
2023 Big Bunny 5K Exercise Plan

Cupertino Office of Emergency Management
CUP-23-16T

April 5, 2023
Revision 2.0



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1 Exercise Plan

1.1 Background

1.1.1 Event Overview

There is a 5K run in Cupertino every year sponsored by Parks and Recreation. The *Big Bunny 5K* occurs on the Saturday before Easter.

About 600 residents of all ages participate in this event. 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. The event website is Cupertino.org/bigbunny5k.

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 with barricades and signage. Public Works and the SO perform dynamic street closures matching the flow of runners.

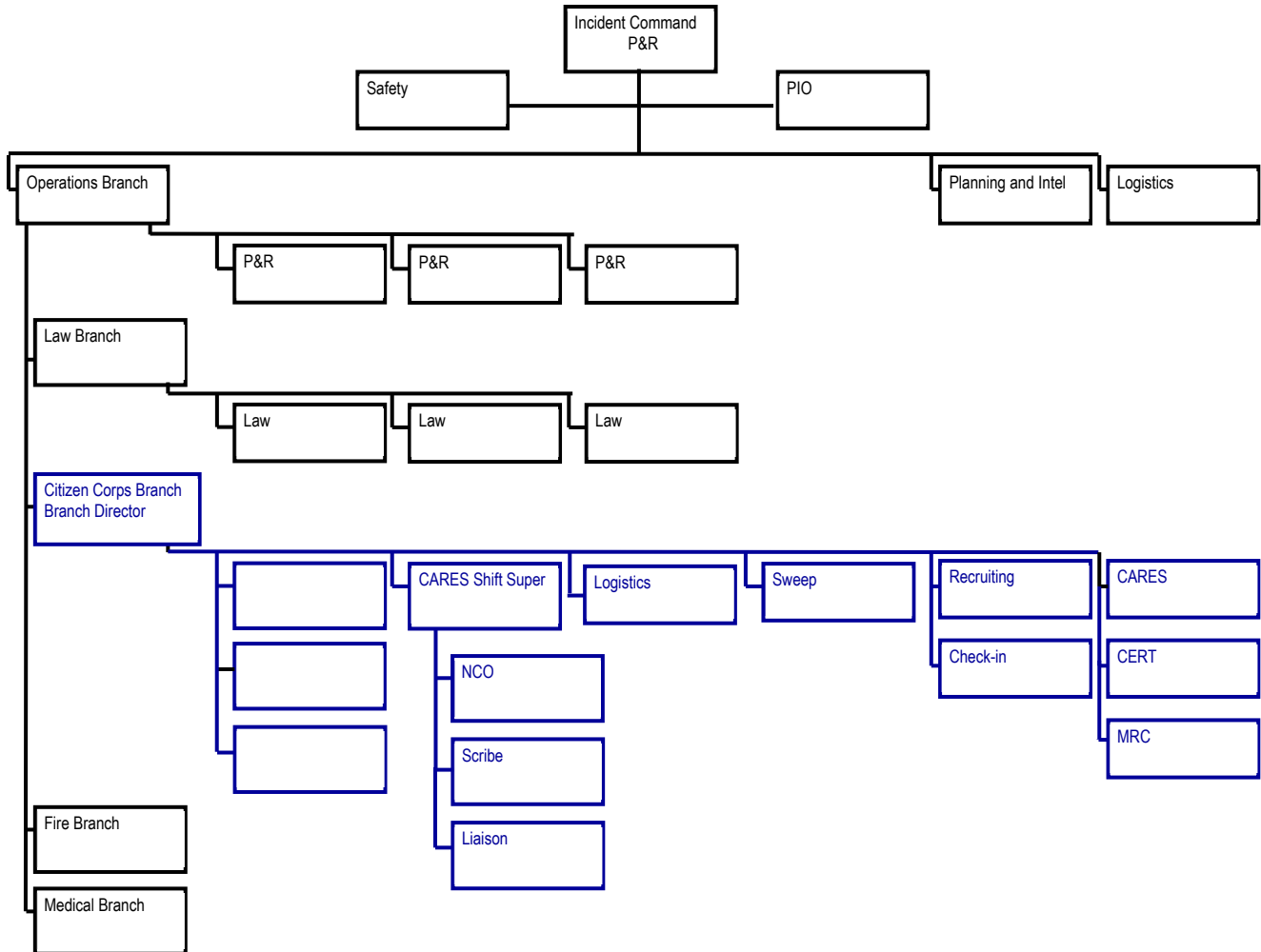
Cupertino Citizen Corps takes advantage of this event as an opportunity to practice skills and procedures common to all its activations and those specific to events that involve helping to assure the safety and health of a large crowd of people, in particular those travelling on foot from one location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

1.1.2 Terms

AAR	After Action Report
CCC	Cupertino Citizens Corps; CARES, CERT, MRC. Managed by Citizens Corps Coordinator.
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
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
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.
NCO	Net Control Operator
NCS	Net Control Station
OEM	Office of Emergency Management
P&R	Cupertino Parks and Recreation Department
SO	Santa Clara County Sheriff's Office

1.1.3 ICS

The Cupertino Citizen Corps will use the Incident Command System (ICS) as the structure for organizing the field response for the Event. Cupertino has adopted the following organization structure when setting up its field operations around an Incident Command Post (ICP). The ICS functions are described below.



1.2 Purpose and Objectives

1.2.1 Purpose of this Exercise

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

1.2.2 Objectives of this Exercise

1. Exercise CARES and CERT informal message passing and message net procedures.
2. Practice crowd safety and management operations in conjunction with P&R and SO.
3. Practice first aid operations.

1.3 Concept

This will be a communication, crowd safety, and first aid functional exercise taking advantage of a civic event involving 600 or more people.

1. These exercises will occur over a three-hour period on Saturday, April 8, 2023.
2. The City EOC will not be activated.
3. Citizen Corps will establish an incident command post (ICP) at Wilson Park. Communications Van #469 will not be deployed.
4. Citizen Corps responsibilities/duties are displayed in the following table:

CCC Type	Positions and Descriptions	No.	Execution or Planning
CARES CERT	<u>Branch Director</u> . Overall management of the CCC portion of the event. Responsible for staffing, management, communications and logistics.	1	P & E
CARES CERT	<u>Field responders</u> . CARES and CERT members will be deployed at up to 17 spotting stations along the 5K route. CERT members will be connected to a CERT NCO using FRS/GMRS radios.	≥10	E
CARES	<u>Shift Supervisor</u> .	1	E
CARES	<u>Liaison</u> . CARES communicators Liaison the P&R event coordinator.	1 – 2	E
CARES	<u>Net control operator (NCO)</u> . Net control operators will run a directed message net from Wilson Park. One NCO for CARES and one for CERT (GMRS).	2	E
CARES CERT	<u>Scribe</u> . The net control operator will be supported by a scribe, who will track the ongoing race status and volunteer health and welfare. If a CARES member, the scribe could trade positions with the NCO during the exercise. The scribe could be a CERT member.	1	E
CARES CERT	<u>Sweep</u> . A CCC member on a bicycle will serve as a sweep, following the last of the 5K pedestrians to ensure that all pedestrians safely complete the route. The Sweep will contact the NCO to signal when the race is completed.	1	E
CARES CERT	<u>Logistics</u> . Handles the procurement and assemblage of forms and supplies for the exercise. Assists with set up of command post. Participates in demobilization, collecting radios and other equipment. Assists with stowing of tables and chairs.	1 – 2	P & E
MRC CERT	<u>First Aid</u> . MRC will staff a first aid booth at the end of the route, near the start / finish line. A properly trained CERT volunteer could be assigned to the first aid station.	≥ 2	E
CARES CERT	<u>Recruiter</u> . Makes event announcements at monthly meetings and on the Tuesday night net. Sets up Eventbrite sign up website. Develops and updates list of volunteers. Makes assignment recommendations to the Incident Commander and Shift Supervisor. Arranges to set up event as eligible for County ARES Credential, with sign ups on the County ARES Training site.	<u>1</u>	P & E
CARES CERT	<u>Check-in</u> . This position staffs the check-in table and ensures volunteers check-in and check-out. The Recruiter could be assigned to this position, for continuity purposes. During check-out, this position collects forms 214 and 309 and FRS radios from volunteers.	1 – 2	E

5. Assignments will be made based on the CCC response model, resource availability and location priority.
6. CARES and CERT responders along the route will work as buddies if a CERT is unable to reach NCO.
7. Field message traffic will be based on actual events and will include progress of the 5K participants and any emergencies or other issues requiring assistance, using Form 5K.
8. CARES and CERT responders will be tracked by radio during the exercise.

1.3.1 Schedule

Big Bunny 5K Event Schedule, April 8, 2023			
Time	P&R	Location	CCC
7:00 AM			IC and Net Controllers arrive Wilson Park to set up operation. Check-in staff arrives before 7:15.
7:15 AM			Net Controllers ready for CARES and CERT CCC members arrive and sign in by 7:30 CARES members also check in via radio (serves as radio check)
7:30 AM			All CCC volunteers have arrived. Safety Briefing by IC Field assignments are confirmed
7:45 AM			MRC staff make first aid station operational
8:00 AM			Field responders are deployed from ICP
8:15 AM			Field responders are on station
8:30 AM	5K Race Starts	Torre Ave	Simulated migration (5K Run/Walk) begins. CCC sweeps follow last walkers
9:45 AM			Field responders return to ICP and check out after the sweep passes them.
10:30 AM			All field responders have returned to ICP and checked out. End of event.

1.4 Planning Elements

1.4.1 Recruiting and promotion

When	Task / Activity	Who	Quantity
	Weekly net announcements		
	Monthly meeting announcements		
	Promotional brochure for monthly meetings		
	Post on CARES website, with Eventbrite and County RACES URLs		
	One-on-one contacts		
	Eventbrite: set up site for signups and manage the list of volunteers		

1.4.2 Materials

When	Task / Activity	Who	Quantity
	Handout maps for CCC participants		
	FRS radios from ARK GMRS kits with fresh charged for CERT members		
	CARES members will supply their own radios and radio accessories		
	CCC members will wear City-issued yellow safety vests		
	CCC member will carry their Cupertino ID badges		
	Picnic tables at Wilson Park will be used by NCO and sign-in		
	Preprinted ICS 211s, blue tape and pens		
	ICS 214s and ICS 309s for those who forgot them		
	Medical packs from an ARK		

1.4.3 Tasks

When	Task / Activity	Who	Quantity
	Find P&R lead		
	Identify event lead and his/her staff		
	Attend organizational meetings with sponsors and agencies		
	Prepare and give event briefing at CARES meeting immediately preceding		
	Make volunteer assignments		
	Prepare safety briefing		
	Create pre-printed ICS 211s for check-in		
	Complete form ICS 205, Communications Plan		

1.4.4 Check List

When	Task / Activity	Who	Quantity
	Establish Incident Commander		
	Recruit Net Control Operator		
	Set up Eventbrite sign-up site		
	Set up in County Training as credentialed event		
	Begin promotion		
	Begin recruiting		
	Target some members for one-on-one recruiting for key positions		
	Create and maintain list of volunteers		
	Acknowledge each volunteer when they sign up		
	Attend and participate in organizational meeting(s) with event sponsors and supporting agencies		
	Give recruiting pitch on Tuesday night Net, beginning 3 weeks before event		
	Prepare and give event briefing at CARES meeting immediately preceding		
	Send recruiting email __ days before event (examples in Appendix)		
	Send recruiting email __ days before event		
	Send recruiting email __ days before event		
	Make volunteer assignments		
	Prepare safety briefing		
	Create pre-printed ICS 211s for check-in		
	Finalize course map and reverse-side instructions		
	Get course map with instructions printed		
	Prepare communications plan, ICS 205		

1.4.5 Registration

When	Task / Activity	Who
	Create and launch Eventbrite sign-up site	CCC Lead
	Get event eligible for County ARES credential and post on Training page for signup.	CARES EC and AEC
	Handle registration through Eventbrite and County RACES websites	Recruiter
	The sign-up page URLs are https://www.eventbrite.com/e/2023-big-bunny-5k-tickets-550180012327 or for County RACES event credit: https://www.scc-ares-races.org/activities/eventdetail.php?id=1343 .	

1.4.6 Request Activation



Cupertino Citizen Corps Requested Activation Work Sheet

Activation Number: CUP-23-16T

Insurance: DSWVP___, City___X_

Date requested: Feb 13, 2023

Date approved: Feb. 13, 2023

Requesting Party/Contact Info: Parks and Rec

Scope: Citizen Corps event support on April 8 based around the City Hall complex.

Reference document is the ExPlan which is attached.

Activation Level: **3, Command post located at City Hall**

Citizen Corps branches being requested: CARES, CERT, MRC

Citizen Corps Supervisor: Ken Ericksen

Operational Period: 0700-1100

Authorized given by: Pamela Wu, City Manager

1.5 Operations Elements

1.5.1 Citizen Corps

1. Mobilization

Set up command post / check-in station at Wilson Park

Set up canopy and tables for MRC station.

2. Check-in

Volunteer check-in is located at the CCC command post in Wilson Park.

Check-in on ICS 211 and fill out a T-card.

Volunteers who forget to bring forms ICS 214 and ICS 309 will be issued the forms.

FRS radios will be checked out to members who need them for course communication. The issuance of an FRS radio will be noted on the ICS 211 and equipment check out form.

CARES members will receive a form ICS 205

3. Check-out / demobilization

All volunteers will check out at the command post.

Be sure to record the return of FRS radios, volunteer badges and loaned vests.

Turn in completed forms ICS 214 and ICS 309.

Return tables and chairs to their sources (if using City Hall).

1.5.2 CARES and CERT

1. Communications Plan (form ICS 205, next page)

Event Net: CARES TAC 3, 440.150 +, PL 100.0, W6TDM

Backup Frequency: CARES TAC 2, 146.460, simplex, PL = 151.4

Resource Net: CARES TAC 1, 147.570, simplex, PL + 151.4 and CARES TAC 3, 440.150 +, PL 100.0, W6TDM

FRS/GMRS: Radio channel 7, tone 27 (167.9 Hz) (all radios on same channel)

1. CARES and CERT will each operate an NCS, operating from the Wilson Park, at the CCC ICP.
2. As usual, CARES field operators supply their own HTs and power.
3. FRS radios will be provided from ARK GMRS kites for the CERT members who need them.
4. CARES and CERT members will each operate on directed nets.

2. Field Plan

CARES and CERT members will be deployed along the course at predetermined strategic locations to visually cover most of the 5K route.

One or two CARES members will be Liaisons for event leaders.

At least one CCC member will be a Course Sweep on a bicycle.

CERT members will use FRS/GMRS radios, and each will communicate with the CERT NCO.

CARES will have a net control operator, scribe and shift supervisor.

3. Scripts for Tactical Net

Intro

- Check for a clear frequency.
- Identify yourself, including the tactical call sign of net control.
- Identify the purpose of the net, and whether it will be operated as open or directed.
- State whether or not you have the ability to dispatch resources.
- State what to do if immediate help is needed (e.g., call 911 or city tactical)
- Ask if there is any emergency traffic.
- Ask if there is any traffic for net control.

Reports/Check-ins

- Describe how people should make reports or check-in.
- May include when to use Tactical and FCC call signs.
- Validate field locations of Sheriff's Deputies

Update

- NCO must remember to ID with FCC call sign every 10 minutes.
- Purpose of net and operating mode (directed/open) as appropriate.

Close

- Thank owners and operators of repeater(s) (if used)
- Announce that the repeater/frequency is returned to normal use.

4. County Credentialing Criteria

The requirements for that credit to actually be granted include the following:

- Documentation must be completed according to “Santa Clara County ARES/RACES Performance Standards and Best Practices”, using standard county forms, including:
 - Resource Net (if used) tracking via form, T-cards or similar method.
 - Individual assignments tracked via form, T-cards or similar method.
 - ICS 205 Communications Plan distributed before assignment begins for Public Service events or at an event for drills and exercises.
 - ICS 211A Communications Sign-in used to sign in/out all participants.
 - ICS 214 Unit Activity Log completed by all participants.
 - ICS 309 Communications Log completed by all operators (shadows can use ICS 214)
 - ICS 213 forms used for all 3rd party message traffic.
 - Operator-to-operator messages written on 2-part phone message or other suitable forms.
 - All participants turn in all logs and documentation to event IC at end of shift/event.
- If participants are traveling to or from another jurisdiction/city, the Resource Net must be utilized.
- An After-Action-Report (AAR) needs to be submitted to County RACES.
- Note the requirement for all operators (this refers to ARES/RACES, not CERT) to complete an ICS 309 and that "standard county forms" must be used.
- The complete set of rules can be found [here](#).
- Use of the standard ICS-214 **and** the use of an ICS-309 by all CARES operators is also a CARES requirement.

If we don't follow all these rules, the event won't provide credential credit for any of our operators who may be planning to use it toward their C4 or other credentials.

COMMUNICATIONS PLAN SCCo ARES/RACES/ACS		1. Incident Name/Location Big Bunny 5K Race / Cupertino, CA			2. Activation Number CUP-23-16T		3. Operational Period Date/Time From Date: 04/08/2023 To Date: 04/08/2023 From Time: 07:00 To Time: 10:30		
4. Communications Resources									
Ch #	Function	Call Sign and/or Sys / Net / Ch / TG Name	Assignment	Rx Freq N / W	Rx Tone or NAC	Tx Freq N / W or + / - / S	Tx Tone or NAC	Mode A,D,M	Remarks
3	CARES Operations	Tac 3	Event Net	440.150		445.150 +	100.0	A	Primary
2	CARES Operations	Tac 2	Backup	146.460		146.460 S	151.4	A	Backup
7	CERT Operations	ICP	Event Net	Ch. 7 462.7125	27 167.9	7 462.7125	27 167.9	A	FRS / GMRS for CERT
5. Special Instructions									
ICS 205 SCCo RACES		6.Prepared by (Communications Unit Leader) Steve Hill				7.Prepared Date/Time 04/03/2023			8. Page 1 of 1

See reverse for instructions. All channels are shown as if programmed in a base station, mobile or portable radio. Repeater stations must be programmed with the Rx and Tx reversed.

1.5.3 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.

MRC will station one member at the water station near course midpoint. This person will have a bicycle and be able to be dispatched to an injured person along the course.

1.5.4 Sheriff's Office (SO)

The Sheriff's Office will provide traffic control at a few intersections most problematic for the race. CARES will provide a Liaison for the lead SO person.

1.5.5 Cupertino Office of Emergency Management (OEM)

OEM Citizen Corps Coordinator, Ken Erickson, will authorize activation of the Cupertino Citizen Corps under event number CUP-23-16T and will support the event as an advisor to the CCC Incident Command. Ken will handle logistics of tables, chairs and snacks/beverages.

1.5.6 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.

1.5.7 Parks and Recreation (P&R)

Parks and Recreation is the primary agency in charge of the event. CCC will communicate with P&R primarily through a CARES Liaison operator provided to the P&R race coordinator.

1.6 References

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

1.7 Exercise Control

This is an actual Exercise. The exercise will be driven by the requirements of the P&R for race status communications and first aid for runners.

1.8 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. The field locations are established so that a volunteer is always within sight of another volunteer.

1.9 Evaluation

Participants will have an opportunity to critique the exercise during a post-exercise debrief session. Email submittals will also be accepted as feedback on the exercise.

All feedback will be consolidated into an Event After-Action Report.

1.10 Reports

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

1.11 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 exercise.

1.12 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. OEM Citizen Corps Coordinator will handle most of the logistics, including tables and chairs.
2. FRS radios and GMRS NC station will be sourced from ARK GMRS kits.
3. CARES field operators and Liaisons will supply their own equipment.
4. MRC will bring medical packs and MRC forms from an ARK.
5. CCC IC will bring ICS 211bs, ICS 214s and ICS 309s. The ICS 211bs will be prepopulated with volunteer names in alpha order and cell phone numbers. This will make the sign-in process more efficient.

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, SO locations, etc.
 - b. Communications Plan, ICS 205
 - c. ICS 214a, Personal Log and ICS 309 Communications Log

2.2 After the event

2.2.1 Check out and demobilization.

CCC field members will return to command post at Wilson Park to check out.
Submit forms ICS214a and ICS309
Return FRS radios, volunteer vests and badges.
Sign out on Form ICS211
Clean up ICP area of table covers and debris.

2.2.2 After Action Report

CCC leadership will include Logistics in the After-Action Report.

3 Appendices:

Appendix A – Supplies List

Item	Who? and Where	Quantity
First Aid station		
Pop-up canopy. Not needed by CARES or CERT	P&R or Ken?	1
First aid bag - which one? How many?	MRC coordinator	1
"First Aid" banner/sign	P&R	1
Net Control stations		
Picnic tables at Wilson Park	CCC IC provides table covers	2
Citizen Corps banner? nice to have		1
Net control Tuesday night check in list		1
Rubber bands for FT-60s	CCC IC	~10
Refreshments and check-in		
Table at Wilson Park	CC Coordinator	2
Chairs	CC Coordinator	2
Snacks: donuts, bagels, coffee, bottled water	CC Coordinator	24
Coffee: 2 boxes	CC Coordinator	15 cups
Radios		
FRS radios - 8 minimum	CC Coordinator	≥ 10
Forms and documents		
Check-in tub	CCC IC	1
ICS 211b–Check in	CCC IC: pre-populated	3
T-card (not used)	CCC IC	
ICS 214–Unit Log	CCC IC	2
ICS 214a–Individual Log	CCC IC	25
ICS 309–Communications Log	CCC IC	
Form 5K	CCC IC	2
Course map with locations of field stations, CARES NCS, First Aid Station, etc.	CCC IC	~40
Elements of briefing / Operational Information (printed on reverse side of course map)	CCC IC	
ICS 205– Communications Plan	CARES Shift Supervisor	

Appendix B – MRC Protocol

MRC First Aid Treatment Protocol

Regardless of your medical training, immediately call Net Control for emergency medical support for any incident beyond Basic First Aid level. Be prepared to identify your location and the type of assistance you seek. Then notify your post commander. If an individual is transported by ambulance, record the ambulance number and destination (what hospital?). Report that information to your site lead.

Immediate urgent Net Control calls include:

- Any life-threatening emergency
- Chest pain
- Shortness of breath
- Lack of responsiveness
- Partial or full thickness burns
- Seizures
- Choking
- No signs of circulation
- Severe bleeding
- Persistent abdominal pain
- Vomiting blood
- Possible poisoning
- Broken bones
- Shock

Movement of injured individuals

Injured people will only be moved if one of the three situations indicated below occurs:

- The scene has become unsafe.
- You must move the victim to treat them.
- You must move the victim to reach other victims.

Dispensing Medication

No medications whether internal or topical will be dispensed to any spectator or event volunteer. This list is not all-inclusive but should serve as a guideline for the type of medications we do **not** dispense: aspirin, Tylenol, Motrin, sunscreen, ointments, analgesics, disinfectants, etc.

Blisters

If the blister is the size of a U.S. quarter it will be washed with bottled water, blotted dry, and covered with a simple Band-Aid. If the blister is larger than a U.S. Quarter, refer the individual to his or her own doctor for medical treatment. Under no circumstances will any volunteer lance or pop an unbroken blister, no matter where it is found on the patient.

Blood Borne Pathogens

Whenever a First Aid Station volunteer is providing First Aid care to an individual, proper Personnel Protection Equipment (PPE) will be utilized. Therefore, Latex or Nitrile gloves will be worn on all individual contacts.

CPR

In all cases where an individual is found to be not breathing and absent signs of life, Net Control will be immediately called and EMS activated. CPR will be initiated immediately thereafter. Each team will have a minimum of one CPR breathing barrier with them at all times. Only volunteers certified in CPR will provide this type of care.

Skin Wounds

No matter what the size of the laceration, puncture, avulsion, or amputation, proper procedures to control and stop bleeding will be utilized. Depending on where on the individual bleeding occurs, the severity of the bleeding will dictate whether Net Control is called. All minor wounds will be cleaned with clean water, blotted dry and dressed with a simple Band-Aid. Bleeding that can be controlled with direct pressure and a Band-Aid, will not require further treatment. If bleeding is controlled, and the wound is greater than one inch long or the edges do not come together completely or is on the face, the individual will be referred to their primary care physician for further treatment.

Loss of or altered level of consciousness

It is of no concern to the First Aid volunteer what caused the change in consciousness level. i.e. medical, alcohol or drug induced. The response will be the same, notify Net Control of the medical emergency and if appropriate notify the County Sheriff's Deputy.

Burns

Only minor burns will be treated by First Aid Station Volunteers. Minor first degree burns will be cooled with clean water for approximately 15 minutes. Allowed to air dry, then covered with a clean dressing and held in place with a roller bandage. All burned individuals will be referred to their own primary care physician for further treatment.

Invenomations

If an individual is found who has been stung by a bee, immediately ask the question, "Are you allergic to bee stings?" If allergic to bee stings, immediately activate EMS by calling County Fire on your cell phone. If not allergic accompany the individual to the First Aid Station, where the stinger (if still in the person) will be removed with the edge of a credit card. Make the individual comfortable and ask them to stay in the First Aid Station for 15 minutes to ensure that they do not go into anaphylactic shock from the bee venom.

Seizures

Seizures are an automatic Net Control call. Do not restrain the individual; make the area safe for the individual, and when possible, put a pillow or other soft object under the head of the victim. Monitor, Airway, Breathing, and Circulation (ABC) while waiting for EMS to arrive.

Impaled or embedded objects

Under no circumstance remove the impaled or embedded object nor allow anyone else to remove it. Notify Net Control and activate the EMS system. Keep the injured person comfortable, monitor ABCs and treat for shock as appropriate.

Appendix C – Crowd Control Simulation

Hello CARES members,

Exercises and public service events are excellent opportunities to practice our message handling, often with an emergency scenario as a backdrop. The Big Bunny 5K run offers the opportunity to train for a Crowd Management scenario.

The Scenario: Cupertino has 7 Red Cross shelters identified in the City. So, how would we respond if a series of aftershocks damaged an occupied shelter and the city had to move the shelter guests to another shelter on foot? I could imagine that lining the evaluation route to ensure we do not lose anyone along the way would be a good idea, checking for injuries or anyone needing assistance, and offering directions to ensure we get them all to their correct location.

The Practice: The upcoming April 8 Big Bunny 5K Run. Communications along the route to be traveled by over 600 people.

Here are the logistics:

1. DATE: Saturday, 8-April
2. TIME: 7:15 am to 10:30 am or 11:00 am
3. LOCATION: ICP at eastern side of Wilson Park, in picnic area
4. MISSION: staff a route to be traveled by ~600 people; Provide eyes and ears support for P&R, message traffic on event participants and spectators; Report on progress.
5. STAFFING: We need 10 to 12 CARES members to participate in this event. More gives us better coverage.
6. **SIGN-IN:** [Eventbrite or County RACES site.](#)
7. Attach blank forms ICS 214 and ICS 309, and course map

Appendix D – Recruiting Flyer

When: April 8, Saturday
Where: Wilson Park
Time: 7:30 am – ~10:30 am

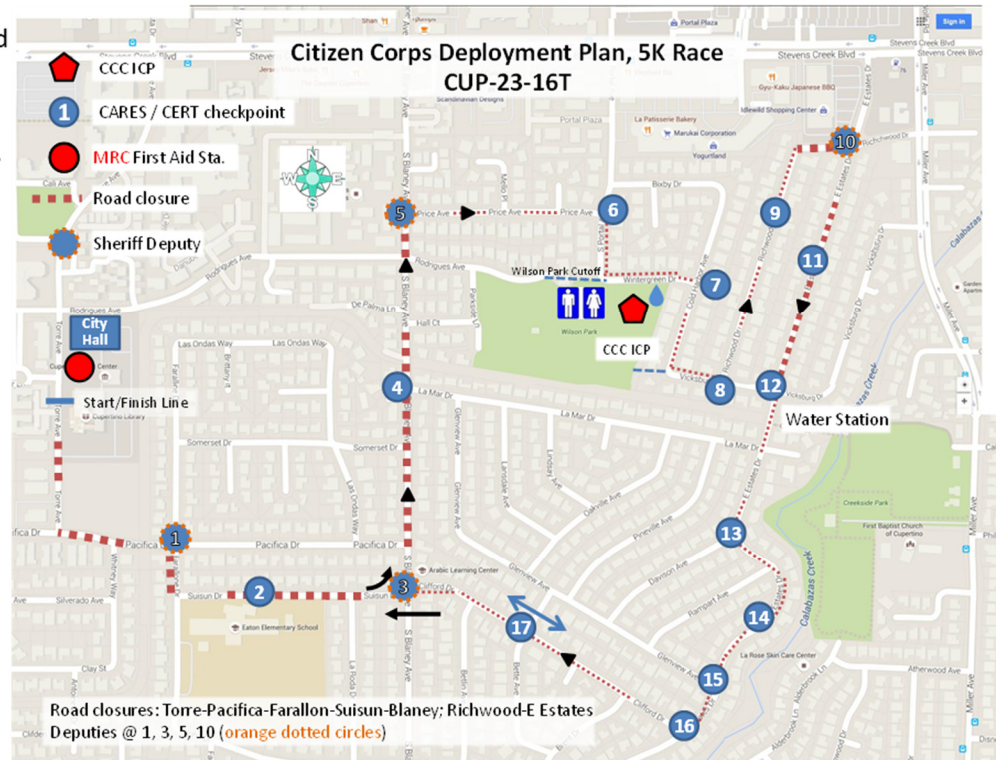
Highlights:
 Estimated 400 runners.
 High profile support of Parks & Rec., Public Works and Sheriff’s Office.

CCC requirements:
 Position up to 17 field responders along the 5K route.
 Responders will be a mix of CARES and CERT.
 CARES and CERT will each have own net controller.

Position	CCC Type
Field responder	CARES / CERT
Shift supervisor	CARES
Net Control operator	CARES
Net Control operator GMRS	CERT
Scribe	CARES
Shadow	CARES
Sweep, using bicycle	CARES / CERT
Logistics	CARES / CERT
First Aid	MRC / CERT
Recruiter	CARES / CERT
Check-in and check-out	CARES / CERT

- Bring:**
- HT with spare battery
 - Comfortable shoes
 - Water
 - Hat
 - Pen or pencil
 - DSW badge

Big Bunny 5K



Signing Up

<https://www.eventbrite.com/e/2023-big-bunny-5k-tickets-550180012227>

<https://www.scc-ares-races.org/activities/eventdetail.php?id=1343>.

Appendix E – Email communications week before event**Day before event**

Hello Citizen Corps Volunteers:

Thank you again for volunteering for this coming Saturday’s Big Bunny 5K Run. I look forward to working with you **tomorrow morning**.

Below is the Citizen Corps schedule:

7:15 am	Check-in begins at Wilson Park
7:30a	Check-in complete. Start safety briefing
8:15a	All field responders on station
8:30a	Start of race
~9:30a	End of race
~10:30a	Field responders have returned to ICP and checked out

Parking: Along Wintergreen and South Portal Streets, and
Wilson Park parking lot at dead-end of Rodriguez Avenue (2-minute walk to ICP)

Attached are the 1) assignments, 2) course map 3) operational information and safety briefing, 4) frequency plan and 5) forms for your use.

Bring:

- DSW badge (Cupertino ID badge)
- Safety vest
- Closed toe shoes
- Radio and spare battery (FRS radios will be loaned to CERT members)
- Weather-appropriate clothing
- Pen or pencil
- Water bottle
- Timepiece
- Forms ICS 214a , ICS 309 and clipboard

The activation number is CUP-23-16T

Regards,
Steve Hill
Event Coordinator

Attach blank forms ICS 214 and ICS 309, and course map; ICS 205 for CARES members.

Four days before event

Hello Citizen Corps Volunteers:

Thank you for volunteering for this coming Saturday's Big Bunny 5K Run. The Big Bunny 5K run offers the opportunity to train for a crowd management scenario, message handling and first aid. In addition to CARES, CERT and MRC working as a cohesive team, we are working with Parks and Recreation and the Sheriff's Office.

The Scenario: Cupertino has 7 Red Cross shelters identified in the City. So, how would we respond if a series of aftershocks damaged an occupied shelter and the city had to move the shelter guests to another shelter... on foot? Lining the evacuation route with CARES and CERT members would ensure we do not lose anyone along the way. Citizen Corps members would be checking for injuries or anyone needing assistance and offering directions to ensure we get them all to their correct location.

The Practice: The upcoming April 8 Big Bunny 5K Run. Communications and crowd management along the route to be traveled by over 300 people. Administer First Aid to exhausted runners.

Here are the logistics:

1. DATE: Saturday, 8-April
2. TIME: Check-in starts at 7:15 am. Exercise ends 10:00 am to 10:30 am.
3. LOCATION: ICP at eastern side of Wilson Park in picnic area
4. PARKING: Along Wintergreen and South Portal Streets, and Wilson Park parking lot at dead-end of Rodriguez Avenue (2 minute walk to ICP)
5. MISSION: Staff a route to be traveled by ~300 people; Provide eyes and ears support for P&R, message traffic on event participants and spectators; Report on progress.
6. ACTIVATION NUMBER: CUP-23-16T

The attached document provides tentative assignments, course map and operational information.

Please study the map and operations information before Saturday.

Regards,

Steve Hill
Citizen Corps Lead

Attach blank ICS 214 and ICS 309 and 205 filled out.

Appendix F – Screen shots of Eventbrite Registration site

<https://www.eventbrite.com/e/2023-big-bunny-5k-tickets-550180012227>



Apr 08

2023 Big Bunny 5K

This site is for signups for Cupertino Citizen Corps members only. Register as a runner at <https://www.cupertino.org/bigbunny5k>

By Cupertino Office of Emergency Services

Follow

Free

Reserve a spot

When and where

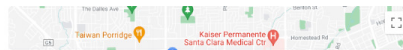
Date and time

Sat, Apr 8, 2023,
7:30 AM - 10:30 AM PDT

Location

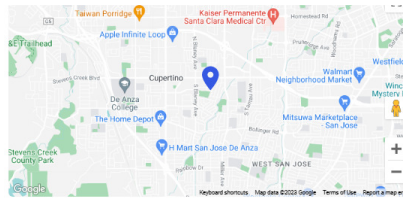
Wilson Park: BBQ area on east side of park
Wilsongreen Drive GPS coordinates: N37.319130, W122.019159 Cupertino, CA 95014

Hide map



Put your event in front of more people
Creators sell an average of 62% more tickets after using Boost to promote their events.

Promote this event



Free

Reserve a spot

About this event

3 hours Mobile eTicket

This site is for signups for Cupertino Citizen Corps members only.

If you want to register as a runner, visit <https://www.cupertino.org/bigbunny5k>.

The Big Bunny 5K is on the Saturday before Easter and is sponsored by Parks and Recreation Department. CARES and CERT volunteers provides eyes and ears along the course, communicating with amateur radios and with FRIS/GMRS radios. The Medical Reserve Corps staffs a first aid station at the finish line.

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 on location to another.

Volunteers have multiple roles to volunteer for. You can work more than one position if they do not overlap:

- Field responder
- Shift supervisor
- Net Control operator (Amateur or GMRS)
- Scribe
- Shadow
- Sweep, using bicycle
- Logistics
- First Aid
- Recruiter
- Check-in and check-out

Put your event in front of more people
Creators sell an average of 62% more tickets after using Boost to promote their events.

Promote this event

Appendix G – Safety and Operational Briefing

The City of Cupertino and ICS requires that we conduct a safety briefing before being assigned with a task or being sent to on a field assignment.

As part of your assignment, you will be assigned to an individual who will provide your direction. Do not take assignments from anyone else without talking to your assigned manager.

1. DSW requirements

To work this event, you must be registered as a City Volunteer or Disaster Service Worker (DSW) with the City of Cupertino. A registration with any other city or county is insufficient.

A Cupertino registration will provide you with workers compensation coverage while you participate in this event, as long as you operate within the scope of your training and your assigned duties.

2. Liability when driving

All responders who operate a personal vehicle must have adequate personal vehicle insurance to cover personal injury and other liabilities.

3. Responsibility for personal safety

The City requires that you pay attention to all safety briefings and maintain a safe operating environment at all times.

If at any time you see unsafe behavior or a safety hazard that affects any responder or the public, you must stay away from the hazard and report it at once to the ICP, safety officer, or an event official.

Keep yourself protected from the elements (seek shade in the summer), and drink and eat as needed.

4. Required event information

Ensure you have the following information before starting your assignment:

- a. Activation Number
- b. Operational Period
- c. Your supervisor's name or position

5. Radio checks

Perform a radio check with Net Control before leaving on your assignment.

6. Tactical calls

Tactical Calls will be used in this event. Make sure that you know your tactical call sign, and at the end of your traffic exchanges (within 10 minutes), give your FCC call sign.

7. Health and Welfare checks

During the event, Net Control will perform periodic Health and Welfare checks. When called by Net Control, answer with your location and FCC call sign.

8. Checking in and out

When moving to a new site, or arriving and leaving a site, make sure you check in and out of the area with the local ICP staff if present, and Net Control. Your immediate supervisor and buddy need to know where you are at all times.

9. Emergency access

Before starting an assignment, identify your location and/or address, and the best access for ambulance or fire responders.

10. Medical or another emergency

In the event of an emergency or if an injury is occurring, take the time to get a description of your location, call 408-299-3233 immediately and then Net Control, who will notify any available medical personnel. Do not move the injured person unless they are not in a safe place (such as where traffic could hit them).

11. Event documentation

Start appropriate logs. Return all reports, logs, and forms your supervisor. Make sure you have: ICS 214 Unit Log.

12. Compliance with all applicable laws

Event responders are expected to comply with all applicable laws during the course of this event. This includes wearing seatbelts and following all traffic laws, including speed limits, full stops at stop signs, no jay walking etc.

13. Radio operations when driving

- Don't operate the radio or cell phone while driving; wait until you are parked or let your buddy talk.
- The passenger will handle radio communications and documentation

Briefing on April 8, 2023

5K Briefing

Your Safety #1

Operational

This exercise is not a test of personnel. This is training exercise designed to test capabilities and procedures.

What we are tracking: first runner and the sweep. Head and tail of a snake.

Sweep: Al Boleda.

Start appropriate logs. Return all reports, logs, and forms to the check-out table. Turn in forms re credentials.

Make sure you have: ICS 214 Unit Log and ICS 309 Communications Log.

Operational period = 07:00 to 11:00. Activation number CUP-23-16T

Tactical Calls will be used in this event. Your assigned checkpoint location is your tactical call sign, and at the end of your traffic exchanges (within 10 minutes), give your FCC call sign.

Net Control Operators: CARES = Clark Ince CERT = Tae Kang

Perform radio check with Net Control before leaving on assignment (Tac 3); FRS ch. 7, T 27

FRS. Hold antenna vertical and sideways to face. Face toward this command post.

After sweep passes your checkpoint, request permission from Net Control to return to here for checkout.

FT-60s: rubber band check

Questions??

Safety:

Maintain a safe operating environment at all times.

- Do not direct traffic.
- Operate within the scope of your training and your assigned duties.
- Stay safe on sidewalks. Don't stand in the streets. Most of them are NOT closed to traffic.
- Keep yourself protected from the elements, and drink and eat as needed.

If at any time you see unsafe behavior or a safety hazard that affects any responder or the public, you must stay away from the hazard and report it at once to Net Control.

During the event, Net Control will perform periodic Health and Welfare checks.

When called by Net Control, answer with 1) your location and 2) FCC call sign.

In the event of an emergency or if an injury is occurring, take the time to get a description of your location, call 911 immediately and then Net Control. Do not move the injured person.

Questions??

Appendix H – Command Post Layout



Appendix I –Equipment Check Out Form

Equipment Check-out and Check-in

FRS Radios

Number	Who	Time	
		Out	In

Badges

Number	Who	Time	
		Out	In

Vests

Number	Who	Time	
		Out	In

5K Volunteer Check-in Process

- Tape pre-populated ICS 211 forms to table using blue tape.
- PPE—do they have **P**ersonal **P**rotective **E**quipment, closed-toe shoe, long pants?
Y=yes, N=no
- Check for valid DSW badge.
- Have Volunteer sign name. Provide cell number if blank.
- **Equipment Issuing:**
 - If badge and/or vest are issued, record the number (if applicable) and volunteer name with time checked out.
 - If issued an FRS radio, enter:
 - 1) radio number
 - 2) volunteer's name
 - 3) time checked out.

Appendix J – Liaison Instructions**Liaison “First 5 Minutes” Checklist**

Name, FCC Call Sign:	Tactical Call Sign:	Date and Time:
Event / Incident Name:		Activation Number:

1. Introduce yourself.
2. Principal (Name, Title, Tactical, etc.): _____

3. Explain role of Liaison, capabilities provided:
 - a. To ensure you can always be reached.
 - b. I am able to get information for you while you attend to other matters.
 - c. I can take messages for you at times you don't want to be interrupted.
 - d. My services are limited to providing communications.
 - e. Any questions?
4. In addition to using my personal ham equipment, I can use principal/event supplied equipment, too
 - a. Mobile Phone Commercial Radio FRS/GMRS Other:
5. Roles and Responsibilities of principal: _____

6. Is there any specific message traffic, or particular events, that you would like to be kept informed about?

7. Reconnect plan if separated: _____

8. Principal's mobile phone number: _____

----- Fill out -- Tear Here -- Give to Principal -----

Name: _____ **Agency:** _____

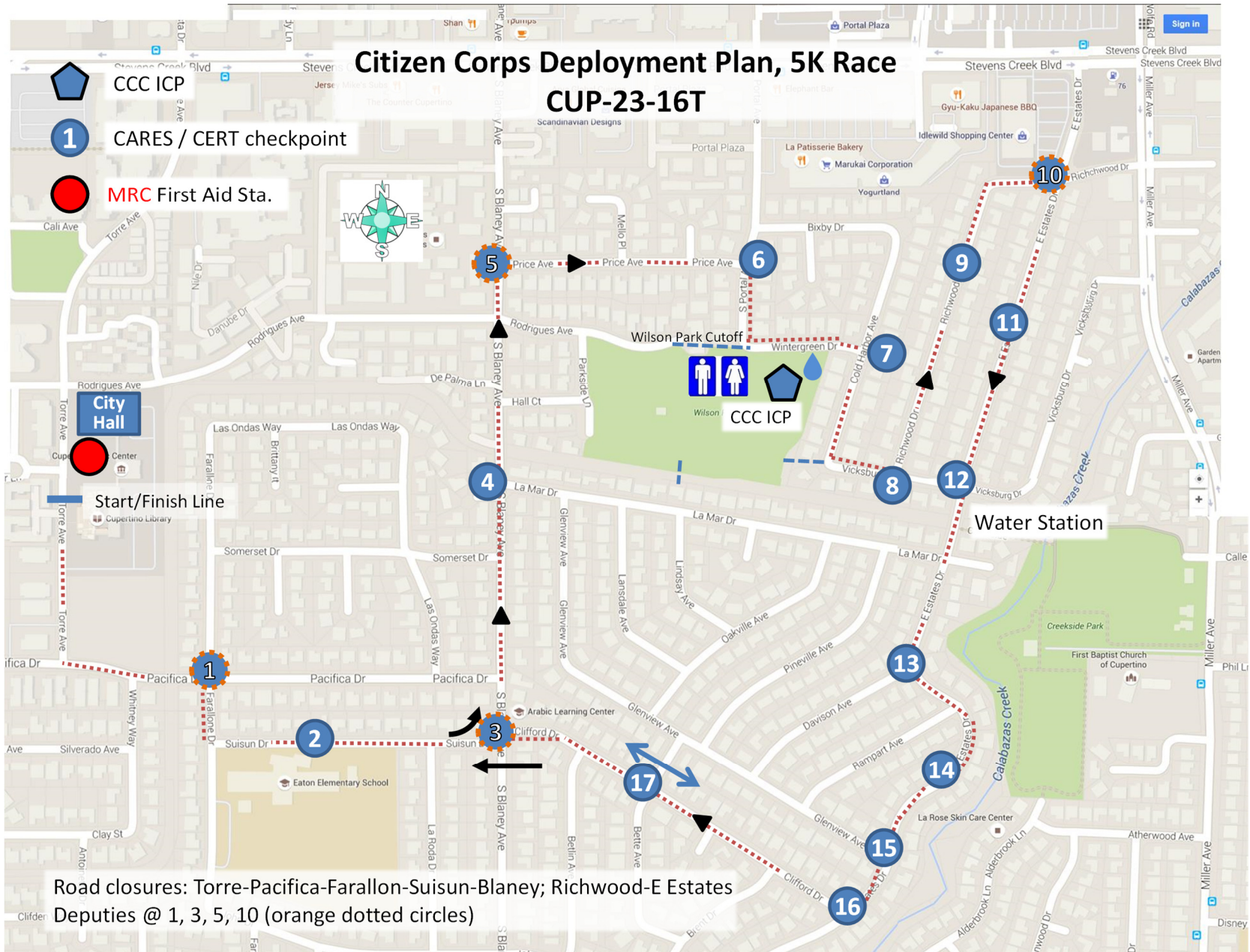
Phone: _____ **Notes:** _____

Liaison Communications

The following additional standard methods and procedures apply when performing Liaison communications assignments:

- Effectively manages communications for the assigned principal.
 - o Introduces self
 - o Informs principal of why you are there, what capabilities you can provide
 - i.e., capabilities are limited to communications, not other duties.
 - o Discusses communications expectations with principal
 - e.g., cell phone, commercial radio, FRS/GMRS
 - o Understands the role and responsibilities of the principal and what types of communication are important to the principal
 - o Keeps principal informed of significant event activities heard on the net which are appropriate to the principal
 - o Effectively prioritizes traffic to/from principal so as not to monopolize the net
 - o Ensures that principal is always reachable by Net Control
 - o Limits activities to communications
- Maintains close and continuous contact with the assigned principal.
 - o Stays within an effective distance of the principal
 - e.g. typically, 5-10 feet, but out of the crush
 - o Remains with principal until relieved by Net Control
 - o Coordinates bathroom breaks to avoid becoming disconnected from principal
 - o Exchanges cell phone numbers with principal (when/where appropriate)
 - o Establishes procedure to reconnect if separated
 - o Arranges activities to stay connected to principal

Appendix K – Course Map and Operational Information Handout



5K Race Operational Information (Safety = # 1)

This exercise is not a test of personnel! This is a training exercise designed to test capabilities, procedures, and processes

- **CERT FRS/GMRS radio protocol**
 - Face person you are contacting; do not block signal with body
 - Hold radio so antenna is vertical
 - Do not hold in front of mouth; hold away from face & rotate 90°
 - Report to Net Control:
 - Arrival at checkpoint
 - When lead runner passes
 - When depart checkpoint (need Net Control permission)
 - FRS/GMRS frequency: 7, tone 27 (462.7125 MHz, 167.9 Hz)
- **Checkpoint information / location**
 - **3:** SW corner on runners outbound, NW corner on inbound
 - **9:** At house 10239
 - **11:** At speed bump
 - **13:** Opposite centerline of Davison
 - **14:** Between 10510 & 10530
 - **15:** At Glenview
 - **16:** Stand at SE corner to view both #15 and Clifford
 - **17:** Rove along Clifford
- **CARES frequency plan**
 - Event Net: Tac 3
 - Backup Freq.: Tac 2
 - Check FT-60s for presence of rubber bands
- **CARES communicate these events to Net Control:**
 - When departing ICP for checkpoint
 - Upon arrival at checkpoint
 - When lead runner passes
 - When depart checkpoint (need Net Control permission)
 - When check out of event after arrival at command post
- **Miscellaneous**
 - GPS coordinates for ICP are 37.319135°, -122.019138°
 - Operating under DSW insurance
 - Covered for duties within scope of training
 - Not covered while driving a vehicle
 - Do not direct traffic
 - Report hazardous situation or operation to Net Control
 - Use your assignment as tactical call sign.
 - E.g., "Net Control, this is Checkpoint #3"
 - Runner injuries:
 - Life threatening, call 911, then report to net control. Note street address.
 - All others, runners have to walk back in. No transportation for injured runners. We can inform City, who can notify parent over PA system.
 - Restroom at Wilson Park
 - Stay on sidewalks; do not stand in streets
 - Sheriff controls road closures
 - Activation number is CUP-23-16T

7:15 AM	Event Net ready CCC members arrive at Wilson Park ICP and sign in by 7:30 CARES members check in via radio (serves as radio check)
7:30 AM	All CCC volunteers have arrived; Safety Briefing by IC
7:45 AM	MRC staff make first aid station operational at Civic Center
8:00 AM	Field responders are deployed from ICP
8:15 AM	Field responders are on station
8:30 AM	Simulated migration (5K Run/Walk) begins
~9:30 AM	Race ends
~9:45 AM	Field responders return to ICP FOR check out <u>after permission from net control</u>