

After Action Report 2017 Big Bunny 5K



Cupertino Citizen Corp

1. Overview

Description: 2017 Big Bunny 5K
Event Date: 15 April 2017
Report Date: 04 June 2017
CARES Event: CUP-17-16T
RACES Event: CUP-17-16T
Control: Cupertino Citizen Corp
Report Revision: Final v1.0
Submitted by: Allan Gontang KD6QPP

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, Title 19, s2900(q)."

CARES will follow this requirement for reporting the results and recommendations for this Public Service Event.

i. Introduction and Background

Terms

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.

CAS: Cupertino Alert System

CERT: Community Emergency Response Team. Community Emergency Response Team; trained in light search and rescue, disaster medicine, fire suppression and Help Desk.

CP: Command Post. The tactical location for managing the event. A CP was established by the Sheriff's Office to manage the SO resources assigned to the event. A CCC CP was established to support the Volunteer response.

DPW: Department of Public Works

ICP: Incident Command Post. A temporary physical location used for the purpose of on-scene incident command and management at the tactical level.

MRC: Medical Reserve Corps. Volunteers that supplement the existing emergency and public health resources.

NCS: Net Control Station

- OES : (Cupertino) Office of Emergency Services
PSC: Public Safety Commission
RCS: Recreation and Community Services (formerly Cupertino Parks and Recreation Department)
RCP: Race Check Point- CARES and/or CERT assignment for the Race
SCC: Services Santa Clara County; usually used in conjunction to references of County RACES, County OES, or County EOC
SO: Santa Clara County Sheriff's Office
VMC: Valley Medical Center Foundation, event co-producer

Introduction

Cupertino Recreation and Community Services has held this event, Big Bunny 5K for 12 years. The event consists of a 5K run/walk. Although listed as a Run, the event allows for runners and walkers to participate with no restrictions.

The event this year had 757 participants.

Cupertino Citizen Corps was requested by RCS to provide race course communication and spotting as well as requesting MRC to staff a first aid booth near the finish line.

The City of Cupertino authorized the event under training activation number CUP-17-16T. This report covers the activities undertaken by responding CCC members and the findings from that event.

ii. Type / Location of Event / Drill / Exercise

Event Type: City Community Event Activation
Event Identifier: CUP-17-16T
Event Name: Big Bunny 5K
Location: City of Cupertino

iii. Description of the Event / Drill / Exercise

Cupertino Citizen Corps objectives:

1. Utilize Resource Tracking Net for CARES members.
2. Manage field radios positioned in neighborhoods from a net control station located outdoors at City Hall.
3. Pass communications of relevance to the Event Leader (Tim Coles) using a shadow.
4. Provide race status to Sheriff's Office (SO)
5. Provide first aid service to runners at the finish line.
6. Utilize CERT to CARES communication via FRS Radio

CCC event resources came from the following organizations: (See Attachment #1 Map for physical locations)

1. Cupertino ARES/RACES: Twelve (12) CARES responders participated in the event.

<u>Name</u>	<u>Call Sign</u>	<u>Assignment (tactical call, responsibility)</u>
Capener, Chis	AI6CC	RCP1 (CARES Check Point 1)
Cascone, Bob	KJ6WBF	Tim Shadow
Frieson, Doug	KJ6LLY	RCP13
Gontang, Allan	KD6QPP	Event Lead
Walt Gyger	K6WGY	RCP6
Halchin, Judy	KK6EWQ	Resource Net Control, NCS Mentor, Sit Stat
Huang, Andy	AA1Q	RCP8
Kang, Tae	KE6CZS	RCP11
Levine, Sue	KK6WHI	Check-in, Check-out, Sit Stat
Levine, Rick	KK6WHJ	Event NCS
Leung, Ho-Minh	KK6YQT	RCP7

Oberhofer, Jim	KN6PE	RCP5, Bike Sweep
Petach, Paul	KI6QXV	RCP1
Sherman, Dick	N6IK	RCP16
Tanner, Brian	KC6UZK	RCP10
Tanner, Mary	KI6GCX	Water Stop
Wen, Todd	KK6UCR	RCP2
Wilkinson, Leroy	KG6OGA	RCP17

2. Cupertino CERT: Eight (8) CERT members participated in the event. One (1) volunteer from San Jose.

Name	Mode	Assignment	CARES Anchor
Gerguhty, Bob	FRS	14	RCP13
Reedman, Diane	FRS	15	RCP16
Yu, Edward	FRS	4A	RCP5
Yuen, Mabel	FRS	4B	RCP3

3. Cupertino MRC: Three (2) MRC and two (2) CERT members participated in the event, with two (2) from Campbell.

Name	Call Sign	Assignment
Ahlstrand, Alan		MRC (Campbell)
Aberg, Fari	KF6UVS	MRC
Donahue, Mary		MRC (Campbell)
Mechling, Laurel	CERT	MRC
Reed, Pam	CERT	MRC
Skip Stevens	WA6VFD	MRC

4. Sheriff Deputy Deployment

Only 4 deputies were assigned to the event, 2 Cars and 2 motorcycles. Deployed at CP5 and CP10 with motorcycles moved as needed. No direct connection between CCC and SO.

Performance against Objectives:

1. Use Resource Tracking for all CARES participants.

Results: **SATISFACTORY**. Using County style resource tracking of CARES members travel for the event, both inbound and outbound. This was first time using tracking within the city for this event.

2. Manage field radios positioned in neighborhoods from a net control station located outdoors at City Hall.

Results: **SATISFACTORY**. CARES members were deployed to pre-identified positions along the race course. Using the W6TDM Repeater, continuous contact was maintained between the NCS and all field positions. Additionally, CERT members were also assigned to positions along the course. They maintained contact with CARES members that also monitored the assigned FRS frequency. Health and Welfare checks were periodically held to confirm the status of field responders. Directed Net Procedures were followed to keep control of communications.

The event utilized the W6TDM repeater with no simplex channels linked.

3. Pass communications of relevance to the Event Leader.

Results: **SATISFACTORY**. CARES assigned an operator as "Tim's Shadow". Status was relayed to him as reports became known. His requests were primarily to know where runners were.

4. Provide race status to SO.

Results: **N/A** There was no direct connection to SO during this event.

5. Provide first aid service to runners at finish line.

Results: **SATISFACTORY**. No medical incidents to report.

6. Utilize CERT to CARES communication via FRS Radio.

Results: **SATISFACTORY**. CERTS were tasked to be observers at the assigned positions. These positions provide race coverage in areas where there is no line of sight for the upstream CARES check-point, e.g. Corner of South Portal and Wintergreen.

iv. Chronological Summary of Event / Drill / Exercise

CCC ran this event under activation number CUP-15-16T. The following is a summary of the activities as reported on ICS-214s that were submitted after the event. All times listed here are in local time. The following is a very high level summary.

Time	Description, Notes, Comments
0630	Resource Net Inbound opened
0700	CCC CP established and Net Control was set-up
0739	Close inbound Resource Net
0740	Begin CCC Briefing. Field assignments were made.
0755	Net control Opens Message Net. Tracking people departure from CP and arrival at assignments
0800	Field Responders depart CCC CP to their field assignment.
0830	All Field Responders on station. The race begins.
0910	Resource Net Outbound opened
0912	CARES sweep begins. No runners on Blaney
0918	First race participant crosses the finish line.
1025	Last race participant crosses the finish line.
1045	All Field Communicators back at CP. Secured the CARES Net.
1012	Closed outbound Resource Net
1100	Secured CCC activities.

v. Response at SEMS Levels (as appropriate):

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

1. Participating CCC members responded from their home to the CCC CP for the event briefing and assignments. The following specifics are noted here:
 - The Two-Man Rule (buddy system) was waived given the openness and relative safety of the race course. Radio contact was maintained with all field communicators thereby ensuring the success of independent operation.
 - Seventeen (12) observation points were staffed with a mix of CARES and CERT. Included Water Stop,
2. Message relays between CERT to the CCC CP via CARES Field Communicators was effective. This was possible by CARES members caring FRS radios and communicating with FRS partner stations.
3. No SO engagement during this event.
4. City Radios were available at CP for contact with Public Works. These were not used.
5. No other organizations or entities participated in this drill.

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.

Radio Systems

TAC-3 / W6TDM repeater. The event was run using the W6TDM repeater. No simplex channels linked.

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.

The following is a summary of the key Conclusions and Recommendations.

What worked

- In general, many of the recommendations from the Sheriff's Hero Fun Run were incorporated in this run, e.g. signage, use of FRS radios with CERTs.
- Safety Briefing was given before event for safety, assignments. Participants received email with background and schedule of events two nights before the event.
- Net control did an effective job keeping the communication organized and effective and tracking participants to and from their assignments.
- Communications via the repeater was good.
- Communications to CERTs via FRS worked well.
- Logistics – Food, coffee, tables, chairs, course maps
- Each CARES/CERT FRS team had a frequency/PL different from any other team so no team was confused by who was talking to whom.
- Simplex coverage of the course with Judy's 30ft antenna mast

What didn't work / needs improvement

- CARES and CERT need more training on the use of the 214. This is a question for the Steering Committee.
- CCC Event Lead needs to plan on personnel assignments and how to handle too few or too many CCC volunteers showing up. There were several volunteers who signed up but did not show up and others who were not signed up but showed up. We used everyone who showed up.

Recommendations

1. Event Participation Support

Logistics to provide course map and ICS214 for each CCC volunteer.

2. Field Responder Support

We received several suggestions as to things we should do to prepare the field responders. These include:

- Safety Briefing
All CARES members need to inform Net Control when leaving for their assignment and when they arrive at their assignment. The same procedure is followed when the CARES member is released from assignment to return to the CP.
- Operating on a repeater (TT, take a breath, talk)

Add a position of Sweep to all Fun Runs. SO may do it, but CCC should do their own to be sure.

3. CCC to City Staff Communications

RCS staff does not use city trunk radio. All communications by City staff is done via cell phone. Recommend that key RCS participants carry a city trunk radio.

4. CCC Internal Communications

CERT carried FRS Radios into the field, thereby helping to fill in some of the course coverage. While this was beneficial to the overall response, it was clear that more practice, or jump-start training, on FRS operations may be warranted.

1. Determine the best way to get CERT field responders up to speed on FRS operations.
2. Develop the FRS operations guide for CERT field communications.
3. Deliver FRS training to CERT field communicators.

5. CCC and SO/CP Communications

This event did not have CARES /SO interaction due to the minimal amount of Deputies. We should have an onsite SO connection for the event

viii. Logs, attachments:

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

The following material are attached:

1. Detail race information and time line sent to all CARES members
2. Net Control Scripts for the Event
3. a. Resource Net and Event Net control Communications Log
Full Resource net Documentation because this is a new procedure.
b. 1 page of Net control as a sample. See older AAR of BigBunny5K for more examples
4. Course map used for field deployment locations

1. Detail race information and time line sent to all CARES members

From: Allan Gontang argontang@att.net

Subject: Big Bunny 5K Details

Date: April 13, 2017 at 13:49:46 PDT

To: CARES Yahoo Group

Cc: Allan Gontang argontang@att.net

First, the Cupertino Citizen Corps (CERT, CARES, MRC) want to thank you for participating in this year's Big Bunny 5K (aka Big Bunny Fun Run). We appreciate your help in making this Cupertino event successful. If you have any questions or concerns please call/email Allan Gontang (Cell: 408-718-0783).

Staging Location: City Hall

Parking: City Hall lot or at Prometheus (signs along Torre Ave direct you to it)

Schedule: - All Times are AM, Saturday, April 15, 2017

6:30

CARES Resource net opens. All CARES participants use CARES TAC-1 to check-in to the resource net before leaving home and let resource net know that you have arrived at the staging area before proceeding to the sign-in table. If you can't reach the resource net, try calling for a relay. If that does not work, switch to CARES TAC-3 to check-in. If that doesn't work, call Allan at 408-718-0783 for directions. CERTs can check in any time at the sign-in table at city hall after 6:30AM

ALL VOLUNTEERS need to be checked-in before the 7:20am briefing starts

There will be Refreshments at sign-in table

7:20

Safety Briefing starts followed by station Assignments

7:50

CARES members check-in to Message Net, CARES TAC-2, for permission to depart to assignments and contact Message Net when they arrive at their assignment.
CERT members go with their CARES/CERT partners to their assignments.

8:30

Fun Run Begins

CARES members report when first runner passes them. All volunteers stay on station until Citizen Corps sweep releases them.

9:45 (Approximately)

Citizen Corps course sweep begins. As sweep passes each station, CARES stations obtain permission from Message net to return to staging and report when they have arrived at staging.

Post-event:

CARES members check-in to the resource net for departure from the event. Further details to be delivered at the event.

Clothing and Weather:

Long Pants and closed toe shoes required.

Safety vest if you have one.

Weather predictions are for cool weather, 45 to 60 degrees in the morning, so please dress accord

Miscellaneous:

CARES & CERT partners will be using FRS radios to communicate. FRS radios will be given out before assignments.

<< end of event information >>

2. Net Control Scripts for the event

Preamble

Is this frequency clear?

This is Rick, KK6WHJ, net control for the Cupertino Citizen Corps message net for today's Big Bunny 5K.

This is a directed net. At any time, any station with traffic for the net please state your tactical call, and wait to be recognized.

We do not have the ability to dispatch medical or emergency resources. Any stations requiring emergency assistance should call 911.

Just a reminder, please remember to end any exchange with your FCC call sign.

During the race, all stations please contact net control to report the time when the first runner passes your location, with their jersey number, if possible, and when the final Citizen Corps sweep passes at the end of the race.

Is there any traffic for net control?

Periodic Announcement

This is Rick, KK6WHJ, net control for the Cupertino Citizen Corps message net for today's Big Bunny 5K.

This is a directed net.

We do not have the ability to dispatch medical or emergency resources. Any stations requiring emergency assistance should call 911.

<If needed: > Stations with traffic for the net please state your tactical call, and wait to be recognized.

<If it's an issue: > Just a reminder, please remember to close any report or response with your FCC call.

<Maybe needs repeating:> All stations please contact net control to report the time when the first runner passes your location, with their jersey number, if possible, and when the final Citizen Corps sweep passes at the end of the race.

H&W Checks

I will begin a health and welfare check for all stations in two minutes. CARES field members please do a health and welfare check with your CERT partners via FRS. Please respond to my health and welfare check with your please respond with your tactical call sign, the number of CERT partners for your position, and your FCC call sign.

<after 2 minutes> I am starting a health & welfare check for all stations. When I call you, please respond with your tactical call sign, the number of CERT partners relaying to you, and your FCC call sign.

<go through tactical call roster>

Closing

This is Rick, KK6WHJ, net control for the Cupertino Citizen Corps message net for today's Big Bunny 5K.

<If we used TAC 3> We'd like to thank the owners and operators of the W6TDM repeater for allowing us to use their machine.

I am now securing this net and returning the frequency to regular use.

This is KK6WHJ, clear.

<< end of Net control scirpts>>

3a. Resource Net Control Log

COMMUNICATIONS LOG		Activation #	DATE PREPARED: 4/15/17
FOR OPERATIONAL PERIOD #		ASSIGNMENT/LOCATION:	TIME PREPARED: 1014
4/15/17 0600 - 4/15/17 1100		Resource Net	
RADIO OPERATOR NAME, CALL SIGN:		STATION I.D. (TACTICAL CALL)	
Judy Halchin, KK6EWQ		Resource Net Control	
LOG			
TIME	STATION I.D.		Msg #
	FROM	TO	
0630			opened net, NC = Judy Halchin KK6EWQ
0635	KE6CZS		check in, Tressler Ct + McClellan, odo 491
0635	KG60GA		check in, odo 952 Holliderry + Holly Head
0639	N6IX		Orange Tree Ln + Cedar Tree Ln., odo. 624
0643	AI6CC		check in
0644	KE6CZS		arrived, check out, odo 494
0645	KJ6LY		departing Merritt + Blaney, odo 763
0645	N6IX		where are we? - at city hall park lot.
0646'	KN6PE		c.in. bike - woodwil ct. + 7 springs
0649	KG60GA		at parking garage, odo 354, walking to city hall
0649	KJ6LY		at city hall, check out
0652	AI6CC		departing Vann Dr. odo 632
0653	KJ6WBF		" Blaney + Homestead, odo 423
0659	AI6CC		arrived, odo 634
0659	KJ6WBF		" odo 424
0703	KN6PE		checking out, arrived
0706	- 6QFO		TAC3 monitoring, will not be at event
0711	KE6GCX		check in, odo 470 Bollinger + Miller with Brian
0711	KG6W6Y		Vicksburg Dr., bike
0716	KX6QT		check in,
0720	KI6GCX		arrived, odo 473
0721	KK6YET		odo 697, departing
0721	KI6UCR		arrived.
0722	WA6VFD		Boll. + Blaney odo 24, departing
			PAGE 1 OF 3
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REV 170301

COMMUNICATIONS LOG		Activation #	DATE PREPARED: 4/15/17
FOR OPERATIONAL PERIOD #		ASSIGNMENT/LOCATION:	TIME PREPARED: 1014
4/15/17 0600 - 4/15/17 1100		Resource Net	
RADIO OPERATOR NAME, CALL SIGN:		STATION I.D. (TACTICAL CALL)	
Judy Halchin, KK6EWQ		Resource Net Control	
LOG			
TIME	STATION I.D.		SUBJECT
	FROM	TO	
0722	AA1Q		departing Rancho Antelope
0723	WABVFD		where are we? - parking lot city hall
0732	AA1Q		arrived, odo 271
0737	WABVAT		arrived, odo 201
0736			closed net
0910			re-opened net
0916	KB6WY		departing, walking
0929	KB6WY		arrived home
0945	N01K		departing, odo 629
0940	KB6ZS		checking in, not departing yet
0947	K56GX		checking in, " " "
0947	AG6BX		" " " " "
0949	A50CC		departing, odo 1034
0949	K56QW		not using res net
0950	MEK		arrived home, odo 1031
0951	K56GX		departing, odo 473
0953	KK6UCR		departing, odo 113
0954	AA1Q		departing, odo 271
0956	First Aid		moving to the Agency, still on station
0955	K56ZS		departing odo 494 494
0959	AG6BX		arrived home, odo 475
1002	A50CC		arrived home, odo 1036
1003	K56UCR		" " " " odo #? (too much static)
1006	AA1Q		" " " " odo 276

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REV 170301

COMMUNICATIONS LOG		Activation # CUP-17-16T	DATE PREPARED: 4/15/17 TIME PREPARED: 1014	
FOR OPERATIONAL PERIOD # 415117 0600 - 4/15/17 1100		ASSIGNMENT/LOCATION: Resource Net		
RADIO OPERATOR NAME, CALL SIGN: Judy Halchin, KK6EWA		STATION I.D. (TACTICAL CALL) Resource Net Control		
LOG				
TIME	STATION I.D.		Msg #	SUBJECT
	FROM	TO		
1010	WA VPD			checking out
1010	KECZS			arrived home vdo 497
1012				closed net
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REV 170301

Resource Net
Travel Tracking Tool

1. Incident Name and Activation Number:
Big Dunny Run 1200
CUP-17-10T

2. Operational Period (Date / Time):
4/15/17
From: 0600 To: 1100

3. Call Sign	4. Traveler Status (00:00 24-hour -OR- ✓)							5. Notes	
	Check-In	Depart	H&W-1	H&W-2	H&W-3	H&W-4	Arrive		Check-Out
KE6CZS		0635					✓	✓	
KG600A		0635					✓	✓	walking c/hall from garage
NU5K		0639					✓	✓	
AS66C	✓	0644					✓	✓	
KS6LLY		✓					✓	✓	
KA6PE		✓					✓	✓	
AI68G		0653					✓	✓	
YS6WBF		0653					✓	✓	
KI66CX		0711					✓	✓	also Brian
KA6004		0711					✓	✓	arrived did not check out
KY6YDT		0716					✓	✓	
W6VFD	✓	✓					✓	✓	arrived did not check out
AA6IQ		✓					✓	✓	

6. Prepared by (Name, Call Sign)
Judy Halpin, K6GZWC

7. Date & Time Prepared
4/15/17 1014

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SCCA ARS/RACES (rev. 07-Mar-2013)

Resource Net
Travel Tracking Tool

1. Incident Name and Activation Number:
Big Spring Fun Run
CUP-14-24T

2. Operational Period (Date / Time):
From: 4/15/17 To: 4/15/17
From: 0600 To: 1100

3. Call Sign	4. Traveler Status (00:00 24-hour -or- ✓)				5. Notes				
	Check-In	Depart	H&W-1	H&W-2		H&W-3	H&W-4	Arrive	Check-Out
K0004	✓	✓						✓	Outbound
KE002	✓							✓	
KE006	✓							✓	
KE007	✓	✓						✓	
KE008	✓	✓						✓	
KE009	✓	✓						✓	
KE010	✓	✓						✓	
KE011	✓	✓						✓	
KE012	✓	✓						✓	
KE013	✓	✓						✓	
KE014	✓	✓						✓	
KE015	✓	✓						✓	
KE016	✓	✓						✓	
KE017	✓	✓						✓	
KE018	✓	✓						✓	
KE019	✓	✓						✓	
KE020	✓	✓						✓	
KE021	✓	✓						✓	
KE022	✓	✓						✓	
KE023	✓	✓						✓	
KE024	✓	✓						✓	
KE025	✓	✓						✓	
KE026	✓	✓						✓	
KE027	✓	✓						✓	
KE028	✓	✓						✓	
KE029	✓	✓						✓	
KE030	✓	✓						✓	

6. Prepared by (Name, Call Sign)
Judy Holchen, KX00240

7. Date & Time Prepared
4/15/17 at 1014

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SCCo ARES/RACES (rev. 07-Mar-2010)

<< end of resource net log >>

3b. Net Control Sample page

COMMUNICATIONS LOG		Activation #	DATE PREPARED: 4-25-17	
FOR OPERATIONAL PERIOD #		ASSIGNMENT/LOCATION: MESSAGE NET		
RADIO OPERATOR NAME, CALL SIGN: KICK LEVINE 1K16WHS		STATION I.D. (TACTICAL CALL) NET CONTROL		
LOG				
TIME	STATION I.D.		Msg #	SUBJECT
	FROM	TO		
7:55	A16BL			CP 3
7:56	TMSADW			CP1 TIM SHADOW
7:56	FIRSIAD			
7:57	K660GH			CP1 CHECKIN STATION 17
7:58	K66PE			CP1 4B+5
7:58	N61K			CP1
7:58	KECZ3			CP1 CP11
7:59	Y			
	RXB			CP1 #1
8:00	K61VCR			CP1 CP2
8:01	K610X			CP13+14
8:01	W61Y			CP6
8:02	A666X			CP10
8:02	K666X			CP12
8				MRC
8:04	CP8			CP8
8:05	NK1K			16 ON STATION
8:07	W66			CP6 ON STATION
8:08	CP1			CP1 ON STATION
8:10	CP5			
8:10	CP6			CP6
8:10	CP5			CP5 + 46 ON STATION
8:13	CP3			3+4A ON STATION
8:14	CP17			CP17 + ON STATION

4. Course Map Used

