Title/position:	<input type="text" value="Emergency Communications Officer"/>
<input type="button" value="Submit"/> <input type="button" value="Save Humanitarian Needs Data"/> <input type="button" value="Reset Form"/>			Humanitarian Needs 0.3