

After-Action Report

2015 Zone One Assessment



ARES/RACES

1. Overview

Description: 2015 Zone One Assessment Exercise
Event Date: 17 October 2015
Report Date: 5 Dec 2015
Cupertino Event: CUP-15-18T
Control: Cupertino OES
Report Revision: 1.3
Submitted By: Allan Gontang, Cupertino ARES/RACES, Cupertino CERT

NOTE: The wrong activation number was originally assigned to this event. The correct activation number for the event is “CUP-15-18T”. The erroneous activation number used at the event was “CUP-15-26T” and was used on all the documentation.

Requirements for Reporting

Completing an After Action Report is part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the Office of Emergency Services (OES) in cooperation with involved state and local agencies complete an After Action Report within 120 days after each declared disaster. Section 2450 (a) of the SEMS Regulations states that, "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

i. Introduction and Background

Terms

CAS	Cupertino Alert System-phone, email and text citywide notification system
CCC	Cupertino Citizens Corps; composed of CARES, CERT, MRC, and Block Leaders.
CARES	Cupertino Amateur Radio Emergency Service, ARES/RACES organization supporting the City of Cupertino.
CERT	Community Emergency Response Team
DOC	Department Operation Center. Manages the overall field CCC deployment; aggregates data to be passed to the EOC. Advises EOC Staff on CCC capabilities, readiness and activities.
ICP	Incident Command Post
MRC	Medical Reserve Corp
NCS	Net Control Station

OES Office of Emergency Services
 SO Santa Clara County Sheriff's Office

Introduction

This report covers the decisions for exercise activities used by the Planning and Design group, the activities at each of ICS positions and feedback from staff and participants about what worked, what didn't and "lessons learned" that will help with future exercise of this nature.

The purpose of this event was to exercise the Citizen Corps' ability to organize and deploy volunteers to do a damage assessment and give Situation Status to the DOC for Cupertino's Zone 1 based on an Earthquake scenario. Event planning started in August with the Exercise Plan and individual assignments for event responsibilities. The ARK and event staff determined that the main effort of the exercise was to focus on creating small survey teams from the CERT, CARES, Block Leaders and unaffiliated volunteers who showed up to participate.

Background of City Mapping Facilities

The City uses a Geographic Information System (GIS) to map all streets and addresses within its boundaries. The city is divided into six zones with each zone further subdivided into numbered smaller, uniform areas called Canvass Grids. Zone1, the Monta Vista ARK zone, has approximately 80 of these canvass grids. The individual canvas grids can be printed out to be used as a particular target area to be surveyed. Outline of each of these grids represent non-uniform polygons and are referred to as Polygons by the CCC in this documentation and reports.

ii. Type/location of Event / Drill / Exercise

Event Type: Cupertino Citizen Corps Activation
 Event Identifier: CUP-15-26T
 Event Name: 2015 Zone One Assessment Exercise
 Location: City of Cupertino

iii. Description of Event / Drill / Exercise

Event Advertising-

- Entries in Cupertino Scene advertising the exercise
- CAS email and phone announcements regarding the drill
- Block Leaders received email announcing the event

Exercise Planning:

The objective was to survey as many of the canvas grids in Zone 1 as possible with as many teams as possible depending on number of volunteers who showed up for the exercise. Instead of giving the teams pre-defined damage scenarios, the canvas teams were asked to look for and report on specific house features. This was to replace and simulate actual damage reports. Teams were to be made up of a CARES member for communication, a CERT member for damage assessment familiarity and an SUV if available. Communication via Text Messaging was also used for CERT-only teams.

Exercise Planning defined the required paperwork package. It contained:

ICS 101 –Incident Report
 ICS 214 – Activity log
 Detailed instructions on what to do and why

Map of Polygons to be surveyed
COES Form 105 to report the results and counts for each polygon surveyed
Cupertino Street and Facilities map

Each team had at least two polygons to survey. 24 canvas packages were prepared with 15 packages used in the exercise.

The focus was to get volunteers through the sign-in process, combined into teams, given thorough, specific instructions on what they were to do, (where to go, what to look for and how to report the results) and get them out to the field as fast and safely as possible.

Description of Drill

Event Planning and Pre-event Activities

- Defined contents of Packets for survey teams.
- Prepared detailed written survey instructions to be distributed to each team.
- Selected non-adjacent pairs of canvas grids to be surveyed by volunteer teams. (This was done to extend the exercise and give survey teams different views.)
- Put together survey packages for each team.
- Prepared blowups of blank forms and completed forms that would be used for team briefings
- Prepared 101 forms with control numbers to reflect the grid pairs to be assigned.
- Prepared Status and Mapping reporting forms for Surveys.
- Prepared operation event forms based on prepared 101 forms.
- Revised location of DOC from EOC to ARK because of limited van driver personnel.

Activities on Day of Drill (See Timeline for sequence)

Set-up-

Staff checked in as they arrived for event and set up ICS positions.

IC set up a display in staging area with examples of blank and completed forms that volunteers would be using. This was a preview of team briefing given by Operations.

Registration-

Volunteers arrived and checked in per the defined ARK process. Registration then gave volunteers printed exercise instruction sheets and sent them to Staging.

Status and Mapping –

Since volunteer packets were pre-assembled, initially S&M chief solely acted as CARES Resource net to track inbound CARES members.

During exercise, S&M chief acted as message net control to receive field reports as the teams moved from one assignment to the next.

S&M staff received field report data from the chief, and recorded and mapped teams' progress through canvass grids. Staff provided progress reports to IC as requested.

After Operations processed completed team packets, they passed them to S&M staff for further processing.

Operations-

Operations chief selected teams after receiving T-cards of volunteers from IC/Registration. Teams were selected to balance more experienced members of CERT/CARES with newer members of each organization or SUVs, when possible.

Staff completed team T-cards and gave team assignments and survey packets to volunteers in Staging. Staff directed teams (in groups of 3 or 4 at a time) to receive briefing from Operations chief for safety

and additional exercise instructions (on an additional information board with examples). Operations chief then released briefed teams to start surveys.

As teams reported back, OPS staff processed completed packets and passed them to S&M.

OPS chief debriefed team members after they had completed exercise evaluation forms.

Incident Commander-

Defined and organized physical locations of ICS positions at ARK.

Monitored and advised staff at ICS positions as required.

Handled all non-event distractions. (Boy Scouts).

Debriefed event staff after exercise was completed and survey volunteers had left.

Directed shut-down of ARK.

DOC-

Had a physical presence at ARK because the van was absent.

DOC and ARK staff simulated their communication because of van absence.

Shut-down-

ARK staff gathered paperwork from event and OPS Chief took paperwork for AAR

Returned all equipment used to ARK.

PIO-

Photos of activities at ARK and teams in action in the field.

Results of Exercise

Participants:

ARK Staff	7
DOC	2
PIO	1
CERT	14
CARES	16
Block Leaders	2
Total	42

Teams Deployed	15
Polygons Surveyed	27 of 80
Homes surveyed	1,182 (based on GIS count)

(Note: Not all packages had 2 polygons. Some teams only surveyed 1 of 2 polygons)

iv. Chronological Summary of Event / Drill / Exercise

Please refer to **Appendix A - Net Control Log** for a chronologic list of events. All events took place on Saturday, Oct 17, 2015. All times are listed in local time.

Comments that constitute feedback are captured in **Appendix B - Feedback Comments**.

TIME	DESCRIPTION, NOTES & COMMENTS
0640	ARK team arrives and begins setting up ARK.
0710	Set up area for check-in, incident reporting, status and mapping, operations and DOC
0745	CARES resource net opens. CARES members receive assignment to report to ARK
0800	Volunteers begin to arrive and check in. Sent to staging.
0825	OPS begins assigning teams.

0835	Began briefing teams 1-4.
0840	Attempt to link TAC 3 & 5 failed, repeater link does not work. Open local net TAC 5 at ARK.
0840	Start mapping/tracking team progress on chart with stickies plus dots on map.
0842	Closed resource net.
0857	First four teams released. Briefing begins for teams 5-9
0917	Teams 5-9 released. Briefing begins for teams 10-12.
0920	Team 24 briefed and released to Sunnyview.
0932	Teams 10-12 released. Briefing of team 19.
0942	Team 19 released (walking/biking from ARK)
0945	Team 24 returns from Sunnyview. Reassigned to team 14.
0955	Team 14 released. (Had been briefed with earlier group.)
1036	First of polygon teams (team 5) arrived back at ARK.
1100	First returning teams debriefed
1112	Team 25 sent to look for team 10 who was out of contact.
1126	Team 10 contacted ARK by phone. (Had lost radio capability, and cell contact while in their polygon). Team 25 returns.
1151	Last of polygon teams (7) arrives back at ARK. All teams now accounted for.
1200	Debriefing of teams concluded.
1215	Message net closed.
1230	Debrief ARK staff & start ARK closure
1300	ARK Closed

v. Response at SEMS Levels (as appropriate):

Include a summary, conclusions, the field response, and other local, operational area, regional, state or federal response.

Not appropriate for this event.

vi. Interacting Systems, Agencies, and Programs:

Include mutual aid systems (law enforcement, fire/rescue, medical, etc.); cooperating entities (utilities, American Red Cross, Sheriff's Office, City Departments, etc.); telecommunications and media interactions.

Not appropriate for this event.

vii. Improvements, Conclusions, Recommendations:

As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibility.

See Appendix A for Staff "What worked and What didn't Work"

See Appendix B for Participants "What worked and What didn't work"

See Appendix C for Command Post Log

See Appendix D for Communications Log

See Appendix E for Roster and Assignments

See Appendix F for Team Instructions

What needs improvement?

We need to use one and only one database for registration; Volunteer Portal and Eventbrite usage created duplicate entries.

Training for all CCC members to understand and use the 214.

Larger Maps for plotting Assessment results.

Laminated, enlarged examples of forms that can be filled out with examples of what input is expected to be seen when filled out.

Recommendations for Future Events

viii. Training Needs

1. Document when individual and unit logs are to be used, who is responsible for filling out the log and where to turn it in at the end of an exercise.

ix. Recovery Activities (as applicable)

Recovery Activities were limited to securing equipment and command center shutdown.

x. References: Maps, charts, training materials, etc.

The following material was developed and provided as part of the Team Survey Packet:

- COES 101 Incident Report – contained Polygons to be surveyed
- ICS-214 Unit Activity Logs –to be filled out by team leader
- Instructions on what to do during the exercise to complete the survey
- Canvas Grid Map for two Canvas Grid Numbers
- COES 105 Situation Status to report survey results
- Cupertino Facility/Street Map

Appendices:

Appendix A – Staff Feedback/Comment

What Worked:

Teaming of CARES and CERT personnel to achieve the Zone 1 HLA (High Level Assessment), very successful, results and feedback clearly showed that the teams performed as well trained units.

Block Leaders and SUVs participating as team members, although only three BLs (Block Leaders) and non CERT, CARES, or MRC people participated.

The ARK (Command Post) process worked very well, even if we were severely understaffed in S&M and OPS.

Last minute change to move DOC from City Hall to ARK worked well in having DOC see what is happening at ARK as well as faster information transfer. No qualified Van Driver available.

Information flow worked okay, but needs some improvement in flow and frequency of updates.

Tracking participants with on a grid layout with stickies helped keep track of who was where.

Three people at status and mapping (S&M Chief and Local CARES net control, Scribe for net control

and one person plotting survey results) worked well.

Instruction sheets with direction on what the teams were expected to look for and how to report was very helpful.

Standard forms were modified to make the survey activity easier to follow.

Having enlarged examples of forms, before and after markup, was helpful in explaining.

Emphasis on Citizen Corps teams doing the survey (as opposed to a CERT person and a CARES person) worked very well.

What Didn't Work:

Registration process was confusing, resulting in missing or incorrect data for some volunteers.

For planned events, such as Saturday's drill, we can expedite the Check In and OPS processes by requesting volunteers at sign up (Eventbrite) to provide all the needed information such as "trained function CARES, CERT, MRC, BL" ... list all, not just the one the volunteer wants to join at the drill. Another item to record at time of registration is "willing to drive? ... if YES, the drivers license expiration".

Lost track of Team 10 due to several errors by OPS chief – i.e. giving phone number and then not having anyone monitoring the phone.

S&M and OPS chiefs overloaded.

DOC and S&M Chief wearing multiple hats (CARES and CERT) at the same time. We were able to function, but it did make either job more difficult.

CARES TAC-1 had interference at the ARK possibly from Fire's Comm channels being a harmonic. Need to investigate since we are going to be operating out of the Fire Stations.

The information received gave an excellent report on coverage, but fairly limited intelligence about the severity of the incident (e.g. we had 195 injuries reported, but are they life threatening, delayed or minor?). I believe we should review which information is collected by the teams and then rolled up and reported to the DOC and EOC. My preference would be the categories in the PSA or something similar. SCC-MAC modified ICS-314 windshield survey form (but without injuries).

DOC used little sticky notes to show results on the zone map. Having customized stickers, and maybe some color coding (assuming we receive the severity information) would be great.

No cross-reference between Canvas Grid number and location on the larger GIS grid map.
[Note: Cross-reference was created but not implemented as part of the Exercise Documentation]

The current Net Control log form doesn't work well for tracking anything except formal messages. On the message net we also needed to record tactical messages about team locations and health-and-welfare checks. On the resource net, we needed to track people's locations and odometer readings, and the warning about a traffic jam.

We need an easier way to handle conference calls. It took some effort to get a 3-way call going. I understand the CAS has the conference call capability: this could have been an opportunity to practice putting it together. Cheat Sheets for select positions.

The day of the exercise; use of the ICS-214 forms was not universally understood, nor did most CCCs have one readily available. Neither did the ARK have them for distribution - typically, a blank one is part of the Incident Action Plan packet that is distributed.

[Note: A 214 was given out as part of the Team Package]

Larger Map for viewing by the field teams. The one at the D.O.C was preferred by most field teams as it was clearer and they could orient themselves better.

Color coding for the PSA/Incident Reporting activity. CCC needs to select which colors and how they should be positioned on the map to standardize the display

When PIO took on the role of the chief of police and asked "where the teams were working right now?" This goes back to the planning meeting where the focus seemed to be on gathering information for ARK activities. We are still working on getting a culture to include what information the D.O.C, the City, the County (the OA), and the State wants and when they want it. This turned out to be a good question. We to have that capability to have the answers read added into our procedures.

Map grids for each polygon location. These were hand written on the mission assignments given to the field teams. Both Status & Mapping, and the D.O.C. were left to search the maps each time to locate the polygon in question. Providing a legend with the printing of the map would be helpful.

The D.O.C. and the City would benefit from data from each polygon. This could be a Packet template to be filled out as the data come in, both via radio/smart phone and from hard copies as the teams return to the ICP. A backup voice procedure should also be developed

The large map size, apparently an E-Size map, included full names and the street addresses of those CCC members who lived within the map region. These should be removed from maps used in the field and in the D.O.C

We should develop a Lost Contact procedure for when the ICP cannot make contact with a field team

First Aid Station - was actually used as our Rehab Unit within the Medical Unit, part of the ICP's Logistics Section. Additionally, would the Situation Unit (also called the Situation Status Unit ("Sit "Stat) be more consistent nomenclature that Status & Mapping? Something to discuss.

At the D.O.C. we had some question of the severity and timeliness of the data as it was received.

Visual aides: the information displays were very useful for the field teams. We can look into this to see if we can expand on this further.

Operations Section Chief appeared a bit over worked a times. Remind OPS Chief to consider standing up a CCC Branch Director position to keep the span of control more manageable.

Preview what the arriving CCC DSWs should expect: Sign-In, Stage here, Briefing of each team will occur before you go out... Some seemed to not know what the next step was, so there may be more restlessness with that uncertainty.

Team Assignments were given out as the individual DSWs arrived. I did not see how the assignments were initially created, but I have some ideas (in the Action Planning context) that may help streamline the process.

Appendix B – Participant Feedback /Comments

Responses to evaluation – sheets numbered sequentially without knowledge of who they were from. Edited out duplicate statements where possible, e.g. references to good organization. (Note: there were no references to “bad” organization)

What Worked Today:

- 1) Well Organized. Good Pairing.
- 2) Basically, everything. Used right hand search easy and direct. Keeping info on map worked well.
- 3) Task was clear.
- 4) Work as a team & The assessment Exercise Instruction sheet
- 5) Terrific organization at beginning.
- 6) Thanks for staging the drill every year!! Excellent work!!
- 7) Went smoothly – worked at the start on mapping and noted that polygons were hard to spot on the map. [D-size map at S&M] Field went smoothly. Are we looking at Drone technology to help with damage assessment?
- 8) Check-in and check-out was clear and easy to understand. Judy did wonderful job as net control.
- 9) Entire process was well organized. Everything was marked, labeled, assignment.
- 10) I thought everything worked well. I was part of a team 11 and our packet was complete and one of us was a Cares. So apparently there were enough CARES members for all teams. Thanks for the Snacks & water. The exercise was well-designed and instructions to teams were clear.
- 11) Walked Polygon 13. Drove polygon10- no real street traffic. This would not be a great idea if there were foot or car traffic. Our team worked well together. We noticed that many houses do not have house numbers painted on the curb although some do. The city may want to encourage this. Polygon 10 has a school in it that is not marked as a point of interest on the map. We noticed shake shingles on some roofs – to our wildfire conscious eyes these are important.
- 12) Everything went well. Thanks for sample forms filled out & map marking samples. 2/3rds of homes in polygon 10 had very faded curb addresses. Would be slower for responders to find a home.
- 13) Learned field operation on Radio.
- 14) This is a good system.
- 15) Teams composition. Very organized. Polygon very clear. Clear printed instructions & expectations.
- 16) Polygon worked well in organizing surveys. Good ham coverage. (147.585)
- 17) Street maps were great. Easy to make observations and counts.
- 18) Nice to see healthy turnout of Participants! Loved looking for real items, more realistic. Good idea. Good radio coverage-no problems at all for polygons 24 & 16. I saw LOTS of prep work for this. GOOD JOB!! Very well done!.
- 19) The whole process worked for us. Clear maps, clear instructions, clear forms clear radio communication.
- 20) Pre-written sign-in sheets & cards (as is possible) by designation.

What needs improvement:

- 2) I would like the map laid out with Stevens Creek going parallel to the Stevens Creek right in front of the fire house. Would like N(orth) designated on map.
- 4) Check-in a little slow. Maybe 1 line for CERT, another for community volunteers who have to fill out extra paperwork.
- 8) I guess the volunteer would have to move faster.
- 10) Would be helpful to have a Google Earth Map/View.
- 12) It took 65 minutes to be assigned to a team. Perhaps process can be expedited.
- 13) The only real question I have is how chaotic would be in an actual emergency and whether volunteers would impatient to be assigned to teams and get going. How would we handle these instances, especially if they become critically vocal?

- 14) Clarity – Tile composition- only clay or concrete/metal? Pavers-only stone or pressed concrete?
- 16) Address number sizes too small on map.
- 18) The blown-up maps (for detailed areas) need to have N.W.S.E. marked. Will help with the orientation.
- 19) Towards the end, our driver (Radio Person) went back to get the car while team lead & I finished the last set of duplexes. I was concerned about one person parting & not finding car. Luckily, we regrouped. Clear instructions & expectations. Street Map missing a small street Polygon 15.
- 20) Polygon perimeters should follow rear property lines as appropriate and center lines of streets (as appropriate). Do not recommend dividing odd and even sides of streets into different polygons (wasteful of survey time).
- 22) Slight confusion over unit log instructions. Which number: 214 vs. 214a, also no idea of number CERT at all.
- 25) Having names on proper designated sheet. Have a card for each (name?) and on each sheet. (2 not so). Not a major problem- Crunch times occur. Having some t-cards with exercise and check-in already entered would be helpful.

More room for #2 Perhaps #1, less room needed for #3 on reporting sheet (COES 105)

Overheard – cell phone of OPS leader should be printed on the instruction sheet or on maps as determined appropriate. Also, partner [and/or team members] should have partners phone numbers.

Did you receive Cupertino Alert Messages Friday evening and Saturday morning? (Only text and email messages were sent):

Yes – 1,2,3,5,13,17,18,19,20,21,23,24,25

No- 6,8,9,

4-I do not text but have email. No CAS message on phone.

Only Emails – 7,10,12,14,

11,-12Eventbrite reminder

16- no but is a Campbell resident.

Appendix C: Command Post Log



Cupertino Incident Commander Notes Form

Activation # <u>CUP 15 26T</u>	Location/ARK: <u>MVF</u>	Page <u>1</u> of <u>2</u>
Date/Time Start: <u>10/17/15 09:00</u>	Date/Time End: _____	IC Initials: <u>JS</u>
IC Notes:		
Date/Time:	Significant Events/Sketches	
07:00	Arrived @ MVF, Judy H. already working	
07:30	Completed ARK setup All ARK Staff in place Spoke with Fire Captain; all OK to use facilities	
08:00	Check-In begins	
08:30	Check-In building up	
08:45	Fren & LaVelle handling it fine Check-In process working very well 2 CERTS (mom & dad) arrived with no vest or badge, Ken E. verified their status.	
10:30	Sent Detailed Polygon Data #1	
11:00	Team 6 corrected data	
11:00	Team 10 (Diane Keedman & Janet Mother) missing. NO RADIO RESPONSE NO CELL PHONE RESPONSE (going to voice mail). 408-314-7870 Diane 408-373-3939 Janet Pocoms 43 (N-19) & 79 (N-19)	
11:05	Sent detailed polygon data #2	
11:20	Chris & Lynne Carpenter "SEARCH 10" sent to look for Team 10.	
11:26	TEAM 10 phone (cell phone) all is OK. TEAM "SEARCH 10" NOTIFIED & returning to home base.	
11:34	Collecting Polygon (Detail) Data #3	
11:45	Note Team 10 leader Janet did use her cell phone to call Allan before we knew her radio was not working. Allan did not answer at that time, thus the "missing team" I reported Janet to make a full report in her 214.	

Form: ICS201-2 - Rev 130513

Web Location: www.cupertino.org/cert/forms/ics201-2.pdf

Cupertino Incident Commander Notes Form

Activation # <u>CVI 15 26T</u>	Location/ARK: <u>MVF</u>	Page <u>2</u> of <u>2</u>
Date/Time Start: <u>10/19/15</u>	Date/Time End: _____	IC Initials: <u>JS</u>
IC Notes:		
Date/Time:	Significant Events/Sketches	
11:50	<p>We need to improve our process for contacting teams to → TEAM Lessons from Tenn</p> <p>Allan G. was overly too busy doing CARES work to be effective as OPS Chief. In the future we need two people, one for each func</p> <p>Also person giving briefings & debriefings should not be the OPS Chief cannot be in two places at the same time</p>	
12:00 noon	<p>All teams are back</p> <p>Debriefing being concluded</p> <p>Check-Out being completed</p>	

Form: ICS201-2 - Rev 130513

Web Location: www.cupertino.org/cert/forms/ics201-2.pdf

Appendix D: Comm Log Summary

Zone 1 Assessment Comm-Log							
10/17/2015							
TEAM #	POLYGON 1/POLYGON 2	TIME LEFT ARK	TIME ARR. AT POLYGON 1	TRANSIT POLYGON 1 -> 2	TIME ARR. POLYGON 2	TRANSIT POLYGON 2 -> ARK	AT ARK
1	24 / 16	0908	0914	0941	0947	1030	1038
2	46 / 29	0903	0940			1031	1038
3	30 / 15	0904	0908	0947	0954	1043	1049(ops)
4	67 / 54	0911	0922	1040	1050	1120	1140 (ops)
5	21 / 23	0914	0925	0953	1005	1028	1036
6	60 / 58	0945		0959	1014	1044	1053
7	7 / 2	0926	0934		1054	1142	1149
8	34 / 14	0926	0934	1051	1103	1119	1126
9	68 / 66	0924		1034	1058	1106	1143(ops)
10	43 / 79	0950	Comms Lost			1126	1150(ops)
11	69 / 53	0940	0946	1054 (Finish P69)	n/a	1107(From P69)	1114
12	13 / 10	0923	0935	1012		1052	1104
14	80 / 77	0955	1004	1029			1122(ops)
19	50 / 28	0951	1006	1029	1047	1110	1127
24	27	0920	(No CARES)				0945
25	SEARCH 10	1112					1126

INTERPRETATION OF COMM LOG
ONCE APPLMENTS BECAO
KACAO 10/19/2025

5/19/01 ddg/va

5

sheet 1 of 3

COES 201 Net Control Station Log

Rev 060722

COES 201 NCS LOG AR Kmsg.net		1. INCIDENT NAME TEAM #		2. DATE 10/17/2015	
(3) Msg ID	(4) Priority	(5) Time in	(6) Originating Station	(7) Receiving Station	(8) Time Ack
		0903	ODEK		
		0904	ESD		
		0908	3		
		0908	OCC 1		
		0911	OGA 4		
		0914	1		
		0914	5		
		0922	4		
		0923	12		
		0924	9		
		0925	5		
		0926	8		
		0926	7		
		0934	2 not available		
		0934	7		
		0934	8		
		0935	12		
1		0940	2		
2		0940	11		
2		0941	1		
		0945	6		
		0946	11		
3		0947	3		
		0947	21		
		0950	PUG 10		
		0951	19		
4		0953	5		
		0954	3		
5		0959	56		
		1005	5		
6		1006	19		

2 law
3 law
on P1
lv
lv
an 24
lv
at
lv
lv
21
lv → 34
lv → 7
@ 7
@ 34
@ 13
@ 46
lv → 69
24 → 16
@ 69
→ 15
@ 16
@ 43
50
31 → 23
@ 15
60 → 58
23

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Sheet 2 of 3

COES 201 Net Control Station Log

Rev 060722

COES 201 NCS LOG		1. INCIDENT NAME		TEAM #	2. DATE	
(3) Msg ID	(4) Priority	(5) Time in	(6) Originating Station	(7) Receiving Station	(8) Time Ack	
6		1012	# 12			→ 10
		1004 TEXT	18 14			@ 80
7		1014	6			@ 58
7		1028	5			23 → A
8		1029	19			50 → 28
		1029 TEXT	14			80 → 77
9		1030	1			16 → ARI
10		1031	2			29 → A
11		1034	9			68 - 66
		1036	5			@ ARK
		1038	2			@ ARI C
		1038	1			@ ARK
12		1040	4			67 → 54
13		1043	3			15 → A
14		1044	6			58 → A
15		1045	7			7 → 2
		1047	19			@ 28
		1050	4			@ 54
16		1051	8			34 → 14
17		1052	12			10 → A
		1053	6			A
		1054	7			@ 2
		1054	11			69
		1058	9			@ 66
		1103	8			14
		1104	12			A
18		1106	9			66 → A
19		1107	11			69 → A
20		1110	19			28 → A
		1113				
		1114	CC	End of Team 10		

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COES 201 Net Control Station Log

Rev 060722

[illegible]

$\odot A$
 $14 \rightarrow A$
 $54 \rightarrow A$
 $\odot A$
 $\rightarrow A$
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 17
 $2 \rightarrow A$
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Appendix E: Roster and Assignments

LAST NAME	FIRST NAME	ORGANIZATION	ASSIGNMENT
Boleda	Al	ARK Staff	IC
Ericksen	Ken	ARK Staff	MRC
Gontang	Allan	ARK Staff	Operations Chief
Gontang	Carol	ARK Staff	OPS
Halchin	Judy	ARK Staff	Status & Mapping/Comms
Jackler	Fran	ARK Staff	Check-in
Nguyen	Huyen	SUV	Check-in
Wilkinson	LaNelle	ARK Staff	Check-in/OPS
Kinst	Llew	MRC	PIO
Sherman	Dick	CARES	ARK NCS
Goette	Gerd	DOC	DOC
Cascone	Bob	DOC	DOC
Aberg	Fari	MRC	
Capener	Chris	CARES	TEAM 1 & Search10
Capener	Lynne	CERT	TEAM 1 & Search 10
Blaine	Dick	CARES	TEAM 2
Blaine	Sharon	CERT	TEAM 2
Omen	Jack	Block Leader	TEAM 3
Ataee	Iris	CERT	TEAM 3
Stevens	Skip	CARES	TEAM 3
Wilkinson	Leroy	CARES	TEAM 4
Boleda	Marilyn	Block Leader	TEAM 4
Gyger	Walt	CARES	TEAM 5
Ross	Betsy	CERT	TEAM 5
Kagawa	Masa	CARES	TEAM 6
Dai	Connie	CERT	TEAM 6
Frieson	Doug	CARES	TEAM 7
Wong	Barbara	CERT	TEAM 7
Rodriguez	Isabel	CARES	TEAM 8
Bartlett	Joyce	CERT	TEAM 8
Wang	Judy	CARES	TEAM 9
Wong	Stanley	CERT	TEAM 9
Motha	Janet	CARES	TEAM 10
Reedman	Diane	CERT	TEAM 10
Tanner	Mary	CARES	TEAM 11
Dobyns	Wynne	CERT	TEAM 11
Levine	Rick	CARES	TEAM 12
Levine	Sue	CARES	TEAM 12
Moore	Jennifer	CERT	TEAM 12
Lim	Katrina	CERT	TEAM 14 & TEAM 24

Yang	Victoria	CERT	TEAM 14 & TEAM 24
Bluhm-Stieber	Hella	CARES	TEAM 19
Stieber	Tony	CARES	TEAM 19
Shober	Alicia	CERT	TEAM 19

Appendix F: Team Instructions

Zone One Assessment Exercise October 17, 2015

Why are we doing this Exercise-

As a Cupertino Citizen Corps Volunteer (CERTS, CARES, MRC and spontaneous volunteers) we will be expected to canvas areas of the city looking for Injuries, Structural Damage, Fires and other hazards and report those conditions and locations to the City Emergency Operation Center (EOC) to help in evaluating the location and what kind of help is needed.

This drill is to help us practice the process of surveying the city and reporting those conditions. Fortunately, we don't have an earthquake, so we are simulating those conditions by using house features to represent them.

What are we going to do:

Zone 1 has been divided into a number of polygons, each of which covers a specific area on the map. Our goal is to go into each of those areas, do the assessment and report that back to the ARK. We'll cover what is to be assessed in a minute

Material Provided:

Unit Log Form 214 - For reporting team activities
Cupertino Street Map – for locating the Polygon
Canvas Map with highlighted Polygon number
COES Form 105 to report results of the survey
Printed instructions (what I am telling you now) to refer to

Method:

Your team will consist of two or three individuals traveling by car to the assigned area. You will have a Team identifier. You will receive maps of the polygons you are to survey and will be shown where that area is on the Zone 1 map. We advise you to walk the area as it is easier to see the features. Drivers will follow all traffic laws.

The team will go to the assigned area and survey each house looking from top to bottom for these specific features:

1. Skylight on Roof
2. Tile Roof
3. Front Gate to reach the Front door. (Side yard gates do not count)
4. Paver Stone Driveway (All paverstone or Brick. No Concrete and Paver stone combinations.)
5. Semi-Circular Driveway (the driveway has two entrances)

Mark the number of the feature that you see at the house on the Map in the house address. For example, if the house has a tile roof, place a "2" in the house icon on the map.

Zone One Assessment Exercise October 17, 2015

Mark all features that you see for each house.
If there are no features, mark a "0" in the icon.
If you can't see the house or you don't get to it, leave the icon blank

Filling in the 105 Report Form:

After surveying the complete polygon or as much as you are able to cover in the time allotted, fill in the COES 105 form as follows:

If the house has a "1" on the map, in Ref 1.1 of the 105 form, make a Tick mark in the count and put the house number in the Notes/Addresses Area.

If the house has a "2" on the map, in Ref 2.1 make a tick mark in the count and add the house number in the Notes/Addresses area.

Continue on for "3" into Ref 3.1, "4" into Ref 4.1 and "5" into Ref 5.1.

Continue until the results for all the houses in that polygon have been recorded.

Call in the results to Status and Mapping (Ham or Cell phone). Report only the polygon number and the counts for Ref 1.1, Ref 2.1, Ref 3.1, Ref 4.1 and Ref 5.1.

For teams without a CARES member, Text in the results to the given number.
NOTE- Radio Check for CARES members, a Text check for Texters before leaving the ARK area.

If you have other Maps, notify Net control that you want to proceed to the next map. DO NOT go to the next assignment until permission has been given. We may need to redirect you to somewhere else.

When you have finished with your assigned polygons, return to the ARK after letting them know that you are finished and report to the Operations desk.

End of Report.