

City of Cupertino

Emergency Plan/Plans Section

CARES/Communications Branch Checklist

Mission: The objective of the Cupertino Amateur Radio Emergency Service (CARES) is to provide alternate communications pathways, field intelligence, and technical expertise to support the city's emergency response.

Primary Frequency 147.570 MHz Secondary Frequency 146.460 MHz

1. Before the event

- 1. Review/update CARES/Communications section of Emergency Plan
2. Review/update CARES roster
3. Meet monthly with members to share ideas
4. Check antenna drops
5. Conduct exercises
6. Provide EOC training as needed

2. During the event

- 7. Report to EOC and sign in
8. Put on EOC vest
9. Write name on organization chart
10. Obtain briefing from Section chiefs or published situation report
11. Determine name of your relief and attempt to contact
12. Begin and maintain a Unit Log (ICS-214)
13. Document everything!
14. Dispatch members to fire stations
15. Dispatch member to Cupertino Clinic
16. Log in to County Net
17. Monitor the EOC to EOC radio
18. Maintain status of CARES field units
19. Provide situation status reports to Plans Section
20. Welfare check CERT Communities (refer to CERT list)
21. Disseminate all pertinent information received to appropriate Section Chief
22. Review EOC Action Plan and participate in the development of the Plans Section Action Plan to support and accomplish the goals
23. Develop the CARES Communications Action Plan (see Section 4 below)
24. For Extended Response Operations, develop the staffing plan and shift rotation schedule for field units
25. Arrange for material support (food, shelter, power) for field units with Logistics Section.
26. Don't release any information to the media unless authorized by PIO
27. If there is little or no damage to the City, be prepared to provide mutual aid to other cities/operational areas throughout the state

3. After the Event

- _____ 28. Complete all paperwork.
- _____ 29. Submit all receipts to Finance Section
- _____ 30. Determine need to restock equipment/supplies for your position.

- _____ 31. Prepare a list of lessons learned, needed changes to checklists, and requests for additional supplies/equipment
- _____ 32. Coordinate with Personnel Branch to debrief all personnel in your branch (including volunteers) who have participated in the emergency, and be aware of critical incident stress symptoms
- _____ 33. Leave a forwarding phone number where you can be reached, with the Emergency Services Coordinator

4. Communications Action Plan

The Communications Action Plan should contain the following information:

1. Operational Objectives. Summarize the situation and the emergency communications need. Develop the Objectives for this Operational Period. These objectives must align with and support the EOC Operational Objectives.
2. Deployment Plan. Identify the field assignments or stations where CARES resources need to be assigned.
3. Resource Plan. Develop the list of resources to staff the field assignments or stations for the current and future shifts (next 36 hours). Identify any special equipment required at each assignment.
4. Frequency Plan. Identify what frequencies are in use and how they are used.