



## CITY MANAGER'S OFFICE

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## DISASTER COUNCIL STAFF REPORT

Meeting: June 30, 2026

### Subject

Report on Emergency Management Roles and Responsibilities.

### Recommended Action

Receive the report on emergency management roles and responsibilities supporting emergency preparedness, response, recovery, and continuity of operations.

### Reasons for Recommendation

As established in Cupertino Municipal Code (CMC) Chapter 2.40, emergency management is a shared responsibility across City departments, governing bodies, partner agencies, volunteers, and community organizations. The following provides an overview of the primary roles supporting emergency preparedness, response, recovery, and continuity of operations. All City employees are disaster service workers and members of the City's emergency organization pursuant to CMC Section 2.40.070 and are expected to participate in planning, training, exercises, preparedness activities, and emergency assignments as needed.

### *City Manager's Office*

The City Manager, as Director of Emergency Services pursuant to CMC Sections 2.40.050 and 2.40.060, provides overall leadership, policy direction, and executive coordination of the City's emergency management program. Through the Emergency Management Division, oversees emergency planning, training, exercises, Emergency Operations Center (EOC) coordination, alerts and notifications, grants management, damage assessment coordination, and coordination with regional partners. Supports emergency communications and public information, emergency meetings and official actions of the City Council and Disaster Council, employee status and emergency staffing, and business recovery and outreach.

### *Community Emergency Preparedness Programs*

Citizen Corps, including Cupertino Amateur Radio Emergency Service (CARES), Community Emergency Response Team (CERT), and Medical Reserve Corps (MRC) volunteers, along with Block Leaders and Neighborhood Watch volunteers, support

community preparedness, emergency communications and community outreach before, during, and after emergencies, consistent with the community preparedness and volunteer program responsibilities described in CMC Section 2.40.040.

#### *Community Development Department*

Supports hazard mitigation, damage assessment, building safety inspections, permitting, planning, environmental review, recovery permitting, and rebuilding efforts. Assists with post-disaster land use, housing, and development issues.

#### *Finance Department*

Supports emergency purchasing, contracting, cost tracking, disaster reimbursement documentation, grant administration, payroll continuity, financial reporting, and recovery funding efforts. Maintains records necessary for state and federal reimbursement.

#### *Innovation and Technology Department*

Maintains critical communications, geographic information systems (GIS), and information technology infrastructure that support emergency response and continuity of operations. Provides technology support for Emergency Operations Center (EOC) activations, including network connectivity, cybersecurity, emergency communications systems, situational awareness dashboards, incident management tools, and restoration of City technology services.

#### *Parks and Recreation Department*

Supports community sheltering, cooling centers, evacuation support facilities, reunification sites, recreation facility operations, volunteer support, and community recovery services. Assists with care and support services for affected residents.

#### *Public Works Department*

Leads infrastructure assessment, emergency engineering, debris management, transportation coordination, road closures, barricades, utility coordination, facility support, and restoration of critical infrastructure. Supports damage assessment and recovery operations.

#### *City Council*

Provides policy oversight of the City's emergency management program, adopts emergency management plans and ordinances, ratifies local emergency proclamations as required by law, and supports community recovery through policy and budget decisions.

#### *Disaster Council*

Provides oversight and guidance for the City's emergency management program as authorized under CMC Sections 2.40.025 and 2.40.040. Advises on emergency plans, preparedness initiatives, training and exercises, supports community preparedness and volunteer programs, and assists with long-term emergency management planning and

coordination. The Disaster Council's membership, powers, and duties are provided in Attachment A.

*Contracted Public Safety Partners*

- Santa Clara County Fire Department provides fire suppression, rescue, hazardous materials response, emergency medical services, evacuation operations, and incident command.
- Santa Clara County Sheriff's Office provides law enforcement, evacuation support, traffic control, perimeter security, access control, and public safety operations.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program (CWP) Item/Description

Emergency Operations Readiness: Review fire, earthquake tornado, active shooter, Tsunami, hazardous transport accident policies; and ensure EOC is active and functioning with a permanent position not consultant running the program.

Council Goal:

Quality of Life

California Environmental Quality Act

No California Environmental Quality Act impact.

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Attachments:

Attachment A – Disaster Council Membership, Powers, and Duties (CMC Sections 2.40.025 and 2.40.040)