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# ***ISA Communications Exercise***

## **Exercise Plan**

Cupertino Office of Emergency Services

CUP-23-24T

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Version 1.1



**CUPERTINO**

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### Revision

Rev	Date	Comments
1.0	10/17/2023	Initial Draft
1.1	11/7/2023	Updated

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# 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.

The Cupertino Office of Emergency Management (OEM) has developed methods and procedures that leverage this large volunteer pool for the purpose of supporting a city emergency response. This effort is intended to integrate CARES, CERT, and MRC into a seamless response capability that can be deployed during times of emergency at the discretion of the City EOC Staff.

CARES periodically exercises specific Capabilities<sup>1</sup> that are part of its Standard Operating Procedure<sup>2</sup> (SOP) to ensure on-going familiarity by its membership and Served Agencies<sup>3</sup>, as well as provide opportunities to look for process improvements. The Infrastructure Safety Assessment is one such task and a driver for this exercise. This exercise also plans to incorporate a portion of the CERT organization into the communications mix.

This Exercise Plan addresses how we would execute on this procedure.

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<sup>1</sup> CARES Task List, <http://www.cupertinoares.org/docs/cup-ctl.pdf>, September 2023

<sup>2</sup> Standard Operating Procedures, <https://www.cupertinoares.org/index.php?content=docs#sop>, Oct 2023

<sup>3</sup> Served Agencies, <https://www.cupertinoares.org/index.php?content=about#whoweserve>

## 1.2 Purpose, Goals and Objectives

### 1.2.1 Purpose

The purpose of this exercise is to test existing and new Cupertino ARES tools and procedures for the Infrastructure Safety Assessment (ISA).

### 1.2.2 Objectives & Measures

Objectives	Measures
1. Test a cold start Comm 469 during an Earthquake scenario.	1. C469 is operational at the EOC within 1 hour of decision to retrieve.
2. Exercise the Mike-Mike reporting process.	<ol style="list-style-type: none"> <li>1. Shift Supervisor collect and provide a Mike-Mike report summary to Cupertino OEM staff within <b>20 minutes</b> of Emergency Net start.</li> <li>2. Shift Supervisor delegates delivering Mike-Mike report summary to County RACES within <b>20 minutes</b> of Emergency Net start.</li> </ol>
3. Test the ISA dispatch process.	<ol style="list-style-type: none"> <li>1. ISA Staging Supervisor positions are assigned to trained CARES members.</li> <li>2. A sufficient number of ISA teams are deployed to perform the assessment within a 2-hour period.</li> <li>3. Status reports to OEM and served agencies are made every 30 minutes by whatever means possible.</li> </ol>
4. Test the ISA spreadsheet data collection.	<ol style="list-style-type: none"> <li>1. Data collection handoff from the field to C469 occurs within 10 minutes of when C469 is on line.</li> <li>2. Feedback received on usability and functional fit.</li> <li>3. Test the handoff from the field to the EOC/C469.</li> </ol>
5. Test the Demob Process.	<ol style="list-style-type: none"> <li>1. Demob Supervisor position is assigned to and run by a trained member.</li> <li>2. All paperwork returned and complete.</li> </ol>

### 1.2.3 Concept

This will be a communications operational exercise based on an earthquake scenario.

1. This will be a cold-start for all emergency activities, including:
  - a. All CARES responders will start and deploy from their homes.
  - b. Comm 469 will not be pre-deployed.
2. Assume not all CARES AEC Staff is available; assign supporting processes to trained volunteers
  - a. ISA Staging Supervisor
  - b. Demob Supervisor
3. All elements of the ISA process will be tested, including:
  - a. ISA Assignments will be distributed from the following locations:
    - Golf Course Parking lot, Blackberry Farm
    - Jollyman Park
    - Forum
    - EOC (optional)
  - b. C469 spreadsheet data collection.
  - c. Creation and transmission of ISA results to OEM Staff and CARES Served Agency partners by radio or other operational methods.
4. Mike-Mike Reporting values will be suggested to participants with the intent of assessing the ability to roll up a geographic view of the reports.
5. All IDR Plan protocols will be relaxed; members are welcome to social-distance or wear masks at their discretion.
6. Voice message traffic will be informal and based on completion of a task, discovery of a problem, or trigger from the assignment scenario.
7. This drill will be coordinated on standard CARES nets.
8. Field Responders will be deployed either with Home Buddies or as solo assignments.

### 1.2.4 Exercise Schedule

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

<b>Saturday, 18 November 2023</b>	
08:00	Simulated Earthquake, 7.2 on San Andreas Fault south of San Francisco. Drill begins.
08:05	Activate the CARES Resource Net; start taking check-ins, Mike-Mike reports, and field assignment availability. (NOTE: check-ins are spread out over a 20-minute period)
	Assume sufficient MM results to warrant deploying the ISA. Deploy ISA doc holders to distribution locations.
08:20	Consolidate Mike-Mike reports; dispatch C469
08:30	Begin deploying field responders to: ISA doc distribution sites
09:15	First ISA reports received
09:20	Anticipate C469 to be operational at EOC Begin Field-to-C469 data transfer
10:45	All ISA reports received
11:00	First field teams through Demob
11:45	Demob Complete. End the exercise.
12:00	C469 is secured.

## 1.3 Artificialities and Assumptions

### 1.3.1 Artificialities

1. The Cupertino EOC will simulate staffing to Level 1.
2. Wired and cell phone services is spotty if not overwhelmed immediately after the event occurred.
3. We will telephone CCC, OEM, and served agency reps with ISA reports.

### 1.3.2 Assumptions

1. The FLA Pass 2 assessment (residential streets) is not in scope.
2. Confirmed delivery method for ISA docs to CARES field responders.
3. Forum participation in the ISA covering Cristo Rey Group.
4. Comm 469 will be deployed to the EOC.
5. The DOC will be staffed and initially set up on the radio. DOC will then proceed to the EOC.
6. There are no plans for a CERT response and/or activating the ARKs to Activation Level 2.
7. County EOC will not be activated. However, we will deliver a Mike-Mike roll-up to SCC RACES, **method TBD**.
8. We will staff one operational period.
9. We respond with our current state of readiness and with whoever shows up.
10. Weather conditions are current. The drill will not be postponed in the event of rain.
11. No public interaction is planned or expected.

12. All information in the narrative is considered valid.
13. We don't have all the answers.

## 1.4 References

- City of Cupertino Emergency Operations Plan and Volunteer Annex
- CARES Standard Operating Procedures
- CARES Task List v2.3
- SOP P2, Task 3.8.8: ISA procedures
- SOP P2, Task 3.8.18: Demobilization procedures
- Field Communications Operations Handbook, CARES, January 2022
- Comm 469 Reference, August 2022
- *USGS Haywired Project*, [https://pubs.usgs.gov/fs/2018/3016/fs20183016\\_.pdf](https://pubs.usgs.gov/fs/2018/3016/fs20183016_.pdf)

## 1.5 Exercise Control

This is an Operational exercise that validates our plans and procedures. It will be driven by scenarios and simulated conditions defined for each field team.

## 1.6 Communications

1. Standard message passing procedures will be followed.
2. The CARES ICS-205 will be referenced.
3. Field Responders will check in from their home locations.
4. All radio communications will be followed by the phrase "THIS IS DRILL TRAFFIC"
5. In the event of an actual emergency, radio communications will be preceded with, "THIS IS REAL WORLD TRAFFIC".

## 1.7 Safety and Security

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

## 1.8 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 the exercise's After-Action Report.

## 1.9 Reports

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 on Radio Cupertino 1670 AM are planned.
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, and new 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!



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## 2 Drill Planning

### 2.1 Before the event

#### 2.1.1 OBJ#1: Test a cold start Comm 469 during an Earthquake scenario

1. Check the rough C469 retrieval and setup time for this Thursday's Public Safety Event ...
2. Walk through C469 Minimal Setup and confirm it is still relevant...

#### 2.1.2 OBJ#2: Exercise the Mike-Mike reporting process.

1. Need a discussion on OEM's expectation for notification after a major earthquake...

#### 2.1.3 OBJ#3: Exercise the ISA dispatch process.

1. Identify West-Side CARES members for ISA Staging Supervisor...
2. Set up process walk-through with candidate members...

#### 2.1.4 OBJ#4: Test the ISA spreadsheet data collection.

1. Hold C469 spreadsheet review session with AEC Staff...
2. Discuss ISA data handoff for field-collected ISA reports to C469...

#### 2.1.5 OBJ#5: Test the Demob Process.

1. Update COES 221 Demob Check List, user fills in the Activation # and Name...
2. Set up process walk-through with interested candidate members

#### 2.1.6 Other work

1. Develop standing Earthquake IAP...
2. Develop ICS 204 Assignment Sheet, Earthquake, 1<sup>st</sup> Op Period...

#### 2.1.7 Partner Reviews

1. Meet with Cupertino OEM; brief them on the exercise plan; Ken Ericksen, Tom...
2. Meet with Cupertino DPW; brief them on the exercise plan; Chad, Ken E...
3. Meet with SJ Water, CuSD reps; brief them on the exercise plan ...

#### 2.1.8 Injects

1. Identify 1 or 2 critical issues per each Assessment Area... will be at the discretion of each responder... Instructions given
2. Develop method to stagger the check-ins to make it more realistic... AI: Judy to define... **DONE!**

#### 2.1.9 Planning Events

1. 17 Oct 2023: First review, feedback of ExPlan, CARES... **DONE!**
2. 1 Nov 2023: First reading, feedback of ExPlan, CARES...
3. 8 Nov 2023: Final reading, feedback of ExPlan...

### **2.1.10 Training Events**

1. 4 Nov 2023 CARES General Meeting, CARES General Meeting, Drill Prep...
2. ?? Nov 2023: ISA Process Walk-through
3. ?? Nov 2023: Demob Process Walk-through

### **2.1.11 Action Items**

1. ...



