

After-Action Report

Big Bunny 5K 2025



1. Overview

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| Description: | Big Bunny 5K Run Public Service Event |
| Event Date: | 8 March 2025 |
| Report Date: | 23 March 2025 |
| Cupertino Public Service Event: | CUP-25-16T |
| Control: | Cupertino OEM |
| Report Revision: | 1.1 |
| 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 |

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|--------|--|
| GMRS | General Mobile Radio Service, as defined by the Federal Communications Commission FCC |
| IC | Incident Commander |
| ICP | Incident Command Post, Wilson Park area on west side of park. 37.319135°, -122.019138° |
| ICS | Incident Command System |
| 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 |
| Shadow | Tactical call abbreviations listed in this report for the liaison for the P&R Lead |
| SO | Santa Clara County Sheriff's Office |
| Sweep | CCC member who follows the last runner through the course, using a bicycle. |

Introduction

The City of Cupertino (City) requested communications and first aid support from Cupertino Citizen Corps during the 2025 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 8-March, the City of Cupertino initiated a Citizen Corps Public Service Training Activation under the designation CUP-25-16T.

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

ii. Type/location of Event / Drill / Exercise

Event Type: City Activation, Public Service Event
 Event Identifier: CUP-25-16T
 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 by 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. Eighteen CARES members worked at the event as shift supervisor, field responders, net control operator, and shadow.
5. Four MRC volunteers staffed the first aid station in Civic Center Plaza, near the start/finish line.
6. Ten 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 twelfth CERT performed the sweep function using a bicycle, and two CERTS staffed check-in/check-out table before going to their assigned checkpoints.
7. Logistics was managed by Cupertino OEM, Citizen Corps Coordinator.

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 the operators were professional.</p> <p>The experienced CARES volunteer running the amateur radio Net Control Operation performed well at handling that busy responsibility.</p> <p>The GMRS Net Control Operator, an experienced CERT 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>650 runners and walkers were watched and monitored as they traversed the course.</p> <p>Reports of unsafe vehicle traffic on the course were reported.</p> <p>Runners, starting after the winner passed the finish line, posed a challenge for the sweep who needed to double back several times.</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. One 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 8, 2025 | | | |
|--|-----------------------|-----------------------------------|---|
| Time | P&R | Location | CCC |
| 6:45 AM | | Wilson Park Civic Center Plaza | ICP staff arrive, start setting up tables, radios and check-in station at Wilson Park. |
| 7:10 AM | | Resource Net Opens | CARES members report odometer readings before departing from home. |
| 7:15 AM | | Wilson Park Civic Center Plaza | CCC members begin arriving 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. |
| 8:30 AM | 5K Race Starts | Torre Ave | Simulated migration (5K Run/Walk) begins. |
| 9:40 AM | | | Race ends |
| 9:45 AM | | Wilson Park | Field responders start returning to ICP and check out after permission from NCOs. |
| 10:30 AM | | Wilson Park | NCS demobilized. |

v. Response at SEMS Levels (as appropriate):

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

vi. Interacting Systems, Agencies, and Programs:**Cupertino Office of Emergency Management (OEM)**

OEM Citizen Corps Coordinator, Ken Ericksen, 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-25-16T.

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.

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 three CERTs who did not own FRS radios.

To solve a problem from 2024, most checkpoints were staffed with a CARES member. This provided the CARES NCO and the sweep the ongoing location of the lead runner and last runner. CERT members were teamed up at some of the same checkpoints.

vii. Improvements, Conclusions, Recommendations:

| Issue / Problem | Action |
|--|---|
| Open microphone. | <p>This problem lasted about 30 seconds. The source of the problem was a volunteer shifting his backpack around.</p> <p>After the briefing, a CARES member with blue rubber bands inspected FT-60 radios and applied the rubber bands to three of them. This action was taken in response to last year's stuck mic problem.</p> |
| Failure to provide CERT NCO with a script. | Include a <i>communications basics</i> instruction sheet for the CERTs and CERT NCO (with NCO script). |
| CERTs should be provided basic comm instructions at briefing | Include a <i>communications basics</i> instruction sheet for the CERTs and CERT NCO (with NCO script). |
| NCOs were not informed of no-shows. | <p>Three CERTs were no-shows. All CARES sign-ups participated.</p> <p>IC must provide NCOs a written list of no shows.</p> |
| OEM and P&R did not run the event using SEMS Incident Command System. There was no unified command center. | <p>OEM staff to determine a plan for addressing and driving this for next year.</p> <p>The CCC had a formal command post and used ICS internally.</p> |

Recommendations for Future Events

Parks & Recreation Department

1. OEM and P&R consider managing the event using SEMS Incident Command System.
2. Place many more signs alerting traffic in both directions of the presence of runners.

First Aid

1. None.

CARES

1. None.
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viii. Training Needs

1. None
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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. Command post shutdown involved gathering forms and packing up radios and antennas. Picnic tables obviated the need for tables and chairs.

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
- Lost Child / Parent Info Sheet

The raw feedback from volunteers is in the following Appendix.

Appendix A: After Action feedback from volunteers.

1. Where was your assignment?

I was on post 6 along the race course.

My assignment is at Checkpoint 1.

My assignment was on the course at the 5A position on Price Ave, between Mello Place and Deeprise Place.

I was the sweeper.

I was the NCO for CERT GMRS Net

CARES Field responder, chkpt #16 at Clifford and Estates

At first, work on the sign in and out table, later went to station 7 to watch the runner pass by till the end of the run.

Check Point 6

Check Point 12

CP 10; corner of East Estates and Richwood Dr.

Checkpoint (Todd)

2. What worked?

Nice partner to work with.

Able to communicate with NCO smoothly. Able to report lead runner, sweep and late runners.

The 5A location was about 1 mile into the course, runners were going strong except for a good number of children beginning to complain and get tired.

Not sure parents are aware how stressful this type of activity is for a child who is younger than 8 and not used to doing this level of regular exercise.

The radio communication went fairly well. Think some volunteers located on the course would benefit in increasing their comfort level using the FRS radios to attend the CARES radio practice events that are offered. I found it very helpful. I still am learning so every opportunity there is to use the radios helps me.

Liked the fact that a different color paper was used for the CERT volunteers to sign in and out. Easier to see in the early morning "not quite awake" yet phase of the day.

I really appreciated the event related documents Steve sent out early so that one could review them beforehand.

Appreciated the Parks and Recreations staff organizing the event and the refreshments from Ken.

The execution by the CCC volunteers was excellent. The participation was great. The maps and instructions you provided were very helpful and very detailed. The event itself appears to have been a success.

The set up was very conveniently located and the signal was good to/from all checkpoints. All CERT volunteers used the radio correctly and communicated just the right information. Al did an amazing job as the sweep. He should be given an official badge of some sort 😊

Frankly I thought it was handled excellently, no glitches

CERT

Planning, briefing, muffins, event, Net Control, and closing were all perfect.

Everything

Everything!

The organizing and communicating worked

3. What didn't work?

No signs alerting drivers of race, even though streets were not closed.

Heard static for a while toward the end of the event which should be the open-mic issue. But it didn't affect anything.

The cars parked on the street made it difficult to get a clear view of the runners as they came from Blaney Ave running onto Price Ave.

Children being children occasionally would go between the parked cars onto the sidewalk then back onto the street. Adults also did this.

Cars were still traveling from Portal Ave onto Price towards Blaney Ave. during the race and most were going too fast. Well above the speed limit. This is worrisome despite the fact that speed bumps are in place and MPH signs are posted.

Allowing really late runners onto the course well after the race had started, meant that the "sweep" person had to go back to get behind them. I believe this happened three times.

This of course increased radio traffic from the ICP and those on the course and took some attention away from the race in progress.

My impression is that it is to be a "fun run" and Parks and Recreation staff may not be as diligent in minding how late runners are allowed onto the course after the race has already started.

Did not notice if on the email flyer if there was a time designated for a cut off time to enter.

Not sure, everything appeared to proceed as expected, both City and Volunteers.

A couple of CERT volunteers did not show up. The NCO script was ad-hoc and didn't sound very consistent. One volunteer did not go to her assigned location until Steve prompted her. Not everyone brought printed instructions from Steve to the event.

Never saw the police motorcycle come by, for some reason he did not do the entire course, would have helped my safety issue as below.

I was confused at first, I just needed to stay there to see people sign in and out only, but later I was told that I needed to go to Station 7 and use the radio to wait and watch the runners pass by to the end.

None

Nothing

At the checkpoint, everything worked well; no changes necessary. However, I realized after I had been at the CP for 30 minutes or so, that I never did get sworn in for a DSW. Not a big deal in hindsight, but apparently everyone forgot about it, including me.

Sweeper passes, but more runners came. We need more specific coordination with the run organizer for late starters or closing time for starting. Even the run completed for some time, the lady who walked with two trekking poles were awarded when she arrived at the finishing place with a medal even the finishing line was disassembled and moved to the storage.

4. What should we do differently next time?

More signage re race impact on local roads, when not close but drivers need to be aware.

1) I saw multiple groups of late runners (after the sweep passed Checkpoint 1 for the 1st time) and reported to NCO, until NCO communicated to us that it is no longer necessary to report further. I guess there are always late runners for every running event and maybe next time we can set a target time of when the sweep should leave the starting line (maybe a little later to avoid getting back and forth) and when we should stop reporting late runners. Or, we should keep reporting until the NCO tells us not to. Either way. Just to give everyone a heads up of the late runner situation so that everyone knows before the event.

2) In the early morning when everyone was checking into the net and reporting leaving home for the ICP, I felt that it may not be necessary for everyone to report their departing location like which street across which street. It took a longer airtime, and I guess the NCO may not immediately know the exact location. It is a local event and volunteers are all local, so I thought it may not be that important to report departing location.

Encourage volunteers to be on time and prepared for the day. Steve sent out a very inclusive email about the week before the event that suggested what to bring.

Have a firm "cut off time" for those entering the race on the day of the race.

We (CCC) nothing different. The City needs to set a deadline (limit how late a runner can cross the starting line) ... or ... tell everyone that the race will stop at a certain time, thus freeing Public Works, the Sheriff, and the Volunteers to "clear the course" and return to their bases.

Earlier in the week, we should send a separate note out to CERT volunteers and ask them to confirm that they will be at the event. I (as the NCO) should prepare a script specific to this event. We should have copies of printed instructions (perhaps a more simplified version) that we can hand out to CERT volunteers at the event since they're not well-versed in radio communication.

Please clearly to put for the address of the park, as when I search the park name, it was shown for two address with different street name that I was confused. Besides, clarify the exact duty that I needed to do.

Practice stuck-mike alternatives, maybe we can test our backup channel Tac 2 before departing to assigned location.

Nothing

Nothing, except maybe a reminder note for the swearing in!

During the event, it seems the net controller was testing using lower power radio when field operators heard they would switch to a higher power radio. It is not a test situation during a public service event. The test should be at our weekly check-ins.

5. Do you have any constructive comments for the maps and other documents?

Materials were good.

No. The maps and documents are pretty clear.

Not all positions noted on the course "Deployment" map were listed on the CARES/CERT Volunteer Assignment document. There was space on the "assignment" page. This would have been helpful for me.

They were perfect!

The documents were well prepared and useful.

I was confused about the map for station 7, and I had no idea where it was till Steve pointed to me.

None (maybe adding a missing child form?)

6. Were there any safety issues along the course Parks and Recreation should be made aware of?

No

No. It's all good around Checkpoint 1.

Cars were still traveling from Portal Ave onto Price towards Blaney Ave. during the race and most were going too fast. Well above the speed limit. This is worrisome despite the fact that speed bumps are in place and MPH signs are posted

Cars driving the opposite direction of the runners in a couple of sections without enough signs and warnings; please refer to Andy's comments (he was at the checkpoint with a Sheriff officer where cars were allowed to travel opposite of the runners).

I did not directly observe any safety issues, though I heard about a driver running over the barricades at a location.

At my checkpoint it was like the wild west! Twice the sign was run over, people going very fast, swerving near runners, no know what way to go. Would suggest sign on back side of run direction sign that says "Slow, Run in Progress" or similar

No information needed to be aware so far!

I was stationed at S. Portal/Price Ave., and I noticed more than usual cars coming down S. Portal towards the Park at higher speed. May be an temporary event in progress caution traffic sign would help to slow them down?

No

One member of the public who was running in the race told us that having cars driving on the road during the race wasn't safe. He seemed very serious about it. We didn't engage further as he kept running.

No

There are none I am aware of.