



## CITY MANAGER'S OFFICE

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### PUBLIC SAFETY COMMISSION STAFF REPORT

Meeting: May 13, 2021

#### Subject

Continuity of Operations Plan

#### Recommended Action

Receive a report on the Continuity of Operations Plan and provide any input

#### Discussion

As part of the City Work Program, the City of Cupertino (City) has developed a Continuity of Operations Plan (COOP) to support the City's continual delivery of essential services during any hazard.

The COOP addresses an all-hazards approach to maintaining or reconstituting (if needed) essential services to the community in the event of an emergency. This plan provides the framework for the implementation and recovery actions necessary to continue essential functions during any emergency or situation until restoration of normal operations.

The Continuity of Operations Plan includes elements such as:

1. Essential Functions
2. Delegations of Authority and Orders of Succession
3. Human Capital Management

At a minimum, the COOP will be reviewed annually for consistency and revised as needed. Interim revisions can be made if information changes significantly, between scheduled revisions.

#### Sustainability Impact

None anticipated.

#### Fiscal Impact

The Continuity of Operations Plan (COOP) was developed with the support of a contract for \$61,650.

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Prepared by: Thomas Chin, Emergency Services Coordinator

Approved for Submission by: Katy Nomura, Assistant to the City Manager

Attachments:

A – Cupertino COOP Plan REDACTED