
2017 Infrastructure Safety Assessment Exercise Plan

Cupertino ARES/RACES

Cupertino Office of Emergency Services

May 13, 2017

Revision 1.0, **FINAL**



Table of Contents

1	EXERCISE PLAN	3
1.1	BACKGROUND / GOAL.....	3
1.1.1	<i>Background.....</i>	3
1.1.2	<i>Terms</i>	3
1.2	PURPOSE, GOALS AND OBJECTIVES	4
1.2.1	<i>Purpose.....</i>	4
1.2.2	<i>Objectives of this Exercise.....</i>	4
1.2.3	<i>Concept.....</i>	4
1.2.4	<i>Exercise Schedule</i>	5
1.3	ARTIFICIALITIES AND ASSUMPTIONS	6
1.3.1	<i>Artificialities</i>	6
1.3.2	<i>Assumptions.....</i>	6
1.4	REFERENCES	6
1.5	EXERCISE CONTROL.....	6
1.6	COMMUNICATIONS.....	6
1.7	SAFETY AND SECURITY	6
1.8	EVALUATION	6
1.9	REPORTS	7
1.10	PUBLIC INFORMATION.....	7
1.11	INSTRUCTIONS TO PARTICIPANTS	7
1.12	OPEN QUESTIONS.....	7
2	LOGISTICS	8
2.1	BEFORE THE EVENT.....	8
2.1.1	<i>Procurement Requirements</i>	8
2.1.2	<i>Background development.....</i>	8
2.1.3	<i>Other content development.....</i>	8
2.1.4	<i>Scripted Messages</i>	8
2.1.5	<i>Planning Events.....</i>	8
2.1.6	<i>Training Events.....</i>	8
3	NARRATIVE	10
4	CONTROL STAFF INSTRUCTIONS (COSIN)	11
4.1	OVERVIEW	11
4.1.1	<i>Instruction #1.....</i>	11
5	ACTION ITEMS.....	12
5.1.1	<i>Action Items</i>	12

Revision

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0.1	18 Apr 2017	First Draft
1.0	08-May-2017	Final

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.
- ARP: Alternative Response Plan; provides a written guide to City officials, City OES, and PSC vehicle staff on the minimum information needed to activate the PSC Alternate Response Plan, and to describe this response.
- 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).
- CuSD: Cupertino Sanitary District. MOU partner with CARES for ISA reports.
- 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.
- ISA Infrastructure Safety Assessment
- 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.
- PSC: Public Safety Communications
- SJWC: San Jose Water Company. MOU partner with CARES for ISA reports.
- 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.

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 emergency voice communications message handling procedures between deployed field responders and the EOC.
2. Test the ISA process, remote ISA staging option.
3. Exercise the PSC Alternate Response Plan equipment and setup.
4. Exercise information handoffs to Served Agencies (SJWC, CuSD, SCVWD).
5. Manage information using OES documentation, procedures, and tracking methods.
6. 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 13, 2017.
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 respond to specific staging locations for ISA assignments, be deployed, and follow the ISA process for locating, inspecting, and reporting on assigned 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 the ISA experience. However, non-CARES members may be used based on deployment team size and desire to acclimate non-CARES members with the ISA process.
6. If more CARES responders are present than there are field assignments, then duplicate field assignments will be made to ensure all CARES responders have the ISA Experience. Tactical Call variations will be used to accommodate for the overlap.
7. Field message traffic will be based on actual times to find, inspect, and report on an ISA asset.
8. ISA reports will be sent from the EOC by packet radio to packet and email for:
 - o San Jose Water Company
 - o Cupertino Sanitary District
 - o Santa Clara Valley Water District
9. No OpArea traffic will be developed and sent to County. However, traffic will be retained and passed as part of the subsequent County RACES exercise planned for the following week.

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 12, 2017	
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 13, 2017	
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. Make field assignments to report to one of the following locations: <ol style="list-style-type: none"> 1. Monta Vista ARK 2. LDS Church, 10270 S. Stelling Road 3. Regnart ARK (school parking lot, Yorkshire Drive and Folkstone drive) Direct set up of EOC Alternate Response Plan
08:45	CARES members report to their assigned Staging area for ISA safety briefing.
09:00	Deploy field responders to perform ISA.
09:15	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 staffed. The ISA Process will guide the response of those deployed to the field.
2. County EOC is activated. However, county messages will be deferred until the following weekend's County RACES Exercise.
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 if in a compromised position (such as: flipped over, crash, accident).

1.3.2 Assumptions

1. PSC Comm Van is out of service. We will activate the Alternative Response Plan.
2. We respond with our current state of readiness and with whoever shows up.
3. Weather conditions are as the day of the event. The drill will be postponed in the event of rain.
4. All information in the narrative is considered valid.
5. CARES PSA will not be performed as part of the drill.
6. We don't have all the answers.
7. 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 not be performed.
3. CARES members will be dispatched to various field assignments throughout the city.
4. CARES will operate on the Resource Net and Message Net.
5. The ARP will be activated and set up at the EOC to support the EOC with communications with all field units.
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. It is a training exercise designed to test our 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. Complete ARP equipment build-out.

2.1.2 Background development

2. Meet with County Sheriff; inform them of the exercise; name Captain Ken Binder.
3. Meet with City OES; brief them on our plans; Ken Ericksen, Tom Walters and/or staff.

2.1.3 Other content development

4. Develop safety briefing addendum specific for ISA. Review and distribute as part of the PSA Process binders.
5. Develop plan and approach for simulating problem discoveries by ISA assessors.

2.1.4 Scripted Messages

6. None planned.

2.1.5 Planning Events

7. 19-Apr-2017: First distribution, feedback of ExPlan, CARES
8. 24-Apr-2017: Drill introduction to CCC Steering Committee
9. 24-Apr-2017: (week of) Review ExPlan with SJWC
10. 24-Apr-2017: (week of) Review ExPlan with CuSD
11. 2-May-2017: Second reading, feedback of ExPlan, CARES
12. 8-May-2017 (week of): Review ExPlan with County Sheriff.

2.1.6 Training Events

13. 4-Apr-2017: CARES General Meeting, Topic: San Jose Water Company and emergency management review... DONE
14. 4-May-2017: CARES General Meeting, Topic: Presentation on a real response... DONE

2.2 Equipment Plan

2.2.1 Radio Setup

Position	Equipment	Location	Source
NCS, Resource	Kenwood TM-V71 Kit	City Hall/EOC	KN6PE
	Antenna, Mast, Tripod	City Hall/EOC	KK6EWQ
	Power, Battery, 18Ah	City Hall/EOC	CARES ARP
Packet	Packet Radio Kit, Printer	City Hall/EOC	KN6PE
	Antenna, Mast, Tripod	City Hall/EOC	KN6PE
	Power, Battery, 18Ah	City Hall/EOC	KN6PE

Position	Equipment	Location	Source
RRO	Kenwood TM-V71 Kit	City Hall/EOC	CARES ARP
	Antenna, Mast, Tripod	City Hall/EOC	KK6EWQ
	Power, Battery, 18Ah	City Hall/EOC	KK6EWQ
NCS, Message	Radio, various	KD6TQJ Home	KD6TQJ
	Antenna, Mast	KD6TQJ Home	KD6TQJ
	Power, various	KD6TQJ Home	KD6TQJ

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 is approaching its 150th 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 12-May at 10:30am, the USGS raised a warning of 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 12-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 12-May at 3:30pm, CARES EC shifted CARES to Increased Readiness.

On Saturday 13-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 7:00am, CARES begins setting up communications operations at 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. CARES at EOC (4)
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. CuSD Field Responders (2)
Receives message traffic specific for CuSD. Simulates delivering it to CuSD Staff.
5. ISA Field Teams (12)
The resourcing process is defined to handle from 1 to 6 teams to find, inspect, and report on ISA assets. Twelve resources assumes 6 teams of 2 members each. If more CARES responders are present than there are field assignments, then duplicate field assignments will be made to ensure all CARES responders have the *ISA Experience*.

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.