

Event Communications Plan

Fourth of July Fireworks 2008



Cupertino
ARES/RACES

1. Overview

Description: July 4th Fireworks
Event Date: 4-July-2008
Plan Date: 29-May-2008
CARES Event: CUP-08-14T
RACES Event: CUP-08-14T
Control: Cupertino OES
Plan Revision: 1.3, 15-June-2008 **REVIEW**

2. Event Planning

Reference Website:
Documentation: http://cupertino.org/cupertino_living/arts_and_culture/festivals_and_events/fireworks/index.asp
 4th of July Event After Action Reports for 2004 - 2007
<http://www.cupertinoares.org/siteindex.html#let1>

Event Objectives: Fireworks presentation for Independence Day.

Scenario, Background: The City of Cupertino Parks and Recreation Department are putting on a Fourth of July fireworks show for the 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 north 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 parking structure at Cupertino Square.

Cupertino Amateur Radio Emergency Service (CARES), Cupertino CERT, and Cupertino Medical Reserve Corps (MRC) have been asked to provide support for the event.

CARES, CERT, and MRC are hereafter referred to as Citizen Corps Volunteers.

Event Organizers and contacts: Cupertino Parks & Rec Dept. (CPRD): Tom Walters, 777-3129
 CPRD Coordinator: Kelsey R. Hayes, 777-3126
 Sheriffs Office (SO): Captain Terry Calderone, 868-6610
 Fire Dept: Tom Walsh, 341-4439

Event Plan: Day Schedule

3:30pm	Begin Event Setup
4:00pm	Begin Check-ins
4:30pm	BBQ starts
5:15pm	Begin Briefing; register all non-DSW/City Volunteers
5:45pm	All teams leave for assignments
6:00pm	All teams in position

6:00pm	Road closures start
9:30pm	Launching of fireworks starts
9:50pm	End of fireworks
11:00pm	Approximate end of event, all volunteers released after checking out (or when streets are open and all venues are cleared)
12:00am	Streets reopened (official plan)

3. Preparation

Contacts: Isabel Rodriguez, Cupertino CERT, 650-210-8686, rotravel@aol.com
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Objectives:

- Working under the ICS command structure, provide “eyes and ears” in support of Santa Clara County Sheriffs Office (SO) operations.

CARES Event Material: CARES and Cupertino Citizens Corp volunteers require 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.
6. Event Identification Card.

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

SO Support

The event takes place roughly over a 1 mile by 0.5 mile area. Citizen Corps volunteers will form teams and be spread out over most of this area. CARES, along with ham radio mutual aid responders, will supply communications throughout the entire event area.

First Aid Teams

Cupertino MRC 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 will use CARES TAC-1 for non-exclusive use. CARES will operate an Open Net with a Net Control Station to provide general announcements, and health and welfare checks with CARES members. A shift to Directed Net will be made at the discretion of the Citizens Corps Comm Team Leader.
 - For Tactical Operations, the CARES TAC-2 simplex frequency will be used, as well as CARES TAC-3 440 Repeater. NOTE: this frequency will be monitored during the course of the event.
 - The command post will have capability for both 2 meter and 440. In addition the CP will have a guard on the SO tactical frequency (control 7) and FD dispatch.

- CARES Frequencies are: TAC-1 147.570s
TAC-2 146.460s
TAC-3 440.150+ PL=100
- 2. CARES will be issued a Cupertino Parks and Recreation Department (CPRD) handheld radio for direct contact with the CPRD Event Coordinator. This radio will be managed by the Communications team at the Command Post.
- 3. 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
- 4. FRS Radios may also be used by CERT and MRC for tactical communications in support of their First Aid mission. Each viewing venue team will have FRS capability.
- 5. A scanner will be available for CARES to monitor the SO frequencies as part of the SO Command Post function.

Resource Plan: Event Operations

Resources to support this event are required in the following disciplines:

1. COMM – Ham radio operators from Cupertino ARES (CARES) and neighboring municipalities that are capable to operate independently in the field. These individuals will staff Field Perimeter Positions as defined by the SO. This position may also be referenced as ARES/RACES below.
2. CERT – Volunteers who have completed the CERT training.
3. MRC – Medical Reserve Corp, First Aid responders to staff the Field First Aid Positions.

Field Operations, Perimeter Positions

This section describes the positions that require COMM or CERT members. The first number shown indicates the minimum number of teams needed to meet our commitment to the SO. The second number shows additional staffing that for Cupertino OES is targeting. Each team will consist of one ARES/RACES member and one CERT member. Final team assignments will be made during pre-event briefing.

1. **Command Post. [2-3 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.
 - Provide information to citizens on event location and routes.

4. **Rover. [1 team]**
 - Assist SO foot patrol.
5. **Shadows. [0-4 people]** Shadows for event coordinators, if needed.
 - Shadows for event coordinators
 - FD Liaison

Field Operations, Viewing Venues

This section describes the positions that require COMM, CERT, and/or MRC/First Aid

6. **Viewing Venues. [3-12 teams]**
 - Teams to provide “eyes and ears” for SO.
 - Teams to provide “eyes and ears” for CERT first aid station.

Command and Control: Cupertino OES will operate under the following conditions.

1. Authorization

The authorization for volunteers to participate in this event will be granted under a single DSW activation number that will be issued by City of Cupertino OES.

2. Disaster Service Worker Requirements

Regardless of the municipality of origin, all event responders are required to be registered as Disaster Service Workers by the City of Cupertino.

This can occur by one of the following methods:

- Cupertino ARES, CERT, and MRC members that hold valid Cupertino OES-issued DSW cards must bring their DSW card and present it at the time of their check-in.
- Santa Clara County Mutual Aid Responders must register on the day of the event as City of Cupertino DSW workers.
- All Mutual Aid Communicators (MACs) in transit between their place of origin and the Event site must check in to the SCC RACES Resource Net. Standard County MAC logistics procedures will be followed.

3. Event ICS

Event management will be structured under the ICS framework. The following is a summary of specific operating positions relevant to CARES and the Citizens Corps. See Figure 2 for a pictorial view of the Event ICS structure.

Incident Commander – This position will be staffed the CPRD Event Coordinator.

Safety Officer – Responsible for ensuring safety procedures are in place and observed by all responders.

Operations Section Chief – Position to be staffed by the Santa Clara County SO, Officer in Charge for the event.

Law Branch Leader – Reports into the Operations Section.

Responsible for managing and directing all SO, DSO, and volunteers reporting into the Law Branch.

Citizen Corp Team Leader – Reports to the Law Branch.

Responsible for deploying of all Field Perimeter and Venue Teams. Works with the Law Branch Leader and Ops Chief on resource command and control.

Comm Team Leader – Reports to Citizen Corp.
Operates and manages the event radio net as an Open Net; shifts to Directed Net as necessary. Receives and sends traffic between the ICP and all field volunteer teams. Monitors and responds to calls to the ICP on the CPRD radio. Performs health and Welfare checks with all volunteer field teams, all radio systems.

Planning/Intel Section Chief – Responsible for overseeing the execution of all response processes within the P&I Section.

Documentation Team Leader – Reports into the P&I Section.
Responsible for collecting, correlating, reviewing, and archiving all event documentation. Develops, reviews, and distributes the After Action Report.

Situation Status Team Leader – Reports into the P&I Section.
Responsible for maintaining the overall situation status for the event including event schedules, road closures, weather, crowds, Fire Works launch readiness, etc.

Logistics Section Chief – Responsible for overseeing the execution of all response processes within the Logistics Section.

Check-in/Demob Team Leader – Reports into the Logistics Section.
Responsible for all logistics for receiving, registering, and demobilizing all responding volunteers.

Communications Team Leader – Reports into the Logistics Section.
Responsible for identifying amateur radio communications requirements, acquiring, set-up, check-out, operation, and tear-down of equipment. Shifts activities to Operations once the event begins.

4. Planning ICS

The following event planning positions will be established.

Citizens Corps Incident Commander – Focal point for all volunteer responder event planning. Identifies and assigns volunteers to event positions. Works with the City of Cupertino 4th of July Event Team on overall event planning.

Event Planning Working Group – Made up of members from different disciplines of the Cupertino Citizens Corps interested in participating in the Event Planning. Positions will parallel those to be established as part of the Event ICS management structure.

Resource Unit Leader – Responsible for soliciting the resources required to support the event. Works with City and County resource providers. Communicates requirements. Develops list of volunteers.

Equipment: Each person participating in this event must come with the following:

- Fluorescent Orange or Fluorescent Green Vest
- DSW Card
- Drivers License
- Clothing appropriate for the weather
- Closed-toe shoes or boots
- Water and food (you will be in the field for 6 hours)
- Flashlight with spare batteries
- Clip-board, paper, pen or pencil
- Whistle

NOTE: Individual assigned to the Launch Site (Cupertino High School) must be wearing cotton clothes. Clothing containing synthetics will not be allowed in the vicinity of the Launch Site to the fire risk.

Each Ham Radio responder must have the following additional equipment.

- HTs. Set up for CARES TAC- 1, TAC-2, and TAC-4.
- Battery power for a minimum of five hours of operation.
- Antenna capable of simplex and repeater operation over a 1 mile area.
- Amateur license

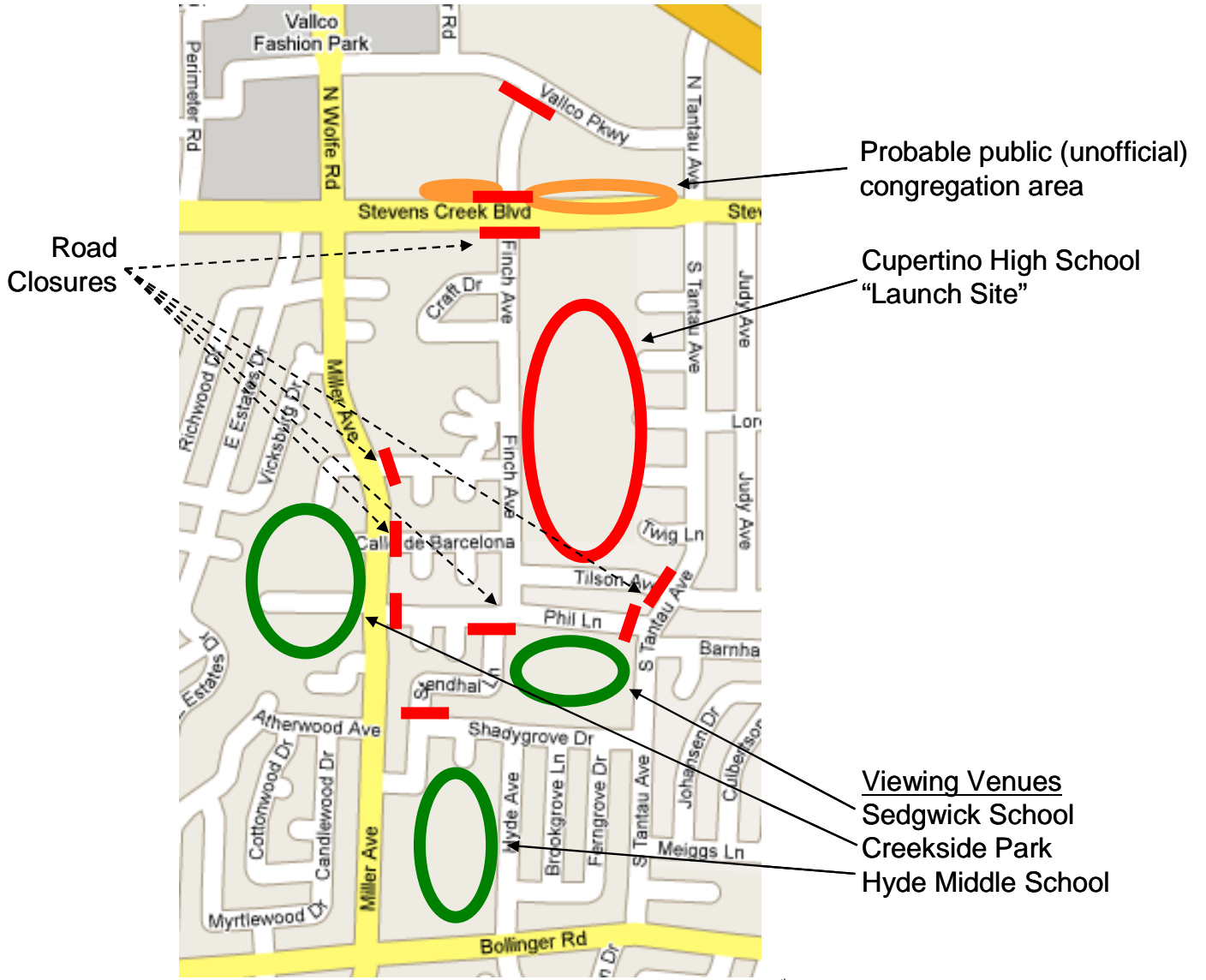
Each responder will be issued the following information and/or material prior to being deployed to the field:

- Event identification card
- ICS 214 Unit Log
- Maps
- Event logistics summary
- Do's and Don'ts List
- FRS radio (for Viewing venue teams)
- Brush coats if stationed in the Fireworks fall-out zone

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

- The parking lot at Cupertino High School will be available for staging and briefing prior to event.
- CERT and MRC will use FRS radios for inter-team first aid communication.
- The first aid component of the 4th of July event is a CERT/MRC response supported by CARES.
- All personal vehicles need to be moved immediately following the briefing.

Figure 1: Map of Event Area



4th July Map.ppt (Enhanced MetaFile)

Figure 2: Event ICS Command Structure

