



CARES

ARK Orientation



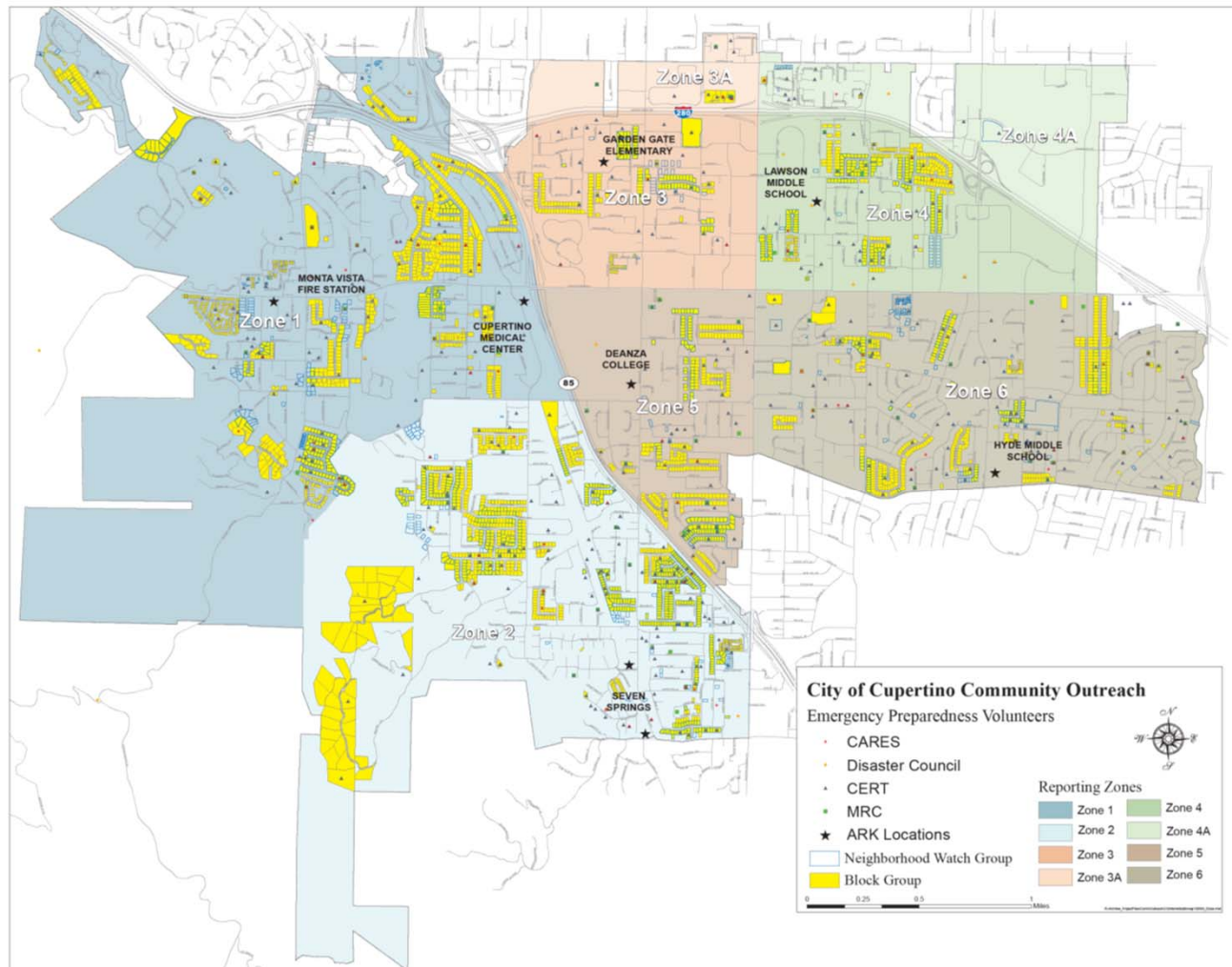
CARES at ARKS

- What is an ARK?
- Functions at the ARK
- Working as a team

ARK Mission Statement

The PRIMARY function of ARK is to be the “disaster communication” place for the local community and will provide information as available about existing local hazards and disaster services available to the public. When possible, the ARK is also a “disaster aid station” which will assist with controlling the immediate threat by treating minor injuries, searching for missing people, rescuing those who are trapped and keeping people out of unsafe areas.

What happens after a major earthquake: A Decentralized, ARK-Centric Approach



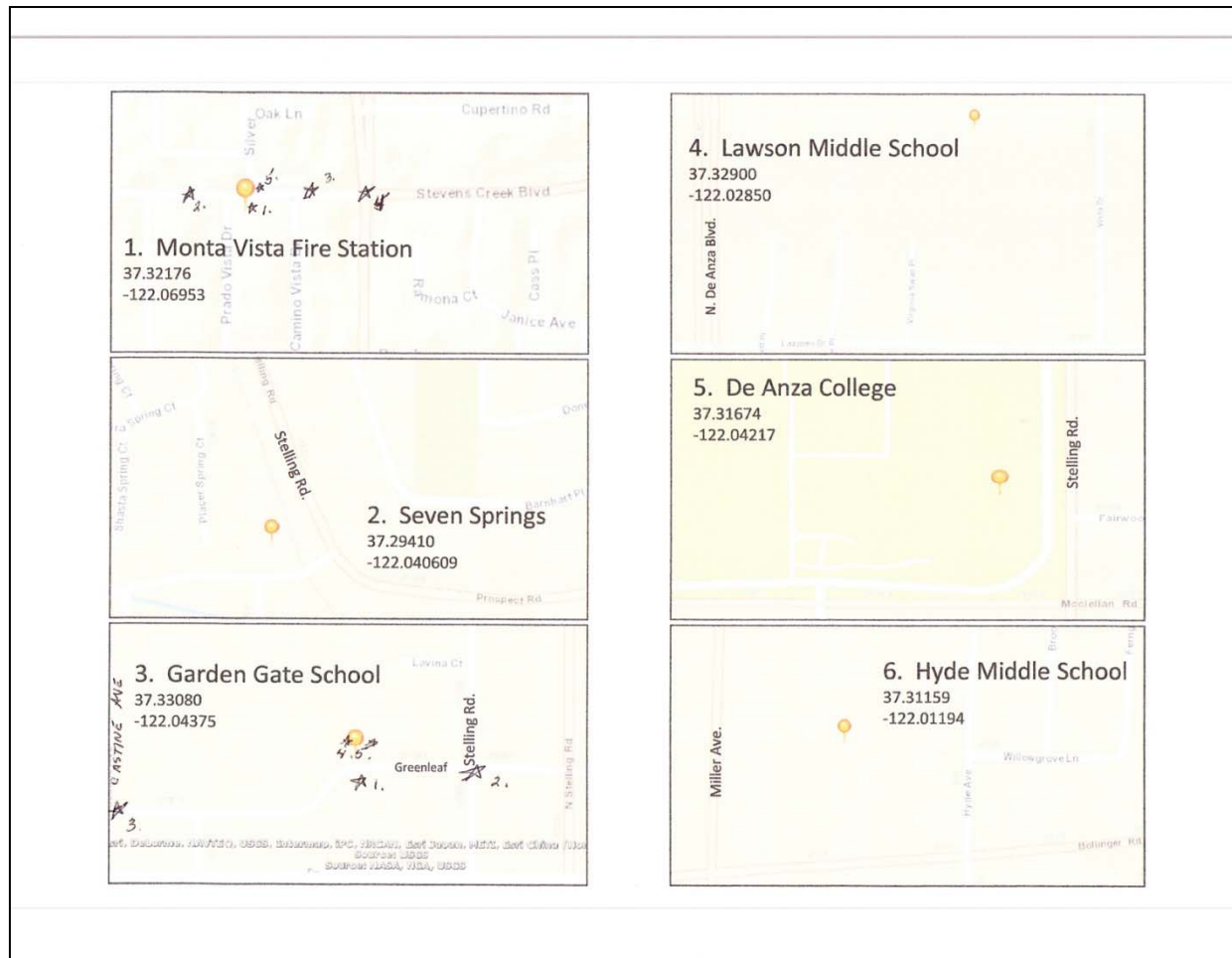
- Emergency response will be coordinated out of the EOC in City Hall (or the parking lot)
- Cupertino is divided into - 6 reporting zones and ARKs
- Zone borders follow freeways and major arteries

Cupertino Has Six ARKs & One Mobile ARK

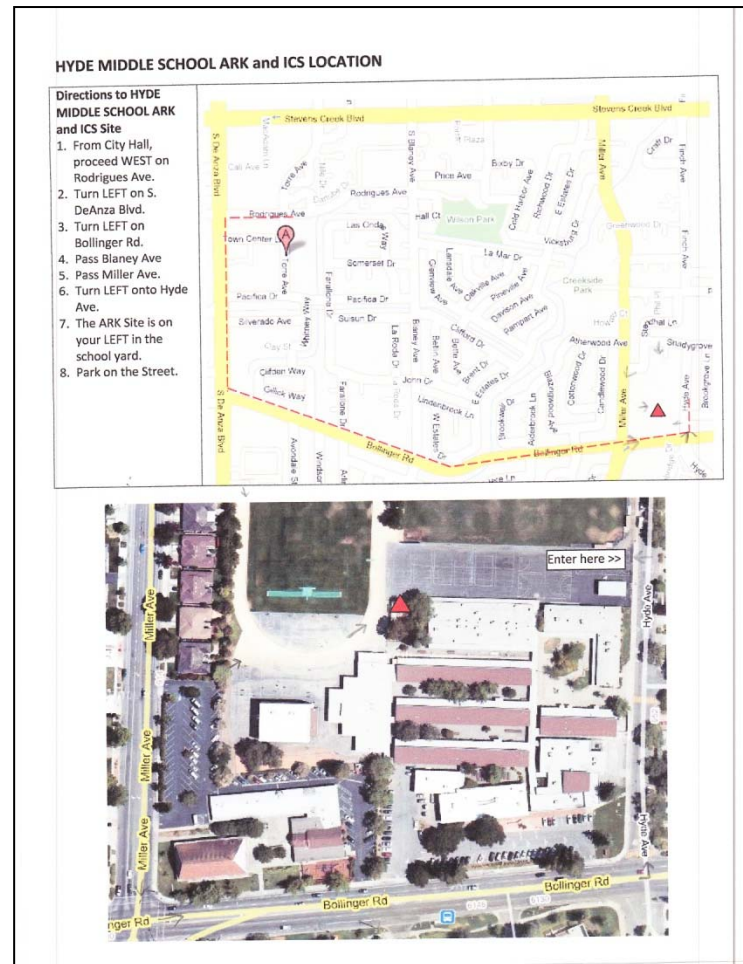
- **Zone 1: Monta Vista Fire Sta.**
 - Stevens Creek and Prado Vista Ave.
- **Zone 2: Seven Springs**
 - Stelling Rd. and Prospect Rd. Gate on Stelling
- **Zone 3: Garden Gate School**
 - Greenleaf Dr. and Ann Arbor Ave.
- **Zone 4: Lawson Middle School**
 - Vista Dr. and Merritt Dr.
- **Zone 5: DeAnza College**
 - Stelling Rd. Parking Lot C1
- **Zone 6: Hyde Middle School**
 - Hyde Ave. and Bollinger Rd.
- **MICP: Mobile Incident Command Post**
 - Trailer outfitted with supplies



Maps to ARKs



Directions from EOC to ARK



An ARK Contains Over 300 Items

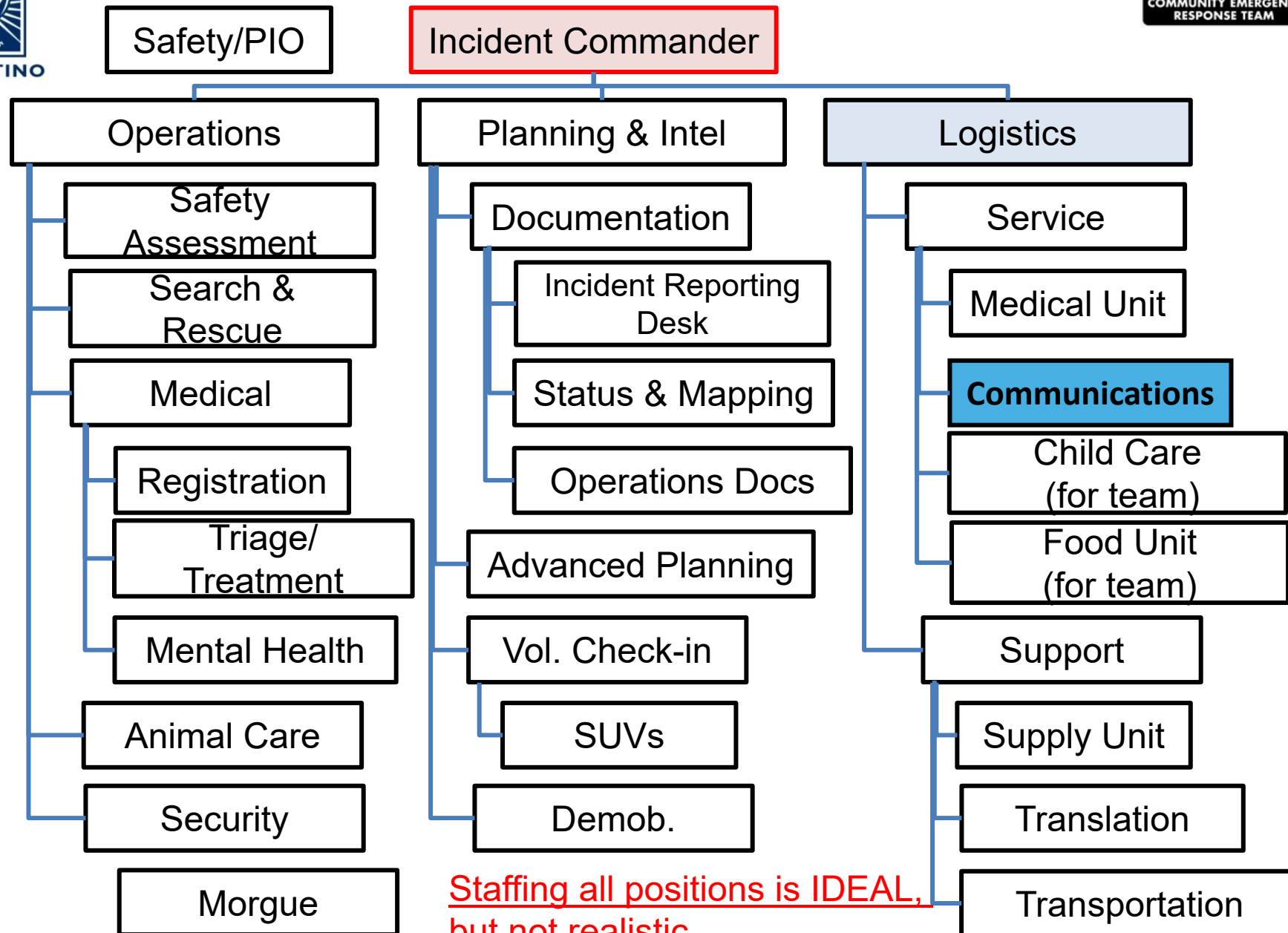
- A place for everything, and everything in its place. Refer to inventory binder in ARK
- Floor storage
 - Generators
 - Canopies
 - Tents
 - Chairs
 - Cribbing
- Shelves and bins
 - Medical supplies
 - Forms and documents
 - Search & rescue
 - Safety
 - Security
 - Tools
 - Lighting
 - FRS radios
 - Batteries
 - Street maps
 - Flashlights





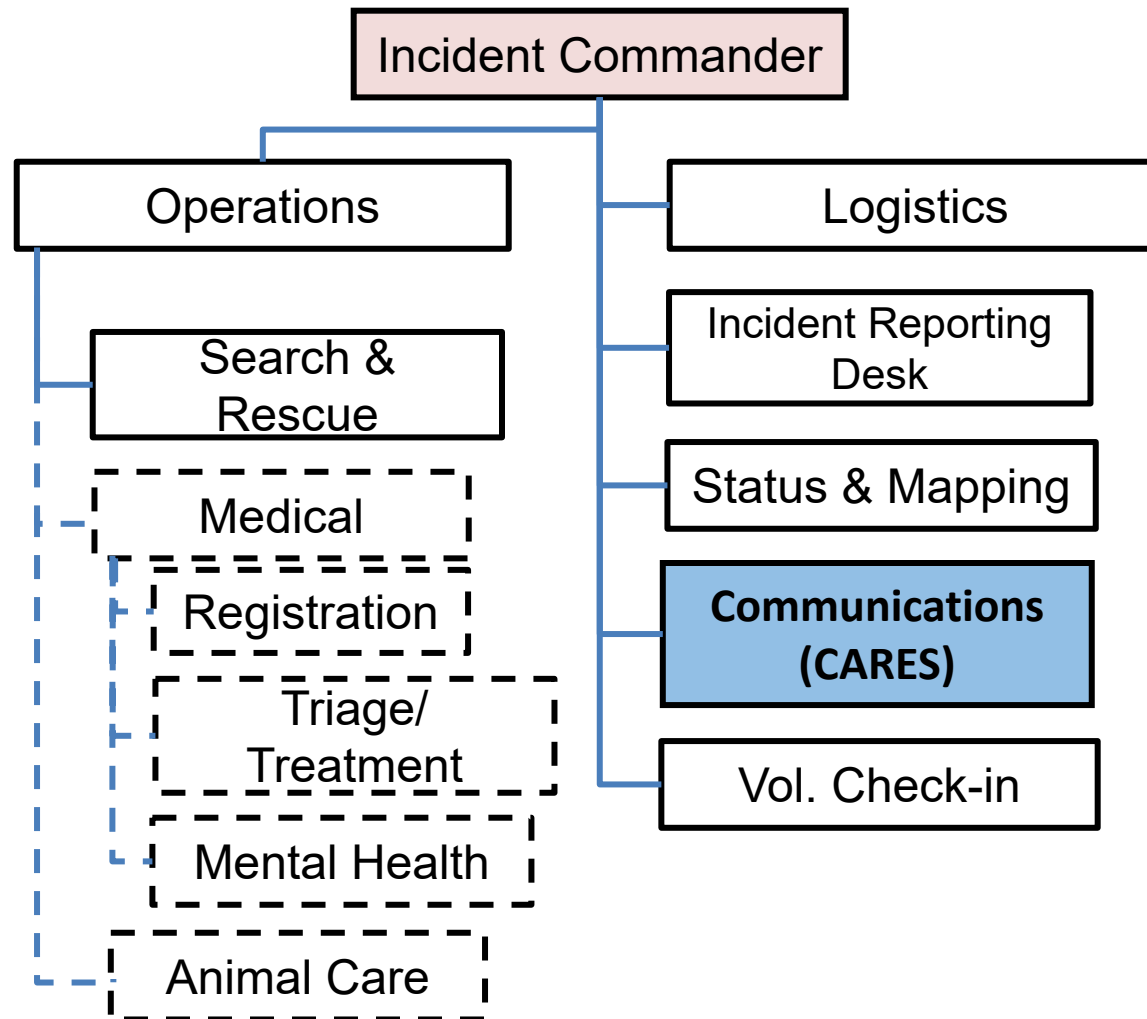


ARK Functional Staffing – Full Blown



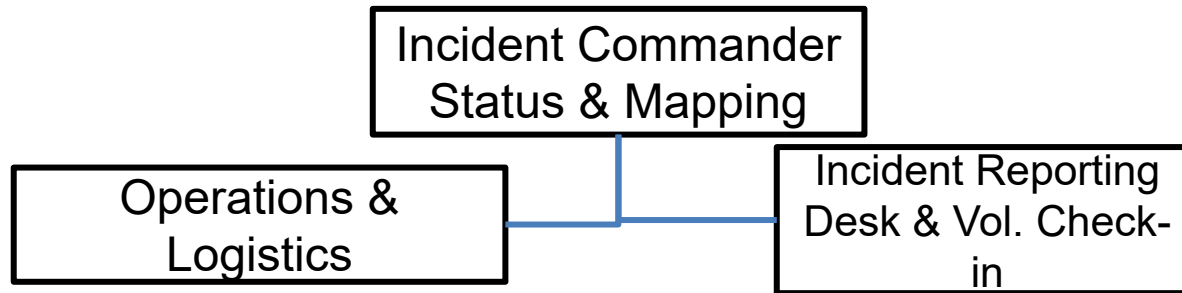
Staffing all positions is IDEAL, but not realistic.

Realistic ARK Staffing



This is what we will train to

Minimum ARK Staffing



In this case, a minimum of three Citizen Corps members are necessary to even open an ARK.

- No teams can be sent out. We can just take Incident Reports.
- As the ARK is staffed up by more and more CERT, MRC, CARES people and other trained volunteers, other functions can be divided and positions filled.
- With the main functions filled, teams can be started and people sent out on assignments.

CARES Function in Minimum Staff

If there are less than three people,
CARES will direct people to the
next closest open ARK.

ARK Procedures

- Remember “**Your safety is #1**”
- Be sure to follow check in and check out procedures
- Report to Incident Commander after checked in
- Be sure to let the Check-in and IC know if you are Field Responder for CARES Message net part of requested local ARK-net
- You may be asked by the Incident Commander to assist the ARK Staff if you are local ARK-net resource

T-cards

- How we keep track of everyone
 - Issued by Volunteer Check-in Desk
 - Managed by Operations



T-CARD



Each volunteer must have a T-CARD(time card)to be used during any event.

Volunteer Check-in person enters:

Activation/Incident Number

Your Name

Your Cell Phone Number

Training or other unique Qualifications

Next:

You will receive a wrist band and a badge, vest (if you don't bring your own) and fill in

Date/Time In with Checked-in Status (CARES or Staging for Field teams)

Note issued articles.

Note First Assignment.

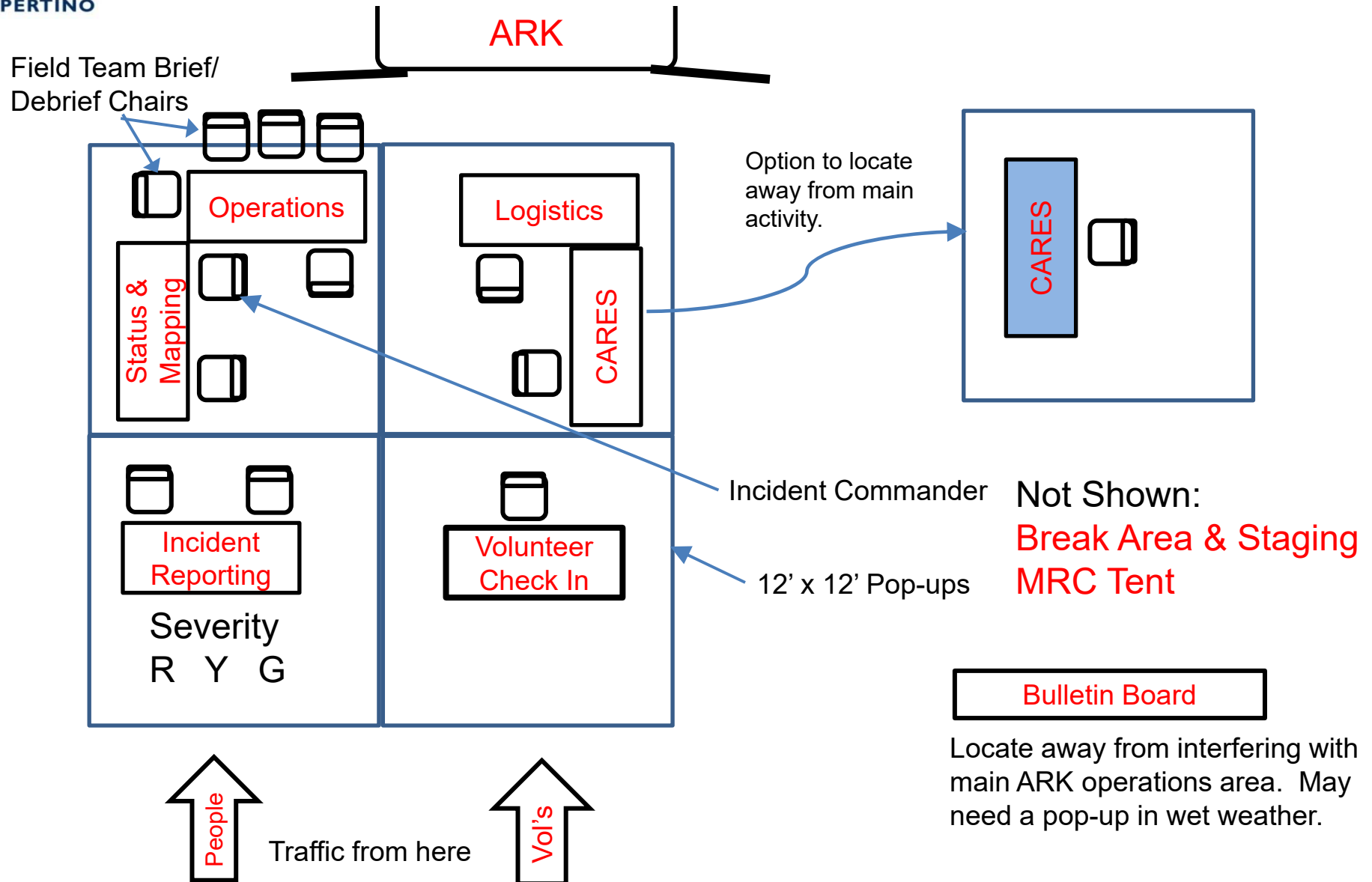
If you are leaving for the day, check out from the Volunteer Check-in Desk and make sure you return all of the issued items. This applies if you are reassigned to another ARK or EOC as well.

ACTIVATION # CUP-89-001		QUALIFICATIONS:			
NAME John Smith		CERT X	CARES X	MRC	ICS
		OTHER:			
CELL 408-123-4567					
DATE / TIME		STATUS			
MM/DD/YY HH:MM		Checked in			
		Badge and vest assigned			
		Assigned to staging			
		(Note Parent or Guardian in minor)			

Individual T-CARD



Preferred ARK Layout



Communication Through CARES

- It is the function of Cupertino Amateur Radio Emergency Service Volunteers (CARES) to handle all communications to and from the EOC, DOC or other ARKs during a volunteer event, during training, or during an emergency.

New Half-Sheet Message Form

1. Incident Name (Optional):		Priority (E, U, R):	Message No:
2. To (Name and Position):			
3. From (Name and Position):			
4. Subject:		5. Date:	6. Time:
7. Message:			
8. Approved by: Name		Signature: _____ Position/Title:	
9. Reply:			
10. Replied by: Name		Signature: _____ Position/Title:	
COES 213.5		Date/Time:	

REV 140605

Roll-up Message Form

Enter Method of transmission

Enter Message Number

Enter this data

Cupertino ARK Status Rollup Message Form

Activation # _____	ARK/ICP: _____ DOC <input type="checkbox"/>
Method Sent: Voice <input type="checkbox"/> Packet <input type="checkbox"/>	Message Number: <u>CARES assigns number</u>
TO: <u>DOC</u>	Position: _____
FROM: <u>Your Name</u>	Position: <u>Your Function</u>
Subject: Status Rollup	Date: _____ Time: _____
Message Priority: Routine (Green) <input type="checkbox"/>	

***** CARES - Do Not Send This Format Information *****

**** Instructions for IC and S&M – Using this format enter the names, number,
 Org, IncidentCommander, Status&Mapping, Operations, Logistics
 CellPh, IC_cell #, S&M_cell#, Ops_cell#, Logistics_cell#
 Current_Mil.Time, #CERT, #CARES, #MRC, #SUV
 +2_Hours_Mil.Time, #CERT, #CARES, #MRC, #SUV (estimated)
 Rollup, Mil.Time, #Injuries, #People-Trapped, #Structure, #Fires, #Flooding, #Utility, #Chemical,
 #Access, #Security, #Missing

***** CARES - Send message below as comma delimited format *****

Org, IC, S+M, OPS, LOG
 CellPh, IC #, S+M #, OPS #, LOG #
 Time, Time, CERT, CARES, MRC, SUV (Number of each category)
 Time+2, 2hrs later, CERT, CARES, MRC, SUV (Estimate # 2 hrs from now)
 Rollup, Time, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0
tally from S+M LOG - 10 numbers!

Reply:

Signature: Your name Position: function (IC or S+M)

Form: ICS213R-ARK - Rev 130125 Web Location: www.cupertino.org/cert/forms/ics213-ARK.pdf

Roll-up Message Form

***** CARES - Do Not Send This Format Information *****

**** Instructions for IC and S&M – Using this format enter the names, number,

Org, IncidentCommander, Status&Mapping, Operations, Logistics

CellPh, IC_cell #, S&M_cell#, Ops_cell#, Logistics_cell#

Current_Mil.Time, #CERT, #CARES, #MRC, #SUV

+2_Hours_Mil.Time, #CERT, #CARES, #MRC, #SUV (estimated)

Rollup, Mil.Time, #Injuries, #People-Trapped, #Structure, #Fires, #Flooding, #Utility, #Chemical,
#Access, #Security, #Missing

***** CARES - Send message below as comma delimited format *****

Org, IC, S & M, OPS, LOG

CellPh, IC #, S & M #, OPS #, LOG #

Time, Time, CERT, CARES, MRC, SUV C NUMBER of Each catago

Time+2, 2hr later, CERT, CARES, MRC, SUV Estimate # 2 hrs from now

Rollup, Time, 0, 0, 0, 0, 0, 0, 0, 0, 0

tally from S&M Log - 10 numbers!

CARES Field Operations

When assigned to a field team:

CARES will provide communication between
Team and ARK Operations using the
ARK Name (Hyde, Lawson etc) Net

Teamwork



Questions?

