



CITY MANAGER'S OFFICE

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DISASTER COUNCIL STAFF REPORT

Meeting: June 30, 2026

Subject

Receipt of 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

The City of Cupertino Office of Emergency Management is responsible for maintaining and updating the City's Emergency Operations Plan (EOP). The EOP establishes the framework for the City's preparedness, response, recovery, and continuity of operations during emergencies and disasters.

The draft EOP has been updated to reflect current emergency management practices, organizational structures, operational procedures, and applicable regulatory requirements. The EOP identifies the roles and responsibilities of City departments, volunteers, partner agencies, and other stakeholders involved in emergency management activities.

The EOP maintains the City's compliance with the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and applicable provisions of the California Emergency Services Act. The Plan supports coordinated response and recovery efforts, resource management, public information functions, and interagency coordination during emergencies.

Pursuant to Cupertino Municipal Code Section 2.40.040, the Disaster Council advises on and recommends emergency plans. The draft EOP is being presented to the Disaster Council for review and recommendation prior to consideration by the City Council.

The current EOP was reviewed by the Disaster Council on May 16, 2019, and subsequently adopted by the City Council on June 18, 2019. The proposed update replaces the 2019 EOP

and incorporates current emergency management standards, organizational updates, and operational procedures.

The EOP is a public document that provides guidance for City operations before, during, and after emergencies and serves as the foundation for emergency management activities citywide.

If the updated EOP is not adopted, the City will continue operating under the 2019 Emergency Operations Plan.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program (CWP) Item/Description

None.

Council Goal:

N/A

California Environmental Quality Act

No California Environmental Quality Act impact.

Prepared by: Kirsten Squarcia, Deputy City Manager

Approved for Submission by: Tina Kapoor, City Manager

Attachments:

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