
2016 Big Bunny 5K Exercise Plan

Cupertino Office of Emergency Services
CUP-16-16T

March 26, 2016
Revision 2.0



Table of Contents

1	EXERCISE PLAN	3
1.1	BACKGROUND / GOAL.....	3
1.1.1	<i>Background</i>	3
1.1.2	<i>Terms</i>	3
1.2	PURPOSE, GOALS AND OBJECTIVES.....	3
1.2.1	<i>Purpose of this Drill</i>	3
1.2.2	<i>Objectives of this Exercise</i>	3
1.2.3	<i>Concept</i>	4
1.2.4	<i>Exercise Schedule</i>	4
1.3	OPERATIONS ELEMENTS	4
1.3.1	<i>Cupertino ARES (CARES) and CERT</i>	4
1.3.2	<i>Medical Reserve Corps (MRC)</i>	5
1.3.3	<i>Sheriff's Office (SO)</i>	5
1.3.4	<i>Cupertino Office of Emergency Services (OES)</i>	5
1.3.5	<i>Public Works (PW)</i>	5
1.3.6	<i>Recreation and Community Services (RCS)</i>	5
1.4	REFERENCES	5
1.5	EXERCISE CONTROL.....	5
1.6	SAFETY AND SECURITY	5
1.7	EVALUATION.....	5
1.8	REPORTS	5
1.9	PUBLIC INFORMATION.....	5
1.10	INSTRUCTIONS TO PARTICIPANTS	6
2	LOGISTICS.....	7
2.1	BEFORE THE EVENT.....	7
2.1.1	<i>Procurement Requirements</i>	7
2.1.2	<i>References: Maps, charts, training materials, etc.</i>	7
2.2	AFTER THE EVENT.....	7
2.2.1	<i>Check out and demobilization</i>	7
2.2.2	<i>After Action Report</i>	7

Revision

Rev	Date	Comments
1.0	Mar 15, 2016	First Draft

1 Exercise Plan

1.1 Background / Goal

1.1.1 Background

The City of Cupertino's Department of Recreation and Community Services organizes an annual 5K run/walk charity fund raiser called the Bunny Fun Run. 1200 to 1500 residents of all ages participate each year. The start/finish line is at the Cupertino Civic Center, where there is also a stage with a short program of speakers and an awards ceremony after the race. The run/walk traverses mostly residential streets to the East of the Civic Center.

Deputies from SCC Sheriff's office assist with traffic control at some of the busier intersections along the route. The Cupertino Public Works Department provides logistical support.

Cupertino Citizen Corps takes advantage of this event as an opportunity to practice skills and procedures common to all its activations and those specific to events that involve helping to assure the safety and health of a large crowd of people, in particular those travelling on foot from one location to another.

1.1.2 Terms

CCC	Cupertino Citizens Corps; composed of CARES, CERT, MRC.
CARES	Cupertino Amateur Radio Emergency Service, ARES/RACES organization supporting the City of Cupertino. A component of CCC.
CERT	Community Emergency Response Team. Community Emergency Response Team; trained in light search and rescue, disaster medicine, fire suppression and Help Desk. A component of CCC.
DPW	Department of Public Works
ICP	Incident Command Post. A temporary physical location used for the purpose of on-scene incident command and management at the tactical level.
MRC	Medical Reserve Corps. Volunteers that supplement the existing emergency and public health resources. A component of CCC.
NCS	Net Control Station
OES	Office of Emergency Services
RCS	Recreation and Community Services (formerly Cupertino Parks and Recreation Department)
SO	Santa Clara County Sheriff's Office

1.2 Purpose, Goals and Objectives

1.2.1 Purpose of this Drill

The chief purpose of this drill is to practice skills and procedures that CCC would expect to use if requested to aid in the movement on foot of a large number of people, such as moving a group of people from one shelter to another. This includes working with groups such as the city's Recreation and Community Services and the Santa Clara County Sheriff's Department.

1.2.2 Objectives of this Exercise

1. Exercise CARES informal message passing and message net procedures.
2. Practice CERT/CARES inter-communications using FRS radios, tying all field responders together in a single communications network.
3. Practice crowd safety and management operations in conjunction with RCS and SO.
4. Practice first aid operations.

1.2.3 Concept

This will be a communications, crowd safety, and first aid functional exercise taking advantage of a civic event involving 1200 or more people.

1. The exercise will occur over a four-hour period on Saturday, March 26, 2016.
2. The City EOC will not be activated.
3. Field responders (CERT/CARES) will be deployed to up to 15 stations along a 5K route.
4. One or more CARES communicators will be assigned to shadow event coordinators.
5. A CARES member will serve as a sweep, following the last of the pedestrians on bicycle to ensure that all pedestrians safely complete the route.
6. MRC will staff a first aid booth at the end of the route.
7. Assignments will be made based on the CCC response model, resource availability, and location priority.
8. CARES and CERT responders along the route will work as buddies.
9. Field message traffic will be based on actual events and will include progress of the pedestrians and any emergencies or other issues requiring assistance.
10. CARES responders will not be tracked by radio during travel to and from the drill.

1.2.4 Exercise Schedule

6:15 AM	Drill begins. Staff arrive to set up NCS, First Aid Station
7:15 AM	CCC members arrive and sign in
7:25 AM	Briefing, radio checks. Field assignments are made. MRC staff make first aid station operational.
8:00 AM	Field responders are deployed
8:30 AM	All field responders are at their assigned positions. Simulated migration (5K Run/Walk) begins
	Field responders return to ICP and check out after the sweep passes them.
	Simulated migration (5K Run/Walk) expected to end
	All field responders have returned to ICP and checked out. End of event.

1.3 Operations Elements

1.3.1 Cupertino ARES (CARES) and CERT

1. Communications Plan

Primary frequency: CARES TAC 2, 146.460

Backup frequency: CARES TAC 1, 147.570

Backup Frequency: CARES TAC 3, 440.150 + PL 100.0 W6TDM

FRS: FRS radio channels 7-12

1. CARES will operate a NCS, operating on battery, at the CCC ICP.
2. As usual, CARES field operators supply their own HTs and power.
3. FRS radios will be provided from CCC supplies for the CERT and CARES members who need them.

2. Field Plan

CARES and CERT members will be deployed along the course at strategic locations to visually cover the entire 5K route. CERT members will use FRS radios, and each will communicate directly with the nearest CARES member. One or two CARES members will be deployed as shadows for event coordinators. CARES members will operate on an open net.

1.3.2 Medical Reserve Corps (MRC)

MRC volunteers will staff a first aid station near the end of the route at the Civic Center. At least one MRC volunteer will be a CARES member and will monitor the CARES net.

1.3.3 Sheriff's Office (SO)

The Sheriff's Office will provide traffic control at a few intersections most problematic for the race. The event lead for the SO will be located at the CARES NCS.

1.3.4 Cupertino Office of Emergency Services (OES)

OES Citizen Corps Coordinator, Ken Erickson, will authorize activation of the Cupertino Citizen Corps under event number CUP-16-16T and will support the event as an advisor to the CCC Incident Command.

1.3.5 Public Works (PW)

Public Works will be responsible for placing barricades and orange stanchions along the race course and closed streets. No Parking signs will be placed along streets at least 48 hours before the race. They will work with the SO to dynamically close busy streets during the race and reopen them after runners pass.

1.3.6 Recreation and Community Services (RCS)

Recreation and Community Services is the primary agency in charge of the event. CCC will communicate with RCS primarily through a CARES shadow operator provided to the RCS race coordinator.

1.4 References

- City of Cupertino Emergency Operations Plan
- CARES Standard Operating Procedures

1.5 Exercise Control

This is an Actual Communications Exercise Drill. The exercise will be driven by the requirements of the RCS for race status communications and first aid for runners.

1.6 Safety and Security

1. Safety and security issues will be handled in accordance with established policies and procedures.
2. The two-person rule (buddy system) will be followed.

1.7 Evaluation

Participants will have an opportunity to critique the exercise during a post-exercise debrief session 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.

1.8 Reports

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

1.9 Public Information

The race will be publicized by the City of Cupertino. No press releases or other public information will be provided for the CCC drill.

1.10 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.

2 Logistics

2.1 Before the event

2.1.1 Procurement Requirements

1. OES Citizen Corps Coordinator will handle most of the logistics, including tables, chairs, pop-up tents, and FRS radios and batteries.
2. CARES field operators and shadows will supply their own equipment.
3. MRC will bring medical packs from an ARK.
4. CCC IC will bring ICS 211bs, t-cards, ICS 214s.

2.1.2 References: Maps, charts, training materials, etc.

1. The following will be provided to all participants.
 - a. Course map with locations of field stations, CARES NCS, First Aid Station, etc.
 - b. ICS 205 Communications Plan

2.2 After the event

2.2.1 Check out and demobilization

CCC field members will return to command post at Civic Center to check out.

2.2.2 After Action Report

CCC leadership will prepare an After Action Report