Cupertino Amateur Radio Emergency Services
Emergency Plan

1. Introduction

1.1. The Cupertino Amateur Radio Emergency Service (CARES) is made up of FCC-licensed Amateur Radio operators who live and work in Cupertino, and have voluntarily registered their capabilities and equipment for public service communications duty.

1.2. Under Federal regulations (CFR 47.97), Amateur Radio public service communications are furnished without compensation of any kind. However, these regulations do not exclude reimbursement for direct out-of-pocket expenses incurred by the Amateur in the performance of his assigned duties.

1.3. The CARES organization operates under the direction of the Cupertino Emergency Coordinator/ Radio Officer (EC/RO), an appointed position by the ARRL Section Manager (the EC portion) and the City of Cupertino (the RO portion).

1.4. The EC/RO may appoint Assistant ECs/Deputy ROs (AEC/DROs) as needed for CARES to function efficiently.

2. Purpose

2.1. The purpose of this plan is to provide a written guide containing the *minimum* information that would be needed in an emergency. Each emergency is different and flexibility to provide an adequate response to each emergency is a necessity. Refer to the *CARES Standard Operating Procedures* document.

2.2. The primary responsibility of CARES is to furnish backup communications in the event of a disaster where regular communications fail or are inadequate. These communications are provided to reduce the loss of life and property, and may not be used to replace other modes of communication (if they are available) in conducting the normal business of the served agencies.

2.3. Adequate drills, training, and instruction shall be carried out to ensure the CARES organization is ready to respond quickly in providing effective emergency communication whenever a need may arise.

2.4. The following agencies and organizations have entered into formal agreements with CARES for emergency communications support:
- City of Cupertino
- Santa Clara County Fire Department
- Cupertino Sanitary District

3. Activating the Plan

3.1. An authorized City Official will notify the EC/RO or any AEC/DROs of a pending or in-progress emergency. If neither the EC nor any of the Assistant ECs are available, any CARES member may accept the activation on behalf of the organization.

3.2. A CARES activation requires the following information:
1. a definition of the emergency
2. a preliminary assessment of the nature of services required from CARES
3. the name of the person declaring the emergency
4. a RACES activation number (for declared emergencies)
5. the individual within the served agency to whom CARES members will report

3.3. The announcement of a CARES activation will be made by any and all reasonable means of communication available to its members and will include all elements listed in Section 3.2 above.

3.4. Any member of CARES who, for any reason, suspects a communications emergency exists should monitor the CARES net for activity (see Section 4.2).

4. Mobilization Procedure

4.1. If telephone service is available, the telephone tree is activated.

4.2. Upon awareness or notification that a communications emergency exists, members of CARES will check in to the Cupertino Emergency Net on 147.570 FM simplex.

4.3. The EC/RO will assume, or delegate another CARES member as, the Net Control Station (NCS).

4.4. The EC/RO will determine each responding member's readiness for an assignment.

4.5. The City Emergency Management function will be executed from Cupertino City Hall Emergency Operations Center (EOC) or its alternate site at the City's Service Center.

4.6. CARES field units may be activated and dispatched. The Cupertino EOC radio room will be staffed at the location where the EOC function is established.

4.7. Stations operating as an NCS are designated as "Key Stations" and will be extensively used during a communications emergency. Key Stations must have full emergency power capability. Key Stations will have relief operators assigned to ensure continuous operation.

5. Duties of NCS

5.1. The Cupertino Emergency Net will be established by the NCS.

5.2. CARES members will check into the net from their mobiles or home stations to await further instructions.

5.3. NCS will direct CARES members to perform a Preliminary Damage Assessment of their immediate surroundings or take other appropriate actions. CARES members will report their results or findings to the EOC on the Cupertino Emergency Net under the direction of the NCS.

5.4. CARES members will be assigned to monitor the following Santa Clara County Section nets and commercial stations:
- KCBS   740 KHz   LP1, Public AM station
- KSJO   92.3 MHz   LP2, Public FM station
- KQED   88.5 MHz   LP3, Public FM station
- County Resource Net (Primary): 146.115+ FM, PL=100 Hz; WB6ADZ
- County Command-1 Net: 146.760- FM, no PL; WB6OQS/R
- County Packet: 223.66 FM, KG6AGJ-1

5.5. CARES members are dispatched as needed to the Santa Clara County Fire, Cupertino Medical Center, or other City facilities as required.

5.6. Operators of home stations not on emergency power are coordinated by the NCS to support "Key Stations" as required.

6. Operations

6.1. All written messages must be in a standard form appropriate to the served agencies.

6.2. All messages containing official content must be signed by the official who originates them, with his/her title, thereby taking responsibility for their contents.

6.3. Messages will be conveyed in the order of precedence listed below. However, no message will be delayed by the inability to service a message of higher precedence.

1. EMERGENCY Life-threatening: Situations, reports, and updates that might directly result in deploying or prioritizing resources for an incident involving life-saving efforts.

2. URGENT Property threatening: Situations and reports of new threats, revised flood projections, wind direction changes in a major fire, and reports of additional damage from an earthquake aftershock suggesting additional rescue efforts or surveillance.

3. PRIORITY: Includes information such as damage reports, correspondence between agency representatives, material and logistics messages, etc.

4. ROUTINE: Includes all other information such as welfare inquiries, routine resource requests, shift planning, requests for relief, etc.

6.2. All stations with message traffic pending will state the precedence of their traffic to the NCS when asked to do so. Stations do not transmit unless directed to do so by the NCS. The only exception to this is for a station having EMERGENCY traffic.

7. Drills, Tests, and Alerts

7.1. An annual test will be conducted in the Fall of each year in conjunction with the nationwide ARRL Simulated Emergency Test. Participation in this test will be coordinated with served agencies and other ARES/RACES organizations to the fullest extent possible. The results of the CARES participation in the Test will be reported to both the City of Cupertino and the ARRL.

7.2. CARES will regularly supply public event communications in conjunction with local events as requested, to test effectiveness of the organization.

7.3. The Cupertino Emergency Net meets every Tuesday at 7:45 PM local time.

7.4. At the discretion of the EC/RO, the CARES will be activated unannounced by the telephone tree at least once per year to test the effectiveness of this process.