

# After-Action Report

## Big Bunny 5K 2023



### 1. Overview

<b>Description:</b>	Big Bunny 5K Run Public Service Event
<b>Event Date:</b>	8 April 2023
<b>Report Date:</b>	15 April 2023
<b>Cupertino Public Service Event:</b>	CUP-23-16T
<b>Control:</b>	Cupertino OEM
<b>Report Revision:</b>	1.0
<b>Submitted By:</b>	Steve Hill, Cupertino ARES and CERT

#### 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 (OEM) 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 OEM within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

Additionally, Cupertino Citizen Corps will use the After Action Report format for documenting training drills and exercises.

### i. Introduction and Background

#### Terms

CARES	Cupertino Amateur Radio Emergency Service, ARES/RACES organization supporting the City
CCC	Cupertino Citizens Corps, the reference to Cupertino OEM volunteers from the CARES, CERT, and MRC organizations.
CERT	Community Emergency Response Team, Cupertino volunteers who have completed FEMA's CERT training.
Checkpoint X	Tactical call for 5K course field responders; e.g., "Checkpoint 3"
EOC	Emergency Operations Center
FRS	Family Radio Service, as defined by the Federal Communications Commission FCC

GMRS	General Mobile Radio Service, as defined by the Federal Communications Commission FCC
IC	Incident Commander
ICP	Incident Command Post, Wilson Park BBQ area on east side of park. 37.319135°, -122.019138°
ICS	Incident Command System
Liaison	Tactical call abbreviations listed in this report for the liaison for the P&R Lead
MRC	Medical Reserve Corps, Cupertino volunteers who have elected to pursue an emergency medical certification. Located at Civic Center Plaza
NCO	Net Control Operator
NCS	Net Control Station
OEM	Cupertino Office of Emergency Management
PW	Public Works Department
P&R	Parks & Recreation Department, Event Sponsor
SO	Santa Clara County Sheriff's Office

### Introduction

The City of Cupertino (City) requested communications and first aid support from Cupertino Citizen Corps during the 2023 Cupertino Big Bunny 5K Run event. To staff the event, Cupertino Office of Emergency Management activated the Cupertino Amateur Radio Emergency Service (CARES), the Cupertino Community Emergency Response Team (CERT), and the Cupertino Medical Reserve Corps (MRC).

On 08-April, the City of Cupertino initiated a Citizen Corps Public Service Training Activation under the designation CUP-23-16T.

This report covers the activities undertaken by responding volunteers in support of this event.

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

Event Type: City Activation, Public Service Event  
 Event Identifier: CUP-23-16T  
 Event Name: Cupertino Big Bunny 5K Run  
 Location: City of Cupertino

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### iii. Description of Event / Drill / Exercise

The City of Cupertino sponsored a 5K race for area residents. The race followed a course through city streets on the east side. The start / finish line was adjacent to Civic Center Plaza.

Event resources were provided from the following organizations:

1. Cupertino Parks and Recreation Department: Full-time staff members were responsible for overall event control, runner registration and management, and venue setup.
2. Santa Clara County Sheriff's Office (SO): 3 Deputies were responsible for overall event security and general law enforcement.
3. Santa Clara County Fire District: One Truck Company was positioned adjacent to Civic Center Plaza and responsible for major first aid.

4. CARES: Responsible for maintaining communications with all volunteer check points and liaison. Eleven CARES members worked at the event as shift supervisor, field responders, net control operator, and liaison.
5. Seven Cupertino MRC staffed the first aid station in Civic Center Plaza, near the start/finish line.
6. Six CERT members were spread along the 5K course equipped with FRS radios. They communicated race events to a CERT Net Controller who was using an ARK kit GMRS base station. A seventh CERT performed the sweep function using a bicycle.
7. Logistics was managed by Cupertino OEM, Citizen Corps Coordinator.
8. Staffing and assignments are displayed on the table on the following page.

**Event Objectives were:**

Event objective	Outcome
Exercise informal message passing and message net procedures.	<p>Successful.</p> <p>Reception for both amateur and GMRS bands was good, and operators were professional.</p> <p>The CARES volunteer running the amateur radio Net Control Operation performed satisfactorily for his first time handling that responsibility.</p> <p>The GMRS Net Control Operator, an experienced CARES member, performed well.</p>
Practice using two net control operators, one for Amateur Radio and one for GMRS/FRS radio communications.	<p>Successful.</p> <p>NCOs for CERTs and for CARES operated from two adjacent picnic tables.</p> <p>CERT field responders used FRS HTs to pass messages to the CERT NCO operating a mobile GMRS radio. The sweep, a CERT member using an FRS radio, could be heard through the 5K circuit.</p> <p>Operating on the Tac 3 repeater channel meant the CARES NCO had clear communication from all field stations.</p>
Exercise crowd safety and management operations in conjunction with P&R and SO.	<p>Successful.</p> <p>500 runners and walkers were watched and monitored as they traversed the course.</p> <p>The one crowd management problem was caused by thoughtless drivers in some neighborhoods driving in unsafe manners.</p>
Exercise first aid operations.	<p>Successful.</p> <p>The first aid station MRC staff met people at the finish line, assessing them for any medical needs. A few required a Band-Aid.</p> <p>There were no serious medical issues.</p>

## iv. Chronological Summary of Event / Exercise

<b>Big Bunny 5K Public Service Event Schedule, April 8, 2023</b>			
<b>Time</b>	<b>P&amp;R</b>	<b>Location</b>	<b>CCC</b>
6:45 AM		Wilson Park Civic Center Plaza	ICP staff arrive, start setting up tables, radios and check-in station at Wilson Park.
7:15 AM		Wilson Park Civic Center Plaza	CCC members arrive and sign in by 7:30 am.
7:30 AM		Wilson Park	All CCC volunteers have arrived. Safety and Operations Briefing by CCC Leader. Field assignments are confirmed.
7:45 AM		Civic Center Plaza	MRC staff make first aid station operational.
7:50 AM			Field responders are deployed from ICP.
8:15 AM		5K course	Field responders are on station.
<b>8:30 AM</b>	<b>5K Race Starts</b>	<b>Torre Ave</b>	Simulated migration (5K Run/Walk) begins.
9:42 AM			Race ends
9:45 AM		Wilson Park	Field responders return to ICP and check out after permission from NCOs. Liaison and Checkpoint #1 sign out on 211 at MRC first aid station. NCS demobilized.

**v. Response at SEMS Levels (as appropriate):**

Include a summary, conclusions, the field response, and other local, operational area, regional, state or federal response.

Cupertino OEM and P&R did not employ the SEMS Incident Command System.

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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.

**Cupertino Office of Emergency Management (OEM)**

OEM Citizen Corps Coordinator, Ken Erickson, supported the event as an advisor to the Cupertino Citizen Corps Incident Command staff and as Event Logistics and authorized activation of volunteers under public service event number CUP-23-16T.

**Santa Clara County Sheriff's Office**

The Sheriff's Office was in charge of area security and overall public safety. Two deputies were co-located at CCC checkpoints, marking our points of contact.

**Parks & Recreation Department**

Parks & Recreation Department provided regular paid staff for the event. Interactions with Event Supervisor were smooth. CARES maintained contact with P&R Site Supervisor via a liaison. This event was managed by a new P&R leader. CCC did not receive documents or event timeline as in the past. But, the new leader copied the time line and methods of past years.

**Medical Reserve Corps**

MRC volunteers staffed a first aid station near the start/finish line.

**Communications Systems**

CARES TAC-3 (445.150 +, tone 100.0 Hz) was the primary event communications frequency used for volunteer wide-area coverage. The Shift Supervisor provided his personal mobile radio and push-up mast for the NCS.

FRS radios were used by CERT volunteers to communicate with their GMRS Net Controller Ch. 7 (462.7125), tone 27 (167.9). The NCO used a GMRS mobile radio kit from the Der Anza ARK. FRS radios from the De Anza and Monta Vista ARK kits were loaned to CERTs who did not have FRS radios.

**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.

Issue / Problem	Action
Running resource net to track operators' odometers was not performed.	Open net earlier next year and take odometer reports.
Correct handouts to describe the event as a Public Service Event.	Done
We did not have enough volunteers to staff all checkpoints	Rely on in-person recruiting at monthly meetings next year.
Do not need to ask CARES members to perform a radio check if they have checked into the resource net.	Will ask only CERTs to conduct radio checks next year.
P&R did not provide CCC with event timeline	P&R was made aware of this and will distribute a timeline next year.
OEM and P&R did not run the event using SEMS Incident Command System. There was no unified command center.	OEM staff determine a plan for addressing and driving this for next year. The CCC had a formal command post and used ICS internally.
Needed sign pointing to women's restroom. The only restroom sign was for the men's.	Report to P&R Leader for remediation in 2024.
Thoughtless drivers created hazards for runners in the mid-section of the course.	Report to P&R.

**Recommendations for Future Events**Parks & Recreation Department

1. OEM and P&R consider managing the event using SEMS Incident Command System.

Communication

1. Operate a resource net.

First Aid

1. None.

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**viii. Training Needs**

1. Message passing protocols for CERTs and performing as an NCO.

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**ix. Recovery Activities (as applicable)**

Recovery Activities were limited to securing radio equipment, logging the return of loaned HT FRS radios, and return of loaned vests and volunteer badges. Command post shutdown involved 2 chairs.

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**x. References: Maps, charts, training materials, etc.**

The following material was developed and provided as part of the Volunteer Briefing Packet emailed to volunteers several days before the event. Course Map and Operational/Safety briefing summary were available at the check in desk:

- Course Map displaying field checkpoint locations.
- Operations and Safety summaries
- Pre-printed SCC ICS 211 form
- SCC ICS 214 form
- SCC ICS 309 form