

# After Action Report 2017 PSA Exercise



Cupertino  
ARES/RACES

## 1. Overview

**Description:** 2017 Preliminary Safety Assessment Exercise  
**Event Date:** 28 January 2017  
**Report Date:** 30 January 2017  
**CARES Event:** CUP-17-10T  
**RACES Event:** CUP-17-10T  
**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

**CARES:** Cupertino Amateur Radio Emergency Service, ARES/RACES organization supporting the City of Cupertino.  
**CCC:** Cupertino Citizen Corp, the collection of volunteer response organizations made up of CARES, CERT, and MRC  
**CERT:** Community Emergency Response Teams  
**MRC:** Medical Reserves Corp  
**NCO:** Net Control Operator, may be indicated by M-NCO (Message Net) or R-NCO (Resource Net)  
**PSA:** Preliminary Safety Assessment, a home-based assessment that develops a quick snapshot of the state of the city based on the distribution of CARES members.  
**RRO:** Radio Room Operator

## 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).

During a major infrastructure-impacting incident, the first thing CARES will do is perform a Preliminary Safety Assessment (PSA) on behalf of the City. This activity will provide the City EOC with an immediate snapshot of the state of the city covering 5 specific categories of potential problems (injuries, structures, fire, utilities, and access). A reasonable early assessment is possible based on the geographic distribution of CARES members throughout the city.

The PSA Process is exercised each year. On 28 January 2017, the City of Cupertino authorized a training activation under the designation CUP-17-10T to conduct a PSA exercise. This report is a summary of this exercise.

## ii. Type / Location of Event / Drill / Exercise

Event Type: City of Cupertino, CARES Training Activation  
 Event Identifier: CUP-17-10T  
 Event Name: 2017 PSA Exercise  
 Location: City of Cupertino

## iii. Description of Event / Drill / Exercise

CARES drill objectives:

1. Exercise the PSA data collection and reporting process by CARES members in the field.

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. Twenty-one (21) CARES members participated in the test.

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 or TAC 3 (linked)
3. CARES members were directed to perform their PSA Survey.
4. A PSA Data Recorder was named.
5. PSA traffic (counts only) was directed to the Radio Room 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**. Seventeen members were able to pass the traffic in the manner defined by the process. On average, it took under one minute to set up and pass a PSA message.

## iv. Chronological Summary of Event / Drill / Exercise

All events took place on Saturday, 28 January 2017. All times listed here are in local time. This summary is a compilation of submitted net control and other logs.

Time	Description, Note, Comment
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0800	CARES Emergency Net was activated, KN6PE assumed NCS.
0805	21 CARES Members checked in, all directed to start their PSA survey.
0805	Identified the PSA Recorder, Tactical Call is EOC.
0808	Start receiving PSA Reports.
0828	All reports received. Secured the Drill, on-air round-table on what worked, didn't work
0845	Secured the CARES Emergency Net

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#### **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 wherever 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.

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#### **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**

Leading up to this exercise, on-line training on Damage Assessment, START, and the PSA Process was provided with instructions to the membership to review the material prior to the event. The key success factors for this drill were:

1. CARES members understand what to look for in their immediate vicinity and how to record their findings.
2. CARES members can collect and report their local PSA data. The transmission of PSA reports is based on providing counts for specific topics called out in the PSA form, including:
  - a. Map grid location; county GIS map standard as adopted by Cupertino OES
  - b. Survey size; number of homes or structured surveyed
  - c. Injuries (4 categories)
  - d. Structural Damage (3 categories)
  - e. Fire (1 category)
  - f. Hazards (4 categories)
  - g. Access problems (1 category)
3. 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.

#### **Communications Systems**

CARES linked the TAC1 and TAC3 frequencies for the drill. All reporting stations had good coverage into either frequency.

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#### **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 Improvements, Conclusions, and Recommendations.

#### **What worked?**

- Good participation from the membership.
- Drill went well.
- Check-in and message passing work smoothly and efficiently.
- Good use of repeats for clarification.
- Messages were all passed correctly and clearly.

**What didn't work / needs improvement?**

- Use of prowords for “counts” and “map grid” was unexpected and confusing
- Two people left the net without notifying Net Control
- Not everyone ended their transmission with their FCC Call Sign
- Need a process for doing a PSA for something other than residential. For example: a school or an apartment complex with 105 units

**Recommendation**

See the Improvement Plan recommendations

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**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 attachments are included:

1. Improvement Plan
2. ICS211B Check-in List
3. ICS309 Comm (Net Control) Log
4. COES106 PSA Rollup

End of Report.

**A. Improvement Plan**

This IP has been developed specifically for CARES as a result of 2017 PSA Exercise (CUP-17-10T) conducted on 28 January 2017. These recommendations draw on the results of the After Action Debrief. The IP has been formatted to align with the Corrective Action Program System.

Critical Task	Element	Description	Corrective Action	Responsible Organization	POC	Start Date	End Date
Safety Assessments	Planning	PSA Process	Develop and adopt an approach to deal with prowords when passing structured messages like the PSA.				
Safety Assessments	Planning	PSA Process	Develop a better definition or method for dealing with non-residential structures.				

CUP-17-105

ICS 211B CHECK-IN LIST Rev 080521		1. INCIDENT NAME CAPS PSA EX	2. DATE 1/28/2017	3. INCIDENT NUMBER CUP-17-055	4. CHECKIN LOCATION TAC 1, TAC 3	
PPE	NAME (PERSONNEL) OR DESCRIPTION (EQUIPMENT)	AGENCY / TEAM VOLUNTEER / DSW	TIME IN	TIME OUT	HOURS	ADDITIONAL INFORMATION
/	K6DPE		0750	0850		PSA
/	K6BEX		0800			NCO
/	K6DCC					PSA
/	K6CZS					PSA
/	K6EWR					PSA
/	K6EEL					PSA
/	K6ESC					PSA
/	K6F0Q			0830		PSA
/	K6GLY			0850		PSA
/	K6GHH					PSA
/	K6GPP					EDC
/	K6GGA					PSA
/	K6WGY					PSA
/	K6LWHI					PSA
/	K6LWHT					PSA
/	K6WBF					PSA
/	K6UCT					PSA
/	K6UVS					PSA
/	K6VFD					PSA
/	K6UCR	COND				PSA
/	K6GCX/R		0810			PSA
ICS211B		PAGE 1 OF 1	5. PREPARED BY (RESOURCE UNIT) COMMUNICATIONS		6. ENTERED IN PRESIDENTIAL SERVICE AWARDS	

<b>COMMUNICATIONS LOG</b>		Activation # CUP-1710T	DATE PREPARED: 1/28/2017 TIME PREPARED: 0800	
FOR OPERATIONAL PERIOD # 1		ASSIGNMENT/LOCATION:		
RADIO OPERATOR NAME (LOGISTICS): Jim ORSHOFER KJ6PE			STATION I.D. NET CATAA	
LOG				
TIME	STATION I.D.		MSG #	SUBJECT
	FROM	TO		
0811	KK6WH5	EOR	1	PSA
0813	KK6WH1		2	PSA
0815	AZ6CC		3	PSA
0817	WA6VFD		4	PSA
0820	K6ZK		5	PSA
0822	K6WGY		6	PSA
0823	KE6ZS		7	PSA
0825	K6EJMS		8	PSA
0827	KK6EWR		9	PSA
0829	K6EPU		10	PSA
0831	KK6LLY		11	PSA
0833	K6EEL		12	PSA
0835	KJ6WBF		13	PSA
0837	K6ESC		14	PSA
0840	KK6OHF		15	PSA
0841	K66OGA		16	PSA
0843	KK6UER		17	PSA
0845				SECURE TIRE EXERCISE
PAGE 1 OF 1			ICS 309	

REV 96/04/22

WALVFD  
080517

### COES 106 Situation Status - PSA Rollup/Tracking Form

Rev 060516 For use by Organized Neighborhoods, Cupertino ARKS, CARES EOC

Ref	Category	Submitted by: Call Sign:	Report Control No: Message ID:	Time Received:	Map Grid:	Number of homes surveyed:	Submitted by: Call Sign:	Report Control No: Message ID:	Time Received:	Map Grid:	Number of homes surveyed:	Submitted by: Call Sign:	Report Control No: Message ID:	Time Received:	Map Grid:	Number of homes surveyed:
1		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
2		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
3		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
4		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
5		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
6		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
7		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
8		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
9		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
10		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
11		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
12		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
13		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
14		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
15		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
16		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
17		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
18		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
19		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
20		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
21		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
22		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
23		WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
3.1	Fire, Any situation	WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
4.1	Gas Leaks	WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
4.2	Sewer Leaks	WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
4.3	Water Main Breaks	WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
4.4	Electrical Power,	WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20
5.1	Roads blocked	WALVFD	0811	0813	N18	24	WALVFD	0815	0816	N21	34	WALVFD	0817	0820	N22	20

Info passed to City by: \_\_\_\_\_  
 Received by: \_\_\_\_\_

WALVFD  
080517

0812  
KOLQR

WALVFD  
0812 45, 6, 3, 1  
0812 30, 4, 0  
0812 3 = 1

0812 30, 4, 3  
0812 3 = 0



