
2013 CCC October Earthquake Drill Exercise Plan

Cupertino Office of Emergency Services

August 31, 2013

Revision 1.1, **FINAL**



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Revision

Rev	Date	Comments
1.0	25 August 2013	Draft
1.2	31 August 2013	follows the CCC Steering Committee Meeting

1 Exercise Plan

1.1 Background / Goal

1.1.1 Background

The Cupertino Citizen Corp (CCC), made up of the Cupertino Amateur Radio Emergency Service (CARES), Community Emergency Response Team (CERT), and Medical Reserve Corp (MRC), are volunteer teams of Cupertino residents who have volunteered their time and resources to support the city during an emergency.

The Cupertino Office of Emergency Service (OES) has developed methods and procedures that leverage this large volunteer pool for the purpose of supporting a city response. This effort is intended to integrate CERT, MRC, and CARES into a seamless response capability that can be deployed during times of emergency at the discretion of the City EOC Staff.

This exercise aligns with this intent and is designed to incorporate this requirement into a single event.

1.1.2 Terms

ARK:	City-owned shipping containers strategically located throughout the city that are stocked with emergency supplies to support a field-based ICS field response; where the public can report disaster related emergencies when they cannot get through to 9-1-1, or 9-1-1 is unable to send resources. Staffed by CERT.
CARES:	Cupertino Amateur Radio Emergency Services; provides backup and emergency communications to the City.
CCC:	Cupertino Citizen Corps; the Cupertino OES designation for the volunteer pool made up of members from Cupertino ARES, CERT, and MRC.
CERT:	Community Emergency Response Team; trained in light search & rescue, disaster medicine, fire suppression, animal care, and Help Desk.
COSIN:	Control Staff Instructions. A document prepared by the Exercise Design Team for use by the Control Staff (exercise director, simulators, evaluators).
DOC:	Departmental Operations Center.
DPW	Department of Public Works
EOC:	Emergency Operations Center; the central command and control facility responsible for carrying out the principles of emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of the City.
EOP:	Emergency Operations Plan. The document that describes the methods, procedures, and authority for coordinating resources and personnel of a jurisdiction in responding to disasters.
EXPLAN:	Exercise Plan. The document provides the instructions, guidelines and organizational information to all participants for the conduct of a specific exercise.
ICP:	Incident Command Post. A temporary physical location used for the purpose of on-scene incident command and management at the tactical level.
ICS	Incident Command System. A people management system with

	clearly defined roles and functions, and with attributes or system features that are flexible and adaptable to both large and small incidents and events.
JIC:	Joint Information Center. Public Information coordination point. Designed to facilitate a teamwork approach to public information among the affected entities.
NIMS:	National Incident Management System. Federally mandated method of managing emergencies adapted from California's SEMS.
MAC	Mutual Aid Communicators. Santa Clara County communicators that are qualified for a mutual aid response.
MRC:	Medical Reserve Corp. Volunteers that supplement the existing emergency and public health resources
OPAREA:	Operational Area. Intermediate level of government designed to support the local jurisdiction's response to disaster by providing access to the resources of the county, other cities and the state.
PIO:	Public Information Officer. Serves as the coordinator and clearinghouse of information to the public and the media.
SEMS:	Standardized Emergency Management System. California's system for managing responses to multi-agency and multi-jurisdictional emergencies which includes the Incident Command System, Unified Command and the OpArea concept.
UNIFIED COMMAND:	Different disciplines/organizations sharing Incident Command responsibilities in order to ensure proper coordination and management of emergencies affecting multiple agencies or multiple jurisdictions.

1.2 Purpose, Goals and Objectives

1.2.1 Cupertino OES Goal

The goal of Cupertino's Office of Emergency Management is to prepare the City to respond to, recover from, and mitigate against natural and man-made emergencies and disasters.

Cupertino OES does this by working with local, state and federal government partners, as well as non-governmental organizations, and community volunteers making up the Cupertino Citizen Corp, to achieve this goal.

Specifically, Cupertino OES works to:

1. Actively educate the community about storing, purifying and accessing water after an earthquake, pet preparedness and utility control.
2. Encourage businesses, churches and service clubs to identify specific earthquake response roles and practice them during the exercise.
3. Activate the City Emergency Operations Center with City staff to track the progress of the exercise and provide support, as requested.
4. Engage the Community Emergency Response Team, Medical Reserve Corps and Cupertino Amateur Radio Emergency Service in realistic earthquake response scenarios to test procedures and guidelines.
5. Encourage neighborhoods to help each other learn to be self-sufficient during earthquakes.

1.2.2 Purpose of this Drill

The purpose of this exercise is to understand the City's ability to deploy CCC volunteer resources to support an extended field deployment.

1.2.3 Objectives of this Drill

1. Activate one or more ARKs with sufficient CERT, MRC, and CARES staffing.
2. Exercise the DOC-to-EOC and DOC-to-Field information handling procedures.
3. Deploy, set up, and manage a field ICP to support a Search and Rescue event and Field First Aid Treatment Center.
4. Exercise our ability to move material and resources throughout the city.
5. Exercise emergency voice and packet communications message handling procedures.
6. Manage information using OES documentation procedures and tracking methods.
7. Understand the spontaneous-ness of a CCC response.

1.2.4 Concept

This will be a full scale exercise based on an earthquake event requiring a Search and Rescue response.

1. The drill will occur over a 1 day period during October 26th.
2. The City EOC will be activated with minimal (if any) City staff to receive and originate simulated traffic, log situation status, and oversee the event. The CCC DOC will simulate the EOC response if necessary.
3. CCC members will respond to designated ARKs, staff the Incident Command structure, and operate under standard ICS and City response processes.
4. A report of a large land slide requires a Search and Rescue and Medical response to a field location away from an ARK site.
5. CERT members will open the designated ARKs. Responding SAR and MRC resources are moved to the Landslide site. SAR teams are assembled and dispatched to the Search area.
6. Communications assignments are made based on the CARES response model, resources, and priority.
7. Message traffic will originate in the field based on actual field events; no simulated message traffic will be developed. Simulated OpArea traffic will be developed and sent to County.

1.2.5 Exercise Schedule

Saturday, October 26, 2013. All times are estimates. The Drill Team reserves the right to adjust the schedule during the drill as they see fit.

07:30	Drill Begins, Earthquake event occurs, Hayward Fault, 7.3 magnitude. Objects fall off shelves in Cupertino. CARES Emergency Net is activated. CERT responds to and opens the designated ARKs. MRC responds to and sets up at the designated ARKs.
08:00	CAS message to the membership soliciting CCC assistance...
08:00	Aftershock occurs, Sargent-Berrocal Fault, 4.9 magnitude.
08:30	Begin 1 st Operational Period. Designated ARKs are opened, set up, and staffed. Responding CERT members arrive with Safety Assessment reports.
10:00	Simulated DPW team reports to the EOC by City Radio of a landslide in the vicinity of Linda Vista Park.

10:15	Activated ARKs report little or no damage or casualties from responding CERT members.
10:20	Simulated DPW team reports to the EOC by City Radio of victims and casualties in the vicinity of the landslide.
10:30	City EOC requests resources to help with searching for survivors in the affected area.
10:30	CERT is directed to establish an ICP at in the vicinity of the Landslide site.
10:30	ARK #1 is directed to send available resources to the landslide site. It is to maintain minimal staffing and act as a supply site in the event the ICP needs additional material.
10:30	ARK #2 is directed to secure and send available resources to the landslide site.
12:00	Begin 2 nd Operational Period, landslide Site. ICP set up. 2 nd CAS notification directing other resources to respond to Linda Vista Park.
12:30	Field First Aid Treatment Center is set up. SAR Teams are created, briefed, and deployed.
15:30	End of 2 nd Operational Period. SAR activities are secured. Begin ICP demobilization. Responders are directed to the EOC for debrief.
16:30	End the Drill. Begin the Debrief
17:30	End of Debrief.

1.3 Artificialities and Assumptions

1.3.1 Artificialities

1. The EOC will not be completely staffed. Simulated command and control will be executed by drill participants.
2. County RACES is holding its quarterly drill between 2:00pm and 4:00pm. CARES will initiate simulated but related message traffic to County EOC.
3. Wired and cell phones are not initially working. All message traffic will be passed by radio.
4. Ambulances are not available; MRC is on their own to address all casualties as they see fit.
5. Ken Ericksen will simulate the public works department and will pull the trailer to the SAR site.

1.3.2 Assumptions

1. We respond with our current state of readiness and with whoever shows up.
2. Weather is current conditions at the time of the drill. The drill will occur rain or shine.
3. All information in the narrative is considered valid.
4. CARES PSA will not be performed as part of the drill.
5. We will attempt to contact Served Agencies to report on status.
6. We don't have all the answers.
7. This exercise in no way attempts to portray actual or anticipated events.

1.4 References

- City of Cupertino Emergency Operations Plan
- City of Cupertino General Plan, Appendix E, *Geologic and Seismic Hazards*
- CARES Standard Operating Procedures
- CERT Community Evacuation Procedures

1.5 Exercise Control

This is a full scale exercise. Exercise will be driven by the participants. There will be no simulators or evaluators.

1.6 Communications

1. CERT and MRC members will use FRS radios on channel 5 tone 5. They will operate on a city wide open net. This net will be monitored by CARES members who have FRS capability. Because of limited range of FRS radios, relays will be needed.
2. City Trunk Radios may be deployed to test how they would fit into the overall response. **Exact application to be determined.**
3. CARES members will be dispatched on various field assignments throughout the city.
4. Comm Van responds to the EOC and supports the EOC with communications contact with all field units.
5. CARES will operate on the Resource Net and Message Net.
6. All radio communications will be followed by the phrase "THIS IS DRILL TRAFFIC".

1.7 Safety and Security

1. Safety and security issues will be handled in accordance with established policies and procedures.
 - o Participants are required to wear boots
 - o Participants should use walking sticks when walking on hill slopes
 - o Participants should apply insect repellent, such as deet
2. The two-person rule (buddy system) will be followed at all times.

1.8 Evaluation

CERT, MRC, and CARES members will have an opportunity to critique the exercise during a post-exercise debrief session at the EOC after the drill. Email submittals will also be accepted as feedback on the drill.

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

1.9 Reports

An After-Action Report will be completed as a result of the critique and evaluation of the exercise

1.10 Public Information

1. Because the drill will be operating in the vicinity of a residential neighborhood, event information will be distributed prior to the event.
2. No press releases are planned. **Need to confirm.**
3. Broadcast test messages over 1670 AM?
4. Test or publicize Red Cross [*I am Safe app?*](#)
5. Invite Courier reporter (Matt Wilson) to observe or participate?
6. Use of [NextDoor?](#)

1.11 Instructions to Participants

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

1.12 OPEN QUESTIONS

1. Determine if we are using Web EOC.
 - ANS:
2. Will ARK and ICP responders respond with PCs to take advantage of Wifi?
 - ANS:
3. Determine the role of CAS for CCC members.
 - ANS: We will use CAS to do the initial notification to the membership that the event occurred. Also, use CAS to do the 2nd notification to direct CCC members to the SAR site.
 - Also, we will stage a series of 1670 AM radio messages to simulate the changing requirements
- 4.

2 Logistics

2.1 Before the event

2.1.1 Activity List

1. Develop Communications drill component... Allan
2. Develop MRC drill component... Fari
3. Develop ARK, ICS drill component...Jerry, Bev
4. Develop SAR Scenarios... Win, Gerd
5. Develop EOC drill component... Bob
6. Develop plan for local community contact/event notification... tbd
7. Complete OES Trailer outfitting either by material acquisition or by temporarily borrowing from a non-participating ARK... Ken, Steve
8. Identify, confirm the location of the landslide site... Ken, others
9. Resolve logistics for moving additional requested material from the ARKs to the ICP... Ken, Steve

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3 Narrative

Ken wakes up early, checks his alarm clock, and sees it is 7:30am. Something is wrong. By now, he would be hearing the usual flock of birds fighting away over the seed in his backyard bird-feeder. But it is all quiet, too quiet.

At 7:58am PST, a 7.3 earthquake occurs on the Hayward fault. The shaking lasts almost 45 seconds, increasing the risk of surrounding faults potentially rupturing as well.

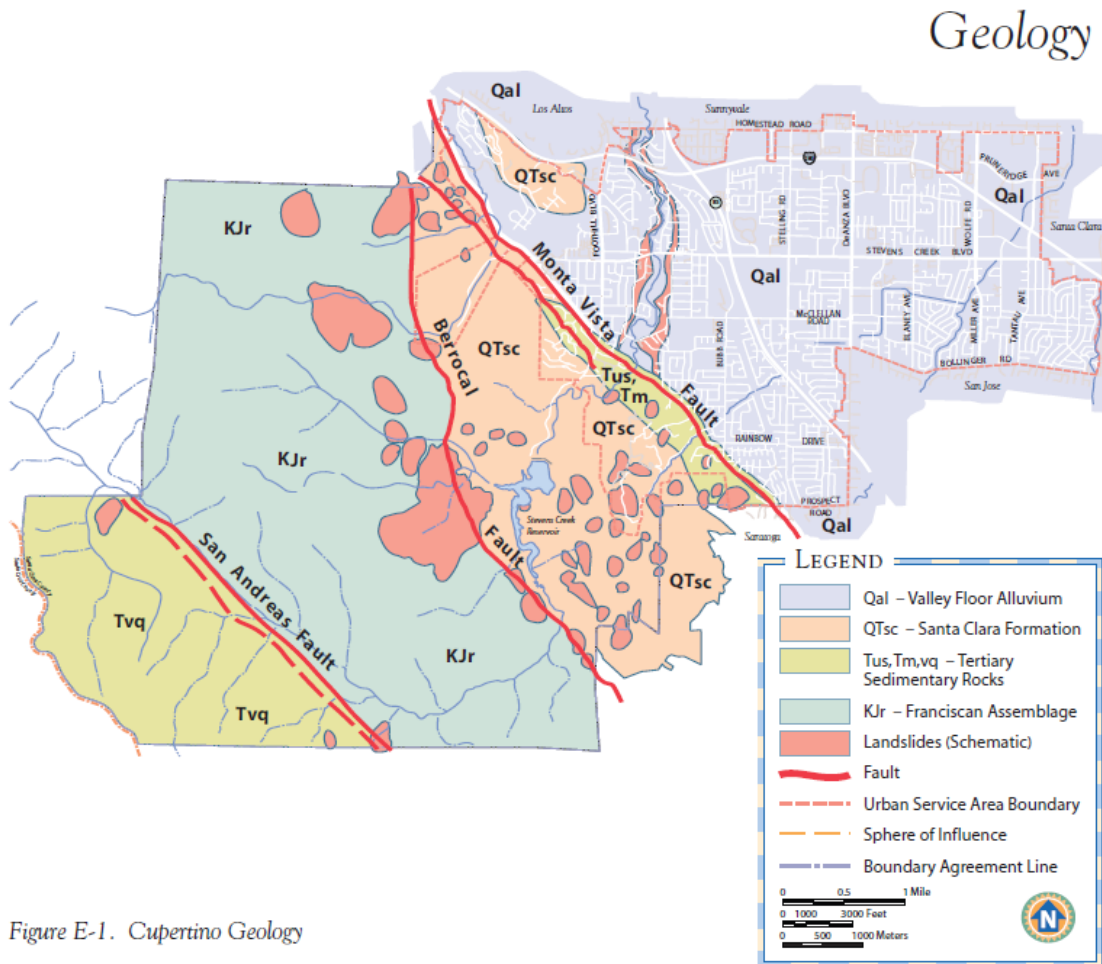


Figure E-1. Cupertino Geology

CCC Volunteers are activated per the standard procedure for self-evident events. This includes:

1. CARES activate the emergency net on CARES TAC1, take check-ins, and initiate the PSA process. Directions are issued to retrieve the Comm Van and deploy it to the EOC.
2. CERT and MRC members respond to their assigned ARK sites and begin site setup. Many bring in Neighborhood Safety Assessment reports as they proceed to the ARK.
3. The CCC DOC is the first to arrive at City Hall, and starts setting up the EOC for what will probably be a long day.

Thirty minutes later after the main event, there is an aftershock that is subsequently determined to be from the Sargent-Berrocal Fault with the epicenter 2 miles west of City. While only a 4.9 on the Richter Scale, it felt stronger than the Hayward event.

The ARKs are set up and reports of damage are coming in. Fortunately, the reports do not seem to indicate any significant damage given what was felt. There is a sense of relief that the City may have been spared a lot of damage.

At 10:30am, a Public Works report comes in that there is a large amount of debris on Linda Vista Drive. They are proceeding on foot to investigate.

At 10:50am, the Public Works team reports a significant landslide in the vicinity of Linda Vista Drive. It looks like many structures have been damaged by sliding dirt into backyards and driveways. They report hearing many cries for help.

Cupertino EOC Planning Section Chief assesses that there are over 20 homes in the impacted area. City Staffing is not at full strength due to other access problems throughout the Valley. With many parts of the city in reasonable shape, the decision is made that CERT needs to help in the impacted area to and assist stranded residents.

CCC DOC requests staffing and activity reports from all ARKs. Two of the ARKs report full staffing, but little or no activity due to no sustained damage. The DOC reports this to the Planning Section Chief.

Ops Section Chief requests CERT to provide 5 to 10 Search and rescue teams to the impacted area. MRC is also requested to establish a Field First Aid Station to treat the injured.

CCC DOC directs the ICP Trailer to be deployed and set up at the Linda Vista staging area.

CCC DOC directs ARK x to secure and have all SAR-qualified and MRC resources respond to the Linda Vista staging area. A Field First Aid Station is to be set up outside of the Landslide area.

CCC DOC directs ARK y to have all SAR-qualified and MRC resources respond to the Linda Vista staging area, but remain open as a supply source for the ICP.

Two communications teams are requested to deploy and set up at the ICP and the First Aid Station. Additionally, CARES members are asked to respond to shadow the field SAR teams. A separate frequency will be used to provide tactical support for SAR teams.

By 1:00pm, the ICP is in place, Medical and Communications units are set up, and SAR teams are moving into the field.

By 3:00pm, all SAR teams have completed their assigned mission, and the ICP is directed to secure. Demob activities start.

By 4:30pm, all material is returned to their respective ARKs. The Drill is secured and the debrief is held.

4 Control Staff Instructions (COSIN)

4.1 Overview

The following are the instructions to be used as part of this drill.

4.1.1 Instruction #1

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4.1.2 Instruction #2

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5 Meeting Notes

5.1 Notes from August 28 team meeting:

- CAS messages requesting manpower will be sent about every two hours
- ARKs not involved in drill will have signs reading. “This ARK closed, go to TBD ARK,” with an accompanying map displaying directions to TBD ARK.
- The ARKs that will be gutted of manpower to support SAR will keep three CCC members, one CARES and two CERTs. De Anza will be closed completely.
- ICP supplies: Jerry, Bev, Allan and Fari will give Ken and Steve a list of supplies for the Linda Vista ICP that will be preloaded into the CERT trailer
- For Drill Task List, add pre-announcements and regular email messages to CCC with Eventbrite link. Key words for theme are ‘remote ICP’ and ‘search and rescue.’
- Two volunteer shifts, AM and PM. Eventbrite sign up will offer both choices. “If you are not CERT/DSW, you are not welcome to participate.” For safety – boots, walking stick and bug spray.
- Need a Safety Officer for the exercise.
- If Fire accepts invitation to participate, consider asking them to coach on cribbing or SAR.
- Park map. Ken will ask Parks and Rec for a map. Steve will add County grid lines.
- MRC approach. Field first aid, with backboarding and treatments for snake bites and poison oak. Use sand bags to simulate people on backboard. Considering asking for ambulance presence. Victims: neighbors (flyers and NextDoor), high school service clubs?
- Simulate gas leaks on local streets.
- Conduct neighborhood damage assessments. House or vehicle colors designate type and severity of damage. Notify neighbors and the Fire Duty Chief that people in vests will be walking around.
- Participants instructed to bring food and water.
- Debrief: Room 100 with McHart’s pizza
- Demob: close MV and park trailer in corp yard. Steve and Ken to empty trailer in following days.
- Next meeting at BBF.

5.2 Notes from September 4 team meeting:

- Reviewed the Event Plan, updates identified
- Reviewed the Event Planning task list.
- Decisions made
 - Trailer: we will borrow from an ARK; test first, and then plan to build out based on this experience.
 - DeAnza ARK will be opened.

5.3 Notes from September 11 team meeting:

- CAS messages requesting manpower will be sent about every two hours

5.4 Notes from September 18 team meeting:

- Speed Dating, four teams (each team meets with every other team for 20 minutes)
 - Comm Team
 - ARK/ICS
 - Scenarios
 - MRC/Marketing
- These sessions allowed for focused discussion between each team, allowing them to get specific questions answered, understand cross-team plans, and provide a 1-1 discussion forum. General response was that this was a useful activity.
- ARK/ICS
 - For the ARK, whoever shows up takes on the IC role.
 - For the remote ICP, it is just “another ARK”... on wheels. Jerry and Bev act as *Controller* the setup of the ICP. They will not be staffing the site.

5.5 Notes from September 25 team meeting:

- Review Steve’s flyers to be sent to the CCC and neighborhoods.
- Discussion on the neighborhood engagement
 - There are 57 homes in the targeted neighborhood that we think could participate. Bob and Judy Hogin are the local neighborhood contacts.
 - If the neighbors elect to participate, then we MUST deplut
 - A.I.B to call Bob and Judy for the initial contact.
 - Scenario signs will be posted on the trees between the street and the sidewalks.
- The drill will occur rain or shine.
- Handling the Trailer.
 - DOC makes the logistics request for the trailer to be deployed to Linda Vista. Select the IC from the currently known responders,
 - At each ARK that is not to be opened, put a sign stating that we are simulating that your neighborhood.
 - Notification to CCC: be prepared to drive to the ark
 - When do we do the scenario setup? Need a team to set up the scenarios before the event shows up.

5.6 Notes from October 2 team meeting:

- PLAN: Tabletop walkthrough of the drill.
-