

Exercise Plan

2014 CORE Citywide Exercise

Saturday, April 26, 2014

9:00 am to 12:00 pm

Published January 2014

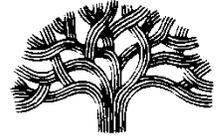
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Letter of Introduction

CITY OF OAKLAND



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Happy New Year 2014!

The Oakland Fire Department, Emergency Management Services Division (EMSD) proudly announces the ninth annual CORE Citywide Emergency Response Exercise on Saturday, April 26, 2014, 9:00 am to 12:00 pm.

The CORE Citywide Exercise is an opportunity for Oakland community members and neighborhoods to test our disaster preparedness.

CORE is Communities of Oakland Respond to Emergencies; a program providing free training in disaster mitigation, preparedness, response, and recovery to residents of Oakland.

The CORE Citywide Exercise allows individuals and neighborhoods to practice and evaluate their ability to respond to a major emergency such as a significant earthquake or fire. As we have seen across the U.S., with the Rim Fire, Hurricane Sandy and other disasters, preparation now will pay big dividends when a disaster strikes. Please get together with your neighbors and plan to participate in this year's exercise!

You can make a significant difference in how well you, your neighborhood and the City of Oakland respond to and recover from a major disaster.

Start planning for the Citywide Exercise today!

- ✓ Meet with your neighbors
- ✓ Register for the Citywide Exercise; and
- ✓ Attend the Exercise Skills Workshop on March 15, 2014.

You will be ready for success on April 26th and be ready to respond in the event of a major emergency/disaster.

This *CORE Exercise Plan* contains information specific to Oakland's 2014 CORE Citywide Exercise. More general information on how your neighborhood can conduct an exercise is found in the *CORE Neighborhood Exercise Guide* available at www.oaklandcore.org.

Thank you for your continued support of the CORE program and your participation on Saturday, April 26, 2014. We wish you and your neighborhood group continued success in your effort to increase the resiliency of your neighborhood and the City of Oakland.

Sincerely,

A handwritten signature in cursive script, appearing to read "Renee A. Domingo".

RENEE A. DOMINGO
Director, Emergency Management Services
And Homeland Security Division

Background

A. THE CORE PROGRAM MISSION

The CORE program's mission is to promote the spirit of neighbor helping neighbor and to provide the highest quality emergency and disaster prevention, preparedness and response training.

B. THE CORE PROGRAM

The Oakland Fire Department, Emergency Management Services Division (EMSD) initiated CORE (Communities of Oakland Respond to Emergencies) in 1990 following the 1989 Loma Prieta earthquake. CORE is a multi-hazard community preparedness training program and is recognized as a Community Emergency Response Team (CERT) program. CORE teaches self-reliance skills and helps neighborhoods organize and establish response teams to take care of the neighborhood until professional emergency personnel arrive. Since its inception, CORE has provided free, community-based training for over 20,000 members of the Oakland community.

C. ANNUAL CITYWIDE EXERCISE

SATURDAY, APRIL 26, 2014 (9:00 AM TO 12:00 PM)

The Annual CORE Citywide Exercise is a functional emergency response exercise designed to support Oakland residents and community members practicing CORE emergency response skills with exercise activities within their neighborhoods. CORE has supported an annual Citywide Exercise since 2006. Neighborhood groups of all skill levels are encouraged to participate. The CORE Citywide Exercise is an event that improves CORE member training and expands disaster preparedness awareness throughout the community.

What's New in 2014?

1. Registration has changed!

- Register for the 2014 Citywide Exercise - Please use the Registration Form in Appendix D. Based on feedback received in 2013, the online CORE registration system will not be used for the 2014 Citywide Exercise.
- Register for these CORE events online. Saturday, March 15, 2014 Citywide Exercise Skills Workshop and the Wednesday, April 30, 2014 Citywide Debriefing. Use the online registration system at www.oaklandcore.org.

2. Neighborhood groups that desire volunteer victims must provide their own volunteers and apply moulage (disaster injury make-up) themselves on site.

CORE will teach you how to simulate interesting disaster injuries using basic make-up techniques at the March 15, 2014 Citywide Exercise Skills Workshop. It's easy to learn.

3. Resources to help you succeed in the 2014 CORE Citywide Exercise:

- The **2014 CORE Exercise Plan** has specific information for groups and individuals participating in the 2014 CORE Citywide Exercise on Saturday, April 26, 2014.
- The **CORE Neighborhood Exercise Guide** provides guidance for groups conducting any type of exercise in their neighborhood. The *CORE Neighborhood Exercise Guide* has detailed information about planning, participating, and follow-up activities for neighborhood exercises from simple table tops to full functional exercises. It is available online at www.oaklandcore.org under "CORE Citywide Exercise"
- **Incident signs** to post in the neighborhood. **New this year:** Victim cards are available to describe the injuries for specific incidents on the incident signs.

These resources are all available on the CORE web site www.oaklandcore.org under "CORE Citywide Exercise". If you do not have internet access, please call 510 238-6351 for a copy.

There are other changes. You are strongly encouraged to read this entire Exercise Plan!

Important Dates to Remember

- January 2014 *2014 CORE Citywide Exercise Plan* is available online.
Exercise registration begins. Register using the Registration Form in Appendix D.
Please register as early as possible.
Start planning in your neighborhood for the exercise.
- Feb 2014 Register for the Saturday, March 15, 2014 Exercise Skills Workshop. Use the CORE
online registration system at www.oaklandcore.org (register for classes/events).
- March 15, 2014 Attend the Exercise Skills Workshop.
- April 2014 Final neighborhood planning
Register for the Wednesday, April 30, 2014 Citywide Debriefing. Use the CORE online
registration system at www.oaklandcore.org (register for classes/events).
- April 26, 2014 Exercise Day!
- April 30, 2014 Citywide Debriefing for group leaders
- May 2014 Return recertification and debriefing forms, if not provided at the Citywide Debriefing
Hold a follow-up meeting in your neighborhood

CORE Citywide Exercise Design

The 2014 Citywide Exercise was designed by Oakland Fire Department, Emergency Management Services Division (EMSD) staff with assistance from CORE Advisory Task Force volunteers.

The Oakland Fire Department, EMSD staff sincerely appreciates and thanks the CORE Advisory Task Force volunteers for all the work, time and effort contributed to the Exercise design, plan, guide and overall Citywide Exercise planning activities.

Purpose, Goal and Objectives

A. PURPOSE

The purpose of the annual CORE Citywide Exercise is to provide an opportunity for CORE-trained volunteers to practice disaster response activities and enhance the skills associated with operating a neighborhood level disaster response organization. Participants who are not CORE trained will have an opportunity to become more familiar with disaster preparedness principles.

B. CITYWIDE EXERCISE GOAL AND OBJECTIVES

The goal of the 2014 CORE Citywide Exercise is to improve the neighborhood's assessment of its needs and resources and to communicate that information.

The exercise objectives for participating neighborhood groups are:

1. Assess the neighborhood's needs and resources.
2. Practice Disaster First Aid.
3. Communicate effectively at all levels: within the neighborhood, with nearby neighborhood groups, with the Emergency Operations Center (EOC).

Assessing the neighborhood's situation includes noting urgent needs that cannot be fulfilled with materials on hand, checking on neighbors to establish who needs assistance and determining the assets, supplies, or skills neighbors may be able to offer. It is expected that neighborhood medical resources will be challenged in an actual disaster, therefore practicing disaster first aid as a way to simulate an urgent neighborhood need in this area is part of the 2014 Citywide Exercise. Communicating the neighborhood situation is critical to receiving assistance.

Most neighborhood groups will undertake all exercise objectives. Groups may expand the exercise to include additional response activities, or scale back to fewer objectives. Table top exercises are an option for smaller groups. See suggested activities for participating groups in Appendix B.

The exercise objective for individuals not part of an organized neighborhood is to:

- Improve personal disaster preparedness.
 - Connect with neighbors to promote starting you own group OR
 - Recertify with CORE by participating in the exercise with other individual participants (details will be provided to individuals who register for the exercise).

Individual participants will set personal objectives that will determine how they will use the exercise period on April 26, 2014 to improve personal disaster preparedness. Suggested activities and additional information will be provided directly to those registering as individuals for the Citywide Exercise. Some qualified individual participants may be utilized as moulage (disaster injury make-up) artists or as Exercise Coaches for inexperienced neighborhood groups.

Exercise Participation Checklist for Group Leaders

- Officially register your group as soon as possible** with the CORE office. Additional exercise information will be provided to the group leader.
 - **Use the Registration Form for 2014 CORE Citywide Exercise** on page 24. Please submit your completed registration form(s) to the CORE Office as soon as possible.
 - If you do not have a neighborhood group, you may register as an individual. Additional information for individual participants will be provided in early April.
 - For questions about registration, you may email core@oaklandnet.com or call 510-238-6351.
- Confirm members of your neighborhood's exercise planning team**, and set the date, time and location of two or three exercise planning meetings.

At these meetings, plan your group's exercise day activities, determine which skills to practice before the exercise, and identify the supplies needed for the exercise. Please see the **Neighborhood Exercise Guide** available at www.oaklandcore.org for more information.
- Clarify the goals and objectives for your neighborhood exercise.**

Use the general goal and objectives identified in this *CORE Exercise Plan*, but adjust them as necessary to fit your group's needs and capabilities. Be as specific as possible in identifying what you intend to accomplish.
- Register for and attend the Citywide Exercise Skills Workshop on Saturday, March 15, 2014.**

At least one person from each neighborhood group should attend. The workshop is open to those registered for the 2014 Citywide Exercise. See page 13. Advance registration is required; please utilize the online registration system or contact the CORE office for assistance.
- Promote neighborhood participation** in the Saturday, April 26, 2014 Citywide Exercise and in your group's exercise planning meetings.
- Create or update** your neighborhood rosters, family rosters and equipment lists.
- Identify a member of your group who will act as the Safety Officer during the Exercise.**

See the Exercise Safety Plan on page 12. The Safety Officer will also track CORE Graduates renewing their CORE certification by participating in the exercise.
- Participate in the Citywide Exercise on Saturday, April 26, 2014 in your neighborhood.**

Use the Exercise Scenario and Neighborhood Incident Signs to guide your group through a mock disaster response in your neighborhood.
- Conduct a debriefing or "Hot Wash" for your neighborhood participants** after the exercise between 11:30 a.m. and 12:00 noon.

Capture feedback on the Neighborhood Group Debrief/Feedback Form located on pages 26 - 27.

Exercise Participation Checklist for Group Leaders (Continued)

- Attend the Citywide Exercise Debriefing** on Wednesday, April 30, 2014, 6:30 p.m. – 8:30 pm at The Emergency Management Services Division, Media Room, 1605 Martin Luther King Jr. Way. Join representatives of other neighborhoods to discuss the exercise and share experiences. See page 14. Advanced registration is required, please utilize the online registration system or contact the CORE office for assistance.
- Submit your completed Neighborhood Debriefing Form and CORE Graduate Recertification Form** at the Citywide Exercise Debriefing meeting on Wednesday, April 30, 2014 or directly to the CORE office no later than Friday, May 2, 2014.
- Plan a follow up meeting with your neighborhood group members** to build on the momentum of the Citywide Exercise experience.
Discuss lessons learned, identify action items, review stored supplies, encourage additional CORE training, and discuss what skills your CORE group would like to exercise in April 2015.

Artificialities and Assumptions

- ▶ It is likely that the 911 system will be overwhelmed during the initial hours (perhaps even days) during an event of this magnitude. For the purposes of this exercise we are operating under the assumption that the 911 system is unavailable. Lack of 911 availability activates CORE group response.
- ▶ The Oakland Emergency Operations Center (EOC) will not be staffed during the exercise. However, following an actual large earthquake or other disaster event, the EOC would be activated by the City as quickly as possible. It is unlikely that the EOC will be able to accept reports from CORE neighborhoods during the first few hours after the event. The Neighborhood Incident Commander should use this time to collect information and be ready to send reports – on the CORE to EOC form - once the EOC announces they can be accepted. For the purpose of this exercise, the “Simulated EOC” will be accepting reports beginning at 10:00 am.
- ▶ This is a functional exercise, not a full-scale exercise. No emergency response agencies or hospitals will participate in the exercise. Participating groups must be self-sufficient. Any emergency response from outside the neighborhood will be simulated.
- ▶ Exercise time is real time from 9:00 a.m. to 11:30 a.m.
- ▶ Weather for the exercise is the actual weather occurring on April 26, 2014 *with the addition of very heavy wind.*
- ▶ A full scenario and pre-scripted scenario updates are located in Appendix A. The Neighborhood Incident Commander (or other designated person) will read the scenario and the scenario updates at the times indicated to guide the flow of the exercise.
- ▶ Neighborhood Incident Signs (available for download from the CORE web site www.oaklandcore.org) may be posted throughout participating neighborhoods to simulate individual incidents requiring emergency response during the course of the exercise.
- ▶ "**Stop Exercise**" is the phrase used to stop the exercise should a real emergency, injury, or safety hazard occur. The exercise may be stopped by the Neighborhood Incident Commander, the Safety Officer or any participant who observes a real emergency situation.
- ▶ Participating groups should focus on the primary exercise objectives outlined in this Exercise Plan. Groups are encouraged to modify their objectives as necessary based on their size, level of experience and geographic location.
- ▶ Oakland firefighters will attempt to visit groups that are registered for the exercise, to the extent possible given available staff and calls for emergency services on the morning of the exercise. When they arrive, the Neighborhood Incident Commander will be expected to provide the firefighters with a summary of critical issues in the neighborhood requiring professional assistance. This simulates what the Neighborhood Incident Commander would be expected to do upon firefighters' arrival on the scene in a real disaster.

CORE Citywide Exercise Day Agenda

9:00 a.m. - 11:30 a.m.	CORE Citywide Exercise
11:30 a.m. - 12:00 p.m.	Neighborhood Debriefing

Exercise Control

Exercise control at the neighborhood level is accomplished by the Neighborhood Incident Commander, Safety Officer and/or Exercise Coach, if available. Exercise control refers to starting, stopping, altering, or suspending exercise activities.

An Exercise Safety Plan – Is a Must

The following measures are needed to ensure a safe and secure CORE Exercise.

Each group conducting hands on activities is required to identify a member of their group to act as the Safety Officer during the exercise.

The Safety Officer is responsible for enforcing the Safety Plan and for intervening if any unsafe actions are undertaken by exercise participants. Advanced groups: the Safety Officer must be present for hands-on Light Search and Rescue activities.

- **Identify the Safety Officer with a unique name badge, vest, or other distinctive identification.**
- **Refer to the *CORE Neighborhood Exercise Guide* for the Safety Officer's duties, reporting and checklist.** The *CORE Neighborhood Exercise Guide* is available at www.oaklandcore.org.

Choose the Safety Officer on the basis of knowledge of basic CORE safety practices, understanding of potential dangers inherent in exercise activities, and leadership ability to effect immediate cessation of exercise activities should a hazardous condition be observed.

Role of the Exercise Coach

Less experienced groups may request an Exercise Coach to assist them with planning and execution of their CORE Citywide Exercise activities. An exercise coach cannot be guaranteed to every group that requests one.

An Exercise Coach may:

- Attend neighborhood planning meetings.
- Prompt the group to refer to the Exercise Scenario (Appendix A) at the times indicated.
- Serve as Safety Officer during the exercise if no other Safety Officer is identified.
- Provide guidance during the exercise or fill a specific role within the Neighborhood Command Post such as Neighborhood Incident Commander, Deputy Incident Commander, Radio Net Control, Scribe etc.
- Attend the Citywide Exercise Debriefing meeting on Wednesday, April 30, 2014.

Mentor Groups

If your group has participated in the full CORE Citywide Exercise at least two times in the past, you could mentor a newer group and share your experience. Your group benefits by having a larger number of participants and fresh perspectives. The newer group benefits by observing your group's organization and set-up in action and by participating with your group members. Please indicate your willingness to mentor another group on your registration form or contact the CORE office.

If you are the leader of a newer group that would like to be mentored (participate with a more experienced group), please indicate this on your registration form or contact the CORE office. Mentoring may be limited by the availability of experienced groups willing to serve as mentors.

Citywide Exercise Skills Workshop – Saturday, March 15, 2014

The Citywide Exercise Skills Workshop is a special event to help neighborhood groups prepare for the Citywide Exercise on April 26, 2014.

Date: Saturday, March 15, 2014

Time: 10:00 am – 2:30 pm.

Place: The Oakland Fire Department Training Division, 250 Victory Court.

This workshop will feature

- A brief orientation highlighting important changes in the 2014 Citywide Exercise.
- Disaster First Aid skills refresher.
- Moulage! How to simulate realistic disaster injuries using stage make-up and simple techniques. This is a valuable skill which is easy to learn and fun to do.
- Radio Games

Although prior CORE training is NOT required to attend, the workshop content will be geared toward CORE graduates familiar with CORE vocabulary and concepts.

To attend this workshop, your group must be registered for the 2014 CORE Citywide Exercise.

Advanced registration is required as space is limited. To sign up for the Citywide Exercise Skills Workshop, register online at www.oaklandcore.org. Call 510-238-6351 for additional assistance. We expect the event to fill up quickly.

Citywide Exercise Debriefing – Wednesday, April 30, 2014

The 2014 Citywide Exercise Debriefing is an opportunity for feedback about each group's experience in the exercise. You will have an opportunity to discuss problems you encountered or solved, suggest innovative activities, and share best practices. *This feedback is very important for the design of the 2015 Citywide Exercise.*

Date: Wednesday, April 30, 2014

Time: 6:30 pm – 8:30 pm

Place: The Emergency Management Services Division, Media Room, 1605 Martin Luther King, Jr. Way. Directions will be sent to registered participants.

At least one representative from each participating neighborhood group is encouraged to attend the Citywide Exercise Debriefing. Door prizes will be raffled and light refreshments will be served.

The Citywide Debriefing is also the time to submit completed Neighborhood Debriefing (hot wash) forms (see page 26), CORE graduate recertification forms (see page 25), and to return any materials borrowed from the CORE office, such as "Exercise in Progress" sign boards.

Advanced registration is required. Register for the Citywide Exercise Debriefing online at www.oaklandcore.org. Call 510-238-6351 for additional assistance.

Exercise Evaluation

Several levels of evaluation will be used to determine the extent to which the Exercise Objectives were accomplished.

- Immediately after the exercise ends, neighborhood group participants will gather for a "Hot Wash" (short feedback session) to discuss the group's exercise experience and lessons learned.
- Each group will record the discussion points on the Neighborhood Group Debrief/Hot Wash Form (see page 26). Return the completed form during the Citywide Exercise Debriefing on April 30, 2014 or send it to the CORE Office by May 2, 2014.
- A Citywide Exercise Debriefing meeting will be held to promote discussion between group leaders of new issues, general exercise feedback, and suggestions for future exercises.
- Feedback from exercise participants will be compiled into an official After Action Report (AAR). The AAR will include recommendations for future CORE exercises and programs based on comments and suggestions from participants.

Annual CORE Exercise Participation for CORE Training Recertification

When a volunteer completes the basic CORE training program (CORE I, II and III), he or she becomes a CORE graduate. CORE graduates are given an official CORE helmet and vest, certificate of completion and a CORE volunteer ID card. **CORE ID cards expire two years from the date issued.**

CORE graduates who want to renew their certification have three options to do so:

1. Participate in the annual CORE Citywide Exercise OR
2. Attend a CORE Refresher Workshop OR
3. Complete a self-paced online tutorial that can be found at www.oaklandcore.org (scroll down to CORE Training, click Recertification).

To Recertify by Participating in the Annual CORE Citywide Exercise

CORE graduates who participate fully in the CORE Citywide Exercise will qualify for recertification.

- *You must be present for the full length of the event* (usually from 9:00am to 11:30am or 12 noon), but are not required to attend neighborhood planning meetings, the Citywide Exercise Skills Workshop, or Citywide Debriefing.
- You are not required to participate in any specific role. You may be the Neighborhood Incident Commander, a member of a Response Team, or the Safety Officer.
- *You must sign in on the official recertification form.* A copy of the form is found on page 25. The Safety Officer will verify your participation. Your group leader must submit the form to the CORE office.
- Your updated expiration date sticker will arrive in the U.S. mail within 30 days after the recertification form is submitted to the CORE office.

If you need a replacement CORE ID card because yours was lost or stolen, you must come to the CORE office to have your photo taken and to sign your new card. Please contact the CORE Coordinator to schedule an appointment. You must have completed one of the recertification methods shown above and be eligible for a two year CORE ID card.

Appendix A. 2014 Citywide Exercise Scenario

The Neighborhood Incident Commander (or other designated person):

- Read the scenario aloud on April 26, 2014, at 9:00 a.m. You may choose to have your Communications Team Leader read the radio broadcast portions.
- Read the scenario updates at the specific times indicated to guide the flow of the exercise.

9:00 A.M. SCENARIO

A 6.4 earthquake occurred just a few minutes ago on the northern section of the Hayward Fault near El Cerrito. Strong shaking occurred throughout the Bay Area and as far away as Fairfield.

Due to the recent heavy rains and the current windy weather, many trees have been damaged or knocked down. Road blockage is a major problem for first responders.

Electricity is out in most areas of Oakland. There are many downed power lines. Gas leaks are a hazard in many areas.

Telephone service is unavailable throughout the East Bay but cell phones are working in some areas.

The 9-1-1 system is overwhelmed.

Radio broadcast

This is breaking news on KCBS 740. We are covering the impact of the earthquake that occurred at 8:52am.

Heavy wind gusts are blowing down trees and power lines; adding to the damage caused by the earthquake. Winds are forecast to continue in the 30 mile per hour range throughout the day.

CalTrans advises that it will take at least 4 days to inspect freeways and overpasses. Bridges and tunnels are closed indefinitely. CalTrans says to use surface streets only.

Alameda County hospitals are asking that only severely injured persons come to the hospital at this time. Triage areas are being set up in hospital parking lots until the hospitals can be inspected for damage.

East Bay MUD issued an urgent warning that drinking water may be contaminated. Use bottled water or boil water for 3 minutes to purify it for drinking.

As we reported early this morning, our helicopter is grounded due to the high wind conditions. Our next report will be at the top of the hour.

9:45 A.M. UPDATE

In your neighborhood

Neighbors may have supplies, tools, or skills you need. Some neighbors may need help but cannot reach the Neighborhood Command Center. Consider dispatching a Neighborhood Support Team to contact neighbors who have not checked in yet.

10:00 A.M. UPDATE

Radio broadcast

At KCBS 740, we continue our coverage of earthquakes on the Hayward Fault. There have been several aftershocks in the 4.5 to 5.5 range. Drop, Cover and Hold On whenever you feel an aftershock.

We have reports of major gas leaks and fires in the Richmond area. The Chevron refinery followed emergency shutdown procedures, but there is a large fire at the refinery. Richmond and Hercules residents should follow shelter in place procedures. We will update you on this as details come in.

Hospitals again ask that only the most severely injured be taken to the hospital at this time.

Oakland is the first East Bay city to declare an official emergency and asks Disaster Service Workers to activate in their CORE neighborhoods, if they have not already done so. The Oakland Emergency Operations Center is accepting CORE neighborhood status reports. Additional situation reports can be sent as the neighborhoods need to do so.

Stay tuned to KCBS for additional official announcements.

In your neighborhood

Determine your neighborhood's five most urgent needs (items or skills you do not have on hand). Determine whether your neighborhood has excess supplies, equipment, or personnel. Communicate this information to a neighboring group to see if they can help you or if you can help them.

Change the channel used by your neighborhood radio net.

10:30 A.M. UPDATE

Earthquake!! Drop, Cover and Hold On!! A major aftershock in the 6.0 range.

(Remember that Damage Assessment must be repeated whenever a significant aftershock occurs.)

11:00 A.M. UPDATE

Radio broadcast

This is KCBS 740.

High winds are hampering rescue efforts following the recent earthquakes. First responders are finding many streets and roads blocked by fallen trees and debris.

Oakland's Emergency Operations Center asks CORE neighborhoods to send neighborhood status reports. Those groups may continue to submit other situation reports as needed.

In your neighborhood

If you have not already done so, send a report to the EOC using the CORE to EOC Report Form. If you have urgent needs that cannot be resolved with help from neighboring groups, send those reports to the EOC as well. Have a runner deliver the report(s) to the nearest participating fire station.

11:30 A.M. END OF EXERCISE

Gather for a neighborhood hot wash until 12:00 p.m.

Appendix B. Exercise Day Activities for Neighborhood Groups

The activities on the following pages are suggestions only. Each group may choose which activities they wish to attempt based on the objectives they wish to achieve, their resources and skill level.

All groups: These activities are appropriate for everyone.

Added Challenge: Added Challenge activities are intended for groups with more experience, several CORE graduates, or for groups with these technical skills. These activities offer an opportunity to make the exercise more challenging, practice a broader set of skills, or increase the level of organization needed to complete the activity.

OBJECTIVE 1: ASSESS THE NEIGHBORHOOD'S NEEDS AND RESOURCES.

A. All Groups:

Review plans to check on neighbors who have not come to the Neighborhood Command Post. It is essential to know whether neighbors need additional assistance AND whether they have supplies, equipment, or skills needed by the neighborhood.

B. All Groups:

Determine whether the current neighborhood situation requires assistance. If so, contact a neighboring group to see if they can assist. Until first responders and other services become available, neighboring groups may be able to help.

OBJECTIVE 2: PRACTICE DISASTER FIRST AID.

A. All Groups: Practice Key Disaster First Aid Skills.

Review and practice Disaster First Aid skills. Refer to the CORE III B manual.

If you feel comfortable doing so, teach non-CORE members a lifesaving skill such as opening an airway, controlling bleeding, or how to use the shock position. Other skills that can be easily taught are splinting, bandaging, and basic triage.

Added Challenge: Set up and operate the Disaster First Aid (DFA) Station.

Added Challenge: Before the exercise begins, apply moulage to neighbors who volunteer as victims. (Moulage is make-up simulating disaster injuries.) Provide them with a script of how they were injured and place them in the neighborhood where they can be rescued and transported to the DFA Station.

Note: Neighborhood groups wishing to include moulaged victims must provide the volunteers and apply the moulage in the neighborhood. Learn how to apply moulage at the Saturday March 15, 2014 workshop. It's easy and fun!

B. All Groups: Determine what additional Disaster First Aid supplies are needed.

**OBJECTIVE 3: COMMUNICATE EFFECTIVELY AT ALL LEVELS:
WITHIN THE NEIGHBORHOOD,
WITH NEARBY NEIGHBORHOOD GROUPS,
WITH THE EMERGENCY OPERATIONS CENTER (EOC).**

A. All Groups: Communicate with response teams – practice with both radios and runners, if possible.

Use two-way radios effectively to contact and control teams in the field.

Use runners to communicate via written messages.

B. All Groups: Make contact with a nearby neighborhood group.

Prior to the exercise, determine where a neighboring group is located. Refer to the CORE Google map. A link to the map will be provided to registered groups leaders.

Added Challenge: Contact a neighboring group by radio.

C. All Groups: Send a status report to the Emergency Operations Center (EOC).

Use the *Oakland CORE Neighborhood Situational Awareness EOC Report* (page 23). Send the report via the RACES ham radio operator at a participating fire station. A list of participating fire stations will be provided to registered group leaders in April 2014.

Added Challenge: If your group has made previous arrangements to do so, send the report to the participating fire station by GMRS radio.

OPTIONAL EXERCISE ACTIVITIES

Other aspects of CORE emergency response that neighborhood groups may choose to practice:

All groups: Set up and operate a Neighborhood Command Post and other neighborhood facilities (Neighborhood Assembly Area or Child Care Station) as the situation warrants.

All groups: Dispatch CORE response teams as needed based on the scenario, the scenario updates, and the incident signs posted in the neighborhood. Utilize one of the team dispatch and tracking systems in the 2014 CORE II manual.

All groups: Use the revised CORE forms in the 2014 CORE II manual.

Added Challenge: Delay the arrival of the designated Command Staff leaving Neighborhood Command Post set up to less experienced neighborhood members.

Added Challenge: Change command staff during the exercise. Replace the Neighborhood Incident Commander and other Command staff members. Conduct a briefing and formally transfer command.

Added Challenge: Perform hands on Light Search and Rescue (LSAR) activities.

These Challenge Level Light Search and Rescue activities should only be attempted by CORE graduates or those with appropriate training.

Cribbing - Practice the mechanics of cribbing by lifting a lightweight item such as a sheet of plywood or an empty book case.

Review the CORE III manual section 3-23 through 3-27.

Safe lifts and carries - Ensure participants are physically able and properly trained. Place victims in difficult to extract situations such as a narrow hallway, inside a narrow doorway, or in an area that requires debris be cleared. Provide a number of options for transport such as blanket, tarp, sturdy chair, etc. Improvise a stretcher using materials at hand. Create alternate 'victims' such as a rolled up rug, pillows pinned together, a bag of soil, etc.

Review the CORE III manual section 3-17 through 3-22.

Systematic search - Set up an area to search simulating earthquake damage conditions. Jumble boxes, bins, etc. to simulate obstacles caused by shaking. Provide a place to mark the building with the Light Search and Rescue X. Make the victim a little hard to find. You may combine search with the cribbing and/or safe lifts and carries activities shown above.

Review the CORE III manual section 3-8 through 3-15.

NOTE: The Safety Officer MUST be present for all LSAR hands on activities.

ALTERNATIVES FOR VERY SMALL GROUPS:

A. Table top exercise: It can be difficult to successfully run a functional exercise with very few people. If the group finds there are only a handful of participants on the day of the exercise, consider changing the exercise plan and doing a table top exercise instead. A table top exercise provides excellent practice in Neighborhood Command Post operations. Use the scenario in Appendix A and a selection of the incident signs as material for the table top exercise.

See the **CORE Neighborhood Exercise Guide** for more information about table top exercises.

B. Neighborhood organizing:

- Use the exercise period (9:00 – 11:30 a.m.) to review neighborhood supplies, plans, and needs.
- Walk the neighborhood to draw a neighborhood utility map. (See the CORE II manual)
- Talk to your neighbors about how and when to shut off their gas – offer to place reflective tape on the gas supply line so it can be easily located in the dark. (Review the CORE I manual)
- Display supplies for a Go Bag at an information table. Provide a sign-up sheet to promote CORE I and II classes in the neighborhood.
- If you feel competent to do so, provide basic training on simple damage assessment of one's own home. (Review the CORE III A manual)
- Demonstrate lifesaving skills: opening an airway with head tilt/chin lift, controlling bleeding, treating for shock. (Review the CORE III B manual)

ALTERNATIVES FOR NEW GROUPS:

1. Request an Exercise Coach. An Exercise Coach may assist your group with planning as well as on the day of the exercise. For more information, see page 12 – The Role of the Exercise Coach. A coach will be provided when possible based on the availability of qualified coach volunteers.

2. Ask to be mentored by a more experienced group. Mentored groups will be paired with more experienced groups to the extent possible, depending on experienced groups volunteering to have another group join them. See page 13 for a brief discussion of group mentoring. The mentored group is responsible for transportation to and from the more experienced group's location.

ALTERNATIVE FOR ADVANCED GROUPS:

Mentor a new CORE neighborhood group. See page 13 for a brief discussion of the advantages of mentoring a new neighborhood group.

Appendix C. CORE Citywide Emergency Communications

Communication continues to be an important part of the CORE Citywide Exercise. The following methods of communication may be used in this exercise.

COMMUNICATION WITHIN THE NEIGHBORHOOD

CORE volunteers should be familiar with two basic methods of communication within their neighborhood: using two-way radios (“walkie talkies”) and sending a written message with a runner. Each method has its benefits and drawbacks, and each has its place in neighborhood emergency communication. Use the Citywide Exercise to practice both ways to communicate.

See the ***CORE Neighborhood Exercise Guide*** for additional tips on neighborhood use of radios and runners.

COMMUNICATION WITH NEIGHBORING GROUPS

Prior to the date of the exercise, contact the group leaders of nearby neighborhood groups to establish a means to communicate between your groups. In an actual emergency, nearby groups may have resources your group needs. In addition, contact and cooperation can help avoid radio interference by designating the channels each group plans to use. Practice making contact during the Citywide Exercise.

COMMUNICATION WITH OAKLAND’S EMERGENCY OPERATIONS CENTER (EOC)

Neighborhoods are encouraged to complete and deliver simulated situation and damage assessment reports to the designated RACES liaison for submission to the simulated EOC as part of the CORE Citywide Exercise.

The form to be used is the *Oakland CORE Neighborhood Situational Awareness EOC Report*. See page 23. All CORE to EOC reports must be provided using this form only.

The specific fire stations which will be manned by RACES (Radio Amateur Communication Emergency Service) amateur radio operators on April 26, 2014 will be announced by email to participating group leaders in April 2014. In a real emergency, only reports delivered to and transmitted by designated RACES operators in accordance with the CORE Communication Plan will be accepted by EOC personnel. The CORE Communication Plan can be found on the CORE web site www.oaklandcore.org.

CORE TO EOC REPORT FORM

Oakland CORE Neighborhood Situational Awareness EOC Report

Use this form to report hazards, potentially dangerous situations, and the overall situation in your neighborhood. Complete separate reports for separate issues so they can be routed to the correct Emergency Operations Center section.

Important: Draw an X across the boxes you are not using.

1. Date	2. Time	3. To: EOC Oakland
4. From: (Neighborhood Incident Commander Name, Phone, Email)		5. Neighborhood Location: (Address or cross streets and Zip code)

>>> Complete only ONE box per report form. Draw an X across boxes not used. <<<

6. EMERGENCY <i>Human Life may be at Risk</i> from fire, gas leak, hazardous material, life-threatening injury, person trapped, etc.		
a. Specify issue:		
b. Location of hazard:	c. Area or # of people affected:	
7. Evacuation Status:	a. <input type="checkbox"/> No evacuation expected.	
	b. <input type="checkbox"/> In progress or completed. Number evacuated:	Destination:

8. HEALTH & WELFARE Assistance with food, water, shelter, sanitation, displaced persons, animal control, etc. when available	
a. Specify issue:	
b. What is needed: (be specific, numbers where appropriate)	

9. PRIORITY <i>Property at Risk</i> from fire, water main break, power line down, land slide, etc.	
a. Specify Issue:	
b. Location:	
c. Structures affected # threatened _____ # destroyed _____	

10. ROUTINE (General info, road closure, land slide, status, <i>with no risk to life or property</i>)	Neighborhood Statistics Report	
	c. Injured	
a. Specify Issue:	d. Deceased (Y or N)	
b. Location:	e. Buildings damaged	
	f. Buildings destroyed	

11. Additional Information about the issue above (Be CONCISE, keep it short, facts only)
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Signature of Neighborhood Incident Commander (**REQUIRED** – report will not be transmitted without this signature)

For Amateur Radio Operator Use ONLY:

12. TX Date and time:	Message # (if used)	TX By:
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Appendix D. Registration Form for 2014 CORE Citywide Exercise

Neighborhood Group Registration

Our group will participate in the CORE Citywide Exercise on Saturday, April 26, 2014.

Group Name

Group Leader Name

Neighborhood Command Post Address (Group Address)

Group Leader Email Address

Group Leader Daytime Phone Number

Group Leader Mailing Address

Please check any of the following that apply to your group:

- My group requests an **Exercise Coach** to assist our neighborhood on the day of the Exercise. If an Exercise Coach is available, s/he acts as a monitor providing overall guidance and feedback.
Please check one box: This is our first time second time third time doing a full exercise.
- My group is **willing to mentor** a newer group by including their members in our neighborhood's exercise. I confirm our group has activated our Neighborhood Incident Command Center in at least two prior Citywide Exercises.
- My group **would like to be mentored** by a more experienced CORE Group by participating in their neighborhood's exercise. We will be responsible for traveling to and from their neighborhood on the day of the Exercise.

Individual Registration

I will participate in the CORE Citywide Exercise on Saturday, April 26, 2014.

Name

Email Address

Residence Address

Mailing Address, if different

Name of group (if part of a CORE group)

Please check one of the following:

- I will participate as part of my neighborhood group. Group Name: _____
- I will participate as an individual (not part of a neighborhood group). Please provide activities I can do to improve my personal emergency preparedness. I understand these materials will be emailed to me by April 15, 2014.
- I would like to be an Exercise Coach. I will provide guidance to a group on the day of the exercise as a general monitor or in a specific leadership role within the Neighborhood Command Post, according to the needs of the group. I verify that I am a CORE graduate and have participated in at least one full citywide exercise with a group.
- I would like to be a Mouflage Artist. I have taken a CORE mouflage class or done mouflage in other settings. I understand that I will be assigned to a neighborhood that has no mouflage artist. I will be responsible for my own transportation to and from the assigned neighborhood. I agree to arrive no later than 8:30 am on April 26th.

REGISTER TODAY!

The deadline to register for the CORE Citywide Exercise is Friday, April 18, 2014.

Submit your completed form via email to core@oaklandnet.com or fax to 510-238-7761.



2014 CORE Recertification Form



For CORE Graduates Participating in the 2014 CORE Citywide Exercise

If you are a CORE graduate and you wish to renew your certification today, please provide the information requested below. **Please print clearly.**

The renewal will extend your certification for two years from the date of today's Citywide Exercise. An updated expiration date sticker for your CORE ID card will be mailed to you within 30 days after the form is submitted to the CORE office. **If you need a replacement CORE ID card**, please contact the CORE office at (510) 238-6351 or email core@oaklandnet.com for more information.

Group Name: _____

Name of Safety Officer verifying participation of those listed below: _____

1. Name _____ Email _____
Mailing address _____ Phone _____

2. Name _____ Email _____
Mailing address _____ Phone _____

3. Name _____ Email _____
Mailing address _____ Phone _____

4. Name _____ Email _____
Mailing address _____ Phone _____

5. Name _____ Email _____
Mailing address _____ Phone _____

6. Name _____ Email _____
Mailing address _____ Phone _____

7. Name _____ Email _____
Mailing address _____ Phone _____

8. Name _____ Email _____
Mailing address _____ Phone _____

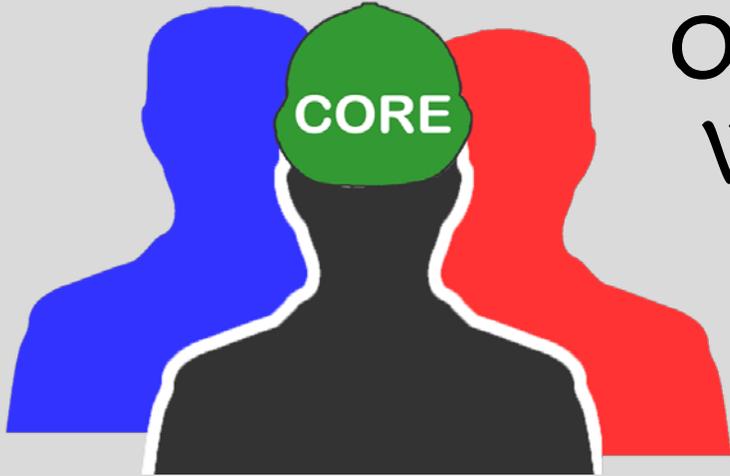
9. Name _____ Email _____
Mailing address _____ Phone _____

10. Name _____ Email _____
Mailing address _____ Phone _____

Group Leader: please return this completed form to the CORE Office as soon as possible after the Exercise.

Email: core@oaklandnet.com; Fax: 510-238-7761

Mail: 1605 Martin Luther King, Jr. Way, Oakland, CA 94618



Our Neighborhood
Will Participate in
Oakland's
9th Annual

CORE Citywide Disaster Exercise

Saturday April 26, 2014

9:00 am - 12:00 pm

On April 26th, join us at

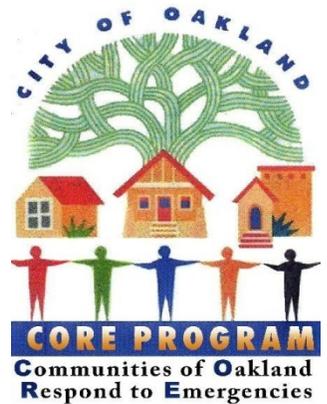
Neighborhood Contact:



This is a FREE event!

For More Information

visit www.oaklandcore.org
or call 510-238-6531



CORE is Communities of Oakland Respond to Emergencies,
a free emergency preparedness and response training program of the
Oakland Fire Department, Emergency Management Services Division.