



## CITY MANAGER'S OFFICE

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## CITY COUNCIL STAFF REPORT

Meeting: June 18, 2019

### Subject

Resolution adopting Cupertino's Emergency Operations Plan

### Recommended Action

Adopt the Draft Resolution adopting the 2019 update to the City of Cupertino's Emergency Operations Plan.

### Discussion

Cupertino's Office of Emergency Services (OES) is responsible for the preparation and execution of the City's Emergency Operations Plan (EOP), which is designed to address the City's response to man-made and natural disasters. The last EOP was adopted in 2005. To be consistent with the current standards in emergency management, OES staff has updated the EOP for Council's consideration. The EOP outlines the necessary roles and responsibilities of City staff and volunteers in the event of a disaster in Cupertino. The EOP continues the City's compliance with the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Framework (NRF), and the National Preparedness Guidelines. It facilitates multi-agency and multi-jurisdictional coordination during emergency operations, including public information functions and resource management.

Since the EOP is a public document that guides the City's response to major emergencies and disasters, OES staff reached out to the community in several ways. As part of this effort, the updated EOP was brought to a public meeting of the Public Safety Commission on Thursday May 9<sup>th</sup>, 2019. The Commission voted unanimously to recommend that Council adopt the EOP. The updated EOP was also brought to the Disaster Council on Thursday May 16<sup>th</sup>, 2019, where they voted unanimously to recommend that Council adopt the EOP. The outreach process also included reaching out to the City's supporting agencies such as County Fire, the Santa Clara County Sheriff's Office, and the County Office of Emergency Management. Staff also reached out to the City's preparedness and response partners such as American Red Cross and West Valley Community Services. Outreach was also done to engage local schools and

businesses, as well as our internal stakeholders such as the City's emergency volunteer teams.

If this plan is not adopted, the current plan dated September 2005 will remain in place.

*Next Steps*

If the updated EOP is adopted, OES staff will begin reviewing and developing the associated annexes to supplement the EOP (see pages 54-56 of the EOP). These annexes include topics such as floods, fires, earthquakes, evacuation, emergency communications, mass care, and resource management. Annexes provide specific details on how the City will manage core functions in the event of an emergency as well as address specific hazard topics that present unique or complex considerations that require more elaborate planning. Due to the specific and detailed nature of annexes, they require the flexibility to be revised frequently based on best practices and changing conditions. Therefore, OES is responsible for creating, implementing, and maintaining these annexes and deeming them ready for use. The development of these annexes will include extensive engagement with our supporting agencies and partners, as well as robust community outreach as appropriate.

Sustainability Impact

No sustainability impact anticipated.

Fiscal Impact

No fiscal impact anticipated.

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Prepared by: Clare Francavilla, Emergency Services Coordinator

Reviewed by: Katy Nomura, Assistant to the City Manager,  
Timm Borden, Assistant City Manager

Approved for Submission by: Deborah Feng, City Manager

Attachments:

A – Resolution Adopting the Emergency Operations Plan

B – Updated City of Cupertino Emergency Operations Plan