



EMERGENCY OPERATIONS PLAN

Prepared by:

*Cupertino Office of Emergency Services
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PART I

BASIC

EMERGENCY

PLAN



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Emergency Plan Distribution List

Name	CD	Binder
Alternate EOC	1	1
Building Department (Building Official, Senior Building Inspector)	1	1
California Water Co.	1	
City Attorney	1	
City Channel	1	
City Clerk		1
City Council	5	
City Manager		1
City Planner (3 Senior Planners, Director of Community Development)	3	1
Code Enforcement	1	
Cupertino Amateur Radio Emergency Service	1	1
Cupertino Chamber of Commerce	1	
Cupertino Community Services, Inc	1	
Cupertino Sanitary District	1	
Cupertino Union School District	1	
DeAnza Community College	1	
Director of Administrative Services	1	1
Director of Parks and Recreation (3 Recreation Supervisors)	3	1
Director of Public Works (2 managers)	1	1
EOC	1	1
Finance Manager	1	
Fremont Union High School Dist	1	
Governor's Office of Emergency Services	1	
Human Resources Manager	1	
IT Manager	1	
Los Altos Garbage	1	
Office of Emergency Services, Campbell	1	
Office of Emergency Services, Cupertino	5	1
Office of Emergency Services, Los Altos	1	
Office of Emergency Services, Los Altos Hills	1	
Office of Emergency Services, San Jose	1	
Office of Emergency Services, Santa Clara County	1	
Office of Emergency Services, Saratoga	1	
Office of Emergency Services, Sunnyvale	1	
Pacific Bell	1	
PG&E	1	
Public Information Officer	1	1
San Jose Water Co.	1	
Santa Clara County Fire (Training/Ops)	2	2
Santa Clara County Sheriff (West Valley Commander, Cupertino Sergeant)	2	2
Santa Clara Valley Chapter American Red Cross	1	
Service Center Manager (5 Supervisors)	1	1
TOTALS	54	17

CITY OF CUPERTINO EMERGENCY PLAN

Record of Changes

Date	Page Numbers Replaced
9/20/05	Complete update of Basic Plan Part I to comply with new NIMS requirements

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2. NIMS/SEMS Levels
3. EOC Action Plan Template
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8. EOC Function Responsibilities
9. EOC Organization Chart
10. Federal Joint Operations Center Chart
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A Message from the City Manager

Planning for disasters is the key to successful emergency management. We prepare, plan and train with the hope that we will never have to use the skills. But history shows us that the possibility is ever present. We've applied the lessons learned in past responses to this emergency plan.

This two section plan incorporates ideas from the many departments and agencies who will support the city during emergencies.

Part I is the City's Basic Emergency Plan. This section contains information on when and how the City will function during a disaster.

Part II is divided by National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) functional responsibility. In this section, you'll find separate annexes for each of the NIMS/SEMS functions as well as specific information related to terrorism response:

- Management (*Annex A*)
- Operations (*Annex B*)
- Planning / Intelligence (*Annex C*)
- Logistics (*Annex D*)
- Finance / Administration (*Annex E*)
- Terrorism / Weapons of Mass Destruction (*Annex F*)

Each annex includes a series of job-specific checklists, for each participant in the city's Emergency Operations Center (EOC). These checklists are not designed to be all-inclusive, but to give some guidance to EOC staff. *EOC Staff members are expected to be familiar with their EOC responsibilities prior to the emergency by reviewing the plan and participating in exercises.*

California disaster response functions under the National Incident Management System (NIMS), the new National System adapted from California's Standardized Emergency Management System (SEMS). The City of Cupertino has adopted and fully recognizes the importance of this system as a means of standardizing our emergency response efforts. This plan fully conforms to this system and is adopted by City Council Resolution, replacing the Emergency Plan dated December 2003.

Why does the City of Cupertino need an Emergency Plan?

1. The City is susceptible to *man-made and natural* disasters including:

Earthquakes

Hundreds of earthquakes roll through the City each year. Most can't be

felt, but once in a while a “big one” strikes without warning. The 1989 Loma Prieta, 1984 Morgan Hill and 1906 San Francisco earthquakes made themselves felt over wide areas earning each a place in history. With three earthquake faults within a few miles of downtown Cupertino and recent reports from the United States Geological Survey (USGS) about the affects of ground shaking in the Cupertino Basin, the potential for a major quake is ever present.

Wildland/Urban Interface Fires

As home demands expand, suburban developments are built immediately adjacent to wildland, in limited access canyons and the foothills of mountain ranges. Susceptibility to rapidly moving wildfires, particularly during the hot dry months of the summer, increases.

Floods

Local creeks in low lying areas can be inundated with winter and spring storm water runoff from numerous mountain ranges to the detriment of businesses, homeowners and property owners.

Landslides

Steep foothills and mountain ranges, combined with unstable soil, have caused landslides that can block roadways and damage property.

Other Hazards

Other potential hazards include transportation accidents, dam failure, hazardous materials spills, severe weather, energy emergencies, civil disturbance and weapons of mass destruction (WMD).

Fortunately, Cupertino has experienced few disasters. But planning increases our ability to successfully respond within the community and offer mutual aid to other jurisdictions.

Chapter XIII contains additional Hazard Analysis information.

2. *It's the Law.* California has adopted the National Incident Management System (NIMS), an adaptation of California's former Standardized Emergency Management System (SEMS). State agencies are required to use NIMS / SEMS to assist communities state-wide as rapidly as possible once a catastrophic disaster strikes. Local governments are required to use NIMS / SEMS if they want to apply for reimbursement for disaster related personnel costs and Federal grants.

3. *Planning for disasters has proven benefits.*

Organizations who have trained and planned for disaster experience a reduction in stress, more rapid financial recovery and improved public opinion.

Questions, updates or changes regarding this document should be referred to the Cupertino Office of Emergency Services at (408) 777-3335.

David Knapp
City Manager and Director of Emergency Services

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EXECUTIVE SUMMARY

PURPOSE

The Executive Summary addresses key elements of the City's preparation and response to extraordinary emergency situations associated with conditions of disaster or extreme peril to the safety of persons, property and/or the environment, by natural or human causes.

PREPAREDNESS / CONCEPT OF OPERATIONS

Emergency operations address the entire spectrum of contingencies, ranging from relatively minor incidents, such as utility failures, to large-scale disasters such as earthquakes. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to notify the public and implement mitigation measures designed to reduce loss of life, property damage and affects on the environment.

Other emergencies occur with little or no advance warning, thus requiring immediate activation of the Emergency Operations Plan and efficient and coordinated mobilization and deployment of resources. All City departments and agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including providing and utilizing mutual aid.

The Cupertino Emergency Operations Center (EOC) will utilize the new National Incident Management System (NIMS), an adaptation of the California Standardized Emergency Management System (SEMS), as the primary emergency management response structure for disaster operations.

Emergency Operations are divided into five basic SEMS functions:

Management	(Annex A)
Operations	(Annex B)
Planning / Intelligence	(Annex C)
Logistics	(Annex D)
Finance / Administration	(Annex E)

An overview of each function is included in Chapter III.

To ensure proper preparation for disaster response, City staff participate in training exercises and plan review as well as coordinate with special districts, non-governmental agencies and volunteers directly or indirectly involved with emergency operations.

The City actively recruits and trains volunteers to assist with emergency operations. Community Emergency Response Team (CERT), Cupertino

Amateur Radio Emergency Service (CARES) and Cupertino Block Leader programs provide emergency management at the neighborhood level. Block Leaders distribute information received from the EOC. CERT teams can be dispatched to assist unprepared neighborhoods and support first responders, as needed. CARES members provide emergency and supplemental communication support, and situation status updates, for all aspects of the City's emergency response.

Cupertino's Disaster Council/Citizen Corps develops plans for meeting any condition constituting a local emergency or state of emergency. The plans provide for the effective mobilization of all of the resources within the political subdivision, both public and private. In addition, they provide oversight for engaging citizens in homeland security and promoting community preparedness and family safety in three principal ways; through public education and outreach; through training opportunities; and, through volunteer programs that draw on special skills and interests. Programs include CERT, Neighborhood Watch, Medical Reserve Corps, and amateur radio (CARES).

RESPONSE / OPERATIONAL PRIORITIES

Establishing operational priorities in conducting emergency operations is a major function of emergency management. The priorities are:

- Protect lives
- Preserve and protect the environment
- Protect public and private property
- Provide emergency public information
- Meet the immediate needs of victims (rescue, medical care, food, shelter, clothing)
- Restore facilities and services essential to the health, safety and welfare of individuals (sanitation, water, electricity, streets and highways)
- Preserve government

Specific objectives to meet these priorities are:

- Manage and coordinate the City's emergency response efforts
- Coordinate information collection and use of City resources
- Coordinate and support mutual aid assets entering and leaving the City
- Prioritize needs for support between City departments
- Commence a timely and efficient recovery effort
- Identify hazards which require future mitigation efforts
- Encourage pre-event planning coordination between City departments, contract agencies, special districts and volunteer resources

When local resources are fully committed and additional material and/or personnel are required to respond to the emergency, requests for mutual aid will be initiated (see Chapter VIII). Fire and law enforcement will request or render mutual aid directly through established channels. *Any action that involves financial outlay by the City of Cupertino, or a request for military assistance, must be authorized by the City Manager or designated Finance Section representative.*

If the situation warrants, the City Manager will proclaim a LOCAL EMERGENCY. Agencies at the local, county, region and state levels may be activated, upon request, to provide support and resources, as needed.

RECOVERY OPERATIONS

Recovery operations refer to those measures undertaken by the City following a disaster. Effective recovery consists of a complex array of interdependent and coordinated actions that may include Federal and State disaster relief efforts.

A successful recovery starts at the moment of impact. There is no clearly defined separation between the response and recovery efforts.

Recovery operations are divided into two phases.

1. Short Term which involves protection of life and restoration of infrastructure.
2. Long Term recovery consists of actions that will return the jurisdiction back to normal pre-disaster levels of service.

MITIGATION

Every effort is made to prevent emergencies from happening, and minimize their effect, by:

1. Extensive public education and training classes
2. Block Leader, CERT and Neighborhood Watch organization
3. Evaluation of building and zoning information, and;
4. Planning and coordinating with cities, schools, businesses, special districts, utilities, volunteer groups, private and non-profit organizations and others who have a potential impact on the disaster response.

Once a disaster does occur, the focus changes to examine how the impact of the current emergency can be reduced and what can be done to prevent future problems.

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I. BASIC PLAN

INTRODUCTION

This multi-hazard emergency plan is based on various emergency response functions, such as Law Enforcement, Fire & Rescue, Situation Analysis, Personnel, Timekeeping and Public Information. Each function is briefly described in a separate annex, and each annex includes a job-specific checklist designed to cover all hazards.

The Cupertino Emergency Operations Plan addresses the planned response to, and recovery from, disastrous conditions, by natural or human causes, involving the safety of persons, property and the environment within the City of Cupertino.

This plan delineates the City emergency management organization. Further, the plan identifies policies, priorities, responsibilities and procedures for the Emergency Operations Center (EOC).

The plan establishes the framework for implementation of the new National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS), within the City of Cupertino and guides its relationship with other levels of government.

This plan should be used in conjunction with the State Emergency Plan, the Santa Clara Operational Area Interim Agreement, Santa Clara County Emergency Plan, as well as plans and Standard Operating Procedures (SOPs) of contract agencies and special districts.

The plan is designed to guide you through each phase of an emergency; Preparedness, Response, Recovery, and Mitigation. It is divided into the following parts:

PART ONE is the Basic Plan which describes the concepts of emergency management and answers the question, "Who is in charge?" Part One focuses on the preparedness and response phases. The "basic plan" describes the structure of the City of Cupertino emergency management organization, its responsibilities and operational concepts for multi-hazard emergencies.

PART TWO consists of annexes that answer the question, "What should I do?" Part Two contains a series of checklists designed to provide EOC staff with the basic considerations and actions necessary to manage the emergency. The checklists follow the ICS framework implemented under NIMS/SEMS.

Part Two also contains a hazard-specific annex on Terrorism that addresses considerations related to terrorist response.

PRIORITIES

All professional staff and volunteer personnel, rendering assistance during emergencies within the City of Cupertino, will be guided in their actions by the following priorities.

- Protect lives
- Preserve and protect the environment
- Protect public and private property
- Provide emergency public information
- Meet the immediate needs of victims (rescue, medical care, food, shelter, clothing)
- Restore facilities and services essential to the health, safety and welfare of individuals (sanitation, water, electricity, streets and highways)
- Preserve government

II. ACTIVATION / DEACTIVATION OF THIS PLAN

ACTIVATION

This Plan is activated at the direction of the City Manager, or designated representative, in response to threatened or actual emergencies/disasters which may affect the City of Cupertino.

In the City Manager's absence or incapacitation, the City Council has established the following order of succession for the Office of City Manager:

- Director of Administrative Services
- Director of Public Works
- Director of Community Services
- Director of Parks and Recreation
- Others authorized by the City Manager to act as Director of Emergency Services in the City EOC

Questions regarding the availability of the City manager shall be decided by the City Council, or any remaining available members of said body.

The acting City Manager is authorized to activate the City of Cupertino Emergency Operations Center (EOC) and act as the Director of Emergency Services.

There are two guidelines to aid the decision to activate:

1) **EOC Activation Criteria (Appendix 1)**, describes situations, from day to day occurrences to disasters, and recommends the appropriate Response Level for each. The **Response Levels** are described more fully, with sample scenarios, later in this chapter.

2) The Plan may also be activated:

- On order of the Director, or designated representative, of the Santa Clara Operational Area, when the existence or threatened existence of a **LOCAL EMERGENCY** has been proclaimed in accordance with the Santa Clara County Emergency Services Ordinance (A-8).
- When the Governor has proclaimed a **STATE OF EMERGENCY** in an area that includes the City of Cupertino.
- By a Presidential Declaration of a **NATIONAL EMERGENCY**.
- On the proclamation of a **STATE OF WAR EMERGENCY**.

RESPONSE LEVELS

The impact of the emergency or disaster, its associated hazards and affected area(s), at the time the event occurs, will determine response levels.

The Governor's Office of Emergency Services has established three response levels. These graded levels provide planning guidance for a phased response approach to specific situations. The Santa Clara County/Op Area has also adopted the graded levels approach for use in determining actions to be taken when emergency situations occur.

Upon notification of the existence of a threat to public safety, property or the environment, (e.g., winter storm, possible flooding), the City Manager will call together key city staff to discuss the scope of the incident/emergency and make a decision regarding EOC activation and the level of activation. Specifically, these response levels are:

Level I A minor to moderate incident which can be mitigated by available City contract emergency responders with standard equipment. A local emergency may be proclaimed. The EOC may be activated and selected City Officials recalled, based upon coordination and public information needs.

Example: "Winter storm with heavy rain for several days and possible potential flooding" notification from Santa Clara Valley Water District (SCVWD) or National Weather Service (NWS).

Activate: EOC Director, PIO Section Chief, Operations Section Chief (Public Works), Plans Section Chief, Emergency Services Coordinator and other EOC staff/liaison as needed.

Standby Alert: Law Enforcement Branch, Fire & Rescue Branch and Cupertino Amateur Radio Emergency Service (CARES).

Notify: Santa Clara Op Area Coordinator (County OES) for information

Level II A moderate to severe emergency which may require regional or statewide mutual aid to supplement Santa Clara Op Area resources. EOC Director will request the Santa Clara Op Area EOC be activated, and the City of Cupertino EOC will be activated. Key City officials and some support staff will be recalled to provide inter-jurisdictional and/ or multi-jurisdictional coordination.

Example: Verification that flooding is imminent/occurring with neighborhood(s) affected.

Activate: Level I staff plus Law Enforcement Branch, Fire and Rescue Branch, additional PIO, CARES Emergency Coordinator, Logistics Section Chief, Care & Shelter Branch and Red Cross Unit and other EOC staff/liaison as needed. (Evaluate need for EOC 24 hour operation)

Standby Alert: Finance Section Chief, Cupertino Community Services, Inc. and Schools Branch.

Notify: Op Area Coordinator (County OES)

Level III A major local or regional emergency or disaster in which the Santa Clara Op Area resources are overwhelmed and extensive state and/or federal assistance is required. Response and initial recovery operations will be coordinated from the EOCs. Local and State emergencies will be proclaimed and a Presidential Declaration may be requested.

Example: Actual Flooding with neighborhood(s) evacuation and sheltering.

Activate: Level II plus Finance Section Chief, Red Cross Branch, Cupertino Community Services, Inc., Care & Shelter Branch, Schools Branch and other EOC staff/liaison as needed. (Commence EOC 24 hour operation)

Standby Alert: EOC second and third shifts

Notify: Santa Clara Op Area Coordinator (County OES)

DEACTIVATION

Deactivation will occur at the direction of the Director or Emergency Services or designee. Deactivation may occur in stages (levels).

As the EOC is deactivated, all documentation pertaining to the event is gathered. Plans are made to debrief EOC participants, responders and volunteers. The response is evaluated as a learning tool to use in future events.

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III. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) / STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

California has functioned under the Standardized Emergency Management System since 1996. The new National Incident Management System was adopted by City Council in September 2005. This document reflects the transition to a new system by referring to the system as NIMS/SEMS.

Origin of SEMS

During the late 1980s and early 1990s, Northern California was stunned by two catastrophic disasters; the October 1989 Loma Prieta Earthquake and the 1991 Oakland Hills / Tunnel Road Wildland Fire. After Action Reports pinpointed several deficiencies which materially hindered the emergency response efforts of professional first responders in combating these disasters:

- a. Multiple, uncoordinated efforts by diverse organizations.
- b. No common leadership.
- c. Incompatible communications channels and equipment.
- d. Incompatible equipment hookups.
- e. Uncontrolled volunteer efforts
- f. Traffic jams clogging ingress and egress routes of first responders.
- g. Unused available assets.

State Senator Petris, who lost his home in the fire, sponsored legislation which mandated a State Standardized Emergency Management System to be operational no later than December 31, 1996.

Origin of NIMS

The origins of the National Incident Management System (NIMS) existed in the Incident Command System (ICS) developed by the National Wildfire Coordinating Group (NWCG) and adopted by (Fire Resources of California Organized for Potential Emergencies) FIRESCOPE. FIRESCOPE was in turn used as the basis for the development of the California Standardized Emergency Management System (SEMS).

NIMS

The events of September 11, 2001, resulted in recognition of the need to adopt ICS nationally, as the Oakland Hills Fire of October 1991 resulted in recognition of a common set of standards for responding to emergencies within California. Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, directed the U.S. Department of Homeland Security to develop a National Incident Management System (NIMS).

SEMS vs. NIMS

General Concepts

Concepts are complimentary in that they both recognize five functions: Management/Command (at the field level); Operations; Planning (SEMS includes Intelligence); Logistics; and Finance/Administration. Other ICS concepts such as Unified Command and Area Command are also adopted by NIMS. In short, NIMS and the field level of SEMS, ICS are near identical. Some terms will be better understood with use. Also, NIMS and SEMS both are designed for flexibility and standardization.

Differences

The differences that exist between SEMS and NIMS are identified in the following table:

Feature	SEMS Required	NIMS Required	Legal Change Required? (EO,Reg.Leg.)	Comment
Use of 5 functions in EOC	X		No	This is implied by not require per se.
5 Levels of emergency response (field, local, OA, Region, State)	X		No	Does not have Operational Area Level or address State Region, per se
4 Components: ICS, Mutual Aid, Operational Area and Multi-Agency Coordination	X	Partial	No	NIMS requires ICS, Mutual Aid and Multi-Agency Coordination
Preparedness Program		X	?	This is an accepted concept of emergency management in general.
Corrective Action & Mitigation Plans	Partial	X	Reg.	SEMS requires After Action Reports, but the regulations are minimal in detail. Mitigation Plan is not required by SEMS.
Recovery Plans		X	Reg.	Recovery plans are coupled with the AAR and corrective actions.
Personnel Qualification & Certification		X	Reg.	The current SEMS regulations do not address this. (Impact on ACI)

Feature	SEMS Required	NIMS Required	Legal Change Required? (EO,Reg,Leg.)	Comment
Mutual Aid	X	X	Leg.	This implies EMAC rather than Interstate Compact alone (CA legislation will address.)
Resource Management	Partial	X	No	This is performed in the Operations and Logistics Section, but the detail of NIMS requires inventories.
Nonexpendable Resources		X	No	This is a generally accepted emergency management practice.
Supporting Technologies		X	No	This is a generally accepted emergency management practice. RIMS and OASIS address this concept.

EO = Executive Order, Reg. = Regulation, Leg. = Legislative change. (Based on opinion and knowledge of author.)

Compliance

SEMS compliance required self-certifying when applying for state assistance for personnel-related response costs. There was never a denial of assistance for non-compliance.

NIMS is required for use by all jurisdictions applying for FY 06, FY 07 and beyond preparedness funding. NIMS compliance has been scheduled over a (federal fiscal) two-year period.

PURPOSE

The National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) utilizes the Incident Command System (ICS), Multi/inter-agency coordination, existing Mutual Aid systems, and the Operational Area concept to facilitate priority setting, multi/interagency cooperation and the efficient flow of resources and information during an emergency.

NIMS/SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. NIMS/SEMS is flexible and adaptable to the needs of *all* emergency responders in California.

An emergency management organization starts small and grows as the situation dictates. Fully activated, the State NIMS/SEMS consists of all jurisdictions throughout the state. It functions at five (5) levels: Field, Local, Operational Area,

Regional and State. Each level is activated as needed, with higher levels supporting activities of the local jurisdiction. **(Appendix 2)**

B A S I C P L A N

NIMS/SEMS LEVELS

Field Emergency Management

When the first responder arrives on the scene of an emergency, he assumes the role of Incident Commander (IC) until such time as a higher rank or more experienced representative assumes command. The exact nature of an incident dictates which first responder will command the on-scene site (Fire, Police, Public Works or Medical.) As responding assets report to the IC, they are assigned specific tasks. A single command post is established for all reporting assets, regardless of origin or specialty (Unified Command). Additional resource requests, unable to be filled through normal Mutual Aid channels, will be directed to the City EOC.

The Incident Command System

The Incident Command System (ICS) is a nationally used, standardized, on-scene emergency management concept. Its design allows users to adopt an organizational structure equal to the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure thereby enabling the effective management of resources to accomplish stated objectives. ICS is based on the **Firefighting Resources of Southern California Organized for Potential Emergencies**, "**FIRESCOPE**" program developed and long used by the California Department of Forestry.

With the implementation of NIMS/SEMS, all five NIMS/SEMS levels (field, local, Op Area, Region and State) adopted the use of ICS.

The principles of ICS ensure that the system provides for the following kind of operations:

- single jurisdictional/agency involvement,
- single jurisdictional responsibility with multiple agency involvement,
- multiple jurisdictional responsibility with multiple agency involvement.

The system's organizational structure adapts to any emergency or incident. The system:

1. is applicable and acceptable to all user agencies.
2. is readily adaptable to new technology.
3. expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs of the situation decrease.
4. has basic common elements in organization, terminology and procedures.

Local Government Emergency Management

1. Cities/Towns

Cupertino is one of 16 local political jurisdictions that form the Santa Clara Operational Area.

Each city/town has its own emergency management organization based upon their size and local government configuration. Local governments are primarily responsible for the protection of the lives, property and environment of their residents.

Cities/towns may have their own fire and police services. Cupertino contracts with the County Sheriff for police services and the County Fire Department for fire protection. Emergency medical services are administered under a countywide contract.

a. Disaster Council / Citizen Corps Council

Cupertino has established a Disaster Council/Citizen Corps Council as authorized by state law. "The Disaster Council shall develop plans for meeting any condition constituting a local emergency or state of emergency. Such plans shall provide for the effective mobilization of all of the resources within the political subdivision, both public and private." (Cupertino Municipal Code 2.40) Members include City staff, schools, businesses, special districts, utilities, volunteer groups, private and non-profit organizations and others who have a potential impact on the disaster response.

2. Special Districts

Special districts (water/schools/hospitals, etc) are required under State Law (Emergency Services Act) to have their own emergency management organization and develop appropriate emergency plans. Special districts coordinate at both the city/town and county level.

3. Coordination with other organizations

The City of Cupertino has identified the contract agencies, community-based organizations (CBOs), volunteer agencies, private agencies, non-government organizations (NGOs), utilities, youth organizations and service clubs that may have an emergency response role during an emergency or disaster affecting Cupertino. Their roles may be coordinated through the Emergency Operations Center.

4. County Emergency Management

The County government is one of 16 local political jurisdictions that constitute the Santa Clara Operational Area.

Santa Clara County government is responsible for implementing emergency services within the unincorporated areas of the County and operates the County Office of Emergency Services (OES) and the Santa Clara County EOC in the Sheriff's Headquarters Building at 55 West Younger Avenue in San Jose.

a. Santa Clara County Disaster Council

The Santa Clara County Board of Supervisors has designated itself a Disaster Council as authorized under State Law. It develops plans for meeting any condition constituting a local emergency or state of emergency. Its plans provide for the effective mobilization of all the resources within the political jurisdiction, both public and private. In its Emergency Services Ordinance, the Board of Supervisors has provided for the organization, powers and duties, divisions, and services of its Emergency Services Organization.

b. Emergency Preparedness Council

The County Board of Supervisors has also established an advisory body called the Emergency Preparedness Council (EPC) that includes the mayor or an elected representative of each city/town in the County/Operational Area. This group meets quarterly, or at the call of the Board of Supervisors, to consider matters affecting the state of emergency preparedness within the County/Op Area.

Operational Area Management

The Op Area is an intermediate-level of the State's emergency organization that encompasses the county and all political subdivisions within the county, including special districts.

The Op Area manages information, resources, and priorities among local governments within the Op Area. It serves as a coordination and communications link between the local government and regional level.

Under the provisions of the State Emergency Services Act, the County Board of Supervisors serves as the lead agency for the Santa Clara Operational Area. It has co-located the Operational Area EOC within the County EOC which is administered by the County Office of Emergency Services. The County

Executive or representative performs the duties of the Director of Emergency Services.

When cities/towns in the County need emergency resources that exceed their organizational capabilities, or those of normal Mutual Aid channels, they may request activation of the Op Area EOC to support their response efforts.

Region Emergency Management

The Governor's Office of Emergency Services is divided into three regions: The Southern Region I, the Coastal Region II and Inland Region III. Santa Clara County/Santa Clara Operational Area is assigned to Coastal Region II. Its emergency management staff is headed by a Regional Administrator and is located in Oakland.

The Region II Emergency Operations Center (REOC) staff manages and coordinates information and resources among 15 operational areas stretching from the Oregon Border to the southern Monterey County line and between the operational areas and the State Operations Center (SOC) in Sacramento.

Whenever an Operational Area activates for emergency response, the Regional Emergency Operations Center activates to support the response efforts. The Coastal Region maintains liaison officers with each Op Area in the region. These agents may be directed to report to the Op Area EOCs when emergency situations occur to coordinate the State's response.

State Emergency Management

The State Emergency Management staff is lead by the Director of the Governor's Office of Emergency Services, and assisted by coordinators provided by state agencies. When activated, the State staff will be responsible for coordinating statewide emergency operations, to include the provision of mutual aid and other support, and the redirection of essential supplies and other resources to meet local requirements. The State Emergency Operations Center is activated at the request of the REOC.

Relationship with Federal Counterparts

The Governor's Office of Emergency Services coordinates with their federal counterparts in the Federal Emergency Management Agency (FEMA) when State resources are stretched beyond their capabilities. Once a Presidential Declaration of Emergency has been announced, FEMA Region IX will coordinate the Federal response efforts including forwarding liaison officers/contact teams to the on-site command post of the state assets.

NIMS/SEMS FUNCTIONS

NIMS/SEMS involves five ICS functions: **Management/Command, Operations, Planning/ Intelligence, Logistics** and **Finance/Administration**. These functions are present in every EOC and “mirror” the ICS functions which may be part of the field level command post.

MANAGEMENT SECTION “LEADS IT”

Led by the **Director of Emergency Services/EOC Director** (City Manager or designated representative), who has responsibility for the overall management of the City’s response. The Director ensures that all EOC functions are staffed by qualified individuals. This section sets objectives, reviews and approves Action Plans, provides public information, keeps track of legal concerns and makes policy decisions. The EOC Management Section does not make tactical decisions.

The **Management Section Staff** consists of:

- Agency Rep
- Director of Emergency Services / EOC Director (City Manager)
- Emergency Services Coordinator
- Legal Advisor
- Liaison Coordinator
- Public Information Team
 - Block Leaders
- Safety Officer
- Security Officer

OPERATIONS SECTION “DOES IT”

This section is led by the **Operations Section Chief** who is responsible for the coordination and management of all branches in the Operations Section. Depending upon the type of event the Operations Section Chief may be from the Public Works Branch, the Law Enforcement Branch or the Fire & Rescue Branch. The section develops the Operations Action Plan to meet objectives set by the Management section. It allocates personnel and equipment, identifies staging areas and manages mutual aid. Multipurpose staging areas are also under the management of this section. This Section responds to field requests, anticipates needs and coordinates information gathering in conjunction with the Plans Section.

The **Operations Section Staff** consists of:

- Care & Shelter Branch
 - American Red Cross Unit
 - Schools Coordination Unit

Fire & Rescue Branch

- CERT/MRC Unit

Law Enforcement Branch

Public Works Branch

- Utilities Unit
- Safety/Damage Assessment Unit (Construction Engineering)

It may include other specialized functions such as EMS, Hazardous Materials Unit, Medical/Health Branch and Animal Control Unit but these functions are normally staffed at the OpArea EOC level.

PLANNING / INTELLIGENCE SECTION “TELLS IT”

This section is led by the **Planning / Intelligence Section Chief** and may be structured into several units, depending upon the needs of the incident. Situation Analysis and Damage Assessment are examples of branches that may be formed within this section. The Planning/Intelligence section is responsible for gathering, tracking and displaying verified information that correctly describes the “*Big Picture*.” It compiles the status of utilities, roads, public buildings, schools, shelters and damaged/destroyed buildings and homes. Known casualties are categorized as Deceased, Immediate, Delayed and Minor injuries and whether evacuated or remaining in the field. Planning / Intelligence makes projections on the course of the event and maintains documentation for historical and legal records.

It accomplishes Advanced Planning – anticipating the long term affects and requirements of the event. The Planning/ Intelligence Section is responsible for compilation of the EOC Action Plan (**Appendix 3**) and ensures information is sent to the Op Area via RIMS.

The **Planning / Intelligence Section Staff** consists of:

Documentation Branch

Recovery Planning Branch

Situation Analysis Branch

- Amateur Radio (CARES) Unit
- RIMS Reporting Unit

LOGISTICS SECTION “GETS IT”

This section is led by the **Logistics Section Chief** and is responsible for providing all support needs to the incident. Logistics maintains records of requests and the disposition of resources. It arranges for personnel

support (volunteers); specialized equipment not available in-house; transportation; housing; feeding; donations and communications.

The **Logistics Section Staff** consists of:

Communications Branch

Facilities Branch

Information Technology Branch

Personnel Branch

- Volunteer Coordination Unit

Resources Branch

- Donations Management Unit

Supply Branch

Transportation Branch

FINANCE / ADMINISTRATION SECTION “PAYS FOR IT”

This Section is led by the **Finance / Administration Section Chief** and is responsible for paying bills and keeping track of the overall cost of the incident. It handles procurement and the administration of vendor contracts. Finance also prepares and maintains adequate records for cost recovery.

The **Finance/Administration Section Staff** consists of:

Compensation/Claims Branch

- Time Keeping Unit

Cost Branch

Recovery Branch

NIMS/SEMS COMPONENTS

Common terminology is the established common titles for organizational functions, resources, and facilities within NIMS/SEMS/ICS.

Modular organization is the method by which the NIMS/SEMS/ ICS organizational structure is developed, based upon the kind and size of an incident. The organization's staff builds from the top down with responsibility and performance placed initially with the EOC Director. As the need exists, Operations, Planning/Intelligence, Logistics and Finance/Administration may be organized as separate sections, each with several branches.

Unified command structure is a team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.

A *EOC Action Plan* identifies objectives, strategies and determinations made by the Director of Emergency Services for the event based upon the requirements of the jurisdiction. In the case of unified command, the event objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The *EOC Action Plan*, facilitated by the Planning Section and approved by the EOC Director, documents the support activities required for the operational period. It reflects the functional status of:

- a. Situation Intelligence: Current Threats
- b. Planning Section: Emergency Contingency Planning
- c. Operations Section: Issues and Concerns
- d. Logistics Section: Issues and Concerns
- e. Finance Section: Issues and Concerns
- f. Management Section: Action Item Requirements for next period

Manageable span-of-control within the EOC is a limitation on the number of EOC staff positions that can effectively be supervised or directed by an individual supervisor. The kind of event and the nature of the response or task, will influence the span-of-control range. The span-of-control range is between one to seven personnel with one to five being optimum.

Comprehensive resource management is the identification, grouping, assignment and tracking of resources.

Integrated communications are managed through the use of a common communications plan and the EOC communications center established for support of resources assigned to the event.

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IV. EOC OPERATIONS

Locations

The City is prepared to operate a primary and an alternate EOC when emergencies or catastrophic disasters occur and conditions dictate.

Primary EOC

The primary EOC site is the Lower Conference Room in the City Hall, 10300 Torre Ave., and the adjacent Cupertino Amateur Radio Emergency Service (CARES) Room. Amateur radios, telephones, television and computer connections are permanently available in the facility. An emergency generator is on site as an alternate power source.

Alternate EOC

Should the Primary EOC become uninhabitable, the alternate EOC is located at the Service Center, 10555 Mary Ave. A CARES Communications Room with necessary equipment is in place to support EOC operations. Relocation of some computer terminals, telephones sets, maps, and charts may be necessary from the City Hall site.

EOC Set Up

The set up of the EOC is the responsibility of the Emergency Services Coordinator, pre-designated Disaster Service Workers (Volunteers), CARES and selected City staff members. In most instances, administrative supplies and Section resources are physically located in cabinets in the EOC. Additional reference resources may be brought to the EOC as needed. Instructions for the set up of the EOC are kept posted in the Lower Conference Room **(Appendix 4) EOC Setup. (Appendix 5) EOC Floor Plan for Section Workspace Assignments. (Appendix 6) Position Phone Numbers.**

Communications

Cupertino's Communication Plan outlines all means of communication available to EOC staff and prioritizes their use. It provides a listing and explanation of all forms used in the EOC and includes all contact phone numbers. A summary of communication prioritizations and messaging /documentation procedures is included in this plan **(Appendix 7)**. The Communication Plan is kept in the EOC, Alternate EOC and CARES radio room and is maintained by the Emergency Services Coordinator.

EOC Staffing

Staffing decisions will be driven by the nature and scope of the emergency and the activation level ordered by the EOC Director. The EOC Sections must ensure adequate staffing and training for extended operations on a 24-hour basis, using 12-hour shifts.

EOC Staff assignments (one primary and two alternates) are pre-designated by the City Manager and Department Heads. Department heads are responsible for ensuring adequate staff members are trained to staff EOC assignments. **(Appendix 8) Function Responsibilities. (Appendix 9) Organization Chart.**

Contract Agencies, Special Districts, Utilities, Community Based Organizations (CBOs) and Non-Governmental Organizations (NGOs) all may fill additional EOC positions, at levels negotiated with the City. These organizations must provide an updated roster of their authorized representatives to the City Emergency Services Coordinator on a regular basis.

The roster of designated EOC Staff will be maintained by the Office of Emergency Services and published separately on a restricted need-to-know basis.

EOC Exercises

The full Cupertino EOC Staff will be exercised at least once each calendar year unless it has been activated for an actual emergency during the year. These exercises can vary in format:

Full Scale: Involves field simulations generating messages and requests to the EOC.

Functional: One or more EOC sections participate and respond to simulated messages.

Table Top: Roundtable discussion of EOC Section responsibilities and possible/probable responses to situations. Time will be taken to answer questions and discuss appropriate procedures.

Specialized / Technical Training: Used primarily to brief new EOC Staff members, this kind of training will be very focused and emphasize operating procedures such as RIMS reporting.

V. Role of the City Council

- ✓ **Approve Emergency Proclamations**
- ✓ **Establish emergency orders**
- ✓ **Maintain public contact**
- ✓ **Conduct interviews in conjunction with PIO**
- ✓ **Utilize Political Connections**

The elected representatives of Cupertino perform legally prescribed roles established under the State Constitution, legislature-passed Statutes, the City Charter and local ordinances. In their elected capacity, these officials set public policy, determine the present and future needs of the City and establish a budget to finance government programs.

The State Emergency Services Act requires City Councils to:

1. Ratify any Proclamation of a Local Emergency by the City Manager/Director of Emergency Services within seven (7) days.
2. If the Council meets weekly, it must review the need for continuing the Local Emergency at least every 14 days, until the emergency is terminated.
3. Review the continuing need for a Local Emergency at regular Council meetings at least every 21 days until the emergency is terminated.

Other tasks, which the City Council may be called upon to perform, are detailed in the Continuity of Government Section of this Plan.

To support EOC operations, City Council members maintain contact with constituents, conduct media interviews and maintain contact with political representatives, at State and Federal levels, to ensure government support.

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VI. RESPONSE INFORMATION MANAGEMENT SYSTEM (RIMS)

RIMS is a set of databases which contain all the essential elements of information needed at the State and Federal levels to provide assistance to governments and agencies in emergencies.

Introduction, RIMS User's Manual. 1999

The City of Cupertino utilizes the Response Information Management System (RIMS) to report emergency information to the Op Area. RIMS is an internet application which contains a set of forms designed to collect information needed to provide future assistance. It also acts as an historic database. All levels of emergency management can access RIMS information to help identify problems and/or anticipate future needs.

RIMS is a uniform means to manage the exchange of disaster response and recovery intelligence data and resource management information.

If the Op Area EOC is activated, Cupertino will report information directly to the Santa Clara Op Area EOC via RIMS.

If the Op Area EOC is NOT activated, emergency information will be reported to the State Regional EOC (REOC).

Response Information Management System (RIMS) forms are simple "fill-in-the-blanks" formats. Some of these reports are:

- Event / Incident Report (Announcement of an occurrence filed within 1 hour)
- Situation Report (Specific Period updates on progress)
- Status Reports (Individual reports for various EOC Functions such as Fire and Rescue, Law Enforcement, Hazmat, etc.)
- Initial Damage Estimate (IDE) Assessment Report (Numbers and Costs)
- Mission Request Tasking (Resource requests beyond local assets)
- After Action Report (Filed within 30 days of the close of an event)

Each State OES Admin Region maintains a RIMS "mirroring" server. In the event a regional server fails, another region's server may be accessed. If all servers fail, then reports must be FAXed to the OP Area, sent by the CARES packet ham radio or delivered by courier.

Supplemental *RIMS Operating Instructions* are kept in the EOC Communications Plan.

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VII. MULTI-AGENCY / INTER-AGENCY COORDINATION

Multi-agency or inter-agency coordination is the participation of agencies and disciplines involved at any level of the NIMS/SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources, information and the prioritization of incidents. The Multi-Agency Coordination System (MACS) is a decision making system used by member jurisdictions of the Santa Clara Operational Area to prioritize and coordinate resource allocation and response to multiple incidents affecting the Operational Area. MACS is usually implemented during a large-scale emergency or disaster involving multiple agencies or jurisdictions.

Multi-agency or inter-agency coordination is important for:

- establishing priorities for response
- allocating critical resources
- developing strategies for handling multi-agency response problems
- sharing information
- facilitating communications

Multi-agency or Inter-agency coordination in the EOC

Multi-agency or inter-agency coordination is an integral part of the functioning of the City's EOC. The EOC is staffed by representatives from City departments and agencies who work together in the EOC to coordinate the City's emergency response. Representatives from outside agencies including special districts, volunteer agencies and private organizations may also participate in the EOC with departmental representatives in coordinating the City's response efforts. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, emails or FAXs.

Involvement of the City's departmental representatives and appropriate liaison representatives in the EOC action planning process is essential for effective emergency management and provides an important focus for multi-agency or inter-agency cooperation. In addition, the EOC Director may convene meetings for multi-agency or inter-agency coordination purposes.

Multi-agency or Inter-agency Coordination Group

In some situations, it may be useful to establish a Coordination Group to develop consensus on priorities, resources allocations and strategy development. Different members of this group may function at the EOC or through conference calls from their normal working sites. Priorities and objectives developed by the Group should be incorporated into the EOC Action Plan. Jointly agreed upon

objectives are then implemented via the EOC. City representatives may also function in Coordination Groups in adjacent cities/towns, the Op Area or REOC.

VIII. MUTUAL AID SYSTEM

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Master Mutual Aid Agreement, as provided in the California Emergency Services Act. It created a formal structure whereas each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed. State government is obligated to provide available resources to assist local jurisdictions in emergencies.

The statewide system includes several discipline-specific mutual aid systems, such as, but not limited to, fire and rescue, law, emergency managers, medical and public works. The adoption of NIMS/SEMS does not alter existing mutual aid systems. To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue and Law Enforcement Mutual Aid Coordinators have been selected and function at the Operational Area, Regional and State levels.

Incoming mutual aid resources may be received and processed at several types of facilities including: staging areas, mobilization centers and incident facilities. Staging areas are used for the complete assemblage of personnel and other resources prior to being sent directly to the disaster site. Mobilization centers are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release or reassignment.

Incident facilities include Incident Command Posts, staging areas, bases, and camps. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the Operational Area level. The Santa Clara County/Santa Clara Operational Area Emergency Operations Center (EOC) will coordinate mutual aid requests between the Santa Clara County/Santa Clara Operational Area member jurisdictions and State OES Mutual Aid Region II. Requests should specify, at a minimum:

- Number and type of personnel needed, and/or
- Type and amount of equipment needed
- Reporting time and location
- Authority to whom forces should report
- Access routes into the affected area(s)
- Estimated duration of operations
- Risks and hazards

MUTUAL AID RESPONSIBILITIES

Mutual Aid Agreements / County-Op Area Coordinators

The following depicts the statewide mutual aid agreements, some of which are still under development, in which the Santa Clara County/Santa Clara Operational Area is a participant and designated County/Op Area Mutual Aid Coordinators:

Mutual Aid Agreement	County/Op Area Coordinator
Coroners Mutual Aid Agreement	Medical Examiner/Coroner
Disaster Medical/Health Mutual Aid	Public Health Officer
Emergency Managers Mutual Aid Agreement	Director, County OES
Fire Mutual Aid	Chief, County Fire Department
Hazardous Materials Mutual Aid	Chief, County Fire Department
Law Enforcement Mutual Aid Agreement	Sheriff
Mass Care and Shelter Mutual Aid	American Red Cross
Mental Health Mutual Aid	Public Health Officer
Public Works Mutual Aid Agreement	Director, Roads & Airports
Search and Rescue Mutual Aid	Chief, County Fire Department
Urban Search and Rescue Mutual Aid	Sheriff
Volunteer and Private Agencies Mutual Aid Agreement	

Governor's Office Of Emergency Services Mutual Aid Regions

The Governor's Office of Emergency Services has established:

- a. Six (6) State-wide Standard Mutual Aid Regions to coordinate Fire and Rescue and other Mutual Aid.
- b. Law Enforcement and Coroner Mutual Aid is coordinated through seven State-wide (7) Mutual Aid Regions.

MUTUAL AID POLICIES AND PROCEDURES

- A. Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- B. During a proclaimed emergency, inter jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:
 - a. Subject to state or federal control
 - b. Subject to military control
 - c. Located outside the requesting jurisdiction

- d. Allocated on a priority basis
- C. Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.

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IX. EMERGENCY PROCLAMATIONS

WHAT CONSTITUTES AN EMERGENCY?

In California, **an emergency** has been defined as “... *an unforeseen situation calling for immediate action.*” It can also be called, “...*a situation of grave character and serious moment...*” which contains “...*an imminent and substantial threat to public health and safety.*”

The California Emergency Services Act and NIMS/SEMS defines an emergency as “*conditions of disaster or of extreme peril to the safety of persons and property...*” by natural or human causes. Environmental considerations are also a factor.

LOCAL EMERGENCIES

1. *Who may proclaim?*

The City Council, City Manager, or designee, may proclaim a Local Emergency. (Sample proclamations are on file with the City Clerk)

2. *When to proclaim?*

The City may proclaim an emergency when a disaster, or a potential disaster threatens the safety of people and property within its boundaries.

Causes include:

- ◇ Air Pollution
- ◇ Building Structure Failure
- ◇ Earthquake
- ◇ Environmental Emergency
- ◇ Epidemic
- ◇ Fire
- ◇ Flood
- ◇ Highway Blockage (Collisions, overpass failure, fires)
- ◇ Landslides
- ◇ Riot / Civil Unrest
- ◇ Storm
- ◇ Transportation Accidents (Plane, train, etc)
- ◇ Terrorism Incident
- ◇ Utility Failure
- ◇ Weapons of Mass Destruction

- ◇ Wildland Fires
- ◇ Other conditions **except** a labor controversy or an act of war.

What does a proclamation do?

The proclamation of a Local Emergency provides legal authority to;

- a. Request that the Governor proclaim a State of Emergency, and if necessary, request a Presidential Declaration.
- b. Put forth orders and regulations to protect life and property, including orders or regulations imposing a curfew within designated boundaries.
- c. Provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- d. Request that state agencies provide mutual aid.
- e. Require the services of any local official or employee.
- f. Requisition necessary personnel and material of any department or agency.
- g. Obtain vital supplies and equipment and, if there is an immediate need, to commandeer the same for public use.
- h. Impose penalties for violation of lawful orders.
- i. Conduct emergency operations without facing liabilities for performance, or failure of performance. (Note: Article 17, Emergency Services Act provides certain privileges and immunities.)

Proclamations of a Local Emergency must be submitted for approval to the City Council by the City Manager and extended or cancelled every 14 days.

COUNTY LOCAL EMERGENCY

1. *Who may proclaim?*

The Santa Clara County Executive may proclaim a local emergency for the unincorporated portions of the County.

GOVERNOR'S STATE OF EMERGENCY

1. *Who may proclaim?*

The Governor or person upon whom the powers and duties of the Office of Governor have devolved. Section 10, Article V, California Constitution.

2. *When may the Governor proclaim?*

When a disaster or a situation of extreme peril threatens the safety of people and property within the state and/or:

a. He/she is requested to do so by local authorities;

- or -

b. He/she finds that local authority is inadequate to cope with the emergency.

Causes may include:

- ◇ Air Pollution
- ◇ Earthquake
- ◇ Environmental Emergency
- ◇ Epidemic
- ◇ Fire
- ◇ Flood
- ◇ Riot/ Civil Unrest
- ◇ Storm
- ◇ Terrorism
- ◇ Weapons of Mass Destruction
- ◇ Other conditions **except** a labor controversy or an act of war

3. *What does the Governor's proclamation do?*

Whenever the Governor proclaims a State of Emergency:

- a. Mutual aid shall be rendered in accordance with approved Emergency Plans whenever the need arises for outside aid in any county, county and city/town/special district, or city/town/special district.
- b. The Governor shall, to the extent he deems necessary, have the right to exercise within the area designated, all police power vested in the State by the Constitution and the laws of the State of California.

- a. Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- b. The Governor may suspend the provisions of any regulatory statute, or statute prescribing the procedure for conducting state business, or the orders, rules, or regulations of any state agency.
- c. The Governor may commandeer or use any private property or personnel (other than the media) in carrying out his responsibilities.
- d. The Governor may promulgate, issue and enforce orders and regulations as he deems necessary.
- e. The Governor may request that a Presidential Declaration of an Emergency be issued.

STATE OF WAR EMERGENCY

A state of war emergency “exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the federal government indicating that such an enemy attack is probable or imminent.”

All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor made or given within the limits of his authority as provided for in the Emergency Services Act.

PRESIDENTIAL DECLARATION

Based upon the severity and magnitude of a situation, the Governor may request the President to declare a major disaster or an emergency for the State or affected portions thereof, and the President will issue a declaration, as warranted. The Director of the Federal Emergency Management Agency, on behalf of the President, will then appoint a Federal Coordination Officer to coordinate the overall activities under the declaration. Presidential authority is contained in P.L. 93-288, as amended, and as prescribed in 44 Code of Federal Regulations, part 205.

For certain situations, the President may declare an emergency with or without a Governor’s request, as specified in Title V of P.L. 93-288, as amended. Under Title V, the President may direct the provision of emergency assistance, either at the request of a governor (Section 501.(a)), or upon determination by the

President that an “emergency exists for which the primary responsibility for response rests with the United States...” (Section 501.(b)).

Federal Coordinating Officers (FCOs) work with the State Coordinating Officer (SCO) to identify overall requirements, including unmet needs and evolving support requirements, and coordinate these requirements with the Emergency Support Functions (ESFs).

The State OES participates in Disaster Field Office (DFO) activities. It coordinates emergency response and recovery activities with the Federal Regional Operations Center (ROC) and the Joint Information Center (JIC). In conjunction with the federal government, it directs and coordinates recovery programs to mitigate future disasters and to recover disaster costs.

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X. CONTINUITY OF GOVERNMENT

INTRODUCTION

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government. At all levels, government is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the County of Santa Clara and all the cities/towns and special districts within the County continue to function as government entities.

The California Government Code and the Constitution of California provide the authority for state and local governments to reconstitute themselves in the event incumbents are unable to serve.

LINES OF SUCCESSION

Article 15 of Chapter 7 of Division 1 of Title 2 of the California Government Code permits the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. The standby officers shall have the same authority and powers as the regular officers or department heads.

Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve.

CITY OF CUPERTINO ORDER OF SUCCESSION

In the City Manager's absence or incapacitation, the City Council has established the following order of succession for the Office of City Manager (Resolution No. 01-155):

- a. Director of Administrative Services
- b. Director of Public Works
- c. Director of Community Services
- d. Director of Parks and Recreation.

The City Manager Pro Tempore shall serve until the City Manager is available or until a successor is appointed by the City Council.

Questions regarding the availability of the City manager shall be decided by the City Council, or any remaining available members of said body.

RECONSTITUTION OF THE GOVERNING BODY

Cities/Towns

Article 15 authorizes local governing bodies (City Councils) to convene, as soon as possible, whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services.

Article 15 of Chapter 7 of Division 1 of Title 2 of the California Government Code establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys be unavailable, temporary officers shall be appointed by the Chair of the County Board of Supervisors in which the political subdivision is located, or by the Chair of the Board of Supervisors of any other county within 150 miles.

During a disaster, if a City Council member is absent or incapacitated, and a quorum cannot be reached, former Council Members will be temporarily reappointed beginning with immediate past council members and then to prior years, beginning with the most recent. *Questions regarding the availability of City Council members shall be decided by the remaining available members of said body.*

PROTECTION OF VITAL RECORDS

In the City of Cupertino, the City Clerk's Office is responsible for the preservation and protection of vital records. Each department within the City shall identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records; license registers, articles of incorporation, and historical information. Vital records may also include those records essential for emergency response and recovery operations, including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.

Certain vital records will be essential to the reestablishment of normal government functions, serving to protect the rights and interests of government.

These vital records may include the City charter, statutes, ordinances, court records, City Council and Commissions Agendas, Minutes, Orders and financial records of Cupertino.

Vital records of Cupertino are routinely stored in the secure facilities of the Iron Mountain Storage Company.

Electronic files are copied weekly and stored off site.

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XI. VOLUNTEERS AND DISASTER SERVICES WORKERS (DSWs)

Background

Civilians frequently offer their services to professional first responders during emergency situations and catastrophic disasters. These services can be simple offers of food and drink or up to, and including, physical labor or professional services and expertise. Often public spirited individuals may volunteer for training during non-emergency periods for skills which may be employed during situations. The key to successful volunteer employment is to identify individual skills and utilize the volunteers in a safe, supervised manner to the extent of their capabilities.

Volunteer and Private Agencies

Volunteers and private agencies constitute a significant part of Cupertino's own emergency response system. The American Red Cross and Salvation Army are essential elements of the public response efforts to meet the care and shelter needs of disaster victims. Private sector medical/health resources provide emergency medical care

Volunteer groups and private agencies such as the Cupertino Community Services, Inc. have agreed to mobilize volunteers and other resources through their own systems. These agencies are represented in the Cupertino EOC by prior arrangement.

Private agencies, organized groups and service clubs which desire to volunteer to perform specific tasks during emergencies should identify their interests and goals to the Office of Emergency Services for recognition and registration.

Individual volunteers within the City of Cupertino are recruited and administered by City departments during non-emergency times. Employment during emergencies will be coordinated by the EOC Personnel Branch, as needed. The Volunteer Center of Silicon Valley will assist with the coordination of spontaneous disaster volunteers.

Disaster Service Workers

The State defines Disaster Services Workers as:

1. Any person properly registered for the purpose of engaging in disaster service;
2. Public employees and unregistered persons impressed into service during a local, state or war emergency by competent authority; and

The State's Disaster Services Worker program identifies 13 specific classifications and general duties:

- a. Animal Rescue, Care and Shelter
- b. Communications
- c. Community Emergency Response Team (CERT)
- d. Finance and Administration
- e. Human services
- f. Fire
- g. Laborer
- h. Law Enforcement
- i. Logistics
- j. Medical and Environmental Health
- k. Safety Assessment Inspector
- l. Search and Rescue
- m. Utilities

Volunteer firefighters are not DSWs.

Non-paid volunteers, registered under this program, are considered to be acting within the scope of disaster service duties while assisting any unit of an emergency organization or performing any act contributing to the protection of life and property, or mitigating the effects of an emergency or potential emergency. Either:

- a. under the authorization of a duly constituted superior in an emergency organization, or
- b. under the supervision and direction of the American Red Cross.

Disaster Service Workers (Volunteers) must be registered with the City Clerk's Office and execute a signed loyalty oath or affirmation subscribed by an officer authorized to administer oaths. The following City representatives are authorized to administer the oath:

- o City Clerk
- o Deputy City Clerk
- o Admin Clerk/City Clerk's Office
- o Human Resources Technician
- o Emergency Services Coordinator

The City Clerk may appoint other officers to administer the oath, as needed. Appropriate training may be required for certain classifications of Disaster Service Workers.

All registered Disaster Service Workers are eligible to submit claims for Worker's Compensation for injuries sustained while performing disaster service under the same authority and guidelines as paid government employees.

Volunteers, who are not US citizens and do not want to take the loyalty oath, may register as volunteers through the City Volunteer program. Worker's Compensation coverage is also available for these volunteers.

All volunteers are reminded to avoid putting themselves in harm's way and not to attempt activities that will cause them injury.

Activation of DSWs and City Volunteers

During instances of activation of the EOC, pre-registered volunteers (DSWs) can be available to assist in the disaster response, based on their qualifications.

During self-announcing natural disasters, if no contact can be established with the City EOC or their City contact person, pre-registered volunteers, who know their assignments, should proceed to the EOC or identified emergency work site, independently. "Self-dispatched" DSW's will be considered on duty during their direct travel time to and from the EOC and/or emergency worksite during self-announcing events. Before departing their home or place of business/work site, contact should be attempted, by telephone, cell phone, FAX or e-mail, with the City Hall switchboard, Office of Emergency Services or City EOC to confirm that their services are needed.

For other events (natural and manmade), requests for DSWs will be announced via telephone, courier, radio and television (cable and/or commercial stations).

Volunteers will not respond to any act of Terrorism unless specifically requested by the EOC or their City contact person.

DSWs and City Volunteers who have not been assigned specific disaster functions should not activate unless requested.

Cupertino Amateur Radio Emergency Service (CARES)

CARES members play a significant role in EOC operations, reporting to the Situation Analysis Branch. Members donate their time, personal communications equipment and expertise to maintain an alternate set of communications channels (Voice/packet computer/Bulletin Board/Amateur TV) for the City's disaster response.

This group of federally licensed radio operators provide reliable communications between City and County EOCs and the Alternate EOC, as well as operating from various field locations such as fire stations, school campuses and medical

facilities to provide situation status. They are also the primary means of communication between the EOC and CERT Teams.

During self-announcing natural disasters, CARES members may self-dispatch and commence windshield surveys to provide situation status and preliminary safety assessments, provided it is safe to do so. CARES members will not respond to manmade disasters unless authorized by the EOC Director.

CARES members also respond to Mutual Aid requests and may become part of the Santa Clara County Operational Area ARES/RACES team.

Certified under the State's Disaster Service Worker program, CARES perform a valuable service for their neighbors. Information on their programs is available through the Office of Emergency Services or from their Web site www.cupertinoares.org.

Community Emergency Response Team (CERT)

The City of Cupertino actively recruits and trains individuals for membership on neighborhood CERT teams to assist in caring for their neighbors and families during disasters. In addition, CERT teams may be deployed throughout the City, as needed, to assist unprepared neighborhoods and first responders. CARES members are part of neighborhood CERT teams and provide situation status updates to the EOC.

CERT training follows FEMA guidelines and includes 18 hours of training in personal preparedness, NIMS, ICS, neighborhood organization, disaster medicine, light search and rescue, disaster psychology, terrorism awareness, hazardous materials awareness, fire safety & suppression, START Triage, safety assessment, cribbing and utility control.

CERT graduates are qualified to recruit and coordinate their neighbors and organize local CERT teams. Teams receive guidance and support from Cupertino OES.

Area CERT teams are organized by the OES CERT Coordinator and train to respond outside their local neighborhood. The EOC CERT/MRC Unit reports to the Fire and Rescue Branch.

Medical Reserve Corps (MRC)

In October 2003, Cupertino OES received a three year grant to develop a Medical Reserve Corps. The purpose of the group is to increase the disaster medical response capability of the community.

They recruit local health care professionals (all levels), mental health professionals, dentists, veterinarians and others, as needed. They stock supplies to assist the community. In addition, they train CERT team members in advanced First Aid.

MRC volunteers staff the First Aid function of ICS on Area CERT teams. All MRC members receive NIMS and ICS training. Many are CERT graduates.

Block Leaders

The City Manager's Office recruits neighborhood leaders to better connect the community with the government. Block Leaders conduct a variety of activities to help bring neighbors together and improve communication in a diverse community. During disasters, block leaders know how and where to report emergency information on behalf of their block. They are not required to complete CERT training and are relied upon only for their situation status updates.

City Employees Are Disaster Service Workers

Section 3100 of the California Government Code specifies that *all* Public Employees are Disaster Service Workers when extended emergencies or catastrophic disasters occur.

Department heads are charged to designate qualified City employees for duty in the EOC when activation is ordered. EOC Staff Section heads must design Section shift schedules that establish 24 hour work coverage for periods when EOC activation is ordered. EOC staffing should include clerical assistance as required.

EOC Staff assignments (one primary and two alternates) are pre-designated by the City Manager and Department Heads. Department heads are responsible for ensuring adequate staff members are trained to staff EOC assignments. **(Appendix 8) *Function Responsibilities.***

(Appendix 9) *Organization Chart*

During Working Hours:

When a major emergency or catastrophic disaster occurs, all on-duty City Staff must remain at work until properly relieved or excused by their superiors. Families of employees should be contacted to confirm their status as soon as conditions permit.

During Non-Duty Hours:

During non-working hours, employees with EOC or other emergency/disaster assignments when emergencies or catastrophic disaster occur, should:

1. Immediately look to the safety and security of their families.
2. **As soon as possible, contact their City work station or EOC Section to advise their Section Chief of their family status and availability for disaster duties.**
 - a. Employee work information can be retrieved, via recorded announcement, that may be accessed by calling 777.3200.
3. If the employee is unable to report for duty, due to road closures or other transportation problems, he should report to the nearest government agency and offer assistance, if needed. The employee will be compensated if appropriate time verification is presented.

Employee Emergency Preparedness Training

All new employees are required to attend the BEST training session on Emergency Preparedness. The class includes NIMS/SEMS, personal preparedness, building evacuation, fire safety and terrorism. All City Employees are also required to take regular First Aid and CPR training.

In addition, the City provides an opportunity each year for employees to purchase personal/ family disaster preparedness supplies at discount prices. An announcement of this sale will be distributed to Department workstations.

Specialized / Technical Training such as RIMS reporting, action planning, message drafting and communications is available for new EOC Staff members.

For those interested employees, additional preparedness information and self-help videos are available through the Emergency Services Coordinator. City employees are also encouraged to attend free CERT training sessions or other programs offered by the American Red Cross, CARES and other organizations involved in Disaster Preparedness. Contact the Office of Emergency Services for training schedules, dates, times and enrollment information (777.3335).

City Emergency Response Team (ERT)

Each city facility has a designated Emergency Response Team. Team members are employees who volunteer to take a lead role in disaster response. They assist with building evacuations during fires, bomb threats and earthquakes. If first responders are unavailable, they may perform duties of fire suppression,

First Aid and Search and Rescue. Members receive training through the Office of Emergency Services.

Spontaneous Volunteers

Citizen volunteers who are not pre-registered but desire to serve their community in times of actual emergencies or disasters are called *spontaneous volunteers*.

The City has a MOU with the Volunteer Center of Silicon Valley to manage spontaneous volunteers, including registration and screening to determine their potential for appropriate deployment when needed. Prior to activation of the Volunteer Center function, it is likely that the City will providing initial recruitment and screening of spontaneous volunteers.

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XII. RECOVERY OPERATIONS

INTRODUCTION

Recovery operations refer to those measures undertaken by the City following a disaster. Effective recovery consists of a complex array of interdependent and coordinated actions that may include Federal and State disaster relief efforts.

A successful recovery starts at the moment of impact. There is no clearly defined separation between the response and recovery efforts.

Recovery operations are divided into two phases.

1. Short Term which involves protection of life and restoration of infrastructure.
2. Long Term recovery consists of actions that will return the jurisdiction back to normal pre-disaster levels of service.

SHORT TERM OBJECTIVES

- Protection of individual well-being
- Restoration of family unity
- Provisions for essential public services

LONG TERM OBJECTIVES

- Permanent restoration of private and public property
- Economic and resource stabilization
- Restoration of normal government operations
- Assess needs for hazard mitigation
- Updating plans based on lessons learned

DISASTER RECOVERY /DISASTER ASSISTANCE CENTERS

Joint federal/state Disaster Recovery /Disaster Assistance Center (DRC/DACs) may be set up in disaster affected areas. Locations and telephone numbers will be distributed via fliers to affected neighborhoods and/or public service announcements via the media (print/radio/television). These centers are staffed, using the *one-stop shopping*, concept by disaster relief agencies' specialists, local officials and representatives from private relief organizations.

Individual citizens and organizations desiring to donate money, food, clothing and other goods or services to disaster victims may contact these DRC/DACs for delivery/ pick-up instructions. Federal relief policy calls for cash donations to be given to private non-profit organizations involved in disaster relief services.

FEDERAL / STATE AGREEMENT

Following each Presidentially declared emergency or major disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor execute a document called the Federal / State Agreement. This Agreement includes hazard mitigation. See Chapter XIII.

ROLES AND RESPONSIBILITIES

Federal

The Director of the Federal Emergency Management Agency is responsible for hazard mitigation actions under the Federal / State Agreement. The FEMA Region IX Director, in coordination with the Governor's Authorized Representative, shall:

- a. Provide for a joint Federal/State/Local Hazard Mitigation Team to survey the affected area and plan for hazard mitigation.
- b. Appoint a Hazard Mitigation Coordinator to serve on the Team.
- c. Discuss hazard mitigation with local, state and federal officials.
- d. Coordinate with the State Hazard Mitigation Coordinator.
- e. Verify the study recommendations comply with Building Codes, specifications for repair and construction standards.
- f. Make sure hazard mitigation is actually done.
- g. Provide technical advice and assistance.
- h. Encourage state and local governments to adopt safe zoning and construction standards.
- i. Ensure that federal efforts are in addition to local and state efforts.
- j. Encourage initiative by state and local governments.
- k. After floods, follow Federal Emergency Management Agency Flood Plain Management Regulations.

State**a. Office of Emergency Services**

The Governor will appoint a representative of the Office of Emergency Services to be the Governor's Authorized Representative. This person will be responsible for state hazard mitigation activities under the Federal / State Agreement. The Governor's Authorized Representative will also work with federal agencies to ensure state and local participation in hazard mitigation planning.

b. State Hazard Mitigation Coordinator

The State Hazard Mitigation Coordinator, along with the Governor's Authorized Representative, shall:

1. Arrange for consultations on the findings and recommendations from the joint survey and shall follow up to ensure that timely and adequate local and state hazard mitigation actions are taken.
2. Provide funding or technical assistance to eligible applicants.
3. Arrange for state inspection or audit to verify compliance with approved hazard mitigation measures.
4. Upon completion of approved hazard mitigation activities in accordance with the Federal / State Agreement, submit a final report of compliance with hazard mitigation requirements by state and local governments through the Governor's Authorized Representative to the Federal Emergency Management Agency Region IX Director for review and acceptance.
5. Accomplish hazard mitigation planning in accordance with the Federal/State Agreement.
6. Provide advice and assistance on hazard mitigation measures to applicants, private organizations, and individuals.
7. Evaluate or have the applicant evaluate the natural hazards in the disaster area and make mitigation

recommendations.

8. Follow up with applicants to ensure that, as a condition for any grant or loan under the Act, hazard mitigation actions are indeed taken.
9. Follow up with applicants to ensure that hazard mitigation plans are submitted (not later than 180 days after the emergency declaration) to the FEMA Regional Director for concurrence.
10. Review and update disaster mitigation portions of emergency plans as needed.

Local

a. Applicant-City of Cupertino

The City's Authorized Representative is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The City's Authorized Representative, in coordination with the Governor's Authorized Representative shall:

1. Appoint a Local Hazard Mitigation Coordinator to work with the Federal/ State Hazard Mitigation Team.
2. With respect to any project application, submit adequate assurance that required hazard mitigation measures have been taken or will be completed.
3. To the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans. Cities may request state or federal advice or assistance in taking these actions.
4. Provide evidence of compliance with conditions for any approved FEMA grants or loans as required by the Governor's Authorized Representative.

b. Local Hazard Mitigation Coordinator

Working with the Federal/State Hazard Mitigation Team, the City's Hazard Mitigation Coordinator shall:

1. Assess disaster damage within the local jurisdiction.

2. Arrange for local participation in the Federal/State Hazard Mitigation Team.
3. Inform local officials and citizens about significant team activities, collect any local comments on these matters and report them to the Hazard Mitigation Coordinator.
4. Work with the Federal/State Hazard Mitigation Team to review and update existing hazard mitigation plans, or in developing new hazard mitigation plans.

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XIII. HAZARD ANALYSIS AND MITIGATION

INTRODUCTION

The City of Cupertino strives to be a safe place to live and work. However, potential natural threats to life and property exist from earthquakes, floods, wildfires and landslides. Cupertino is divided into 13 geological / seismic hazard zones. The specific natural hazards that could happen in each zone are defined in the Section 6, Public Health and Safety of the *Cupertino General Plan*, partially quoted here.

An analysis of all hazards, that could potentially occur in the City, and a rating of their impact(s) is listed later in this chapter.

Civil Disturbance

Potential for civil disturbance occurs when political leaders and other celebrities, who may present controversial views, participate in local public events. In addition, local businesses and other groups may be targeted for unpopular practices. Cupertino's law enforcement (Santa Clara County Sheriff's Office) regularly gathers intelligence information, coordinates with City staff and prepares for these events.

Dam Failure

Stevens Creek Dam is owned by Santa Clara Valley Water District. It has the capacity to hold 1 billion, 200 million gallons of water. It was seismically retrofitted in ____ to withstand a magnitude ____ earthquake. Additional information about the emergency preparedness for the dam is located in the Stevens Creek Dam Emergency Plan, updated in 2005.

Seismic Hazards

Cupertino is located in an area faced with a high risk of earthquakes. The City is seismically active. The mountains and lower foothills of Cupertino are crossed by the San Andreas Fault, which moves side to side (Right Lateral (Strike-Slip) Fault – Displacement: Horizontal) and its two splinter faults, the Sargent-Berrocal and Monta Vista fault systems, which move up and down (Thrust (Dip-Slip) Fault – Displacement: Vertical.)

The San Andreas and the Sargent-Berrocal fault systems are in the mountains of Cupertino's planning area. The Monta Vista Fault follows the line between the valley floor and the hillsides where urban development has taken place. This fault is potentially active. Although it had not shaken in the last 11,000 years, it did produce a magnitude 3.0 earthquake in 2004. The potential exists and is considered when reviewing urban development.

Ground shaking is the greatest hazard in an earthquake. The “maximum probable” intensity earthquake on the San Andreas is 7.0 magnitude, Monta Vista 6.8 magnitude and Sargent-Berrocal 6.8 magnitude on the Richter Scale. They could cause considerable damage in the City, depending upon the length of time the ground shakes and the type of soil being shaken. The Cupertino General Plan includes maps of different soil types in Cupertino. The Association of Bay Area Governments website (www.abag.ca.gov) contains maps that show the effects of ground shaking on the various soil types in Cupertino and other cities.

Energy Emergencies

Private companies provide electricity (Pacific Gas and Electric (PG&E)), fuel (various) and water (San Jose Water Company & California Water Company) to the City. Efforts are made to coordinate emergency response efforts with the companies and keep the community informed about service disruptions.

Floods

Stevens Creek and Calabazas Creek flow through Cupertino. With sufficient rainfall, either has a potential to flood low lying areas. In addition, large water storage tanks have the potential to rupture and cause temporary flooding. Flood plain maps and water storage tank locations are listed in the Cupertino General Plan.

Hazardous Materials

Cupertino’s Fire Department (Santa Clara County Fire) trains for response to ground and airborne contaminants. Businesses using hazardous materials are monitored. Vehicles transporting hazardous materials on local highways can also pose a threat when involved in vehicle accidents.

Landslides

Landslides are the greatest geological hazards to the foothills and low mountains of the City and adjacent area. Landslides can move earth up and down. The sliding of a slope is a normal geological process that widens valleys and flattens slopes. Occurrences can range from rapid rock falls to slow soil and bedrock creep. Natural contributing causes include weak soil and rock over hillsides made steeper by rapid stream erosion, adverse geological structure, ground water levels and high rainfall rates. Man-made causes include improper grading, excessive irrigation, removal of natural vegetation and altering surface and sub-surface drainage.

Transportation Accidents

Planes, trains, trucks and automobiles move through the community, daily. The magnitude of community impact varies with the size and cargo of each.

Terrorism / Weapons of Mass Destruction

The threat of organized groups or local individuals attempting to generate fear, panic and injuries seems remote, but it is considered a potential hazard. Attempting to prepare for all possible scenarios is an ongoing process involving the City, law, fire and volunteer response organizations.

Wildland / Urban Interface Fires

Many homes rest on the hillsides of Cupertino. Residents must participate in proper land clearing techniques and planting fire resistant landscape in order to reduce the possibility of catastrophic fires. Other safety suggestions can be obtained through the Santa Clara County Fire Dept. 408 378-4010.

History of Disasters/Major Emergencies in Cupertino and Santa Clara County

Feb 1963	Flood and Rainstorms
May 1972	Freeze
July 1973	Drought
March 1974	Gasoline Purchasing Problems
May/Nov 1979	Gasoline Shortage
Jan 1982	Winter Storms
Jan 1983	Winter Storms
April 1984	Morgan Hill Earthquake 6.2M \$7.265 million damage 27 injuries
July 1985	Fires
Feb 1986	Winter Storms
Aug 1989	Mediterranean Fruit Fly
Oct 1989	Loma Prieta earthquake 7.1M \$727.7 million damage
Jan 1991	Freeze
Jan 1995	Winter Storms
Feb 1995	Late Winter Storms
January 1997	Floods
Feb 1998	Calabazas Creek flood at Bollinger and Miller
Feb 2000	Terrorist Threat DeAnza College
Oct 2004	Citywide power outage

Cupertino Hazard Analysis

Type	Frequency				Severity		
	Infrequent	Sometimes	Frequent		Low	Moderate	High
Civil Disturbance	X				X	X	X
Dam Failure	X						X
Earthquake M<5		X			X		
Earthquake M>5	X						X
Energy Emergencies		X				X	
Floods		X			X	X	X
Hazmat		X			X	X	X
Landslides	X					X	
Transportation Accidents	X				X	X	X
Terrorism/WMD	X					X	X
Wildland Urban Interface Fires	X					X	X

The ratings assigned are based upon a review of historical data and the laws of probability.

HAZARD MITIGATION

PURPOSE

To assist local communities to lessen the effects of future disasters, Congress passed The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended. (Stafford Act)

THE CASE FOR HAZARD MITIGATION

Every disaster can teach us valuable lessons about building construction, land use, and emergency response. Unfortunately, many of these lessons are soon forgotten, and there is a tendency to return to the poor construction, unsafe land use, and other shortsighted practices that added to the disaster's negative impact. For this reason the Stafford Act requires safe land use and construction practices as a condition of receiving federal disaster aid. Refer to the Cupertino General Plan, Health & Safety Section, for local mitigation activities.

HAZARD MITIGATION ACTIONS

Avoiding a hazard usually involves restricting land use near the hazard area. This can be accomplished by:

Zoning

a. Authority to Zone

Zoning is usually a function of local government, except where state or federally owned lands and school districts are exempt from local zoning laws. Other interests may propose zoning regulations, but only local government can adopt them.

By mutual agreement, state or federal restrictions may be locally adopted and enforced.

b. Limitations

Zoning can be useful, but its powers are limited. Therefore, zoning usually reflects, rather than dictates, current lands use trends. Zoning is vulnerable to political pressure; this is particularly true if an area is very attractive for development and rarely experiences major disasters. Zoning is generally best suited to restricting the use of smaller areas (such as very steep slopes) within larger areas, as opposed to restricting large areas (such as areas of potential earthquake shaking).

Purchase

The most reliable way to restrict the use of land is to buy the land outright. Although this can be expensive, costs must be weighed against the costs of future disasters. Lands purchased for hazard mitigation can often be used for parks, agriculture, or other constructive purposes. In Santa Clara County, the Mid Peninsula Regional Open Space District is a public agency that buys open space for, among other reasons, hazard mitigation.

Improve Building Standards

Buildings in hazardous areas can often be made safe. This can be as simple as adding a fireproof roof, or as extensive as tearing the building down and starting over.

Local Standards

Building codes are usually a function of local government, except where state or federal buildings are exempt from local codes. Codes can be strengthened for hazardous areas. Usually stronger codes are enforced only for new construction or remodeling, but some recent laws require hazard related inspections for existing buildings that are considered at risk. The idea is that inspections will produce a knowledge of liability, which will motivate the owners to improve their buildings.

State Standards

For state owned facilities and schools that are outside the jurisdiction of local governments, construction standards are adopted and enforced by the responsible state agency(s). In some cases, these standards may serve as models for local governments.

a. Conditions for Assistance

As a condition for state approval of loan or grant assistance, as a result of a Major Disaster or Emergency declaration, the Governor's Authorized Representative may recommend to the Federal Emergency Management Agency Regional Director that the Associate Director prescribe certain construction standards for Federal Emergency Management Agency assisted projects for hazard mitigation purposes.

Federal Standards

a. Scope of Authority

Federal agencies adopt and enforce federal standards for federal buildings. In some cases these federal construction standards may serve as model standards for state and local governments.

b. Conditions for Assistance

The Federal Emergency Management Agency Regional Director may suspend or refuse to approve any project application until he/she is satisfied that the work will result in a facility or structure that is safe for its intended use.

A federal agency may require local or state governments to adopt and enforce certain hazard mitigation regulations as a condition for federal assistance or participation in federally assisted programs.

Section 409, Stafford Act authorizes, as a condition of any disaster loan or grant made under the provisions of this Act, the recipient shall agree that any repair or construction to be financed therewith shall be in accordance with applicable standards of safety, decency, and sanitation and in conformity with applicable codes, specifications, and standards, and shall furnish such evidence of compliance with this section as may be required by regulation.

As a further condition of any loan or grant made under the provisions of this Act, the State or local government shall agree that the natural hazards in the areas in which the proceeds of the grants or loans are to be used shall be evaluated and appropriate action shall be taken to mitigate such hazards, including safe land use and construction practices, in accordance with standards prescribed or approved by the President after adequate consultation with the appropriate elected officials of general purpose local governments, and the State shall furnish such evidence of compliance with this section as may be required by regulation.

REDUCE THE HAZARD

The hazard itself can be reduced. Of course, this depends on the type of hazard: double containment of a storage tank will reduce the hazard from the chemical inside, but we cannot stop an earthquake or a storm. The Hazard Mitigation Team may make recommendations regarding hazard reduction.

PUBLIC EDUCATION

The Cupertino Office of Emergency Services

When the public knows what to do before, during, and after a disaster, the impact of the disaster can be greatly reduced. Public education is largely a local function, although the state and federal governments do make a variety of educational materials available.

The Cupertino Office of Emergency Services routinely conducts public education seminars on the subject of Disaster Preparedness, CPR, First Aid, Terrorism and related topics.

The subject matter, exact times and places are advertised on flyers placed in public locations, current issues of the *Cupertino Scene*, on the City of Cupertino website, www.cupertino.org/emergency, Parks and Recreation brochures and by telephoning the Office Of Emergency Services at 408.777.3335

Monthly preparedness articles are also published in the *Cupertino Scene*. Brochures, information and links to other preparedness websites are placed in public buildings and listed on the Cupertino website www.cupertino.org/emergency.

Every member of the community has an obligation to educate themselves about emergency plans and preparedness in the city and ensure they are adequately prepared to react and respond. Assistance with preparation is available upon request.

Disaster Council / Citizen Corps Council

In addition to their emergency planning role, the Disaster Council/Citizen Corps Council provides oversight for engaging citizens in homeland security and promoting community preparedness and family safety in three principal ways; through public education and outreach; through training opportunities; and, through volunteer programs that draw on special skills and interests. Programs include Block Leaders, CERT, Neighborhood Watch, Medical Reserve Corps, and Amateur Radio. These programs work together to increase community involvement and improve safety education. Cupertino actively recruits volunteers for all programs.

Block Leaders

The City Manager's Office recruits neighborhood leaders to better connect the community with the government. Block Leaders conduct a variety of activities to help bring neighbors together and improve communication in a diverse community including safety and preparedness presentations.

CERT

The City of Cupertino trains individuals for participation on neighborhood Community Emergency Response Teams (CERTs) to assist in caring for their neighbors and families during disasters. In addition, CERT Teams may be deployed throughout the City as needed. CERT graduates are qualified to recruit and coordinate their neighbors and to organize local CERT teams.

The Cupertino Office of Emergency Services also helps neighborhoods plan and execute Neighborhood Disaster Preparedness exercises to educate neighbors, coordinate CERT Teams efforts, and raise the profile for the need to be prepared.

Neighborhood Watch

Neighborhood watch meetings present a variety of safety topics and crime prevention topics and participate in community outreach events.

Medical Reserve Corps

To increase public education and preparedness, MRC members teach CPR and First Aid classes and staff First Aid stations and outreach booths at local community events.

Amateur Radio

CARES members participate in community outreach events to provide information, demonstrate their capabilities and recruit volunteers.

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XIV. AUTHORITIES AND REFERENCES

The Federal Response Plan (for Public law 93-299, as amended), is based upon the fundamental assumption that a significant disaster or emergency will overwhelm the capability of State and local governments to carry out the extensive emergency operations necessary to save lives and protect property.

Letter of Agreement, The Federal Response Plan

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 *et seq.* (P.L.93-288 as amended by P.L.100-707)
2. Civil Defense Act of 1950 (Public Law 920, as amended) (50 U.S.C. App.2251 *et seq.*)
3. Disaster Relief Act of 1970, as amended (42 U.S.C. Chapter 58 note)
4. Disaster Relief Act of 1974 (88 Stat.143; 42 U.S.C. 5121 *et seq.*)
5. Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701 *et seq.*)
6. Section 4 of Public Law 92-385 (86 Stat.56)
7. Section 43 of the Act of August 10, 1956, as amended (50 U.C.C. App. 2285)
8. Executive Order 12148 of July 20, 1979. Federal Emergency Management
9. Executive Order 12673, Delegation of Disaster Relief and Emergency Functions
10. Title 44, Code of Federal Regulations
11. The Federal Response Plan (for PL 93-288), as amended. April 1992
12. The Volunteer Protection Act of 1997 (Public Law 105-19)
13. *Federal Response Plan Terrorism Incident Annex*, FEMA, February, 1997
14. Presidential Decision Directive-39, June 21, 1995, unclassified abstract
15. Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*
16. Homeland Security Presidential Directive (HSPD)-8, National Preparedness
17. National Incident Management System 2004
18. National Response Plan

National

NFPA 1600, *Standard on Disaster / Emergency Management and Business Continuity Programs*: The National Fire Protection Association, New Orleans, La. 1999. Ed. 2000

State

It is...the policy of this state that all emergency services functions of this state be coordinated as far as possible with comparable functions of its political subdivisions, of the federal government including its various departments and agencies, of other states, and of private agencies of every type, to the end that the most effective use may be made of all manpower, resources, and facilities for dealing with any emergency that may occur.

California Emergency Services Act
Government Code, Ch 7, Div 1, Title 2
Section 8550 (e)

State Authorities are based on Court Cases, Statutes, Attorney General Opinions, State Regulations, and Constitutional Provisions.

1. California Government Code, Emergency Services Act (Chapter 7 of Division 1 of Title 2).
2. California Natural Disaster Assistance Act. Section 128, California Water Code (California Department of Water Resources - Flood Fighting).
3. Orders and regulations which may be selectively promulgated by the Governor during a state of emergency.
4. *California State Emergency Plan*, May 1998
5. California Code of Regulations Title 19, Division 2, Office of Emergency Services, Chapter 1, §2400,
6. Standardized Emergency Management System (SEMS) Regulations
7. California Government Code 3100 (Disaster Service Workers)
8. *Disaster Assistance Procedural Manual* (published by the California Office of Emergency Services)
9. California Emergency Resources Management Plan
10. California Disaster and Civil Defense Master Mutual Aid Agreement and supporting mutual aid documents
11. California Code of Regulations, Title 19, Division 2, Chapter 2,

Subchapter 3

12. Sections 8587, 8580 & 8657 Government Code
13. Section 3211.9 through 3211.93a, Labor Code
14. Government Code, Section 8587, 8580 and 8614
15. Government Code, Section 8657
16. Labor Code, Sections 3211.9 through 3211.93a
17. Labor Code, Section 5400 et seq.
18. Government Code, Section 3102
19. Title 19, Div 2, Chapter 2, Sub Chapter 3, DSW Rules and Regulations
20. *California-Federal Emergency operations Center Guidelines*, OES, 1998
21. *Nuclear Power Plant Emergency Response Plan*, OES, 1998
22. *Hazardous Materials Incident Contingency Plan*, OES, 1991
23. *California Nuclear Emergency/Terrorism Response Plan*, OES, Sept, 1991

The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of state and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Legislative Session after War or Enemy Caused Disaster (Sections 9035-9038, Title 2, Division 2, Part 1, Chapter 1.5, Article 2.5 of the Government Code)
- Members of the Legislature (Section 9004, Title 2, Division 2, Part 1, Chapter 1.5, Article 1 of the Government Code)
- Preservation of Local Government (Article 15 of the California Emergency Services Act)
- Preservation of State Records (Sections 14745-14750, Title 2, Division 3, Part 5.5, Chapter 5, Articles 2 and 3 of the Government Code)
- Succession to Constitutional Offices (Sections 12700-12704, Title 2, Division 3, Part 2, Chapter 7 of the Government Code)
- Succession to the office of Governor (Article V, Section 10 of the State Constitution)
- Succession to the Office of Governor (Sections 12058-12063, Title 2, Division 3, Part 2, Chapter 1, Articles 5.5 and 6 of the Government Code)
- Temporary County Seats (Section 23600, Title 3, Division 1, Chapter 4, Article 1 of the Government Code)
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code)

The State Emergency Plan is not meant to stand alone.
It is intended to be used in conjunction with city, county,
operational area (OA), and State agency plans and
associated standard operating procedures.

State Emergency Plan, May 1998, p1

B A S I C P L A N

Operational Area

1. Santa Clara County Operational Area Interim Agreement
2. County of Santa Clara Resolution extending Mutual Aid under Master Mutual Aid Agreement in case of Local Peril or Emergency, May 10, 1965, and similar extensions adopted through resolution by most incorporated cities in Santa Clara County

County of Santa Clara

1. County of Santa Clara Emergency Services Ordinance (Division A-8) revised September 23, 1997)

City of Cupertino

1. City of Cupertino Resolution providing for the Order of Succession to the Office of City Manager.
2. City of Cupertino Municipal Code Chapter 2.40
3. City of Cupertino Memoranda of Understanding
 - a. Santa Clara Chapter, American Red Cross
 - b. Cupertino Amateur Radio Emergency Services
 - c. Cupertino Community Services, Inc
 - d. Volunteer Center of Silicon Valley

Mutual Aid Authorities

1. American Red Cross, Santa Clara Chapter Memorandum of Understanding
2. California Disaster And Civil Defense Master Mutual Aid Agreement
3. California Fire and Rescue Emergency Plan
4. California Law Enforcement Mutual Aid Plan (jurisdictions in Santa Clara County subscribe to the State Plan. There are no local agreements.)
5. Santa Clara County Fire Mutual Aid Plan

PART II

ANNEXES AND POSITION CHECKLISTS



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Annex A

Management (Leads It)

The Management Section is responsible for the overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Standardized Emergency Management System (SEMS) Guidelines
Part I. System Description
c. Local Government Level, P.3

Preparedness and Event Checklists for:

- ❖ Agency Rep
- ❖ Director of Emergency Services
- ❖ Emergency Services Coordinator
- ❖ Legal Advisor
- ❖ Liaison Coordinator
- ❖ Public Information Branch
- ❖ Safety Officer
- ❖ Security Officer

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Agency Representatives (Reports to EOC Director or Liaison Coordinator)

Mission: To represent your agency within the Cupertino EOC during the present emergency; to present your agencies capabilities and limitations for consideration during EOC discussions of proposed City response efforts; to keep your agency informed of current developments within the City of Cupertino (affected area); and to convey any changes in the status of your agencies capabilities and limitations as the emergency unfolds which will affect the degree of support to the City from your agency.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Management objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Identify yourself to the EOC Liaison Coordinator.
- _____ Obtain a briefing from Liaison Coordinator and published situation report.
- _____ Establish/maintain contact with your agency's EOC.
- _____ Be prepared to present your agency's position as required.
- _____ Keep current on the City's planned response actions.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Agency Representatives
(Reports to EOC Director or Liaison Coordinator)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.
- _____ Complete tasks required by your agency.

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Agency Representatives

(Reports to EOC Director or Liaison Coordinator)

Mission: To represent your agency within the Cupertino EOC during the present emergency; to present your agencies capabilities and limitations for consideration during EOC discussions of proposed City response efforts; to keep your agency informed of current developments within the City of Cupertino (affected area); and to convey any changes in the status of your agencies capabilities and limitations as the emergency unfolds which will affect the degree of support to the City from your agency.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Agency Representatives checklist.
- _____ Prepare a "Go Kit" with agency SOPs, policy statements, operating procedures, manuals and forms, facility and transmission/distribution lines maps and equipment lists.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Become familiar with the capabilities/limitations of your agency.
- _____ Maintain/update a current directory of your agency's telephone/e-mail/web pages/facilities points-of-contact.
- _____ Develop a working knowledge of traffic routes to Cupertino EOC.

Agency Representatives
(Reports to EOC Director or Liaison Coordinator)

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EOC Director (Reports to City Council)

Mission: To coordinate the overall City response under established emergency policies using the EOC Staff, government agencies, private organizations and volunteers in coordinated efforts.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Establish Security for the EOC.
- _____ Obtain briefings from Section Chiefs and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Work with Planning/Intell Section to draft EOC Action Plan.
- _____ Establish liaison w/other affected cities/towns and Op Area.
- _____ At the end of the first hour, convene Management Section, Section Chiefs and other key EOC participants, deemed necessary, for an Action Planning meeting (facilitated by Planning/Intell Section Chief) to review and finalize the draft EOC Action Plan.
- _____ Evaluate need for additional EOC staffing w/Section Chiefs.
- _____ Establish shift schedule; reevaluate as needed.
- _____ Evaluate need for an Emergency Proclamation.
- _____ If a Proclamation is appropriate, sign and order distribution.
- _____ Decide if request for Op Area EOC activation is needed.
- _____ Disseminate all pertinent information to Section Chiefs as received.
- _____ Coordinate w/ PIO on media releases and public TV notices.
- _____ Reevaluate EOC Action Plan during each operational period.
- _____ Review Recovery Checklist; commence actions as appropriate.
- _____ Keep Mayor & City Council informed of developments.
- _____ Evaluate need to continue EOC activation (Appendix 2).
- _____ If extended City response is anticipated, review EOC staff shifts.
- _____ Order EOC deactivation when appropriate (can be in phases).
- _____ Remind Section Chiefs and Management Staff to nominate EOC staff, volunteers, suppliers, supporting agencies and first responders worthy of special recognition by the City Manager or City Council for their performance during the emergency.
- _____ Manage the EOC functions and staff.
- _____ Keep Section Chiefs and Management Section staff apprised of significant events.
- _____ **Coordinate media releases with PIO.**
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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EOC Director
(Reports to City Council)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Branch; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.
- _____ Coordinate RIMS After Action Report with ESC.
- _____ Notify Mayor & City Council of EOC deactivation.
- _____ Agendize Emergency Proclamation for next City Council meeting; make recommendation to extend or cancel.

Recovery Phase

- _____ Direct Plans Chief to develop demobilization plan.
- _____ Monitor Recovery operations.

EOC Director
(Reports to City Council)

Mission: To coordinate the overall City response under established emergency policies using the EOC Staff, government agencies, private organizations and volunteers in coordinated efforts.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the EOC Director checklist.
- _____ Review/update EOC Management Section staffing requirements.
- _____ Review/update order of succession as City Manager (Chapter X).
- _____ Review EOC Activation Criteria (Appendix 1).
- _____ Review the Role of the City Council (Chapter V).
- _____ Review EMERGENCY PROCLAMATIONS (Chapter IX).
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Complete IS700 training www.fema.gov

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EOC Director
(Reports to City Council)

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Emergency Services Coordinator (Reports to EOC Director)

Mission: Facilitate the overall functioning of the Cupertino EOC in compliance with NIMS/SEMS and the State Emergency Services Act; assist and serve as an advisor to the EOC Director and EOC Staff during emergencies; recruit qualified DSWs; ensure compliance with Op Area emergency plans/procedures; coordinate with contract agencies, special districts, CBOs and NGOs to augment City EOC response efforts; assist the Liaison Coordinator coordinating functions of Agency Representatives and conducting VIP/visitor tours of the EOC; assist the PIO in informing public of Emergency/Disaster scope and recommended actions to survive the current situation; ensure proper reporting and resource request via RIMS.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Coordinate setup of EOC.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Assist EOC Director in determining appropriate staffing and make notifications.
- _____ Notify County Communications of EOC activation.
- _____ Notify County OES/Op Area staff of EOC activation.
- _____ Notify adjacent affected cities/town of EOC activation.
- _____ Confirm/test phones and fax numbers in EOC.
- _____ **Fax verified phone list** to County OES/Op Area (408 294-4851).
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Management objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Confirm CARES/agencies radio nets operational.
- _____ Ensure that proper warnings have been given to affected areas, agencies and facilities (Coordinate with Law Enforcement/PIO).
- _____ Create RIMS Incident/Event or Situation report.
- _____ Remind Section Chiefs/Management Staff to utilize checklists.
- _____ Remind Section Chiefs to maintain maps, charts, and other visuals.
- _____ Ensure an adequate supply of all ICS forms, message forms and notepads. (Coordinate with Facilities Unit).
- _____ Disseminate all pertinent information to EOC Section Chiefs.
- _____ Suggest EOC Director call Management Meeting after 1st hour.

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Emergency Services Coordinator (Reports to EOC Director)

- _____ Recommend Emergency Proclamation issuance when appropriate
- _____ Recommend Op Area EOC activation if needed.
- _____ Assist Planning/Intelligence Section Chief in drafting Action Plan.
- _____ Conduct VIP tours of EOC as time/circumstances allow.
- _____ Coordinate with the Santa Clara Op Area for activation of the
Emergency Management Mutual Aid System (EMMA), if required.
- _____ Coordinate info releases to the media with EOC Director & PIO.
- _____ Recommend EOC deactivation when appropriate.
- _____ If there is minimal or no damage to the City, be prepared to provide
mutual aid to other cities/op areas in the state.

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Emergency Services Coordinator (Reports to EOC Director)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (iii) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Director of Emergency Services and Personnel Branch.
- _____ Coordinate w/ Facilities Unit to restock EOC equipment/supplies.
- _____ Collect lists of lessons learned from Planning/Intell.
- _____ Collect lists of recommended changes to checklists.
- _____ Collect lists of additional supplies/equipment from Facilities Unit.
- _____ Prepare an After Action Report within 30 days and submit to the Op Area and REOC.
- _____ Coordinate with Finance Department on cost figures for Personnel, Goods, Service, Equipment and facilities used that will need documentation in order to obtain State/FEMA reimbursement
- _____ Coordinate with Personnel Department on documentation for Personnel hours worked during the emergency.
- _____ Coordinate with Personnel Depart./Safety O/Legal Advisor on Staff/DSWs Disaster-related injuries requiring Worker Comp Reports.
- _____ Coordinate with Public Works Department and Planning Department for Final Damage Assessment report preparation.
- _____ Coordinate with Public Works Department for recommendations for mitigation actions needed to reduce future problems.
- _____ Coordinate with special districts and agencies in mitigation efforts.
- _____ Be prepared to assist FEMA/State/Op Area (DFO/DRC/DAC) operations within the City.
- _____ Assist PIO in drafting and release of post-disaster news releases.
- _____ Draft Commendations for City Manager & City Council to recognize EOC staff work including DSWs, supporting CBOs, NGOs, contract agencies and special districts.

Emergency Services Coordinator (Reports to EOC Director)

Mission: Facilitate the overall functioning of the Cupertino EOC in compliance with SEMS and the State Emergency Services Act; assist and serve as an advisor to the EOC Director and EOC Staff during emergencies; recruit qualified DSWs; ensure compliance with Op Area emergency plans/procedures; coordinate with contract agencies, special districts, CBOs and NGOs to augment City EOC response efforts; assist the Liaison Coordinator in coordinating functions of Agency Representatives and conducting VIP/visitor tours of the EOC; assist the PIO in informing public of Emergency/Disaster scope and recommended actions to survive the current situation; ensure proper reporting and resource request via RIMS.

Before the Event

- _____ Review/update Emergency Plan, annually.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Review/update EOC participant list (Staff/DSWs/CBOs/NGOs).
- _____ Review/update list of valid EOC identification with EOC Security.
- _____ Maintain contact with County and Region coordinators.
- _____ Maintain contact with OES departments of adjacent cities/towns.
- _____ Maintain contact with City's EPC representative.
- _____ Maintain an EOC setup team for emergencies.
- _____ Conduct SEMS training to ensure Emergency Services Act compliance.
- _____ Conduct RIMS training to ensure correct reporting procedures.
- _____ Test EOC telephones/computers and radios monthly.
- _____ Conduct personal Disaster Preparedness training for City Staff.
- _____ Notify City Manager of emergency/disaster warnings received and recommend appropriate City response(s) including EOC activation level and /or Emergency Proclamation issuance.
- _____ Complete IS700 training www.fema.gov

Legal Advisor (Reports to EOC Director)

Mission: To provide legal advice to the City Director of Emergency Services during emergencies/disasters on the applicability of pertinent Federal and State Statutes laws and regulations and local ordinances.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from EOC Director and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Management Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Review the Emergency Services Act provisions on Emergency Proclamations.
- _____ Be available to render legal opinions on matters as they arise.
- _____ Be available to the Mayor/City Council members.
- _____ Review the EOC Action Plan and develop Legal Advisor's Action Plan to support and accomplish the Management goals.
- _____ Coordinate with the City Clerk on distribution of Emergency Proclamation, if issued.
- _____ Review any accident reports filed with Personnel Branch/Safety Officer for possible claims against City.
- _____ Advise EOC Director of any potential claims against the City related to this event.
- _____ Advise EOC Director of any potential legal actions the City might take related to the event.
- _____ **Do not release information to the media unless authorized by PIO.**
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

Management

Legal Advisor
(Reports to EOC Director)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Coordinate with City Clerk on distribution of Revocation of Emergency Proclamation, if appropriate.
- _____ Coordinate with Director, EOC/Em Serv (City Manager) for City Council review/ extension of Emergency Proclamation at next City Council meeting.
- _____ Advise City Council on Continuity of Government issues if any Council member became a casualty during the emergency.
- _____ Advise City Council on legal issues of reestablishing the seat of government if City Hall was rendered unusable/unsafe during past emergency.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Legal Advisor
(Reports to EOC Director)

Mission: To provide legal advice to the City Director of Emergency Services during emergencies/disasters on the applicability of pertinent Federal and State Statutes laws and regulations and local ordinances.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Legal Advisor checklist.
- _____ Prepare a “Go Kit” with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review the applicable federal, state and county statutes, laws, regulations and ordinances pertaining to emergency services and disaster relief (Section XIV, Cupertino Emergency Plan)
- _____ Complete IS700 training www.fema.gov

Legal Advisor
(Reports to EOC Director)

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Liaison Coordinator (Reports to EOC Director)

Mission: Incidents that are multi-jurisdictional, or have several agencies involved, may require the activation of the Liaison Coordinator position. The Liaison Officer is the City EOC contact for representatives assigned to the EOC by outside agencies as well as official visitors. These representatives are present because their specific area of expertise is needed for the event. Media and those participating in tactical assignments or unified command are not included in the scope of Liaison.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Management Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Be a point of contact for Agency and other Government Representatives and VIPs.
- _____ Advise the EOC Director of the presence of any VIP.
- _____ Advise the PIO of any VIP visits to the EOC.
- _____ Maintain a list of assisting / cooperating agencies and agency representatives.
- _____ Work with PIO to keep supporting agencies aware of incident status
- _____ Determine food/housing requirements agency representatives, dignitaries, VIPs and visitors to the EOC.
- _____ Monitor incident operations to identify current or potential inter-organizational problems.
- _____ Participate in planning meetings, noting current resource status limitations and capabilities of assisting agencies.
- _____ Disseminate all pertinent information to appropriate Section Chiefs.
- _____ Review EOC Action Plan and participate in creation of Management Action Plan to support and accomplish the goals.
- _____ Advise agency representatives of restrictions on media releases.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

Management

Liaison Coordinator
(Reports to EOC Director)**After the Event**

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Liaison Coordinator (Reports to EOC Director)

Mission: Incidents that are multi-jurisdictional, or have several agencies involved, may require the activation of the Liaison Coordinator position. The Liaison Officer is the City EOC contact for representatives assigned to the EOC by outside agencies as well as official visitors. These representatives are present because their specific area of expertise is needed for the event. Media and those participating in tactical assignments or unified command are not included in the scope of Liaison.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Liaison Coordinator checklist.
- _____ Prepare a “Go Kit” with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update potential housing sources.

Liaison Coordinator
(Reports to EOC Director)

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Public Information Branch (Reports to EOC Director)

Mission: To keep the citizens of the City of Cupertino advised of the emergency's scope, duration and impact, thereby exerting a positive, calming effect on public opinion; to publicize individual and group actions in the response efforts which reflect creditably on them and the City; to maintain contact with the three media specialties (print/radio/tv); to monitor media reports for possible errors; and to ensure that all people affected by the situation are kept informed (responders, cities, families of victims, etc).

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Management Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Fax PIO Emergency Contact phone/fax numbers to Op Area PIO (294-4786) and other interested cities.
- _____ Change recording on City Hall Lobby answering machine.
- _____ Set up Emergency Media Center in Council Chambers.
- _____ Assign someone to meet media in Lobby (Escort duty).
- _____ Restrict media City Hall access to Media Center facilities.
- _____ Set up PIO working spaces in City Clerk's area.
- _____ Establish a media briefing schedule-copy to Lobby/Media Center.
- _____ Assemble phone books, digital camera & lap top computer.
- _____ Determine need for phone bank activation-coordinate w/ PacBell's EOC rep; evaluate need for a public outdoor mobile phone facility.
- _____ Maintain contact with Op Area PIO (299.3361)
- _____ Disseminate applicable information to Section Chiefs.
- _____ Review EOC Action Plan and develop PIO input to support Management goals.
- _____ Distribute copies of media release(s)/information update(s) to EOC Staff/supporting agency reps.
- _____ Monitor published/broadcast media stories for corrections needed.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Public Information Branch
(Reports to EOC Director)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Public Information Branch (Reports to EOC Director)

Mission: To keep the citizens of the City of Cupertino advised of the emergency's scope, duration and impact, thereby exerting a positive, calming effect on public opinion; to publicize individual and group actions in the response efforts which reflect creditably on them and the City; to maintain contact with the three media specialties (print/radio/tv); to monitor media reports for possible errors; and to ensure that all people affected by the situation are kept informed (responders, cities, families of victims, etc).

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Public Information Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update media contact numbers (phone/fax/email).
- _____ Provide Public Information training as needed.
- _____ Recruit/train City employees/DSWs for phone bank duty.
- _____ Develop/review SOP for Emergency Media Center Ops.
- _____ Complete IS700 training www.fema.gov

**Public Information Branch
(Reports to EOC Director)**

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Safety Officer (Reports to EOC Director)

Mission: To develop, recommend and oversee measures for assuring EOC Staff personal safety; to assess EOC equipment for possible/potential safety hazards or unsafe conditions.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Keep your Section Chief advised of new developments.
- _____ Advise all EOC personnel to notify you of any unsafe conditions.
- _____ Instruct EOC Section Chiefs to stop staff actions which appear potentially unsafe. (The Safety Officer has the authority to immediately stop any EOC activity that he/she thinks is unsafe.)
- _____ Provide safety/health bulletins to EOC participants
- _____ Coordinate with Facilities Unit to ensure EOC Staff has:
 - i. adequate food and drink supplies available
 - ii. adequate restroom facilities available
 - iii. adequate rest/sleeping facilities available
 - iv. access to medical/mental health services
- _____ Investigate accidents that occur within the EOC site; coordinate with Personnel Branch in preparation of Worker's Compensation reports for EOC Staff.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

Safety Officer
(Reports to EOC Director)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (iii) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Safety Officer
(Reports to EOC Director)

Mission: To develop, recommend and oversee measures for assuring EOC Staff personal safety; to assess EOC equipment for possible/potential safety hazards or unsafe conditions.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Safety Officer checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Develop/update hazardous materials site safety plan.
- _____ Inspect EOC site(s) for possible/potential safety concerns.
- _____ Coordinate with the ESC to develop a First Aid kit and related supplies for use within the EOC when required.
- _____ Complete IS700 training www.fema.gov

Safety Officer
(Reports to EOC Director)

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Annex B

Operations

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The Operations Section is responsible for coordinating all City or Unified Command operations in support of the emergency response through implementation of the City's Action Plan

Standardized Emergency Management System (SEMS) Guidelines
Part I. System Description
c. Local Government Level, p.3

Preparedness and Event Checklists for:

- ❖ American Red Cross Unit
- ❖ Animal Control Unit
- ❖ Care and Shelter Branch
- ❖ CERT/MRC Unit
- ❖ EMS Unit
- ❖ Fire & Rescue Branch
- ❖ Law Enforcement Branch
- ❖ Operations Section Chief
- ❖ Public Works Branch
- ❖ Safety & Damage Assessment Unit
- ❖ Schools Coordinator Unit
- ❖ Utilities Unit

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American Red Cross Unit (Reports to Care & Shelter Branch)

Mission: To represent the interests of the Santa Clara Valley Chapter American Red Cross in the delivery of disaster services (food/temporary shelter/replacement clothing and in some instances, cash donations) to victims of emergencies/disasters; to educate the EOC staff on the capabilities and limitations of the local chapter; and to assist City authorities in disaster response and recovery operations.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Unit Leader or Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Assist in development of Operations Section objectives to support Management goals.
- _____ Keep your Unit Leader advised of new developments.
- _____ Establish communications channels with Chapter/related facilities.
- _____ Confirm status of potential shelter sites/assembly areas with Schools Coordinator and Care & Shelter Branch.
- _____ Confirm open traffic routes to shelter sites/assembly areas with Law Enforcement.
- _____ Confirm demographics of City population/special needs which may exist for interpreters, food requirements, and mobility
- _____ Evaluate the need to open a canteen for responders.
- _____ Confirm communications capabilities of the CARES Unit for potential shelter sites/assembly areas.
- _____ **Do not release information to the media unless authorized by PIO.**
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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American Red Cross Unit
(Reports to Care & Shelter Branch)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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American Red Cross Unit (Reports to Care & Shelter Branch)

Mission: To represent the interests of the Santa Clara Valley Chapter American Red Cross in the delivery of disaster services (food/temporary shelter/ replacement clothing and in some instances, cash donations) to victims of emergencies/disasters; to educate the EOC staff on the capabilities and limitations of the local chapter; and to assist City authorities in disaster response and recovery operations.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the ARC Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Ensure your communications unit and cell phone is charged with extra batteries and a recharging unit.

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American Red Cross Unit
(Reports to Care & Shelter Branch)

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Animal Control Unit (Reports to Care & Shelter Branch)

Mission: To coordinate the care, rescue and shelter of animals, both domestic and wild, displaced in emergencies within the City's boundaries; to provide disaster preparedness information to pet owners.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Unit Leader and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Assist in development of Operations Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Unit Leader advised of new developments.
- _____ Verify availability/capacity of animal hospitals/County Animal Shelter.
- _____ Provide a list of available animal hospitals/shelters to the Care & Shelter Branch, Planning/Intell Section and PIO.
- _____ Contact animal/pet stores/wholesale animal food companies to determine status of pet food stocks & other supplies.
- _____ Coordinate receipt/distribution of donated animal supplies with the Volunteer Coordination Unit.
- _____ Coordinate animal related media releases with PIO.
- _____ **Do not release information to the media unless authorized by PIO.**
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Animal Control Unit
(Reports to Care & Shelter Branch)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Animal Control Unit (Reports to Care & Shelter Branch)

Mission: To coordinate the care, rescue and shelter of animals, both domestic and wild, displaced in emergencies within the City's boundaries; to provide disaster preparedness information to pet owners.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Animal Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Interview and register citizens interested in performing volunteer services during emergencies; maintain a directory of such persons with contact methods, addresses, and a listing of their skills.
- _____ Provide a monthly updated roster of volunteer-candidates to the City Emergency Services Coordinator.
- _____ Review/update the telephone contact list of local Veterinarians, Animal Hospitals, County Animal Shelter and Wildlife Rescue Agencies.
- _____ Develop a volunteer data base of those willing to assist with animals during emergencies.

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Animal Control Unit
(Reports to Care & Shelter Branch)

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Care & Shelter Branch
(Reports to Operations Section Chief)

Mission: To arrange for the care and sheltering of victims and animals displaced by the emergency.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Operations Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Verify status of possible shelter sites/assembly areas w/ Schools Coordinator & Red Cross Units.
- _____ Verify status of food providers for shelters/assembly areas.
- _____ Report pertinent information to Operations Section Chief.
- _____ Coordinate with Fire & Rescue, Law Enforcement & Public Works Branches on possible evacuation areas and traffic flow routes.
- _____ Coordinate shelter site CARES stations with CARES Coordinator.
- _____ Advise shelter managers to be alert for symptoms of critical incident stress symptoms in shelter residents and shelter staff.
- _____ Coordinate with PIO on possible media visits to shelters and shelter ops news releases. (Remember shelter resident's privacy rights)
- _____ **Do not release information to the media unless authorized by PIO.**
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Care & Shelter Branch
(Reports to Operations Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Branch; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.
- _____ Complete IS700 training www.fema.gov

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Care & Shelter Branch
(Reports to Operations Section Chief)

Mission: To arrange for the care and sheltering of victims and animals displaced by the emergency.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Care & Shelter Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update Branch staffing requirements.
- _____ Review/update volunteer contact lists.
- _____ Review/update shelter agreements with Red Cross.
- _____ Review/update list of shelters, their capabilities and capacities.
- _____ Review/update food provider agreements for shelters.
- _____ Review/update food provider agreements for EOC.
- _____ Review/update list of trained shelter managers.
- _____ Conduct shelter management training as needed.
- _____ Review/update telephone lists and communications directories.
- _____ Review/update suppliers agreements/telephone contacts for shelter supplies/equipment (cots/blankets/port-a-potties/water)
- _____ Discuss possible deployment of amateur radio operators/equipment to shelter sites w/ CARES Coordinator.
- _____ Be familiar with locations of all special needs facilities (day care centers, nursing homes, rehabilitation, senior housing, etc.).

Care & Shelter Branch
(Reports to Operations Section Chief)

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CERT/MRC Unit (Reports to Fire and Rescue Branch)

Mission: The mission of the CERT Unit is to provide neighborhood situation status to first responder agencies and assist first responders, as requested, with volunteer Area CERT teams that may include a Medical Reserve Corps (MRC) component.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Branch Rep. and published situation report.
- _____ Evaluate additional staffing needs for your position and make
- _____ Determine name of your relief and attempt contact.
- _____ appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Coordinate CERT team situation status reports with CARES
- _____ members using Neighborhood Report form.
- _____ Track assigned resources.
- _____ Make arrangements for team feeding with Logistics Section.
- _____ Provide Neighborhood Status summaries to Fire and Rescue
- _____ Branch.
- _____ Receive resource requests from Fire and Rescue Branch.
- _____ Make supply and equipment requests to the Logistics Section.
- _____ Ensure CERT teams receive City status updates and other public
- _____ information as prepared by the PIO.

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CERT/MRC Unit
(Reports to Fire and Rescue Branch)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.
- _____ Send report of CERT/MRC activities to Emergency Management Institute, GoServ.
- _____ Prepare information for inclusion in MRC grant report.

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CERT/MRC Unit (Reports to Fire and Rescue Branch)

Mission: The mission of the CERT Unit is to provide neighborhood situation status to first responder agencies and assist first responders, as requested, with volunteer Area CERT teams that may include a Medical Reserve Corps (MRC) component.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the CERT/MRC Unit checklist.
- _____ Review/Update CERT and MRC forms and SOPs.
- _____ Prepare a "Go Kit" with unit SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/Update CERT/MRC contact list and DSW forms.
- _____ Provide CERT and MRC training to citizen volunteers.
- _____ Conduct exercises to enhance training.
- _____ Coordinate with Cupertino Amateur Radio Emergency Service (CARES) and include in planning and exercises.
- _____ Coordinate CERT/MRC response with Cupertino Medical Clinic, American Red Cross, County Public Health, County Fire, the Sheriff's Office and other entities, as identified.
- _____ Assist with development of neighborhood teams.
- _____ Develop Area CERT teams.
- _____ Keep up to date on current policies/trends through the Emergency Manager's Association CERT subcommittee.
- _____ Establish method of tracking assigned CERT teams and providing Neighborhood Status summaries to Fire and Rescue Branch.
- _____ Complete IS700 training www.fema.gov

CERT/MRC Unit
(Reports to Fire and Rescue Branch)

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EMS Unit (Reports to Fire & Rescue Branch)

Mission: To coordinate disaster medical resources, both public and private, for casualty assistance during times of emergencies/disasters in the City; to provide medical advice to the EOC staff in their Response Planning activities; to coordinate rapid and efficient medical evacuation of victims from the affected area(s) to hospitals/clinics serving Santa Clara County.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Operations Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Unit Leader advised of new developments.
- _____ Monitor use of AMR evacuation assets in affect area(s).
- _____ Coordinate with local hospitals and neighborhood clinics on the treatment and evacuation of victims from the affected area(s)
- _____ Coordinate with the Fire & Rescue Branch and field ICS CPs on the need for triage teams in affected area(s).
- _____ Establish communications, where possible, with field triage teams.
- _____ Coordinate the Law Enforcement Branch on the deployment of field triage teams through police perimeters.
- _____ Coordinate with the Logisitcs Section and local pharmacies and drug company representatives on providing any supply needs for field triage teams and neighborhood medical clinics/services.
- _____ Coordinate with the American Red Cross Representatives on medical service and supply needs at established shelters.
- _____ Coordinate with the Schools Coordinator Unit on medical services and supply needs at local academic institutions.
- _____ Monitor the patient loads at local medical treatment facilities.
- _____ Notify Cupertino Medical Clinic of anticipated patients and possible contaminants (if applicable).
- _____ Evaluate the need for a generator at Cupertino Medical Clinic.

EMS Unit
(Reports to Fire & Rescue Branch)

- _____ Coordinate with the Logistics Section's Transportation Unit for supplemental casualty evacuation means from the affected area(s).
- _____ Assist the Planning/Intelligence Section in confirming/validating casualty figures.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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EMS Unit
(Reports to Fire & Rescue Branch)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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EMS Unit
(Reports to Fire & Rescue Branch)

Mission: To coordinate disaster medical resources, both public and private, for casualty assistance during times of emergencies/disasters in the City; to provide medical advice to the EOC staff in their Response Planning activities; to coordinate rapid and efficient medical evacuation of victims from the affected area(s) to hospitals/clinics serving Santa Clara County.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the EMS Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Be familiar with the Santa Clara County Multiple Casualty Incident Plan.
- _____ Develop a list of volunteer medical/dental resources in the City.
- _____ Become familiar with American Medical Response (AMR) capabilities and limitations as well those of private ambulance services available in Santa Clara County.
- _____ Become familiar with medically-related Mutual Aid capabilities.

Fire & Rescue Branch (Reports to Operations Section Chief)

Mission: To provide for rapid systematic mobilization, organization and operation of necessary fire and rescue resources to mitigate the effects of emergencies/disasters. The Santa Clara County Fire Department as the City's contracted fire service will coordinate fire field forces as IC, establishing needs, providing resources and developing tactical plans and strategic responses.

Objectives:

- Coordinate fire fighting and rescue resources
- Extinguish all fires
- Conduct search and rescue operations
- Administer basic and advanced life support
- Coordinate medical transportation
- Control hazardous materials incidents/radiological accidents
- WMD/NBC
- Order evacuations

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Operations Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Open workstation and check operation of phones and other communications equipment.
- _____ Obtain cellular telephone and staff command binder.
- _____ Assess situation.
- _____ Maintain contact with on call "A" unit.
- _____ Request/coordinate mutual aid with the Op Area Coordinator.
- _____ Relay field damage surveys to Planning/Intelligence Section.
- _____ Maintain a Fire/Rescue incident chart and map record of all major fire/rescue incidents and resources commitments.
- _____ Complete a Fire/Rescue situation report at the end of each operational period or upon request of the Planning Section Chief.
- _____ Keep field ICs advised of all applicable EOC information.

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Fire & Rescue Branch
(Reports to Operations Section Chief)

- _____ Coordinate feeding/sheltering of fire personnel with Logistics Sect.
- _____ Determine if weather conditions will complicate large and intense fires, hazardous materials released, major medical incidents and/or other potential problems.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Fire & Rescue Branch
(Reports to Operations Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Branch; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Fire & Rescue Branch (Reports to Operations Section Chief)

Mission: To provide for rapid systematic mobilization, organization and operation of necessary fire and rescue resources to mitigate the effects of emergencies/disasters. The Santa Clara County Fire Department as the City's contracted fire service will coordinate fire field forces as IC, establishing needs, providing resources and developing tactical plans and strategic responses.

Objectives:

- Coordinate fire fighting and rescue resources
- Extinguish all fires
- Conduct search and rescue operations
- Administer basic and advanced life support
- Coordinate medical transportation
- Control hazardous materials incidents/radiological accidents
- WMD/NBC
- Order evacuations
-

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Fire & Rescue Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update EOC staffing requirements.
- _____ Verify section contact information.
- _____ Ensure your communications unit and cell phone are charged; have extra batteries and a recharging unit.
- _____ Complete IS700 training www.fema.gov

Law Enforcement Branch

(Reports to Operations Section Chief)

Mission: To coordinate with the Sheriff's Department for the notification of the public of an impending or existing emergency; the safe movement and evacuation of the population out of the affected area; the needs for law enforcement, traffic control and security at incident sites; to monitor requests for Law Enforcement Mutual Aid from on-scene emergency responders in the field and to supervise the Law Enforcement Branch personnel; to keep the Sheriff's Department advised of the City's Emergency Response Plans as developed in the EOC; to perform as the Law Enforcement element of an EOC Unified Command structure when activated.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Operations Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Maintain the current status of Sheriff's Department units operating in the City and affected area.
- _____ Be aware of other law enforcement organizations operating in the City/affected area.
- _____ Anticipate the possible need to deploy specialized law enforcement units such as bomb disposal or urban search and rescue.
- _____ Coordinate road closure information with Planning/Intelligence.
- _____ Evaluate potential evacuation routes, notification systems & transportation sources.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

Law Enforcement Branch
(Reports to Operations Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Branch; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Law Enforcement Branch

(Reports to Operations Section Chief)

Mission: To coordinate with the Sheriff's Department for the notification of the public of an impending or existing emergency; the safe movement and evacuation of the population out of the affected area; the needs for law enforcement, traffic control and security at incident sites; to monitor requests for Law Enforcement Mutual Aid from on-scene emergency responders in the field and to supervise the Law Enforcement Branch personnel; to keep the Sheriff's Department advised of the City's Emergency Response Plans as developed in the EOC; to perform as the Law Enforcement element of an EOC Unified Command structure when activated.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Law Enforcement Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review the contingency plans of the Sheriff's Department for local emergencies.
- _____ Evaluate potential evacuation routes & notification systems.
- _____ Check out a Department communications package including a cell phone, portable radio, and a lap top computer. Ensure extra batteries, chargers and communications directories are included.
- _____ Complete IS700 training www.fema.gov

Law Enforcement Branch
(Reports to Operations Section Chief)

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Operations Section Chief (Reports to EOC Director)

Mission: To manage the overall City response to the emergency by anticipating needs and acquiring appropriate personnel and resources. The nature of the emergency (multi-hazard), Law Enforcement, Fire, Public Health, and/or Public Works will determine the EOC Director's choice for Operations Chief upon EOC activation.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Manage the Operations Section staff.
- _____ Obtain briefing from published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Review EOC Action Plan and develop Operations Section Action Plan to support and accomplish Management goals.
- _____ Disseminate all pertinent information received to other Section Chiefs and Operations Section Staff.
- _____ Review Operations Section staffing as emergency progresses.
- _____ Request Mutual Aid from the Op Area as early as possible.
- _____ Coordinate with Planning/Intelligence Section on possible City responses, priorities & objectives.
- _____ Coordinate with Logistics Section on available City resources, possible needs and anticipated deficiencies.
- _____ Coordinate with the PIO on City responses and warnings/alerts to local residents of possible affected areas
- _____ Coordinate with PIO for VIPs briefings.
- _____ Coordinate with Liaison Coordinator for briefings from representatives.
- _____ of government agencies on their capabilities/ limitations to support City response plans.
- _____ Recommend activation of specialized Operational Branches and Units to EOC Director, when need is identified.
- _____ Coordinate with Special Districts, supporting/contract agencies, CBOs & NGOs representatives.
- _____ Coordinate with Personnel Section when DSW needs are identified by responding agencies & departments.

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Operations Section Chief

(Reports to EOC Director)

- _____ Coordinate with Communications Unit/CARES Unit as additional communications needs are identified.
- _____ Coordinate with Op Area if National Guard support is needed.
- _____ Recommend gradual or full EOC deactivation when responders report the emergency situation is diminishing/contained/or ended.
- _____ Disseminate all information received to Section Chiefs.
- _____ Keep EOC Director and Section staff apprised of significant events.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Operations Section Chief
(Reports to EOC Director)**After the Event**

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Branch; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Operations Section Chief (Reports to EOC Director)

Mission: To manage the overall City response to the emergency by anticipating needs and acquiring appropriate personnel and resources. The nature of the emergency (multi-hazard), Law Enforcement, Fire, Public Health, and/or Public Works will determine the EOC Director's choice for Operations Chief upon EOC activation.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Operations Section Chief checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update EOC Operations Section staffing requirements.
- _____ Complete IS700 training www.fema.gov

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Public Works Branch
(Reports to Operations Section Chief)

Mission: To manage the overall public works response to emergencies; to coordinate with other responding agencies and support their emergency response efforts; to develop the Public Works portion of the EOC Action Plan to achieve Management goals and to function as part of an EOC Unified Command structure, when appropriate.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Operations Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Arrange for feeding of field units with Logistics Section.
- _____ Arrange for shift rotation/rest of field units.
- _____ Work with Planning/Intell Section to identify resources needed and anticipated deficiencies.
- _____ Verify status of resources.
- _____ Review MOUs to acquire additional needed resources.
- _____ Determine needs that can be met with City resources.
- _____ Request resources beyond the city's capabilities from the Op Area as soon as possible.
- _____ Verify Utilities status.
- _____ Coordinate utilities repairs and restoration.
- _____ Coordinate temporary utility installations and service requirements.
- _____ Arrange for sewer and water main inspections.
- _____ Confirm status of Stevens Creek Dam/Reservoir and flood control drainage within the City with the SCVWD.
- _____ Determine status of local roads and highways from Law Enforcement and Fire & Rescue Branches.
- _____ Determine status of City buildings and facilities; coordinate building inspections where needed.
- _____ Coordinate refuse and debris removal from affected areas.

Public Works Branch
(Reports to Operations Section Chief)

- _____ Disseminate all pertinent information to appropriate Section Chiefs.
- _____ Review EOC Action Plan and develop Public Works Action Plan to support and accomplish Management goals.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Public Works Branch
(Reports to Operations Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

Recovery Phase

- _____ Coordinate with ESC on Final Damage Assessment report.
- _____ Coordinate with ESC on recommendations for mitigation actions needed to reduce future emergency/disaster effects.

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Public Works Branch
(Reports to Operations Section Chief)

Mission: To manage the overall public works response to emergencies; to coordinate with other responding agencies and support their emergency response efforts; to develop the Public Works portion of the EOC Action Plan to achieve Management goals and to function as part of an EOC Unified Command structure, when appropriate.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Personnel Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update Public Works EOC Staffing requirements.
- _____ Review/update Utilities contacts list.
- _____ Complete IS700 training www.fema.gov

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Safety /Damage Assessment Unit (Reports to Public Works Branch)

Mission: To coordinate the inspection of private and commercial structures located in the City after an emergency/disaster to determine structural integrity, safe usage and continued building code compliance. To collect initial safety/damage assessment information from the branches/units in the Operations Section; to collate additional input from field inspection units; to draft the RIMS Initial Damage Estimate (IDE); to modify/amend the IDE as new facts become available.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Branch and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Operations Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Branch leader advised of new developments.
- _____ Coordinate with the Operations Section Branches/Units for safety/damage reporting from field units.
- _____ Monitor RIMS Status and IDE reports from affected adjacent jurisdictions.
- _____ Maintain a Safety/Damage Assessment status board in the EOC.
- _____ Coordinate IDE reporting with the utility/special district representatives present in the EOC.
- _____ Modify the RIMS IDE submission as new validated facts become available.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Safety /Damage Assessment Unit (Reports to Public Works Branch)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section Chief.
- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section Chief)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Safety /Damage Assessment Unit (Reports to Public Works Branch)

Mission: To coordinate the inspection of private and commercial structures located in the City after an emergency/disaster to determine structural integrity, safe usage and continued building code compliance. To collect initial safety/damage assessment information from the branches/units in the Operations Section; to collate additional input from field inspection units; to draft the RIMS Initial Damage Estimate (IDE); to modify/amend the IDE as new facts become available.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Safety/Damage Assessment Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals, appropriate state and local construction regulations, policies and zoning laws.
- _____ and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Become familiar with the RIMS IDE Report format.
- _____ Maintain a list of qualified inspection teams available to the City for Safety/Damage Assessment field assignments.
- _____ Identify local non-governmental professionals qualified/licensed to assess structural integrity of public and private construction.
- _____ Be familiar with the ATC 20 Standards and guidelines.
- _____ Be familiar with state and local building and zoning codes and the latest edition of the Cupertino General Plan.
- _____ Complete IS700 training www.fema.gov

Safety /Damage Assessment Unit
(Reports to Public Works Branch)

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Schools Coordination Unit (Reports to Care & Shelter Branch)

Mission: To be a coordination and information channel between the City EOC and the academic institutions located within the City's boundaries.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Operations Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Contact school districts to offer information and obtain status of individual campuses.
- _____ Determine campus administrator's intentions.
- _____ Ascertain current campus population numbers (adults & minors).
- _____ Provide District/campus contact with your name/EOC phone #.
- _____ Keep Section Chief informed of schools status/population #s.
- _____ Confirm status of School District's transportation resources; notify Transportation Unit of resources quantity.
- _____ Confirm status of high school campus facilities as potential shelter locations; confirm data with Care and Shelter Branch/ARC Unit.
- _____ Notify District/schools campuses of EOC deactivation.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Schools Coordination Unit
(Reports to Care & Shelter Branch)**After the Event**

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Schools Coordination Unit (Reports to Care & Shelter Branch)

Mission: To be a coordination and information channel between the City EOC and the academic institutions located within the City's boundaries.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Personnel Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Be familiar with the location of each academic institution within the City's boundaries.
- _____ Be acquainted with the ESC of the Cupertino Union School District, the DeAnza Community College, the three (3) Fremont Union High School District campuses (Cupertino HS/ Homestead HS/ Monta Vista HS) and St Joseph's Parish elementary school.
- _____ Test on-campus CARES Ham radio stations.
- _____ Update phone communications rosters.

Schools Coordination Unit
(Reports to Care & Shelter Branch)

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Utilities Unit (Reports to Public Works Branch)

(For Joint Use)

AT&T Telecommunications
(Cable Television Services)
California Water Company
Los Altos Garbage Company
Pacific Gas & Electric Company
Pacific Bell Telephone Company
San Jose Water Company
Santa Clara Valley Water District

Mission: To restore your organization's product/services to a pre-emergency established customer base, within the City of Cupertino, on an uninterrupted basis; provide emergency supplies/assistance during the event.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Operations Section objectives to support EOC Action Plan Management goals.
- _____ Establish communications with your organization's operations center.
- _____ Verify your organization's operational/delivery status within the City.
- _____ Be prepared to brief EOC staff members, as needed, on your organization's operational and facilities status, capabilities and repair/restoration status and temporary facilities emplacement
- _____ **Do not release information to the media unless authorized by PIO.**
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Utilities Unit
(Reports to Public Works Branch)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Utilities Unit (Reports to Public Works Branch)

Mission: To restore your organization's product/services to a pre-emergency established customer base, within the City of Cupertino, on an uninterrupted basis; provide emergency supplies/assistance during the event.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Utilities Unit checklist.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Ensure your deployment pack is up-to-date with your organization's SOPs, policy letters, procedural directives/handbooks and communications directories.
- _____ Obtain appropriate maps and schematics of your organization's delivery system as established within the City.
- _____ Obtain access keys and codes needed to enter your organization's Cupertino facilities.
- _____ Ensure your communications unit and cell phone are charged with extra batteries and charger unit.

Utilities Unit
(Reports to Public Works Branch)

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Annex C

Planning/Intelligence (Tells It)

The Planning/Intelligence Section is responsible for collecting, evaluating, and disseminating information; developing The EOC's Action Plan in *coordination* with other EOC Sections; and maintaining documentation

Standardized Emergency Management System (SEMS) Guidelines
Part I. System Description
c. Local Government Level, P.3

Preparedness and Event Checklists for:

- ❖ CARES Unit
- ❖ Communications Unit
- ❖ Documentation Branch
- ❖ Planning/Intelligence Section Chief
- ❖ Recovery Planning Branch
- ❖ RIMS Reporting Unit
- ❖ Situation Analysis Branch

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CARES Unit (Reports to Situation Analysis Branch)

Mission: To provide an Amateur Radio Communications capability and redundant communications to the Cupertino EOC and alternate EOC in accordance with the Memorandum of Understanding between CARES and The City of Cupertino during periods of threatened or actual emergencies; to establish a redundant communications capability under emergency conditions at key public and private installations within the City; to establish a source of instant communications between the City EOC and neighborhood organizations and CERTs mobilized during emergencies.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Planning/Intell Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Activate the CARES communications nets at once.
- _____ Immediately notify the EOC/ESC of any failures in the emergency communications nets.
- _____ Route all incoming EOC message traffic to the addressee.
- _____ Outgoing message traffic from EOC staff sections will be transmitted as follows:
 1. Priority (life threatening messages first, property second, environment third, others fourth)
 2. Routine on a first come, first served basis
 3. Information on a first come, first served basis
- _____ The CARES EOC staff shift schedule, including breaks, will be managed by the CARES Coordinator or his designee.
- _____ The on-duty CARES EOC staff will follow the communications procedures developed and promulgated by the Santa Clara Op Area, state and national ARES/RACES organizations and protocols.
- _____ Assist in development of Planning/Intell objectives to support EOC Action Plan Management goals.

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CARES Unit
(Reports to Situation Analysis Branch)

- _____ Operate the alternate EOC CARES Communications facility during emergencies with an appropriate size staff capable of assuming the primary communications role in event the evacuation of the Primary EOC is ordered on short or no notice.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.
- _____ Deactivate the CARES communications nets and the alternate EOC CARES capabilities when ordered by the EOC Director.
- _____ Broadcast an EOC deactivation message to all stations on the CARES nets when ordered by the EOC Director to deactivate.

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CARES Unit
(Reports to Situation Analysis Branch)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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CARES Unit (Reports to Situation Analysis Branch)

Mission: To provide an Amateur Radio Communications capability and redundant communications to the Cupertino EOC and alternate EOC in accordance with the Memorandum of Understanding between CARES and The City of Cupertino during periods of threatened or actual emergencies; to establish a redundant communications capability under emergency conditions at key public and private installations within the City; to establish a source of instant communications between the City EOC and neighborhood organization and CERTs mobilized during emergencies.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the CARES Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update CARES telephone contact list.
- _____ Develop communications capabilities to support the primary and alternate City EOCs emergency response activities and reporting/coordination with the County-wide emergency management organization and supporting EOCs.
- _____ Recruit and train an adequate cadre of amateur radio personnel to accomplish stated communications capabilities.
- _____ Maintain currency under federal/state laws and regulations and licensing requirements governing amateur radio operations.
- _____ Participate in periodic training exercises for the emergency communications nets within the Santa Clara Op Area.
- _____ Maintain the CARES communications equipment in a constant state of operational readiness.
- _____ Instantly notify the City Emergency Services Coordinator of any equipment failure(s)/condition(s) which seriously impacts the CARES ability to perform their operational roles and the expected duration of such condition(s).
- _____ Complete IS700 training www.fema.gov

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Documentation Branch (Reports to Planning/Intelligence Section Chief)

Mission: To collect, organize, and file all completed EOC event or disaster related forms to include all position logs, situation status reports, EOC Action Plans, and any other related information, just prior to the end of each operational reporting period; to assist the Recovery Position in documenting all allowable recovery costs; and to function as the alternate recorder of the EOC Action Planning meetings.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Planning/Intell Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Collect, organize, and file all completed EOC event or disaster related forms to include all position logs, situation status reports, EOC Action Plans, duty rosters and any other related event information just prior to the end of each Operational Period.
- _____ Remind all Section Chiefs at the EOC Action Planning meeting of Documentation collection/filing program requirements.
- _____ Act as the alternate recorder of EOC Action Planning meetings.
- _____ Act as an alternate RIMS Computer operator, when needed.
- _____ Be prepared to perform such other EOC duties as the Planning/Intell Section Chief may direct.
- _____ Remind all Staff Sections/Branches/Units of the Lessons Learned Reports due at the end of the event/emergency.
- _____ Assist the Situation Analysis position in posting validated statistics on the EOC display boards.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Documentation Branch
(Reports to Planning/Intelligence Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Collate the Lessons Learned Reports at the end of the event/ disaster and assist the Planning/Intell Section Chief in drafting the final report.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Documentation Branch
(Reports to Planning/Intelligence Section Chief)

Mission: To collect, organize, and file all completed EOC event or disaster related forms to include all position logs, situation status reports, EOC Action Plans, and any other related information, just prior to the end of each operational reporting period; to assist the Recovery Position in documenting all allowable recovery costs; and to function as the alternate recorder of the EOC Action Planning meetings.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Documentation Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review the EOC Action Plan format.
- _____ Confirm the status and location of the Documentation position filing system and required equipment/supplies in the EOC.
- _____ Be acquainted with the State OES RIMS report forms.
- _____ Complete IS700 training www.fema.gov

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Documentation Branch
(Reports to Planning/Intelligence Section Chief)

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Planning/Intelligence Section Chief (Reports to EOC Director)

Mission: To compile and provide a visual display of all information related to the emergency; draft an EOC Action Plan, listing response priorities/objectives for each Operational Period; facilitate the EOC Action Planning meetings; provide Situation Status and Damage Assessment reports to the Op Area; accomplish Recovery planning in accordance with forecasted developments reported by field ICS units.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Manage the Planning/Intell Section staff.
- _____ Obtain briefing from published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Review EOC Action Plan and develop Finance Action Plan to support and accomplish Management goals.
- _____ Document building damage, road damage, casualties, etc on large displays.
- _____ Arrange for feeding of field units with Logistics Section.
- _____ Arrange for shift rotation/rest of field units.
- _____ Prepare Situation Status report on RIMS.
- _____ Draft EOC Action Plan with EOC Director.
- _____ Conduct EOC Action Planning meetings.
- _____ Arrange for safety/damage assessment inspections.
- _____ Keep EOC Director and Section staff apprised of significant events.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Planning/Intelligence Section Chief
(Reports to EOC Director)

After the Event

- _____ Return the vest to storage.
- _____ Collect all paperwork from other EOC participants.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report.
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Branch; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

Recovery Phase

- _____ Assist ESC with draft of the After Action Report in coordination with the Recovery Unit leader. (Due 30 days after the event)

Planning/Intelligence Section Chief (Reports to EOC Director)

Mission: To compile and provide a visual display of all information related to the emergency; draft an EOC Action Plan, listing response priorities/objectives for each Operational Period; facilitate the EOC Action Planning meetings; provide Situation Status and Damage Assessment reports to the Op Area; accomplish Recovery planning in accordance with forecasted developments reported by field ICS units.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Planning/Intell Section Chief checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update EOC Planning/Intell Section staffing requirements.
- _____ Review RIMS operating/ reporting instructions.
- _____ Coordinate RIMS training with Emergency Services Coordinator.
- _____ Complete IS700 training www.fema.gov

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Planning/Intelligence Section Chief
(Reports to EOC Director)

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Recovery Planning Branch (Reports to Planning/Intelligence Section Chief)

Mission: To develop plans for potential Response and Recovery actions related to issues likely to occur beyond the next operational period, generally in the 36 to 72 hour timeframe; to draft Demobilization Plan for the EOC Staff based upon projected needs in concert with the Response and Recovery Plan.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Planning/Intell Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Meet individually with the Sections Chiefs and the various Branch/Units to determine the best estimates for the future direction and outcome of the event /disaster.
- _____ Monitor RIMS for Situation Reports from other affected jurisdictions and the Op Area(s).
- _____ Monitor the progress/achievements of the current EOC Action Plan, as related to advanced planning.
- _____ Draft Recovery Response Plan(s) identifying future policy related issues, social and economic impacts, significant response and recovery resources needs, and any other key issues likely to affect EOC operations within the 36 to 72 hour timeframe.
- _____ Submit the Draft Recovery Plan(s) to the Planning/Intell Section Chief for review and approval prior to briefing other Section Chiefs.
- _____ Develop proposed amendments to the Recovery Plan(s) as the situation warrants and Mutual Aid resources become available, or lost, to other affected areas under priorities assigned by the Op Area/the State OES/supporting special districts.
- _____ Develop a proposed Demobilization Plan for the EOC staff based upon the forecasts contained in the Response Plan(s). and transition to the Recovery Plans. (Demobilization may be graduated; request input from the Section Chiefs for projected staffing requirements.)

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Recovery Planning Branch
(Reports to Planning/Intelligence Section Chief)

- _____ Act as the alternate Planning/Intelligence Section Chief, when necessary.
- _____ Act as the alternate facilitator for the EOC Action Planning meetings.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Recovery Planning Branch

(Reports to Planning/Intelligence Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Collect After Action Reports from Section Chiefs.
- _____ Prepare a list of:
 - (I) lessons learned for After Action report
 - (i) needed changes to checklists (to ESC)
 - (ii) requests for additional supplies/equipment (to Facilities Branch)
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Recovery Planning Branch (Reports to Planning/Intelligence Section Chief)

Mission: To develop plans for potential Response and Recovery actions related to issues likely to occur beyond the next operational period, generally in the 36 to 72 hour timeframe; to draft Demobilization Plan for the EOC Staff based upon projected needs in concert with the Response and Recovery Plan.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Recovery Planning Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/become familiar with the provisions of:
 Chapter VIII, Mutual Aid System;
 Chapter XII, Recovery Operations;
 Chapter XIII, Hazard Analysis and Mitigation;
 Annex F, Terrorism; and
 Chapter XIV, Authorities and References, of the *Cupertino Emergency Operations Plan*
- _____ Review/become familiar with the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (PL 93-288) as amended
- _____ Review and become familiar with the provisions of the *The Federal Response Plan (PL 93-299)*
- _____ Review procedures for operating/accessing RIMS.
- _____ Complete IS700 training www.fema.gov

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RIMS Reporting Unit (Reports to Documentation Branch)

Mission: To report data submitted by the EOC Sections into the RIMS before, during and after emergencies/disasters; to assist Situation Status Unit.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Planning/Intell Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Ensure RIMS computer equipment is functioning properly.
- _____ Report any computer equipment malfunction to IT.
- _____ Remind Staff Sections of RIMS reporting times for their Section/Branch/Unit reports.
- _____ Submit any RIMS reports from adjacent affected jurisdictions to ESC and Section Chiefs.
- _____ Distribute hard copies of all submitted RIMS reports to ESC, Section Chiefs and Documentation Unit.
- _____ **Do not release information to the media unless authorized by PIO.**
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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RIMS Reporting Unit

(Reports to Documentation Branch)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section Chief.
- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section Chief)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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RIMS Reporting Unit (Reports to Documentation Branch)

Mission: To report data submitted by the EOC Sections into the RIMS before, during and after emergencies/disasters; to assist Situation Status Unit.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the RIMS Reporting Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review RIMS reporting procedures.
- _____ Maintain the RIMS EOC position manual.
- _____ Coordinate RIMS training for EOC Staff with ESC.
- _____ Maintain contact with County RIMS Staff.
- _____ Complete IS700 training www.fema.gov

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Situation Analysis Branch (Reports to Planning/Intelligence Section Chief)

Mission: Collect, organize and analyze the information being received on the size, scope and estimated duration of the current/threatened emergency/disaster; validate the collected information; post statistics on status boards; submit validated facts on the situation to the RIMS Reporting System; assist the Planning/Intell Section Chief in drafting the EOC Action Plan.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Planning/Intell Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Coordinate with Operations Section Branches and Units on status of field response operations/personnel involved and equipment deployed as well as verified damage/destruction to public and private property.
- _____ Obtain casualty/injury information from the Fire and Rescue Branch and the Medical/ Public Health Branch.
- _____ Obtain evacuation information from Operations/Law Branch.
- _____ Obtain information about the number/location of shelters established, number of occupants and % of capacity utilized from the Operations/Care & Shelter/Red Cross Unit.
- _____ Post validated public and private structural and infrastructure damage, casualty status, etc. on large EOC display board.
- _____ Brief the Section Chief frequently on the validated statistics reported by field operations response units.
- _____ Coordinate with the RIMS position on the submission of Situation Reports.
- _____ Act as recorder for the EOC Action Planning meetings.
- _____ Document status of roadways including: Hwy 280, Hwy 101, Hwy 85, San Thomas Expwy and Lawrence Expwy, Highway 9 into the Santa Cruz Mountains and arterial street/road network exiting the City.
- _____ Document status of schools.

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Situation Analysis Branch
(Reports to Planning/Intelligence Section Chief)

- _____ Be prepared to accomplish such other EOC duties as directed by the Planning/Intelligence Section Chief.
- _____ Review all damage assessment inspection reports.
- _____ Disseminate all information received to Section Chiefs.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Situation Analysis Branch
(Reports to Planning/Intelligence Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section Chief.
- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section Chief)
 - (ii) needed changes to checklists (to ESC).
 - (iii) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

Situation Analysis Branch (Reports to Planning/Intelligence Section Chief)

Mission: Collect, organize and analyze the information being received on the size, scope and estimated duration of the current/threatened emergency/disaster; validate the collected information; post statistics on status boards; submit validated facts on the situation to the RIMS Reporting System; assist the Planning/Intell Section Chief in drafting the EOC Action Plan.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Situation Analysis Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review the RIMS Situation report format.
- _____ Review EOC Action Plan format and prepare sufficient blank copies for initial Action Planning meeting.
- _____ Confirm the location and condition of the Planning/Intell Section status boards: make new status boards if required.
- _____ Confirm adequate EOC forms and office supplies are on-hand for the Planning/Intell Section.
- _____ Complete IS700 training www.fema.gov

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Annex D

Logistics (Gets it)

The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials.

Standardized Emergency Management System (SEMS) Guidelines
Part I. System Description
c. Local Government Level, p.3

Preparedness and Event Checklists for:

- ❖ Communications Branch
- ❖ Donations Management Unit
- ❖ Facilities Branch
- ❖ Information Technology Branch
- ❖ Logistics Section Chief
- ❖ Personnel Branch
- ❖ Resources Branch
- ❖ Supplies Branch
- ❖ Transportation Branch
- ❖ Volunteer Coordination Unit

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Communications Branch

(Reports to Logistics Section Chief)

Mission: The purpose of the Communications function is to ensure that adequate radio and telecommunications are available, in the field and EOC, during a terrorist event.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Logistics Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Immediately notify the EOC/ESC of any failures in the emergency communications equipment.
- _____ Establish contact with telephone, radio and pager reps.
- _____ Provide additional communications devices, on request.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Communications Branch
(Reports to Logistics Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Logistics Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Communications Branch

(Reports to Logistics Section Chief)

Mission: The purpose of the Communications function is to ensure that adequate radio and telecommunications are available, in the field and EOC, during a terrorist event.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Communications Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update resource telephone contact list.
- _____ Develop communications capabilities to support the primary and alternate City EOCs emergency response activities and reporting/coordination with the County-wide emergency management organization and supporting EOCs.
- _____ Conduct monthly telephone and radio checks.
- _____ Complete IS700 training www.fema.gov

Communications Branch
(Reports to Logistics Section Chief)

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Donations Management Unit (Reports to Resources Branch)

Mission: Coordinate receipt/distribution of donated goods.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Unit Leader and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Assist in development of Logistics Section objectives to support EOC Action Plan Management goals.
- _____ Identify needed supplies via EOC sections
- _____ Maintain a database of donations received
- _____ Establish a donation receipt procedure
- _____ Work with PIO to publicize donation needs
- _____ Keep your Unit Leader advised of new developments.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Donations Management Unit

(Reports to Resources Branch)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Donations Management Unit (Reports to Resources Branch)

Mission: To coordinate receipt/distribution of donated goods.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Donations Management Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Interview and register citizens interested in performing volunteer services during emergencies; maintain a directory of such persons with contact methods, addresses, and a listing of their skills.
- _____ Provide a monthly updated roster of volunteer-candidates to the City Emergency Services Coordinator.
- _____ Be acquainted with City emergency requirements for volunteers and organizations/response groups having personnel needs.
- _____ Establish contacts with groups willing to provide support services to victims and next-of kin during and following emergencies.
- _____ Develop an SOP for operation of a victims registry and next-of-kin support services center.
- _____ Develop an SOP for the operation of a donations center.

Donations Management Unit
(Reports to Resources Branch)

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Facilities Branch (Reports to Logistics Section Chief)

Mission: To ensure adequate essential facilities are available to EOC staff during the response effort; to coordinate securing access to the facilities, providing furniture, office supplies, food, beverages, rest area(s), sanitation/shower sources, and janitorial assistance to keep the operating spaces safe and efficient.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Logistic Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Immediately coordinate with the Building Inspector to determine if City Hall/EOC site is safe for occupancy following an earthquake; advise the ESC if relocation to the alternate EOC site is necessary or desirable.
- _____ Coordinate with the EOC Security Officer to review plans for securing the facility and adjacent parking areas; designation of parking for on-duty and incoming shift personnel, VIP's and EOC official visitors, representatives of supporting agencies and EOC support vehicles.
- _____ Coordinate with the EOC PIO to review the support needs of the emergency media center including media access to the City Hall/alternate EOC site and controlled media vehicle parking.
- _____ Coordinate with the EOC Safety Officer to ensure:
 - i. an EOC evacuation plan is prepared.
 - ii. emergency exits are clearly marked.
 - iii. the maximum EOC population limit has been established.
 - iv. emergency support equipment is available to the EOC including fire extinguishers, stretchers, defibrillator etc.
- _____ Coordinate with the Logistics Section Supply Branch to:
 - i. Confirm the EOC emergency food and beverage suppliers delivery times, EOC population count and shift working schedules.

Logistics

Facilities Branch
(Reports to Logistics Section Chief)

- ii. Contact the City Hall janitorial service to establish service times.

- iii. Potential delivery of additional office supplies.

_____ Coordinate with the Operations Section Public Works Unit to have the building services person available for support as required and the engineering service person to monitor the emergency generator operations.

_____ Do not release information to the media unless authorized by PIO.

_____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Facilities Branch
(Reports to Logistics Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.
- _____ Coordinate with the Publics Work Unit to return the EOC site(s) to normal working space conditions.

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Facilities Branch
(Reports to Logistics Section Chief)

Mission: To ensure adequate essential facilities are available to EOC staff during the response effort; to coordinate securing access to the facilities, providing furniture, office supplies, food, beverages, rest area(s), sanitation/shower sources, and janitorial assistance to keep the operating spaces safe and efficient.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Facilities Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review the existing purchasing agreements negotiated by the City staff for emergency re-supply of office materials, emergency food and beverage service including bottled water, and janitorial service.
- _____ Visit the primary and alternate EOC sites to gain familiarity with the work space capabilities and limitations.
- _____ Conduct a monthly full load test of City Hall generator.
- _____ Conduct a monthly full load test of Service Center generator.
- _____ Complete IS700 training www.fema.gov

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Information Technology Branch (Reports to Logistics Section Chief)

Mission: To ensure the Information Systems of the City of Cupertino are available to the EOC Staff during times of emergencies; to assist the EOC staff in computer operations during periods of activation; to make recommendations to ESC on appropriate types and numbers of computers with supporting technical equipment and software applications needed to maximize efficient EOC operations.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Logistics Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Visit all computer stations; confirm all are properly working.
- _____ Advise all computer operators of your workstation location.
- _____ Be prepared to support requests of Logistics Chief, as needed.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Information Technology Branch
(Reports to Logistics Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section Chief.
- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section Chief)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Information Technology Branch (Reports to Logistics Section Chief)

Mission: To ensure the Information Systems of the City of Cupertino are available to the EOC Staff during times of emergencies; to assist the EOC staff in computer operations during periods of activation; to make recommendations to ESC on appropriate types and numbers of computers with supporting technical equipment and software applications needed to maximize efficient EOC operations.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Information Technology Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Conduct appropriate training of the EOC Staff on the City of Cupertino information systems.
- _____ Inventory IT support needs of EOC staff.
- _____ Complete IS700 training www.fema.gov

Information Technology Branch
(Reports to Logistics Section Chief)

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Logistics Section Chief (Reports to EOC Director)

Mission: To obtain the resources necessary to enable the other EOC sections and branches to carry out their duties; to provide Logistical support to field units functioning in response to the emergency.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from EOC Director and published situation reports.
- _____ Determine name of your relief and attempt contact.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Manage the Logistics Section functions and staff.
- _____ Keep the Logistics Section Staff advised of significant events.
- _____ Track status of resources.
- _____ Monitor the procurement of supplies, equipment and material needs of the EOC Staff and field response units.
- _____ Review MOUs, contacts and purchasing agreements to acquire needed resources.
- _____ Work with Operations Section and Planning/Intelligence Section to identify resource needs and anticipated deficiencies.
- _____ Determine needs that can be met with City resources.
- _____ Contact the Op Area EOC to request Logistical support beyond City resources.
- _____ Disseminate all pertinent information received to appropriate Section Chiefs.
- _____ Review EOC Action Plan and develop Logistics Action Plan to support and accomplish the Management goals.
- _____ Coordinate with Planning/Intelligence Section, Recovery Unit in developing logistical support requirements for future response and recovery operations in the 36 hour to 72 hour timeframe.
- _____ Ensure adequate Logistics staff will remain on duty during the demobilization phase, whether abrupt or graduated.
- _____ Plan the Logistics support for extended Recovery operations after the EOC deactivation.
- _____ Keep EOC Director and Section staff apprised of significant events.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Logistics Section Chief
(Reports to EOC Director)**After the Event**

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Branch; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Logistics Section Chief (Reports to EOC Director)

Mission: To obtain the resources necessary to enable the other EOC sections and branches to carry out their duties; to provide Logistical support to field units functioning in response to the emergency.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Logistics Section Chief checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update EOC Logistics Section staffing requirements.
- _____ Review/update Resources List.
- _____ Complete IS700 training www.fema.gov

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Logistics Section Chief
(Reports to EOC Director)

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Personnel Branch (Reports to Logistics Section Chief)

Mission: To provide personnel resources as requested to support EOC operations and field operations during times of emergencies; to coordinate the identification, recruitment and registration of volunteer resources with Cupertino Community Services; to develop and maintain an EOC organizational chart during periods of activation/shifts; and to process all worker's compensation claims for injuries or fatalities of volunteers and paid staff during emergencies.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Logistics Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Ensure that all staff reporting to the EOC sign the organizational chart; coordinate with the Planning /Intelligence Section Documentation Unit for historical purposes.
- _____ Coordinate with the EOC Sections Chiefs on immediate personnel needs, including those of field units .
- _____ Coordinate with EOC Section Chiefs second shift replacement needs.
- _____ Coordinate with EOC Section Chiefs, Liaison and Safety Officer to ensure all EOC staff, including volunteers, receive a current situation report and a safety briefing including reporting procedures for injuries/worker's compensation claims.
- _____ Coordinate with the Cupertino Community Services representative for employment of their pre-registered volunteers.
- _____ Coordinate with the Care and Shelter Branch, Community Services Unit on the establishment and staffing of a Victims Registry and Next-of-Kin Support Services Center, if needed.
- _____ Coordinate with EOC Section Chiefs on the status of the families of all City employees, including volunteers, with particular attention to the families of those essential personnel working the first shift in the EOC.
- _____ Coordinate with the Operations Section, Care and Shelter Branch

Personnel Branch
(Reports to Logistics Section Chief)

- _____ on the establishment of child-care services for on duty EOC staff.
- _____ Coordinate with the Management Section EOC Security Officer and the Logistics Section EOC Facilities Unit on the security measures for City employees private vehicles parked adjacent to City Hall.
- _____ To minimize redundancy, coordinate all requests for personnel resources from the field level through the appropriate EOC Operations Branch prior to acting on the request.
- _____ Offer assistance to the Law Enforcement Branch and the Fire and Rescue Branch of the Operations Section in processing requests for mutual aid personnel resources.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.
- _____ Coordinate with the Recovery Planning Unit, Planning/Intelligence Section in drafting the EOC demobilization plan.

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Personnel Branch
(Reports to Logistics Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Personnel Branch
(Reports to Logistics Section Chief)

Mission: To provide personnel resources as requested to support EOC operations and field operations during times of emergencies; to coordinate the identification, recruitment and registration of volunteer resources with Cupertino Community Services; to develop and maintain an EOC organizational chart during periods of activation/shifts; and to process all worker's compensation claims for injuries or fatalities of volunteers and paid staff during emergencies.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Personnel Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review the State process for filing Worker's Compensation Claims.
- _____ Prepare an EOC Organizational Chart template.
- _____ Review/update valid EOC identification with ESC.
- _____ Coordinate personnel assignments in the EOC with the ESC.
- _____ Identify EOC positions and field assignments requiring potential volunteer employment during emergencies.
- _____ Complete IS700 training www.fema.gov

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Resources Branch (Reports to Logistics Section Chief)

Mission: To coordinate with other units in the Logistics Section to capture and centralize resource status information during EOC emergency operations: to develop and maintain resource status boards in the EOC Logistics Section during emergencies.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Logistics Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Coordinate closely with all units in the Logistics Section particularly the Supply Branch.
- _____ As resource requests are received in the Logistics Section, post the request details on the resources status board and track the progress of the requests until filled or cancelled.
- _____ Status boards should show the following tracking data:
date/time/items requested and quantity, requesting section or unit and location/time resources ordered, ETA to requestor's location. And priority designation, if assigned.
- _____ Keep requesting sections, agencies and units updated on the progress of filling their resource requests.
- _____ Advise Logistics Section Chief of delays in providing requested resources to on-site field units in affected areas.
- _____ Consider developing an additional status board showing actual arrival time, location for use, using unit/agency/department and estimated usage time.
- _____ Tracking Mutual Aid Requests is not a Resources function.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Resources Branch
(Reports to Logistics Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Resources Branch
(Reports to Logistics Section Chief)

Mission: To coordinate with other units in the Logistics Section to capture and centralize resource status information during EOC emergency operations: to develop and maintain resource status boards in the EOC Logistics Section during emergencies.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Resources Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Develop a Resources Status Board template for EOC use.
- _____ Coordinate with the Supply Branch of the Finance Department to obtain copies of approved supplier lists for all types and categories of supplies, equipment and materials used by the Departments of the City of Cupertino.
- _____ Identify rental agencies which have provided equipment rentals/leasing to the City.
- _____ Complete IS700 training www.fema.gov

Resources Branch
(Reports to Logistics Section Chief)

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Supply Branch (Reports to Logistics Section Chief)

Mission: Oversee the procurement and allocation of supplies, equipment and materials needed during emergencies to support / accomplish the EOC Action Plan and field activities.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Logistics Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Ask the Logistics Chief to remind all EOC staff sections that City purchase orders must be used for the purchase, rental and lease of supplies, materials, equipment needed during the emergency.
- _____ Contact vendors upon request of the various EOC staff sections requesting the purchase, rental or lease and delivery of supplies, equipment, and materials needed to support EOC Actions Plans and field unit activities.
- _____ Advise the Logistics Chief of any EOC Staff Section request which cannot be met through normal purchasing channels for guidance to accomplish the desired purchases/ procurements.
- _____ Provide copies to the Finance/Admin Cost Section position of all purchase orders issued for recording of accrued, cumulative emergency costs.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

Supply Branch
(Reports to Logistics Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Supply Branch

(Reports to Logistics Section Chief)

Mission: Oversee the procurement and allocation of supplies, equipment and materials needed during emergencies to support / accomplish the EOC Action Plan and field activities.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Supply Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC including blank purchase orders.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Be familiar with departmental SOPs, policy statements and procedural guidance for purchasing practices of the City.
- _____ Prepare a listing of approved vendors to use for City purchases, rentals, and leases of supplies, equipment, and materials.
- _____ Prepare/Update list of available City resources for County OpArea.
- _____ Complete IS700 training www.fema.gov

Supply Branch
(Reports to Logistics Section Chief)

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Transportation Branch (Reports to Logistics Section Chief)

Mission: To develop a Transportation Plan to support EOC operations during emergencies; to identify, coordinate and employ public and private transportation assets in support of EOC Action Plans for Response and Recovery activities during and after emergencies.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Logistics Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Obtain a set of blank purchase orders from the Supply Branch representative for use in renting/leasing emergency transportation assets and purchasing fuels/lubrications needs.
- _____ Maintain contact with the EOC Operations Section Law Enforcement Branch which may have emergency transportation needs to support evacuations.
- _____ Maintain coordination with the Operations Section Law Enforcement Branch regarding road status.
- _____ Effect coordination with the Operations Section Red Cross Unit to plan for transportation needs of shelter guests.
- _____ Effect coordination with the Operations Section Schools Coordinator position; confirm the operational status of transportation assets/ operators of the FUHSD/CUSD.
- _____ Effect coordination with the Op Area Transportation Coordinator at the Op Area if Mutual Aid transportation assets are needed.
- _____ Request the Operations Section Law Enforcement Branch confirm the operational status of the north/south AmTrac rail corridor, the Southern Pacific Freight rail line out of the Hansen Quarry and the VTA Light rail corridor east and south of the City of Mountain View.

Transportation Branch
(Reports to Logistics Section Chief)

_____ Do not release information to the media unless authorized by PIO.
_____ If there is little or no damage to the City, be prepared to provide
_____ mutual aid to the Op Area or other areas of the State.

After the Event

_____ Return the vest to storage.
_____ Complete all paperwork; deliver to Planning/Intell Section.
_____ Submit all receipts to Finance Section.
_____ Determine need to restock equipment/supplies for your position.
_____ Prepare a list of:
 (i) lessons learned for After Action report (to
 Planning/Intell Section)
 (ii) needed changes to checklists (to ESC).
 (i) Requests for additional supplies/equipment (to
 Facilities Unit).
_____ Prepare recommendations for City Council recognition of
_____ groups/individuals/agencies/suppliers who provided exceptional
_____ support; deliver to ESC.
_____ Coordinate with Personnel Branch to debrief all personnel in your
_____ Unit; be alert for critical incident stress symptoms.
_____ Leave a forwarding phone number with the Personnel Unit.

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Transportation Branch

(Reports to Logistics Section Chief)

Mission: To develop a Transportation Plan to support EOC operations during emergencies; to identify, coordinate and employ public and private transportation assets in support of EOC Action Plans for Response and Recovery activities during and after emergencies.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Transportation Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Develop a phone list for public and private organizations possessing transportation assets which may be mobilized in times of emergency to support EOC Response and Recovery activities.
- _____ Develop a phone list of public and private gasoline and diesel fuel/lubrication sources/suppliers.
- _____ Complete IS700 training www.fema.gov

Transportation Branch
(Reports to Logistics Section Chief)

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Volunteer Coordination Unit (Reports to Personnel Branch)

Mission: To identify and screen volunteers who can be used to support the disaster response.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Unit Leader and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Assist in development of Logistics Section objectives to support EOC Action Plan Management goals.
- _____ Coordinate disaster related volunteer needs with EOC sections.
- _____ Arrange for Volunteer registration and screening area.
- _____ Coordinate with Volunteer Center of Silicon Valley for additional volunteers.
- _____ Enforce log in / log out procedures with volunteers.
- _____ Assemble/prepare job descriptions and volunteer instructions.
- _____ Coordinate communications needs with Communications section.
- _____ Keep your Unit Leader advised of new developments.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Volunteer Coordination Unit (Reports to Personnel Branch)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.

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Volunteer Coordination Unit (Reports to Personnel Branch)

Mission: To identify and screen volunteers who can support the disaster response.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Volunteer Coordination Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Interview and register citizens interested in performing volunteer services during emergencies; maintain a directory of such persons with contact methods, addresses, and a listing of their skills.
- _____ Provide a monthly updated roster of volunteer-candidates to the City Emergency Services Coordinator.
- _____ Be acquainted with City emergency requirements for volunteers and organizations/response groups having personnel needs.
- _____ Complete IS700 training www.fema.gov

Volunteer Coordination Unit
(Reports to Personnel Branch)

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Annex E

Finance/Admin

(Pays for it)

The Finance/Admin Section is responsible for keeping track of the overall cost of the incident and maintains adequate records for cost recovery.

Standardized Emergency Management System (SEMS) Guidelines
Part I. System Description
c. Local Government Level, p.3

Preparedness and Event Checklists for:

- ❖ Compensation/Claims Branch
- ❖ Cost Unit
- ❖ Finance Section Chief
- ❖ Time Keeping Unit

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Compensation/Claims Branch (Reports to Finance Section Chief)

Mission: To process all Compensation and Claims requests received by the City for costs and damages incurred during the City's emergency Response and Recovery efforts.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Finance Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Collect copies of all claims filed against the City.
- _____ Log/process claims of injuries/illness and property damage IAW Finance/Personnel Department and State procedures.
- _____ Maintain a running total of Claims and Compensation costs to date.
- _____ Deliver copies of all injury/illness reports and claims for property damage compensation to Legal Advisor.
- _____ Coordinate with Safety Officer on all Workers Compensation reports of injuries/deaths (employees, City volunteers and DSWs).
- _____ Forward completed Workers Compensation claims to the State within time limits specified by City/State policies.
- _____ Forward copies of all claims for property/equipment damage to Recovery Unit.
- _____ **Do not release information to the media unless authorized by PIO.**
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Compensation/Claims Branch
(Reports to Finance Section Chief)**After the Event**

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Branch).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Branch.
- _____ Be prepared to request reimbursement from FEMA for all emergency costs and claims against the City.

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Compensation/Claims Branch (Reports to Finance Section Chief)

Mission: To process all Compensation and Claims requests received by the City for costs and damages incurred during the City's emergency Response and Recovery efforts.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Compensation/Claims Branch checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Obtain Workers Compensation Claim forms from Personnel.
- _____ Complete IS700 training www.fema.gov

Compensation/Claims Branch
(Reports to Finance Section Chief)

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Cost Unit

(Reports to Finance Section Chief)

Mission: To capture all the costs and expenditures for purchases or rental/lease of services, equipment, supplies and facilities during the emergency for possible Federal or State reimbursement.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Finance Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Collect copies of all purchase orders and rental/lease agreements.
- _____ Log/ process orders and agreements IAW Finance Department procedures.
- _____ Request copies of signed delivery tickets from suppliers.
- _____ Maintain a running total of event expenditures to date.
- _____ Check for supplier discounts for government purchase.
- _____ Verify supplier name and address for payments and terms of purchases/agreements.
- _____ Do not release information to the media unless authorized by PIO.
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

Cost Unit
(Reports to Finance Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Unit).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Unit.
- _____ Be prepared to request reimbursement from FEMA for all emergency costs and claims against the City.

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Cost Unit
(Reports to Finance Section Chief)

Mission: To capture all the costs and expenditures for purchases or rental/lease of services, equipment, supplies and facilities during the emergency for possible Federal or State reimbursement.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Compensation/Claims Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Obtain Workers Compensation Claim forms from Personnel.
- _____ Complete IS700 training www.fema.gov

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Cost Unit
(Reports to Finance Section Chief)

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Finance / Admin Chief (Reports to EOC Director)

Mission: To track all personnel costs and expenditures for the purchase/lease/rental of facilities, supplies, services and equipment during emergency response actions for possible Federal or State reimbursement; to estimate and/or track all costs associated with emergency/disaster recovery efforts by City Departments, contractors and/or supporting agencies.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Manage the Finance Section staff.
- _____ Obtain briefing from published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Review EOC Action Plan and develop Finance Action Plan to support and accomplish Management goals.
- _____ Review Finance Section staffing as emergency progresses.
- _____ Obtain completed purchase orders, time sheets, phone books and employee lists from Logistics Section.
- _____ Check stock/signature plate.
- _____ Prepare and complete all financial obligation documents.
- _____ Obtain and record all cost data.
- _____ Prepare incident cost summaries.
- _____ Maintain cumulative incident cost records.
- _____ Coordinate photographic records in support of damage assessments with Planning/Intelligence Section.
- _____ Distribute disaster account information.
- _____ Coordinate with the Planning/Intelligence Section, Recovery Unit, in developing Finance/Admin support requirements for future response and recovery operations in the 36 hour to 72 hour timeframe.
- _____ Ensure adequate Finance/Admin staff will remain on duty during the demobilization phase, whether abrupt or graduated.
- _____ Plan the Finance/Admin support for extended Recovery operations after the EOC deactivation.
- _____ Keep EOC Director and Section staff apprised of significant events.
- _____ **Do not release information to the media unless authorized by PIO.**
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

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Finance / Admin Chief
(Reports to EOC Director)**After the Event**

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Unit).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Branch; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Unit.
- _____ Be prepared to request reimbursement from FEMA for all emergency costs for personnel and purchase/rental of services, supplies, equipment and damages incurred within the City's infrastructure, buildings and equipment.

Finance / Admin Chief
(Reports to EOC Director)

Mission: To track all personnel costs and expenditures for the purchase/lease/rental of facilities, supplies, services and equipment during emergency response actions for possible Federal or State reimbursement; to estimate and/or track all costs associated with emergency/disaster recovery efforts by City Departments, contractors and/or supporting agencies.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Finance/Admin Chief checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Review/update EOC Finance Section staffing requirements.

Finance / Admin Chief
(Reports to EOC Director)

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Time Keeping Unit (Reports to Finance Section Chief)

Mission: To track, record and report the on-duty time expended by all paid City employees and non-paid volunteers working during the emergency/disaster in support of City response efforts.

During the Event

- _____ Report to EOC and sign in.
- _____ Put on EOC vest.
- _____ Write name on organization chart.
- _____ Obtain briefing from Section Chief and published situation report.
- _____ Determine name of your relief and attempt contact.
- _____ Evaluate additional staffing needs for your position and make appropriate notifications.
- _____ Begin and maintain a Unit Log (ICS 214).
- _____ Document Everything!
- _____ Notify Op Area and other city EOCs that your position is staffed.
- _____ Assist in development of Finance Section objectives to support EOC Action Plan Management goals.
- _____ Keep your Section Chief advised of new developments.
- _____ Coordinate with the Personnel position to obtain the sign-in/sign out sheets for the EOC shifts.
- _____ Coordinate with Public Works, Care and Shelter and other EOC staff to obtain time sheets for all City employees/Volunteers assigned to the City's disaster response efforts outside the EOC.
- _____ Record all on-duty hours worked on the appropriate payroll forms for paid City staff members.
- _____ Remind all employees to submit their travel expense claims.
- _____ Maintain a roster of hours worked by all non-paid employees (volunteers).
- _____ **Do not release information to the media unless authorized by PIO.**
- _____ If there is little or no damage to the City, be prepared to provide mutual aid to the Op Area or other areas of the State.

Time Keeping Unit
(Reports to Finance Section Chief)

After the Event

- _____ Return the vest to storage.
- _____ Complete all paperwork; deliver to Planning/Intell Section.
- _____ Submit all receipts to Finance Section.
- _____ Determine need to restock equipment/supplies for your position.
- _____ Prepare a list of:
 - (i) lessons learned for After Action report (to Planning/Intell Section)
 - (ii) needed changes to checklists (to ESC).
 - (i) Requests for additional supplies/equipment (to Facilities Unit).
- _____ Prepare recommendations for City Council recognition of groups/individuals/agencies/suppliers who provided exceptional support; deliver to ESC.
- _____ Coordinate with Personnel Branch to debrief all personnel in your Unit; be alert for critical incident stress symptoms.
- _____ Leave a forwarding phone number with the Personnel Unit.
- _____ Be prepared to request reimbursement from FEMA for all emergency costs and claims against the City.

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Time Keeping Unit

(Reports to Finance Section Chief)

Mission: To track, record and report the on-duty time expended by all paid City employees and non-paid volunteers working during the emergency/disaster in support of City response efforts.

Before the Event

- _____ Review/update sections of the emergency plan, related to your duties, including the Compensation/Claims Unit checklist.
- _____ Prepare a "Go Kit" with Department SOPs, policy statements, operating procedures, manuals and forms necessary to operate for an extended period in the EOC.
- _____ Be familiar with forms used in the EOC.
- _____ Provide the Emergency Services Coordinator your current contact information (phone(s), pager, email).
- _____ Complete IS700 training www.fema.gov

Time Keeping Unit
(Reports to Finance Section Chief)

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Annex F

Terrorism/ Weapons of Mass Destruction

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TERRORISM ANNEX TABLE OF CONTENTS

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T e r r o r i s m A n n e x

Annex F

TERRORISM AND WEAPONS OF MASS DESTRUCTION

Terrorism:

“The unlawful use of force or violence against persons or property to intimidate or coerce a government or civilian population, in furtherance of political or social objectives.”

- FBI Definition

INTRODUCTION

In the wake of the 1993 World Trade Center bombing in New York and the Oklahoma City bombing in 1995, terrorism became a serious concern for emergency management, emergency responders, and the public at large. However, the recent attack on the World Trade Center and the Pentagon has now elevated our concern about terrorism to a level we never imagined and requires us to be prepared to respond to situations that go beyond the terrorist incident scenarios we are familiar with.

In response to this tremendous challenge, the Cupertino Office of Emergency Services, in conjunction with the agencies of the Santa Clara County Operational Area, developed this Annex to augment the existing Cupertino Standardized Emergency Management System (SEMS) Emergency Operations Plan.

While this annex is designed for all types of terrorist incidents, it was developed to address the unique challenges of an incident involving a Weapons of Mass Destruction (WMD), such as nuclear, radiological, biological, explosive or chemical weapon.

Weapons of Mass Destruction (WMD)

- a. Any destructive device as defined in section 921 of Title 18 U.S.C. , any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above;
- b. Poison gas;
- c. Any weapon involving a disease organism; or
- d. Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

*DEFINITIONS, California Terrorism Response Plan:
An Annex to the State Emergency Plan. March 1999*

Local Government Response

Theoretical Local Targets

Terrorists targets in the City of Cupertino could include:

- +Schools
- +Shopping Centers and parking structures
- +Corporate headquarters and office buildings
- +Manufacturing plants, research facilities, and product warehouses
- +Highways with associated overpasses and pedestrian walkways
- +Government offices, police and fire stations, and support facilities
- +Dams and reservoirs
- +Potable water pumping stations, storage tanks and distribution systems
- +Communications sites
- +Utility service facilities, offices, and transmission systems
- +Municipal infrastructures (sewer systems, traffic controls and roads)
- +Medical centers and neighborhood clinics
- +Public transportation

Initial Response to Terrorist Events

Professional first responders, answering calls for assistance to a forecasted or actual terrorist incident, may include:

- Emergency Management
- Emergency Medical Services
- Environmental Health
- Fire
- Hazardous Materials Specialists
- Law Enforcement, including explosive ordnance disposal (Bomb Squad)
- Public Works
- Public Health
- Other specialists (auxiliary communications/Public Information)
- Volunteer Disaster Service Workers including:
 - Community Emergency Response Team (CERT)
 - Cupertino Amateur Radio Emergency Service (CARES)
 - Medical Reserve Corps (MRC)
 - Other spontaneous with special skills

Alert and Warning

Notification of a threatened or actual emergency causing a public hazard, will be initiated as soon as possible using one or more of the following methods:

- Loud speaker (police, fire, public works)
- City Channel (Cable television channel 26)
- Local radio and television (KLIV 1590am or KCBS 740am, KNTV Channel 11)
- Door to door notification (law enforcement, block captains, CERT members, if conditions allow)

- Internet
- State Emergency Alert System (EAS) broadcast on radio and television stations
- CERT Teams
- Block Leaders
- CARES

EOC Activation

Upon notification of a threat of a terrorist event or an actual event, the EOC Director (City Manager) will determine the EOC's level of activation. The exact level of activation will be dependent upon the size, nature and duration of the terrorist event. Appendix (1)

EOC and Responder Considerations

Similar to other disasters, WMD events may involve mass casualties and damage to buildings or other types of property. However, WMD events have specific characteristics that must be considered during planning.

- The need for a coordinated response involving multiple disciplines and areas of expertise makes a **Unified Command** structure, essential.
- The location of the incident will be treated as a **crime scene**. As such, preservation of evidence is critical. Therefore, it is important to ensure that actions on-scene are coordinated between response organizations to minimize any conflicts between law enforcement authorities, who view the incident as a crime scene, and other responders, who view it as a hazardous materials or disaster scene.
- Responders are placed at a **higher risk of becoming casualties** because agents are not readily identifiable. Responders may become contaminated before recognizing the agents involved. In addition, first responders may be targets for **secondary releases** or explosions.
- The situation **may not be recognizable** until there are multiple casualties or a secondary event occurs that indicates that the first was not an accident. Most chemical and biological agents are not detectable by conventional methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items.
- There **may be multiple events** (i.e., one event in an attempt to influence another event's outcome).
- Contamination of critical facilities and large geographic areas may result. Victims may carry an agent, unknowingly, to public transportation facilities, businesses, residences, doctors' offices, walk-in medical clinics, or emergency rooms because they don't realize that they are contaminated.

First responders may carry the agent to fire stations, substations, hospitals or to the locations of subsequent calls.

- The scope of the incident **may expand geometrically**. Time is working against the first responders. Airborne agents flow with the air current and may carry the agents far from the initial source that may affect mutual aid jurisdictions. The effects of some chemicals and biological agents worsen over time.
- **Support facilities**, such as utility stations and 9-1-1 centers, as well as critical facilities and infrastructure, are **at risk targets**.
- There will be a **stronger reaction from the public** than with other types of incidents. The deliberate destruction of life and property is both horrific and difficult to process. The fear of additional attacks, as well as the unknown, makes the public's response more severe. Also, the thought of exposure to a chemical or biological agent or radiation evokes terror in most people.
- **Media interest** will be extraordinarily high with national implications.
- **Pressure on the EOC** staff will be intense for information development and instant reporting.
- CERT, CARES, MRC and other **volunteers may not be available** to support first responders due to increased safety risks.
- In addition to local response coordination challenges, the WMD incident will add a **myriad of state and federal agencies** into the system. Coordination and communication issues between all response levels (local, state and federal) will constantly need to be assessed. Outside agencies (Federal/State and Local) who may participate at the scene or in the EOC include:
 - Agency for Toxic Substance Disease Registry (ATSDR)
 - Bureau of Alcohol, Tobacco and Firearms (ATF)
 - California Highway Patrol (CHP)
 - Centers for Disease Control and Prevention.(CDC)
 - Chemical and Biological Defense Command (CBDCOM)
 - Chemical/Biological Incident Response Force (CBIRF)\
 - Department of Emergency (DOE)
 - Disaster Medical Assistance Team (DMAT)
 - Disaster Mortuary Operational Response Team (DMORT)
 - Federal Bureau of Investigation (FBI)
 - Federal Emergency Management Agency (FEMA)
 - National Transportation Safety Board (NTSB) (aircraft incidents)
 - Nuclear Emergency Search Team (NEST)

- Secret Service (USSS)
- State OES
- U.S. Army Tech Escort Unit

EOC Action Planning Considerations

- Support field operations in response to the incident
- Provide accurate information and statistics regarding the incident impact to other levels of government
- Educate the public on the incident and calm public reaction
- Take actions to protect the public from related effects of the incident
- Restore the City to normal operating conditions as soon as possible

Response and Recovery Efforts

Response and Recovery efforts will be led by the City government with assistance from the County, State and Federal governments. A distinction must be made regarding the physical recovery of a site (the long term restoration of an area affected by a WMD/NBC incident) and the programs available for helping government, individuals, and businesses recover from the impact of an incident.

When support requirements cannot be met with local and state resources, the State may request assistance from those federal agencies having statutory authority to provide assistance in the absence of a Presidential Declaration. The state may request a Presidential Declaration of an emergency or major disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public law 93-288, as amended.

Managing Terrorism Response Operations

The following is a general plan of emergency response operations to a terrorist act or the threat of a terrorist event. This may be based on an increase in the national Homeland Security Alert Level (Orange or Red), or notifications from the Joint Terrorism Task Force, the Federal Bureau of Investigation, the State Office of Emergency Services or other credible source. The principal emergency functions needed are Management, Emergency Public Information, Operations Chief, Communications, Fire & Rescue, Law Enforcement, Care & Shelter, Construction & Engineering (Safety Assessment), Planning (Damage Assessment, Situation Analysis, and Recovery), and Logistics (Supplies). These functions are described below as they relate to terrorism response.

A. Management Section

1. Management Section Chief

a. Purpose

The City Manager is the Management Section Chief/Director of Emergency Services (DES) and, as such, controls and directs the efforts of the emergency organization. The DES oversees all work in the Emergency Operations Center and performs all standard SEMS responsibilities.

b. Organization

The emergency organization will be mobilized as necessary to respond to the threat of terrorist attack or terrorism emergency. Departmental Standard Operating Procedures (SOPs) for terrorist events will be followed.

2. Emergency Public Information

a. Purpose

The purpose of the Emergency Public Information function is to Ensure community awareness of imminent terrorist threats, personal protective measures, and recovery procedures by providing official news releases to the news media and via direct communication to the public.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: City Manager's Office

Supporting Agencies:

- Sheriff's Office
- Fire Department
- Parks & Recreation
- News Media
- Block Leaders
- CERT Teams

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

The Emergency Public Information Officer (EPIO) will develop or revise sample text for news releases and for alert, evacuation and shelter-in-place leaflets. Leaflets should be in appropriate community languages. The EPIO should be prepared to disseminate literature to residents on how to prepare for an imminent terrorist attack, and/or what items they should take with them when evacuating. The EPIO will revise the listing of news media contacts and state and federal counterparts as appropriate.

The City HR Department will develop lists of bilingual City personnel and volunteers available to assist in translating news releases, and public education leaflets, and in staffing phone lines and assistance centers.

The Sheriff's Office will provide periodic status reports to the EPIO.

2) Increased Readiness Phase Actions

When the DES designates a state of local increased readiness, the EPIO will provide information to the following resources for distribution:

- News Media
- Cupertino Cable Channel 26
- Santa Clara County Communications
- Santa Clara County Fire Dept
- Santa Clara County Sheriff's Office
- DeAnza College
- Fremont Union High School District
- Cupertino Union School District
- City Hall, Quinlan Community Center, Sports Center, Senior Center
- CARES Members
- CERT Members
- Block Leaders

The EPIO will coordinate a telephone bank to provide information to the public and will prepare messages for dissemination. The EPIO will publicize the telephone number.

The appropriate bilingual City staff and volunteers will translate and record the EPIO's messages to provide pertinent information to the public via the telephone bank and cable TV.

3) Terrorism Emergency Phase Actions

The EPIO will keep the public informed of developing conditions and of prudent actions to take via:

- News Media
- Cupertino Cable Channel 26
- Santa Clara County Communications
- DeAnza College
- Fremont Union High School District
- Cupertino Union School District
- City Hall, Quinlan Community Center, Sports Center, Senior Center
- CARES Members
- CERT Members
- Block Leaders

The EPIO will utilize the full capabilities of all communication resources to the maximum extent appropriate for broadcasting timely terrorism response advisories, and calming messages to the public.

4) Recovery Phase Actions

The EPIO will inform the public of Disaster Assistance Centers (DACs) and other available recovery assistance by:

- News Releases
- Interviews with officials
- Phone bank recordings or operators
- Volunteers (CERT, CARES, Block Leaders)

The EPIO will provide the media and public with all necessary follow-up information related to personal protective measures, medical care, damage assessments (public and private) and to returning the community to pre-disaster conditions. The EPIO will coordinate with state and federal counterparts.

Once a Joint Information Center (JIC) is opened all information regarding the investigation will come from the JIC. Community care information will continue to come from the City EOC.

3. Terrorism Advisories

a. Purpose

The purpose of the terrorism advisory function is to provide timely information to the community regarding potential time frames for potential impacts.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Sheriff's Office Intelligence

Supporting Agencies:

- City Manager
- Sheriff's Office
- Fire Department
- Department of Transportation
- CARES
- CERT
- Block Leaders
- News Media

c. Operational Phases and Plan Activation

The DES is in charge of all messages released to the public and the media and, as such, must approve all warning notices and press releases prepared by the EPIO.

The Sheriff's Office and Fire Department are responsible for neighborhood notification, based on direction of the DES, and information provided by the FBI, State Warning Center or other reliable sources.

Upon receiving advisory messages, CERT Members, CARES Members and Block Leaders, will assist with distribution.

The EPIO is responsible for communicating city-specific terrorism related news releases to the news media.

1) Preparedness Phase Actions

The Office of Emergency Services revises City key personnel alerting lists on an ongoing basis.

Sheriff's Office and Fire Department regularly review intelligence shared with them by State and Federal authorities.

2) Increased Readiness Phase Actions

The EPIO will ensure that the EPIO Branch is prepared to issue terrorism-related media releases and community advisories.

3) Emergency Phase Actions

The City Manager/DES may declare a State of Local Emergency due to imminent attack or threatened attack, or after an attack. The City Manager/DES will keep the Mayor and City Council informed of significant actions taken.

The Sheriff's Office will establish the geographical scope for terrorism advisories based on information obtained from the FBI, State Warning Center or other government source. The EPIO will manage and coordinate its issuance. The Sheriff's Office will request appropriate supporting agencies. The DES will approve press releases, handbills, phone bank messages, and official statements prepared by the EPIO.

The Human Resources representative will, as directed, notify and/or call back City staff.

The EPIO will provide written advisories in the format directed and approved by the DES. The EPIO will set up media conferences as directed. The EPIO will prepare for approval of media releases, handbills, phone bank messages in appropriate languages. The EPIO will publicize the phone bank activation. At the direction of the DES, the EPIO will use all appropriate media contact points and communication resources to enhance community awareness of potential terrorism event impacts.

The Sheriff's Office will direct and coordinate field-warning activities when directed by the DES or in support of an evacuation order. The Sheriff's Office will provide warning by vehicle-mounted public address speakers or sirens, as possible. The Fire Department (including volunteers) will provide support to the Sheriff's Office field-warning activities, if personnel are available. CERT will provide support to Sheriff's Office field-warning activities in the neighborhoods where teams are available.

The Sheriff's Office will keep the DES apprised of any problems in promulgating terrorism advisories as they arise

and inform him/her immediately when assigned tasks are completed.

The RIMS Unit will inform State OES, Coastal Region (via the Operational Area), of the situation/status during EOC activations.

B. OPERATIONS SECTION

1. Operations Chief

a. Purpose

The role of the Operations Chief is to provide centralized control and coordination of emergency operations.

b. Organization

The Operations Section Chief is determined, based on the event and will be either the Law Enforcement, Fire & Rescue or Public Works representative. The Emergency Operations Center will be staffed in accordance with the City Emergency Operations Plan.

c. Operational Phases and Plan Activation

The four operational phases are Preparedness Phase, Increased Readiness Phase, Emergency Phase, and Recovery Phase.

1) Preparedness Phase. This phase includes "readiness actions" such as reviewing plans, revising alert lists, and checking equipment and supplies. This phase also includes starting to collect up-to-date situation appraisal and reporting of evolving conditions with the Joint Terrorism Task Force.

2) Increased Readiness Phase. Actions to be taken as the probability of terrorist event appears likely to the City Manager/Director of Emergency Services (DES):

a) Increased Readiness Phase Actions

The Increased Readiness Phase is designated by the City Manager/DES. S/he may establish a state of local increased readiness based on recommendation of the Sheriff's Office Intelligence staff.

Once the City Manager/DES establishes a state of local increased readiness, all City emergency functions will begin executing the Increased Readiness Phase actions of their plans.

The Emergency Services Coordinator (ESC) will inform the State of California OES, Coastal Region, via the Operational Area, when an Increased Readiness Phase (or any other phase) has begun. The ESC will ready the EOC for rapid activation.

b) Stepping Up the Level of Increased Readiness

The City Manager/DES may step up the level of readiness when the Sheriff's Office advises him/her of a high likelihood of terrorist attack, or when the City Manager/DES has other reasons to develop a higher degree of readiness. This step-up in readiness may include activating and staffing the EOC (Appendix 1) and accelerating increased readiness actions.

c) Spontaneous and Voluntary Evacuation

If spontaneous evacuation occurs, the City Manager/DES may provide support by City-directed resources.

The City Manager/DES has the option to advise voluntary evacuation of an area near a known threat/target. Citizens of the area shall be given support by City-directed resources.

3) Emergency Phase. (Actions taken during the Emergency)

a) Emergency Phase Actions

The Emergency Phase is designated by the City Manager/DES.

The City Manager/DES may direct the Sheriff's Office to issue a voluntary evacuation advisory, or order the evacuation of an area that is, or is expected to become, a life or health hazard through direct effects or indirect effects (such as loss of vital utilities) of a terrorist attack. This type of area is defined as an "evacuation area."

b) Evacuation of Residents

The City Manager/DES shall direct the Sheriff's Office to order an evacuation only after declaring a State of Local Emergency due to terrorist event. The authority for ordering an evacuation is in Government Code 38791 (See Authorities page 37).

Once the City Manager/DES declares a State of Local Emergency, all directors of departments with emergency functions will begin executing the Emergency Phase Actions of their plans.

4) Recovery Phase. Actions to be taken following the emergency.

- a) All City department directors and chiefs will prepare after-action reports for the City Manager/DES.
- b) Individual disaster recovery assistance may be offered by the Federal Emergency Management Agency (FEMA). This may include Disaster Application Centers (DACs) established by the Federal Emergency Management Agency (FEMA) and the State of California OES to assist citizens with recovery activities. The City of Cupertino will provide logistical support to the DACs. The type and degree of City staffing and support will depend upon the needs of the citizens and the direction of FEMA and State OES.
- c) At the termination of the local emergency, the DES will appoint a designated representative for Public Assistance and a designated representative for Individual Assistance.
- d) Within 10 days all department directors will provide material for FEMA Schedule B claims to the City's designated representative for Public Assistance.
- e) All departments will continue all actions needed to return the community to pre-disaster functioning.
- f) All departments will cooperate with the designated representative for Public Assistance to assure that all City claims are properly filed to maximize reimbursement from FEMA and State OES.

- h) ESC will support FEMA and State OES in opening Disaster Application Centers (DACs), if needed, or work with the EPIO and news media to publicize alternate methods of getting help through the Individual Assistance programs.

2. Fire and Rescue

a. Purpose

The purpose of the Fire and Rescue function is to provide event size-up, recognition of the potential for the event being a chemical, biological, radiological, nuclear or explosive event caused by a terrorist group, rescue, and immediate field level medical care to persons who are victims of a terrorist attack. The Fire Department is responsible for establishing a hot zone/ warm zone/cold zone, and for advising on appropriate PPE for all personnel.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Fire Department

Supporting Agencies:

- Sheriff's Office
- Public Works
- CERT/MRC
- CARES

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

The Fire Department inventories terrorist response equipment as a matter of routine activity. Resource lists of PPE, antidotes, detectors and specialized medical supplies will be checked and revised as necessary.

2) Increased Readiness Phase

The Fire Department will mobilize terrorism response equipment as appropriate. The Fire Department maintains a confidential list of terrorist response equipment.

3) Emergency Phase Actions

The Fire Department will provide recognition, PPE advisories, zone management, rescue and field level medical treatment to persons in a terrorist attack area to the maximum extent possible, considering personnel safety. The Fire Department will utilize supporting agencies, as appropriate.

The Public Works Department and Transportation Department will provide available engineering support as necessary and will call upon the private sector when applicable.

CERT members will respond within their own neighborhoods to provide assistance to neighbors, including calming and psychological defusing. If safe, the EOC may request Area CERT/MRC teams to assist outside their neighborhood.

If requested, CARES members will provide additional communication frequencies, shadows, technical expertise and situation status for the event.

3. Law Enforcement, Force Protection and Traffic Control (evacuation)

a. Purpose

The purpose of the Law Enforcement function is to provide event-related crowd control, scene control, evidence protection, force protection and traffic control, evacuation operations, and to maintain law and order during operations. Their work will be coordinated with the FBI, the County Medical Examiner/Coroner, the County Public Health Laboratory, local hospitals, and mutual aid partners, as appropriate.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Sheriff's Office

Supporting Agencies:

- Public Works Department
- CERT
- CARES

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

The Sheriff's Office will review its terrorism standard operating procedures, including evacuation routes and traffic control points, and evidence protection protocols, and revise them as necessary. The Sheriff's Mobile Command Post should be inspected for readiness.

2) Increased Readiness Phase Actions

The Sheriff's Office will prepare to activate the terrorism response SOPs.

3) Emergency Phase Actions

The Sheriff's Office is responsible for all evacuation functions. In the event evacuation operations are required, s/he reports directly to the Operations Chief. The Operations Chief will keep the EPIO and Situation Analysis staff informed of street closures and traffic routings.

The Sheriff's Office, coordinating with Logistics for personnel and barricades, will activate the Traffic Control Plan as established for the event.

The Sheriff's Office will allow no unauthorized persons to enter or return to a sealed off area without permission of the Sheriff's field commander

The Sheriff's Office will establish a Mobile Command Post as close to the disaster area as prudent, or as directed by the Operations Chief.

At the order of the Sheriff's Office, the Logistics Section Chief will arrange evacuee transportation by bus from Assembly Points to Congregate Care Centers coordinating with the Santa Clara Valley Transportation Authority. The Sheriff's Office will provide support and escort service as necessary.

4. Medical Operations

This is a County function. A Medical Liaison position may be activated by the Operations Chief.

5. Medical Examiner/Coroner

This is a County function. A Coroner Liaison may be activated by the Operations Chief.

6. Care And Shelter

a. Purpose

The purpose of the Care and Shelter function is to provide congregate care and shelter for Cupertino residents affected by potential or actual terrorist event.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Parks & Recreation

Supporting Agencies:

- American Red Cross (Federal Mandate)
- School Districts
- CERT
- CARES

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

The Director of Parks and Recreation will review shelter plans and alert lists, establish liaison with supporting agencies to review agreements and confirm facility availability.

2) Increased Readiness Phase Actions

The Director of Parks and Recreation will advise his/her staff and supporting agency liaisons of the situation, including potential need for congregate care facilities. S/he will provide his/her staff with shelter management refresher training. S/he will establish communications and coordinate all activity with the liaison appointed by the American Red Cross, Santa Clara Valley Chapter. S/he will alert the

Damage Assessment Branch of anticipated manpower needs for structural inspection.

3) Emergency Phase Actions

The Director of Parks and Recreation will alert and mobilize staff and supporting agencies as necessary. S/he will open congregate care centers and/or shelters in accordance with the agreement with the American Red Cross as directed by the Operations Chief. S/he may request manpower support, if necessary, from the Personnel Branch, including bilingual staff and extra staffing. She will coordinate with the Fire and Rescue Branch to ensure that shelterees have been evaluated for contamination, to ensure that no contaminated people are admitted to shelters.

The Director of Parks and Recreation shall request sanitation, health and/or facility inspections and support from Logistics.

The Director of Parks and Recreation shall request the EPIO to create announcements and/or informational pamphlets that would benefit evacuees requiring shelter.

4) Recovery Phase Actions

The Director of Parks and Recreation will assist the American Red Cross in closing congregate care centers and/or shelters.

7. Construction & Engineering (Public Works)

a. Purpose

The purpose of the Construction & Engineering function is to support public safety staff in managing traffic through physical barriers and rerouting, and in evaluating and dealing with any environmental impacts of the terrorist event.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Public Works Department

Supporting Agencies:

- Fire Department

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

- a) The Public Works Director will inventory the barricades and traffic delineators, and replenish if necessary.

2) Increased Readiness Phase Actions

The Public Works Director will coordinate regarding potential need for traffic control devices, including the use of traffic cameras for surveillance, and the use of electronic sign boards to manage traffic patterns.

The Director of Public Works will obtain inspection and security status reports from owners of dams and levees, and from utility companies.

The Director of Public Works will obtain inspection and security status information from water operators and sanitary sewer/ water pollution control plant operators that serve Cupertino.

The Director will immediately inform the ESC with a status report if there is a heightened security concern, and, if necessary, a recommendation for action. The ESC will contact the DES for permission to open the EOC. The Director will also inform Sheriff's Office, Fire and any other support departments of any heightened security concerns. OES may relay the report via the Operational Area to the State OES, Coastal Region office, when appropriate.

3) Emergency Phase Actions

- a) The Public Works Director will implement general traffic control operations until a specific plan is developed.
- c) The Director of Human Resources will coordinate with the Volunteer Center of the Silicon Valley to oversee the registration of volunteer forces, individuals, and groups and assist in their allocation and assignment.

4) Recovery Phase Actions

The Director of Public Works will have traffic control devices related to the terrorist event removed from public property and restore the traffic cameras.

8. Communications

a. Purpose

The purpose of the Communications function is to ensure that adequate radio and telecommunications are available, in the field and EOC, during a terrorist event.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Service Center

Supporting Agencies:

- SBC
- CARES
- Fire Department
- Sheriff's Office
- County Communications

c. Operational Phases and Plan Activation

1) Preparedness Phase Action

Emergency communications equipment, which is not in day-to-day use, will be checked monthly.

CARES will check telephones and radios at the EOC monthly and report any problems for repair.

Emergency telephones and radios, not located in the EOC, will be tested monthly by the responsible department. Inoperable equipment will be repaired and returned to service as soon as possible.

2) Emergency Phase Action

The County Communications Watch Commander will confer with on scene Incident Commander regarding EOC activation. The Communications Watch Commander will

contact the ESC or DES with questions or requests for activation.

The ESC will coordinate activation of the EOC at the appropriate level.

Communications resources to be considered, regardless of the level of EOC activation, include:

- Cupertino Amateur Radio Emergency Service
- Emergency Preparedness Van
- Sheriff's Office Mobile Command Post
- County Communications Van
- Fire command Post Support Vehicle
- Service Center:
 - ✓ Will distribute communications equipment (pagers, radios, cellular phones) if required and if available.
 - ✓ Will contact SBC liaison, if required.

The ESC will coordinate with the EPIO to script and record an appropriate message on phone bank, in appropriate languages. At the direction of the DES, the phone bank may become a staffed answering point, using City staff and volunteers. The operators will respond to public inquiries. Requests to the Emergency Public Information Officer (EPIO) for information from the news media will be forwarded appropriately.

C. PLANNING/INTELLIGENCE SECTION

1. Situation Analysis

a. Purpose

The purpose of Situation Analysis is to use information from Sheriff's Office, BATWING, Fire, OES, and State and Federal partners to determine if a terrorist event is impending, and to forecast the likelihood of its occurrence as a basis for recommendations to the DES. Sheriff's Office Intelligence Unit will be key members of the team. Fire Department companies will provide timely local information.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Sheriff's Office Intelligence Unit

Supporting Agencies:

- Fire Department
- Community Development

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

The Sheriff's Office Intelligence Unit will maintain coordination with State and Federal law enforcement partners.

The ESC will maintain coordination with State and Federal emergency preparedness and Homeland Security partners.

2) Increased Readiness Phase Actions

The Director of Community Development will ensure that adequate maps are available for tracking any events that may occur. He/she will coordinate with GIS coordinators for City departments to ensure that electronic maps are available for use in tracking unfolding events.

The RIMS Unit will determine if the State has named an event on the RIMS system, and will prepare to send appropriate RIMS forms.

3) Emergency Phase Actions

- a) When the Homeland Security Advisory System level is raised to Red for the Bay Area, or the Sheriff's Office Intelligence Unit believes that a terrorist event is imminent or evident, the Sheriff's Office will conduct an investigation and analysis to identify the sources of the information and its credibility, and shall report the results promptly to the DES and ESC with recommendations for action.
- b) The DES may declare a State of Local Emergency due to a terrorist event. The ESC will coordinate with State and Federal partners, and the Situation Analysis Branch will ensure that the appropriate RIMS forms are filed with the Operational Area.
- c) The Branch will maintain contact with the National Weather Service to determine relevant weather

conditions, including temperature, humidity and wind direction for analyzing the potential movement of any plume of agent or dust and debris that may develop.

- d) The ESC will consult with the DES to schedule the next Action Planning Briefing, with the Sheriff's Office and Fire Department, to develop a recommended plan of action based on the departmental SOPs and the Terrorism Response SOP, which may include any or all of the following actions: A request for mutual aid MMTF resources, activation of the Multiple Casualty Incident Plan, and a request for the Civil Support Team.
 - e) The Planning/Intelligence Section Chief evaluates the need for shelter and temporary housing based on situation analysis, and coordinates with Care and Shelter Branch.
 - f) The Planning/Intelligence Section Chief evaluates the need for infrastructure repairs and coordinates with Construction & Engineering.
 - g) The Planning/Intelligence Chief evaluates the need for repairs to major public facilities and coordinates with Construction & Engineering.
 - h) The Recovery Branch Director reviews the disaster damage assessment information and takes any steps that will hasten community recovery.
- 4) Recovery Phase Actions
Continue to monitor situations for potential new threats.

2. Safety & Damage Assessment Unit

a. Purpose

The Safety & Damage Assessment Unit is organized to collect and document information on the safety and accessibility of privately owned property and publicly owned property related to the terrorist event. The Unit will share the information with the Situation Analysis Branch who will estimate damage costs for inclusion in all appropriate RIMS reports, and the Action Planning Briefing.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Building Dept

Supporting Agencies:

- Public Works
- CARES
- CERT

c. Operational Phases and Plan Activation

1). Preparedness Phase Actions

The Safety & Damage Assessment Unit leader will ensure that all Safety Assessment field staff are trained and equipped for damage assessment.

2). Increased Readiness Phase Actions

The Safety & Damage Assessment Unit leader will ensure that all boards and equipment in the EOC are ready, and all maps are current.

3). Emergency Phase Actions

As soon as it is safe, the Safety & Damage Assessment Unit Leader will deploy the field teams to collect damage assessment information in the terrorist attack area. If Fire has established a hot zone and warm zone due to contamination or other unsafe conditions, the Unit will conduct damage assessment using the GIS maps of the affected areas, and HAZUS information, as available.

4). Recovery Phase Actions

The Unit will monitor changes in community condition and maintain current damage assessment information for all affected properties within Cupertino, for use in Action Planning Briefings and in RIMS reports.

3. Recovery Planning Branch

a. Purpose

The Recovery Planning Branch is organized to evaluate the disaster as it unfolds, and to determine the steps that must be

taken to ensure the rapid recovery of the community from the disaster.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Building Dept

Supporting Agencies:

- Planning Dept
- Fire Department
- CARES

c. Operational Phases and Plan Activation

1). Preparedness Phase Actions

The Recovery Planning Branch Leader will follow the Situation Analysis work and determine actions needed to enhance community recovery, including inventorying potential expedient shelters in parking garages, City-owned facilities and privately owned facilities.

2). Increased Readiness Phase Actions

The Recovery Planning Branch Leader will review Situation Analysis work and review and update Branch plans.

3). Emergency Phase Actions

The Recovery Branch Leader evaluates the need for debris removal from public and private property, and begins working with City departments to determine if the debris is contaminated, and the Logistics Section to organize staffing, rollout bins, and equipment for debris removal. Federal resources will be contacted to assist with the removal of contaminated debris

The Branch will evaluate the need for short term and long term housing for community members, locations for DACs and other Federal facilities, Joint Operations Centers, Joint Information Centers, and other facilities for federal partners.

The Branch will evaluate the need for facilities for community psychological care, mass prophylaxis distribution, and victim and family assistance.

4). Recovery Phase Actions

The Recovery Branch Leader will oversee the implementation of all Recovery plans, and advise the DES on the management of the Recovery Phase.

The Planning and Building Departments will develop an abbreviated inspection and permitting process when appropriate to the disaster, and provide assistance to residents needing disaster-recovery work. They may request the City Council to reduce or waive fees, where appropriate.

D. LOGISTICS SECTION

1. Logistics Chief

a. Purpose

The purpose of the Logistics function is to plan, direct, and provide logistical support to the emergency response and recovery operations.

b. Organization – Responsible and Supporting Agencies

Responsible Agency: Service Center

Supporting Agencies:

- Sheriff's Office
- Fire Department
- Public Works
- Human Resources
- IT
- Volunteer Center of Silicon Valley
- Cupertino Community Services

c. Operational Phases and Plan Activation

1) Preparedness Phase Action

- a) The Service Center will inventory emergency response equipment in City stocks and coordinate with user departments to be sure supplies are adequate.

- b) The Service Center will update emergency telephone numbers of vendors of critical resources.

2) Increased Readiness Phase Action

The Service Center will confirm the adequacy of stockpile supplies with user departments.

3) Emergency Phase Action

The Service Center will respond to the EOC, as required, and mobilize departmental personnel in support of the Logistics Section.

The Service Center will coordinate with Public Health personnel to ensure that adequate facilities are available for vaccination centers, community prophylaxis, medical surveillance, or other related purposes.

4) Recovery Phase Actions

- a) The Service Center will coordinate with other departments to restock depleted supplies.
- b) The Service Center will assist the designated representative for Public Assistance to ensure that appropriate documentation is provided for reimbursement by FEMA and State OES.

2. Public Health

This is a County function. A Public Health Liaison may be activated by the Logistics Chief.

E FINANCE SECTION

1. Finance Section Chief is the Director of Finance.

a. Purpose

The role of the Finance Section Chief is to ensure that all disaster-related expenses are accounted for, and that Federal and State reimbursements are obtained.

b. Organization

Finance representation may be provided in person or electronically.

2. Operational Phases and Plan Activation

a. Preparedness Phase Actions

- 1) Each year, Finance will review and update the reimbursement manual to ensure compliance with Federal and State reimbursement guidelines.
- 2) Each year, a new/revised manual will be prepared, if needed. One copy will be provided to each EOC Section Chief and the DEP.
- 3) Each year, Risk Management will review all disaster-related insurance policies for City-owned buildings and ensure that the policies meet minimum standards for coverage.

b. Emergency Phase Actions

- 1) Support EOC operation as outlined in City Emergency Operations Plan (EOP).
- 2) Appoint an individual to serve as the point of contact for financial tracking.

c. Recovery Phase Actions

- 1) Coordinate all financial recovery from FEMA and State with the designated representatives for Public Assistance.
- 2) Assist the designated representatives with all paperwork and form filing for reimbursement to the City of Cupertino.
- 3) Risk Management will determine whether to recommend that the City acquire new or additional insurance policies for all damaged City-owned buildings, ensuring compliance with any FEMA requirements.

STATE TERRORISM RESPONSE

The California Terrorism Response Plan

In March 1999, the State published this Plan as part of the *California State Emergency Plan*. Integrated with federal terrorism response documents, this

Plan provides guidance for response efforts within the SEMS framework. It updates the earlier State *Nuclear Emergency/Terrorism Response Plan of 1991* and expands its scope to include all terrorism incidents in the State.

This plan introduced two new terms unique to terrorism—Crisis Management and Consequence Management which are defined later. Numerous other definitions and terms were included in the attached Glossary of Terrorism-Related Terminology.

California's Policy for Response to Terrorism

The State of California and local agencies exercise preeminent authority to make decisions regarding the consequences of terrorism. This includes the authority to proclaim an emergency and/or to make decisions on-scene regarding rescue and treatment of casualties, and protective actions for the community.

These necessary actions will be coordinated with the federal On Scene Commander (OSC) within the Unified Command. Under California SEMS, this on-scene authority would normally rest with the incident commander and the local emergency services organization. The federal government provides assistance as required. FEMA Region IX coordinates federal agencies consequence management support with the State Office of Emergency Services.

The federal Government has not adopted SEMS but federal agencies are familiar with the National Fire Service term, ICS (Incident Command System) and its components.

California State Standing Committee on Terrorism (SCCSOT)

This standing committee provides the State OES Director with advice during validated terrorists threats or actual incidents. Routinely, it meets on a quarterly basis to provide advice, to conduct formal activities, and for joint communications between and among agencies.

While membership may be augmented as needed, the core membership is:

OES Deputy Director
Chief, OES Law Enforcement Branch
Chief, OES Fire and Rescue Branch
California Department of Justice
California Highway Patrol
Department of Health Services
Emergency Medical Services Authority (EMSA)
Office of criminal Justice Planning
Federal Bureau of Investigation
Federal Emergency Management Agency

FEDERAL RESPONSE TO TERRORISM

Federal Terrorism Response System

The federal government exercises preeminent authority and responsibility in crisis management. Presidential Decision Directive 39 and various laws of the United States have assigned the federal “lead agency” responsibility for managing the federal law enforcement response for crisis management to the Federal Bureau of Investigation (FBI).

Lead Agencies

Various state and federal agencies have response authorities that may be utilized during a terrorist incident. Those authorities, granted by statute, regulation, or executive order mandates agencies to be the “lead agency” for specific activities. Their activities may include both management/coordination and technical responsibilities. *Agencies who are “lead agencies” do not take command of an incident but operate under a unified command structure to carry out their responsibilities for certain actions in the crisis or consequence management response.*

“Lead agencies” will cooperate within the consequence management response group with local government. Although state and federal agencies may have preeminent authority according to state or federal statute for consequence management in certain types of incidents, the local authorities remain in charge and are the “lead agency” for all other aspects of consequence management.

Joint Operations Center

As federal “lead agency”, the FBI will establish a command post near the terrorist incident site. In addition, it will establish a Joint Operations Center (JOC) to manage and coordinate the federal responders: The FBI will be assisted by other federal, state and local authorities as necessary. See Appendix (10)

By law, final authority to make decisions in four specific *law enforcement categories* on-scene rests with the FBI’s On-Scene Commander (FBI OSC):

- Causes of the incident -Identifying and rendering weapons safe
- Capturing the terrorists -Securing the perimeter of the incident

Graduated Response

A graduated response will be utilized by the federal government when managing terrorists incidents. This policy is designed to produce a safe, effective response which will include:

1. Assessment of the incident by trained responders
2. Emergency deployment of technical personnel/resources
3. Establishment of known management resources in a nearby CP

Crisis Management

The law enforcement response to the causes of terrorist incidents, terrorists, and their weapons. It includes measures to identify, acquire, and plan the use of resources needed to anticipate, isolate, prevent, and/or resolve a threat or act of terrorism.

*California Terrorism Response Plan:
An Annex to the State Emergency Plan*

Consequence Management

Addresses the consequences of terrorism, the effects upon people and their property and communities. It includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

*California Terrorism Response Plan:
An Annex to the State Emergency Plan*

Homeland Security Advisory System

The Homeland Security Advisory System provides a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. The system provides warnings in the form of a set of graduated "Threat Conditions" that would increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert. (Appendix 11)

- Green is a low risk of terrorist attack.
- Blue is a general risk, and agencies are asked to review and update emergency response procedures.
- Yellow is an "elevated condition," meaning there is a significant risk of attack. Increased surveillance of critical locations and implementing some emergency response plans are called for.
- Orange signifies a high risk of attack, meaning the government should coordinate necessary security efforts with armed forces or law enforcement agencies and take additional precautions at public events.
- Red means a "severe risk" of attack and may require the pre-positioning of specially trained teams, closing public and government facilities and monitoring transportation systems.

Cupertino Actions Taken

Green	No Change
Blue	No Change
Yellow	No Change
Orange	No Change
Red	The following steps will be taken:

- EOC set up in Conference Room C&D
- All meetings scheduled in C&D cancelled until further notice
- EOC Level 1 activation (OES rep, Section Chiefs & PIO as needed)
- CARES put on "increased readiness"
- EOC Section Chiefs ensure their "backup" has been briefed
- All EOC participants to keep cell phones on at all times and confirm 24 hour contact information
- Ensure personal & family emergency supplies are up to date
- Review Emergency Plan checklists
- Have employee ID badges visible at all times

Federal Phases of Consequence Management

Pre-incident:	Warning & deployment of federal agencies assets
Trans-incident:	Transition from a threat to an act of terrorism
Post incident:	Incident occurs w/o warning-management actions initiated
Disengagement:	Management group disengages; alert cancelled

California-Federal Integrated Actions

Once an incident occurs, the nature and magnitude of the incident will determine the degree of local response and the amount of federal & state assistance required. State and local consequence management will be conducted according to SEMS. The state and federal governments will coordinate their responses according to the *California-Federal Emergency Operations Center Guidelines*. The State OES will maintain a liaison presence in the JOC reporting back to the SEMS organization.

SUMMARY OF LOCAL JURISDICTION ROLES AND RESPONSIBILITIES

The central premise of the Standardized Emergency Management System is that local governments have the primary responsibility for coordinating initial response activities.

PREPAREDNESS

Identify all hazards that pose a major threat to the City

Develop and maintain up-to-date emergency plans consistent with the State Emergency Plan and the California Mutual Aid Agreement and exercise plans

Develop plans for meeting all conditions which constitute a local emergency

Ensure coordination and Communication occur with all agencies represented by the Cupertino Disaster Council

Identify needs for training

RESPONSE-RECOVERY-MUTUAL AID

Provide initial response to save lives, protect public health, safety and the environment.

Send situation reports to the Op Area coordinator and OES Mutual Aid Region as emergency situation develops/changes.

Identify multi-purpose staging areas for support of response and recovery activities.

Maintain liaison with OES Mutual Aid Region office and neighboring cities/special districts/Op Area

Request assistance from Op Area & adjacent cities/towns/special districts. Initiate disaster declaration

Respond to emergency. regs issued by the Governor.

Provide Op Area with reports of severity/damage, including dollar values (public/private property to be forwarded to the State

Respond to Mutual Aid requests

Use resources from Op Area/ State/Federal/ private agencies

Coordinate and distribute emergency public information

AUTHORITIES

Government Code

West's Ann.Cal.Gov.Code § 38791
WEST'S ANNOTATED CALIFORNIA CODE
GOVERNMENT CODE
TITLE 4. GOVERNMENT OF CITIES
DIVISION 3 OFFICERS
PART 2 LEGISLATIVE BODY
CHAPTER 10. HEALTH AND SAFETY
ARTICLE 7. MISCELLANEOUS

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Current through 1999 portion of 1999-2000 Reg. Sess. And 1st Ex. Sess.

§ 38791. Emergency executive; powers

By ordinance the legislative body of a city may provide for a chief executive who, during periods of great public calamity such as extraordinary fire, flood, storm, epidemic, earthquake, sabotage or enemy attack shall have complete authority over the city and the right to exercise all police power vested in the city by the Constitution and general laws.

(Added by Stats. 1949, c 79, p. 188, § 1. Amended by Stats 1995, c. 624, p. 1119, § 39.

Penal Code

West's Ann.Cal.Penal Code § 409.5
WEST'S ANNOTATED CALIFORNIA CODES
PENAL CODE
PART 1. OF CRIMES AND PUNISHMENTS
TITLE 11. OF CRIMES AGAINST THE PUBLIC PEACE

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Current through 1999 portion of 1999-2000 Reg. Sess. And 1st Ex. Sess.

§409.5. Authority of peace officers, lifeguard or marine safety officer to close disaster area; exclusion from police command post area; unauthorized entry; exceptions

- (a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while action in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. The calamity creates an immediate menace to the public health. The local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.
- (b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officer of the Department of forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all authorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

(Added by Stats. 1957, c. 1402, p.2737, § 1. Amended by Stats. 1965, c.212, p.1177, § 1; Stats.1969, c.1096, p. 2096, § 1; Stats. 1977m c,687m o,2217m § 1; Stats. 1981, c. 600, p.2316, § 1; Stats. 1983, c. 227, § 1; Stats. 1987, c. 736, § 1; Stats. 1989, c. 1165, § 17; Stats. 1990, c. 82 (S.655), § 6, eff. May 3, 1990; Stats. 1990, c. 1695 (S.B.2140), § 8; Gov.Reorg.Plan No. 1 of 1995, § 43, eff. July 12, 1995; Stats. 1996, c. 305 (A.B.3103), § 44.)

West's Ann.Cal.Penal Cod § 726

WEST'S ANNOTATED CALIFORNIA CODES
PENAL CODE
PART 2 OF CRIMINAL PROCEDURE
TITLE 1. OF THE PREVENTION OF PUBLIC OFFENSES
CHAPTER 5. SUPPRESSION OF RIOTS

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Current through 1999 portion of 1999-2000 Reg. Sess. And 1st Ex. Sess.

§ 726. Unlawful or riotous assemblies; command to disperse

Where any number of persons, whether armed or not, are unlawfully or riotously assembled, the sheriff of the county and his or her deputies, the officials governing the town or city, or any of them, must go among the persons assembled, or as near to them as possible, and command them, in the name of the people of the state, immediately to disperse.

(Enacted 1872. Amended by Stats. 1951, c. 1608, p. 3613, § 10.)

2000 Electronic Update

(Amended by Stats. 1996, c. 872 (A.B. 3472), § 114; Stats. 1998, c. 931 (S.B.2139), § 355, eff. Sept. 28, 1998.)