

# Drill Report



Cupertino  
ARES/RACES

## 1. Overview

**Description:** Preliminary Damage Assessment Drill  
**Event Date:** 22-March-2003  
**Plan Date:** 6-March-2003  
**CARES Event:** CUP-03-03T  
**RACES Event:** n/a  
**Control:** Cupertino ARES

## 2. Event Planning

**Reference** • Preliminary Damage Assessment Procedure, Section 7.2, Part 2 SOP  
**Documentation:** • Preliminary Damage Assessment Field Form, page 22, Part 6 SOP

**Drill Objectives:** • Build familiarization with the PDA procedures

**Scenario, Background:** The South Bay just experienced a large earthquake. The CARES Emergency Net was just established, and CARES members are checking in to deliver their PDA report.

**General Information:** This is the Annual CARES PDA Drill. All CARES members are encouraged to participate. This drill is also a requirement for those members pursuing a Field Responder Certification.

## 3. Preparation

**Training:** • CARES Orientation Training, "PDA Review", 6-Mach-2003  
• Handout, 030306-PDA-Review.ppt, as presented during the March CARES meeting

**Drill Prep:** None.

**Schedule:** The following is the general schedule for this drill:

- 9:30am CARES Net opened, begin check-ins  
Overview of the drill
- 9:45am PDA Drill begins
- 10:30am PDA Drill ends. Begin on-air debrief
- 11:00am Secure the CARES Net

## 4. Results

**Participants:** Fifteen CARES members participated in the Drill:

- Andy W9BJX NCS
- Ken KR6CO Field Responder
- Phil K6FUZ Field Responder
- Jake KG6GRK Field Responder
- David KG6JOL Field Responder
- Ian KG6JWG Field Responder
- Bill KF6MCG Field Responder
- Jim KN6PE Field Responder
- Bob K6RTM Field Responder

- Vince K6TEN           Field Responder
- Bill KD6TQJ           Field Responder
- Bryn N1UZW           EOC, Field Responder
- Bob KD6US            Field Responder
- Skip WA6VFD          Field Responder
- Spence AD6YS         EOC, Field Responder

**Narrative:** At 9:30am, Andy W9BJX opened the CARES Net and took check-ins. Jim KN6PE reviewed the intent of the drill and some background, covering:

1. Drill scenario
2. To perform the PDA, members can actually do it as if we just had an event. This may include looking out your front window, stepping out to the side walk, or actually walking your immediate neighborhood. Simulate what you see, and record the counts on the form.
3. A review of the form was held covering all fields and how it can be reported. Reporting should be by the numbers. Examples were given.
4. As a note, the structure of the form is now aligned to what Cupertino is issuing to its CERT members for neighborhood reporting.
5. In a real event, all members should take a step back, and focus on the PDA. It would be easy to get involved with the first apparent need. However, there may be greater needs that need to be identified also. In short, the City needs the full picture to ensure it can perform the greatest good.
6. Safety. Regardless of whether this is a drill or the real thing, all CARES members need to keep their personal safety in the front of their mind. We don't want to become part of the problem.

At 9:45am, Andy initiated the drill. Bryn N1UZW took the first shift as EOC operator. At 10:05am, Spence AD6YS relieved Bryn and took the next shift of EOC operator.

From 9:45am to 10:35am, CARES members initiated 28 messages, of which 15 were Preliminary Damage Assessment reports, 7 were URGENT, and 6 were EMERGENCY.

At 10:35am, the drill was secured and an on-air debrief was conducted and all members were polled for their feedback. The Net was secured at 11:05am

**Feedback:** From the NCS Operator:

- Everyone followed the procedure very well.
- The drill went well from his point of view.

From the EOC operators:

- The speed of delivery was fine. However, occasionally, there was too much information sent before the first break.
- Liked the PDA form. The form made it easier on the receiving end. Because it is standard, you know what to expect in terms of information to be sent.
- QUESTION: in the EOC, will we use the single forms or have a roll-up form?
- QUESTION: There was a mixed use to identify PDA topics: by Name, some by Number. Is there a preference we want to establish?
- There is not a lot of room on the form to record other comments.
- Good use of breaks by the message initiators.

From the Field Responders:

- Went well, had some local radio problems; Impressed by the drill, it went smoothly; It went extremely well; Went fine, used his HT.
- Appears to be some coverage problems in the city.
- Attempted to pass traffic by HT. Could have used a relay.

- Some message priorities may have been higher than they needed to be.
- Need to look at the Field-to-EOC transition. How does that happen? Need a drill on the data roll-up to be delivered to the Plan/Intel Section at EOC.
- This drill focused on sending traffic to the EOC. In reality, we may also have field-to-field traffic.
- For drills like this, it was ok to make up traffic. For other drills, we will create specific messages and have them sent as triggers for some other specific response.

- Recommendations:** Drill participants made the following recommendations:
1. Add Message Number and Priority Field on the form.
  2. Add message precedence's on the back of the PDA form
  3. Assume no power. Hold a drill with this condition.
  4. How to handle, practice reverse message flow.
  5. Develop a cheat-sheet for field operations.
  6. On PDA form, consolidate the Hazards fields.
  7. Hold a drill and practice it with Relays.

## 5. Conclusions

**Observations:** After listening to the traffic content and flow, this PDA drill demonstrated a good understanding of NCS procedures, PDA reporting, and message handling by all participants. Good speed of delivery and message handling, excellent interaction between communicating stations, and positive situation control were some of the obvious highlights of the drill.

As a result, CARES members moved PDA traffic at a rate of about 1 message every 2 minutes. This performance will ensure CARES will be able to provide the EOC with a quick and accurate city-wide situation assessment when required.

- Next Steps:**
1. Review, update PDA field form to add Msg Number, Priority, Precedence.
  2. Define the strategy for EOC data collection of PDA results... PDA field or different form? Define how the consolidated PDA situation is presented to the EOC.
  3. Identify the contents of the CARES Field Responder manual. Develop the plan and recommendation to get it produced.