# After-Action Report
# Big Bunny 5K 2022

## 1. Overview

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|---:|:---|
| **Description:** | Big Bunny 5K Run |
| **Event Date:** | 16 April 2022 |
| **Report Date:** | 21 April 2022 |
| **Cupertino Event:** | CUP-22-16T |
| **Control:** | Cupertino OEM |
| **Report Revision:** | 2.0 |
| **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 (OEM) 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 OEM 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 |
| CCC | Cupertino Citizens Corps, the reference to Cupertino OEM volunteers from the CARES, CERT, and MRC organizations. |
| CERT | Community Emergency Response Team, Cupertino volunteers who have completed FEMA's CERT training. |
| Checkpoint X | Tactical call for 5K course field responders; e.g. "Checkpoint 3" |
| EOC | Emergency Operations Center |
| FRS | Family Radio Service, as defined by the Federal Communications Commission FCC |

| GMRS | General Mobile Radio Service, as defined by the Federal Communications Commission FCC |
| IC | Incident Commander |
| ICP | Incident Command Post, City Hall |
| ICS | Incident Command System |
| Shadow | Tactical call abbreviations listed in this report for the shadow for the P&R Lead |
| MRC | Medical Reserve Corps, Cupertino volunteers who have elected to pursue an emergency medical certification. |
| NCO | Net Control Operator |
| NCS | Net Control Station |
| OEM | Cupertino Office of Emergency Management |
| PW | Public Works Department |
| P&R | Parks & Recreation Department, Event Sponsor |
| SO | Santa Clara County Sheriff's Office |

**Introduction**

The City of Cupertino (City) requested communications and first aid support from Cupertino Citizen Corps during the 2022 Cupertino Big Bunny 5K Run event. To staff the event, Cupertino Office of Emergency Management activated the Cupertino Amateur Radio Emergency Service (CARES), the Cupertino Community Emergency Response Team (CERT), and the Cupertino Medical Reserve Corps (MRC).

On 16-April, the City of Cupertino initiated a Citizen Corps Training Activation under the designation CUP-22-16T.

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

Event Identifier:    CUP-22-16T

Event Name:          Cupertino Big Bunny 5K Run

Location:            City of Cupertino

**iii.   Description of Event / Drill / Exercise**

The City of Cupertino sponsored a 5K race for area residents. The race followed a course through city streets on the east side. The start / finish line was adjacent to Civic Center Plaza.

Event resources were provided from the following organizations:

1.  Cupertino Parks and Recreation Department:  Full-time staff members were responsible for overall event control, runner registration and management, and venue setup.

2.  Santa Clara County Sheriff's Office (SO):  5 Deputies were responsible for overall event security and general law enforcement.

3.  Santa Clara County Fire District:  One Truck Company was positioned adjacent to Civic Center Plaza and responsible for major first aid.

4.  CARES:  Responsible for maintaining communications with all volunteer check points and shadow. Eighteen CARES members worked the event as shift supervisor, field responders, net control operator, scribe, and shadow.

5.  Six Cupertino MRC staffed the first aid station in Civic Center Plaza, near the start/finish line.

6.  Four CERT members were spread along the 5K course equipped with FRS radios. They communicated race events to a CERT Net Controller who was using an ARK kit GMRS base station.

7.  Logistics for the event was managed by Cupertino OEM.

8.  Staffing and assignments are displayed on the table on the following page.

**Event Objectives were:**

| Event objective | Outcome |
|---|---|
| Exercise informal message passing and message net procedures. | Successful. Reception for both amateur and GMRS bands was good, and operators were professional.<br>The experienced amateur radio Net Control Operator performed well.<br>The GMRS Net Control Operator performed well in his first time in this role. |
| Practice using two net control operators, one for Amateur Radio and one for GMRS/FRS radio communications. | Successful. CERT field responders used FRS HTs to pass messages to the CERT NCO. |
| Exercise crowd safety and management operations in conjunction with P&R and SO. | Successful. 300 runners and walkers were watched and monitored as they traversed the course.<br>The one crowd management problem was ascertaining the last person on the 5K course. |
| Exercise first aid operations. | Successful. The first aid station MRC staff met people at the finish line, assessing them for any medical needs. A few required a Band-Aid.<br>There were no serious medical issues. |

| COURSE ASSIGNMENTS | | |
|---|---|---|
| **Name** | **Call Sign** | **Location** |
| Joe Kraus | KR1 JOE | 1 |
| Marcel Pajuelo-Schwartz | CERT | 2 |
| Tae Kang | N6 TAE | 3 |
| Ron Fairchild | CERT | 4 |
| George Tanner<br>Anika Huang | KK6 GAI<br>KN6 OQK | 5 |
| Alex Tanner | KJ6 QGV | 6 |
| Arvind Chinya | KN6 SMH | 7 |
| Barbara Wong | CERT | 8 |
| One no show | | 9 |
| Ken Foot | KR6 CO | 10 |
| Jing Liu | KM6 MSR | 11 |
| Stanley Wong | CERT | 12 |
| Sidharth Rajaram | KJ6 ZKU | 13 |
| Puttappaiah Muniyappa | KI6 HYS | 14 |
| Judy Wang | KI6 WEF | 15 |
| Todd Wen | KT6 JK | 16 |
| Dick Sherman | N6 IK | 17 |
| Steve Hill | KK6 FPI | Incident Commander |
| Darryl Presley | KI6 LDM | Shift Supervisor |
| Brian Tanner | AG6 GX | Net Control-CARES |
| Karim Shaikh | WREZ 260 | Net Control-CERT |
| Clark Ince | K6 EWO | Scribe / Check-out |
| Mary Tanner | KI6 GCX | Shadow |
| Marcel Pajuelo-Schwartz | CERT | Check-in / Check-out |
| Susan Moore | Block Leader | Check-in / Check-out |
| Ron Fairchild | CERT | Check-in / Check-out |
| Ken Ericksen | CCC Coord. | Logistics |

| MRC | | |
|---|---|---|
| **Name** | **Location** | **Call Sign** |
| Aberg, Fari | Finish line | KF6 UVS |
| Albrets, Peg | Finish line | |
| Ahlstrand, Alan | Finish line | |
| Donahue, Mary | Finish line | |
| McCarthy, Marylin | Finish line | |
| Rich, Margaret | Finish line | |
| | | |
| | | |
| | | |

**iv. Chronological Summary of Event / Exercise**

## Big Bunny 5K Event Schedule, April 16, 2022

| Time | P&R | Location | CCC |
|---|---|---|---|
| 7:00 AM | | City Hall | ICP staff arrive, start setting up tables, radios and check-in stations at rain-protected area. |
| 7:15 AM | | City Hall | CCC members arrive and sign in by 7:30 |
| 7:30 AM | . | City Hall | All CCC volunteers have arrived<br>Safety and Operations Briefing by CCC Leader<br>Field assignments are confirmed |
| 7:45 AM | | Civic Center Plaza | MRC staff make first aid station operational |
| 7:50 AM | | | Field responders are deployed from ICP |
| 8:15 AM | | 5K course | Field responders are on station |
| 8:30 AM | 5K Race Starts | Torre Ave | Simulated migration (5K Run/Walk) begins |
| 9:30 AM | | | Race ends |
| 9:45 AM | | City Hall | Field responders return to ICP and check out after permission from NCOs |
| 10:00 AM | | City Hall | All field responders have returned to ICP and checked out. |
| 10:10 AM | | City Hall | Demobilize ICP. |

**v.  Response at SEMS Levels (as appropriate):**

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

P&R did not employ the SEMS Incident Command System.

**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 Management (OEM)**
OEM 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-22-16T.

**Santa Clara County Sheriff's Office**
Sheriff's Office was in charge of area security and overall public safety. Four deputies were co-located at CCC checkpoints, marking our points of contact.

**Parks & Recreation Department**
Parks & Recreation Department provided regular paid staff for the event. Interactions with all staff were smooth. Parks & Recreation Department uses cell phones to communicate with each other. CARES maintained contact with P&R Site Supervisor via a shadow. In the two year hiatus for this event, P&R staff had turnover. This event was managed by a new leader. CCC did not receive documents or event timeline as in the past.  The CCC Leader was not invited to participate in event planning meetings.

**Medical Reserve Corps**
MRC volunteers staffed on first aid station near the start/finish line.

**Communications Systems**
CARES TAC-3 (445.150 +, tone 100.0 Hz) was the primary event communications frequency that was used for volunteer wide-area coverage. The NCO provided his personal battery operated radio with 12' antenna mast.

FRS radios were used by CERT volunteers to communicate with their GMRS Net Controller Ch. 15 (462.5500), tone 35 (225.7). The NCO used a GMRS mobile radio kit from the Regnart ARK.

**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.

| Issue / Problem | Action |
|---|---|
| Weather was rainy and drizzly | CCC needs processes for operating in the rain.<br>• Sheltered ICP locations<br>• Ensure field responders have rain gear as part of their go-kits |
| Identification of the last runner was unclear, causing confusion on the release of field staff to return to the ICP for checkout. | Re-institute CCC sweep position.<br>NCOs broadcast identification of last race participant (bib number) continuously to everyone. |
| The two NCOs were too far apart to listen to each other's communications. This hampered their situational awareness of runners. | Place the two NCO stations closer together. |
| Some CERTs were not familiar with setting channels and tones on FRS radios | Institute HT radio training for CERTs |
| Some CARES members were confused about when to use tactical calls and give FCC call sign too. | Put instructions in writing on backside of course map.<br>Add to incident briefing. |
| Command Post was crowded | ICP location was selected day before event. It was only practical, sheltered location on City property that would work for the geography of the race.<br>Need CCC rainy day processes. |
| P&R did not provide CCC with event timeline | CCC Lead needs to be invited to P&R's event planning sessions. |
| P&R did not run the event using SEMS Incident Command System.<br>There was no unified command center. | OEM EM Staff determine a plan for addressing and driving this for next year<br>The CCC had a formal command post and used ICS internally. |
| First Aid station needed two tables to keep supplies off of the wet ground. The had only one table. | First Aid station should be routinely supplied with two tables. |

**Recommendations for Future Events**

Parks & Recreation Department

1. P&R should manage the event using SEMS Incident Command System.
2. P&R should include CCC Lead in planning sessions.

Communication

1. Integration of race milestones from the two NCOs into a single tracking platform.
2. Provide clear instructions for using tactical and FCC call signs.
3. CARES and CERT NCO operators each have own table, co-located next to each other.

First Aid
1. Supply two tables.

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**viii.  Training Needs**

1. Message passing protocols for CERTs.
2. Setting up and conducting operations in a rainy situation.

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**ix.  Recovery Activities (as applicable)**

Recovery Activities were limited to securing radio equipment, logging the return of loaned HT FRS radios, and return of loaned vests and volunteer badges. Command post shutdown involved two tables and 6 chairs.

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**x.  References: Maps, charts, training materials, etc.**

The following material was developed and provided as part of the Volunteer Briefing Packet and check in desk:

- Course Map
- Operations and Safety summaries
- Pre-printed 211 forms
- ICS 214 form