
2014 Field Deployment Packet Exercise Plan

Cupertino Office of Emergency Services

November 5, 2014

Revision 1.0, **FINAL**



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Revision

Rev	Date	Comments
0.1	1 November 2014	First Draft

1 Exercise Plan

1.1 Background / Goal

1.1.1 Background

The Cupertino Citizen Corp (CCC), made up of the Cupertino Amateur Radio Emergency Service (CARES), Community Emergency Response Team (CERT), and Medical Reserve Corp (MRC), are volunteer teams of Cupertino residents who have volunteered their time and resources to support the city during an emergency.

The Cupertino Office of Emergency Service (OES) has developed methods and procedures that leverage this large volunteer pool for the purpose of supporting a city response. This effort integrates CERT, MRC, and CARES into a seamless response capability that can be deployed during times of emergency at the discretion of the City EOC Staff.

This exercise aligns with this intent and is designed to incorporate this requirement into a single event.

1.1.2 Terms

ARK:	City-owned shipping containers strategically located throughout the city that are stocked with emergency supplies to support a field-based ICS field response; where the public can report disaster related emergencies when they cannot get through to 9-1-1, or 9-1-1 is unable to send resources. Staffed by CERT.
CARES:	Cupertino Amateur Radio Emergency Services; provides backup and emergency communications to the City.
CCC:	Cupertino Citizen Corps; the Cupertino OES designation for the volunteer pool made up of members from Cupertino ARES, CERT, and MRC.
CERT:	Community Emergency Response Team; trained in light search & rescue, disaster medicine, fire suppression, animal care, and Help Desk.
DOC:	Departmental Operations Center.
DPW:	Department of Public Works
EOC:	Emergency Operations Center; the central command and control facility responsible for carrying out the principles of emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of the City.
ICP:	Incident Command Post. A temporary physical location used for the purpose of on-scene incident command and management at the tactical level.
ICS:	Incident Command System. A people management system with clearly defined roles and functions, and with attributes or system features that are flexible and adaptable to both large and small incidents and events.
MRC:	Medical Reserve Corp. Volunteers that supplement the existing emergency and public health resources
OPAREA:	Operational Area. Intermediate level of government designed to support the local jurisdiction's response to disaster by providing access to the resources of the county, other cities and the state.
PACKET:	Refers to Amateur Radio AX.25 Packet Radio, a mode for digital messaging.

1.2 Purpose, Goals and Objectives

1.2.1 Purpose of this Drill

This drill is to exercise the CARES AX.25 Packet Radio messaging solution as part of full field deployment.

1.2.2 Objectives of this Exercise

1. Exercise emergency voice and packet communications message handling procedures.
2. Exercise packet radio kit deployment, setup, and operation at the ARKs.
3. Create, send, and receive packet messages.
4. Exercise resource net concepts and procedures.

1.2.3 Concept

This will be a packet communications functional exercise based on an earthquake that previously occurred and impacted the city.

1. The drill will occur over a 3.0 hour period on Saturday November 15, 2014.
2. Two Field Responders will respond for each ARK, one on voice, the other on Packet. They will switch roles over the course of the drill to maximize packet traffic.
3. The CCC DOC will simulate the EOC response as necessary.
4. Field responders will be deployed to a limited number of ARKs to set up and operate packet. Two ARKs will be opened by CERT.
5. Field originated message traffic will be based on timed scripted messages and simulated interactions with other responders.
6. Simulated OpArea traffic will be developed and sent to County.

1.2.4 Exercise Schedule

All times are estimates. CARES reserves the right to adjust the schedule during the drill as they see fit.

Friday, November 14, 2014	
1600	CAS Drill notification to CARES. It will include a request for CARES members to check into the Emergency Net on Saturday, 07:45.
Saturday, November 15, 2014	
07:00	Retrieve the Comm Van
07:45	Drill Begins. CARES Emergency Net is activated. Briefing of the situation. Check availability to take a Field assignment.
08:15	CARES members deployed to the ARKs, 2 per team.
08:30	At the ARKs, setup in progress.
09:00	First Packet Messages sent.
10:30	Last Packet Message sent. Start Demob. Field Responders return to the EOC for a debrief session.
11:15	End the Drill. Begin the Debrief.
12:00	End of Debrief.

1.3 Artificialities and Assumptions

1.3.1 Artificialities

1. CARES PSA will not be performed as part of the drill; and assumed just completed.
1. Only 2 ARKs will be opened. All 6 packet teams will set up at these 2 ARKs, each to be assigned a specific ARK name for the drill.
2. CERT at the ARKs will originate message traffic to be passed.
3. County EOC will not be activated.
4. Wired and cell phones are working. However, all message traffic will be passed by radio.

1.3.2 Assumptions

2. Weather conditions will be as on the day of the event.
3. We will respond with our current state of readiness and with whoever shows up.
4. All information in the narrative is considered valid.
5. CARES PSA will not be performed as part of the drill.
6. We don't have all the answers.

1.4 References

1. City of Cupertino Emergency Operations Plan
2. CARES Standard Operating Procedures

1.5 Exercise Control

This is a Functional Communications Drill. The exercise will be driven by pre-defined messages that will be handed to each field packet station.

1.6 Communications

1. Packet will be the primary means for message handling.
2. We will do limited voice communications between teams and the EOC.
3. FRS will not be used.
4. CARES members will be dispatched to the ARKs.
5. CARES will operate on the Resource Net and Message Net.
6. Comm Van responds to the EOC and supports the EOC with communications contact with all field units.
7. All radio communications will be followed by the phrase "THIS IS DRILL TRAFFIC".

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 at all times.

1.8 Evaluation

1. 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.
2. 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. No press releases are planned.
2. No broadcast of test messages on Radio Cupertino 1670 AM are planned.

1.11 Instructions to Participants

1. THIS EXERCISE IS NOT A TEST OF PERSONNEL! This is a training exercise designed to test capabilities, procedures, and processes.
2. Actions and decisions should be consistent with the procedures and training that has been conducted.
3. REMEMBER, this is an exercise and NOT a test!

1.12 OPEN QUESTIONS

1. ??

2 Logistics

2.1 Before the event

2.1.1 Procurement Requirements

1. None planned.

2.1.2 Background development

2. None planned.

2.1.3 Canned Messages

3. Develop 10 canned messages to be handed to each packet team. These include:
 - a. Forms data to be sent
 - b. Ark to Ark messages
 - c. Roll-up data
 - d. Others?
4. Use the concept of “timed release” messages from each packet station so everyone has a several opportunities to pass traffic.

2.1.4 Planning Events

5. 1-Nov-2014: Packet Kit (tablets, packet Kits) check-outs ... DONE
6. 4-Nov-2014: Reload Laptops with latest SCCInstall... DONE
7. 4-Nov-2014: Resolve Van Packet 220 BBS access... DONE
8. 5-Nov-2014: Packet Kit (laptops, packet Kits) check-outs ... Pending
9. 10-Nov.2014 (week of), review planned message traffic... Pending

2.1.5 Training Events

10. 4-Sep-2014: CARES General Meeting, Topic: ARK operations overview... DONE
11. 2-Oct-2014: CARES General Meeting, Topic: Packet Radio Overview... DONE
12. 6-Nov-2014: CARES General Meeting, Topic: (i) Superhero Fun Run / Crowd Management event, (ii) Packet Deployment during an emergency deployment... PENDING

3 Narrative

NOTE: This deployment scenario is based on a standard earthquake response.

A 6.8 earthquake occurred 15 minutes ago. There is general damage throughout the city, and the PSAs just received indicate there were several parts of the city that were impacted.

Power is out throughout the city. Wired and wireless telephone service is not operational. Some text messages are getting through, but inconsistent. Some trees are down that are blocking roads. No reports of fires, but some gas leak reports.

County RACES has their net operational, and is soliciting Mike-Mike reports, all ranging from V (Moderate) to VII (Very Strong) with a few VIII (Severe).

4 Control Staff Instructions (COSIN)

4.1 Overview

The following are the instructions to be used as part of this drill.

4.1.1 Instruction #1 – Field Deployments

1. Pre-defined messages will be handed to the packet teams over the course of the drill.
- 2.