



2011

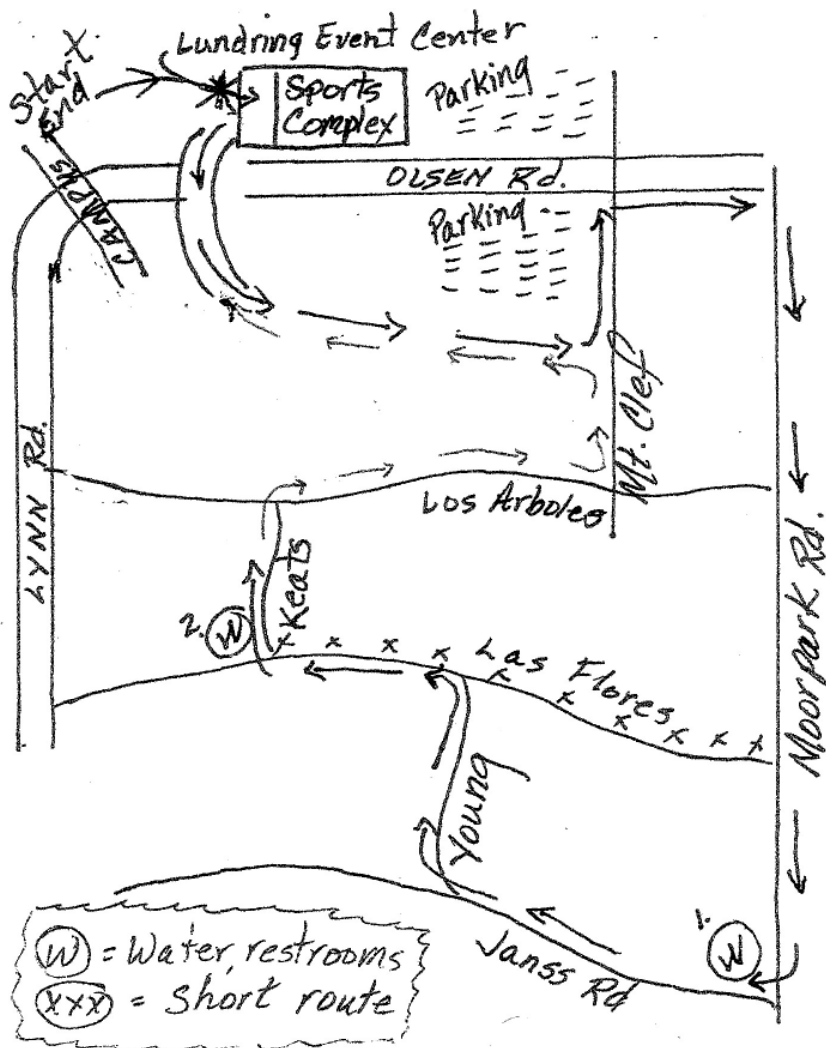
ACS/ARES Area 2

CROP Walk

Event Communications Plan

March 6, 2011

1 CROP Walk Route



Walk begins and ends at C.L.U. Sports Complex - Lundring Event Center

Restroom and Water Stops

1. St. Paschal's Catholic Church
2. Christian Church

NO DOGS

For more information, please call:
Sherrill Hyink (805) 492-3674

Figure 1

2 Event Objectives

Our ACS objectives for this event are:

- a) Serve as the public safety element for the CROP Walk by:
 - Providing radio communications from the Start/Finish Line, at the California Lutheran University Sports Complex, to each of the two Rest Stops (corner of Janss Rd and Moorpark Rd, and corner of Las Flores and Keats) and communications to the walk “split” at the corner of Las Flores and Moorpark.
 - Providing mobile radio communications along the CROP Walk route.
 - Observing walkers to identify and offer assistance to any walkers that are having trouble.
 - Transporting walkers who can not complete the walk back to the Start/Finish Line.
 - Tracking the lead walkers and lead runners.
 - Tracking the locations of the largest groups of walkers.
 - Tracking the last walkers all the way back to the finish line.
 - Notifying the Rest Stops of when they can expect large numbers of walkers to arrive at their locations.
 - Delivering water and other supplies from the Start/Finish Line to the Rest Stops as needed.
 - Providing the event organizers with continuous information on the progress of the walk.
- b) Practice our ACS/ARES emergency communication skills including:
 - Basic operating skills
 - Net control skills.
 - Incident Command System (ICS) procedures.
- c) Have fun! Ensure that the CROP Walk is a fun, interesting, and rewarding experience for all of us participating in this event.

3 Basic Operating Skills

We all need to review our Area 2 basic operating skills to ensure that our radio communications throughout the event is “crisp and professional”. Our basic operating skills are found on our Area 2 Website, www.acs-thousandoaks.com, under the Operations tab.

4 Net Control Skills

The duties of the net control operators are described in the Operations section of our website under the heading “Net Control Skills”. We all need to review the net control skills so that we know what our net control operators will be doing, and why.

5 The Incident Command System

All of the Area 2 organizations that we support (Thousand Oaks Police Department, City of Thousand Oaks, Los Robles Hospital, California Lutheran University, etc.) are required to use the Federally mandated Incident Command System (ICS) as their internal emergency management system. The ICS organizational chart is shown in Figure 2.

During an ACS activation, we will be working with the ICS Logistic Sections at each of our Emergency Operation Centers (EOCs) providing them with radio communications support. We will also be providing the ICS Planning Sections with information concerning conditions in and around Thousand Oaks as the crisis evolves. Information which they need for their planning and decision making processes. We will collect this information for them using our extensive ACS communication networks, including Info-Net.

How do we support 6 different EOCs in addition to supporting Info-Net, Oak Park School District, Oak Park CERT, and Thousand Oaks DART all at the same time? What type of emergency management system do we use to run our own operations? From FEMA's perspective the answer is easy. They expect us to be using ICS as our Area 2 emergency management system. From their perspective, we are no different than any one else. They expect all of us to be using ICS.

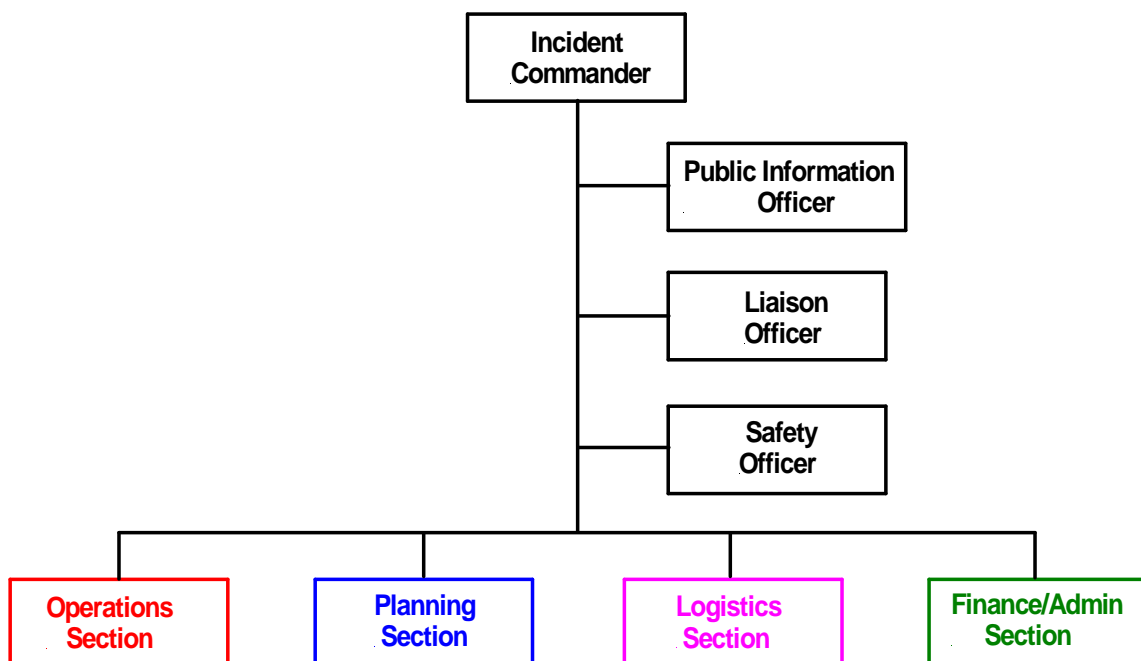


Figure 2 ICS Organizational Structure

Using the Incident Command System is more difficult than it may first seem, as we learned during last year's CROP Walk. We actually did much better with ICS during the Amgen bike races because of what we had learned from the CROP Walk. This year's CROP Walk provides us an other opportunity to develop our Area 2 ICS process. ICS is extensively covered in our ACS Area 2 Emergency Communications Plan, found under the Operations tap on our website, and also in a

technical paper titled “ACS Incident Command System” found on the website under the Technical tab.

6 ACS Area 2 CROP Walk Plan

Figure 3 shows the ICS organization that we will use for the CROP Walk. Our Area 2 Emergency Coordinator, Jerry Goldman, will serve as both the Incident Communications Officer and Safety Officer. The Incident Communications Officer is responsible for our over all ACS CROP Walk operation.

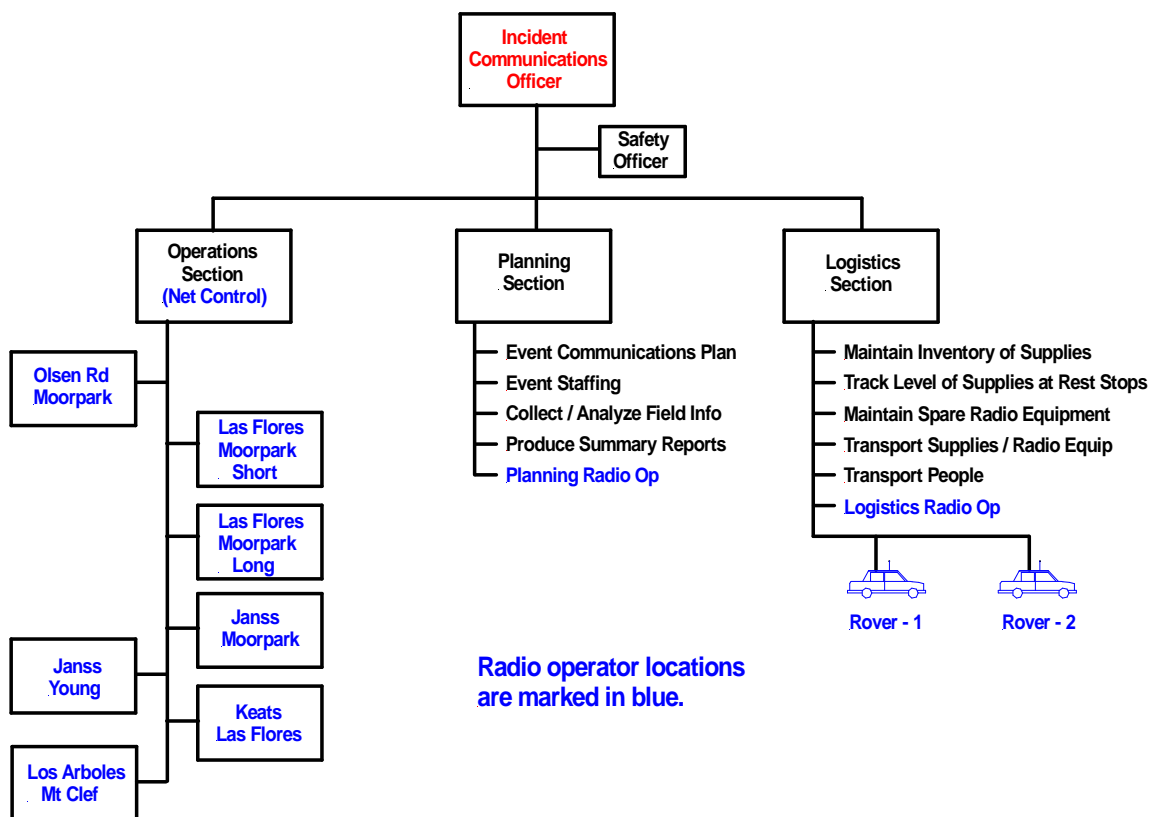


Figure 3 Area 2 CROP Walk ICS Organization

6.1 CROP Walk Operations Section

The CROP Walk Operations Section will consist of Net Control located at the Start/Finish Line and our radio operators at each of the locations shown in Figure 3.

All radio communications for the CROP Walk will be on the Grissom Repeater (146.850 MHz, minus offset, and pl = 94.8 Hz).

The Net Control Operator will serve as the Operations Section Chief and control all of our tactical communications during the event. The net control position will be staffed with 3 people, the primary net control operator, backup net control operator, and one person maintaining a log of all our communication activities during the event. It is recommended that the 3 people staffing net control rotate positions throughout the event. For example, during the first rotation the primary net control operator could take over logging duties, the backup operator would become the primary net control operator, and the person doing logging becomes backup net control.

Our primary function during this event is to provide the event organizers with continuous information on the progress of the event, problems that may occur, and how those problems are being resolved. It is our radio operators at each of the field locations that collect and provide this information. Stated another way, our field sites are our most important radio locations during this event. Radio operators at the various field sites will:

- Observe walkers to identify and offer assistance to any walkers that are having trouble. Information on walkers having trouble will be immediately radioed to Net Control.
- Provide a status report to the Planning Section Radio Operator every 15 minutes indicating the number of walkers passing that location since the last report. Note, this is an incremental report of the number passing since the last report, not the total number since the event started. The Planning Section Radio Operator will poll each of our field locations every 15 minutes to obtain this information.
- Included in each 15 minute report will be any significant situation reports, for example, the level of vehicle traffic at that location, any hazardous conditions, etc.
- Radio operators at the Rest Stops will include as part of their 15 minute reports, the level of supplies at their location, including the amount of water on hand.

Field site radio operators are requested to use HT radio headsets or ear pieces. During a real emergency, traffic being carried on our ACS radio nets could be sensitive information not appropriated for non-emergency personnel that may be at the field site. By wearing headsets, we have a better chance of keeping this information somewhat private.

If the CROP Walk were a real emergency, we would be working with a number of professional emergency response teams. In such a situation emergency response personnel may frequently request information from our field operators on conditions at other sites that we are staffing, request that we relay information for them, and that we locate individuals that they are attempting to contact. We may be able to simulate this activity in this year's CROP Walk. We believe that there are several people (non-amateur radio operators) participating in the walk that will work with us. If so, we will have these people contact our radio operators at various sites requesting information. For example, a walker named Steve could ask one of our radio operators at the Moorpark/Las Flores location how many people are participating in this year's walk. Since that operator does not have this information, and Steve does not have time to wait for the answer, Steve will request the operator to obtain that information and have it delivered to him when he arrives at our Moorpark/Janss location. We will try to develop and implement as many of these "real situation" scenarios as we can.

6.2 CROP Walk Logistics Section

The Logistics Section is responsible for:

- Maintaining an inventory of supplies,
- Tracking the level of supplies at the Rest Stops,
- Maintaining spare radio equipment,
- Transporting supplies and radio equipment, and
- Transporting people.

The Logistics Section will consist of a Logistics Radio Operator at the Start/Finish line and two mobile units, Rover-1 and Rover-2.

Each of the Rest Stops will report the amount of water and other supplies that they have on hand when they are polled each 15 minutes for their status reports. The Logistics Radio Operator will monitor these reports and determine when a Rest Stop should be restocked so that they do not run out of supplies. The Rest Stops can also request immediate restocking. The Logistics Radio Operator will coordinate with the two mobile units on delivery of supplies to the Rest Stops. The Logistics Radio Operator will also maintain a spare base station and handheld radio equipment. Our CROP Walk operation would be seriously impacted if we lost the Net Control radio mid way through the event. Losing communications at one of our field sites would also be serious. It is the responsibility of the Logistics Sections to ensure that we have adequate spares to quickly recover from these situations. Because of manpower limitations, the Logistics Radio Operator and the Planning Radio Operator may be the same person.

Mobile radio operators will:

- Observe walkers along the route to identify and offer assistance to any walkers that are having trouble. Information on walkers having trouble will be radioed back to Net Control.
- Transport walkers who can not complete the walk back to the Start/Finish Line. Permission must be obtained from Net Control before transporting a walker(s) back to the Start/Finish Line so that Net Control and the Logistics Radio Operator are continuously aware of the locations and services being provided by the mobile units.
- Track and report the location of the lead walkers and runners.
- Track and report the location of the last walkers.
- Deliver water and other supplies from the Start/Finish Line to the Rest Stops and other field sites as needed.

6.3 CROP Walk Planning Section

The Planning Section is responsible for:

- Developing this Event Communications Plan,
- Event staffing,
- Collection / Analysis of field status information,
- Producing short summary status reports,
- Periodically, at least every 30 minutes, transmitting the summary status reports to our field radio operators.

During the actually event, the Planning Section will consist of two people, a Planning Radio Operator and an Analyst.

The Planning Section will develop the Crop Walk Staffing Plan. Each field location will be staffed with two people for safety and ease of site operation. The staffing plan will likely change during the event depending upon availability of people and situations that may occur. For example, the Los Arboles / Mt. Clef location may not be initially staffed due to manpower limitations. At the appropriate time, the Planning Radio Operator may request that the two person team at the corner of Olsen and Moorpark be moved to Los Arboles / Mt. Clef. Net Control will coordinate that move.

The Planning Section is also responsible for releasing personnel from their assigned locations as the event reaches its conclusion. A field team wishing to be released must contact the Planning Radio Operator to request release. The Planning Section maintains a complete view of the over all CROP Walk operation. Based on that view, the Planning Radio Operator will either grant the field team's request or asked them to remain at their location a little longer.

Approximately every 15 minutes the Planning Radio Operator will contact Net Control and ask permission to poll each of the field sites. Depending on traffic at the time, Net Control may direct Planning to stand-by. When granted permission, the Planning Radio Operator will poll each location asking for their "15 minute count" and other status information that they may have.

The Planning Section will compile the information received from the field locations and transmit out a summary report about every 30 minutes. The Planning Section will also attempt to predict when large numbers of people are expected to arrive at specific field sites and transmit that information to those sites in a timely manner.

7 CROP Walk Summary

Date: Sunday March 6, 2011

Reporting time: 11:30 AM Briefing

Deploy to field sites: Approximately 12:30 PM

Walk begins: 1:00 PM

Ending time: Approximately 4:00 PM.

We have to **remain on duty** until the last walker crosses the finish line.

You must remain at your assigned location until released by the Planning Section Radio Operator, who will then check you out from the event. As usual, if a problem comes up and you need to leave early, notify the Planning Radio Operator. The Planning Radio Operator will release you and assign a replacement for your location.

Reporting location:

- California Lutheran University Gilbert Sports and Fitness Center on Olsen Rd. between Mt. Clif Rd. and Campus Dr.

CROP Walk Route:

- Departs from the Sports Complex Start Line.
- Walks through the campus to Mt. Clef.
- North on Mt. Clef to Olsen Rd.
- East on Olsen to Moorpark Rd.
- South on Moorpark to Las Flores.
- At Las Flores the walk splits. Some walkers will take the short cut west along Las Flores to the Las Flores – Keats Rest Stop. Others will continue down Moorpark Rd to the Janss – Moorpark Rest Stop.
- West on Janss Rd to Young St.
- North on Young St. to Las Flores.
- West on Las Flores to Las Flores – Keats Rest Stop.
- North on Keats to Los Arboles.
- East on Los Arboles to Mt. Clef.
- North on Mt. Clef.
- From Mt. Clef back through campus to the Sports Complex Finish Line.

The walk is approximately a 6.2 mile 10K walk. The short version of the walk is about 4.5 miles long.

ACS Staffed Locations

- Sports Complex
 - Incident Communications Officer
 - Net Control
 - Planning Section
 - Logistics Section
- Olsen – Moorpark
- Las Flores – Moorpark Split, short route
- Las Flores – Moorpark Split, long route
- Rest Stop – 1 at corner of Janss and Moorpark
- Janss - Young
- Rest Stop – 2 at corner of Las Flores and Keats
- Los Arboles - Mt. Clef
- Mobile Unit – 1
- Mobile Unit – 2.

Operating Frequency: 146.850 MHz, minus offset, and pl = 94.8 Hz (Grissom Repeater)

This is an ARES event, so all operators, and spouses if you would like, can participate even if you do not have an ACS badge and number.

We will report to the Lundring Event Center, located on the west side of the Gilbert Sports and Fitness Center.

Park in the parking lot on the north west corner of Mt. Clef – Olsen Rd, on the east side of the sports complex next to the out door swimming pool.

Please bring cameras to the event and take pictures. The pictures that you take are very valuable when we have to make presentations to various organizations on what ACS/ARES is and what we can do.

Wear your yellow ACS/ARES shirt if you have one. This is an ARES event so your white ACS badge is not required and should not be worn.

It is a good idea to bring a folding chair with you as you will be at your field location for two to three hours, and that is a long time to stand.

Also, bring your HT radio, spare batteries, HT headset or ear piece, plus pencil and paper (a tablet or clipboard works well). You will need the pencil and paper to keep track of the number of walkers passing your location during each 15 minute interval.

Bring appropriate clothing. Weather conditions could change during the CROP Walk. Jackets, sweaters, hats, sun screen, etc. are always a good idea.