

# After-Action Report Fourth of July Fireworks 2012



Cupertino  
ARES/RACES

## 1. Overview

**Description:** July 4<sup>th</sup> Fireworks  
**Event Date:** 4 July 2012  
**Report Date:** 28 July 2012  
**Cupertino Event:** CUP-12-11T  
**Santa Clara County Event:** XSC-12-03T  
**Control:** Cupertino OES  
**Report Revision:** 1.0  
**Submitted By:** Al Boleda, Cupertino CC, Cupertino CERT

### Requirements for Reporting

Completing an After Action Report is part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the Office of Emergency Services (OES) in cooperation with involved state and local agencies complete an After Action Report within 120 days after each declared disaster. Section 2450 (a) of the SEMS Regulations states that, "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

Additionally, Cupertino Citizens Corps (CCC) will use the After Action Report format for documenting training drills and exercises.

## i. Introduction and Background

### Terms

CCC      Cupertino Citizens Corps; composed of CARES, CERT, MRC, and Block Leaders.  
CARES    Cupertino Amateur Radio Emergency Service, ARES/RACES organization supporting the City of Cupertino.  
CERT     Community Emergency Response Team  
CHS      Cupertino High School; site of the 4<sup>th</sup> of July fireworks display  
CPRD    Cupertino Parks and Recreation Department, the City function that is sponsoring the event.  
Cside    Tactical call abbreviations listed in this report for Creekside  
DPW     Department of Public Works  
FF1, 2    Tactical call abbreviations listed in this report for Finch Field 1, Finch Field 2  
HS/NE    Tactical call abbreviations listed in this report for Hyde School/North East position  
ICP      Incident Command Post  
MAC     Mutual Aid Communicators; volunteers from throughout Santa Clara County who are registered and trained to provide mutual aid support as required.

## Terms

MRC	Medical Reserve Corp
NCS:	Net Control Station
OES	Office of Emergency Services
SCC	Santa Clara County; usually used in conjunction to references of County RACES, County OES, or County EOC.
SO	Santa Clara County Sheriff's Office

## Introduction

The City of Cupertino (City) requested communications, logistics, and first aid support from Cupertino Citizen Corps during the 2012 Cupertino Fourth of July Fireworks event. To staff the event, Cupertino Office of Emergency Services activated the Cupertino Amateur Radio Emergency Service (CARES), the Cupertino Community Emergency Response Team (CERT), and the Cupertino Medical Reserve Corps (MRC).

From May through June, the Cupertino Department of Parks and Recreation held 2 event planning sessions. CERT sponsored a walk-through of the sites for CCC and MAC event staff.

Due to the staffing levels required to fill all required field positions, a request for Amateur Radio operators were made to Santa Clara County RACES and surrounding jurisdictions. In accordance with County RACES policies, County RACES activated Mutual Aid Communicators (MACs) under activation number XSC-12-03T. All responding MACs also signed in as Cupertino Disaster Service Workers.

On 4-July, the City of Cupertino initiated a Citizen Corps Training Activation under the designation CUP-12-11T.

This report covers the activities undertaken by responding volunteers in support of this event.

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### ii. Type/location of Event / Drill / Exercise

Event Type:	City Activation, RACES Activation
Event Identifier:	CUP-12-11T
Event Name:	Cupertino 4 <sup>th</sup> of July Fireworks
Location:	City of Cupertino

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### iii. Description of Event / Drill / Exercise

The City of Cupertino sponsored a Fourth of July Fireworks display for city residents. The fireworks were launched from Cupertino High School with viewing locations identified at Creekside Park, Hyde Middle School, and Sedgwick Elementary School.

To maintain the security of the launch site and ensure the safety of the public, the Cupertino HS campus was closed between 6 p.m. and 11 p.m., as were the following adjacent streets:

1. Finch Avenue between Valco Parkway and Stevens Creek Blvd.
2. Finch Avenue between Stevens Creek Blvd. and Phil Lane
3. Calle de Barcelona between Finch Avenue and Miller Road
4. Tilson Avenue between Finch Avenue and Tantau Avenue
5. Phil Lane between Miller Road and Tantau Avenue
6. Stendhal Lane between Phil Lane and Shadygrove Drive

Event resources were provided from the following organizations:

1. Cupertino Department of Parks and Recreation: A total of 69 staff members (13 full-time employees and 56 seasonal employees) were responsible for overall event control, coordination, venue setups, and perimeter control.
2. Santa Clara County Sheriff's Office (SO): Twenty six (26) Deputies were responsible for overall event security and general law enforcement. SO deployed a mix of patrol cars, motorcycles (2), and bicycles (2 deputies and 2 community service officers).
3. Santa Clara County Fire District: The Fire Marshall was actively involved in the pre-event planning and during the event.
4. CARES and County Communications Mutual Aid Communicators (MACs): Responsible for maintaining communications with all volunteer security teams and viewing location staff. Thirty two (32) amateur radio operators responded from the following cities:
 

Cupertino	19
Campbell, Mountain View, Los Altos, San Jose, Sunnyvale	13
5. Cupertino MRC and CERT members were divided among the viewing sites, with a lead at each site who provided on-site coordination. These combined MRC/CERT teams were responsible for event safety and first aid. There were no members from cities other than Cupertino. Twenty seven (27) CERT/MRC members participated, with an additional five (5) Spontaneous Untrained Volunteers joining in.
6. The total number of volunteers participating was sixty four (64).
7. Logistics for the event was managed by Cupertino OES.

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#### **iv. Chronological Summary of Event / Drill / Exercise**

Please refer to *Appendix A - Net Control Log* for a chronologic list of events. All events took place on Wednesday, 4-Jul-12. All times are listed in local time. All feedback received, either through forms 214 or e-mails the week after the event, has been incorporated in section **vii. "Improvements, Conclusions, Recommendations"**.

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#### **v. Response at SEMS Levels (as appropriate):**

Include a summary, conclusions, the field response, and other local, operational area, regional, state or federal response.

Santa Clara County ARES/RACES activated through Mutual Aid request.

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#### **vi. Interacting Systems, Agencies, and Programs:**

Include mutual aid systems (law enforcement, fire/rescue, medical, etc.); cooperating entities (utilities, American Red Cross, Sheriff's Office, City Departments, etc.); telecommunications and media interactions.

#### **Cupertino Office of Emergency Services (OES)**

OES Citizen Corps Coordinator, Ken Erickson, supported the event as an advisor to the Cupertino Citizen Corps Incident Command staff; authorized activation of volunteers under event number CUP-12-11T.

#### **Santa Clara County Sheriff's Office**

Sheriff's Office was in charge of area security and overall public safety. Citizen Corps staff acted as eyes and ears for the Sheriff's Office by providing on-site information to the deputies. CARES

and Planning and Intelligence Section established an information flow between CARES Net Control, Volunteer Groups, SO, and Parks and Rec.

### **Cupertino Parks and Recreation**

Parks and Rec provided full time and summer interim staff for the event, and established a command post close to the launch site. Interactions with all staff were smooth. Parks and Rec did not use radio communications; contact with Parks and Rec field staff was maintained through bike rovers. CARES maintained contact with Parks and Rec via rover. We did receive large aerial maps of the venues. In addition, through joint planning, the CCC team and Parks and Rec created street maps detailing the deployment of resources (Parks and Rec, Sheriff, and CCC/MAC).

### **Medical Reserve Corps**

MRC volunteers staffed three first aid stations, and were tightly integrated into the overall event command and control. Each site reported responding to first aid requests from the observing public.

### **Santa Clara County ARES/RACES**

A formal mutual aid request was submitted from the City of Cupertino to County ARES/RACES for Mutual Aid Communicators (MACs). Communicators from 6 city RACES organizations responded with one or more communications volunteers. All MACs demonstrated a high degree of professionalism, flexibility, and skill in their assignment.

### **Communications Systems**

CARES TAC-2 (146.460) Simplex was the primary communications frequency that was used for all volunteer wide-area coverage. The CARES TAC-1 frequency could not be used because of interference from another event in Foster City, and CARES TAC-3 (W6TDM 440 Repeater) was used as backup.

FRS radios were used by CERT and MRC volunteers between First Aid stations and roving field teams. Frequency assignments were listed in the Event Briefing Packet. When required, First Aid Teams passed information to the Command Center by using FRS to relay information to a local Roving Team, who then used Amateur Radio to pass the traffic on to the Command Center.

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## **vii. Improvements, Conclusions, Recommendations:**

As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibility.

The following is a summary of the key Improvements, Conclusions, and Recommendations. See Appendix B for additional comments, detailed feedback, and other suggestions.

### **What worked?**

- Information packets (maps and instructions) were complete and highly appreciated by all.
- Coordination of manpower deployment, including maps detailing assignments (CCC/MAC, Parks and Rec, and Sheriffs).
- Sheriff's leadership highly appreciated CCC sharing last year's After Action Report, and this year's planning documents (manpower assignments, maps, event summary).
- Coordination with Parks and Rec command post was excellent.
- Coordination with the Fire Marshall worked very well.
- "No Dogs" signs and printed material at the viewing sites kept the dog issue to a minimum.
- Radio checks prior to dispatch and Health and Welfare checks.

- Handoff from Event Net to Resource net (MAC only).
- MAC integration and participation with CARES.
- Public was generally well behaved.
- Good Sheriffs presence at all critical locations.

### **What needs improvement?**

- Number of parking passes (60) for volunteers was just enough; need clarity regarding passes for non-volunteers (e.g. Sheriffs officers in private cars or not in uniform). Suggest we post signs at “Check-In” parking lot stating “Parking Pass required for all vehicles”.
- Volunteer Check-In at CCC’s Command Post was not properly staffed until 4:00 PM, the requested check-in time, but a large number of volunteers started arriving around 3:15 PM.
- To facilitate and expedite the overall Check-In process, including T-Card management, a number of process improvements can be made (refer to section “Recommendations”).
- There was no Sheriffs command post, or liason, co-located with CCC’s command post as it was the case in past years, resulting in delays in response to issues or questions.
- The Incident Commander (IC) this year was not a licensed ham radio operator, thus had to rely on the command post radio operators for information on radio transmissions. For faster response, it is suggested future ICs should carry a (listen only) scanner if not licensed.
- Barricade at Stendhal near Shadygrove Dr. not effective as implemented, forcing the redeployment of the Stendhal Rover to this location as a permanent post.
- As a result of above redeployment, we were forced to allocate an additional resource to Phil Lane and Finch, a new post we named “South West”.
- Clear rules on street closures: Vehicular and pedestrian traffic until when? Exceptions for residents? Spectators sitting on sidewalks? This area was an improvement over last year’s event, but additional clarity is required; need a specific plan for each closed street, including parking lots such as South of Stevens Creek behind the Bank.
- All (100%) of street closures barricades need to be manned.
- Most street closure barricades were manned by Parks and Rec personnel, most of them being under age seasonal workers. Through joint manpower planning we tried to make sure each of these posts had at least one over 18 years old (volunteer or official), but we still had many barricades with only an under age seasonal worker.
- Street barricades missing at North end of Craft (at Finch), this created a major traffic tie-up at the end of the event because drivers exiting Craft drove South on Finch (not North as per Sheriffs instructions).
- Manpower assigned to street barricades must be able to hear and follow Sheriffs instructions regarding traffic flow, this is crucial at the end of the event.
- A detailed plan is needed for re-opening streets after the conclusion of the event.
- Volunteers assigned as “Rover” should think about bringing their bicycles if assignment requires traveling more than a couple of blocks. CAUTION: this item requires additional research to make sure we comply with all pertinent liability concerns.
- Use of amateur radio by paid City employees is against FCC regulations, must use City radio instead.
- Need more direction on how to report personal fireworks (i.e. what type of fireworks should be reported).

### **Recommendation**

There are a number of items that are repeats of recommendations in the past. The Citizen Corp volunteers will review those repeated from past years and give that list to the CPRD before the first planning session for next year.

### Parks and Recreation

1. CPRD should identify position and responsibilities for an Event Safety Officer.
2. Although pre-event joint planning (CPRD, CCC, and Sheriffs) resulted in good manpower coordination at critical places, we still had some street closure barricades not manned or manned by unsupervised minors. For future events we need to make sure each of these posts has at least one over 18 years old (volunteer or official), and that 100% of street barricades are manned.
3. Lack of street barricades combined with a lack of personnel to direct traffic at Craft (the two exits to Finch), resulted on major traffic tie-up at Finch upon the conclusion of the event. The Sheriff instructed traffic to be routed North on Finch, but there was no one at either Craft exit to implement the instructions.
4. Traffic flow control overall is an area which can be improved, an issue brought-up by the Sheriff at the event debrief on July 12, 2012. We recommend a joint “traffic control” planning meeting prior to future events; Sheriff should drive, but CPRD and CCC need to participate to provide valuable insight and experience from past events, and to make sure there is clear understanding of the rules for the event.

### Public Safety

1. Need the Sheriff to establish a command post co-located with the CCC command post. In past years the co-location of our command posts has made communication between Sheriff and CCC much faster and efficient.
2. Dogs continue to be a safety concern. The use of posted signs and the printed material available to the volunteers (The Cupertino Scene) clearly stating “No Dogs Allowed”, substantially helped minimize the dog issue. The Creekside Park viewing venue needs posted signs at each and every entrance, including the “back walk-in entrance”.
3. Personal fireworks reporting. We encountered several instances of personal fireworks near the various posts, many of these were reported via Net Control to the Sheriffs, resulting in some distraction and potential overload for the deputies involved. The Sheriff advice was to only report “big fireworks”, thus we need a clear definition of what to report.

### Citizen Corps

1. Sign-up in Eventbrite needs to be streamlined (too much information leads to confusion). We need to completely eliminate the question regarding “pre-event planning”, tasks will be assigned by the Event Lead based on available resources.
2. Volunteer qualification should be verified during check-in, and any discrepancy to the information provided in Eventbrite has to be highlighted to the Event Lead.
3. Children accompanying a volunteer need to be at least of high school age. Volunteers under 18 need to be accompanied by a parent. All minors need a fully completed “DSW Volunteer Risk Waiver Form Under 18 Years Old”. Non CCC/MAC parents accompanying a volunteer minor must check-in as Spontaneous Untrained Volunteer (SUV).

#### 4. Check-In process suggested improvements:

- Be ready to process arriving volunteers 45 minutes prior to suggested arrival time.
- Write initial assignment, check-in time, and check-out time on each T-Card.
- Assign someone to help early in placing T-Cards in holder before the briefing.
- Place signs at parking lot entrance stating “All vehicles need a parking pass”.

#### Communications

1. Pre-assigning Tactical Calls and providing a handout proved helpful.

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#### **viii. Training Needs**

1. 4<sup>th</sup> of July Playbook. Update all sections to incorporate learning’s from feedback derived from this event. Reflect the fact that the event organization is in branches, not sections.

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#### **ix. Recovery Activities (as applicable)**

Demobilization Activities were limited to securing equipment and command center shutdown.

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#### **x. References: Maps, charts, training materials, etc.**

The following material was developed and provided as part of the Volunteer Briefing Packet:

- 2012 Event Summary
- ICS-214 Unit Logs (See sample logs at end of report)
- Aerial Maps of all sites
- Event Overview Street Map
- Tactical Call Signs Street Map
- Manpower Combined Street Map
- List of Tactical Calls (including street map)

#### **Appendices:**

Appendix A – Command Post Log

Appendix B – Net Control Log

**End of Report.**

**Appendix A - Command Post Log**

**(4 pages)**

**Cupertino Fireworks Event  
4 July 2012**



Appendix A - Command Post Log

<b>UNIT LOG</b> <b>ICS 214</b>		1. INCIDENT NAME <b>CUPERTINO FIREWORKS</b> ACTIVATION NUMBER CUP-	2. DATE PREPARED <b>4 July 12</b>	3. TIME PREPARED
4. UNIT NAME / DESIGNATOR <b>FE</b>		5. UNIT LEADER (NAME AND POSITION) <b>AL BOLEDA IC</b>		6. OPERATIONAL PERIOD <b>15:00 - 23:15</b>
7. PERSONNEL ROSTER ASSIGNED				
NAME	ICS POSITION	HOME BASE		
<b>AL BOLEDA</b>	<b>LEAD</b>			
<b>JERRY TALLINGER</b>	<b>CO-LEAD</b>			
<b>STUART CHESSEN</b>	<b>CARES SHIFT SUPERVISOR</b>			
<b>DARREL PRESLEY</b>	<b>NET CONTROL</b>			
8. ACTIVITY LOG (CONTINUE ON REVERSE)				
TIME	MAJOR EVENTS			
<b>15:00</b>	Arrived at Cup HS Command Center			
	2 CERT people already at work setting up radios			
	Cup HS personnel (2) available & very helpful			
<b>15:15</b>	I finished set up of Check-In table.			
	First volunteers began to check-in.			
	Enlisted Bob Hull to assist me with check-in			
	Fill Saul & Tally arrived @ 15:50			
	Rodna Presley volunteered to distribute Phy. Passes (she did this till 17:00)			
<b>16:00</b>	Smooth going, SAUL & TALLY doing a great job @ Check-In			
<b>17:10</b>	Welcome & Briefing: <del>66</del> volunteers			
	33 Sheriff. Made assignments.			
<b>17:35</b>	Volunteers to their assignments			
<b>18:30</b>	Issue reported issues with "Skunkhal Rover", decided to wave rover to shadow/Dirig. Case & sent Rodna & his Dad to new "South West" post @ Tison & Fire 4.			

Appendix A - Command Post Log

TIME	MAJOR EVENTS
14:23	Received report that @Creekside volunteers were being "too fast" sent message to all to be polite.
14:56	I phoned Capt Ken KB (Sheriff) to request a Sheriff presence at our Command Post, left Voice Mail
20:20	Creekside calling for EMS LANTERN I contacted Ken (Logistics) He delivered spare
20:30	SC Undersheriff & family came to Command Post, I complained about no Sheriff presence here with us @ Command Post.
21:05	Sheriff Capt Ken KB & others arrived here at Command Post.
21:10	People trying to exit Craft toward Steens Creek I made the decision to put barricades & block the exit (Note Sheriff had said "OK to go to Steens Creek", I consulted with Sheriff OK).
21:15	* Next year put Barricades at CRAFT/FINCH road case from Fred that Fire Marshal agreed to start fire works at 9:30
21:30	Fire works start
21:50	Fire works end
22:00	Waiting for Fire Marshal to give OK Sheriff decided to let people out CRAFT toward Steens Creek and right turn only
22:05	Congrat at CRAFT/FINCH, people coming out of Church & heading south on Finch. Need traffic control & better planning next year.
22:11	Fire Marshal gave all clear.
22:20	64 Total Volunteer in FINCH - DSW count (12 MAC) (5 minor @ WAIVER)
22:30	CHECKOUT BEGINS
23:00	Final check-out ends
23:15	I leave Camp High
6/2008	9. PREPARED BY (NAME AND POSITION) AL BOCEDA IC

<b>UNIT LOG</b> ICS 214-SCCo ARES/RACES		1. Incident Name and Activation Number <i>Capertino fireworks</i> <i>XSC-12-03T</i>		2. Operational Period (Date/Time) <i>07/04/12</i> From: <i>14:58</i> To:	
3. Unit Name / Tactical Call / Designators			4. Unit Leader (Name, Call Sign, ICS Position)		
5. Personnel Roster Assigned					
Name		Call Sign	ICS Position	Home Base/City	
6. ACTIVITY LOG					
Time (24:00)	Major Activities & Events / Occasional Messages (indicate From / To / Msg# / Msg Text)				
<i>14:58</i>	<i>checking in on resource net.</i>				
	<i>leaving from home, odometer 597</i>				
<i>15:11</i>	<i>arrived on site, odometer 600</i>				
<i>15:15</i>	<i>checked in on site</i>				
<i>15:45</i>	<i>went to launch site to coordinate with</i>				
	<i>Parks &amp; Rec and Puro;</i>				
	<i>determined location for East side</i>				
<i>16:20</i>	<i>back at command post</i>				
<i>17:00</i>	<i>briefing; assigned Rover</i>				
<i>17:55</i>	<i>coordination with Sheriff</i>				
<i>18:05</i>	<i>North side radio problem, fixed tone</i>				
<i>18:15</i>	<i>North side radio problem</i>				
<i>18:20</i>	<i>went to launch site to coordinate with Fire Marshal:</i>				
	<i>Doug Harding 408 656-9098</i>				
<i>18:40</i>	<i>went to Stendahl to resolve issue with barricades</i>				
<i>19:00</i>	<i>back at Command Post</i>				
<i>19:22</i>	<i>going to Creekside</i>				
<i>19:25</i>	<i>at Creekside</i>				
<i>19:50</i>	<i>at Calle di Barcelona</i>				
<i>20:10</i>	<i>at Tilson, to relieve Brian</i>				
<i>20:22</i>	<i>at South side, to relieve Dave</i>				
<i>20:45</i>	<i>at Stendahl, to relieve Bob</i>				
<i>21:15</i>	<i>at launch site, coordinated with Parks &amp; Rec</i>				
	<i>and Fire Marshal</i>				
<i>21:30</i>	<i>fireworks begin</i>				
<i>21:50</i>	<i>fireworks over</i>				
7. Prepared By (Name, Call Sign, ICS Position)		8. Date & Time Prepared		9. Page <u>1</u> of <u>2</u>	



**Appendix B – Net Control Log**

**(7 pages)**

**Cupertino Fireworks Event  
4 July 2012**

<b>COMM Log</b> ICS 309-SCCo ARES/RACES	1. Incident Name and Activation Number Cupertino 4th of July Fire Works	2. Operational Period (Date/Time) <del>7/14/2012</del> 7/14/2012 From: 18:00 To: Midnight			
3. Radio Net Name (for NCOs) or Position/Tactical Call		4. Radio Operator (Name, Call Sign)			
<b>5. COMMUNICATIONS LOG</b>					
Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	
18:04	KI6DDX	#1			People illegally parked @ Shopping Center
18:07	AI6CC	#2			Car stuck at Miller and Wolfe
18:18	KJ6CBR	#3			Radiotrailer send out bed to help
18:26	KJFSH	#4			Suspect Shadygrove barricade down
18:31	KJFSH	#5			Co. Firmed Shadygrove barricades insufficient
18:32	KJ6WES	#6	<del>Ret 1500MT</del>		Ret 1500MT Stendahl move to Shady Grove
18:40	126 VFD	#7	Logistics		Question about MRC banner
	Logistics		146 VFD		Reply NO for AIO banner
19:23		#8	All Staff		Message from Al Dolega (attached)
19:30	KJ6LXV	#9			Let car through barricade <sup>medical emergency</sup> cleared
19:47	AE6ED	#10			Firecracker loud enough to set off car <sup>alarm</sup>
19:51	KJ6LXV	#11			Car abandoned @ barricade
19:57	K6OTT	#12			Sheriff @ Tilson where fireworks set off
20:00	K6FJC	#13	KJ6BRX		Hook up PRR <sup>South</sup> person under 18 w/ supervisor
20:28	Net control	#14	East Side		Move North - NOT require PPE at 9:00
20:30	K6OTT	#15	<del>Chickery</del>		Checking Point
20:35			East Side		
20:40	Stendahl	#16			6212 Shady Grove Dr.
20:55	Logistics	#17	Creekside		taking lantern from sedwick to creek
21:18	Finch Field	#18			Fireworks in field, sheriff's dispatched <sup>Side</sup>
21:20	Northside	#20			cars turning on Finch illegally
21:22	Southside	#21			house ground level fireworks, sheriff called
21:28	Northside	#22			home owners on roofs? outside of drop zone
21:28	Southside	#23			no sparks in street, sheriff sent over
21:43	Phil	#24			Illegal parking. Sheriff said no arch
21:45	Logistics	#25			Distribute in Creekside Parking lot
22:00	Phil	#26			Put orange cones on corner
22:00		#27	Stendahl		Open barricades, move to Phil-end
10:02		#28	Finch Traffic		Barricades removed @ church, OKed to go North
<del>10:02</del>		#29	<del>Finch Field</del>		<del>-----</del>
10:10	Northside	#30			Allow Northbound traffic on Finch
10:20	Stendahl	#31			Really take down barricades this time
10:22	Phil	#32			Remove barrier
10:25	Finch Traffic	#33			Remove barrier
6. Prepared By (Name, Call Sign)			7. Date & Time Prepared		8. Page ____ of ____

<b>COMM Log</b> ICS 309-SCCo ARES/RACES	1. Incident Name and Activation Number Cupertino 4th of July Fireworks	2. Operational Period (Date/Time) 7/4/2012 From: 16:00 To: Midnight
3. Radio Net Name (for NCOs) or Position/Tactical Call		4. Radio Operator (Name, Call Sign)

5. COMMUNICATIONS LOG					
Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	
10:02			Finch Field		Relieved
10:02			Shopping Center		Relieved
10:10			Northside		Relieved
10:10			Creekside I		Relieved by Lead
					ATG KC
					K0GALO
10:13			Eastside		Relieved
			Hyde		Relieved by Lead
					AGGBR
10:20			Tilson		Relieved
10:25			Southside		Relieved
10:25			Finch Traffic		Relieved
10:25			Ph. 1		Relieved
10:28			Westside		Relieved
10:28			Stendahl		"
10:28			Southwest		"
10:30			Rover		"
10:30			Miller I/II		"
10:38			Collado Barcelona		"

6. Prepared By (Name, Call Sign)	7. Date & Time Prepared	8. Page ____ of ____
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# MESSAGE FORM

► Use Ballpoint Pen—Press Hard; Print Clearly  
(See back for instructions)

When Receiving <sup>2</sup>  
Msg.: Sender's msg. #

Msg. #

When Sending Msg. <sup>3</sup>  
Receiver's msg. #

Date: (MM/DD/YY) <sup>1</sup>  
\_ / \_ / \_

Situation Severity (✓one) <sup>4</sup>  
 EMERGENCY  
(e.g., Life Threat)  
 URGENT  
(e.g., Property Threat)  
 OTHER  
(All others)

Msg. Handling Order (✓one) <sup>5</sup>  
 IMMEDIATE  
(As Soon as Possible)  
 PRIORITY  
(Less Than One Hour)  
 ROUTINE  
(More Than One Hour)

Message Requests You To: <sup>6</sup>  
TAKE ACTION (✓one)  
 Yes  No  
REPLY (✓one)  
 Yes, by \_\_\_\_\_  No  
 FOR YOUR INFO.  
(no action required)

Time: (24 hour clock)  
19:18  
0001 to 2400  
2:00 PM = (12+2) = 1400 Hrs

To: ICS Position: (required) <sup>7</sup>  
ALL STAFF  
Location: (required) <sup>9</sup>  
ALL  
Name: (optional)  
Telephone #: (optional)

From: ICS Position: (required) <sup>8</sup>  
FC  
Location: (required) <sup>9</sup>  
COMMAND Post  
Name: (optional)  
AL BOLEDA  
Telephone #: (optional)

SUBJECT: <sup>10</sup> INFORMATION TO THE PUBLIC

REFERENCE (e.g., Number of earlier msg.): <sup>11</sup>

Message: <sup>12</sup> (what, when, where needed; how long; contact name and phone number) KEEP MSG BRIEF  
THIS IS OUR TIME TO  
BE SEEN BY OUR CITIZENS,  
PLEASE ENSURE THAT ALL YOUR  
COMMUNICATION IS FRIENDLY AND RESPECTFUL,  
~~AND~~ NOT THREATENING.

ACTION TAKEN: <sup>13</sup> (For use by Originator / Recipient) ► USE SEPARATE MESSAGE FORM IF SENDING REPLY!

CC:  Management  Operations  Planning  Logistics  Finance

Operator Use Only: <sup>14</sup>

How Received  or Sent  (✓one)  
 Telephone  Dispatch Center  
 EOC Radio  FAX  Courier  
 Amateur Radio  Other \_\_\_\_\_

Operator Call Sign:  
Operator Name:  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Outgoing (Sent): <sup>15</sup>  
Message Originator: Send the top copy (white) to radio, yellow to PLANNING, retain the pink copy for your reference.  
Radio: After sending, complete Disposition info., retain white copy for file in radio.  
Incoming (Received): <sup>15</sup>  
Radio: After receiving, complete Disposition info., route the top copy (white) to the Addressee, yellow to PLANNING, retain pink for file in Radio.  
Addressee: Take appropriate action.



# MESSAGE FORM

▶ Use Ballpoint Pen—Press Hard; Print Clearly  
(See back for instructions)

When Receiving <sup>2</sup>  
Msg.: Sender's msg. #

Msg. #

When Sending Msg. <sup>3</sup>  
Receiver's msg. #

<b>Date:</b> (MM/DD/YY) <sup>1</sup> 7/11/2012	<b>Situation Severity</b> (✓one) <sup>4</sup> <input type="checkbox"/> EMERGENCY (e.g., Life Threat) <input type="checkbox"/> URGENT (e.g., Property Threat) <input type="checkbox"/> OTHER (All others)	<b>Msg. Handling Order</b> (✓one) <sup>5</sup> <input type="checkbox"/> IMMEDIATE (As Soon as Possible) <input checked="" type="checkbox"/> PRIORITY (Less Than One Hour) <input type="checkbox"/> ROUTINE (More Than One Hour)	<b>Message Requests You To:</b> <sup>6</sup> <b>TAKE ACTION</b> (✓one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>REPLY</b> (✓one) <input type="checkbox"/> Yes, by _____ <input type="checkbox"/> No <input type="checkbox"/> FOR YOUR INFO. (no action required)
<b>Time:</b> (24 hour clock) 20:40 <small>0001 to 2400 2:00 PM = (12+2) = 1400 Hrs</small>			

<b>To:</b>	<b>ICS Position:</b> (required) <sup>7</sup> Shore	<b>From:</b>	<b>ICS Position:</b> (required) <sup>8</sup> Net Control
	<b>Location:</b> (required) <sup>9</sup> ICS		<b>Location:</b> (required) <sup>9</sup> ICS
	<b>Name:</b> (optional)		<b>Name:</b> (optional)
	<b>Telephone #:</b> (optional)		<b>Telephone #:</b> (optional)

**SUBJECT:** <sup>10</sup> Fire works at 6212 Shadygrove

**REFERENCE** (e.g., Number of earlier msg.): <sup>11</sup>

**Message:** <sup>12</sup> (what, when, where needed; how long; contact name and phone number) **KEEP MSG BRIEF**

Fire works going off at  
Shady ~~grove~~ Grove

**ACTION TAKEN:** <sup>13</sup> (For use by Originator / Recipient) ▶ USE SEPARATE MESSAGE FORM IF SENDING REPLY!

CC:  Management  Operations  Planning  Logistics  Finance

**Operator Use Only:** <sup>14</sup>

<b>How Received</b> <input type="checkbox"/> or <b>Sent</b> <input type="checkbox"/> (✓one)	<b>Operator Call Sign:</b>
<input type="checkbox"/> Telephone <input type="checkbox"/> Dispatch Center	<b>Operator Name:</b>
<input type="checkbox"/> EOC Radio <input type="checkbox"/> FAX <input type="checkbox"/> Courier	
<input checked="" type="checkbox"/> Amateur Radio <input type="checkbox"/> Other _____	<b>Date:</b> _____ <b>Time:</b> _____

**Outgoing (Sent):** <sup>15</sup>  
Message Originator: Send the top copy (white) to radio, yellow to PLANNING, retain the pink copy for your reference.  
Radio: After sending, complete Disposition info., retain white copy for file in radio.

**Incoming (Received):** <sup>15</sup>  
Radio: After receiving, complete Disposition info., route the top copy (white) to the Addressee, yellow to PLANNING, retain pink for file in Radio.  
Addressee: Take appropriate action.

**SCCo ICS Form 213**  
6/28/2007

MESSAGE

Message For

[Empty box]

from Net Control date 1/1/

number Ken time : AM PM

message Do we have regular first aid banners instead of MRC banners? Sedgwick wants to know taken by

best call back time date

TO ? (skip)  
Answer from Logistics

18:45 No First Aid Banners.  
Refer people to MRC  
Banner.

7:30 250 Sedgwick  
1100 Creekside  
200 Hyde

IACITICAL (Rohan) started  
 South East  
 South Side

M9  
 CUP 12-11  
 X SC-12-03  
 10

	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	23:30	00:00
LOGISTICS	X	X	X	X	X	X	X	X					
ROVER		X	X	X	X	X	X	X					
NORTH SIDE		X	X	X	X	X	X	X					
EAST SIDE		X	X	X	X	X	X	X					
WEST SIDE		X	X	X	X	X	X	X					
Sloppin Center/Bank		X	X	X	X	X	X	X					
Rollout Rotor South		X	X	X	X	X	X	X					
Finch Traffic		X	X	X	X	X	X	X					
Finch Field		X	X	X	X	X	X	X					
TILSON		X	X	X	X	X	X	X					
PHIL		X	X	X	X	X	X	X					
STENDAL/Shadygrove		X	X	X	X	X	X	X					
MILLER		X	X	X	X	X	X	X					
CALLIE de Barcelona		X	X	X	X	X	X	X					
Sedgwick		X	X	X	X	X	X	X					
Creeds lot		X	X	X	X	X	X	X					
Hyde		X	X	X	X	X	X	X					

CREEK SIDE	7 <sup>30</sup> <del>00</del>	800 / 530	900	Fireworks
	1100	1300 + 1800	2,000 + 500	2500
Hyde	200	350 500	500 +	
Sedgwick	250	350 700	800	
Finch Field	∅	<del>∅</del> 1 30	400	400 - 500