

After-Action Report

Fourth of July Fireworks 2017



ARES/RACES

1. Overview

Description: July 4th Fireworks
Event Date: 4 July 2017
Report Date: 9 July 2017
Cupertino Event: CUP-17-25T
Santa Clara County Event: XSC-17-06
Control: Cupertino OES
Report Revision: 1.0
Submitted By: Steve Hill, Cupertino ARES and CERT

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)."

Additionally, Cupertino Citizen Corps will use the After Action Report format for documenting training drills and exercises.

i. Introduction and Background

Terms

CARES	Cupertino Amateur Radio Emergency Service, ARES/RACES organization supporting the City of
CCC	Cupertino Citizens Corps, the reference to Cupertino OES volunteers from the CARES, CERT, and MRC organizations.
CERT	Community Emergency Response Team, Cupertino volunteers who have completed FEMA's CERT training.
CP	Command Post at Hyde Middle School, Gym Room
Creekside	Tactical call abbreviations listed in this report for Creekside Park
EOC	Emergency Operations Center
FRS	Family Radio Service, as defined by the Federal Communications Commission FCC
Hyde	Tactical call abbreviations listed in this report for Hyde Middle School

IC	Incident Commander
ICP	Incident Command Post, Gym Room, Hyde Middle School
ICS	Incident Command System
MAC	Mutual Aid Communicators; volunteers from throughout Santa Clara County who are registered and trained to provide mutual aid support as required.
MRC	Medical Reserve Corps, Cupertino volunteers who have elected to pursue an emergency medical certification.
NCO	Net Control Operator
NCS	Net Control Station
NCU	Net Control Unit
OES	Cupertino Office of Emergency Services
PW	Public Works Department
RCS	Recreation and Community Services Department, Event Sponsor
SCC	Services Santa Clara County; usually used in conjunction to references of County RACES, County OES, or County EOC
Sedgwick	Tactical call abbreviations listed in this report for Sedgwick School
Site	Designated viewing sites: Sedgwick Elementary School , Creekside Park, and Miller Avenue
SO	Santa Clara County Sheriff's Office

Introduction

The City of Cupertino (City) requested communications, logistics, and first aid support from Cupertino Citizen Corps during the 2017 Cupertino Fourth of July Fireworks event. To staff the event, Cupertino Office of Emergency Services activated the Cupertino Amateur Radio Emergency Service (CARES), the Cupertino Community Emergency Response Team (CERT), and the Cupertino Medical Reserve Corps (MRC).

From May through June, the Cupertino Recreation and Community Services held weekly event planning sessions, and one walk-through of Hyde.

Due to the staffing levels required to fill all required field positions, requests for Amateur Radio operators were made to Santa Clara County RACES and surrounding jurisdictions. In accordance with County RACES policies, County RACES activated Mutual Aid Communicators (MACs) under activation number XSC-17-06. All responding MACs signed in as Cupertino Disaster Service Workers.

On 4-July, the City of Cupertino initiated a Citizen Corps Training Activation under the designation CUP-17-25T.

This report covers the activities undertaken by responding volunteers in support of this event.

ii. Type/location of Event / Drill / Exercise

Event Type:	City Activation, RACES Activation
Event Identifier:	CUP-17-25T
Event Name:	Cupertino 4 th of July Fireworks
Location:	City of Cupertino

iii. Description of Event / Drill / Exercise

The City of Cupertino sponsored a Fourth of July Fireworks display for city residents. The fireworks were launched from Hyde Middle School with viewing locations identified at Creekside Park, Sedgwick Elementary School and the southern portion of Miller Avenue.

To maintain the security of the launch site and ensure the safety of the public, the Hyde campus was closed between 6 p.m. and 11 p.m., as were the following 16 locations on adjacent streets:

Miller Avenue	Shadygrove
• Atherwood	• Brookgrove
• Bollinger	• Ferngrove
• Disney	Hyde
• Howard Court	• Bollinger
• Phil	• Shadygrove
Stendhal	• Willowgrove
• Phil	Willowgrove / Brookgrove
• Shadygrove	Finch / Tilson
Tantau	
• Phil	
• Shadygrove	

Event resources were provided from the following organizations:

1. Cupertino Recreation and Community Services: Full-time and seasonal staff members were responsible for overall event control, coordination, venue setups, and perimeter control.
2. Santa Clara County Sheriff's Office (SO): 26 Deputies (include Code enforcement) were responsible for overall event security and general law enforcement. SO deployed a mix of patrol cars and motorcycles.
3. Santa Clara County Fire District: One Engine Company was positioned adjacent to the launch site and responsible for fireworks safety.
4. CARES and County Communications Mutual Aid Communicators (MACs): Responsible for maintaining communications with all volunteer security teams and viewing location staff. Nineteen amateur radio operators responded from the following cities:
Cupertino, Sunnyvale, Mountain View, and San Jose.
5. Cupertino MRC and CERT members were divided among the viewing sites, with a lead at each site that provided on-site coordination. These combined MRC/CERT teams were responsible for event first aid. There was 1 member from Santa Clara, 2 SUVs and 16 members from Cupertino.
6. Logistics for the event was managed by Cupertino OES.
7. Staffing and assignments are displayed on the following table.

2017 Assignments

Assignment	Function	Last Name	First Name	Call Sign	Assignment	Function	Last Name	First Name	Call Sign
Command Post, Security, Street Closures					Venues				
Command Post					Miller Avenue #1				
Incident Commander	IC	Hill	Steve	KK6 FPI	Aid #1 Miller	MRC	McCoy	Robert	KK6 NFZ
Check-In/Out		Cascone	Bob	KJ6 WBF	Aid #1 Miller	MRC	Rich	Margaret	
Check-In/Out		Rodriguez	Isabel		CERT Miller	CERT	Bartlett	Joyce	
Safety Officer	Safety	Cascone	Bob	KJ6 WBF	Creekside Park #2				
ARES Shift Supervisor	ARES	Halchin	Judy	KK6 EWQ	Creekside Lead	ARES	Capener	Chris	AI6 CC
Net Control	ARES	Levine	Rick	KK6 WHJ	Creekside 1	ARES	Platt	Dave	AE6 EO
Net Control	ARES	Bordelon	Scott	K6 SLB	Creekside 2	ARES	Huang	Andy	AA1 Q
Logistics	Logistics	Ericksen	Ken	KI6 SYY	Aid #2 Creekside	MRC	Stevens	Skip	WA6 VFD
Logistics Assistant		Boleda	Al		Aid #2 Creekside	MRC	Kintzel	Charlotte	
Hyde Lot / C/O, C/I	SUV	Hill	Barbara		CERT Creekside	CERT	McCarthy	Marylin	
Street Closures					CERT Creekside	CERT	Checkman	Harvey	
Shadygrove 1	ARES	Presley	Darryl	KI6 LDM	CERT Creekside	CERT	Checkman	Ina	
Shadygrove 2	ARES	Rabins	Joy	KM6 IFL	CERT Creekside	CERT	Rodriguez	Isabel	
Tantau 1	ARES	He	Sunny	AG6 GR	Sedgwick Elem. School #3				
Tantau 2	CERT	Knoesel	Herbert		Sedgwick Lead	CERT	Boleda	Al	
Finch 1	ARES	Frieson	Doug	KJ6 LLY	Sedgwick 1	ARES	Wilkinson	Leroy	KG6 OGA
Finch 2	ARES	Grimm	Leslie	KK6 EKN	Sedgwick 2	ARES	Muniyappa	Pattappaiah	KI6 HYS
Perimeter					Logistics		Ericksen	Ken	KI6 SYY
Miller 1	ARES	Tanner	Brian	AG6 GX	Aid #3 Sedgwick	MRC	Aberg	Fari	KF6 UVS
Miller 2	ARES	Tanner	Mary	KI6 GCX	Aid #3 Sedgwick	MRC	Kumar	Aditesh	
Miller 3	ARES	Lanfranconi	Max	W6 BG	CERT Sedgwick	CERT	Ramakrishnan	Kala	
Hyde parking 1	ARES	Haber	Eben	K6 EBN	CERT Sedgwick	CERT	Toda	Bobby	
Hyde parking 2	CERT	Yuen	Mabel		MAC Evaluators				
MAC Resource Net Control					Eval 1	ARES	Laubach	Mark	K6 FJC
Outbound Resource Net	ARES	Ott	Andreas	K6 OTT					
Inbound Resource Net		Levine	Rick	KK6 WHJ					

Drill Objectives were:

Drill objective	Outcome
Exercise informal message passing and message net procedures.	Successful. Reception was good and operators were professional.
Practice combining Amateur Radio and FRS radio communications.	Successful. CERT site rovers at Creekside and Sedgwick used FRS to contact site ICP with messages. ARES volunteer relay the messages to the CP.
Practice joint command operations with the Sheriff's Office.	Successful. Citizen Corp operation in Hyde Gym CP was set up adjacent to SO operation. There was clear and effective oral communication between the two groups.
Exercise crowd safety and management operations in conjunction with RCS and SO.	Successful. Crowding issues were reported from field to CP, and then passed on to SO or Recreation (using Cupertino trunk radio). There were no material crowd management issues. The public was well behaved.
Exercise first aid operations.	Successful. Each of the three first aid stations rendered first aid for cuts and scrapes. There were no serious medical issues.
CCC following established mobilization, operating, and demobilization procedures.	Partially successful. Mobilization went smoothly and quickly. Operating procedures were followed during the event. Some volunteers at field locations left for home without calling the message net. The Creekside and Sedgwick sites started demobilizing before receiving permission from the IC.

iv. Chronological Summary of Event / Drill / Exercise

Time	Event
Sunday	
	Print T-cards, 211, Volunteer event packet (50); MRC guidelines (5)
	Email to volunteers: new map and parking instructions. Yellow vest and badge reminder.
4:00	Eventbrite closed for registration
Tuesday	
8:00	Gym opened
9:30	Select items from Hyde for Miller first aid and place in gym
2:00	Access to Hyde ARK ends (could end before). Shells loaded into mortars
2:30	Paul, head custodian, arrives for 8 hour shift
3:00	ARES set up in gym starts
3:45	Move items from gym to church parking lot for Miller aid station
4:00	SO briefing for deputies in gym. ARES Resource Net opens in gym
4:20	Entrance to Howard Ct. volunteer lot at Creekside church closes. CCC registration set up. Barbara in parking lot to hand out passes. Judy, Al, Bob staff registration table.
4:30	Registration begins. Volunteers get 1) parking pass, 2) information packet and 3) dinner. Wait in bleachers for briefing. Recreation staff begins shifts at Creekside, Sedgwick, Miller Avenue
5:00	<u>Briefing:</u> General: Steve, Bob, Judy Volunteers take oath: Ken CERT and MRC depart ARES: Judy ARES message net opens Miller Ave. closed to vehicle traffic
5:30	CCC members depart by car and foot for posts
6:00	Street closures to traffic begin; CCC set up aid stations
8:32	Sunset
9:30	Fireworks begin.
10:00	Fire marshal checks Hyde for debris and duds Public Works begins removal of street barricades. ARES Resource net opens (offsite)
10:15	Volunteers begin demobilization.
11:00	Event complete. CERT and MRC volunteers at Sedgwick and Creekside check out at the site. All others check out at Hyde gym.

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.

Cupertino Office of Emergency Services (OES)

OES Citizen Corps Coordinator, Ken Erickson, supported the event as an advisor to the Cupertino Citizen Corps Incident Command staff and as Event Logistics and authorized activation of volunteers under event number CUP-17-25T.

Santa Clara County Sheriff's Office

Sheriff's Office was in charge of area security and overall public safety. Citizen Corps staff acted as eyes and ears for the Sheriff's Office by providing on-site information to the deputies. CARES, acting as Planning and Intelligence Section, established an information flow between CARES Net Control, Volunteer Groups, SO, and Parks and Rec.

Recreation and Community Services

Recreation and Community Services provided regular paid and summer interim staff for the event. Interactions with all staff were smooth. Recreation and Community Services uses cell phones to communicate with each other. They did provide city radios (commercial) for the Command Post to interact with Recreation and Community Services and Public Works. CARES maintained contact with RCS Site Supervisor who was at the CP before the fireworks started. We received a large aerial map of the venues and street closures.

Medical Reserve Corps

MRC volunteers staffed three first aid stations, and were tightly integrated into the overall event command and control. Each site reported responded to first aid requests from the observing public.

Santa Clara County RACES

A formal mutual aid request was submitted from the City of Cupertino to County RACES for Mutual Aid Communicators (MACs). Communicators from 4 city RACES organizations responded with one or more communications volunteers. All MACs demonstrated a high degree of professionalism, flexibility, and skill in their assignments.

Communications Systems

CARES TAC-2 (146.460) Simplex was the primary communications frequency that was used for all volunteer wide-area coverage. An additional frequency was available from Sunnyvale with permission from its EC.

FRS radios were used by CERT volunteers between site ICPs and roving field teams. Frequency assignments were listed in the Event Briefing Packet.

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 Improvements, Conclusions, and Recommendations.

What worked:

- Overall, radio operation went well; Excellent net control, was very professional
- Dropbox creation for all event Documents and planning
Single Spreadsheet with multiple tabs for sorting information was very useful
List of volunteers continuously updated and available to leadership team
- Utilizing previously developed check-in/check-out process
 - 211B DSW pages spread out so multiple people could sign in. Names and DSW category were pre-printed to speed up check-in process.
 - 211B for MACs was printed on yellow paper
 - T-cards were pre-printed. Only check-in-time needed to be entered.
 - T-card holder layout copied from 2014
- Event briefing document sent to volunteers prior to event, so they could read and absorb it before reporting for duty.
- Volunteer assignments were sent to volunteers on July 3.
- Pre-deployment briefing documented and included Communication section as in past years
- City Radios supplied by RCS allowed communication with Public Works and CRS
- Comprehensive Sheriff's presence at all critical locations
- No reported problems with dogs at venues
- Copied the successful Eventbrite sign-in menu from 2014 event (there were no July 4 fireworks in 2015 and 2016).

What needs improvement?

- Need to have fire extinguisher near portable generators
- Training for operators to reinforce checking out on the message net before going home
- Tracking of CERT and MRC volunteers traveling from command post to field locations
- Having an adequate forms supply
- Decision making and coordination between Public Works and Sheriff's Office on the timing of barricade removal.
- Need a first aid kit at command post.
- Parking plan for volunteers.
- Cupertino did not have enough volunteers to staff three first aid stations (6 positions). MRC volunteers were recruited from other cities.

Recommendations for Future EventsRecreation and Community Services

1. RCS should identify a position and responsibilities for an Event Safety Officer.
2. RCS should have a leadership person positioned full time at the Hyde CP.

Public Works

1. Collaborate better with the SO on the location and timing of barricade removal.

Citizen Corps

1. CERT needed volunteers who were capable of leadership positions
2. Create a forms tub for events, to ensure adequate supply of all forms (ARES, CERT and MRC).
3. Scope out fire extinguishers at the schools and parks. Supply a fire extinguisher where no local ones are available.
4. Include written version of the safety briefing with the exercise packet.
5. Develop a more workable parking plan that deals with a small lot at Hyde and street closures.

Medical Reserve Corps (MRC)

1. Re-ignite recruiting program to have a larger bench of volunteers.
2. Place a first aid kit from a Go-Pack in the command post.

viii. Training Needs

1. 4th of July Execution Plan. Update all sections to incorporate learning's from feedback derived from this event.
2. Reinforce the checkout procedures to volunteers

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 Volunteer Briefing Packet:

- 2017 Event Summary
- Maps including volunteer field locations and ARES tactical call signs.
- MRC guidelines (site leaders only)