



CITY MANAGER'S OFFICE

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CITY COUNCIL INFORMATIONAL MEMORANDUM

Date: December 12, 2025

To: Cupertino City Council

From: Kirsten Squarcia, Interim Deputy City Manager/City Clerk

Re: Informational Update on the Cupertino Disaster Council Meeting of October 30, 2025

Purpose

This memorandum provides an update on the Disaster Council meeting held on October 30, including reports from Cupertino's Office of Emergency Management (OEM), the Santa Clara County Office of Emergency Management (County OEM), and the Block Leader Program and Citizen Corps activities.

Background

Per Chapter 2.40 of the Cupertino Municipal Code, the Cupertino Disaster Council advises the City Council and guides the City's emergency preparedness and response efforts. The Council is chaired by the City Manager, with the Mayor serving as Vice Chair, and includes City Department Heads or their designees, and additional representatives from civic, business, labor, veterans, professional, or other organizations appointed by the Chair to advise the voting members. Operating in accordance with the California Emergency Services Act, the Council meets at least annually and is responsible for advising on emergency plans and mutual aid agreements under the Standardized Emergency Management System (SEMS), providing guidance for disaster exercises, community engagement, threat assessments, and multi-agency coordination. The Council also promotes community preparedness and safety through public education, training, and volunteer programs and oversees the California State Disaster Service Worker Volunteer Program (DSWVP), which is managed locally through Citizen Corps.

Santa Clara County Office of Emergency Management (County OEM)

The County OEM provided a regional update, emphasizing ongoing coordination and upcoming exercises. Planning efforts involve all 15 Santa Clara County jurisdictions, neighboring counties, federal partners, transit agencies, airports, and hospitals, with a regional "common operating picture" being developed to support communications, staffing, and multi-EOC coordination. Preparations are also underway for major upcoming events, including Super Bowl LX and the 2026 FIFA World Cup, which will involve multi-agency exercises and extended County EOC activations. Additional

regional exercises, including transportation-focused drills, are scheduled in the coming months, with Cupertino's emergency management team actively participating.

City of Cupertino Office of Emergency Management (OEM)

The City's OEM provided an overview of ongoing preparedness and readiness efforts. Work continues to organize and update the City's Emergency Operations Center (EOC) space and technology to ensure rapid activation, with ongoing coordination with the City Hall project team to plan for a future EOC location and technology needs. The City has begun updating its Emergency Operations Plan (EOP) and will continue work in the coming months, leading up to community stakeholder outreach that includes City Departments, community groups, businesses, and volunteers. Staff actively monitor emerging incidents and coordinate with leadership as needed. Cupertino benefits from active community-based preparedness and volunteer programs, including CARES, CERT, Neighborhood Watch, and Block Leaders, which OEM continues to support and engage. Employee training efforts are underway, with personnel being identified, training needs assessed, and a training and exercise calendar being developed. Cupertino's online evacuation zone maps assist residents in understanding their zones and planning multiple evacuation routes, and staff continue to review these tools for accuracy and usability.

Block Leader and Neighborhood Watch Programs

The Block Leader Program remains active, engaging residents through regular meetings, neighborhood activities, block-level events, and participation in National Night Out. Neighborhood Watch participation has declined slightly, and the City continues to prioritize outreach to increase participation and strengthen community preparedness.

Citizen Corps

Cupertino's volunteer-based emergency preparedness programs operate under three branches: Cupertino Amateur Radio Emergency Service (CARES), CERT (Community Emergency Response Team), and the Medical Reserve Corps (MRC). Supported by an estimated 1,000 volunteers, these programs provide training, onboarding, and CERT Academies to apply skills in emergency planning and response. Citizen Corps engages the community through multiple events each quarter, helping residents prepare for emergencies and supporting neighborhood response efforts, while CARES volunteers assist with communications between neighborhoods, the City, and the County EOC. Volunteer management, including onboarding, training, and tracking, is organized through the Volunteer Management Annex and portal, with field training handbooks and structured orientation programs supporting effective volunteer integration. The programs divide the City into six reporting zones to coordinate volunteer activities, monitor neighborhoods, and support emergency response and deployment, ensuring comprehensive coverage across the community. The City Council has been actively engaged and supportive of these programs. Notably, the City Manager, Mayor, Vice Mayor, and several City Commissioners completed CERT Academy, demonstrating leadership commitment and promoting volunteer engagement.

Next Steps

Staff will continue to engage with County and regional partners, advance the Emergency Operations Plan update, and maintain Emergency Operations Center readiness efforts. Ongoing support for volunteer and community engagement initiatives will remain a priority, including programs coordinated through Citizen Corps and neighborhood preparedness efforts. The City is actively recruiting for a full-time Emergency Manager, a leadership role overseeing the Office of Emergency Management, including the Citizen Corps Coordinator and the Block Leader Coordinator. This position is essential for coordinating programs, ensuring continuity, and strengthening community preparedness. The Disaster Council is expected to reconvene in 2026 to provide further updates on these initiatives.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program (CWP) Item/Description

None

Council Goal:

Quality of Life

California Environmental Quality Act

No California Environmental Quality Act impact.

Prepared by: Kirsten Squarcia, Interim Deputy City Manager/City Clerk

Reviewed by: Michael Woo, Senior Assistant City Attorney

Approved for Submission by: Tina Kapoor, City Manager