

Cupertino ARKs An Overview

4 October 2018
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Topics

Mapping Capabilities to Hazards

How Cupertino ARKs fit into the picture

ARK Startup Procedures

Mapping Capabilities to Hazards

Hazards	What could go wrong	Response	
		Requirements	Capabilities
<ul style="list-style-type: none"> • Dam Failure • Earthquakes • Power Failure • Terrorism/WMD • Wildland Fire • Urban Interface Fire 	<ul style="list-style-type: none"> • People – Injuries • People – Trapped • People – Homeless • People – Hungry • People – Sick • Structures Damaged • Structures Burning • Utilities – Power • Utilities – Gas main • Utilities – Sewage • Utilities – Water • Access problems • Communications loss 	<ul style="list-style-type: none"> • Mass care shelters • Evacuations • Field First Aid stations • Mass care, feeding • DC/Fire Suppression • DC/Prelim Safety • Mass Prophylaxis • Search and Rescue • Information Outreach • Information Gathering • Assistance Requests 	<ul style="list-style-type: none"> • Safety Assessments • Shelter Staff • Search & Rescue • First Aid • Fire Suppression • Watches (creek, fire, traffic, incident, etc.) • Communications (Field, Shadows, etc.) • General resource



Mapping Capabilities to Hazards

Earthquake Scenario

Hazards	What could go wrong	Response	
		Requirements	Capabilities
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CARES Response – what will we do

Earthquake Scenario

1. Preliminary Safety Assessment	CARES collects and reports information about the state of the city immediately after a city-wide emergency or disaster occurred.
2. Field Response	CARES members respond and operate at field assignments during a declared emergency.
3. Infrastructure Safety Assessment	CARES observes and reports on selected Cupertino critical facilities that are deemed to be important to the City or other Agencies.
4. EOC Support	<ul style="list-style-type: none">• Staff the Comm Van / Radio Room• Provide situation roll-up of field reports• Support the EOC



CARES Response – what will we do

Earthquake Scenario

1. Preliminary Safety Assessment	CARES collects and reports information about the state of the city immediately after a city-wide emergency or disaster occurred.
2. Field Response	CARES members respond and operate at field assignments with CCC during a declared emergency. <ul style="list-style-type: none">• Staff the ARKs and Fire Stations• Support public information outreach• Handle community emergency assistance requests
3. Infrastructure Safety Assessment	CARES observes and reports on selected Cupertino critical facilities that are deemed to be important to the City or other Agencies.
4. EOC Support	<ul style="list-style-type: none">• Staff the Comm Van / Radio Room• Provide situation roll-up of field reports• Support the DOC and EOC



Introducing Cupertino ARKs

What are they?

How Cupertino OES uses the ARKs

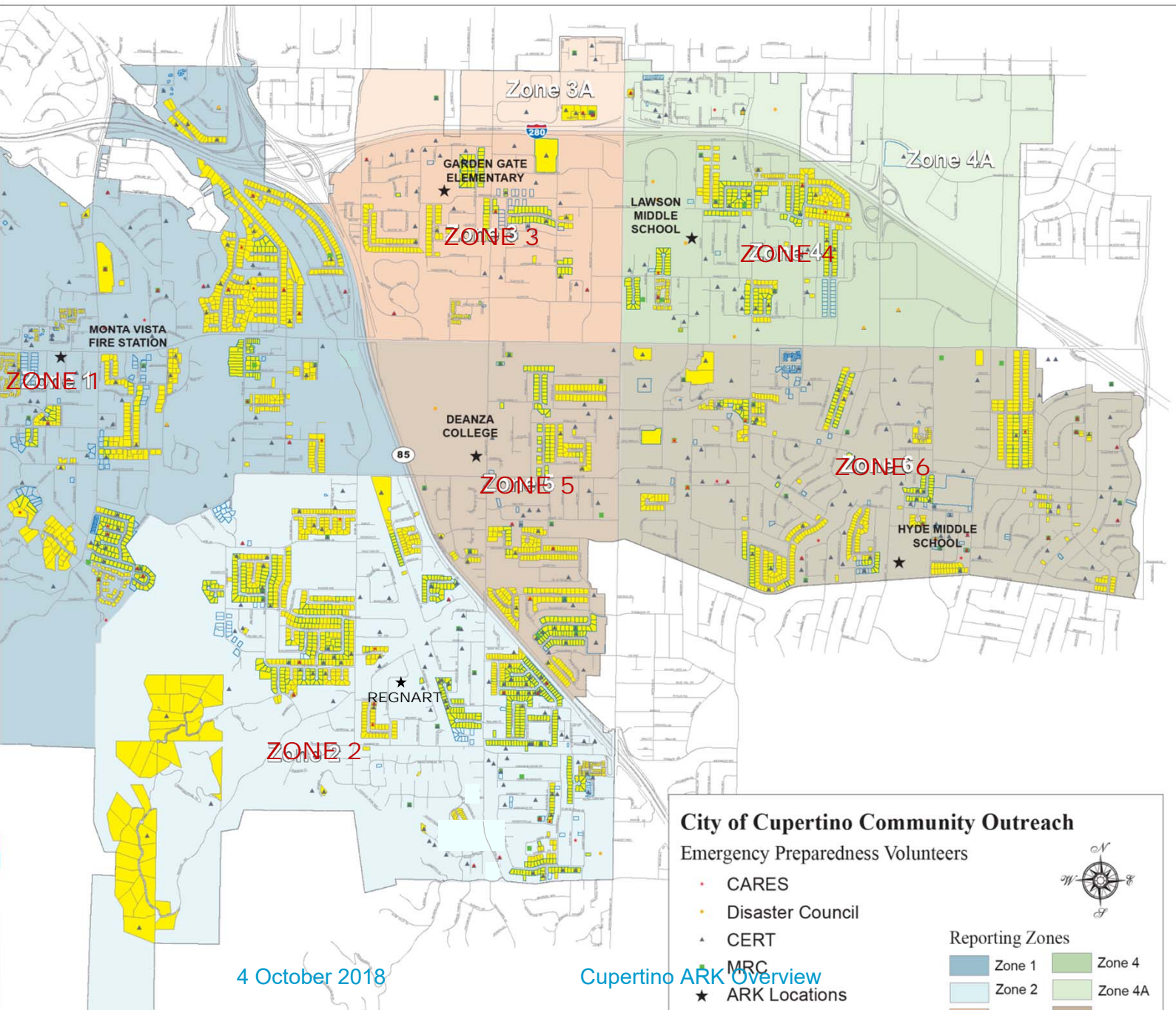
The primary three functions of an ARK are:

- be the *disaster communication link* between the City and the local community,
- act as an information exchange about existing local hazards and available disaster services, and
- coordinate the local neighborhood response.

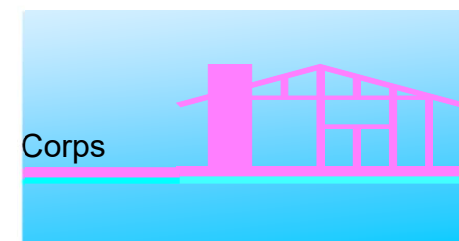


ARKs – a decentralized response approach

What are they?



- The emergency response is coordinated out of the EOC in City Hall
- Cupertino is divided into 6 reporting zones and ARKs
- Zone borders follow freeways and major arteries



4 October 2018

Cupertino ARK Overview

Each ARK contains over 300 items

What are they?

Cupertino ARKs are ...

- A source of emergency information and minor first aid for the community.
- An congregation point for registered Citizen Corps first responders.
- A cache of emergency supplies to help first responders help local residents, includes:

Floor storage

- Generators
- Canopies
- Tents
- Chairs
- Cribbing

Shelves & bin storage

- Medical supplies
- Forms and documents
- Search & rescue
- Safety
- Security
- Tools
- Lighting
- FRS radios
- Batteries
- Street maps
- Flashlights





Introducing Cupertino ARKs

What are they?

Cupertino ARKs are not...

- An emergency supply depot for the community
- A shelter or mass care facility
- A source of food and water for local residents



Six ARKs & One Mobile ICP

Where are they?

Zone 1: Monta Vista Fire Sta.

- Stevens Creek and Prado Vista Ave.

Zone 2: Regnart Elementary School

- Yorkshire Drive

Zone 3: Garden Gate School

- Greenleaf Dr. and Ann Arbor Ave.

Zone 4: Lawson Middle School

- Vista Dr. and Merritt Dr.

Zone 5: DeAnza College

- Stelling Rd. Parking Lot C1

Zone 6: Hyde Middle School

- Hyde Ave. and Bollinger Rd.

MICP: Mobile Incident Command Post

- A trailer outfitted with supplies; stored at the Service Center



Zone 1 – Monta Vista Fire Station ARK

Where are they?

Address: 22590 Stevens Creek Blvd

Location: In the Fire Station utility garage (right side of building as you face it)

Cross-Street: Stevens Creek Blvd and Prado Vista Ave

Parking: on Prado Vista Ave

Access: Lockbox is located on left sill of the garage. Key opens the door to your left and then the interior door to the garage.



Zone 2 – Regnart Elementary School ARK

Where are they?

Closest Address: next to 1134 Yorkshire Drive

Location: inside the school field gate on Yorkshire Ave just as the road bends.

Cross-Street: Yorkshire Drive and Rainbow Avenue

Parking: on Yorkshire Drive

Access: Lockbox RIGHT of gate with Gate Key; second lockbox on the side door of ARK.



Zone 3 – Garden Gate Elementary School ARK

Where are they?

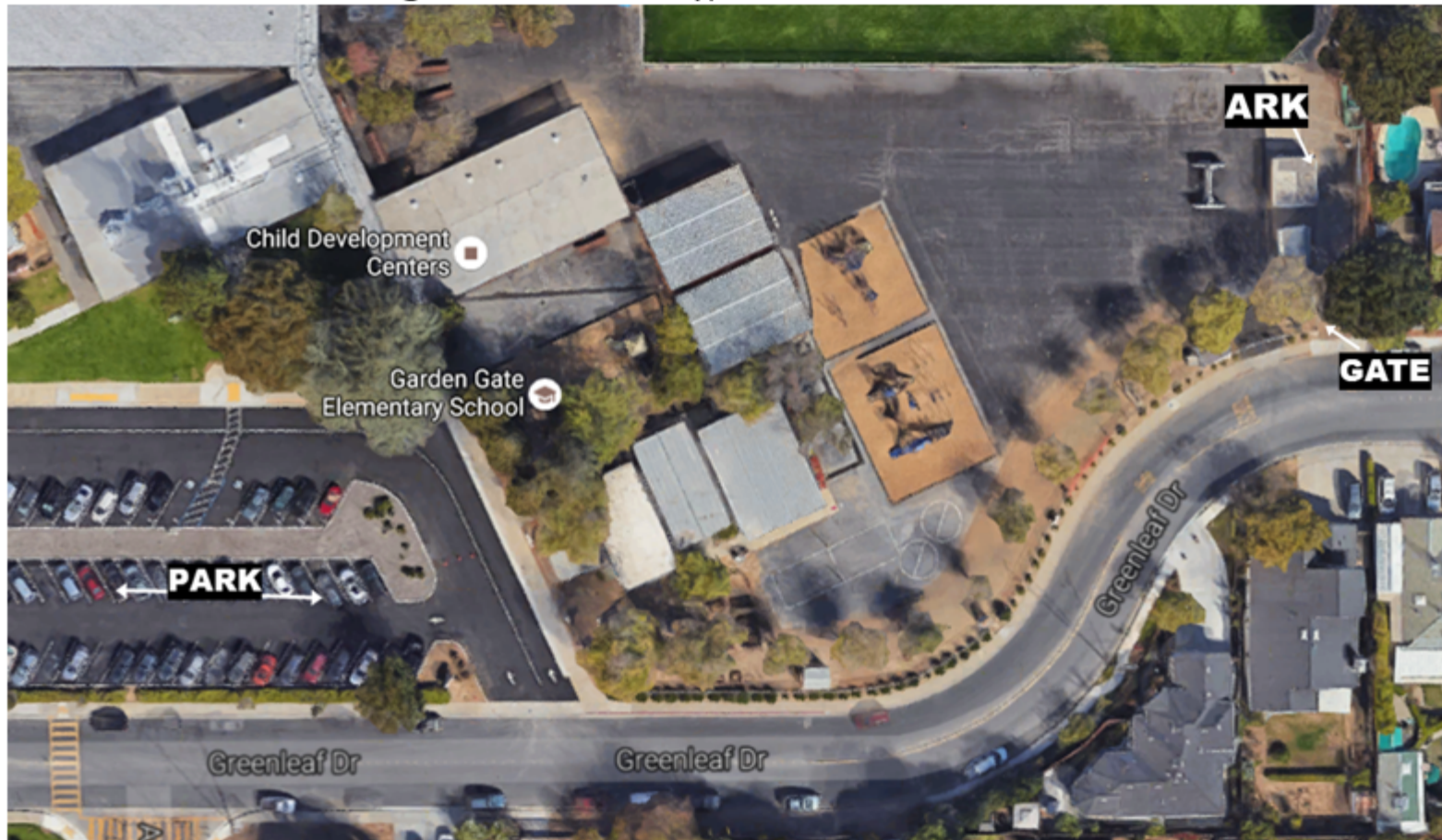
Closest Address: next to 21103 Greenleaf Drive

Location: School yard, facing Greenleaf Drive

Cross-Street: Greenleaf Drive and N Stelling Road

Parking: School parking lot to the LEFT.

Access: Lockbox on the gate with Gate Key; Second Lockbox on the side door of ARK.



Zone 4 – Lawson Middle School ARK

Where are they?

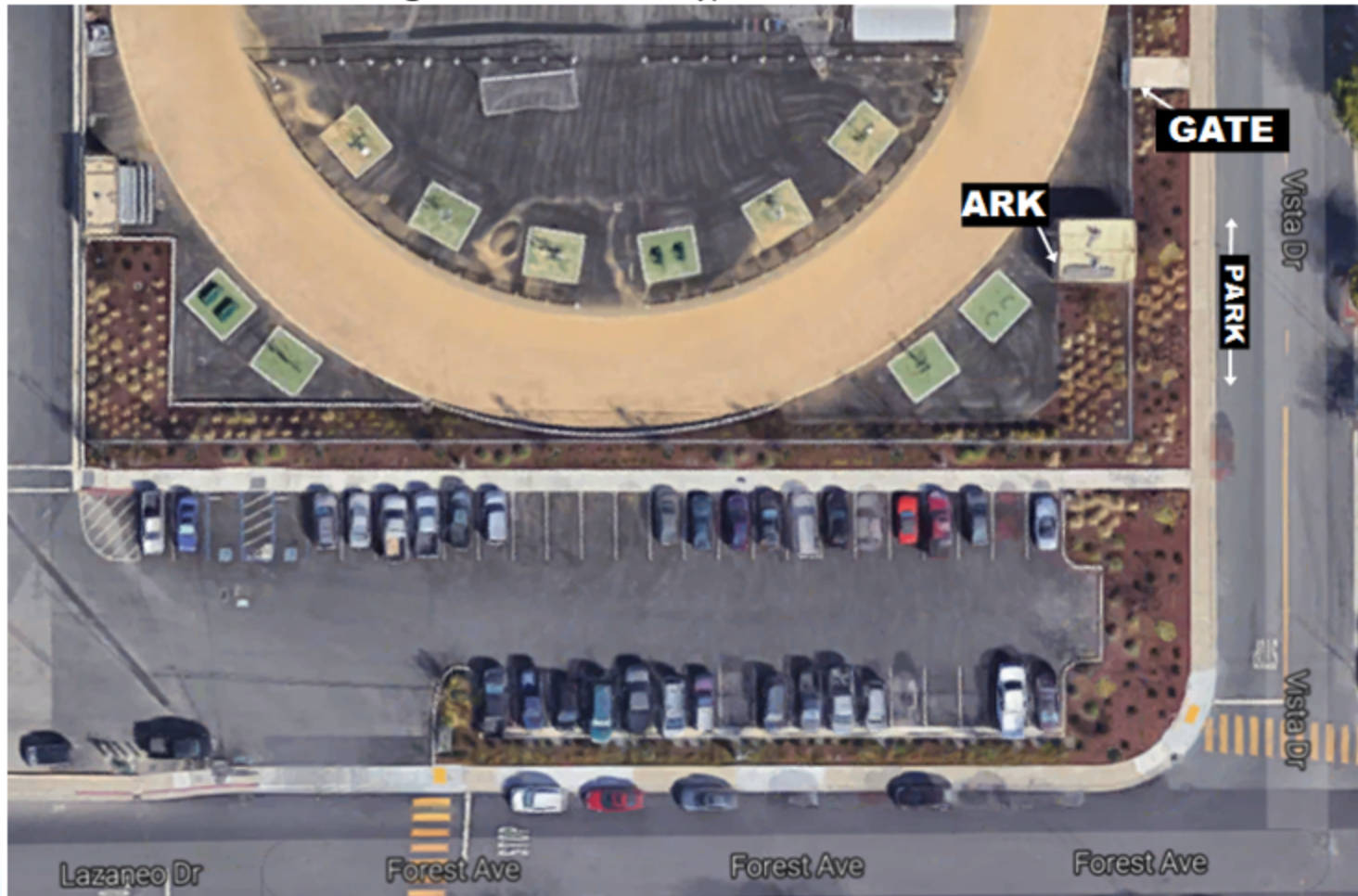
Closest Address: across from 10304 Vista Drive

Location: School yard, next to Track, against exterior fence.

Cross-Street: Vista Drive and Lazaneo Dr / Forest Ave

Parking: on Vista Drive

Access: Lockbox on the gate with Gate Key; Second Lockbox on the front door of ARK.



Zone 5 – De Anza College ARK

Where are they?

Closest Address: 10400 S Stelling Road

Location: De Anza College

Cross-Street: S Stelling Road and McClellan Road

Parking: Employee parking area where ARK is located.

Access: Lockbox is located on the front of the ARK.



Cupertino Citizen Corps



Zone 6 – Hyde Middle School ARK

Where are they?

Closest Address: next to 850 Stendhal Lane

Location: School yard, behind baseball field

Cross-Street: Miller Ave and Disney Lane

Parking: on Disney Lane and Stendhal Lane

Access: Lockbox on the gate with Gate Key; Second Lockbox on the front door of ARK.



Zone 6 – Creekside Park ARK

Where will it be?

**FUTURE
HOME!**



ARK startup procedures

Realistic approach

- How we use the ARKs changes as the situation evolves
- The activities and tasks we will take on will depend on the staffing available and the situation.



ARK Activation Levels

ARK Startup procedures

How does the City use the ARKs?

We do this through 2 activities:

- ***Zone Reporting*** – for collecting local status and incident reports, and act as a conduit for passing information from the City to the community.
- ***Incident Command Posts (ICP)*** – continue with Zone Reporting as well as for coordinating the local neighborhood response.



ARK Activation Levels

ARK Startup procedures

Transitioning from one activity to the next

Level 1 – Zone Reporting. *Responders start zone report collection; they attempt to contact the EOC/DOC to pass local status and ask for instructions.*

Level 2 – Zone Reporting with Communications. *Responders continue zone report collection, have established communications with the EOC/DOC, and can provide summary reports to the City or pass on requests for assistance.*

Level 3 – ICP Activation. *Responders continue zone report collection, sign in volunteers, develop action plans, set up an Incident Command Post, and organize teams for the local zone response.*

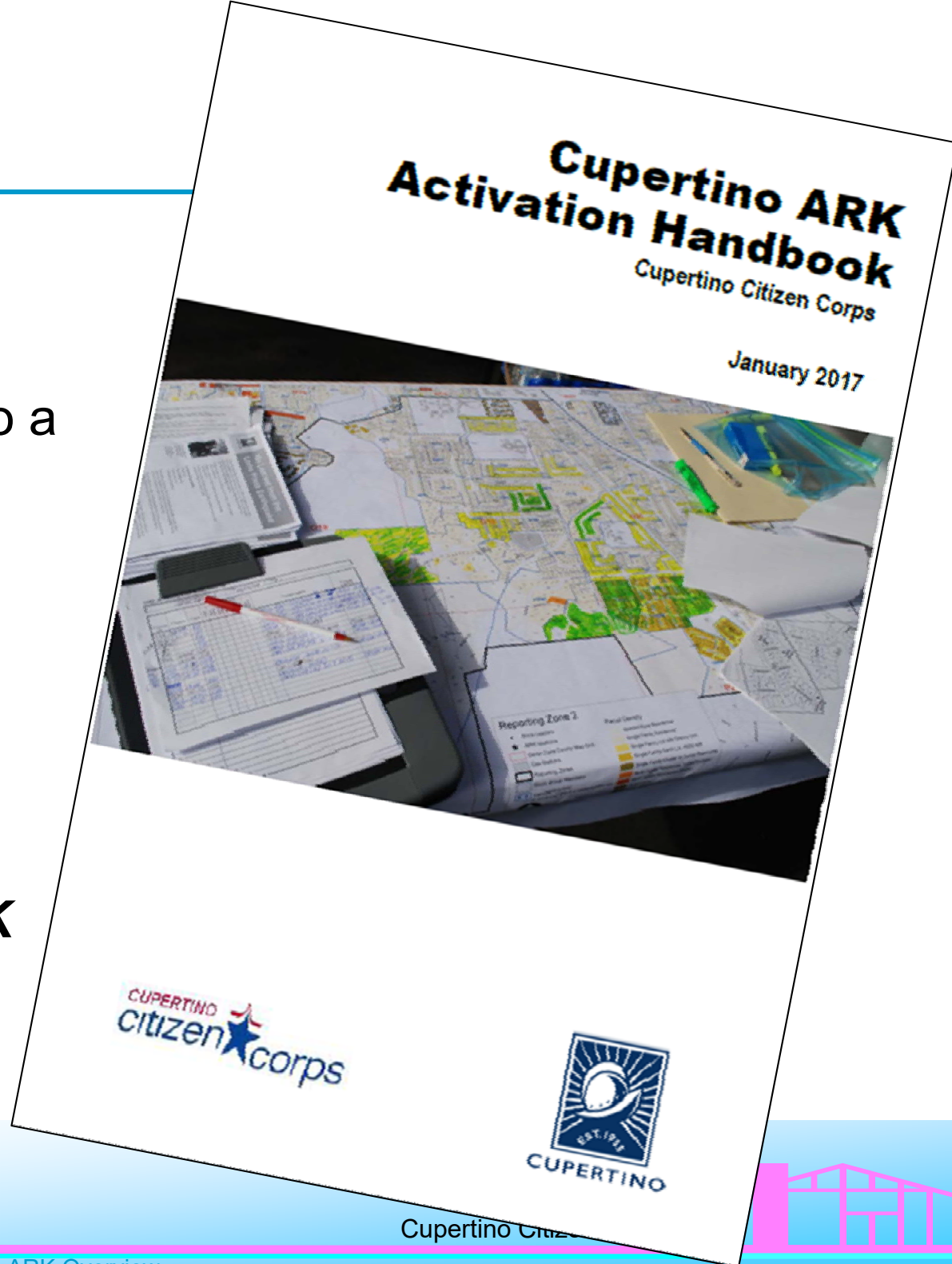


Cupertino ARK Activation Levels

Purpose

1. Activate the ARKs only to a level that aligns with the situation.
 - Extent of the problem
 - Available staffing
 - Training levels

*Refer to the **Cupertino ARK Activation Handbook!***



Thinking about the response

1. Take care of yourself:

- Determine your condition and assess your immediate safety.

2. Take care of your family:

- Determine the condition of your family; apply first aid if necessary.
- Determine the structural soundness of your home; evacuate if necessary.
- Turn on your radio, listen to **Radio Cupertino 1670 AM**.

3. Take care of your immediate neighborhood.

- Offer assistance as necessary up to the level of your training.

4. If you can respond to support the emergency:

- For CARES:
 - Check into the CARES Emergency Net; perform the PSA; receive an assignment.
- For CERT:
 - Proceed to your ARK, making observations along the way.
 - Once at the ARK, proceed with the Level 1 checklist below.



Level 1 – Zone Reporting

Goal

A Level 1 Activation establishes Cupertino Zone Reporting locations for collecting reports and determining the extent of the problems that may exist within your reporting zone.

Situation

1. You are the first to arrive at the ARK.
2. The ARK is LOCKED and you do not have the access code.

Things you should know before you get started

1. The **Level 1 Activation Checklist** describes tasks to get you started.
2. You are the Zone Reporting Leader (not an IC).
3. Your supervisor is the Cupertino Citizen Corps DOC.
4. Your job is to complete the Level 1 checklist.
5. It is OK to use blank paper to start collecting volunteer check-ins, reports
6. ***You are not alone!***



Checklist

Level 1 – Zone Reporting

NOTES:

- More than likely, CERT will be the first ones at the ARKs.
- This Level 1 Checklist will help get the first responders started.

Level 1 – Things you should immediately do:

_____	1. Start a check-in sheet using the ICS 211B Sign-in Sheet (if you have one) or a blank sheet of paper with these columns: <ul style="list-style-type: none">a. Nameb. Addressc. Signatured. DSW Class (CERT, MRC, CARES, other)e. Time INf. Time OUT (filled in if told to shut down operations)
_____	2. Sign yourself in.
_____	3. Start an activity log using the ICS 214a (if you have one) or a blank sheet of paper. Record significant events and activities only.
_____	4. When other volunteers arrive, have them sign in.
_____	5. When other residents arrive, record their report and/or observations. Include their name and contact information.
_____	6. Ask other volunteers to help with the sign-in or status report collection activities.
_____	7. Attempt to contact the DOC by cell phone or wait for a CARES member to arrive. Once voice communications is established by either means, proceed to the Level 2 checklist.
_____	8. If no communications is established with the DOC, remain at Level 1.
_____	9. If you have to leave, or if you have not received any reports for 10-15 minutes (use your own judgement), <ul style="list-style-type: none">a. Leave a note at the lockbox or the ARK when you arrived and left (name, time, date). Tape or attach this note to the instruction plaque on the ARK or fence by the lockbox.b. Drop off anything that you wrote down or collected from anyone else at the City Hall Reception Desk and address it to "Citizen Corps Coordinator" during the next business day.

Level 2 – Zone Reporting

... with Communications

Goal

A Level 2 activation...

1. continues Level 1 activities,
2. maintains two-way communications with the EOC/DOC, and
3. passes information, requests, and status on what is happening at this location.

Situation

1. One or more CCC members have arrived and established communications with the EOC/DOC.
2. The ARK could now be UNLOCKED and opened after requesting the lockbox access code from the EOC/DOC by radio.
3. Reports continue to come in from residents about situations in their neighborhoods.
4. Other volunteers (CCC members or untrained volunteers) are arriving and offer to help.



Checklist

Level 2 – Zone Reporting with Communications

NOTES:

- CARES has arrived and made contact with the EOC.

A partial checklist shown here...See the **Cupertino ARK Activation Levels Handbook** for the complete Level 2 Checklist.

Level 2 – things you should do immediately

_____	1. Continue to perform the Level 1 activities.
_____	2. CARES should establish contact with the DOC to: <ul style="list-style-type: none">a. Request an activation number.b. Get the ARK lockbox access code if the decision is to open the ARK.
_____	3. Once opened, look for the <i>ARK Logistics Binder</i> (clearly marked) on a shelf near the file boxes. Make a log entry for whatever equipment is removed from the ARK.
_____	4. Only remove the items you absolutely need for shelter, safety, and operations.
_____	5. For communications and volunteer sign-in, set up the following: <ul style="list-style-type: none">a. 2 table, 4 chairs, 1 generator, extension cord.b. Voice and Packet communications with the EOC.c. Tents, depending on available shade.
_____	6. Put out "Emergency Reporting Station" A-Frame signs
_____	7. Create a Status Report for the DOC, include: <ul style="list-style-type: none">a. Location of this Zone Reporting locationb. Inform them that this location is at Level 2c. Number of volunteers present by type (CERT, MRC, CARES)d. Summary of initial reportse. State of packet radio operations Have the CARES member send the report to the DOC.
_____	8. If a Level 3 Activation is not required, then remain at Level 2.
_____	9. If a Level 3 Activation is not required and this ARK is to be shut down, then <ul style="list-style-type: none">a. Break down the setup and return all material to the ARK.b. Make a log entry for the equipment returned.c. Make notations if any repairs are needed or supplies to be replenished (e.g.: gas for the generator).d. Return the <i>ARK Logistics Binder</i> to where you found it.e. Lock up the ARK and return the key to the lockbox.f. For anything that you wrote down or collected from anyone

Level 3 – Incident Command Post

Goal

A Level 3 Activation establishes a formal Incident Command Post (ICP) at this location.

Moving to Activation Level 3 / ICP requires a decision made by you and the DOC. The discussion would include:

1. Confirmation that you are operating at level 2.
2. Identify and agree on the action plan for the initial Operations Period.
3. Identify the Incident Commander.
4. Confirm that resources are available necessary to support ICP operations.



Other resources

ARK Startup procedures

ARK maps

Contact Numbers

Recommended CERT Go-Kits



Things to bring to the ARK

- Bring your CERT go-kit; includes:

- | | |
|-----------------------------|-------------------------------------|
| 1. Current Citizen Corps ID | 11. Water and food |
| 2. Protective clothing | 12. Sun block as needed |
| 3. Safety Vest | 13. Pens (2) |
| 4. Sturdy closed-toe shoes | 14. Pad of 8.5" x 11" paper |
| 5. Hard hat | 15. ICS Forms: 211, 213, 214 |
| 6. Goggles | 16. Cupertino Forms: COES 105, 106 |
| 7. N95 mask | 17. Flashlight and Batteries |
| 8. Whistle | 18. AM Radio (portable) |
| 9. Leather gloves | 19. Tape (i.e.: blue painters tape) |
| 10. Personal first aid kit | 20. Whatever else you may need |



Things to bring to the ARK

- Bring your CARES go-kit; includes:

1. 2m or 2m/440 HT minimum
2. Mobile antenna (mag mnt)
3. Ear bud or headphones
4. Radio manual/cheat-sheet
5. Coax adaptors
6. Extra power, batteries
7. Power cord adaptors
8. Notepad, pens
9. Clipboard
10. Cell phone, charger, cigarette lighter adaptor
11. CA driver's license
12. Amateur radio license
13. Current Citizen Corps ID
14. ICS Forms 211, 213, 214, 309
15. Cupertino Forms: COES 105, 106
16. Watch or clock
17. Flashlight, headlamp, batteries
18. Safety vest
19. Sturdy closed-toe shoes



Where do we go from here?

4 October 2018

Cupertino ARK Overview

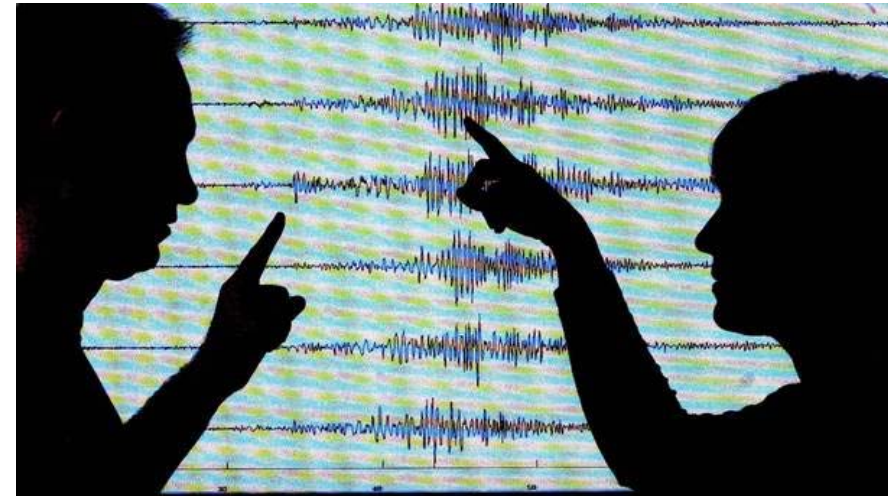
Cupertino Citizen Corps



Opening the ARKs

Why are we reviewing this?

1. December 15, 2018 CCC Exercise, hosted by CARES.
2. Scenario is a major earthquake resulting in damage, casualties, power, and communications outages throughout the greater bay area.
3. The intent is to set up Zone Reporting at all ARKs; operate for 2 shifts, take resident reports, pass status reports, and emergency requests.



Opening the ARKs

Before the exercise...

1. We will invite you to an ARK opening for a review of their location, contents, and how we would deploy for a Level 2 Activation.
2. CARES and CERT are encouraged to come out to see at least the ARK closest to your home. However,
3. Seeing as many as possible will increase the overall flexibility of our response.

Tentative Dates

1. 17-November – Monta Vista, Regnart, Hyde
2. 1 December – Garden Gate, Lawson, De Anza

Watch for emails for confirmation on the date and times.



Beyond the ARKs

The next two meetings will cover the following:

1. Thursday, 1-Nov: Discussion on taking a 9-1-1 call in the field and the method for passing it to County Comm for dispatch. This is a new approach that will require both CARES and CERT to make it work!
2. Thursday, 6-Dec: Exercise Prep! This is a review of the exercise, what we hope to accomplish, and a final review of all the pieces that we want to test.
3. Saturday 15-Dec: ***Earthquake 2018*** Field Exercise! All CARES and CERT are encouraged to participate.



Questions?

