

Event Communications Plan

Fourth of July Fireworks



Cupertino
ARES/RACES

1. Overview

Description: July 4th Fireworks
Event Date: 4-July-2004
Plan Date: 27-April-2004
CARES Event: CUP-04-07E
RACES Event: n/a
Control: Cupertino ARES
Plan Revision: 1.1

2. Event Planning

Reference • Website: http://cupertino.org/event_calendar/event_detail.asp?event_id=248
Documentation:
Event Objectives: Fireworks presentation for Independence Day.

Scenario, Background: The City of Cupertino Parks and Recreation Department is putting on a Fourth of July fireworks show for residents of Cupertino. The fireworks will be launched from near the baseball field at Cupertino High School. No spectators will be allowed on the High School grounds. Viewing venues will be set up at Hyde Junior High, Creekside Park, and Sedgewick Elementary School. It is expected that an unofficial viewing site will develop at the vacant lot on the N side of Stevens Creek between Finch and Tantau. Except for handicapped persons, and event staff, there will be no parking at the venues. Public parking will be available at the sunken parking lot at Vallco.

Event Organizers and contacts: CPRD Contact: Don McCarthy 777-3124
SO Contact: Cpt John Hirokawa 868-6600

Event Plan: Day Schedule, Revised 4/27

5:00pm	Meet at Cupertino HS for CERT/CARES briefing
5:30pm	All teams leave for assignments
5:45pm	All teams in position
6:00pm	Road closures start
9:30pm	Launching of fireworks starts
9:50pm	End of fireworks
10:30pm	Streets reopened
11:00pm	Approximate end of event

3. Preparation

CARES Contacts: Jim Oberhofer, EC, Cupertino ARES, 408-839-8798, kn6pe@arrl.net
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CARES Objectives:

- Working with CERT, provide “eyes and ears” in support of SO operations.
- Test T-card resource tracking system.

CARES Event Material: CARES requires the following information to support this event.

1. Event Timetable. Description of the evening’s events, timing, and locations.*
2. Event Logistics. Description of the event venues. Includes information about road closures.*
3. Contact list for event organizers, includes roles and responsibilities, cell phone numbers, etc.*
4. List of all CARES field assignments and Tactical Call Signs.*
5. Frequency information all communications services, includes: FRS and Amateur Radio.

* Indicates information has been supplied to CARES.

Communication Requirements: The following are the requirements for communication support during this event.

SO Support

The event takes place over about a 1 mile by 0.5 mile area. CARES/CERT teams will be spread out over most of this area. CARES will supply seamless communications throughout the entire event area.

First Aid Teams

Cupertino CERT will provide First Aid support during the Event. It is expected that CERT will use FRS for First Aid stations. CARES will plan on monitoring these frequencies.

Communications Approach: The following communications approach will be used:

1. Amateur Radio: CARES will use ham radio for communications support.
 - For Event Operations, CARES has requested permission for non-exclusive use of the K6FUZ Repeater from Phil Sih K6FUZ (the repeater’s owner and operator). This repeater is located in Cupertino. CARES will operate an Open Net with a Net Control Station to provide general announcements, and health and welfare checks with CARES members.
 - For Tactical Operations, CARES TAC-1 simplex frequency will be used.
 - The command post will have capability for both K6FUZ and TAC-1. In addition the CP will have a guard on the SO tactical frequency (control 7) and FD dispatch.
2. Cell Phones. The command post will have cell phone access to 9-1-1 system. Cell phone numbers will be available for event organizers who are not in the radio network
3. FRS Radios may also be used by CERT for tactical communications in support of their First Aid mission. Each viewing venue team will have FRS capability.

Resource Plan: Event Operations

This section describes each of the areas that will require CARES/CERT members. The first number of teams shown indicates the minimum number of teams needed to meet our commitment to the SO. Where there is a second number, it shows additional staffing we are targeting. Each team will consist of one CARES

member and one CERT member. Final team assignments will be made during pre-event briefing.

1. **Command Post. [1-2 people]**
 - Co-located with the Sheriff Office Command Post.
 - Net Control station.
 - Liaison to SO.
 - Co-ordination of all CARES/CERT activities (except First Aid).
2. **Cupertino High School. [7 teams]**
 - Teams to provide “eyes and ears” for SO.
 - Perimeter security for high school.
 - Fire watch for neighboring houses.
 - 5 fixed posts, 2 roving teams. Teams to rotate.
3. **Intersection Control. [4 teams]**
 - Teams to provide “eyes and ears” for SO.
 - Assist in limited traffic control
 - Provide information to citizens on event location and routes.
4. **Rover. [1 team]**
 - Assist SO foot patrol.
5. **Viewing Venues. [3-12 teams]**
 - Teams to provide “eyes and ears” for SO.
 - Teams to provide “eyes and ears” for CERT first aid station.
6. **Shadows. [0-4 people]** Shadows for event coordinators.
 - Shadows for event co-ordinators
 - FD Liason

Command and Operations

Control: CARES will establish an Open net on the designated frequency.

1. **Resource Tracking**
CARES will be testing a new resource tracking system. Each CARES/CERT member will need to sign in/out of the event. Each person will also fill out a T-card to facilitate assignment/tracking of resources.
2. **A Net Control Station** will operate from the SO Command Post
Services include:
 - Regular announcements on the CARES operating frequency on the event in progress. Announce thanks for the owners and operators of this repeater for its use. Announce this is an open net, and other users can use the repeater, but request they yield to event traffic as necessary.
 - CARES unit Health and Welfare checks... polls each member each 15 minutes.
 - Have access to a Cell Phone for making EMS calls.
3. **CARES Coordinator.** CARES will have one individual at the event to provide overall coordination and direction as required. This individual will operate by HT as a net participant. This person will be at the SO Command Post.

Equipment: Each person participating in this event must have:

1. ID Vest – either COMM or CERT
2. DSW Card
3. Drivers License
4. Clothing appropriate for the weather
5. Water and food (you will be in the field for 6 hours)
6. Flashlight with spare batteries

Each CARES member must have the following additional equipment.

1. HTs. Set up for CARES TAC- 1, CARES TAC-2, CARES TAC-3, & K6FUZ repeater. Battery power for a minimum of five hours of operation.
2. Amateur license
3. CARES ID card.

Each team must have the following:

1. ICS 214 – supplied at briefing
2. Maps – supplied at briefing
3. Event logistics summary – supplied at briefing
4. Viewing venue teams – FRS radio.

Assumptions: The following assumptions were developed to support this plan. CARES must have these assumptions validated to maintain the effectiveness of this plan.

1. The parking lot at Cupertino High School will be available for staging/briefing prior to event.
2. CERT will use FRS radios for first aid communication.
3. This plan describes a CARES event being supported by CERT.
4. The first aid component of Fourth of July is a CERT event supported by CARES.

Figure 1: Map of Event Area

