
Cupertino Amateur Radio Emergency Service

Topic: Infrastructure Safety Assessment, Part 2

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Date: Thursday, 02-November-2006, 19:30

Event: Cupertino ARES meeting, Orientation Training

Infrastructure Safety Assessment; S.E.T. Prep



The City's response priorities

Preliminary

- Address immediate Life Safety problems
- Assess the integrity and stabilize Cupertino's critical infrastructure (*initial list*)
 - Water
 - Access
 - Sanitary
- Perform Search and rescue; health and welfare, establish shelters
- Execute recovery operations

Initial Response Assignments

Preliminary

City Staff	<ul style="list-style-type: none">• Inspect City facilities
County Fire	<ul style="list-style-type: none">• Fire suppression• Search and Rescue
County Sheriff	<ul style="list-style-type: none">• Public Safety• Law and Order
CERT, MRC	<ul style="list-style-type: none">• CERT operations (SAR, medical, care and shelter, etc.) and support for:<ul style="list-style-type: none">– Organized neighborhoods– Area Ark activities
CARES	<ul style="list-style-type: none">• Preliminary Safety Assessment• Infrastructure Safety Assessment• Emergency communications support

New CARES Assignment

Assignment

- Perform a preliminary Infrastructure Safety Assessment (ISA) on infrastructure assets of interest to be reported to the Cupertino EOC.

Objective

- Develop a picture on the state of the city's infrastructure
- Help focus attention on problem areas that may only get worse or impede the recovery if not addressed quickly
- Provide an early report of asset status for Served Agencies

What is required for an ISA?

Infrastructure Safety Assessment

People: The CARES or CCC members responsible for performing an ISA

Infrastructure Assets: The list of things that the city wants to know about as soon as possible

ISA Process: The procedure that describes how CARES will collect and report information about the Infrastructure assets to the city after a city-wide emergency or disaster has occurred.

***** What do we do in the Field?**

***** What do we do at the EOC?**

ISA Management

Field and EOC View

Field	ISA Assignment Sheet	Description of one the infrastructure item to be assessed
	ISA Control Log	Field tracking log for ISA Assignments.
	ISA Field Assignment Checklist	Description of the steps to perform the ISA assignments in the field.
	Unit Log	ICS-214; records the activities that occur relating to addressing a specific ISA Assignment Set.
	ISA Assignment Set	A collection of ISA Assignments based on some logical grouping: geographical, skill, access methods, etc., and supporting documentation.
EOC	ISA EOC Rollup Log	Log used at the EOC to record the reports from Field ISA Assignment holders

ISA Management

Field View

1. ISA Assignment Sheet

- Identifies the item or structure to be assessed.
- Detailed description (as best possible)
- Description of the Nominal conditions, and what to confirm and report.
- Map and pictures when available



Infrastructure Safety Assessment

IDENTIFICATION

ISA ID:	SAN-47
ISA Name:	Pump Station #1, Metering
Description:	
Operator:	Cupertino Sanitary District
Contact:	(408) 253-7071, (408) 299-2507
Cupertino Grid:	B10
Address:	SE corner of Homestead Road & Swallow Drive (1 block east of Tantau)
Cross-street:	
Latitude:	37.3377
Longitude:	122.00232
Observation Point:	



DETAILED DESCRIPTION

This is a metering station that consists of the following:

1. Well Access (ground-level box with access lid)
2. Meter pedestal, PGE meter, phone number plate includes the following: (408) 253-7071, (408) 299-2507

...and no others



NOMINAL CONDITION –Confirm/What to Report

1. Pedestal and well access are in place.
2. No surrounding surface or structural cracks or deformations.
3. No spillage or discharge from the well or surrounding area.



ISA Management

Field View

2. ISA Control Log

- Contains the IDs of the ISA Assignments included in this package.
- Checklist for assigning, marking completion and findings of the ISA.



Cupertino Amateur Radio Emergency Service
PART 5 Checklists

Standard Operating Procedures

ICS xxx ISA CONTROL LOG				
1. ISA Assignment Set:		2. Date Setup		
5		November 1, 2006		
ISA Assignment ID	3. Assigned to:	4. Assigned Date/Time	5. Condition (OK/Discrepancy)	6. Reported Date/Time
1. TRANS-93				
2. TRANS-94				
3. SAN-45				
4. WATER-120				
5.				
6.				
7.				
8.				
9.				
10.				
7. Discrepancy (List ISA Assignment, description of deviation)				
ICS XXX	PREPARED BY	APPROVED BY	DATE	TIME

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ISA Management

Field View

3. ISA Assignment Checklist

- Describes the steps to perform before, during, and after an event.



Cupertino
ARES/RACES

xxxx ISA Field Assignment Checklist

1. Before the event

- _____ 1. On a period not to exceed 6 months, audit each ISA Assignment Set.
- _____ 2. Perform updates to ISA Assignment Sets as changes to selected infrastructure components occur.

2. During the event

- _____ 3. First person at the scene, notify EOC that you have arrived.
- _____ 4. Retrieve the ISA Assignment Set Envelope. Confirm the envelope has not been previously opened or tampered with. Notify the EOC if the envelope was previously opened or you detect signs of tampering.
- _____ 5. Open the envelope; remove, and inventory the contents. The following should be included in each envelope
 - (i) ISA Control Log
 - (ii) ISA Field Assignment Checklist (this sheet)
 - (iii) ICS-214 Event Log
 - (iv) One or more ISA Assignment sheets. The number and ID of the forms included must match the ISA IDs on the ISA Control Log.

NOTE: Notify EOC of any content discrepancies with this ISA Assignment Set.

- _____ 6. Begin and maintain a Unit Log (ICS-214).
- _____ 7. Make ISA Assignments to responding staff, or begin performing the ISA (depends on the response team).

For each ISA Assignment

- _____ 8. Review the ISA Assignment sheet for details on location, points for observation, and expected nominal conditions.
- _____ 9. On arrival at the Assignment, inspect the item or structure, and general area for unusual conditions or other safety hazards.
- _____ 10. When done with the inspection, update the ISA Control Log for this ISA ID.
- _____ 11. Report the following to the EOC:
 - (i) The ISA Identifier just surveyed
 - (ii) State that either (a) All conditions normal, or (b) the problems or abnormal conditions that you observe.
- _____ 12. Proceed to the next ISA Assignment, and repeat steps 8, 9, 10, and 11.

When done with all ISA Assignment

- _____ 13. Collect all ISA Assignment sheets and return them to the Envelope.
- _____ 14. Update and close-out the Unit Log. Insert the Unit Log into the envelope.
- _____ 15. Return the ISA Assignment Set Envelope to the EOC when possible.

3. After the Event

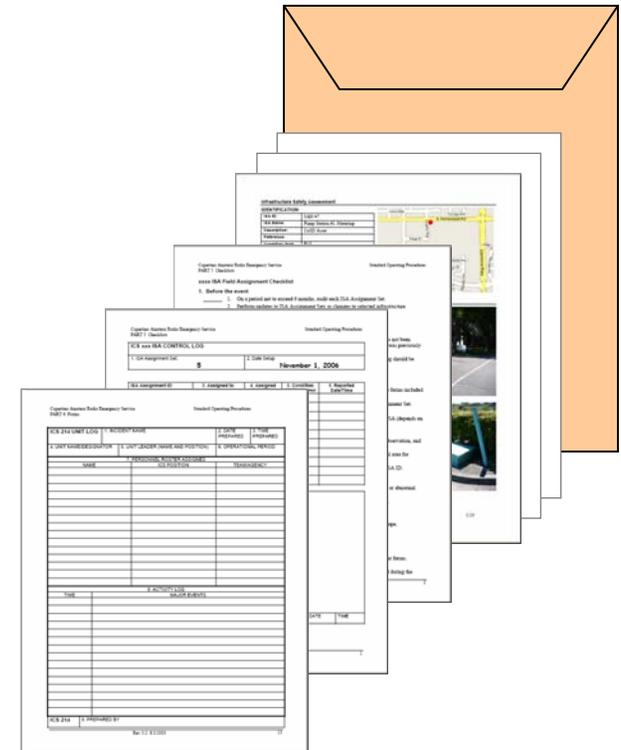
- _____ 16. Inspect all returned ISA Assignment Set Envelopes for completeness.
- _____ 17. Collect all ISA Control Logs, ICS-214 Unit Logs, and ISA Assignment forms. Include them as part of the event documentation package.
- _____ 18. Rebuild replacement ISA Assignment Set Envelopes for those opened during the

ISA Management

Field view

5. ISA Assignment Set

- An envelope that contains all the information for performing an Infrastructure Safety Assessment for a specific number of assets.
 - ICS-214 Unit Log
 - ISA Control Log
 - ISA Field Assignment Checklist
 - One or more ISA Assignment Sheets
- Located at a specific city sites.
- All ISA Assignment Set envelopes are sealed in a manner to make tampering evident.



ISA Management

EOC View

5. ISA EOC Rollup Log

- Captures the field ISA results.



Cupertino Amateur Radio Emergency Service
PART 5 Checklists

Standard Operating Procedures

ICS xxx ISA EOC ROLLUP LOG				
1. Event Name:			2. Assessment Report Date	
ISA Assignment ID	3. Report By:	4. Reported Date/Time	5. Condition (OK/Discrepancy)	
1. POWER-43				
2. POWER-44				
3. POWER-45				
4. SAN-47				
6. SAN-50				
6. SAN-52				
7. SAN-53				
8. SAN-54				
9. SAN-55				
10. SAN-56				
11. SAN-57				
12. SAN-58				
13. SAN-59				
14. TRANS-93				
16. TRANS-94				
16. TRANS-95				
17. TRANS-96				
18. TRANS-97				
19. TRANS-98				
20. TRANS-99				
21. TRANS-100				
22. TRANS-101				
23. TRANS-102				
24. TRANS-103				
26. TRANS-104				
26. WATER-121				
27. WATER-122				
28. WATER-123				
29. WATER-124				

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ISA Process Overview

1. ISA Assignments are grouped into Assignment Sets
2. ISA Assignment Sets are secured and placed at various City (Trusted) Sites.
3. During an event requiring an ISA, CARES/CERT members are dispatched to trusted sites to retrieve the ISA Assignment Sets.
4. The ISA is performed and results are locally recorded.
5. Each ISA Assignment result is sent (by radio or physical handling) to the EOC.
6. When done with all ISA Assignments in the Assignment Set, submit all documentation to the EOC...
 - (i) to be included in the City's event documentation package,
 - (ii) as a trigger to audit, re-build, and re-distribute ISA Assignment Sets to the Trusted Sites.

ISA Management

Field and EOC View

Detailed look at the field forms

- ISA Assignment Set
 - ISA Assignment Sheets
 - ISA Control Log
 - ISA Assignment Checklist
 - ICS-214

Detailed look at the EOC forms

- ISA EOC Rollup Log

ISA and Information Security

Why this approach?

- Served Agencies – Protects their information assets. We will need to demonstrate to our Served Agencies that we have methods, processes, and controls in place to manage information on their behalf.
- ISA Sites – City buildings (trusted sites, includes Fire Stations) are staffed and managed by local government employees.

Requirements for an ISA assignment

Usual field deployment kit, plus...

- Binoculars
- GPS
- Digital Camera
- FRS
- What else?

Open Questions, next steps

- Where to place the ISA Assignment Sets that guarantees access by CARES, other CCC members?
- Confirm members response preferences
- Confirm Information management approach is reviewed and agreed to by Served Agencies

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Drill Objectives:

- Foster coordination between CCC members.
- Test the Infrastructure Safety Assessment (ISA) Process.
- Test the Resource Net concepts and procedures.
- Test activating an Ark to support volunteer convergence, registration, and deployment.
- Test field responder tracking system.
- Use standard ICS and/or Cupertino OES documentation.

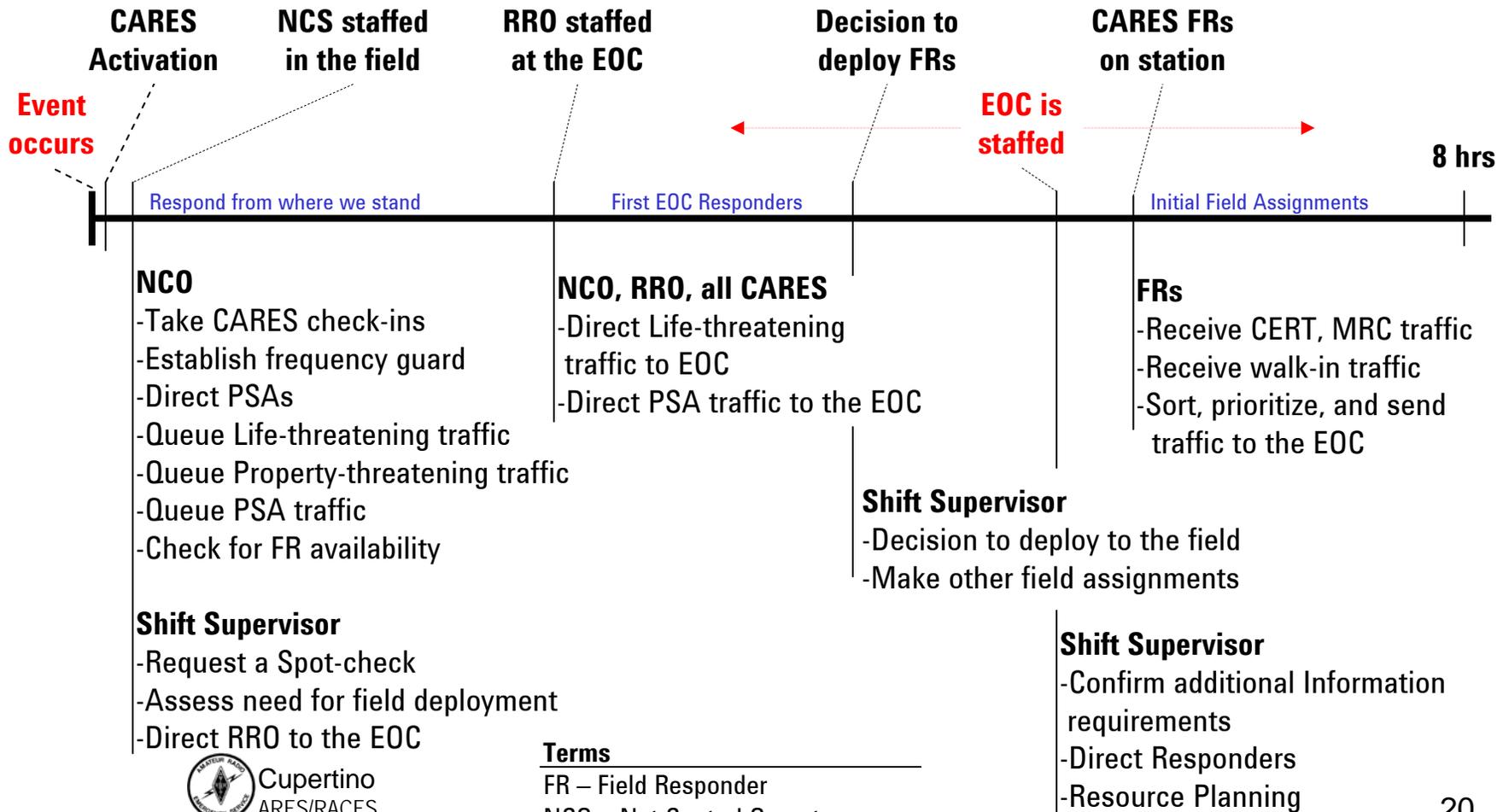
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Scenario:

- The Bay Area experienced a 7.5 earthquake 3 hours ago. moderate damage reported throughout the City.
- You have just finished your Preliminary Safety Assessment and sent your PSA reports to the EOC.
- CARES Radio Room is staffed. CARES Emergency Net has been staffed for 3 hours.
- Message NCO just came up on TAC-2.
- CARES Shift Supervisor just announced that ISAs need to be performed.

Field Operations

Initial Response Operations

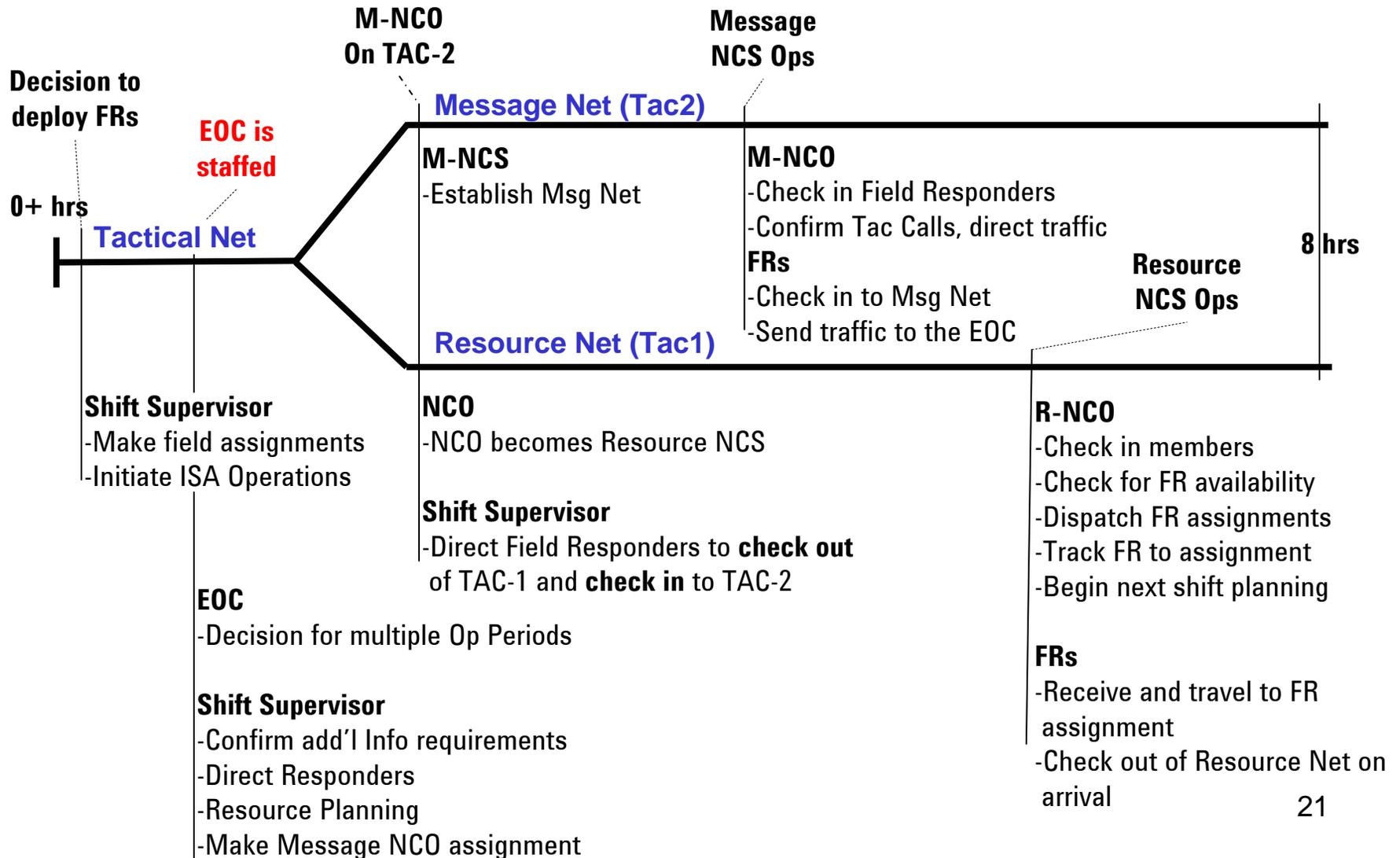


Terms

FR – Field Responder
NCO – Net Control Operator
RRO – Radio Room Operator

Field Operations

Extended Response Ops – Resource Management



Field Operations

Extended Response Ops – ISA Management

