
City ISA (Windshield Survey Area) Communications Exercise

Exercise Plan

Cupertino Office of Emergency Services

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Version 1.1



CUPERTINO

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Revision

Rev	Date	Comments
1.0	09/26/2024	Initial Draft
1.1	10/4/2024	Update to reflect process discussion

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

In 2019, CARES proposed to Cupertino DPW an assessment of all roads within Cupertino. The intent of this activity was to jump-start the DPW response effort on arrival of DPW staff with a list of already-identified problems. To make this happen, CARES has developed a set of tools and procedures for surveying all in-city arterials, connector, and residential streets, with the intent of reporting our findings to the EOC and DPW. This is the second time this process will be run and, on completion, will be finalized as an additional component of the CARES and CCC response mission and City Volunteer Annex.

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

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.
City ISA	Infrastructure Safety Assessment of City civil assets.
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.
WSA:	Windshield Survey Area. A specific selection of streets in Cupertino on which an WSA Assessment will be made.
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.
MRC:	Medical Reserve Corp. Volunteers that supplement the existing emergency and public health resources
NIMS:	National Incident Management System. Federally mandated method of managing emergencies adapted from California's SEMS.
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.
QuickCapture	Portable data tool for recording and submitting incident and problem status to be used by the Cupertino EOC.
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 the Cupertino ARES tools and procedures for performing a city-wide Windshield Survey Area (WSA) assessment.

1.2.2 Objectives & Measures

Objectives	Measures
1. Perform the Windshield Survey Area (WSA) assessment.	<ol style="list-style-type: none"> 1. Survey all 142 miles of city and private streets within the city within 2 hours. 2. WSA procedure is formally adopted as a component of the CARES mission.
2. Report WSA findings to the DOC and DPW.	<ol style="list-style-type: none"> 1. Field problem reports are successfully rolled up to the DOC and DPW. 2. QuickCapture problem reports are create and submitted.
3. Establish field comm operations from the ICP.	<ol style="list-style-type: none"> 1. Radio coverage for all deployed units is sufficient.

1.2.3 Concept

This communications exercise is based on a simulated 7.2 earthquake on the Hayward Fault.

1. This drill is part of a larger CCC Exercise to be run on the east side of the city. An ICP will be established at Creekside ARK.
2. The drill will occur over a 3-hour period on Saturday 19 October 2024.
3. This CARES communication portion of the drill will be coordinated on standard CARES nets.
4. WSA maps will be updated to include city facilities and other assets of interest.
5. Specific incident radio reports will be SIMULATED and passed to the ICP independent of any actual activities.
6. QuickCapture reports will be created and submitted for all simulated problem reports created in the field.
7. CARES responders will check into the Emergency Net, receive WSA assignments, and deploy from their homes.
8. CARES Responders will be deployed either with home buddies or to a location to meet up with a responder partner.
9. Comm 469 will not be used. A field communications station will be set up at the ICP to coordinate CARES field responders.

10. Voice message traffic will be informal, and based on the completion of a task, report of a problem, or a trigger from the assignment scenario.

1.2.4 Exercise Schedule

All times are estimates. The schedule for the drill will be adjusted as necessary. All tasks are ACTUAL unless otherwise listed as SIMULATED.

Saturday, October 19, 2024	
07:00	7.2 Earthquake on Hayward fault occurs
07:40	Action planning phone call attended by CARES, CERT, DOC, and EOC staff. Not in CERT plan !!! IS THIS STILL PLANNED? !!!
08:00	<ol style="list-style-type: none"> 1. Open CARES net by Field NCO. 2. Take check-ins. 3. Take Mike-Mike Reports. 4. Summarize MM reports. 5. Pre-assigned CARES member deploys to ICP, sets up field communications station.
08:10	Poll field responders and check availability to take a field assignment.
08:15	Pass Mike-Mike summary report to CCC DOC/EOC.
08:20	ICP Communications set up complete. Initiate Net Control handoff from Field NCO to ICP NCO.
08:30	<ol style="list-style-type: none"> 1. Briefing for Field Responders—including Safety briefing 2. WSA assignments are made.
09:00	SIMULATED: ISA simulated report received; actual hand off of canned ISA reports to DOC.
09:00	WSA Assessments begins
10:00	Teams begin reports of simulated incidents and actual area completions. As teams complete an area, NCO offers another area if previously not assigned.
11:30	Begin Demob
12:00	End of exercise.

1.2.5 CERT schedule

07:00 Drill Set Up team members arrive
07:30 Search & Rescue physical scenario completed
08:00 Disaster Medical Operations physical scenario completed
08:00 ICP Staff arrive
08:30 ICP set up is completed
08:30 Ops section prepare team assignments packets
09:00 Volunteer check-in completed
09:15 Safety Briefing
09:30 Teams assembled and sent to Ops for assignments
09:45 Teams sent out to their assignments
11:45 Debrief
12:00 Demobilization

1.3 Artificialities and Assumptions

1.3.1 Artificialities

1. ISA assignments made and teams deployed.
2. ISA Problem Reports will be developed and passed to the EOC per a timed script.
3. ICP CARES staffing will be previously identified, assigned, and deployed to arrive and set up by 8:20a.
4. The Cupertino EOC is not staffed, and the DOC or EM will simulate EOC staffing to Level 1 at Creekside ARK.
5. Wired and cell phone services stop working immediately after the event occurred.

1.3.2 Assumptions

1. Comm 469 will NOT be deployed.
2. The DOC will be staffed and set up at the ICP.
3. The EOC will be set up at the ICP.
4. The DOC will provide command and control for the field activities.
5. County EOC will not be activated.
6. We will staff one operational period.
7. We respond with our current state of readiness and with whoever shows up.
8. Weather conditions are current. The drill will not be postponed in the event of rain.
9. No public interaction is planned or expected.
10. All information in the narrative is considered valid.

11. We don't have all the answers.

1.4 References

1. City of Cupertino Emergency Operations Plan
2. CARES Standard Operating Procedures
3. CARES Task List v2.3
4. WSA / City ISA Assessment process documentation
5. Windshield Survey Area Assessment Maps, Assignment Master, Assignment tracking
6. Field Communications Operations Handbook, CARES, January 2022

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 response location.

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. Net Control will originate from the field with a handoff to the ICP once the ICP Comm station is operational.
5. All radio communications will be followed by the phrase "THIS IS DRILL TRAFFIC"
6. In the event of an actual emergency, radio communications will be preceded with, "THIS IS REAL TRAFFIC".

1.7 Safety and Security

1. Safety and security issues will be handled in accordance with established policies and procedures.
2. The Buddy system will be in effect for all field responder teams.

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 based on the feedback, 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

1. Arterials, Collectors, Residentials
 - Major collectors, Minor Collectors, neighborhood connectors, and main street.
 - i.e.: Bubb is main street
2. Getting the overall CARES response priorities sorted out

2 Drill Planning

2.1 Before the event

2.1.1 OBJ#1: Execute the First Look Assessment.

1. City Map with areas identified, reviewed...
2. First Look Assessment tracking form reviewed...
3. First Look Process reviewed...
4. Engage with the Forum CARES members to cover WSA 1/1 off the Cristo Del Ray access roads...
5. Update standing orders to include Windshield Survey Assessment...
KenE, Jim

2.1.2 OBJ#2: Report First Look findings to the EOC and DPW.

1. ...

2.1.3 OBJ#3: Operate field comm ops from the ICP.

1. ...

2.1.4 Other work

1. Develop standing Earthquake IAP...
2. Develop ICS 204 Assignment Sheet, Earthquake, 1st Op Period...

2.1.5 Partner Reviews

1. Meet with Cupertino OES; brief them on the exercise plan; Ken Ericksen, Tom...
2. Meet with Cupertino DPW; brief them on the exercise plan; Brad...

2.1.6 Injects

1. Identify 1 or 2 critical issues per each Assessment Area... will be at the discretion of each responder

2.1.7 Planning Events

1. 30-Sep-2024: First reading, feedback of ExPlan, CARES... **DONE**
2. 7-Oct-2024: Second ExPlan reading, feedback, CARES...
3. ??-Oct-2024: Introduction to CCC Steering Committee...
4. 14-Oct-2024: Final reading, feedback of ExPlan...

2.1.8 Training Events

1. 3-Oct-2024: CARES General Meeting, Topic: Drill Prep... **DONE**

2.1.9 Action Items

1. ...

3 Narrative

NOTE: *This scenario is based on what could be a plausible request for emergency communications support by the city. While strictly fictitious, its primary purpose is to support the goal of practicing communications traffic handling.*

Saturday, 0700 PDT. Major earthquake shakes the Bay Area. This is considerable and from individual at home observations, there has been moderate damage. Fortunately, the timing of this resulted in almost no traffic on city streets.

End of Scenario.