

Santa Clara County ARES/RACES/ACS Quarterly City/County Drill

Exercise Plan

August 22, 2026

The Exercise Plan (ExPlan) gives observers and players information they need to participate in the exercise. Some exercise material is intended for the exclusive use of exercise planners, and controllers, but players may view other materials that are necessary to their performance. All exercise participants may view the ExPlan.

EXERCISE OVERVIEW

Exercise Name	City/County Quarterly Drill
Exercise Date	August 22, 2026, Operational Period 1000 - 1200
Scope	This exercise is a functional exercise planned for two hours. Locations will include the County EOC, City EOCs, and individual RACES members working from home simulating being given a Mutual Aid Assignment which will include <u>simulated</u> travel. No physical travel will be involved for those assigned a Mutual Aid Assignment.
Scenario	The exercise will start six hours after the loss of Internet and telephone capability within large areas of the county; the County EOC and most city EOCs have been activated. RACES Mutual Aid is being requested by cities while other cities are releasing MACs for Mutual Aid to be dispatched (simulated) by the county to other locations within the county. Cities that have additional planned exercise activities will also be able to communicate with the Op Area EOC to exchange message traffic.
Sponsor	Santa Clara County ARES/RACES/ACS, Santa Clara County Office of Emergency Management.
Participating Organizations	County ARES/RACES/ACS and the following cities are participating in this exercise: [City List TBD].
Point of Contact	Tim Howard, ARES District Emergency Coordinator, RACES Chief Radio Officer. cro@scc-ares-races.org , 408-891-0045

GENERAL INFORMATION

Exercise Objectives and Core Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s).

Exercise Objective	Core Capability
Practice communications between city and county EOCs using various radio assets.	Use of both voice and packet radio to provide communication between cities and the county to include use of standard forms.
Practice use of revised RACES Mutual Aid Request Form ver 3.3 - 20260505) at the city level.	Utilization of RACES Mutual Aid form and procedures for cities to request RACES Mutual Aid resources from the county.
Practice use of RACES Mutual Aid Request Form for dispatching Mutual Aid Communicators (MACs) by the County EOC.	Utilization of RACES Mutual Aid form and procedures to simulate the assignment, dispatching, and tracking of RACES Mutual Aid Communicators (MACs) to other locations.
For cities that are also conducting other city-related activities for this Quarterly Drill, the County EOC will also staff and support the following Nets: Message, Packet, Command, and the EOC-EOC Net for this exercise period.	Message traffic of any nature related to a city's additional scenario can be exchanged with the County EOC to exercise that capability.

Table 1. Exercise Objectives and Associated Core Capabilities

Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

- **City EOCs.** Based on the scenario, make requests for realistic needs of RACES Mutual Aid Communicators (MACs) within your city. Release those personnel not needed for your city scenario so they can take part in and practice a Level 3 Resource Net. Follow the procedures outlined in RACES Mutual Aid Actions and Responsibilities.
- **County EOC.** Receive RACES Mutual Aid Requests from cities and match those needs against individuals that check into the Resource Net after being released by their city. Follow the procedures outlined in Mutual Aid Request Processing Procedures for assigning, dispatching, and tracking of resources.
- **Individual Participants.** After being released from their city, participants will check into the Level 3 Resource Net for a Mutual Aid assignment. When given an assignment they will perform **simulated** travel to that assignment. No actual travel is to take place. While doing simulated travel, estimate where your simulated location might be at any given time and respond to health and welfare (H&W) requests from Net Control.

When your simulated travel indicates you should have arrived at your assignment location, check-out of the Resource Net. In all cases follow the standard Resource Net and travel tracking procedures as covered in training classes. For this exercise we will accept check-ins from those who are not MACs for the purpose of giving them experience with a Level 3 Resource Net.

Because the exercise is only two hours in duration, not all individual participants who check into the Level 3 Resource Net may complete their simulated travel or may not have been given an assignment. We expect the Resource Net to be very active so proper net procedures should be observed. Every effort will be made to provide assignments and dispatching to as many participants as possible given the limited time.

Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise and should not allow these considerations to negatively impact their participation.

Assumptions

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise starts. The following assumptions apply to the exercise:

- The exercise is conducted in a no-fault learning environment where capabilities, plans, systems, and processes will be evaluated.
- The exercise scenario is plausible, and events occur as they are presented.
- Exercise simulation contains sufficient detail to allow players to react to information and situations as they are presented as if the simulated incident were real.
- Participating agencies may need to balance exercise play with real-world emergencies. Real-world emergencies take priority.

Artificialities

During this exercise, the following artificialities apply:

- Exercise communications and coordination is limited to participating exercise organizations, venues, and the SimCell.
- Only communication methods listed in the ICS-205 Communications Plan (Appendix B) are available for players to use during the exercise.
- As stated, no travel will be performed by individuals dispatched for a simulated assignment. Staff working at the County EOC and at city EOCs and other exercise

locations will travel to those locations as needed and authorized by their agencies policies. County DSW will only apply to staff working at the County EOC, other agencies will be responsible for DSW for any personnel if they expect to do other than simulated travel.

POST-EXERCISE AND FEEDBACK ACTIVITIES

Debriefings

Post-exercise debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

Hot Wash

The County EOC will conduct a Hot Wash at the conclusion of the exercise. Cities are encouraged to do the same.

Participant Feedback Forms

Participant Feedback Forms provide participants with the opportunity to comment candidly on exercise activities and exercise design. Participant Feedback Forms should be collected at the conclusion of the Hot Wash at the County EOC.

The county is also interested in collecting Participant Feedback Forms from those participants at the city level that either created or sent the Mutual Aid Request Forms, and from those individuals that checked into the Resource Net for an assignment even if they did not receive one.

The form can be found in Appendix C.

PARTICIPANT INFORMATION AND GUIDANCE

Exercise Rules

The following general rules govern exercise play:

- Real-world emergency actions take priority over exercise actions.
- Exercise players will comply with real-world emergency procedures, unless or otherwise directed by the exercise staff.
- All communications (including written, radio, packet, telephone, and e-mail) during the exercise will include the statement **“This is a drill.”**

Players Instructions

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

Before the Exercise

- Review appropriate organizational plans, procedures, and exercise support documents.
- Be at the appropriate site at least 15 minutes before any briefing. Wear the appropriate uniform and/or identification item(s).
- Sign in when you arrive.
- Review this document as it relates to your position:

[RACES Mutual Aid Actions and Responsibilities](https://www.scc-ares-races.org/mutualaid/RACES_Mutual_Aid_Actions_v20240808.pdf)

https://www.scc-ares-races.org/mutualaid/RACES_Mutual_Aid_Actions_v20240808.pdf

During the Exercise

- Respond to exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.
- You will be given only information they are specifically directed to disseminate. You are expected to obtain other necessary information through existing emergency information channels.
- All exercise communications over the radio (voice and packet) must include the statement **“This is a drill.”** This precaution is taken so that anyone who overhears the conversation will not mistake exercise play for a real-world emergency.
- All standard message and log forms are to be used as covered in training.
- The Resource Net utilizes three linked repeaters that cover different parts of the county. Be familiar with which repeater you should use and follow the standard procedures for a Level 3 Resource Net.

After the Exercise

- Participate in the Hot Wash if one is scheduled at your location.
- Those working at the County EOC should complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness. All other participants that fill-out, send, or otherwise use the Mutual Aid Request Form or checked into the Resource Net for an assignment, even if no assignment was provided, are encouraged to complete the form.

Simulation Guidelines

Because the exercise is of limited duration and scope, certain details will be simulated. The physical description of what would fully occur at the incident sites and surrounding areas may be relayed to players by simulators or controllers. A SimCell in the County EOC will simulate the roles and interactions of nonparticipating organizations or individuals. Cities may wish to also have SimCells as needed.

For this exercise, we are 6 hours into a major loss of Internet and telephone (landline and cellular) in a wide area of the county. It is unclear if this is caused by an equipment/software issue or a man-made event.

APPENDIX A: EXERCISE SCHEDULE AT COUNTY EOC

February 22, 2025

Time	Personnel	Activity
0800	Exercise staff	Arrive at EOC
0810	Resource Net opens	For travel to the County EOC
0850	Resource net closes	All travelers should have arrived at County EOC
0900	EOC Participants	Arrive and attend a briefing in EOC
0930	All	Set up/organize station
1000	All	Exercise begins; all nets are open
1200	All	Exercise ends; close all nets
1210	All	Pack-up / Clean-up / Organize Documents
1230	All	Hot Wash
1300	All	Leave EOC

EXERCISE SCHEDULE AT CITY EOCs

To be determined by each city

EXERCISE SCHEDULE FOR INDIVIDUALS

Coordinate with City. After being released by your city, be prepared to check into the Resource Net at 1000.

.

APPENDIX B: ICS-205 COMMUNICATIONS PLAN

PENDING

APPENDIX C: FEEDBACK FORM



PARTICIPANT FEEDBACK FORM

Quarterly City/County Exercise
Mutuals Aid Request Form and Process

DATE: 02/22/2022



The form or process worked effectively in my role. Skip questions not applicable to your role or assignment.	POOR					GOOD				
	1	2	3	4	5	1	2	3	4	5
Overall Exercise	1	2	3	4	5	1	2	3	4	5
Use of Mutual Aid Request Form as a Sender	1	2	3	4	5	1	2	3	4	5
Use of Mutual Aid Request Form at County.	1	2	3	4	5	1	2	3	4	5
Being Dispatched for Mutual Aid	1	2	3	4	5	1	2	3	4	5
Acting as Net Control on the Resource Net	1	2	3	4	5	1	2	3	4	5
Use of Resource Net for <u>simulated</u> travel	1	2	3	4	5	1	2	3	4	5
Other: _____	1	2	3	4	5	1	2	3	4	5
Other: _____	1	2	3	4	5	1	2	3	4	5

What worked well with the MAR Form and Process?

What could have been done to make the form or process more effective?

Other Comments
