
IDR Plan Test #1 – Exercise Plan

Cupertino Office of Emergency Services

CUP-20-31T

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Version 1.0 -- ***DRAFT***



CUPERTINO

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Revision

Rev	Date	Comments
1.0	8/13/2020	Initial Draft

1 Exercise Plan

1.1 Background

1.1.1 Introduction

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 teams of Cupertino residents who have volunteered their time and resources to support the city during an emergency.

CCC integrates these three teams into a seamless response capability that can be deployed during times of emergency at the discretion of the City EOC Staff.

CCC, a function within Cupertino Office of Emergency Service (OES), has developed methods and procedures that leverage this large volunteer pool for the purpose of supporting a city emergency response. One recent effort has been around developing and gaining Cupertino OES approval of an CCC *Infectious Disease Response* (IDR) Plan to be invoked for compound events such as an earthquake and pandemic, or massive communications outage and pandemic. Procedural and operational changes were defined that impact every aspect of the Cupertino volunteer response ranging from deploying field teams, ARK operations, and communications activities. With the plan defined, this exercise offers an opportunity to test certain aspects of this IDR Plan.

1.1.2 Terms

ARK:	City-owned shipping containers located throughout the city that are stocked with emergency supplies to support a field-based ICS field response. Staffed by Citizens Corps.
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.
COVID-19:	Coronavirus 2019, SAR-CoV-2
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. This document; provides the instructions, guidelines and organizational information to all participants for the conduct of a specific exercise.
- FSE: Full Scale Exercise. An exercise is as close to the real thing as possible. It is a lengthy exercise which takes place on location using, as much as possible, the equipment and personnel that would be called upon in a real event.
- IAP: Incident Action Plan.
- 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.
- IDR Plan: Infectious Disease Response Plan
- MAC: Mutual Aid Communicators. Santa Clara County communicators who 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.
- 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.

1.2 Purpose, Goals and Objectives

1.2.1 Purpose

The purpose of this exercise is to test specific aspects of the CCC IDR Plan specific to the Cupertino ARES communications activities. This exercise will be performed in conjunction with the Santa Clara County RACES Quarterly Exercise.

1.2.2 Objectives & Measures

Objectives	Measures
1. Setup and operate Comm 469 per the IDR Plan.	(i) All communications positions are activated. (ii) Process and material improvements are identified.
2. Packet Operators activate from their home locations.	(i) Packet ops can check in and check out by packet with the Cupertino EOC (ii) Packet ops can take PSA reports by voice and send PSA traffic by Packet.
3. Perform and pass PSA reports to the EOC.	(i) New members learn and practice the PSA process with on-air coaching.
4. Participate in the SCCo RACES Quarterly Exercise	(i) Check-in, send, receive messages.

1.2.3 Concept

This will be a functional communications exercise based on the IDR Plan.

1. The drill will occur over a 2-hour period on Saturday Aug 22, 2020.
2. CARES responders will deploy to perform and report on a PSA.
3. Packet message traffic will be limited to check-ins, check-outs, and recording and passing PSA traffic to the EOC.
4. Packet Ops will rotate taking turns receiving and acknowledging PSA traffic. All packet ops should attempt to copy all PSA traffic and include it in their PSA message to the EOC.
5. CARES will participate in the County-wide RACES exercise running from 10:00am to 12:00pm.

1.2.4 Exercise Schedule

All times are estimates. The schedule for the drill will be adjusted as necessary.

Saturday, Aug 22, 2020	
09:00	Retrieve Comm 469, start IPR setup
09:45	Open the CARES resource net
10:00	Start exercise. Take check-ins. Initiate Packet Ops. Send check-in messages to the EOC Initiate the PSA Check-in to County by voice and packet
10:30	Take PSA reports. Handle City and County Packet messages. CARES members can check out at their discretion.
11:30	Secure Field Ops. Demob. Start Debrief
12:00	End the exercise.

1.3 Artificialities and Assumptions

1.3.1 Artificialities

None.

1.3.2 Assumptions

1. Comm 469 will be deployed to either the EOC or Service Center.
2. The DOC will not be staffed.
3. County EOC will be activated.
4. We respond with our current state of readiness and with whomever shows up.
5. Weather conditions are current. The drill will not be postponed in the event of rain.
6. No public interaction is planned or expected.
7. All information in the narrative is considered valid.
8. We don't have all the answers.

1.4 References

- [CCC Infectious Disease Response Plan](#)
- [City of Cupertino Emergency Operations Plan](#)
- [CARES Standard Operating Procedures](#)
- [Field Communications Operations Handbook](#), CARES, Dec 2019
- [Amateur Packet Radio Field Reference](#), CARES, Dec 2019

1.5 Exercise Control

This is a functional exercise that will be driven by specific tasks assigned to each field responder.

1.6 Communications

1. Standard message passing procedures will be followed.
2. The CARES ICS-205 will be referenced.
3. Comm 469 will be operational per the IDR safety protocols.
4. Field Ops will operate from their home locations.
5. The Resource Net and Message Net will be staffed.
6. All radio communications will be followed by the phrase "THIS IS DRILL TRAFFIC"
7. In the event of an actual emergency, radio communications will be preceded with, "THIS IS REAL TRAFFIC".

1.7 Safety and Security

1. The IDR Plan is in effect.
2. Safety and security issues will be handled in accordance with established policies and procedures.
3. For home deployments, the two-person rule (buddy system) is suspended.

1.8 Evaluation

1. Participants will have an opportunity to critique the exercise by email after the exercise.
2. All feedback will be consolidated into the exercise's After-Action Report.

1.9 Reports

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

1.10 Public Information

1. No test messages planned for Radio Cupertino 1670 AM.
2. No press releases are planned.

1.11 Instructions to Participants

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

1.12 Open Questions

None

2 Drill Planning

2.1 Before the event

2.1.1 OBJ#1: Operate Comm 469 per the IDR Plan.

1. Confirm equipment readiness state of Comm 469.
2. Purchase coax, connectors for outside positions #3 and #4.

2.1.2 OBJ#2: Packet Operators activate from their home locations

1. Develop PSA Packet HowTo; distribute to the Packet Ops.

2.1.3 OBJ#3: Perform and pass PSA reports to the EOC.

1. Communicate the exercise plan. Share PSA training material. Encourage all CARES members to watch the PSA training video.
2. Investigate a mini training session on Wednesday evening, 19-Aug.

2.1.4 OBJ#4: Participate in the SCCo RACES Quarterly Exercise

2.1.5 Partner Reviews

1. 19-Aug-2020, Cupertino OES; brief them on the exercise plan; Ken Ericksen, Bob Cascone, Katy, Tom

2.1.6 Planning Events

1. 13-Aug-2020: First draft, ExPlan; send to CARES
2. 17-Aug-2020: First ExPlan reading, feedback, CARES

2.1.7 Training Events

1. 19-Aug-2020: mini-training, walk-through PSA Process

2.1.8 Action Items

1. ...