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# 2018 The Heroes Run Exercise Plan

Cupertino Office of Emergency Services  
CUP-18-29T

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Revision 1.0



## Table of Contents

<b>1</b>	<b>EXERCISE PLAN.....</b>	<b>3</b>
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>	
1.3.7	<i>Valley Medical Center Foundation (MVCF)</i>	
1.4	REFERENCES.....	5
1.5	EXERCISE CONTROL.....	5
1.6	SAFETY AND SECURITY.....	5
1.7	EVALUATION.....	6
1.8	REPORTS.....	6
1.9	PUBLIC INFORMATION.....	6
1.10	INSTRUCTIONS TO PARTICIPANTS.....	6
<b>2</b>	<b>LOGISTICS.....</b>	<b>7</b>
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
0.1	Sept 25 2018	First Draft
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# 1 Exercise Plan

## 1.1 Background / Goal

### 1.1.1 Background

The Cupertino Office of Emergency Services (OES) utilizes a pool of city residents to support the City's response during an emergency. The pool, Cupertino Citizen Corp (CCC), has three components; the Cupertino Amateur Radio Emergency Service (CARES), Community Emergency Response Team (CERT) and the Medical Reserve Corp (MRC).

In order to integrate and coordinate these components when activated, the City supports testing community response plans with ongoing disaster preparedness drills. These activities are key to providing a successful response any emergency.

This exercise plan follows the intent to train and coordinate these city resources using the event co-sponsored by Valley Medical Center Foundation (VMCF) and the Santa Clara County Sheriff's office (SO), formerly called The Sheriff's Hero Fun Run.

### 1.1.2 Terms

CCC	Cupertino Citizens Corps; composed of CARES, CERT, MRC.
<a href="#">CARES</a>	Cupertino Amateur Radio Emergency Service, ARES/RACES organization supporting the City of Cupertino. A component of CCC.
<a href="#">CERT</a>	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.
<a href="#">DPW</a>	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.
<a href="#">MRC</a>	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
<a href="#">RCS</a>	Recreation and Community Services (formerly Cupertino Parks and Recreation Department)
<a href="#">SO</a>	Santa Clara County Sheriff's Office
VMCF	Valley Medical Center Foundation

## 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 city groups such as the city's Recreation and Community Services and the Department of Public works, as well as 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, November 3, 2018.
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

<i>7:00 AM</i>	Drill begins. Staff arrive to set up NCS, First Aid Station
<i>7:45 AM</i>	CCC members arrive and sign in
<i>8:00 AM</i>	Briefing, radio checks. Field assignments are made. MRC staff make first aid station operational. Hero Dash Opens
<i>8:20 AM</i>	Field responders are deployed
<i>8:45 AM</i>	All field responders are at their assigned positions.
<i>9:00 AM</i>	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 connection between the sponsors, VMCF and SO and any City resources. a CCC will communicate with RCS primarily through a CARES shadow operator provided to the RCS race coordinator.

### 1.3.7 Valley Medical Center Foundation (VMCF)

Primary event organizer and sponsor. CCC will communicate with the main VMCF coordinator through a CARES shadow.

## 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 VMCF 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 Valley Medical Center Foundation in coordination with the Sheriff's office. 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