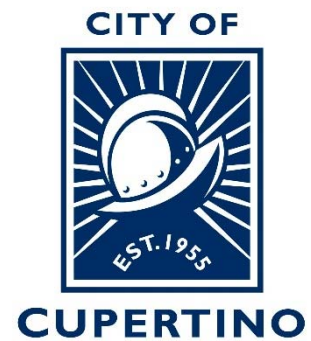# Standard Operating Procedures

Cupertino Amateur Radio Emergency Service

Part 2, Section 7.x First Look Area Assessment

November 2020
Revision 1.1

Revision

Rev	Date	Comments
1.0	10/29/2020	First draft
1.1	11/3/2020	2nd Review

1 First Look Area (FLA) Assessment Procedure

1.1 Introduction

Status: PROPOSED. This procedure is under review to be adopted as a new element of the CARES response mission.

Description: The goal of this procedure is to ensure city-managed roads are clear for Sheriff, Fire, and EMS access.

CARES will perform an initial city-wide access assessment during the period immediately after an earthquake. Detected problems will be reported to the EOC as well as Department of Public Works (DPW) as a means to jumpstart the DPW response activities.

Participants: CARES Field Responders assigned to perform this procedure.

Op Phase: Initial Response, Information Gathering

Background: About 74% of the Public Works staff resides at least 20 minutes away from the city on a good traffic day. Given the extent of damage that city residents and staff may experience at their respective homes from an earthquake, it is possible that Service Center resources will not be quickly available to respond to the City damage reports. Once available, their first task would be to assess the state of city assets, with facilities and roads being the top two priorities.

The focus of the FLA is to look at all 142 miles of City streets with the intent of identifying submitting problem reports to jump-start the City response process. The assessment priorities are:

- Access to and from Fire Stations (SCCFD #70, #71, #77, SJC #15)
- Access to and from Hospitals (Kaiser on Homestead)
- Access on all major roads throughout the City
- Access over all I-280 and Rt 85 overpasses
- Residential streets

1.2 Terms

FLA:	First Look Assessment
Map book:	List of all Zone and Area maps covering all 142 miles of city streets.
FLA Control Log:	The document used to record the assignment, completion, and results of an assigned FLA area.
ICS-214, Unit Log:	Log of your general activities in your execution of performing your field work.

1.3 FLA Process

1.3.1 Shift supervisor

1. Shift Supervisor makes FLA assignments
   - Determine the number of field teams available to deploy.
   - Make assignments per the CARES response priorities – ARK, Comm 469, ISA, FLA.
     - o For a small FLA resource pool, assign members to survey Boulevards and Avenues
     - o For a large FLA resource pool, assign members to survey all city streets (Area assignments)

1.3.2 Field Responder

2. Membership activities leading up to the FLA are:
   - Check into the Emergency Net.
   - Determine your availability to accept a field assignment.
   - Determine the availability of a responder partner (CERT, family member, etc.).
   - Let Net Control know your availability to accept a Field Assignment.
3. Members accept an FLA assignment as a Field Responder
   - Start an ICS 214 Unit Log. Note your assigned FLA Area Number
   - record the event activation number
   - retrieve the appropriate area map from the FLA Map Book.
   - receive the Safety Briefing
4. Performing an FLA assignment
   - Check out of the Resource Net, and check into the Message Net.
   - Record Keeping
     - o Record your FLA assignment on your ICS 214 Unit Log
     - o Record the FLA start time, end time, start milage, ending milage on the Map Book page
   - Review the FLA Assignment and coverage area.
   - Select the method for covering the assignment area: automobile, bike, etc.
   - Inspect all streets within your assigned area. For side streets that are dead ends, as long as you can see all the way down the street to confirm it is drivable, there is no need to drive that street.
   - Indicate on the assigned area map all roads that are inspected (yellow highlighter).
   - While street access is the priority, note and report on any observed hazards, dangerous situations, or property or life safety issues.
   - Report immediately
     - o any life-threatening or dangerous situations: power lines down, fires, smell of gas, etc.
   - Report when completed the assigned area
     - o The FLA Area just surveyed
     - o all roads are passable (an ambulance or fire apparatus get through), or
     - o any observed access problems (road is not passable: poles or trees down, landslide, etc.).
5. After Completing an FLA Assignment and released by Net Control,
   - Update your ICS 214 Unit Log.
   - Check out of the Message Net and check into the Resource Net.
6. After the activation
   - Review your FLA Map Book and make replacement page copies as necessary.
   - Provide any feedback to the CARES Staff on discrepancies or improvements on the FLA process or Map book.

1.4 FLA Assessment Checklist

1.4.1 Before the Event

_____	1. Review current FLA Assessment Process.
_____	2. Update CARES, CERT, and Block Leader location map.
_____	3. Annual check with Cupertino DPW for changes to the city that should be included in an FLA Assessment.
_____	4. All Field Teams have a paper copy of the FLA Map Book as part of their go-kit.

1.4.2 During the Event – CARES

On detection of an earthquake that could impact Cupertino:

_____	5. CARES members check into the CARES Emergency Net, TAC1
_____	6. CARES members perform the PSA process.
_____	7. Make ARK Level 2 assignments.
_____	8. Identify checked-in individuals within each First Look Area (FLA). Request them to perform the FLA assessment for a specific area.
	9. Each CARES Field Team uses a specific FLA Map page for their assignment. Maps should be marked sufficiently to reflect their progress.
_____	10. Standard Reporting: On completion of an FLA assessment, CARES Field Team reports the completion and findings within an FLA to the EOC.
_____	11. Critical Issue Reporting: If critical situations are discovered (water main breaks, sewage line breaks, fires, road blockage), CARES Field Team immediately reports the issue to the EOC.
_____	12. EOC makes additional assignment to CARES Field Teams depending on resource availability.

1.4.3 During the Event – CERT/Block Leaders

On detection of an earthquake that could impact Cupertino:

_____	13. EOC may contact activated ARKs, check for available CERT and Block Leader resources to perform an FLA Assignment. Unassigned FLAs are handed off to the local ARKs for their management.
_____	14. Standard Reporting: On completion of an FLA assessment, CERT/BL Field Team reports the completion and findings within an FLA to the ARK by FRS radio; this is relayed to the EOC.
_____	15. Critical Issue Reporting: If critical situations are discovered (water main breaks, sewage line breaks, fires), CERT/BL Field Team immediately reports the issue to the ARK by FRS radio. This is immediately related to the EOC.
_____	16. Repeat until all FLAs are covered.

1.4.4 After the Event

_____	17. Review effectiveness of the FLA Assessment Process. Make recommendations for adjustments.
_____	18. All Field Teams replenish FLA Map Book (paper) as necessary.

1.5   Safety Briefing Addendum

The following information should be included with the Safety Briefing:

1. Ensure you do have your City Volunteer (CARES) ID with you.
2. Wear your CARES Vest to clearly identify you.
3. Drive carefully. A city or drill activation does not exempt you from following the rules of the road.
4. If you are a solo driver and need to make an immediate report, pull to the side of the road and out of the main stream of traffic and park safely before operating the radio.
5. Driving in some areas of the city may result in loss of contact with the EOC. Periodically check in with Net Control.

1. COES xxxA FLA CONTROL LOG

1. Activation Number:	2. Date:

Zone	Area	Assigned to:	Start Time/milage	Complete Time/milage	Status
1	1				
1	2				
1	3				
1	4				
1	5				
1	6				
1	7				
1	9				

Zone	Area	Assigned to:	Start Time/milage	Complete Time/milage	Status
2	8				
2	10				
2	13				
2	14				
2	15				
2	16				
2	21				

Zone	Area	Assigned to:	Start Time/milage	Complete Time/milage	Status
3	11				
3	17				
3	18				

Zone	Area	Assigned to:	Start Time/milage	Complete Time/milage	Status
4	22				
4	23				
4	25				
4	29				

Zone	Area	Assigned to:	Start Time/milage	Complete Time/milage	Status
5	12				
5	19				
5	20				

Zone	Area	Assigned to:	Start Time/milage	Complete Time/milage	Status
6	24				
6	26				
6	27				
6	28				
6	30				
6	31				
6	32				
6	33				

7. **Discrepancy** (List FLA Assignment, description of problems)				
COES xxxA	PREPARED BY	APPROVED BY	DATE	TIME