

Event Plan



Cupertino
ARES/RACES

1. Overview

Description: Cupertino Critical Facilities Check
Event Date: 10-May-2003
Plan Date: 3-May-2003
CARES Event: CUP-2003-05T
RACES Event: n/a
Control: Cupertino ARES

2. Planning

Reference Docs: Spreadsheet, Cupertino-Critical-Facilities.xls

Drill Objectives:

- Continue to build the CERT / CARES Relationship
- Verify and complete the Cupertino Critical Facilities (CCF100) List
- Begin building the City's CFF picture library

Scenario: In the event of an emergency, the Cupertino EOC may request information on the state of the critical facilities within the city limits. CARES, performing in its information gathering role, may be requested to perform a preliminary visual inspection of these facilities. This inspection will be performed within the limits of our training.

3. Preparation

Event Logistics: Date: 10-May-2003
Time: 10:00am to 12:00pm
Loc: Cupertino City Hall

Event Material: The following material will be provided at the event.

1. CCF100 list
2. Creek information
3. Instruction Sheet
4. Script for reporting in per found facility

Event Material: All participants must bring the following:

- DSW card. This is a Cupertino Training Activation, and DSW Cards must be verified.

All drill participants should bring the following:

- Radio (HT or Mobile), 2 meter
- CERT/CARES vest
- CA Drivers License (if you intend to drive)
- CARES or CERT ID
- Cupertino Map, Chamber of Commerce
- Pen, Paper

All drill participants are requested to bring the following if available:

- Digital Camera
- GPS receiver

Before the Event: The Sheriff's Department must be notified of this event. Marsha Hovey.

Sequence of the Event: The following is an estimate of the activities in which the event participants will participate:

1. Participants arrive and check in at the Cupertino City Hall parking lot.
2. A review of the following items will be held:
 - objectives
 - City zones
 - Specific things we need to document and verify
3. Team assignments are made. We will try to put one CARES and one CERT member together.
4. Field Teams will be assigned to specific Zones. Field Team information will be collected (vehicle License, participants).
5. Field Teams will identify the route and order by which they will locate and proceed to each CFF in their assigned zone.
6. Once a field team has departed from the EOC, perform a radio check on CARES TAC-1. Tactical Calls will be assigned.
7. The EOC will perform a Health and Welfare check with each Field Team about every 20 minutes.
8. All Field Teams should return to the EOC for by 11:45am.
9. Turn in all paperwork. The information you collect will be used to refine the CCF100 lists.
10. A debrief will be held. All feedback is welcome and encouraged.
11. The event should be over by 12:00pm.
12. For those who have a digital camera and take pictures, please mail your pictures to CARES@Cupertino.org, full resolution. Confirm in a separate email that they were sent.

- Survey Process:**
1. Each Field Team minimally will be made up of one Driver and one Observer.
 - The Driver is responsible for maintaining positive control over the vehicle at all times and obeying all posted traffic laws.
 - The Observer is responsible for navigating and making observations.
 - Once parked, both members can perform whatever survey is deemed required to assess the critical facility.
 - On completion of the survey, report specific findings to the EOC on CARES TAC-1.
 2. CARES members can let CERT members talk on Amateur Radio provided the CARES member remains as control operator (in the vicinity of the transceiver).

- Considerations:**
- The event will be managed under the Incident Command System.
 - Safety first. All participants should not put themselves or their team members in any danger at any time.
 - In the event a team wishes to remain in the field to complete their zone longer than the allocated time, contact the EOC to confirm on-going coverage.