

After Action Report 2013 PSA Drill



Cupertino
ARES/RACES

1. Overview

Description: Preliminary Safety Assessment Drill
Event Date: 12-January-2013
Report Date: 23-January-2013
CARES Event: CUP-13-06T
RACES Event: CUP-13-06T
Control: Cupertino ARES/RACES
Report Revision: 1.0, **FINAL**
Submitted by: Jim Oberhofer KN6PE

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 (OES) 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 OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

CARES will follow this requirement for reporting the results and recommendations for this Training Event.

i. Introduction and Background

Terms

ARC: Fixed position shipping containers strategically placed throughout the City by Cupertino OES that contain emergency supplies for the purpose of supporting community outreach, search and rescue, and first aid.

CARES: Cupertino Amateur Radio Emergency Service, ARES/RACES organization supporting the City of Cupertino.

CCC Cupertino Citizen Corp; the City umbrella organization for CARES, CERT, and MRC.

CERT: Community Emergency Response Teams.

DOC Department Operations Center; references are for the Cupertino Citizen Corp DOC.

PSA: Preliminary Safety Assessment, Process.

Introduction

The City of Cupertino supports testing the community emergency response plans and ongoing disaster preparedness training as an essential component to a successful community disaster response. One element of the CARES response is the Preliminary Safety Assessment (PSA). This is a cursory check of the city performed by CARES members wherever they are located at the time of the event. The sole purpose of the PSA is to provide the City EOC Staff a cursory snapshot of the state of the city immediately after an event occurs.

The purpose of this exercise was to test the PSA Process as performed by CARES.

The City of Cupertino authorized the drill with training activation number CUP-13-06T. This report covers the activities undertaken by CARES and the findings from that drill.

ii. Type / Location of Event / Drill / Exercise

Event Type: City of Cupertino, CARES Training Activation
Event Identifier: CUP-13-06T
Event Name: Preliminary Safety Assessment
Location: City of Cupertino

iii. Description of the Event / Drill / Exercise

CARES drill objectives:

1. Practice the PSA data collection and reporting process by CARES members in the field.
2. Test packet as an alternative data collection roll-up and reporting method.

Event resources came from the following organizations:

1. Cupertino ARES/RACES: Responsible for checking into the CARES emergency net, performing the PSA process, rolling up the results, and delivering the results to the Cupertino EOC Staff. Nineteen (19) CARES members participated in the test.

Name	Call Sign	Assignment
Fari Aberg	KF6UVS	PSA reporter
Hela Bluhm-Stieber, KJ6OHF		PSA reporter
Chris Capener	AI6CC	PSA reporter
Bob Cascone	KJ6WBF	PSA reporter
Ken Ericksen	KI6SYY	PSA reporter
Phil Harris	WA2KDX	PSA reporter
Sunny He	AG6GR	PSA reporter
Gerd Goette	KI6WEJ	PSA reporter
Allan Gontang	KD6QPP	NCO/Shift Supervisor
Bill Klein	KD6TQJ	PSA reporter
Vince LaPorta	K6TEN	PSA reporter
Carlos Maltzahn	KI6FGR	PSA reporter
Jim Oberhofer	KN6PE	Packet Ops
Darryl Presley	KI6LDM	PSA reporter
Sikdharth Rajaram	KJ6ZKU	PSA reporter
Soundararjan Rajaram	KJ6ZKT	PSA reporter
Dick Sherman	N6IK	PSA reporter
Skip Stevens	WA6VFD	PSA reporter
Mark Taylor	AG6CL	PSA reporter

The drill was initiated as a pre-announced event with CARES members knowing to check into the CARES Emergency Net at the appointed time.

1. Established the Emergency Net for initial drill check-ins.
2. Member check-ins. CARES members checked into the CARES Emergency Net on TAC-1.
3. CARES members were directed to perform their PSA Survey.
4. A Packet Operator as PSA Data Recorder was named.
5. PSA traffic (counts only) were directed to the Packet Operator.
6. At the end of the drill, an on-air debrief was held.

Performance against Objectives:

1. Practice the PSA data collection and reporting process

Results: **SATISFACTORY**. All participating members were able to pass the traffic in the manner defined by the process.

2. Test packet as an alternative data collection roll-up and reporting method.

Results: **SATISFACTORY**. PSA data was collected directly from CARES members and entered directly into a spreadsheet, which was subsequently sent as a .csv file by Packet to the EOC. Additionally, a member created his own Packet PSA report and transmitted it to the EOC. See *Communications Systems* Section below for details.

The drill ran for 1.5 hours.

iv. Chronological Summary of Event / Drill / Exercise

CARES ran this test under activation number CUP-13-06T. The following is a summary of the activities as reported on ICS-214s that were submitted after the test. All times listed here are in local time. The following is a very high level summary.

Time	Description, Notes, Comments
0830	CARES Emergency Net was activated, KD6QPP assumed NCS.
0840	18 CARES Members checked in, all directed to start their PSA survey.
0845	Identified the PSA Packet Recorders, Tactical Call is Packet Ops.
0900	Start receiving PSA Reports.
0935	All reports received. Secured the Drill, on-air round-table on what worked, didn't work
1000	Secured the CARES Emergency Net

v. Response at SEMS Levels (as appropriate):

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

Per the process, all participating CARES members performed the PSA Survey from where ever they were at the time of the event. This aspect of the process allows for general coverage of the city based on the random nature of where CARES members are in the city at any given time.

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.

PSA Process

A review of the PSA process was presented to the membership at the January 2013 CARES General Meeting with the intent of running a field-based PSA drill shortly thereafter. The key success factors for this drill were:

1. CARES members collected and reported their local PSA data. The transmission of the PSA report is based on providing counts for specific topics called out in the PSA form, including:
 - a. Injuries (4 categories)
 - b. Structural Damage (3 categories)
 - c. Fire (1 category)
 - d. Hazards (4 categories)
 - e. Access problems (1 category)
 - f. Survey size; number of homes or structured surveyed
 - g. Map grid location; county GIS map standard as adopted by Cupertino OES
2. We confirmed that, when a member is familiar with the PSA data delivery process, a single PSA message can be delivered in less than 1 minute.

3. Additional time would be required for passing address details for critical locations, but was not part of this exercise. The assumption is that, when called for, the location details would be collected and passed by Packet to City regional ARCs for their attention and action.

Communications Systems

PSA data is used by the EOC as a preliminary assessment on the state of the city based on specific observations and reports. The current process has been to delay sending these reports to the EOC until the EOC Radio Room was activated and ready to receive PSA reports. The reports would then be transmitted, recorded, compiled, and delivered to the DOC for analysis and reporting to the EOC Staff.

Delaying the delivery of these reports implies that CARES members may need to stand by with their PSA data. It is unclear how this would impact subsequently deploying CARES members to field assignments.

The change for this drill was as follows:

1. Nominate a Packet Operator to receive the PSA reports.
2. Pass PSA data from CARES members to the Packet Operator.
3. Packet Operator records the data in a spreadsheet version of COES106, and when done, saves the file in a comma delimited (.csv) format.
4. Sends the COES106 PSA report to the EOC by packet by posting it on the BBS that Cupertino uses.
5. When the Comm Van is activated and the EOC is opened and staffed, the Comm Van packet operator retrieves the posted PSA COES106 report and delivers it to the EOC.

A test spreadsheet version of the COES106 form was created for this drill. The entire report format is transposed from the paper-based COES106 to accommodate a 120 character line length limitation of the BBS. See the Logs and Attachments Section of this document for what this spreadsheet looks like.

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.

The following is a summary of the key Conclusions and Recommendations.

What worked

- All participating CARES members successfully passed the PSA data with little or no problems.
- The spreadsheet data collection process worked well.

What didn't work / needs improvement

- Reception problems on simplex; had to rely on relays
- New County GIS Map coordinates are still new to many; need to get the new maps deployed.

Observations, Conclusions

- The open issue for PSA to the EOC is how is the data compiled and presented so it is useful for the EOC. This is critical for the PSA to provide value to the city.

Recommendation

Dispositioning the PSA Data

Regardless of the means for passing the data to the EOC, the next step is to review how to interpret and use the submitted PSA Data with the DOC staff.

1. Schedule time with the DOC staff to determine how submitted PSA data would be useful
2. Hold NCS/RRO training using the Comm Van as the response platform.

More Packet practice

As a follow-on to the October 2012 drill, continue to provide CARES with opportunities for message handling, both voice and packet. The following training plan is proposed for the next 6 months:

1.	November:	NCS/RRO simulation	10-Nov	DONE
2.	December:	Hands-on Packet	8-Dec	DONE
3.	January:	PSA Drill, Voice	12-Jan	DONE
4.	January:	County Drill, Voice & Packet	19-Jan	DONE
1.	February:	Hands-on Packet	16-Feb	
2.	March:	NCS/RRO simulation	16-Mar	
3.	April:	Hands-on Packet	6-Apr	
4.	May:	Spring Comm Field Drill	18-May	
5.	June:	Hands-on Packet	15-Jun	
6.	July:	NCS/RRO simulation	20-Jul	

Clarification of COES105 Form

The usefulness of the COES105 form depends on its ability to be interpreted correctly by all users. The following recommendations need to be discussed with the CCC to ensure the collection process is as effective as possible.

1. Update item COES105 4.4 to read: "Number of Electric Power: Lines Down, ~~Power in the Neighborhood?~~". This is to eliminate the confusion of a possible YES or NO answer, and leave it purely as a count.
2. If the question "Power in the neighborhood?" is still desired, add as a separate question with only "YES" or "NO" answer.

viii. Logs, attachments:

As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibility.

The following sample reports are attached:

1. COES105 PSA Form, 2 copies
2. COES106 PSA Rollup, Spreadsheet version

COES105, Sample 1

COES 105 Situation Status / PSA Form				Control No:
Rev 080519 For use by Organized Neighborhoods, CARES Preliminary Safety Assessment				CUP-13-06T
Assessment Date/Time: 1/12/13 0850		Street: Northvale, Northwind Between: and:		
Performed by: Cascon KT6WBF		Map Grid (Chamber Map): L-22		
Command Post Location:		Number of Units Surveyed: 28		
Ref	Category	Subcategory	Count	Notes/Addresses (use back of page if necessary)
1.1	Injuries, Minor	Able to walk away from the incident	14	
1.2	Injuries, Delayed	Regular breathing, and Capillary refill <2 sec, and Answers questions, responds to commands	0	Address:
1.3	Injuries, Immediate	Rapid Breathing >30/min, or capillary refill >2 sec, or Confused, disoriented OR TRAPPED	0	Address:
1.4	Injuries, Presumed Dead	Unconscious, no respiration	0	Address:
2.1	Structure, Light Damage	• Superficial Damage • Broken Windows • Cracked or fallen plaster • Main damage is to contents	15	
2.2	Structure, Moderate Damage	• Large amount of cracking on exterior • Small cracks around doors and foundations • No outward sign of structural damage	13	Address:
2.3	Structure, Heavy Damage	• Partial or full collapse • Building is off foundation • Structural damage to the building	0	Address:
3.1	Fire	Fire, Any situation, note if extinguished	0	Address:
4.1	Hazards	Gas Leaks	0	Address:
4.2	Hazards	Sewer Leaks	0	Address:
4.3	Hazards	Water Main Breaks	0	Address:
4.4	Hazards	Electrical Power, Lines Down. Power in the neighborhood?	2	Northvale entrance off of Blaney Av.
5.1	Access	Roads blocked Other Obstructions	0	
Status Report Logged? (initials) Doc Unit Logged COES103 OPS Desk Logged COES104 Doc Unit Completed COES103				Rollup _____

COES105, Sample 2

COES 105 Situation Status / PSA Form				Control No:
Rev 080519 For use by Organized Neighborhoods, CARES Preliminary Safety Assessment				
Assessment Date/Time:		Street: LOMITA AVE Between: 21800 and: 21925		
Performed by: GERD GOETTE, KIGWEG		Map Grid (Chamber Map): N19		
Command Post Location:		Number of Units Surveyed: 20		
Ref	Category	Subcategory	Count	Notes/Addresses (use back of page if necessary)
1.1	Injuries, Minor	Able to walk away from the incident	3	
1.2	Injuries, Delayed	Regular breathing, and Capillary refill <2 sec, and Answers questions, responds to commands	1	Address:
1.3	Injuries, Immediate	Rapid Breathing >30/min, or capillary refill >2 sec, or Confused, disoriented OR TRAPPED	0	Address:
1.4	Injuries, Presumed Dead	Unconscious, no respiration	0	Address:
2.1	Structure, Light Damage	• Superficial Damage • Broken Windows • Cracked or fallen plaster • Main damage is to contents	5	
2.2	Structure, Moderate Damage	• Large amount of cracking on exterior • Small cracks around doors and foundations • No outward sign of structural damage	1	Address:
2.3	Structure, Heavy Damage	• Partial or full collapse • Building is off foundation • Structural damage to the building	0	Address:
3.1	Fire	Fire, Any situation, note if extinguished	0	Address:
4.1	Hazards	Gas Leaks	0	Address:
4.2	Hazards	Sewer Leaks	0	Address:
4.3	Hazards	Water Main Breaks	0	Address:
4.4	Hazards	Electrical Power, Lines Down. Power in the neighborhood?	1	power pole down; no power
5.1	Access	Roads blocked Other Obstructions	1	road blocked at 21870 (power pole)
Status Report Logged? (initials) Doc Unit Logged COES103 OPS Desk Logged COES104 Doc Unit Completed COES103				Rollup _____

COES106 PSA Rollup, test spreadsheet version

CUP-13-06T-PSA-1301130945.c

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
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2		Call	Msg ID	Time	Grid	Survey	1.1	1.2	1.3	1.4	2.1	2.2	2.3	3.1	4.1	4.2	4.3	4.4	5.1
3	1	KN6PE	PKT OPS	845	P20	32	2	0	0	0	4	16	0	0	2	0	0	0	0
4	2	KI6LDM	P001	900	O21	34	5	2	0	0	15	3	0	0	0	0	0	2	1
5	3	KD6TQJ	P002	903	C3	8	4	1	0	0	4	0	0	0	0	0	0	4	0
6	4	KE6WEJ	P003	905	N19	20	3	1	0	0	5	1	0	0	0	0	0	1	1
7	5	KJ6OHF	P004	907	O22	22	5	1	1	0	3	1	1	0	1	0	0	1	1
8	6	AG6CL	P005	908	C4	17	8	0	1	2	6	1	2	0	1	1	2	1	1
9	7	N6IK	P006	909	K5	28	2	0	0	0	4	0	0	0	0	0	0	1	0
10	8	KI6FGR	P007	912	N18	21	4	1	1	0	13	3	2	0	1	0	0	1	0
11	9	KJ6WBF	P008	913	L22	28	14	0	0	0	15	13	0	0	0	0	0	2	0
12	10	AI6CC	P009	917	M19	66	3	0	0	0	13	3	0	0	0	0	1	1	0
13	11	KI6SYY	P011	920															6
14	12	KJ6ZKU	P019	924	N20	21	10	2	3	0	4	2	1	2	1	2	3	2	0
15	13	AG6GR	P013	926	M22	12	15	5	1	0	9	3	0	0	0	0	0	1	0
16	14	WA2KDX	P014	928	N22	9	5	0	1	0	7	7	1	0	0	0	0	0	0
17	15	KJ6ZKT	P015	930	N20	18	10	2	1	0	15	9	1	0	3	0	1	1	0
18	16	K6TEN	P016	933	N22	14	1	3	0	0	3	4	0	0	0	0	0	0	1
19	17	KF6UVS	P017	935	M23	70	1	0	1	0	1	0	0	0	1	0	0	0	0
20																			

End of Report.