

# Drill Plan and Report



Cupertino  
ARES/RACES

## 1. Overview

**Plan Date:** 27 May 2002  
**CARES Drill ID:** CUP-2002-03T  
**RACES Activation:** None  
**Control:** Cupertino ARES  
**Drill Date:** 1 June 2002, 9:30am to 11:00am

## 2. Planning

**Reference Docs:** 020207 Message Handling.ppt; training handout, Feb'02 General Meeting

**Drill Objectives:**

1. Practice message handling between CARES field responders and the EOC.
2. Test new precedence descriptions.
3. Build Emergency NCS, EOC position operating experience.

**Scenario:** A 7.5 magnitude earthquake just occurred. CARES members perform the Preliminary Damage Assessment Procedure and report the situation for their neighborhood.

**General Information:**

1. Based on feedback from the CD0202 drill, an updated message precedence scheme was proposed and will be tested as part of this drill.
2. Two CARES members will take ½ hour shifts as part of the CARES NCS and EOC position qualifications. All other CARES members can participate in the drill from whatever location they choose.

## 3. Preparation

**Training:** The February CARES General Meeting was a review of message handling, specifically messages that are self-originating.

The list of precedence's will be reviewed during the May 28 Net and included in the June CARES letter.

**Drill Prep:** All Field Responders should review their neighborhood and identify 3 likely situations that could occur and on which you would report. Assign them a message precedence and pass this traffic during the drill. Please stagger your reports over the course of the hour.

**Required Personnel:**

1. Drill Coordinator: Ken KR6CO
2. NCS Operators: Bryn N1UZW, Spencer AD6YS
3. EOC Operators: 1 or 2, TBD
4. Field Responders: all available CARES members

**Schedule:**

9:00a: City Hall opened for the drill  
9:30a: Open the net, check-ins, intros, instructions, etc  
9:45a: Begin the drill, first NCS and EOC shift  
10:15a: Begin the 2nd NCS and EOC shift  
10:45a: Drill ends, on-air debrief

11:00a: Secure the net

#### 4. Results

**Participants:** Thirteen (13) CARES members participated. These members were:  
Andy W9BJX  
Ken KR6CO  
David KG6JOL  
Ian KG6JWG  
Bill KF6MCG  
Jim KN6PE  
Janet KF6PUQ  
Stuart KF6RZR  
Dan KA5TAA  
Bill KD6TQJ  
Bryn N1UZW  
Phil KD6WG  
Spencer AD6YS

**Narrative:** At 9:30am, Ken KR6CO opened the CARES net and took check-ins for those participating in the drill. Jim KN6PE reviewed the drill objectives and summarized some operating points that will be practiced.

First Shift Positions: NCS: Bryn N1UZW, EOC: Dan KA5TAA

Second Shift Positions: NCS: Spence AD6YS, EOC: Bryn N1UZW

Over the next 50 minutes, all participating CARES members initiated and received 26 messages. Messages were passed based on the priorities assigned. At 10:40, the drill was secured and an on-air critique was held.

**What worked:**

1. New message precedence scheme worked well.
2. Slow beginning, but built to a good traffic flow.
3. It was great to get reply messages from the EOC.
4. Not a lot of repeating of messages. Good pace on the traffic.
5. As NCS, got into the rhythm of the traffic.
6. The ANS-R-GRAM message forms in the EOC worked great! The tri-form handled all replies correctly.

**What didn't work/could be improved:**

1. The drill didn't tax the NCS or the net (similar to last drill).
2. Need to remember to use full call signs at the end of a message... FCC requirement.
3. Need to use the word "BREAK" followed by a pause, and acknowledgement before proceeding with the rest of the message.
4. Need to use the word "END OF MESSAGE" followed by your call sign.

#### 5. Conclusions

**Observations:** Good Drill. The NCS process worked well and were used well by the two new NCS operators.

**Recommendations:**

1. Request the City to install an emergency wall light in the Traffic Control Center.
2. Need a clock as part of the NCS response kit.
3. Implement recommendations for the identified NCS forms change.
4. Develop an example of the EOC message form filled in.
5. Develop EOC Message Checklist... what information is required.

6. Add shift change information to NCS, EOC Operator checklists.
7. Add field responder message log template: Msg ID, Priority, Time, From, To, Message Text.

- Next Steps:**
1. Develop NCS/EOC drill process with high volume message simulation.
  2. Update the NCS, EOC checklist with shift-change information.
  3. Define and test a field responder message form.