

After-Action Report

Big Bunny 5K 2024



1. Overview

Description:	Big Bunny 5K Run Public Service Event
Event Date:	30 March 2024
Report Date:	05 April 2024
Cupertino Public Service Event:	CUP-24-16T
Control:	Cupertino OEM
Report Revision:	1.0
Submitted By:	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, Creekside Park area on west side of park. N37.316433°, W122.015606°
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 2024 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 30-March, the City of Cupertino initiated a Citizen Corps Public Service Training Activation under the designation CUP-24-16T.

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

ii. Type/location of Event / Drill / Exercise

Event Type: City Activation, Public Service Event
 Event Identifier: CUP-24-16T
 Event Name: Cupertino Big Bunny 5K Fun Run
 Location: City of Cupertino

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. Twelve CARES members worked at the event as shift supervisor, field responders, net control operator, and shadow.
5. Four Cupertino MRC volunteers 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, and two CERTS staffed check-in/check-out table.
7. Logistics was managed by Cupertino OEM, Citizen Corps Coordinator.
8. The location of the ICP was shifted from Wilson Park to Creekside part two days before the event. This change was driven by the threat of rain during the event. Creekside offered a covered patio for the NCOs.

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 tables. CERT field responders used FRS HTs to pass messages to the CERT NCO operating a mobile GMRS radio. The sweep, a CERT member using a GMRS HT radio, could be heard throughout 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>450 runners and walkers were watched and monitored as they traversed the course.</p> <p>The one crowd management problem was the short-lasting separation of a parent and child.</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

Big Bunny 5K Public Service Event Schedule, March 30, 2024			
Time	P&R	Location	CCC
6:45 AM		Creekside Park Civic Center Plaza	ICP staff arrive, start setting up tables, radios and check-in station at Creekside Park.
7:10 AM		Resource Net Opens	CARES members report odometer readings before departing from home.
7:15 AM		Creekside Park Civic Center Plaza	CCC members begin arriving and sign in by 7:30 am.
7:30 AM		Creekside 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.
8:39 AM	5K Race Starts	Torre Ave	Simulated migration (5K Run/Walk) begins.
9:40 AM			Race ends
9:45 AM		Creekside Park	Field responders start returning to ICP and check out after permission from NCOs.
10:30 AM		Creekside Park	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.

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-24-16T.

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

The Parks & Recreation Department provided paid staff for the event. Interactions with the Event Supervisor were smooth. CARES maintained contact with P&R Site Supervisor via a shadow. CCC did not receive documents or event timeline as in the past. But the P&R leader copied the timeline 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 NCO provided his personal radio for the NCO position.

FRS/GMRS HT 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 Regnart ARK. FRS radios from the Regnart ARK kits were loaned to two CERTs who did not own 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
Open microphone. No definitive action taken to remedy.	Add information on the process from Net Control Type III course for handling open mics to the Operations Briefing. Require operators to set the time out timers on their HTs to X minutes.
Lost child. Field staff got involved with problem solving instead of just emcomm.	Add information on the process for handling communications about lost children to the Operations Briefing. We are communicators, not operational solvers for our served agency.
CARES members not briefed on how the role of CERTs with FRS radios complimented their roles. Some CARES members were not aware the CERT Sweep was using a GMRS radio.	Expand the Operations Briefing to describe how the CARES and CERTs are working together, each with their own NCOs.
The use of two NCOs for ARES and CERT meant a team of mixed field resources would lose situational awareness of the race when an upstream field volunteer was using a different a radio on a different frequency.	Require the NCOs need to report on the race situation that they hear from the adjacent NCO. Add this procedure to Operations plan.
The handling of Health and Welfare checks when a field person fails to respond.	Shift Supervisor should 1) try to contact the operator using a mobile phone. 2) assign an adjacent person to walk to non-responder. Add instructions to Operations Briefing.
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.

Recommendations for Future Events

Parks & Recreation Department

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

First Aid

1. None.

CARES

Describe and emphasize the procedures for handling:

- open mics
- lost children
- failure to reply to health and welfare checks,
- complimentary role of ARES and CERT-FRS operators

during Operations Briefing.

viii. Training Needs

1. Message passing protocols for CERTs.

ix. Recovery Activities (as applicable)

Recovery Activities were limited to securing radio equipment, logging the return of loaned HT FRS radios. Command post shutdown involved 6 chairs and 2 tables.

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 and volunteer call signs/names.
- Operations and Safety summaries
- Pre-printed SCC ICS 211 forms
- SCC ICS 214 form
- SCC ICS 309 form
- SCC ICS 205 Frequency Plan
- Liaison first 5 minutes