Earthquake 2016 – Exercise Plan

Cupertino Office of Emergency Services

December 7, 2016

Revision 1.1, **FINAL**

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Revision

Rev	Date	Comments
0.1	28 July 2016	First Draft
0.2	27 Oct 2016	First Review
1.0	15 Nov 2016	Final
1.1	7 Dec 2016	Final adjustments

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).
County Comm	Provides Santa Clara County emergency communications dispatch services to the public and the public safety community through emergency 9-1-1 call answering and dispatching.
DOC:	Departmental Operations Center. For Cupertino Citizen Corps, the DOC is the primary interface between the EOC and volunteer responders.
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.
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 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.
VCP	Volunteer Communications Package; radio package deployed at Santa Clara County Fire Stations in Cupertino.

1.2   Purpose, Goals and Objectives

1.2.1   Purpose of this Exercise

The purpose of this drill is to exercise the CARES communications functions through a full field deployment within the context of a plausible emergency scenario that the City would face.

1.2.2   Objectives of this Exercise

1. Exercise voice and packet message passing procedures.
2. Exercise ARK Startup procedures to Level 2.
3. Test ARKnet communications with the EOC.
4. Exercise the amateur radio equipment and procedures at the SCC Fire Stations located in the City.
5. Exercise CCC to DOC information roll-ups.

1.2.3   Concept

This will be a communications functional exercise based on an earthquake event that significantly impacts Santa Clara County.

1. The Exercise will occur over a 4 hour period on Saturday December 10, 2016.
2. Assignments are made based on the CARES response model, resource availability, and location priority.
3. All ARKs will be activated and staffed with at least one CERT, one CARES qualified Field Responder.
4. Two SCC Fire Stations will be activated and staffed with at least one CERT, one CARES Field Responder.
5. The City EOC will be activated and staffed with only the DOC function to receive and originate message traffic, log situation status, and oversee the response.
6. The CCC DOC will simulate the EOC response as necessary.
7. Because of the number of field positions that need to be staffed, CERT responders or non-CARES Buddies will be actively promoted.
8. Field message traffic will be based on timed scripted messages and simulated interactions with other responders.
9. Drill traffic will be originated in the field and sent to either Cupertino EOC or County Comm for SCC dispatch.

1.2.4 Exercise Schedule

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

Friday, December9, 2016	
17:30	Simulate Earthquake, 7.3 on the Hayward Fault centered in Milpitas
17:35	Simulate CARES Emergency Net Activated Simulate PSA and PSA reporting Simulate Initiate retrieve the Comm Van

Saturday, December 10, 2016	
07:00	Drill Begins.
06:30	Initiate Comm Van retrieval.
08:00	Comm Van at EOC, operational. CARES Emergency Net Activated; take check-ins, field assignment availability.
08:00	County Comm Setup.
08:15	Make field assignments: 2 SCCFD, 6 ARKs, SS, mNCS, RRO, 2 Field Supervisors, Event Monitor.
08:30	All responders at assignment. Start ARK Level 2 Startup (30-45 min to perform)
09:00	Begin County Comm Packet Ops
09:15	Anticipate all stations are operational. Begin voice and packet message passing (90 min to perform)
10:45	Start demob: pack up, lock up. (30 min to perform) Secure County Comm Ops.
11:15	Field Responders return to the EOC for a debrief session.
11:30	End the Drill. Begin the Debrief at the EOC
12:30	End of Debrief.

1.3   Artificialities and Assumptions

1.3.1   Artificialities

1. Wired, cell phones, and the internet are not working. No 9-1-1 service. Some SMS text messages are getting through. Satellite Phones are working.
2. Power outages are spotty throughout the County. 75% of Cupertino is without power. The EOC and County Fire Stations are running on emergency generator power.
3. The CARES PSA was completed the night before.
4. The EOC staffing is partially staffed. Simulated command and control will be executed by named Exercise participants.
5. County EOC is activated.

1.3.2   Assumptions

1. County Comm is operational for Amateur Radio –packet for messaging, voice for control.
2. SCC Resource Net procedures will be used.
3. Cupertino RACES Message Net procedures will be used.
4. The drill will occur regardless of weather conditions.
5. We respond with our current state of readiness and with whoever shows up.
6. All information in the narrative is considered valid.

7. We don't have all the answers.

1.4   References

1. City of Cupertino Emergency Operations Plan
2. CCC Standard Operating Procedures
3. CARES Standard Operating Procedures

1.5   Exercise Control

1. This is a Functional Communications Exercise. The exercise will be driven by scenarios and simulated conditions defined for each field response location.
2. CERT members may act as simulators partnered with Field response teams.

1.6   Communications

1. Implement communications plan based on ICS 205.
2. Comm Van responds to the EOC and supports the EOC with communications contact with all field units.
3. We will bring up a LAN between the Comm Van and the DOC.
4. Both voice and packet operations will be deployed at all field stations.
5. FRS may be used.
6. CARES will operate on specific frequencies for its Resource and Message Nets per the CARES ICS 205.
7. All radio communications will include "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 at the EOC 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 release is planned.
2. A broadcast on Radio Cupertino 1670 AM will describe the test, CCC, and Emergency Preparedness.

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.

1.12   Open Questions

1. none

2 Logistics

2.1 Event Planning (before the event)

2.1.1 Procurement Requirements

1. A-Frames
2. Signage… *KEN*
    a. "City Emergency Drill in Progress"
    b. "Emergency Communications"
    c. "Radio Cupertino 1670 AM for Emergency Information"

2.1.2 Define and propose a multi-level ARK activation approach

1. Introduce the concept to CCC Coordinator, Steering Committee… *CARES… DONE*
2. Confirm / update ARK site maps to show exact location and what equipment needs to be set up check-lists to be performed for each ARK Activation Level… *Steve H… DONE*
3. Define levels of activation to mimic how the EOC is activated. This includes requirement for each level: (i) staffing, (ii) setup (what goes where), (iii) specific activities to be performed, and (iv) supervision … *SC/CCC… DONE*
4. Propose / update the ARK Accountability Model so DOC takes on the role of "remote Supervisor" similar to how CARES works… *SC/CCC… DONE*
5. Confirm / update specific check-lists to be performed for each ARK Activation Level … *SC/CCC Tools Team… DONE*
6. Confirm / update ARK Site Task Books for the different functions performed at the ARKs … *SC/CCC … DONE*
    a. Minimum Requirement ARK Activation Level 1 – STARTUP.

2.1.3 Cupertino Field Operations

7. Pre-assigned CARES members to ARKs, SCCFD stations; has the requirement changed so that we need them?… *AECs… DONE*
8. Complete SCCFD Monta Vista Comm Pak cabling, installation, and Test… *Tim, CARES… PENDING*
9. Confirm information requirements needed from the Field to the DOC… *CCC, DOC… DONE*
10. Field Test Van-DOC information handoffs… *CARES, DOC… DONE*
11. Complete ARKnet deployment: City Hall, Service Center, ARK#2. Complete test or final server setup… *Marcel, Kenneth… DONE*

2.1.4 County RACES Operations

12. Confirm with County RACES the status of County Comm Center Ham Radio Equipment. Offer to take the lead to confirm its operations… *Logan… DONE*
13. Confirm the completeness and usefulness of the CUP-16-40T 911 Message product with County Comm… *CARES, County Comm… DONE*
14. Confirm with County Comm the critical few questions we need to ask and the key answers they need for them to dispatch a 9-1-1 call… *CARES… DONE*

2.1.5 Canned Messages

15. Develop the canned messages to be sent at the different locations. Describe a message from the public to be passed… **… DONE**

16. Use the concept of "timed release" messages from each location so everyone has a several opportunities to pass traffic… **… DONE**

2.1.6 Planning Events

31-Aug-2016: Confirm Drill plan with *SC/CCC*

27-Oct-2016: First reading, feedback of ExPlan, *CARES AECs*

10-Nov-2016: Second reading, feedback of ExPlan, *CARES AECs*

15-Nov-2016: Review & feedback of ExPlan, County Fire
Meet with Capt Tim Maguire, Bat Chief Tony Bowden; review Fire Station Access requirements, procedures and training

15-Nov-2016: Review & feedback of ExPlan, Sheriff's Office;
Meet with Sargent Jeff McCoy; confirm the plan as to where we plan to deploy

15-Nov-2016: Brief City staff on our plans; Ken Ericksen , Tom Walters

7-Dec-2016: Drill Reminder for SCCFD, Sheriff's Office

2.1.7 Training Events

1-Sep-2016: CARES General Meeting, Topic: City Risk Review... ***Done***

6-Oct-2016: CARES General Meeting, Topic: ARK Overview... ***Done***

3-Nov-2016: CARES General Meeting, Topic: Mixed Message Passing ... ***Done***

1-Dec-2016: CARES General Meeting, Topic: Drill Prep; Earthquake scenario and response ... ***Done***

2.1.8 ARKnet to DOC connectivity

27-Aug-2016. Test deployment of ARKnet at DeAnza... ***Done***