

# ***Cupertino ARK Overview 2021 UPDATE***

2 September 2021  
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# Topics

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



# 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

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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"><li>• Staff the ARKs and Fire Stations</li><li>• Support public information outreach</li><li>• Handle community emergency assistance requests</li></ul>
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"><li>• Staff the Comm Van / Radio Room</li><li>• Provide situation roll-up of field reports</li><li>• Support the DOC and EOC</li></ul>



# Introducing Cupertino ARKs

## What are they?

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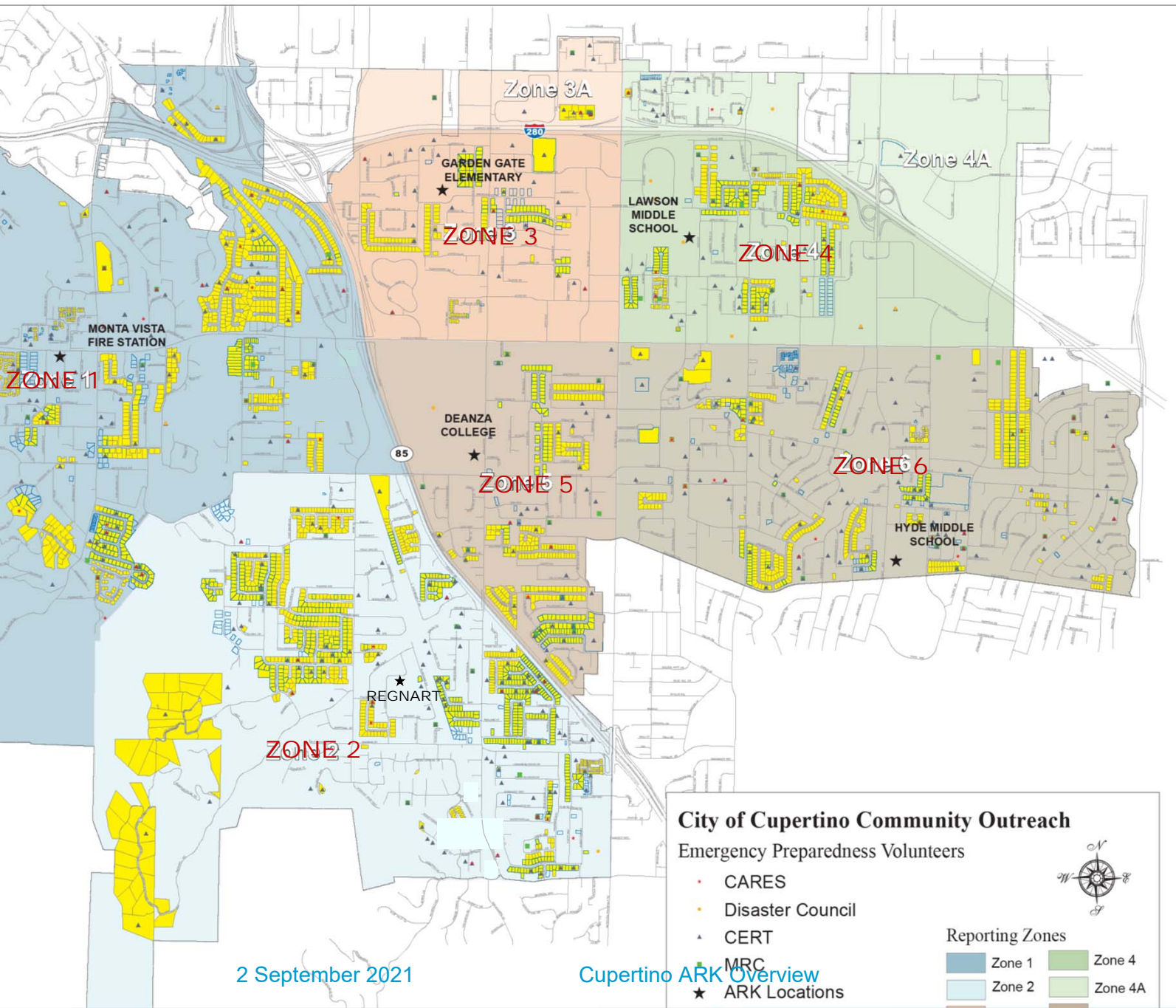
The primary three functions of an ARK are:

- 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.

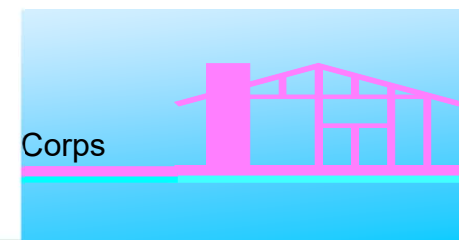


# ARKs – a decentralized response approach

## 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



# 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/GMRS radios
- Batteries
- Street maps
- Flashlights







# Introducing Cupertino ARKs

## What are they?

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### 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?

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### **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: Creekside Park**

- Miller Road

### **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?

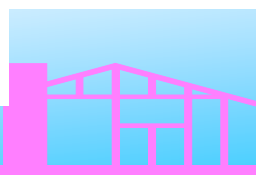
**Address:** 22590 Stevens Creek Blvd

**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:** If present, request authorization from the fire crew on duty to access and set up the location. 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.

**NOTE:** Access is by the side door only.



# Zone 4 – Lawson Middle School ARK

## Where are they?

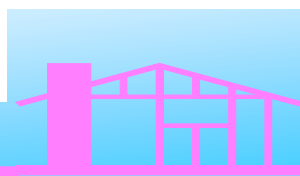
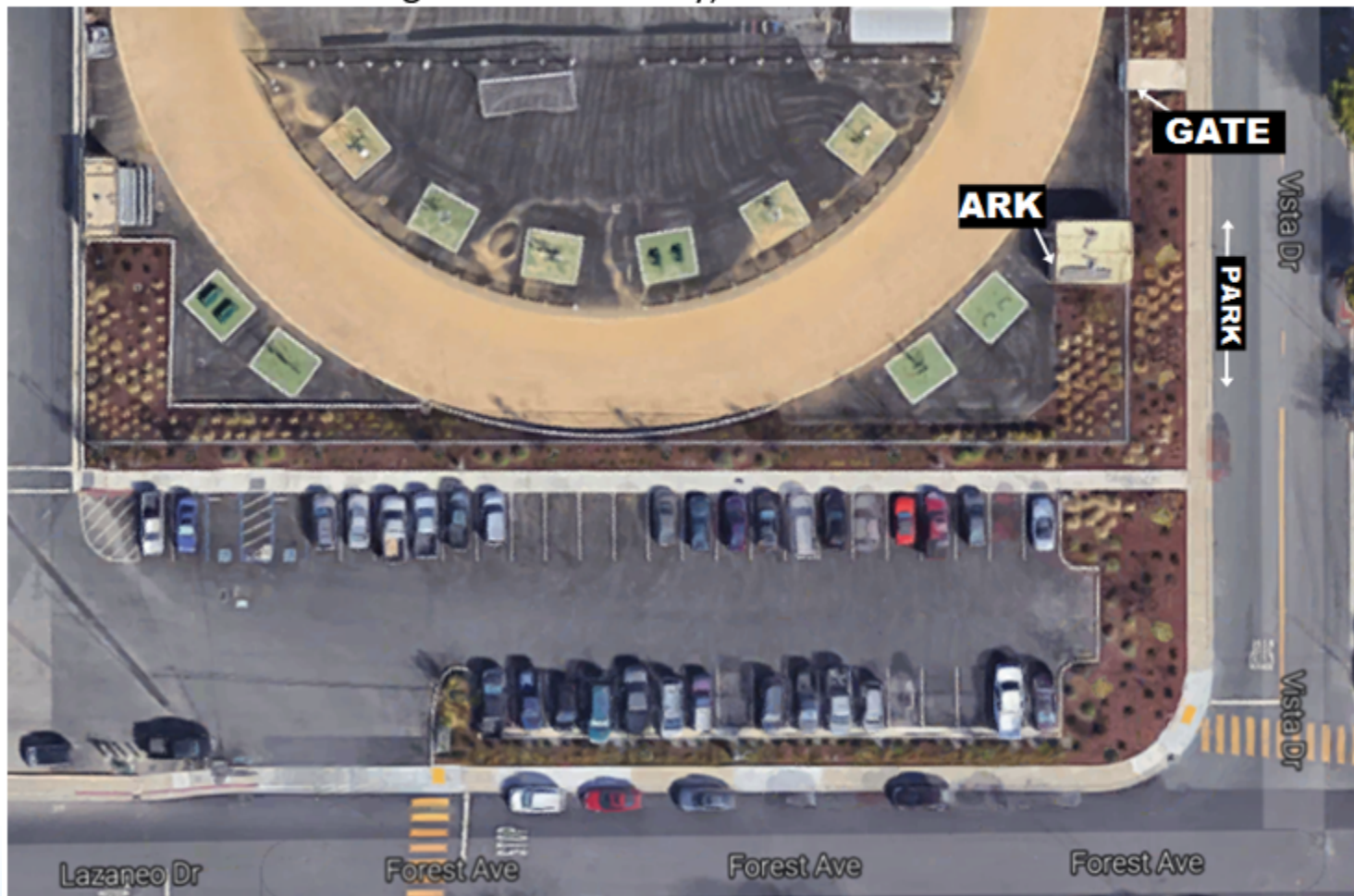
**Closest Address:** across from 10304 Vista Drive

**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, Lot C

**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.

**NOTE:** Contact the campus police and let them know who we are, that we are on site our scope of operations, and estimated departure time.





# Zone 6 – Creekside Park ARK

## Where are they?

**Closest Address:** 10505 Miller Ave, Cupertino, CA 95014

**Location:** North side of the park, behind 19475 Calle De Barcelona

**Cross-Street:** Miller Ave and Calle De Barcelona

**Parking:** Creekside Park Parking Lot

**Access:** Lockbox on the front door of ARK



Cupertino Citizen Corps



# ARK startup procedures

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## 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

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### How does the City use the ARKs?

We do this through 2 activities:

- **Zone Reporting** – for collecting local status and incident reports to be passed to the city, 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

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### Transitioning from one activity to the next

**Level 3 – 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 1 – 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.

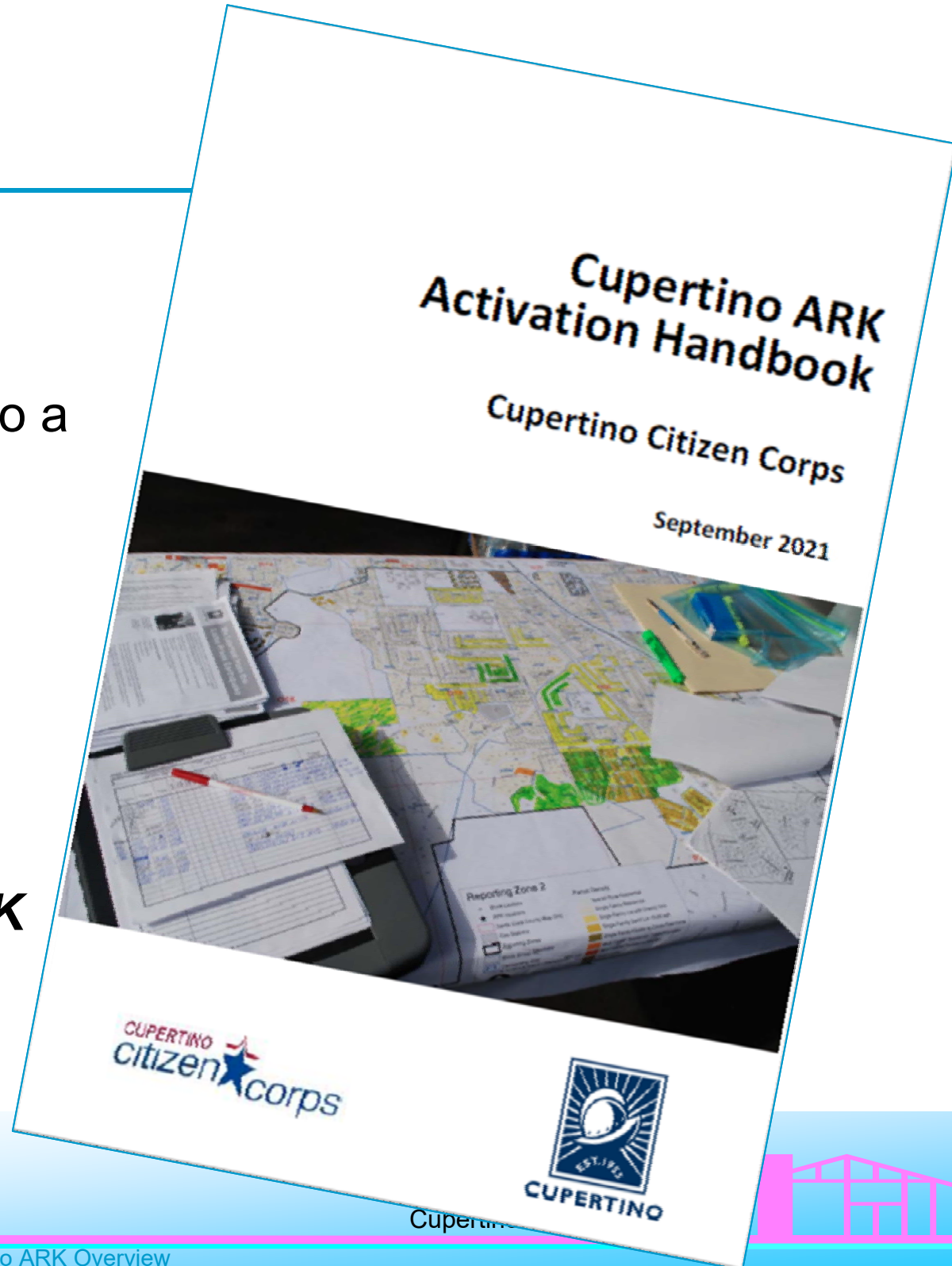


# Cupertino ARK Activation Levels

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



# Level 3 – Zone Reporting

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## Goal

A Level 3 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 3 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 3 checklist.
5. It is OK to use blank paper to start collecting volunteer check-ins, reports
6. ***You are not alone!***



# Checklist

## Level 3 – Zone Reporting

### NOTES:

- More than likely, CERT will be the first ones at the ARKs.
- This Level 3 Checklist will help get the first responders started.

### Level 3 – Things you should immediately do:

_____	1. For school sites, check in at the school administration office to confirm it is ok to operate from the ARK.
_____	2. <b>Start a check-in sheet</b> using the ICS 211B Sign-in Sheet (if you have one) or a blank sheet of paper with these columns: <ol style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>Signature</li> <li>DSW Class (CERT, MRC, CARES, other)</li> <li>Time IN</li> <li>Time OUT (filled in if told to shut down operations)</li> </ol>
_____	3. Sign yourself in.
_____	4. <b>Start an activity log</b> using the ICS 214a (if you have one) or on a blank sheet of paper. Record significant events and activities only.
_____	5. When other volunteers arrive, have them sign in.
_____	6. When other residents arrive, write down their report and/or observations. Include their name and contact information.
_____	7. Ask other volunteers to help with the sign-in or status report collection activities.
_____	8. Attempt to contact the DOC by cell phone or wait for a CARES member to arrive. Once voice communications <u>is</u> established by either means, proceed to the Level 2 checklist.
_____	9. If no communications <u>is</u> established with the DOC, remain at Level 3.
_____	10. If you need to leave, or if you have not received any reports for 10-15 minutes (use your own judgement), <ol style="list-style-type: none"> <li>Leave a note at the lockbox or the ARK when you arrived and left (name, date, time). Tape or attach this note to the instruction plaque on the ARK or fence by the lockbox.</li> <li>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.</li> </ol>



# Level 2 – Zone Reporting

## ... with Communications

### Goal

A Level 2 activation...

1. continues Level 3 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. For school sites, check in at the school administration office to confirm it is ok to operate from the ARK.
_____	2. For school sites, if the school administration was previously notified of your operations, now inform them that our operation now has radio communication capabilities.
_____	3. Continue to perform the Level 3 activities.
_____	4. CARES should establish contact with the DOC to: <ol style="list-style-type: none"> <li>Request an activation number.</li> <li>Get the ARK lockbox access code if the decision is to open the ARK.</li> </ol>

	<ol style="list-style-type: none"> <li>Summary of initial reports</li> <li>State of packet radio operations</li> </ol> <p>Have the CARES member send the report to the DOC.</p>
_____	10. If a Level 1 Activation is not required, then remain at Level 2.
_____	11. If a Level 1 Activation is not required and this ARK is to be shut down, then: <ol style="list-style-type: none"> <li>Break down and return all material to the ARK.</li> <li>Make a log entry for the equipment returned.</li> <li>Make notations if any repairs are needed or supplies to be replenished (e.g.: gas for the generator).</li> <li>Return the <i>ARK Logistics Binder</i> to where you found it.</li> <li>Lock up the ARK and return the key to the lockbox.</li> <li>For anything that you wrote down or collected from anyone else, drop off at the City Hall Reception Desk and address it to "Citizen Corps Coordinator"</li> </ol>
_____	12. If a Level 1 Activation / ICP Setup is requested by the DOC, proceed to the following section.
_____	13. If you have to leave, for anything that you wrote down or collected from anyone else, please drop off at the City Hall Reception Desk and address it to "Citizen Corps Coordinator."

# Level 1 – Incident Command Post

## Goal

A Level 1 Activation establishes a formal Incident Command Post (ICP) at this location.

Moving to Activation Level 1 / 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.



# Checklist

## Level 1 – Full Incident Command Post

### **NOTES:**

- Situation warrants a full ICP to support the neighborhoods in the Zone.
- All of the details on the mission will come from the Incident Action Plan developed with DOC.

### Level 1 – things you should do immediately

_____	1. For school sites, check in at the school administration office to confirm it is ok to operate from the ARK.
_____	2. For school sites, if the school administration was previously notified of your operations, now inform them that our operation now has radio communication capabilities.
_____	3. Develop the Action Plan with the DOC.
_____	4. Continue communications activities.
_____	5. Implement the Action Plan.



# Other resources

ARK Startup procedures

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**ARK maps**

**Contact Numbers**

**Recommended CERT Go-Kits**



# Things to bring to the ARK

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- Bring your CERT go-kit; includes:

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



# Things to bring to the ARK

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- 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



# Opening the ARKs

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## What's next?

1. We are inviting you to an ARK open house for a review of their location, contents, and how we would deploy for a Level 3 and 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.
4. Watch for emails for dates and times.





# Questions?

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