
2026 Big Bunny 5K

Public Service Event Plan

Cupertino Office of Emergency Management

CUP-26-16T

March 7, 2026

Revision 1.0

<https://docs.google.com/forms/d/e/1FAIpQLSfNCVfQqJlkwC8NetmDYxFTWkW69GcGUqY4HdMfR1kh2iHqFw/viewform?usp=sharing>

<https://www.scc-ares-races.org/activities/eventdetail.php?id=1542>



CUPERTINO

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1 Event Plan

1.1 Background

1.1.1 Event Overview

There is a 5K run in Cupertino every year sponsored by Parks and Recreation. It is called *Big Bunny 5K*.

About 600 residents of all ages participate in this event. The start/finish line is at the Cupertino Civic Center, where there is also a stage with a short program of speakers and an awards ceremony after the race. The run/walk traverses mostly residential streets to the east of the Civic Center. The event website is <https://www.cupertino.gov/Parks-Recreation/Events/Big-Bunny-5K/Big-Bunny-5K-Event>.

Deputies from SCC Sheriff's office assist with traffic control at some of the busier intersections along the route. The Cupertino Public Works Department provides logistical support with barricades and signage. Public Works and the SO perform dynamic street closures matching the flow of runners.

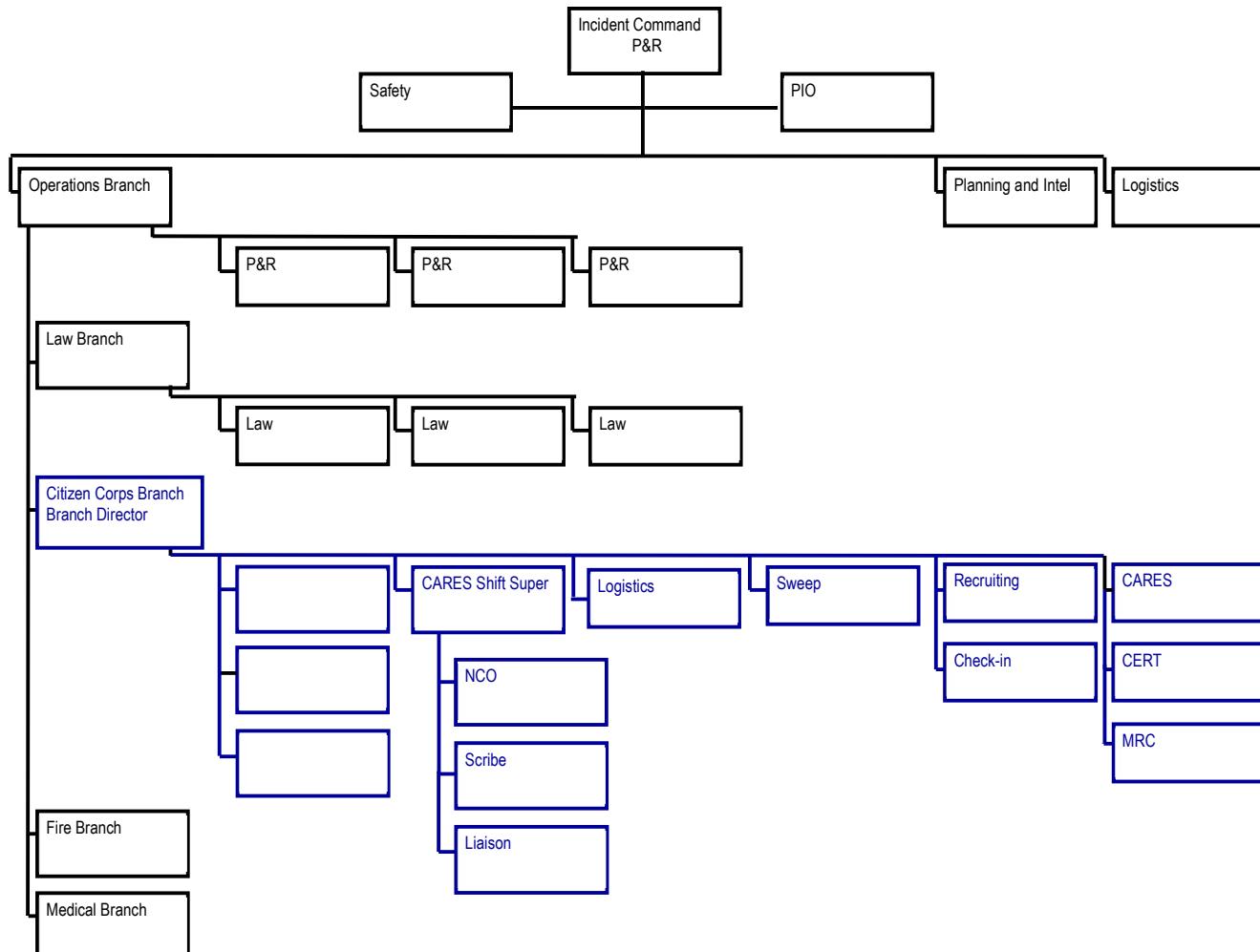
Cupertino Citizen Corps takes advantage of this event as an opportunity to practice skills and procedures common to all its activations and those specific to events that involve helping to assure the safety and health of a large crowd of people, in particular those travelling on foot from one location to another.

1.1.2 Terms

AAR	After Action Report
CCC	Cupertino Citizens Corps; CARES, CERT, MRC. Managed by Citizens Corps Coordinator.
CARES	Cupertino Amateur Radio Emergency Service, ARES/RACES organization supporting the City of Cupertino. A component of CCC.
CERT	Community Emergency Response Team. Community Emergency Response Team; trained in light search and rescue, disaster medicine, fire suppression and Help Desk. A component of CCC.
DPW	Department of Public Works
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
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. A component of CCC.
NCO	Net Control Operator
NCS	Net Control Station
OEM	Office of Emergency Management
P&R	Cupertino Parks and Recreation Department
SO	Santa Clara County Sheriff's Office

1.1.3 ICS

The Cupertino Citizen Corps will use the Incident Command System (ICS) as the structure for organizing the field response for the public service event. Cupertino has adopted the following organization structure when setting up its field operations around an Incident Command Post (ICP). The ICS functions are described below.



1.2 Purpose and Objectives

1.2.1 Purpose of this Public Service Event

The chief purpose of this exercise is to practice skills and procedures that CCC would expect to use if requested to aid in the movement on foot of many people, such as moving a group of people from one shelter to another one. This includes working with groups such as the city's Parks and Recreation and the Santa Clara County Sheriff's Department.

1.2.2 Objectives of this Public Service Event

1. Exercise CARES and CERT informal message passing and message net procedures.
2. Practice crowd safety and management operations in conjunction with P&R and SO.
3. Practice first aid operations.

1.3 Concept

This will be a communication, crowd safety, and first aid functional exercise taking advantage of a civic event involving 600 or more people.

1. These exercises will occur over a three-hour period on Saturday, March 7, 2026.
2. The City EOC will not be activated.
3. Citizen Corps will establish an incident command post (ICP) at Wilson Park. Communications Van #469 will not be deployed.
4. Citizen Corps responsibilities/duties are displayed in the following table:

CCC Type	Positions and Descriptions	No.	Execution or Planning
CARES CERT	<u>Branch Director</u> . Overall management of the CCC portion of the event. Responsible for staffing, management, communications and logistics.	1	P & E
CARES CERT	<u>Field responders</u> . CARES and CERT members will be deployed at up to 17 spotting stations along the 5K route. CERT members will be connected to a CERT NCO using FRS/GMRS radios.	≥10	E
CARES	<u>Shift Supervisor</u> .	1	E
CARES	<u>Liaison</u> . CARES communicators Liaison the P&R event coordinator.	1	E
CARES	<u>Net control operator (NCO)</u> . Net control operators will run a directed message net from Wilson Park. One NCO for CARES and one for CERT (GMRS).	2	E
CARES CERT	<u>Scribe</u> . The net control operator will be supported by a scribe, who will track the ongoing race status and volunteer health and welfare. If a CARES member, the scribe could trade positions with the NCO during the event. The scribe could be a CERT member.	0	E
CARES CERT	<u>Sweep</u> . A CCC member on a bicycle will serve as a sweep, following the last of the 5K pedestrians to ensure that all pedestrians safely complete the route. The Sweep will contact the NCO to signal when the race is completed.	1	E
CARES CERT	<u>Logistics</u> . Handles the procurement and assemblage of forms and supplies for the event. Assists with set up of command post. Participates in demobilization, collecting radios and other equipment. Assists with stowing of tables and chairs.	1 – 2	P & E
MRC CERT	<u>First Aid</u> . MRC will staff a first aid booth near the start / finish line. A properly trained CERT volunteer could be assigned to the first aid station.	≥ 2	E
CARES CERT	<u>Recruiter</u> . Makes event announcements at monthly meetings and on the Tuesday night net. Sets up Google Forms sign up website. Develops and updates list of volunteers. Makes assignment recommendations to the Incident Commander and Shift Supervisor. Arranges to set up event as eligible for County ARES Credential, with sign ups on the County ARES Training site.	1	P & E
CARES CERT	<u>Check-in</u> . This position staffs the check-in table and ensures volunteers check-in and check-out. The Recruiter could be assigned to this position, for continuity purposes. During check-out, this position collects forms 214 and 309 and FRS radios from volunteers.	1 – 2	E

5. Assignments will be made based on the CCC response model, resource availability and location priority.
6. Field message traffic will be based on actual events and will include progress of the 5K participants and any emergencies or other issues requiring assistance, using Form 5K.
7. CARES and CERT responders will be tracked by radio during the exercise.

1.3.1 Schedule

Big Bunny 5K Public Service Event Schedule, March 7, 2026			
Time	P&R	Location	CCC
6:50 AM		Wilson Park & Civic Center Plaza	IC and Net Controllers arrive at Wilson Park to set up a resource net. Check-in staff arrives before 7:15.
7:10 AM		Wilson Park & Civic Center Plaza	Net Controllers ready for CARES and CERT CCC members arrive and sign in by 7:30 CARES members also check in via radio (serves as radio check)
7:30 AM		Wilson Park & Civic Center Plaza	All CCC volunteers have arrived. Safety Briefing by IC Field assignments are confirmed
7:45 AM		Civic Center Plaza	MRC staff make first aid station operational
8:00 AM		Course	Field responders are deployed from ICP
8:15 AM		Course	Field responders are on station
8:30 AM	5K Race Starts	Torre Ave	Simulated migration (5K Run/Walk) begins. CCC sweep follows last walkers
9:45 AM		Wilson Park & Civic Center Plaza	Field responders return to ICP and check out after the sweep passes them.
10:30 AM		Wilson Park & Civic Center Plaza	All field responders have returned to ICP and checked out. End of event.

I talked to Tim Howard this afternoon to try to clear up my confusion about the 1 hour or 2 hours of operation for credential credit. Here's the upshot:

- The event (this includes checking in and out at staging, getting a briefing, walking to and from your assignment location, and operating at your assignment, but does not include participation in the Resource net) needs to last at least 2 hours.
- Each radio operator needs to be at their assignment location and operating for at least 1 hour.

I'm guessing that the Bunny Fun Run won't have any problems meeting these two requirements. But, I think you mentioned before, Steve, that any operators whose assignment doesn't last long enough could be kept at their assignment location and given a bit of radio traffic now and then until their hour requirement is met. Or maybe they follow along behind the last walkers for the rest of the route, giving various reports along the way???

Sorry for my earlier confusion. I hadn't realized that there were two separate rules about time.

Judy

1.4 Planning Elements

1.4.1 Recruiting and promotion

When	Task / Activity	Who	Quantity
	Weekly net announcements		
	Monthly meeting announcements		
	Promotional brochure for monthly meetings		
	Post on CARES website, with Google Forms and County RACES URLs		
	One-on-one contacts		
	Google Forms: set up site for signups and manage the list of volunteers		

1.4.2 Materials

When	Task / Activity	Who	Quantity
	Handout maps for CCC participants		
	FRS radios from ARK GMRS kits with fresh charged for CERT members		
	CARES members will supply their own radios and radio accessories		
	CCC members will wear City-issued yellow safety vests		
	CCC member will carry their Cupertino ID badges		
	Picnic tables at Wilson Park will be used by NCOs and sign-in		
	Preprinted SCC ICS 211bs, blue tape and pens		
	SCC ICS 214s and SCC ICS 309s for those who forgot them		
	Medical packs from an ARK		

1.4.3 Tasks

When	Task / Activity	Who	Quantity
	Find P&R lead		
	Identify event lead and his/her staff		
	Attend organizational meetings with sponsors and agencies		
	Prepare and give event briefing at CARES meeting immediately preceding		
	Make volunteer assignments		
	Prepare safety briefing		
	Create pre-printed SCC ICS 211s for check-in		
	Complete form SCC ICS 205, Communications Plan		

1.4.4 Check List

When	Task / Activity	Who	Quantity
	Establish Incident Commander		
	Recruit Net Control Operator		
	Set up Google Forms sign-up site		
	Set up in County Training as credentialed public service event		
	Begin promotion		
	Begin recruiting		
	Target some members for one-on-one recruiting for key positions		
	Create and maintain list of volunteers		
	Acknowledge each volunteer when they sign up		
	Attend and participate in organizational meeting(s) with event sponsors and supporting agencies		
	Give recruiting pitch on Tuesday night Net, beginning 3 weeks before event		
	Prepare and give event briefing at CARES meeting immediately preceding		
	Send recruiting email __ days before event (examples in Appendix)		
	Send recruiting email __ days before event		
	Send recruiting email __ days before event		
	Make volunteer assignments		
	Prepare safety briefing		
	Create pre-printed SCC ICS 211s for check-in		
	Finalize course map and reverse-side instructions		
	Get course map with instructions printed		
	Prepare communications plan, SCC ICS 205		

1.4.5 Registration

When	Task / Activity	Who
	Create and launch Google Forms sign-up site	CCC Lead
	Get event eligible for County ARES credential and post on Training page for signup.	CARES EC and AEC
	Handle registration through Google Forms and County RACES websites	Recruiter
	The sign-up page URLs are https://docs.google.com/forms/d/e/1FAIpQLScjh2WvR0kA50dcfvWkaWXMy1onmoyC2YolvfUMiYqqix9oQ/viewform?usp=header or for County RACES event credit:	

1.4.6 Request Activation



Cupertino Citizen Corps Requested Activation Work Sheet

Activation Number: CUP-26-16T

Insurance: DSWVP____, City____X____

Date requested: Feb 13, 2026

Date approved: Feb. 13, 2026

Requesting Party/Contact Info: Parks and Rec

Scope: Citizen Corps public service event support on March 7 based around the City Hall complex.

Reference document is the Event Plan which is attached.

Activation Level:

3, Command post located at City Hall

Citizen Corps branches being requested: CARES, CERT, MRC

Citizen Corps Supervisor: Ken Erickson

Operational Period: 0700-1100

Authorized given by: Pamela Wu, City Manager

1.5 Operations Elements

1.5.1 Citizen Corps

1. Mobilization

Set up command post / check-in station at Wilson Park

Set up canopy and tables for MRC station.

2. Check-in

Volunteer check-in is located at the CCC command post in Wilson Park.

Check-in on SCC ICS 211 and fill out a T-card.

Volunteers who forget to bring forms SCC ICS 214 and SCC ICS 309 will be issued the forms.

FRS radios will be checked out to members who need them for course communication. The issuance of an FRS radio will be noted on the SCC ICS 211 and equipment check out form.

CARES members will receive a form SCC ICS 205

3. Check-out / demobilization

All volunteers will check out at the command post.

Be sure to record the return of FRS radios, volunteer badges and loaned vests.

Turn in completed forms SCC ICS 214 and SCC ICS 309.

Return tables and chairs to their sources (if using City Hall).

1.5.2 CARES and CERT

1. Communications Plan (form SCC ICS 205, next page)

Event Net: CARES TAC 3, 440.150 +, PL 100.0, W6TDM

Backup Frequency: CARES TAC 2, 146.460, simplex, PL = 151.4

Resource Net: CARES TAC 1, 147.570, simplex, PL + 151.4 and CARES TAC 3, 440.150 +, PL 100.0, W6TDM

- FRS/GMRS: Radio channel 7, tone 27 (167.9 Hz) (all radios on same channel)
- CARES and CERT will each operate an NCS, operating from Wilson Park, at the CCC ICP.
- As usual, CARES field operators supply their own HTs and power.
- FRS radios will be provided from ARK GMRS kits for the CERT members who need them. CERT members will be encouraged to bring their own FRS radios.
- CARES and CERT members will each operate on directed nets.

2. Field Plan

CARES and CERT members will be deployed along the course at predetermined strategic locations to visually cover most of the 5K route.

One or two CARES members will be Liaisons for event leaders.

At least one CCC member will be a Course Sweep on a bicycle.

CERT members will use FRS/GMRS radios, and each will communicate with the CERT NCO.

CARES will have a net control operator and shift supervisor.

3. Scripts for Tactical Net

Intro

- Check for a clear frequency.
- Identify yourself, including the tactical call sign of net control.
- Identify the purpose of the net, and whether it will be operated as open or directed.
- State whether or not you have the ability to dispatch resources.
- State what to do if immediate help is needed (e.g., call 911 or city tactical)
- Ask if there is any emergency traffic.
- Ask if there is any traffic for net control.

Reports/Check-ins

- Describe how people should make reports or check-in.
- May include when to use Tactical and FCC call signs.
- Validate field locations of Sheriff's Deputies

Update

- NCO must remember to ID with FCC call sign every 10 minutes.
- Purpose of net and operating mode (directed/open) as appropriate.

Close

- Thank owners and operators of repeater(s) (if used)
- Announce that the repeater/frequency is returned to normal use.

4. County Credentialing Criteria

The requirements for that credit to actually be granted include the following:

- Documentation must be completed according to "Santa Clara County ARES/RACES Performance Standards and Best Practices," using standard county forms, including:
 - Resource Net (if used) tracking via form, T-cards or similar method.
 - Individual assignments are tracked via form, T-cards or similar method.
 - SCC ICS 205 Communications Plan distributed before assignment begins for Public Service events or at an event for drills and events.
 - SCC ICS 211A Communications Sign-in used to sign in/out all participants.
 - SCC ICS 214 Unit Activity Log was completed by all participants.
 - SCC ICS 309 Communications Log completed by all operators (shadows can use ICS 214)
 - SCC ICS 213 forms used for all 3rd party message traffic.
 - Operator-to-operator messages written on 2-part phone message or other suitable forms.
 - All participants turn in all logs and documentation to event IC at end of shift/event.
- If participants are traveling to or from another jurisdiction/city, the Resource Net must be utilized.
- An After-Action-Report (AAR) needs to be submitted to County RACES.
- Note the requirement for all operators (this refers to ARES/RACES, not CERT) to complete an SCC ICS 309 and that "standard county forms" must be used.
- The complete set of rules can be found [here](#).
- Use of the standard SCC ICS-214 **and** the use of an SCC ICS-309 by all CARES operators is also a CARES requirement.

If we don't follow all these rules, the event won't provide credential credit for any of our operators who may be planning to use it toward their C4 or other credentials.

I talked to Tim Howard this afternoon to try to clear up my confusion about the 1 hour or 2 hours of operation for credential credit. Here's the upshot:

- The event (this includes checking in and out at staging, getting a briefing, walking to and from your assignment location, and operating at your assignment, but does not include participation in the Resource net) needs to last at least 2 hours.
- Each radio operator needs to be at their assignment location and operating for at least 1 hour.

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Issues 2026

CERT NCO needs an NC script.

CERTs need speed sheet on radio protocol

P&R and PW need to address traffic on course.

COMMUNICATIONS PLAN SCCo ARES/RACES/ACS		1. Incident Name/Location Big Bunny 5K Public Service Event / Cupertino, CA			2. Activation Number CUP-26-16T		3. Operational Period Date/Time From Date: 03/07/2026 To Date: 03/07/2026 From Time: 07:00 To Time: 10:30		
4. Communications Resources									
Ch #	Function	Call Sign and/or Sys / Net / Ch / TG Name	Assignment	Rx Freq N / W	Rx Tone or NAC	Tx Freq N / W or + / - / S	Tx Tone or NAC	Mode A,D,M	Remarks
3	CARES Operations	Tac 3	Event Net	440.150		445.150 +	100.0	A	Primary
2	CARES Operations	Tac 2	Backup	146.460		146.460 S	151.4	A	Backup
4	CARES Operations	Tac 4	Open mic backup	440.150		440.150 S	100.0	A	"Other channel" for ascertaining stuck mic
7	CERT Operations	ICP	Event Net	Ch. 7 462.7125	27 167.9	7 462.7125	27 167.9	A	FRS / GMRS
5. Special Instructions									
ICS 205 SCCo RACES	6.Prepared by (Communications Unit Leader) Steve Hill, KK6FPI				7.Prepared Date/Time 01/09/2026			8. Page 1 of 1	

See reverse for instructions. All channels are shown as if programmed in a base station, mobile or portable radio. Repeater stations must be programmed with the Rx and Tx reversed.

1.5.3 Medical Reserve Corps (MRC)

MRC volunteers will staff a first aid station near the end of the route at the Civic Center. At least one MRC volunteer will be a CARES member and will monitor the CARES net.

MRC will station one member at the water station near course midpoint. This person will have a bicycle and be able to be dispatched to an injured person along the course.

1.5.4 Sheriff's Office (SO)

The Sheriff's Office will provide traffic control at a few intersections that are most problematic for the race.

1.5.5 Cupertino Office of Emergency Management (OEM)

OEM Citizen Corps Coordinator, Ken Erickson, will authorize activation of the Cupertino Citizen Corps under event number CUP-23-16T and will support the event as an advisor to the CCC Incident Command. Ken will handle logistics of tables, chairs and snacks/beverages.

1.5.6 Public Works (PW)

Public Works will be responsible for placing barricades and orange stanchions along the racecourse and closed streets. No Parking signs will be placed along streets at least 48 hours before the race. They will work with the SO to dynamically close busy streets during the race and reopen them after runners pass.

1.5.7 Parks and Recreation (P&R)

Parks and Recreation is the primary agency in charge of the event. CCC will communicate with P&R primarily through a CARES Liaison operator provided to the P&R race coordinator.

1.6 References

- City of Cupertino Emergency Operations Plan
- CARES Standard Operating Procedures

1.7 Event Control

This is an actual Event. The event will be driven by the requirements of the P&R for race status communications and first aid for runners.

1.8 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. The field locations are established so that a volunteer is always within sight of another volunteer.

1.9 Evaluation

Participants will have an opportunity to critique the event during a post-event debrief session. Email submittals will also be accepted as feedback on the event.

All feedback will be consolidated into an Event After-Action Report.

1.10 Reports

An After-Action Report will be completed by the IC as a result of the event evaluation.

1.11 Public Information

The race will be publicized by the City of Cupertino. No press releases or other public information will be provided for the CCC event.

1.12 Instructions to Participants

1. THIS EVENT IS NOT A TEST OF PERSONNEL! This is a training event designed to test capabilities, procedures, and processes.
2. Actions and decisions should be consistent with the procedures and training that has been conducted.

2 Logistics

2.1 Before the public service event

2.1.1 Procurement Requirements

1. OEM Citizen Corps Coordinator will handle most of the logistics, including tables and chairs.
2. FRS radios and GMRS NC station will be sourced from ARK GMRS kits.
3. CARES field operators and Liaisons will supply their own equipment.
4. MRC will bring medical packs and MRC forms from an ARK.
5. CCC IC will bring SCC ICS 211bs, SCC ICS 214s and SCC ICS 309s. The SCC ICS 211bs will be prepopulated with volunteer names in alpha order and cell phone numbers. This will make the sign-in process more efficient.

2.1.2 References: Maps, charts, training materials, etc.

1. The following will be provided to all participants.
 - a. Course map with locations of field stations, CARES NCS, First Aid Station, SO locations, etc.
 - b. Communications Plan, SCC ICS 205
 - c. SCC ICS 214a, Personal Log and SCC ICS 309 Communications Log
 - d. Lost child form
 - e. Checkpoint assignments

2.2 After the event

2.2.1 Check out and demobilization.

CCC field members will return to command post at Wilson Park to check out.
Submit forms SCC ICS214a and SCC ICS309
Return FRS radios, volunteer vests and badges.
Sign out on Form SCC ICS211
Clean up ICP area of table covers and debris.

2.2.2 After Action Report

CCC leadership will include Logistics in the After-Action Report.

3 Appendices:

Appendix A – Supplies List

Item	Who? and Where	Quantity
First Aid station		
Pop-up canopy. Not needed by CARES or CERT	P&R or Ken	1
First aid bag - which one? How many?	MRC coordinator	1
"First Aid" banner/sign	P&R	1
Net Control stations		
Picnic tables at Wilson Park	CCC IC provides table covers	2
Citizen Corps banner? nice to have		1
Net control Tuesday night check in list		1
Rubber bands for FT-60s	CCC IC	~10
Refreshments and check-in		
Table at Wilson Park	CC Coordinator	2
Chairs	CC Coordinator	2
Snacks: donuts, bagels, coffee, bottled water	CC Coordinator	24
Coffee: 2 boxes	CC Coordinator	15 cups
Radios		
FRS radios - 8 minimum	CC Coordinator	≥ 10
Forms and documents		
Check-in tub	CCC IC	1
SCC ICS 211b–Check in	CCC IC: pre-populated	3
T-card (not used)	CCC IC	
SCC ICS 214–Unit Log	CCC IC	2
SCC ICS 214a–Individual Log	CCC IC	25
SCC ICS 309–Communications Log	CCC IC	
Form 5K	CCC IC	2
Course map with locations of field stations, CARES NCS, First Aid Station, etc.	CCC IC	~40
Elements of briefing / Operational Information (printed on reverse side of course map)	CCC IC	
SCC ICS 205– Communications Plan	CARES Shift Supervisor	

Appendix B – MRC Protocol

MRC First Aid Treatment Protocol

Regardless of your medical training, immediately call Net Control for emergency medical support for any incident beyond Basic First Aid level. Be prepared to identify your location and the type of assistance you seek. Then notify your post commander. If an individual is transported by ambulance, record the ambulance number and destination (what hospital?). Report that information to your site lead.

Immediate urgent Net Control calls include:

- Any life-threatening emergency
- Chest pain
- Shortness of breath
- Lack of responsiveness
- Partial or full thickness burns
- Seizures
- Choking
- No signs of circulation
- Severe bleeding
- Persistent abdominal pain
- Vomiting blood
- Possible poisoning
- Broken bones
- Shock

Movement of injured individuals

Injured people will only be moved if one of the three situations indicated below occurs:

- The scene has become unsafe.
- You must move the victim to treat them.
- You must move the victim to reach other victims.

Dispensing Medication

No medications whether internal or topical will be dispensed to any spectator or event volunteer. This list is not all-inclusive but should serve as a guideline for the type of medications we do not dispense: aspirin, Tylenol, Motrin, sunscreen, ointments, analgesics, disinfectants, etc.

Blisters

If the blister is the size of a U.S. quarter it will be washed with bottled water, blotted dry, and covered with a simple Band-Aid. If the blister is larger than a U.S. Quarter, refer the individual to his or her own doctor for medical treatment. Under no circumstances will any volunteer lance or pop an unbroken blister, no matter where it is found on the patient.

Blood Borne Pathogens

Whenever a First Aid Station volunteer is providing First Aid care to an individual, proper Personnel Protection Equipment (PPE) will be utilized. Therefore, Latex or Nitrile gloves will be worn on all individual contacts.

CPR

In all cases where an individual is found to be not breathing and absent signs of life, Net Control will be immediately called and EMS activated. CPR will be initiated immediately thereafter. Each team will have a minimum of one CPR breathing barrier with them at all times. Only volunteers certified in CPR will provide this type of care.

Skin Wounds

No matter what the size of the laceration, puncture, avulsion, or amputation, proper procedures to control and stop bleeding will be utilized. Depending on where on the individual bleeding occurs, the severity of the bleeding will dictate whether Net Control is called. All minor wounds will be cleaned with clean water, blotted dry and dressed with a simple Band-Aid. Bleeding that can be controlled with direct pressure and a Band-Aid, will not require further treatment. If bleeding is controlled, and the wound is greater than one inch long or the edges do not come together completely or is on the face, the individual will be referred to their primary care physician for further treatment.

Loss of or altered level of consciousness

It is of no concern to the First Aid volunteer what caused the change in consciousness level. i.e. medical, alcohol or drug induced. The response will be the same, notify Net Control of the medical emergency and if appropriate notify the County Sheriff's Deputy.

Burns

Only minor burns will be treated by First Aid Station Volunteers. Minor first degree burns will be cooled with clean water for approximately 15 minutes. Allowed to air dry, then covered with a clean dressing and held in place with a roller bandage. All burned individuals will be referred to their own primary care physician for further treatment.

Invenomations

If an individual is found who has been stung by a bee, immediately ask the question, "Are you allergic to bee stings?" If allergic to bee stings, immediately activate EMS by calling County Fire on your cell phone. If not allergic accompany the individual to the First Aid Station, where the stinger (if still in the person) will be removed with the edge of a credit card. Make the individual comfortable and ask them to stay in the First Aid Station for 15 minutes to ensure that they do not go into anaphylactic shock from the bee venom.

Seizures

Seizures are an automatic Net Control call. Do not restrain the individual; make the area safe for the individual, and when possible, put a pillow or other soft object under the head of the victim. Monitor, Airway, Breathing, and Circulation (ABC) while waiting for EMS to arrive.

Impaled or embedded objects

Under no circumstance remove the impaled or embedded object nor allow anyone else to remove it. Notify Net Control and activate the EMS system. Keep the injured person comfortable, monitor ABCs and treat for shock as appropriate.

Appendix C – Crowd Control Simulation

Hello CARES members,

Public service events are excellent opportunities to practice our message handling, often with an emergency scenario as a backdrop. The Big Bunny 5K run offers the opportunity to train for a Crowd Management scenario.

The Scenario: Cupertino has 7 Red Cross shelters identified in the City. So, how would we respond if a series of aftershocks damaged an occupied shelter and the city had to move the shelter guests to another shelter on foot? I could imagine that lining the evaluation route to ensure we do not lose anyone along the way would be a good idea, checking for injuries or anyone needing assistance, and offering directions to ensure we get them all to their correct location.

The Practice: The upcoming March 7 Big Bunny 5K Run. Communications along the route are to be traveled by over 600 people.

Here are the logistics:

1. DATE: Saturday, 7-March
2. TIME: 7:15 am to 10:30 am or 11:00 am
3. LOCATION: ICP at eastern side of Wilson Park, in picnic area
4. MISSION: staff a route to be traveled by ~600 people; Provide eyes and ears support for P&R, message traffic on event participants and spectators; Report on progress.
5. STAFFING: We need 10 to 15 CARES members to participate in this event. More gives us better coverage.
6. SIGN-IN: [Google Forms or County RACES site.](#)
7. Attach blank forms SCC ICS 214 and SCC ICS 309, and course map

Hello CARES members:

The Cupertino Big Bunny 5K race is scheduled for March 7.

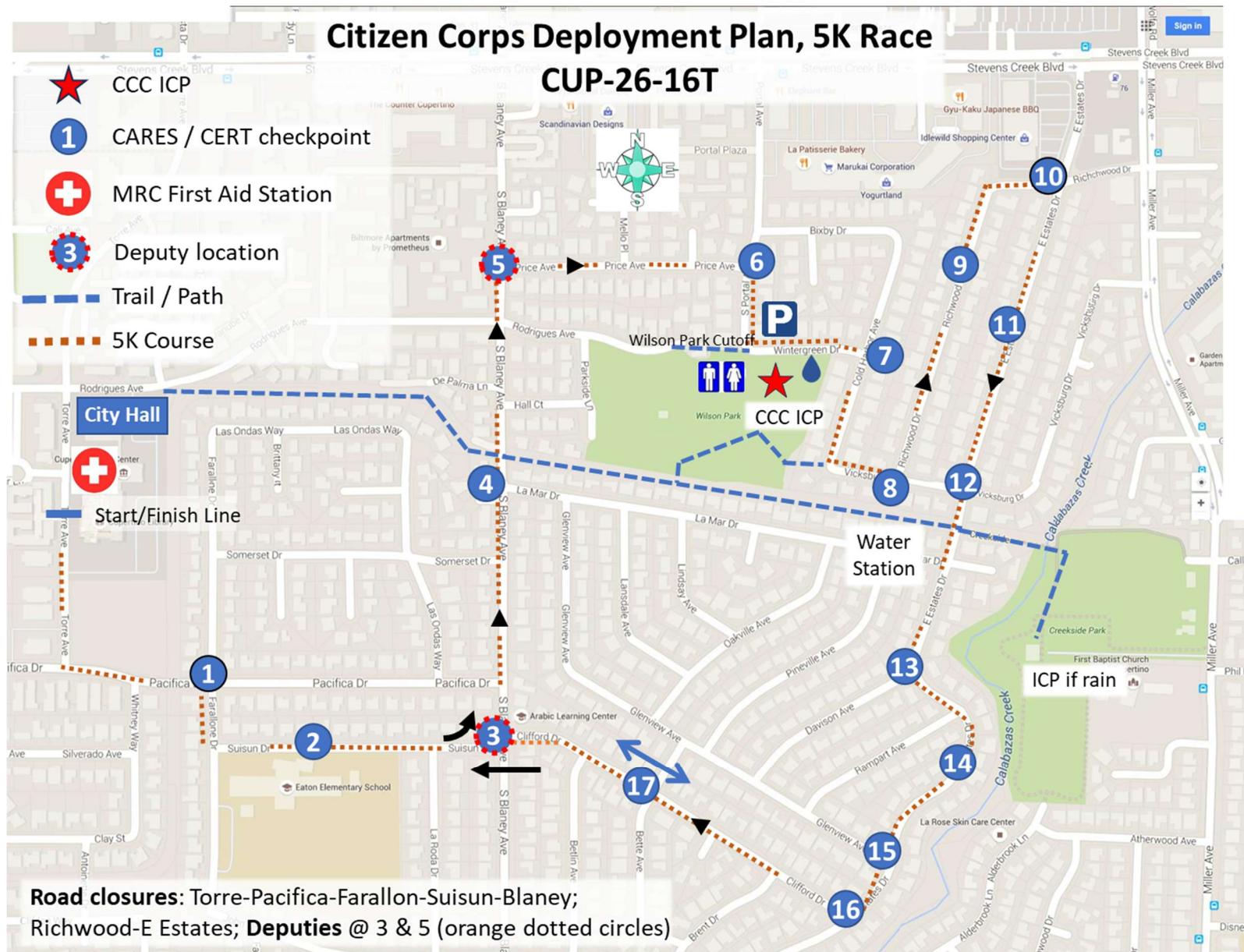
This is our only annual public service event, and it is important to support the City, particularly Parks & Recreation.

Mark March 7 on your calendars.

Please sign up at this site: <https://www.scc-ares-races.org/activities/eventdetail.php?id=1542>

More information will be presented at the monthly CARES meeting on February 6.

Appendix D – Recruiting Flyer



Road closures: Torre-Pacific-Farallon-Suisun-Blaney;
Richwood-E Estates; **Deputies** @ 3 & 5 (orange dotted circles)

Appendix E – Email communications week before event

Day before event

Hello Citizen Corps Volunteers:

Thank you again for volunteering for this coming Saturday's Big Bunny 5K Run. I look forward to working with you.

Below is the CARES and CERT schedule:

7:15 am	Check-in begins at Wilson Park Incident Command Post GPS coordinates for ICP are 37.319135°, -122.019138° (CARES, CERT) MRC volunteers check-in at Civic Center Plaza
7:30a	Check-in complete. Start safety briefing
8:15a	All field responders on station
8:30a	Start of race
~9:30a	End of race
~10:30a	Field responders have returned to ICP and checked out

Parking: Along Wintergreen and South Portal Streets, and
Wilson Park parking lot at dead-end of Rodriguez Avenue (2-minute walk to ICP)

Attached are the 1) assignments, 2) course map 3) operational information and safety briefing, 4) frequency plan, 5) ICS forms and 6) lost child form.

Bring:

- DSW badge (Cupertino ID badge)
- Safety vest
- Closed toe shoes.
- Radio and spare battery
 - FRS radios will be loaned to CERT members who do not have their own radios.
- Weather-appropriate clothing
- Pen or pencil and clipboard
- Water bottle
- Timepiece
- Forms ICS 214 SCCo ARES/RACES Unit Log and ICS 309-SCCo ARES/RACES Communications Log
 - CARES members **MUST** complete both the *County ICS-214* and ICS-309 forms to get certification credit.

The activation number is CUP-26-16T

Regards,
Steve Hill
Event Coordinator

Attach blank forms County ICS 214 and ICS 309, and a course map; ICS 205 for CARES members.

Day before event Wilson

Hello Citizen Corps Volunteers:

Thank you again for volunteering for this coming Saturday's Big Bunny 5K Run. I look forward to working with you.

Below is the CARES and CERT schedule:

7:15 am	Check-in begins at Wilson Park Incident Command Post GPS coordinates for ICP are 37.319135°, -122.019138° (CARES, CERT) MRC volunteers and Shadow check-in at Civic Center Plaza
7:30a	Check-in complete. Start safety briefing
8:15a	All field responders on station
8:30a	Start of race
~9:30a	End of race
~10:30a	Field responders have returned to ICP and checked out

Parking: Wilson Park parking lot.

Attached are the

- 1) Assignments
- 2) Course map
- 3) Operational information and safety briefing
- 4) Frequency plan
- 5) Forms for your use

Bring:

- DSW badge (Cupertino ID badge)
- Safety vest
- Closed toe shoes.
- Radio and spare battery
 - FRS radios will be loaned to CERT members who do not have their own radios.
- Weather-appropriate clothing
- Pen or pencil and clipboard
- Water bottle
- Timepiece
- Forms ICS 214 SCCo ARES/RACES Unit Log and ICS 309-SCCo ARES/RACES Communications Log
 - CARES members **MUST** complete both the *County ICS-214* and ICS-309 forms to get certification credit.
 - Lost child form

The activation number is CUP-26-16T

Regards,

Steve Hill

Event Coordinator

Attach blank + sample forms County ICS 214 and ICS 309, and a course map; ICS 205 for CARES members.

Four days before event

Hello Citizen Corps Volunteers:

Thank you for volunteering for this coming Saturday's Big Bunny 5K Run. The Big Bunny 5K run offers the opportunity to train for a crowd management scenario, message handling and first aid. In addition to CARES, CERT and MRC working as a cohesive team, we are working with Parks and Recreation and the Sheriff's Office.

The Scenario: Cupertino has 7 Red Cross shelters identified in the City. So, how would we respond if a series of aftershocks damaged an occupied shelter, and the city had to move the shelter guests to another shelter... on foot? Lining the evacuation route with CARES and CERT members would ensure we do not lose anyone along the way. Citizen Corps members would be checking for injuries or anyone needing assistance and offering directions to ensure we all take them to their correct location.

The Practice: The upcoming March 7 Big Bunny 5K Run. Communications and crowd management along the route to be traveled by over 600 people. Administer First Aid to exhausted runners.

Here are the logistics:

1. DATE: Saturday, 8-March
2. TIME: Check-in starts at 7:15 am. Event ends 10:00 am to 10:30 am.
3. LOCATION: ICP at eastern side of Wilson Park in picnic area
4. PARKING FOR WILSON PARK: Along Wintergreen and South Portal Streets, and Wilson Park parking lot at dead-end of Rodriguez Avenue (2 minute walk to ICP)
5. MISSION: Staff a route to be traveled by ~600 people; Provide eyes and ears support for P&R, message traffic on event participants and spectators; Report on progress.
6. ACTIVATION NUMBER: CUP-26-16T

The attached document provides tentative assignments, a course map and operational information.

Please study the map and operations information before Saturday.

Regards,

**Steve Hill
Citizen Corps Lead**

Attach blank SCC ICS 214 and SCC ICS 309 and SCC 205 filled out.

Appendix G – Safety and Operational Briefing

The City of Cupertino and ICS requires that we conduct a safety briefing before being assigned a task or being sent on a field assignment.

As part of your assignment, you will be assigned to an individual who will provide your direction. Do not take assignments from anyone else without talking to your assigned manager.

1. DSW requirements

To work at this event, you must be registered as a City Volunteer or Disaster Service Worker (DSW) with the City of Cupertino.

A Cupertino registration will provide you with workers compensation coverage while you participate in this event, if you operate within the scope of your training and your assigned duties.

2. Liability when driving

All responders who operate a personal vehicle must have adequate personal vehicle insurance to cover personal injury and other liabilities.

3. Responsibility for personal safety

The City requires that you pay attention to all safety briefings and maintain a safe operating environment at all times. If at any time you see unsafe behavior or a safety hazard that affects any responder or the public, you must stay away from the hazard and report it at once to the ICP, safety officer, or an event official.

Keep yourself protected from the elements (seek shade in the summer), and drink and eat as needed.

4. Required event information

Ensure you have the following information before starting your assignment:

- a. Activation Number
- b. Operational Period
- c. Your supervisor's name or position

5. Radio checks

Perform a radio check with Net Control before leaving on your assignment.

6. Tactical calls

Tactical Calls will be used in this event. Make sure that you know your tactical call sign, and at the end of your traffic exchanges (within 10 minutes), give your FCC call sign.

7. Health and Welfare checks

During the event, Net Control will perform periodic Health and Welfare checks. When called by Net Control, answer with your location and FCC call sign.

Describe the process on handling volunteers who fail to respond.

8. Checking in and out

When moving to a new site, or arriving and leaving a site, make sure you check in and out of the area with the local ICP staff if present, and Net Control. Your immediate supervisor and buddy need to know where you are at all times.

9. Emergency access

Before starting an assignment, identify your location and/or address, and the best access for ambulance or fire responders.

10. Medical or another emergency

In the event of an emergency or if an injury is occurring, take the time to get a description of your location, call 408-299-3233 immediately and then Net Control, who will notify any available medical personnel. Do not move the injured person unless they are not in a safe place (such as where traffic could hit them).

11. Event documentation

Start appropriate logs. Return all reports, logs, and forms your supervisor. Make sure you have: SCC ICS 214 Unit Log.

12. Compliance with all applicable laws

Event responders are expected to comply with all applicable laws during the course of this event. This includes wearing seatbelts and following all traffic laws, including speed limits, full stops at stop signs, no jay walking etc.

13. Radio operations when driving

Don't operate the radio or cell phone while driving; wait until you are parked or let your buddy talk. The passenger will handle radio communications and documentation.

14. Open microphones

Describe process on how to handle

Open MIC Condition (from County Type III Net Control Course)

- Situation
 - Someone unknowingly has an open mic on the net frequency
- Action
 - Make an all-stations announcement on high power
 - Everyone
 - Listen for and check their own radio if heard; watch radio xmit light; clicking in earphone/headphones (loose connection); no traffic heard for a while
 - Deploy field communicators in pairs; have teams check each other
 - Repeater
 - Increase your power to try to capture the repeater
 - Switch to simplex on repeater output and increase power to capture local receivers
 - Simplex
 - Increase power to capture local receivers
 - Roll call check to determine who can receive; dispatch to check others
 - Designate secondary freq. to monitor for open mic announcements
 - Switch to another frequency

15. We are communicators, not problem solvers for P&R.

- Lost person
- Injured person

16. Each NCO listen to other NCO and report on lead runner and sweep, so everyone on course has situational awareness.

- Explain roles of CERTs and CARES and how they relate to overall effort.

5K Briefing

Your Safety #1

Operational

This event is not a test of personnel. This is public service event is designed to test capabilities and procedures.

What we are tracking: first runner and the sweep. Head and tail of a snake.

Sweep: Al Boleda.

Start appropriate logs. Return all reports, logs, and forms to the check-in table.

CARES: Make sure you use both: ICS 214 SCCo ARES/RACES Unit Log [and](#) ICS 309-SCCo ARES/RACES Communications Log.

Operational period = 07:15 to 11:00. Activation number CUP-25-16T

Tactical Calls will be used in this event. Your assigned checkpoint location is your tactical call sign, and at the end of your traffic exchanges (within 10 minutes), give your FCC call sign.

Net Control Operators: CARES = Sorin Constantineau CERT = Karim Shaikh

CERTs perform radio check with Net Control before leaving on assignment: FRS channel. 7, Tone 27

FRS. Hold antenna vertical and sideways to face. Face toward this command post.

After sweep passes your checkpoint, request permission from Net Control to return to here for checkout.

FT-60s: rubber band check

Questions??

Safety:

Maintain a safe operating environment at all times.

- Do not direct traffic.
- Operate within the scope of your training and your assigned duties.
- Stay safe on sidewalks. Don't stand in the streets. Most of them are NOT closed to traffic.
- Keep yourself protected from the elements, and drink and eat as needed.

If at any time you see unsafe behavior or a safety hazard that affects any responder or the public, you must stay away from the hazard and report it at once to Net Control.

Report drivers moving street barricades to Net Control.

During the event, Net Control will perform periodic Health and Welfare checks.

When called by Net Control, answer with 1) your location and 2) FCC call sign.

In the event of an emergency or if an injury is occurring, take the time to get a description of your location, call 911 immediately and then Net Control. Do not move the injured person.

Questions??

Appendix H – Command Post Layout



Appendix I – Equipment Check Out Form**Equipment Check-out and Check-in****FRS Radios**

Number	Who	Time	
		Out	In

Badges

Number	Who	Time	
		Out	In

Vests

Number	Who	Time	
		Out	In

5K Volunteer Check-in Process

- Tape pre-populated SCC ICS 211 forms to table using blue tape. CERT = yellow paper
- PPE—do they have **Personal Protective Equipment**, closed-toe shoe, long pants?
Y=yes, N=no
- Check for valid DSW badge.
- Have Volunteer sign name. Provide cell number if blank.
- **Equipment Issuing:**
 - If badge and/or vest are issued, record the number (if applicable) and volunteer name with time checked out.
 - If issued an FRS radio, enter:
 - 1) radio number
 - 2) volunteer's name
 - 3) time checked out.

5K Volunteer Check-out Process (Demob)

Volunteers turn in loaned FRS radios and this is noted on the equipment checkout sheet

Volunteers turn in forms to be reviewed by demob personnel. Omissions or errors will need to be corrected before volunteers can sign out of the event.

Appendix J – Liaison Instructions**Liaison ‘First 5 Minutes’ Checklist**

Name, FCC Call Sign:	Tactical Call Sign:	Date and Time:
Event / Incident Name:		Activation Number:

1. Introduce yourself.
2. Principal (Name, Title, Tactical, etc.): _____
3. Explain role of Liaison, capabilities provided:
 - a. To ensure you can always be reached.
 - b. I am able to get information for you while you attend to other matters.
 - c. I can take messages for you at times you don't want to be interrupted.
 - d. My services are limited to providing communications.
 - e. Any questions?
4. In addition to using my personal ham equipment, I can use principal/event supplied equipment, too
 - a. Mobile Phone Commercial Radio FRS/GMRS Other: _____
5. Roles and Responsibilities of principal: _____

6. Is there any specific message traffic, or particular events, that you would like to be kept informed about?

7. Reconnect plan if separated: _____

8. Principal's mobile phone number: _____

----- Fill out -- Tear Here -- Give to Principal -----

Name: _____ **Agency:** _____

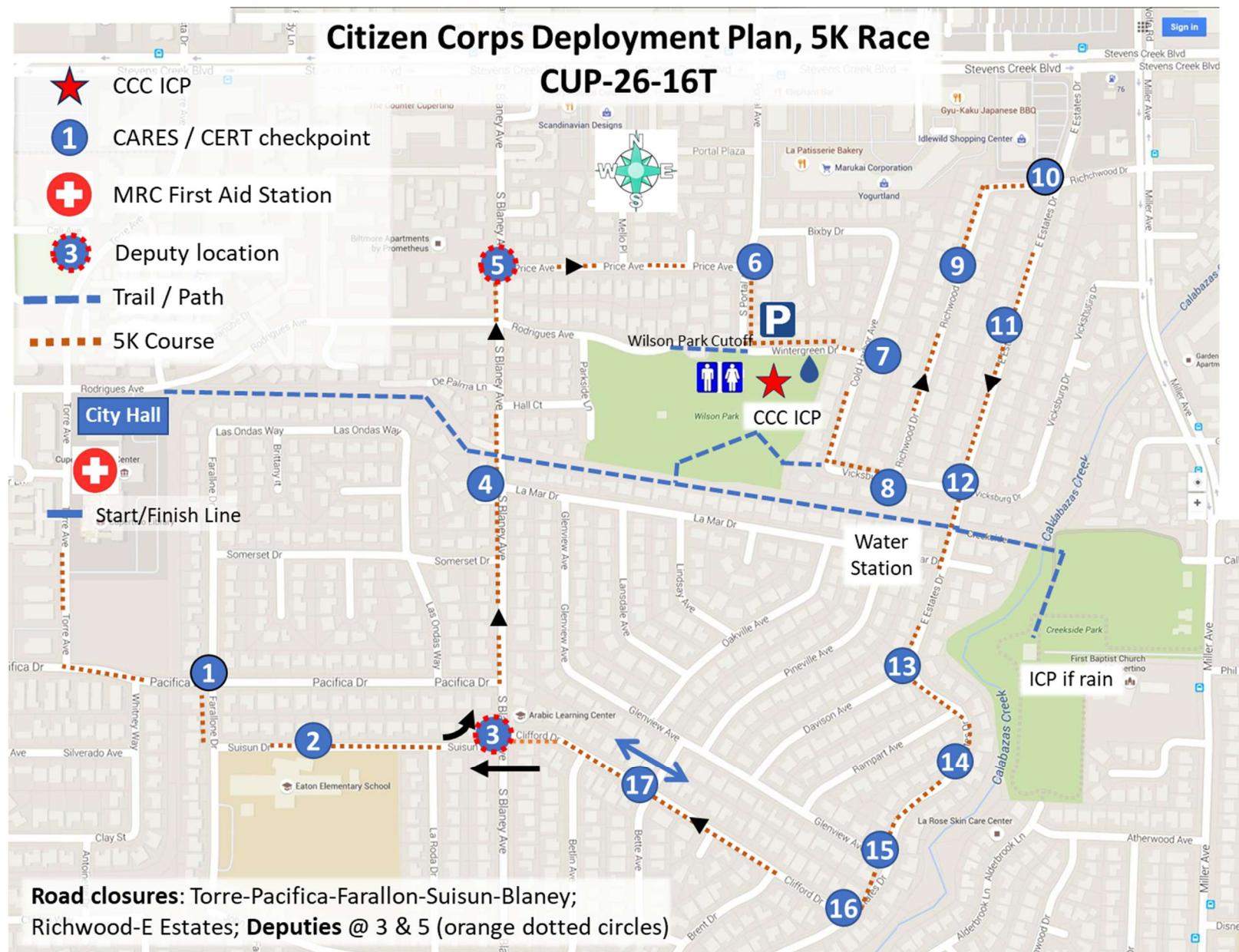
Phone: _____ **Notes:** _____

Liaison Communications

The following additional standard methods and procedures apply when performing Liaison communications assignments:

- Effectively manages communications for the assigned principal.
 - Introduces self
 - Informs principal of why you are there, what capabilities you can provide
 - i.e., capabilities are limited to communications, not other duties.
 - Discusses communications expectations with principal
 - e.g., cell phone, commercial radio, FRS/GMRS
 - Understands the role and responsibilities of the principal and what types of communication are important to the principal
 - Keeps principal informed of significant event activities heard on the net which are appropriate to the principal
 - Effectively prioritizes traffic to/from principal so as not to monopolize the net
 - Ensures that principal is always reachable by Net Control
 - Limits activities to communications
 - Maintains close and continuous contact with the assigned principal.
 - Stays within an effective distance of the principal
 - e.g. typically, 5-10 feet, but out of the crush
 - Remains with principal until relieved by Net Control
 - Coordinates bathroom breaks to avoid becoming disconnected from principal
 - Exchanges cell phone numbers with principal (when/where appropriate)
 - Establishes procedure to reconnect if separated
 - Arranges activities to stay connected to principal

Appendix K – Course Map and Operational Information Handout



5K Race Operational Information (Safety = # 1)

This exercise is not a test of personnel! This is a training exercise designed to test capabilities, procedures, and processes

- **CERT FRS / GMRS radio protocol**

- Face person you are contacting; do not block signal with body
- Hold radio so antenna is vertical
- Do not hold in front of mouth; hold away from face & rotate 90°
- Report to Net Control:
 - Arrival at checkpoint
 - When lead runner and sweep pass
 - When depart checkpoint (need Net Control permission)
- FRS / GMRS frequency: 7, tone 27 (462.7125 MHz, 167.9 Hz)

- **Checkpoint information / location**

- **3:** SW corner on runners outbound, NW corner on inbound
- **9:** At house 10239
- **11:** At speed bump
- **13:** Opposite centerline of Davison
- **14:** Between 10510 & 10530
- **15:** At Glenview
- **16:** Stand at SE corner to view both #15 and Clifford
- **17:** Rove along Clifford

7:15 AM	Event Net ready CCC members arrive at Wilson Park ICP and sign in by 7:30 CARES members check in via radio (serves as radio check)
7:40 AM	All CCC volunteers have arrived; Safety Briefing by IC
7:45 AM	MRC staff make first aid station operational at Civic Center
8:00 AM	Field responders are deployed from ICP
8:15 AM	Field responders are on station
8:30 AM	Simulated migration (5K Run/Walk) begins
~9:45 AM	Race ends
~10:00 AM	Field responders return to ICP for check out <u>after permission from net control</u>

- **CARES frequency plan**

- Event Net: Tac 3
- Backup Freq.: Tac 2
- Check FT-60s for presence of rubber bands

- **CARES communicate these events to Net Control:**

- Report odometer reading before leaving home
- When arriving at Wilson ICP
- When departing ICP for checkpoint
- Upon arrival at checkpoint
- When lead runner and sweep each pass
- When depart checkpoint (need Net Control permission)
- When check out of event after arrival at command post

- **Miscellaneous**

- Wilson ICP GPS coordinates: 37.319135°, -122.019138°
- **Operating under City insurance**
 - Covered for duties within scope of training
 - Not covered while driving a vehicle
- **Do not direct traffic**
- Report hazardous situation or operation to Net Control
- Report drivers moving road barricades to Net Control
- **Use your assignment as tactical call sign.**
 - E.g., "Net Control, this is Checkpoint #3"
- **Runner injuries:**
 - Life threatening, call 911, then report to net control. Note street address.
 - All others, runners have to walk back in. No transportation for injured runners. We can inform City, who can notify parent over PA system.
- **Stay on sidewalks; do not stand in streets**
- Sheriff Deputies control road closures
- Restroom & drinking fountain at Wilson Park
- Activation number is CUP-26-16T

Appendix L – Form 5K

Post	Call Sign	Dep home	Arr. ICP	Arr. Post	1 st runner pass	Sweep pass	Dep post	Arr. ICP	H&W
1									
2		—	—	—	—	—	—	—	—
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
3									
2									
1									
Sweep									
Liaison									
MRC									

Appendix M – Assignment Table

Assign married couples at adjacent checkpoints so they can demob together.

**** REDACTED FOR RESPONDER NAME CONFIDENTIALITY ****

Appendix N – Sample pre-populated SCC ICS 211A for Communicators

ICS 211A CHECK IN LIST (COMMUNICATIONS)	1. INCIDENT NAME: Big Bunny 5K Public Service Event		2. DATE: 03/07/2026	3. INCIDENT NUMBER: CUP-26-16T	4. CHECK IN LOCATION Wilson Park ICP	
5. INFORMATION						
PERSONNEL NAME	CALL SIGN	AGENCY	TIME IN	TIME OUT	HOURS	REMARKS
		CARES				
		CARES				
		CARES				
		CARES				
		CARES				
		CARES				
		CARES				
		CARES				
		CARES				
		CARES				
		CARES				
		CARES				
		CARES				
		CARES				
ICS 211A SCCo RACES	6. NUMBER OF PAGES: of _____		7. PREPARED BY (RESOURCE UNIT):			8. MISSION NUMBER XSC -

Appendix O – Sample pre-populated ICS 211B for Non-Communicators

1. Incident Name: Big Bunny 5K	2. Date: March 7, 2026	3. Incident Number: CUP-26-16T	4. Reporting Location: Wilson Park
--	----------------------------------	--	--

State of California, City of Cupertino Disaster Service Worker Registration Group Sheet

(in compliance with Calif. Labor Code Sec. 3211.9 et. Seq. and Calif. Emergency Services Act Sec. 8580)

By my signature which appears below, I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. In the event that I choose to use my personal vehicle in conjunction with my volunteer service, I hereby certify that I have insurance at or in excess of the minimum levels required by the State.