2015 Infrastructure Safety Assessment Exercise Plan

Cupertino ARES/RACES

Cupertino Office of Emergency Services

April 9, 2015

Revision 0.1, **DRAFT**

CITY OF CUPERTINO

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Revision

Rev	Date	Comments
0.1	9 Apr 2015	First Draft

1 Exercise Plan

1.1 Background / Goal

1.1.1 Background

The Cupertino Citizen Corp (CCC), made up of the Cupertino Amateur Radio Emergency Service (CARES), Community Emergency Response Team (CERT), and Medical Reserve Corp (MRC), are volunteer teams of Cupertino residents who have volunteered their time and resources to support the city during an emergency.

The Cupertino Office of Emergency Service (OES) has developed methods and procedures that leverage this large volunteer pool for the purpose of supporting a city response. This effort is intended to integrate CERT, MRC, and CARES into a seamless response capability that can be deployed during times of emergency at the discretion of the City EOC Staff.

This exercise aligns with this intent and is designed to incorporate this requirement into a single event.

1.1.2 Terms

ARK:	City-owned shipping containers strategically located throughout the city that are stocked with emergency supplies to support a field-based ICS field response; where the public can report disaster related emergencies when they cannot get through to 9-1-1, or 9-1-1 is unable to send resources. Staffed by CERT.
CARES:	Cupertino Amateur Radio Emergency Services; provides backup and emergency communications to the City.
CCC:	Cupertino Citizen Corps; the Cupertino OES designation for the volunteer pool made up of members from Cupertino ARES, CERT, and MRC.
CERT:	Community Emergency Response Team; trained in light search & rescue, disaster medicine, fire suppression, animal care, and Help Desk.
COSIN:	Control Staff Instructions. A document prepared by the Exercise Design Team for use by the Control Staff (exercise director, simulators, evaluators).
DOC:	Departmental Operations Center.
DPW:	Department of Public Works
EOC:	Emergency Operations Center; the central command and control facility responsible for carrying out the principles of emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of the City.
EOP:	Emergency Operations Plan. The document that describes the methods, procedures, and authority for coordinating resources and personnel of a jurisdiction in responding to disasters.
EXPLAN:	Exercise Plan. The document provides the instructions, guidelines and organizational information to all participants for the conduct of a specific exercise.
ICP:	Incident Command Post. A temporary physical location used for the purpose of on-scene incident command and management at the tactical level.
ICS:	Incident Command System. A people management system with clearly defined roles and functions, and with attributes or system features that are flexible and adaptable to both large and small

	incidents and events.
NIMS:	National Incident Management System. Federally mandated method of managing emergencies adapted from California's SEMS.
MAC	Mutual Aid Communicators. Santa Clara County RACES communicators who are qualified for a mutual aid response.
MRC:	Medical Reserve Corp. Volunteers that supplement the existing emergency and public health resources
OPAREA:	Operational Area. Intermediate level of government designed to support the local jurisdiction's response to disaster by providing access to the resources of the county, other cities and the state.
PIO:	Public Information Officer. Serves as the coordinator and clearinghouse of information to the public and the media.
SEMS:	Standardized Emergency Management System. California's system for managing responses to multi-agency and multi-jurisdictional emergencies which includes the Incident Command System, Unified Command and the OpArea concept.
UNIFIED COMMAND:	Different disciplines/organizations sharing Incident Command responsibilities in order to ensure proper coordination and management of emergencies affecting multiple agencies or multiple jurisdictions.

1.2 Purpose, Goals and Objectives

1.2.1 Purpose

The purpose of this drill is to exercise the CARES communications functions through a field deployment, specifically the *Infrastructure Safety Assessment* Procedure and its' associated message handling.

1.2.2 Objectives of this Exercise

1. Exercise resource and message net concepts and procedures.
2. Exercise emergency voice communications message handling procedures, all message priorities between deployed field units and the EOC/Comm Van.
3. Test the ISA procedure and documentation.
4. Exercise Comm Van to DOC information handoffs.
5. Exercise information handoffs to Served Agencies (SJWC, CuSD).
6. Manage information using OES documentation procedures and tracking methods.
7. Exercise the Staging Process.
8. Perform Radio Checks from each ISA asset location.

1.2.3 Concept

This will be a communications functional exercise based on an earthquake that just occurred and the need to perform the Infrastructure Safety Assessment.

1. The drill will occur over a 4 hour period on Saturday May 16, 2015.
2. The City EOC will not be activated. However, the CCC DOC will be in position to simulate the EOC response as necessary.
3. Field responders will be deployed and follow the ISA process for locating, inspecting, and reporting on ISA assets.
4. The number of deployed teams will be based on the CARES response model, resources, and priority.

5. CARES members will be deployed in pairs to maximize members to the ISA process. However, non-CARES Buddies may be used based on deployment team size and desire to acclimate non-CARES members to the ISA process.
6. Field message traffic will be based on actual times to find, inspect, and report on an asset.
7. ISA Reports will be sent from the EOC/Comm VAN to served agency EOCs by packet radio.
8. No OpArea traffic will be developed and sent to County.

1.2.4 Exercise Schedule

All times are estimates. CARES reserves the right to adjust the schedule during the drill as they see fit.

Friday, May 15, 2014	
1600	CAS Drill notification to CARES and others of the simulated USGS prediction. It will indicate that a significant earthquake is likely over the next 48 hours
Saturday, May 16, 2014	
05:00	Simulated Earthquake.
08:00	Drill Begins. CARES Emergency Net is activated. Briefing of the situation: just completed the PSA. Check availability to take an ISA Field assignment. Be at EOC for safety briefing and assignments. Retrieve the Comm Van.
08:30	CARES members report to the EOC / Staging for ISA safety briefing.
08:45	Deploy field responders to perform ISA.
09:00	First ISA report
11:00	CARES to stand down. Field Responders return to the EOC for a debrief session.
11:30	End the Drill. Begin the Debrief
12:30	End of Debrief.

1.3 Artificialities and Assumptions

1.3.1 Artificialities

1. The EOC will not be completely staffed, if at all. The ISA Process will guide the response of those deployed to the field.
2. County EOC will not be activated.
3. Wired and cell phones are not working. All message traffic will be passed by radio.
4. To generate random in route drill traffic, all observed VTA buses are to be reported as in a compromised position (such as: flipped over).

1.3.2 Assumptions

1. We respond with our current state of readiness and with whoever shows up.
2. Weather conditions are as the day of the event. The drill will be postponed in the event of rain.
3. All information in the narrative is considered valid.
4. CARES PSA will not be performed as part of the drill.
5. We don't have all the answers.

6. This exercise portrays what we will actually do during an infrastructure-disrupting event.

1.4 References

- City of Cupertino Emergency Operations Plan
- CARES Standard Operating Procedures

1.5 Exercise Control

This is a Functional Communications Drill. The exercise will be driven by standard procedures and simulated observed conditions defined for each field response location.

1.6 Communications

1. FRS will not be used.
2. A City Trunk Radio test will be performed (opportunistic).
3. CARES members will be dispatched on various field assignments throughout the city.
4. CARES will operate on the Resource Net and Message Net.
5. Comm Van responds to the EOC and supports the EOC with communications contact with all field units. We will bring up a LAN between the van and the DOC.
6. All radio communications will be followed by the phrase "THIS IS DRILL TRAFFIC".

1.7 Safety and Security

1. Safety and security issues will be handled in accordance with established policies and procedures.
2. The two-person rule (buddy system) will be followed at all times.

1.8 Evaluation

Participants will have an opportunity to critique the exercise during a post-exercise debrief session after the drill. Email submittals will also be accepted as feedback on the drill.

All feedback will be consolidated into an Event After-Action Report.

1.9 Reports

An After-Action Report will be completed as a result of the critique and evaluation of the exercise.

1.10 Public Information

1. No press releases are planned.
2. No broadcast of test messages on Radio Cupertino 1670 AM.

1.11 Instructions to Participants

1. THIS EXERCISE IS NOT A TEST OF PERSONNEL! This is a training exercise designed to test capabilities, procedures, and processes.
2. Actions and decisions should be consistent with the procedures and training that has been conducted.
3. REMEMBER, this is an exercise and NOT a test!

1.12 OPEN QUESTIONS

1. …

2 Logistics

2.1 Before the event

2.1.1 Procurement Requirements

1. None planned.

2.1.2 Background development

2. Meet with County Fire; inform them of the exercise.
3. Meet with County Sheriff; inform them of the exercise; name Captain Ken Binder.
4. Meet with City OES; brief them on our plans; Ken Ericksen, Carol Atwood.

2.1.3 Scripted Messages

5. None planned.

2.1.4 Planning Events

6. 11-Apr-2015: First reading, feedback of ExPlan, CARES
7. 27-Apr-2015: Drill introduction to CCC Steering Committee
8. 28-Apr-2015: Second reading, feedback of ExPlan, CARES
9. 4-May-2015 (week of): Third reading, feedback of ExPlan, County Sheriff.

2.1.5 Training Events

10. 5-Mar-2015: CARES General Meeting, Topic: Introduction to the ISA Process… DONE
11. 2-Apr-2015: CARES General Meeting, Topic: ISA Logistics and Deployment Process… DONE
12. 16-Apr-2015: CARES Training Session, Topic: A closer look at the ISA Process… CANCELED
13. 7-May-2015: CARES General Meeting, Topic: Presentation on a real response

3 Narrative

NOTE: *This deployment scenario is based on what could be a plausible request for emergency communications support by the City. The Drill's primary purpose is to exercise the ISA procedure and ISA traffic handling.*

The U.S. Geological Survey has been monitoring a growing swarm of small tremors along the Hayward Fault for the past 2 months. This fault passed its 140th anniversary since the 1868 Magnitude 7 rupture, and it is now overdue. The 1868 quake devastated several East Bay towns and caused widespread damage in the San Francisco Bay region.

On Friday 15-May at 10:30am, the USGS raised a warning on the possibility of a significant earthquake along the Hayward Fault. The warning was broadcast on the NOAA VHF radio system. The story was also picked up by the Media and broadcasted on bay area TV stations.

On Friday 15-May at 2:00pm, City of Cupertino initiated a CAS message to all CARES, CERT, MRC volunteers, Block Leaders, and all city employees on the USGS report, advising everyone to maintain a heightened level of preparedness.

On Friday 15-May at 3:30pm, CARES EC shifted CARES to Increased Readiness.

On Saturday 16-May at 5:00am, a large earthquake occurred, ultimately measuring 7.1, with the tear running 75 miles along the Hayward Fault.

CARES activated the Emergency Net, took check-ins. All members reported that electrical power out throughout at their location. PSAs were deferred until 6:00am when it would be lighter outside. Several members reported problems at home that needed their immediate attention.

At 6:20am, the Bay Area was hit by a 6.5 aftershock.

PSA reports begin to come in with low surveyed unit counts. Members are requesting time to walk their streets to get a broader sampling.

At 7:30am, a Van Operator made it to the Service Center and began the drive to the EOC.

At 8:00am, Shift Supervisor is at the EOC. The DOC is present. The Operating Period priorities call for performing the ISA.

END OF SCENARIO

4 Control Staff Instructions (COSIN)

4.1 Overview

The following are the instructions to be used as part of this drill.

4.1.1 Instruction #1

In reality, defining field response locations will occur based on the needs of the City and our Served Agencies.

Suggested (and minimal) staffing is indicated by the number in parenthesis.

1. DOC staffs EOC (1)
   DOC will be the primary interface between the deployed CCC members and the EOC. DOC will receive inbound message traffic, and originate requests and instructions as necessary. Pass on PIO traffic to field units.
2. Comm Van (2-3)
   Manages the field resources.
   Staffing: (i) Shift Supervisor, (ii) Resource NCS/Packet Ops, (iii) Radio Room Operator
3. Message Net Control Station (1)
   Manages the message traffic with the field; can be remote from the Van.
4. Situation Status (1)
   Correlates information coming in from the field; compiles and produces the SITSTAT report for the DOC.
5. ISA Field Teams (depends)
   The resourcing process is defined to handle from 1 to 6 teams to find, inspect, and report on ISA assets.

5 Action Items

5.1.1 Action Items

1. Need review of the Resource Tracking Process (T-Cards, etc.).
   PLAN:
   a. Plan a table-top prior to the drill.
   b. Clarify the role of the Shift Supervisor.
2. Need a review of the Staging Process (T-Cards, etc.).
   PLAN:
   a. Plan a review, table-top walk-through prior to the drill.
3. Need confirmation of the DSW Process at the time of the assignment.
   PLAN:
   a. address after the Drill.