
1.1 Checklist – PSA Roll-up Report by Packet

This checklist is used by any individual interested in performing the role of PSA Record Keeper. The three things you need are:

1. Packet Radio capability. The final report of all submitted PSA reports will be made to the EOC by Amateur Radio Packet.
2. Copy of the .csv spreadsheet version of the *COES 106 SitStat - PSA Roll-up/Tracking Form*
3. Familiarity with the PSA process and the data to be passed.

Before an Activation:

- _____ 1. Review the PSA Process. See the *Field Communications Operations Handbook*.
- _____ 2. Download *COES 106 SitStat - PSA Roll-up/Tracking Form*, .csv spreadsheet version from the CARES Website (navigate to **Resources > Preliminary Safety Assessment > Tools**) to your PC or laptop.
- _____ 3. Familiarize yourself with the spreadsheet. Note the alignment of the form. This is rotated 90 degrees from the way we collect the data on paper.
- _____ 4. Practice receiving a PSA report using the PSA audio sample (navigate to **Resources > Preliminary Safety Assessment > Process, PSA sample audio exchange**).
- _____ 5. The best way to capture the PSA information is:
 - a. You put your mouse cursor on the first blank line under **Submitted By** column.
 - b. The *PSA Submitter* will send you the data in the same order listed on the spreadsheet.
 - c. As you hear the information from the *PSA Submitter*, enter the data in the field, and then press **TAB**. TAB moves your cursor to the next field.
 - d. After the last field is entered, press **ENTER**. Enter moves your cursor back to the first column for the next report.

Creating the PSA Roll-up Report:

- _____ 1. Inform Net Control that you volunteer as **PSA Record Keeper** to create the **PSA Roll-up Report**.
- _____ 2. If assigned as PSA Record Keeper, start your laptop, open the spreadsheet, and delete any past or sample data already in the spreadsheet.
- _____ 3. Save the Spreadsheet to a new file name using this event's activation number followed by "-PSA". *Example: CUP-18-17T-PSA.csv*
- _____ 4. Listen to the Net Control Station as *PSA Submitters* are identified and called to pass their reports.
- _____ 5. Record all data from the PSA Submitter. Acknowledge each block of data once you have entered each block.
- _____ 6. Notify Net Control when you have completed collecting each report.
- _____ 7. Save the Spreadsheet after each report is received.

Sending the PSA Roll-up Report

When all reports are received, send the report to the EOC:

- _____ 1. Start Outpost.
- _____ 2. Press **New** to start a new message.
- _____ 3. From the Message form, select **File > Open a File**. Navigate to where you saved the PSA report. Double-click on the .csv file to load it into the message.
NOTE! The file name will be appended to the Subject Line. So, if you have Message ID turned on, it will be added after that.
- _____ 4. Address the message to **CUPEOC@W1XSC**.
- _____ 5. From the Message form, press **Send**.
- _____ 6. From Outpost, press **Send/Receive** to send the message.