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# 2014 Sheriff's Heroes Run Exercise Plan

Cupertino Office of Emergency Services  
CUP-14-24T

November 8, 2014  
Revision 1.2



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### Revision

Rev	Date	Comments
1.0	3 Nov 2014	First Draft
1.1	7 Nov 2014	Added CERT material; clarified Buddy system
1.2	11 Nov 2014	Add learnings from event

# 1 Exercise Plan

## 1.1 Background / Goal

### 1.1.1 Background

The SO and VMC sponsor an annual [Sheriff's Heroes](#) 5K run/walk fund raiser for the Pediatrics Unit of VMS. In 2014, the venue was Cupertino. It was conducted as a near clone of the Big Bunny Run. The event raised \$40,000 for VMC. There were 710 participants, 200 spectators and 100 volunteers.

Cupertino ARES was requested by the SO to provide race course communication and spotting, similar to the Big Bunny Run. VMC had uniformed (bright shirts) volunteers positioned along the route to act as spotters, too. CARES members should get acquainted with the nearby volunteers and discuss how they will work together with spotting and communication.

Also, the SO and VMC wanted MRC to staff a first aid booth near the finish line, just as they do for the Big Bunny Run. Even though there were doctors and nurses from VMC, they are there as participants and parents and not on duty.

To staff the event, Cupertino Office of Emergency Services activated the Cupertino Amateur Radio Emergency Service (CARES) and the Cupertino Medical Reserve Corps (MRC). Community Emergency Response Team (CERT) were used as race monitors and CARES buddies. The Sheriff's Office staff and VMC volunteers handled logistics, course monitoring, set and demob.

In addition to providing valuable service to the Sheriff's Office, CARES members gained experience working alongside Deputies and inside the SO's mobile command center.

### 1.1.2 Terms

CCC	Cupertino Citizens Corps; composed of CARES, CERT, MRC and Block Leaders.
<a href="#">CARES</a>	Cupertino Amateur Radio Emergency Service, ARES/RACES organization supporting the City of Cupertino.
<a href="#">CAS</a>	Cupertino Alert System
<a href="#">CERT</a>	Community Emergency Response Team. Community Emergency Response Team; trained in light search and rescue, disaster medicine, fire suppression and Help Desk.
<a href="#">DPW</a>	Department of Public Works
ICP	Incident Command Post. A temporary physical location used for the purpose of on-scene incident command and management at the tactical level.
<a href="#">MRC</a>	Medical Reserve Corps. Volunteers that supplement the existing emergency and public health resources.
NCS	Net Control Station
OES	Cupertino Office of Emergency Services
<a href="#">PSC</a>	Public Safety Commission
<a href="#">RCS</a>	Recreation and Community Services (formerly Cupertino Parks and Recreation Department)
<a href="#">SAP</a>	SAP, event sponsor
SCC	Services Santa Clara County; usually used in conjunction to references of County RACES, County OES, or County EOC
<a href="#">SO</a>	Santa Clara County Sheriff's Office, event co-producer
<a href="#">VMC</a>	Valley Medical Center Foundation, event co-producer

## **1.2 Purpose, Goals and Objectives**

### **1.2.1 Purpose of this Drill**

The purpose of this exercise is to support the Sheriff's Office in managing a 5 kilometer race through Cupertino. CARES members will report race conditions along the course and MRC will staff a first aid station at the finish line. CERT members will function as buddies for CARES members and count runners and report race status to CARES.

### **1.2.2 Objectives of this Exercise**

1. Manage field radios positioned in neighborhoods from a net control station located outdoors at the Civic Center.
2. Pass communications of relevance to the SO's Command Center using a shadow stationed in the Command Center.
3. Provide race status to SO.
4. Provide first aid service to runners at the finish line.

### **1.2.3 Concept**

This will be a formal communications and first aid functional exercise for a civic event involving approximately 1,000 people.

1. The exercise will occur over a 5 hour period on Saturday November 8, 2014.
2. The City EOC will not be activated.
3. Field responders will be deployed to up to eleven stations along a 5K course: CARES – 8 and CERT – 3.
4. MRC will staff a first aid booth at the finish line.
5. CERT members will act as CARES buddies and ascertain race status.
6. Communications assignments are made based on the CARES response model, resources and priority.
7. Because the SO will deploy 8 to 10 Deputies along the course in about the same locations as CARES staff, non-CARES buddies will not be required for every CARES member. There will be 100 volunteers spaced out along the course, too.
8. CARES will use an open net due to low traffic volume.
9. For recruitment purposes, CARES is using this exercise to practice for an event when a city shelter is closed and citizens are required to walk to another shelter. Refer to Appendix for narrative.
10. This is a formal activation and CCC will use 214s.

### 1.2.4 Exercise Schedule

5:00 AM	Deputy Jeremy Jones will arrive to start setup of booths Public Works will start setup of barricades
6:00 AM	Tom Walters and CRS staff will arrive to start setup at Civic Center Leader briefing (postponed until 7:00)
6:00 AM	CCC leadership arrives for SO briefing (canceled). Sets up net control station
7:00 AM	MRC leadership arrives and sets up first aid station Sgt. Kurtis Stenderup conducts briefing for SO staff; CARES and PW reps listen.
7:45 AM	CARES, MRC and CERT volunteers arrive
8:00 AM	CCC IC gives briefing, conducts radio checks, and dispatches personnel to field assignments MRC IC and staff make first aid station operational
7:30 AM	Race day packet pick up and registration opens
8:45 AM	Opening Ceremony: welcoming remarks, SAP, Mayor, Sheriff, Chair, Dept. of Pediatrics VMC
9:00 AM	5K Run / Walk Start
10:00 AM	Fun Run Start (Open to Ages 2-7). Held on Library Field 5K run expected to end Field staff can walk back to the CCC command center to check out after SO's sweep passes them.
10:00 AM	Festival for participants and their families
10:30 AM	Kid's Costume Contest
1:00 PM	Conclusion of Heroes event.

## 1.3 Operations Elements

### 1.3.1 Cupertino ARES (CARES)

#### 1. Communications Plan

Primary frequency: CARES TAC-3, 440.150+PL=100.0, W6TDM

Backup frequency: CARES TAC-2, 146.460

Backup frequency: CARES TAC-1, 147.570

CARES will have one dual-band mobile radio (on battery) at the communication center as well as an extension cord and power strip to run off shore power as a backup. A mag-mount antenna will be used for the mobile.

Two CARES members tested HT communication between the Community Hall patio and the eight field locations. Both TAC-3 and TAC-2 worked well, demonstrating this exercise can be run with HTs alone. TAC-2 had the best reception at each station.

In addition, CARES will have a second, dual band mobile and an ARK J-pole kit on hand in case there are problems with the repeater and we need to run on simplex.

As usual, CARES members supply their own HTs and power for this event.

The CARES Cupertino Emergency Coordinator/Radio Officer (EC/RO) EC will provide shadow service for the SO IC inside the SO Command Center.

## 2. Field Plan

CARES members will be deployed along the course at strategic locations to cover as much of the course visually as possible. The field deployment plan is displayed on the Course Map. Appendix A. CERT members will deploy at three locations in between CARES members. CERT members will link to a CARES buddy via FRS radios on channel 5.5.

We will need the mobile phone numbers of field members, for communications backup. Wired and cell phones are working. However, all message traffic will be passed by radio.

### 1.3.2 Medical Reserve Corps (MRC)

MRC volunteers will staff one first aid station near the finish line at Civic Center. They will conduct MRC outreach to doctors and nurses participating in the event.

Fari and Ken will staff the medical tent, and will have at least one ham radio.

#### First aid protocol.

a) Minor scrapes will be handled by having the person put in a patrol car and driven to the first aid station near the finish line.

b) Major injuries should be reported by CARES to the net control. Net control or the CARES shadow will relay to SO IC at the command center. The SO will contact the ambulance (cell phone or radio), stationed approximately at the midpoint of the route, to respond to the injured person. For injuries or other issues, **do not call 911**. A 911 call will prompt the dispatcher to send out a fire truck and an ambulance. This event is self-contained with law and medial resources: call net control with emergencies.

### 1.3.3 Community Emergency Response Team (CERT)

CERT members will be paired with some CARES members for the buddy system. Once in the field, the CERT members were inserted along the course to cover sections difficult for CARES members to watch. They reported race status via FRS radios to their CARES buddies. This information was relayed to NC and the shadow.

### 1.3.4 Sheriff's Office (SO)

The Sheriff's Office, co-producer of the event, is in charge of area security, Civic Center booth setups, publicity/outreach, and overall public and participant safety. Their command post will be located near the CARES ICP. Capt. Ken Binder was the event's IC.

Their command post was the mobile CP (RV vehicle). The CP was parked behind City Hall, just over the wall from the CARES net control station.



Two Deputies on motor cycles will run sweep behind the runners.

### **1.3.5 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 and authorized activation of volunteers under event number CUP 14-24T.

### **1.3.6 Public Works (PW)**

Public Works will be responsible for placing barricades and orange stanchions along the race course and closed streets. No parking signs will be placed along streets at least 48 hours before the race. They will work with the SO to dynamically close busy streets (e.g., Blaney) during the race and reopen them after runners pass. PW employee John Stiehr, KI6UFI, monitored TAC-3.

### **1.3.7 Recreation and Community Services (RCS)**

Recreation and Community Services will provide course directional signage and support SO/VMC at the Civic Center. The starting gate and timing system used for Big Bunny will be used for this race. RCS is providing consultative service to the SO. RCS directional signage will be attached to barricades and stanchions.

### **1.3.8 Valley Medical Center Foundation (VMC)**

Event co-producer. Volunteers will handle:

- Bib Packet Pickup: help runners collect their race bibs and information
- Course Monitors: help direct runners, watch for traffic, and cheer runners
- Post-Race: hand out snacks and bottled water
- T-Shirt Distribution: hand out t-shirts to all registered participants

VMC leadership and staff will not have a command post, but will be in the vicinity of the SO command post. They set up a large registration operation in the Community Hall.

## **1.4 References**

- City of Cupertino Emergency Operations Plan
- CARES Standard Operating Procedures

## **1.5 Exercise Control**

This is an Actual Communications Exercise Drill. The exercise will be driven by the requirements of the SO for race status communications and first aid for runners.

## **1.6 Communications**

1. CARES members will be dispatched to pre-determined field assignments along the race course.
2. CARES will operate on an Open Net
3. FRS will not be used.
4. City Trunk Radios will be used by Public Works and a loaner to the SO's Command Post.

## **1.7 Safety and Security**

1. Safety and security issues will be handled in accordance with established policies and procedures.
2. The two-person rule (buddy system) will be followed using CERT and SO Deputies
3. VMC put out a notice to runners not to wear masks. Most comply. Holdouts usually take off the masks so they can breathe.

**1.8 Evaluation**

Participants will have an opportunity to critique the exercise during a post-exercise debrief session after the drill. Email submittals will also be accepted as feedback on the drill.

All feedback will be consolidated into an Event After-Action Report.

**1.9 Reports**

An After-Action Report will be completed as a result of the critique and evaluation of the exercise

**1.10 Public Information****1.11 Instructions to Participants****1.12 Open Questions**



## 2 Logistics

### 2.1 Before the event

#### 2.1.1 Procurement Requirements

1. Logistics will be handled by the SO and PW. They will provide popup canopies, tables and chairs.
2. CARES members will supply their own equipment, including spare batteries.
3. MRC will bring medical packs from an ARK.
4. Ken Ericksen will procure coffee and Jim donuts for the CCC volunteers.
5. Blank 211Bs, T-cards and 214s
6. Steve and Jim provided course maps.
7. CARES requires two tables, three chairs and a popup.
8. MRC requires one table, two chairs and a popup.
9. CCC requires a table near net control for coffee, doughnuts and handouts.

#### 2.1.2 Demobilization

1. Demobilization will be handled by the SO and VMC volunteers.
- 2.

#### 2.1.3 References: Maps, charts, training materials, etc.

1. The following material was developed and provided as part of the Volunteer Briefing Packet:
  - a. Course map with CARES, CERT and SO field station locations.
  - b. MRC checklist
- 2.

#### 2.1.4 Training Events

1. 6 Nov.-2014: CARES General Meeting, Planning session for this event.

### 2.2 After the event

#### 2.2.1 Check out and demobilization

CCC field members will return to command post at Civic Center to check out. CCC has no role in demob

#### 2.2.2 After Action Report

CCC leadership will prepare and After Action Report

### Control Staff Instructions (COSIN)

Overview

Roles during a \_\_\_\_\_

What the City needs to know

What the City has to offer

Inbound and Outbound Information between the EOC and CCC

### **3 Appendices:**

Appendix A – Course Map (PPT and PDF)

Appendix B – MRC checklist

Appendix C – Crowd Control Simulation

Appendix D – Meeting notes

Appendix E – Event flyer (PDF)

Nov. 8, 2014

TAC-3: 440.150, PL = 100, W6TDM

TAC-2: 146.460

NCO mobile:

# THE COURSE

## CUPERTINO CIVIC CENTER

### SHERIFF'S HEROES RUN

Run like a hero to benefit VMC pediatrics.

Sponsored by



Rodriguez



No.	Call sign	Name
1		
2		
3		
4		
5		
6		
7		
8		
NCO		
Shdw		

## Appendix C – Crowd Control Scenario

Hello CARES members,

Drills and public service events are excellent opportunities to practice our message handling, often with an emergency scenario as a backdrop. This was the case back in May when we overlaid a wildland fire scenario on top of message handling practice. As a result, we learned a lot about what the possibilities are and what we might do if such an event ever came along.

We have another such opportunity presenting itself in 10 days, with the scenario being Crowd Management.

**The Scenario:** Cupertino has 7 Red Cross shelters identified in the City. So, how would we respond if a series of aftershocks damaged an occupied shelter and the city had to move the shelter guests to another shelter... on foot? I could imagine that lining the evaluation route to ensure we do not lose anyone along the way would be a good idea, checking for injuries or anyone needing assistance, and offering directions to ensure we get them all their to the correct location.

**The Practice:** The upcoming November 8 Super Hero Fun Run. As you saw in Ken's message, the Santa Clara County Sheriff has requested our assistance to provide just that... Communications along the route to be traveled by about 1000 people.

### Here are the logistics:

1. DATE: Saturday, 8-November
2. TIME: 7:45am to 10:30am or 11:00am
3. LOCATION: in the vicinity of City Hall and surrounding streets
4. MISSION: staff a route to be traveled by ~1000 people; Provide eyes and ears support for the Sheriff; Pass message traffic on event participants and spectators; Report on progress.
5. STAFFING: We need 10 to 12 CARES members to participate in this event. More gives us better coverage.
6. BRIEFING: we will spend a few minutes at the 6-Nov CARES meeting to talk about this. If interested, please sign up on the volunteer portal (<https://app.volunteer2.com/Public/Login/Volunteer>), or please send an email directly to me letting me know you are interested.

Thanks for your help with this request.

Regards,  
Jim Oberhofer KN6PE  
EC, Cupertino ARES/RACES  
408 839 8798

## Appendix D – Meeting Minutes

A planning session was held on October 3 at the Quinlin Center.

Attendees were:

- Brad Alexander, DPW
- Carol Atwood, RCS Director
- Capt. Kenneth Binder, SO
- Steve Hill, CCC
- Jeremy Jones, Sheriff's Deputy, person in charge for SO
- Laura Kazanovicz, Senior Manager, Corporate Engagement and Events, Valley Medical Center Foundation. Office 408-282-2687, Mobile 978-828-7163; [laura.kazanovicz@hhs.sccgov.org](mailto:laura.kazanovicz@hhs.sccgov.org)
- Jeff Ordway, RCS Big Bunny coordinator
- Thomas Walters, RCS

### Notes from October 3 meeting:

#### CCC

CARES will deploy exactly as we've done for Big Bunny.

Net Control at the north enclosed patio of the Community Center

Field locations along course (refer to map attached)

We will not need a sweeper; that function will be performed by the SO.

MRC will staff a first aid booth near the finish line.

#### Public Works

Public Works will start setup at 5:00 AM and be completed by 7:00 AM.

They will close Torre Avenue between Pacifica and Rodriguez.

Blaney will be blocked for about 15 minutes to allow runners to go up that street. They will run in the bike lane which will be coned off by Public Works.

Brad Alexander will attempt to get [Patriot Guard Riders](#) to line part of the course with their motorcycles and American flags. Laura welcomed this gesture.

#### Recreation and Community Services

Don McCarthy is in charge of the route set up. He will talk with Brad regarding location of street closure barricades. Barricades are placed along the running course, providing the runners with directional information.

Tom Walters and RCS staff will arrive at 6:00 AM. They will unlock doors and help get equipment set up. They will copy the Big Bunny registration table setup. City Hall will be open for rest rooms, in addition to restrooms at the Community Center.

The City will get permission from Prometheus, owner of the multistory parking garage, for event parking. Public Works will deploy signs directing people to that parking lot.

Carol will ask the city channel staff to run publicity, using still photographs stitched into a movie.

### Sheriff's Office

Last year the Sheriff's helicopter arrived at 10:00 AM and a superhero jumped out and began leading the running race. Capt. Binder noted the helicopter will be going for its 12-year servicing this weekend and will be out of commission for 3 to 4 months. The backup plan is to have Sharkey start the run this year.

The Sheriff's motor unit will also be involved in starting the run. They will have sweepers on ATVs. They will also have a few deputies in the area with radio contact.

Capt. Binder definitely wants CARES involved. He wants to 'engage' Cupertino.

CCC will not need CERT volunteers. Valley Med will have its own crew of volunteers deployed along the course and performing some of the functions that CERT would normally do. All of the Valley Med volunteers will wear bright T-shirts for identification.

The Sheriff's command post will be located near the CARES command post in the enclosed patio north of the Community Center.

Jones will create an Operations Plan before the group meets again on Monday, November 3, 11:00 AM at the Community Center.

Setup for booths, tables and chairs is being handled by the SO under the direction of Jones. Steve gave him the requirements to have:

- The first aid booth with pop up, table and chairs near the finish line
- Table and chairs for the CARES command center at the north patio of the Community Center.
- Booth with pop up, table and three chairs for a CAS outreach function for PSC.

Captain Binder will follow up with Matt Wilson of the Courier to publish a story just before the event.

Jones is reaching out to the schools, both high schools and elementary schools to encourage participation in the event. Cupertino High School will have a band.

### Valley Medical Center Foundation

There were 700 runners last year. 150 have signed up so far. Laura expects a lot of last-minute sign-ups. Jones is reaching out to the schools, both high schools in elementary schools.

Laura is eager to have MRC set up a first aid booth near the finish line, just like to do for the Big Bunny Run. There will be doctors and nurses participating in the event but they are not on duty.

Participants will pick up shirts in the morning, but they will be preregistered.

A vendor will set up a water station at the half way point.

There will be a photo booth at the finish line.

Laura will mail letters to local neighbors giving advanced notice of street closures during the event. RCS will share their Big Bunny mailing list and a form letter with her.

The event will be posted on the neighborhood's NextDoor account.

Carol recommended that Laura contact the librarian who will post super hero posters around the library.

### County Fire

County Fire will display a 100 foot flag.

The next planning meeting was held one week before the event:

- ➔ November 3, Monday; 11:00 am; Community Center

**Meeting Minutes**

Sheriffs Hero Run, November 3, 2014, Community Hall

The mayor will be requested to make some opening remarks. He should arrive at 8:00 o'clock and be prepared for remarks about 8:50. The remarks should be short.

500 people have registered for the race and they expect 100 more to sign up this week.

There was discussion between Jeremy and Public Works regarding road closures. No parking signs will be posted at least 48 hours before the event. For Pacifica and Farallon, the closure will be temporary for runners. Public Works and a deputy will man the barricade and move it to allow traffic through the intersection when runners have passed. The same technique will be used on Blaney. It will be closed temporarily for runners and then reopened for traffic.

The fastest runner is expected to finish the race in 20 minutes. Parks and Rec said the fastest person in the Big Bunny run was 15 minutes.

The Sheriff's Office will have a motor patrol at the front of the runners and also run a sweep. Barricades and cones from Public Works will be placed along the route. Cones will be used on Blaney. Arrows on barricades and delimiter stanchions will indicate course direction.

Ten Sheriff's captains are showing up.

Torre will be closed at 7:00 AM. Some of the driveways across from the library will be closed also. There will be event parking signs pointing to the multi story garage. There will be an electronic message sign at Blaney and John announcing "watch for runners" on Saturday morning.

The Sheriff's office will have between eight and 10 field stations along the route, approximately matching the CARES locations.

Public Works will have five workers along the route. Two will be stationed at Pacifica and Farallon, two employees at Suisun, Clifford and Blaney, and a fifth person as a floater.

They will be approximately 75 volunteers along the route, mostly high school age or older. They will staff water stations. Each of the stations will have five volunteers. They will be wearing bright shirts and will pass out water.

Laura will create a race map displaying the location of CARES, Deputies, Public Works and VMC volunteers.

Public Works will loan a radio to the Sheriff's Office for use at the command post. The Sheriff's command post will be in the parking lot just over that wall from the CARES net control table.

The Sheriff's Office has two options for a command post. One is the STARS trailer and the other is a converted motorhome marked "command center." The Sheriff's Office favors the motorhome. It would be parked in the parking lot behind City Hall, on Friday afternoon.

➔ The SO wants a CARES shadow to be on station at the command center to relay important information quickly.

The Sheriff's Office will run a sweep using two deputies on dirt bikes. Following the dirt bikes, the Sheriff's Office will have a bus to pick up volunteers. The volunteers will have plastic bags to gather trash. Public Works will then follow with a truck about five minutes later to clear up barricades and cones.

There will be a combined briefing with all stakeholders at 6:00 AM Saturday morning. Volunteers will be briefed at 7:00 AM.

**First aid protocol.**

a) Minor scrapes will be handled by having the person put in a patrol car and driven to the first aid station near the finish line.

b) Major injuries should be reported by CARES to the net control. Net control or the CARES shadow will relay to SO IC at the command center. The SO will contact the ambulance (cell phone or radio), stationed approximately at the midpoint of the route, to respond to the injured person.

For injuries or other issues, **do not call 911**. A 911 call will prompt the dispatcher to send out a fire truck and an ambulance. This event is self-contained with law and medial resources: call net control with emergencies.

The Fun Run for younger children will run after the costume contest. There will a circular course on the grass field and will start approximately 10:15 am. The field course will be set up by Public Works on late Friday. The Community Hall will open and be arranged just like for the Big Bunny run for volunteer staff. Signups include 400 adults, 100 children and about 200 spectators. City Hall will be opened to provide extra bathrooms.

Volunteers must not direct traffic. It is too dangerous.

At 1:00 PM, 20 to 30 weekend work crew volunteers will show up to pick up trash along the route and demobilize the set up at Civic Center.

Capt. Binder retrieved the operations manuals at the conclusion of the meeting because they contained cell phone numbers for Sheriff's deputies. We will get updated manuals on Saturday morning. We did not go through the operations manual during the meeting.

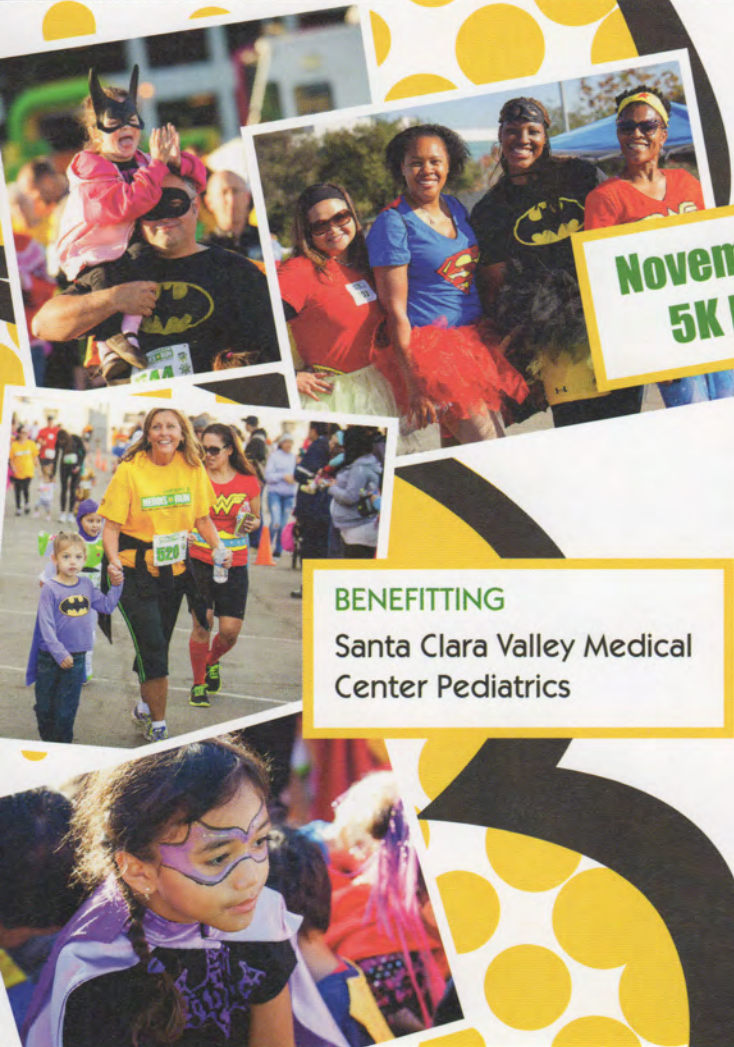


November 8, 2014 | 5K Run/Walk  
**SHERIFF'S HEROES RUN**  
Run like a hero to benefit VMC pediatrics.  
Sponsored by  
**SAP**

Registration  
**www.heroesrunsc.org**



**5K RUN/WALK**  
Tickets: \$25 (Adults + Kids)  
**KIDS FUN RUN**  
Tickets: \$10 (Ages 2-7)



**November 8, 2014**  
**5K Run/Walk**

**BENEFITTING**  
Santa Clara Valley Medical  
Center Pediatrics

**SHERIFF'S HEROES RUN**  
Run like a hero to benefit VMC pediatrics.  
Sponsored by  
**SAP**

Join the heroes of Santa Clara County Sheriff's Office and Valley Medical Center (VMC) for a family-friendly heroes run/walk at the Cupertino Civic Center this fall.

- Dress as your favorite hero / superhero  
Or simply come out to support the heroes in your life
- Prizes given for the best kids' costumes  
Fun and games for kids and families

PRODUCED BY

