

EMERGENCY OPERATIONS PLAN

City of
Sunnyvale

TABLE OF CONTENTS

Document Management and Distribution	1
Plan Maintenance	2
Revision History	2
Certification of Review	4
Introduction	1
Purpose	1
Scope	1
Limitations.....	2
Situation	2
Planning Assumptions.....	3
Cyber Disruption Considerations	3
Equity and Access Considerations.....	3
Emergency Management.....	4
Preparedness.....	4
Response	5
Recovery.....	6
Mitigation.....	8
Whole Community Approach.....	9
Concept of Operations	11
Field Level Coordination: ICS.....	12
Local, Regional & State Level Coordination: SEMS	12
Federal Coordination: NIMS.....	13
Alert and Warning.....	17
Emergency Alert System (EAS).....	17
National Warning System (NAWAS).....	17
National Weather Service (NWS)	17
Rave Mobile Safety	17
AlertSCC.....	17
Integrated Public Alert and Warning System (IPAWS).....	18
Community Notification & Crisis Communication	18
Emergency Proclamations	19
Local Proclamation.....	19

State of Emergency 19

State of War Emergency 20

Presidential Declaration 20

Public Health Emergency 20

Other Declarations, Powers, and Authorities 20

Continuity of Government..... 21

 Lines of Succession..... 21

 Essential Facilities: Seat of Government 22

 Preservation of Vital Records..... 22

SECTION II: ATTACHMENTS

- Attachment A: Authorities and References
- Attachment B: Acronyms
- Attachment C: Sample Emergency Proclamation
- Attachment D: Departmental Responsibilities
- Attachment E: Emergency Operations Center (EOC) Activities
- Attachment F: EOC Layout & Phone Numbers
- Attachment G: Sunnyvale Municipal Code – 2.16
- Attachment H: Elected Officials' Emergency Roles - Summary & Reference

SECTION III: FUNCTIONAL AND HAZARD-SPECIFIC ANNEXES

- Crisis Communication Annex
- Debris Management Annex
- EOC Staffing Annex
- Care & Shelter Annex
- Severe Weather Annex
- Earthquake Annex
- Emergency Animal Services Annex (forthcoming)
- Evacuation Annex (forthcoming)
- Tsunami Annex (forthcoming)

DOCUMENT MANAGEMENT AND DISTRIBUTION

This EOP will be reviewed and exercised periodically and revised as necessary to satisfy changing conditions and needs. The EOP may be modified as a result of a post-incident or post-exercise evaluation, and/or changes in responsibilities, procedures, laws, or regulations. The City’s Office of Emergency Services (OES) is responsible for the review, revisions, management, and distribution of the City of Sunnyvale EOP.

The EOP is posted on the city’s website and will be distributed to the following departments/agencies:

Title	Name	Facility	Number of Copies
City Manager	Tim Kirby	City Hall	1 (electronically)
Assistant City Manager	Sarah Johnson-Rios	City Hall	1 (electronically)
Deputy City Manager	Connie Verceles	City Hall	1 (electronically)
Chief, Public Safety Department	Daniel Pistor	DPS Headquarters	1 (electronically)
City Attorney	Rebecca Moon	City Hall	1 (electronically)
Director, Community Development Department	Trudi Ryan	City Hall	1 (electronically)
Director, Department of Public Works	Chip Taylor	City Hall	1 (electronically)
Director, Environmental Services Department	Ramana Chinnakotla	City Hall	1 (electronically)
Director, Finance Department	Matthew Paulin	City Hall	1 (electronically)
Director, Human Resources Department	Tina Murphy	City Hall	1 (electronically)
Director, Information Technology Department	Kathleen Boutté Foster	City Hall	1 (electronically)
Director, Library and Recreation Services Department	Michelle Perera	City Hall	1 (electronically)
Director, NOVA	Marlena Sessions	City Hall	1 (electronically)
EMO Staff	As assigned	EMO Staff	1 (electronically)
Director, OEM	Dana Reed	County of Santa Clara Office of Emergency Management (OEM)	1 (electronically)

PLAN MAINTENANCE

The City of Sunnyvale Office of Emergency Services (OES) is responsible for maintaining this Emergency Operations Plan (EOP). The EOP is reviewed annually and updated as needed to reflect changes in policy, organizational structure, hazards, resources, or lessons learned from exercises and real-world events. Minor changes may be made at any time. A full revision is typically conducted every four years or following a major emergency requiring after-action documentation.

OES will coordinate any needed revisions and ensure updated versions are distributed to stakeholders listed in the Document Management and Distribution section.

City departments are expected to review their assigned roles and responsibilities during the annual review process. OES will coordinate any needed revisions and ensure that updated versions are distributed to all stakeholders listed in the Document Management and Distribution section.

Plan Maintenance Table

Activity	Frequency	Responsible Party
Annual review (for currency)	Every 12 months	OES Coordinator
Full revision	Every 4 years, or as needed	OES Coordinator
Post-Incident/Exercise Updates	As needed	OES/Relevant Departments
Distribution of Final EOP	After each revision	OES Coordinator

Note:

OES leads the annual review process to confirm the plan remains accurate and current, focusing on elements such as roles, contacts, and departmental responsibilities. This annual review is not intended as a full rewrite but rather as a check to ensure the plan reflects current organizational and operational realities. Full updates are coordinated approximately every four years, or as needed to align the City's Emergency Operations Plan with the County OEM Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) and the City's Continuity of Operations Plans (COOP). In addition, updates may be made following major incidents, exercises, or organizational changes to incorporate lessons learned and maintain readiness. Final EOP revisions will be posted and distributed to ensure all stakeholders have access to the most current version.

REVISION HISTORY

May 1, 2023 by Lt. Daniel Moskowitz, OES Coordinator

- Added names to Documentation Management and Distribution section
- Updated web reference links
- Updated Sunnyvale population
- Added reference to CERT and SARES in Preparedness section
- Added to Awareness and Education section

- Added supply distribution to Response section
- Added CERT and SARES to Response section
- Added additional information about DSWs to Response section
- Added CADRE to Disaster Assistance Programs section
- Added information about the Rave Mobile Safety platform to the Alert and Warning section
- Added items to include in an After Action Report
- Added reference to Crisis Communication Annex and additional information in Alert and Warning section
- Added information to Individuals with Access and Functional Needs section
- Changed the timeline for city council to renew a local emergency proclamation from 14 to 60 days in Local Proclamation section
- Added Public Health Emergency section
- Added Disaster Records to Preservation of Vital Records section
- Added additional references in Local, State, and Federal Authorities sections
- Added additional acronyms to Attachment B: Acronyms
- Added language referencing renewal every 60 days to Attachment C: Sample Emergency Proclamation
- Added new location of EOC to Attachment E: Emergency Operations Center (EOC) Activities
- Changed EOC Activation Levels in Figure E-1
- Updated the EOC Organizational Chart in Attachment E
- Updated the diagram in Attachment F: EOC Layout & Phone Numbers
- Changed the timeline for city council to renew a local emergency proclamation from 14 to 60 days in Attachment G: Sunnyvale Municipal Code – 2.16

August 8, 2023 by Lt. Daniel Moskowitz, OES Coordinator

- Updated Sunnyvale’s population and description of local businesses.

June 23, 2024 by Lt. Daniel Moskowitz, OES Coordinator

- Updated Figure F-1: EOC Layout & Phone Numbers

June 23, 2024 by Lt. Daniel Moskowitz, OES Coordinator

- Updated Figure E-2: City of Sunnyvale EOC Organizational Chart

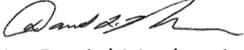
2025 by Lt. Daniel Moskowitz, OES Coordinator

- Updated leadership and EMO staff assignments
- Integrated SB 160 equity and access language
- Added guidance on the emergency roles of elected officials
- Incorporated cyber disruption considerations into Planning Assumptions and Continuity
- Updated departmental responsibilities in Attachment D and realigned them with departmental COOP references
- Revised alert and warning section, including IPAWS updates
- Updated mass care and shelter coordination procedures with the Red Cross
- Structural cleanup and content restructuring for clarity

Work is underway to develop an Emergency Animal Services Annex and an Evacuation Annex, which will be included in future updates. Future full revisions will occur every four years, or as needed.

CERTIFICATION OF REVIEW

The Office of Emergency Services will periodically review, update, and exercise the EOP as necessary to address changing conditions and needs.

Date	Department/Agency	Signature
8/2023	DPS – Office of Emergency Services (OES) – Reviewed	 Lt. Daniel Moskowitz OES Coordinator
3/2024	DPS – Office of Emergency Services (OES) – EOC Tabletop Exercise (Earthquake scenario)	 Lt. Daniel Moskowitz OES Coordinator
6/2024	DPS – Office of Emergency Services (OES) – EOC Functional Exercise (Severe Weather scenario)	 Lt. Daniel Moskowitz OES Coordinator
10/2025	DPS – Office of Emergency Services (OES) – Annual review and revision	 Lt. Daniel Moskowitz OES Coordinator

Section I: Basic Plan

INTRODUCTION

The Emergency Operations Plan (EOP) for the City of Sunnyvale outlines authorities, organizational structures, and procedures used to coordinate activities related to local and regional emergencies or disasters.

The City and surrounding region are susceptible to several hazards such as natural disasters and human-caused events, as well as technological failures and pandemics. While the risk profiles for these hazards are regularly quantified and assessed in related documents¹, the EOP utilizes an “all-hazards” approach to ensure the City can prepare for, respond to, recover from, and mitigate against all potential hazards and critical incidents.

This EOP was developed in alignment with the *FEMA Comprehensive Preparedness Guide (CPG) 101, Version 3.1 (May 2025)*. It reflects a community-based, risk-informed, and capabilities-driven approach consistent with national guidance for all-hazards emergency planning. The EOP integrates principles from the National Preparedness System and aligns with state and federal coordination structures.

PURPOSE

The primary purpose of the EOP is to:

- 1) Outline the City’s framework for managing preparedness, response, recovery, and mitigation activities inclusive of City departments, personnel, and elected officials.
- 2) Serve as a foundational document to which additional operational and tactical annexes, appendices, and plans can be attached.
- 3) Codify the City’s understanding and adoption of state and federal response constructs through which operational coordination, mutual aid, and other requests for support will be integrated.
- 4) Demonstrate compliance with state and federal laws and regulations such as the California Emergency Services Act (CESA)².

SCOPE

The EOP serves as the foundational element of the City’s approach to emergency management. While all City resources may be called upon as needed, specific departmental responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure the City is adequately prepared, all City departments are required to actively participate in preparedness and planning activities to include the development of departmental plans, policies, and procedures as necessary to fulfill their assigned roles and obligations.

The EOP adopts the "Whole Community" approach to emergency management, recognizing the roles of special districts, non-governmental organizations (NGOs), community-based organizations (CBOs), faith-based organizations (FBOs), private-sector businesses, educational institutions, and other stakeholders, in addition to

¹ Santa Clara County Multijurisdictional Hazard Mitigation Plan (MJHMP):

<https://emergencymanagement.sccgov.org/multi-jurisdictional-hazard-mitigation-plan-mjhmp>

² California Governor’s Office of Emergency Services. *California Emergency Services Act* (Gov. Code § 8550–8669.7). In *Cal OES Yellow Book*. Retrieved from: <https://www.caloes.ca.gov/wp-content/uploads/Legal-Affairs/Cal-OES-Yellow-Book.pdf>

City resources. Additionally, the EOP is intended to reflect the wide variety of support that may be required by residents, visitors, and businesses, including people with disabilities and others with access or functional needs.

LIMITATIONS

While many of the organizational and operational constructs outlined in the EOP are designed for flexibility and can be utilized as needed to address many emergency and non-emergency events, some activities require special activation or a formal disaster declaration by the City Manager. Similarly, the EOP is not meant to outline procedures for routine incidents or minor emergencies which are adequately addressed through existing processes.

The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. As such, City assets, resources, and departments are potentially vulnerable and may become overwhelmed. Deviations from the organizational and response structures outlined in the EOP may be required based upon evolving needs and available resources. Accordingly, the EOP was designed to promote flexibility whenever possible and is not intended to limit the use of good judgment and common sense in matters not foreseen or adequately addressed by elements of the EOP and its associated annexes, appendices, or plans.

SITUATION

The City of Sunnyvale is in Santa Clara County, approximately 44 miles south of San Francisco, and 10 miles north of San Jose. The City encompasses an area of approximately 22 square miles and has a population of 159,673, making it the seventh largest city in the San Francisco Bay Area and the second largest in Santa Clara County. Almost 8,000 local businesses provide a rich mixture of goods and services, including many icons in tech, manufacturing, retail, and Research and Development.³

Consistent with much of the San Francisco Bay area, Sunnyvale is susceptible to a wide variety of hazards including natural disasters and human-caused events, as well as technological failures and pandemics. An analysis and quantification of the most prevalent hazards can be found in the Santa Clara County Multijurisdictional Hazard Mitigation Plan (MJHMP)⁴, which is updated every five years and includes an annex specific to the City of Sunnyvale.

While the City's hazard environment fluctuates and is highly influenced by external and seasonal factors such as the weather and geopolitical trends, some hazards have consistently been identified as priorities including utility disruptions, earthquakes, floods, drought and hazardous material spills. The City actively participates in the Santa Clara County Multijurisdictional Hazard Mitigation Plan (MJHMP) development process and utilizes the outcomes to address and mitigate against these and other identified hazards to the extent feasible.

In addition, the Santa Clara County MJHMP specifically identifies climate change as an "amplifier" of existing hazards, including flooding, heat waves, and other extreme weather events. While recognizing the complexity of the issue, the City supports efforts to better understand the factors influencing climate change as they relate to current and future planning, development, and policy decisions. The City's hazard analysis aligns with the

³ City of Sunnyvale: <https://www.sunnyvale.ca.gov/your-government/about/about-sunnyvale>

⁴ Santa Clara County Multijurisdictional Hazard Mitigation Plan (MJHMP):
<https://emergencymanagement.sccgov.org/multi-jurisdictional-hazard-mitigation-plan-mjhmp>

County's EMAP-compliant Multi-Jurisdictional Hazard Mitigation Plan and THIRA framework to maintain consistency across the Operational Area.

PLANNING ASSUMPTIONS

The following assumptions were used during the development of the EOP:

- The City of Sunnyvale is vulnerable to multiple natural, human-caused, and technological hazards that may result in critical incidents.
- Some emergencies will occur without warning; others may allow for limited preparation time.
- The City has a responsibility to protect life, property, the environment, and to maintain continuity of government.
- All departments will actively participate in emergency planning, training, and preparedness activities.
- Emergency operations will follow the Incident Command System (ICS), Standardized Emergency Management System (SEMS), and National Incident Management System (NIMS).
- Climate change acts as a hazard multiplier and will continue to influence risk profiles.
- City personnel may be unable or unavailable to report for duty during an incident.
- Mutual aid and state/federal assistance may be delayed or unavailable, especially during large-scale or regional events.
- Critical infrastructure, utilities, and communications systems may be compromised.
- Residents and businesses may need to be self-sufficient for seven days or more.
- Cyber threats (e.g., ransomware, outages) may impair operations and continuity of government functions.
- Disasters may disproportionately impact individuals with access and functional needs (AFN) such as disabilities, limited English proficiency, and transportation or financial barriers.
- Plans must remain flexible and adaptable based on evolving circumstances, available resources, and decision-maker discretion. Federal assistance may be delayed, limited, or unavailable due to evolving national policies. The City plans for operational self-sufficiency and recovery coordination in the absence of immediate federal support.

CYBER DISRUPTION CONSIDERATIONS

The City of Sunnyvale recognizes cyber threats as an evolving hazard. While this plan maintains an all-hazards focus, continuity of operations planning includes contingencies for ransomware, network outages, and other IT-related disruptions that may affect essential city services or emergency communication systems. Departments will activate their internal protocols for cyber incidents, and critical functions may shift to offline or redundant systems as needed.

EQUITY AND ACCESS CONSIDERATIONS

In alignment with Government Code §8593.3., this plan incorporates equitable access considerations in all phases of emergency management. Planning and response efforts seek to account for the needs of individuals with access and functional needs (AFN), individuals with limited English proficiency (LEP), and culturally diverse

communities. Where feasible, planning includes input from representatives of vulnerable populations to improve access to warnings, sheltering, transportation, and recovery resources. The City uses the CMIST framework (Communication, Maintaining Health, Independence, Support/Safety, and Transportation) to ensure equitable access and inclusion throughout all phases of emergency management.

Disasters may disproportionately impact vulnerable populations, including those who face barriers to receiving alerts, evacuating, or accessing support services. The City's emergency planning efforts prioritize inclusive strategies to serve all segments of the community.



EMERGENCY MANAGEMENT

The City actively maintains a program to promote, coordinate, and advance the four phases of emergency management: preparedness, response, recovery, and mitigation. The City Manager is the statutory director of the emergency management program, and the Office of Emergency Services has been delegated responsibility to coordinate these activities.

While the four phases of emergency management demonstrate the typical evolution of activities related to a specific hazard, they are not necessarily dependent upon each other and often overlap or are conducted concurrently to address several different hazards.

PREPAREDNESS

The Preparedness Phase encompasses activities undertaken prior to an emergency to enhance the City's ability to coordinate, respond to, and recover from a critical incident. These activities focus on maintaining or improving capabilities that will be used in the response or recovery phases. The City's preparedness activities emphasize emergency planning and training as well as public education and outreach. The City also conducts drills and exercises regularly to validate ongoing activities, identify areas for improvement, and prioritize or justify future effort and funding.

In recognition of the numerous and diverse potential hazards facing the region, the City has adopted an "all-hazards" approach to planning and preparedness. While not restricting the development of specialty or tactical plans, this model focuses on the development of core capabilities through which the full spectrum of potential hazards and critical incidents can be addressed.

Planning

Emergency planning encompasses a range of plans at the strategic, operational, and tactical levels. Strategic plans encompass the EOP and many of its associated hazard-specific or functional annexes, whereas operational and tactical planning involves more granular information, including standard operating procedures (SOPs), checklists, personnel assignments, notification rosters, and resource lists. All City departments are required to participate in the development of relevant strategic and operational plans while ensuring that internal tactical planning is sufficient to meet the needs of their outlined roles and assigned objectives.

Training

Training is an essential component of preparedness and greatly impacts the City's ability to respond to, and recover from, a critical incident. City Departments regularly provide internal training while the Office of Emergency Services coordinates access to local, state, and federal training opportunities. The Office of Emergency Services also provides training to emergency response volunteer groups such as the Community Emergency Response Team (CERT) and the Sunnyvale Amateur Radio Service (SARES). Refer to the Staffing Annex for more information.

The City actively manages training activities and allocates funding in relation to fluctuating needs, personnel turnover, and course availability. In addition, the City consistently prioritizes training that promotes staff and volunteer understanding and familiarity with the following concepts:

- Incident Command System (ICS)
- California Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)
- California Disaster Service Worker (DSW)

Exercises

Exercises are the primary tool for assessing preparedness activities and identifying areas for improvement while allowing all levels of personnel to simulate their response and recovery roles in a learning environment. The City follows the best practices of the Homeland Security Exercise and Evaluation Program (HSEEP), including the building block concept of seminars, small-scale tabletop exercises, functional exercises, and full-scale exercises.

The City uses a wide variety of exercises to regularly assess critical capabilities and prioritize future planning and training needs. By simulating potential response or recovery scenarios, the City validates existing plans while determining if and where additional training is required.

Awareness and Education

The City actively promotes public awareness and education to strengthen overall preparedness and resiliency. By providing community education, outreach, training, and coordination, the City increases the ability of community members and organizations to adequately prepare for and meet their own needs. By promoting self-reliance and individual preparedness, the City reduces the overall burden on limited resources and competing needs that emerge during critical incidents. OES provides incident management and preparedness information in the form of brochures, flyers, and booklets at various public education events. OES also utilizes social media to disseminate preparedness information to the public and stakeholders.

RESPONSE

The Response Phase includes any actions taken immediately before, during, or directly after a critical incident to minimize the potential or existing impacts of the incident.

Pre-Event Response

Some incidents, such as those related to severe weather, may provide sufficient warning to allow for pre-event or precautionary measures. Depending upon the probability and likelihood of significant impacts, pre-event response activities may include:

- Public Warning
- Evacuations

- Supply Distribution
- Resource Mobilization
- Staging
- Mutual Aid Requests
- Proclamation of a Local Emergency

Emergency Response

Emergency response activities are actions taken during, or in the immediate aftermath of, a critical incident to reduce actual impacts. While these activities are most often associated with traditional response agencies including law enforcement, fire protection, emergency medical services (EMS), utilities, and public works, the size and complexity of an incident may require robust support from additional governmental agencies, NGOs, CERT, SARES, and other partners. As a result, comprehensive stakeholder participation during the development and socialization of relevant strategic, operational, and tactical plans can greatly enhance the efficiency and effectiveness of these emergency response activities.

When coordinating emergency response activities and addressing competing needs and objectives, the City utilizes the following prioritization hierarchy:

- 1) Support Life Safety
- 2) Protect Property
- 3) Reduce Impacts to the Environment
- 4) Continuity of Government

Emergency response may also include activities related to short-term recovery and often overlaps with long-term recovery operations.

Disaster Service Workers

Consistent with California Government Code⁵ City employees (excluding non-naturalized aliens) are Disaster Service Workers (DSW). When a disaster occurs, each employee will be expected to perform certain duties to assist the community in returning to normal as soon as possible. Some volunteer groups are registered as DSWs, such as CERT (Community Emergency Response Team) and SARES (Sunnyvale Amateur Radio Emergency Service). Spontaneous volunteers may be registered as DSWs during the disaster.

RECOVERY

The Recovery Phase encompasses both short- and long-term activities aimed at restoring the community to its pre-incident state. In some instances when a state or federal disaster declaration has been made, recovery activities include the critical task of identifying, documenting, and quantifying response and recovery costs eligible for reimbursement.

The City of Sunnyvale acknowledges potential changes in the structure and availability of federal disaster recovery assistance. In the event that traditional FEMA recovery programs, such as Public Assistance or Individual Assistance, are limited or delayed, the City will coordinate with Cal OES and pursue alternative recovery pathways through state resources, mutual aid, or local partnerships.

Short-term Recovery

Short-term recovery operations commence during the response phase and may include activities such as restoring essential services, expediting debris removal, and reestablishing city services.

⁵ See California Government Code (Section 3100)

Long-term Recovery

Long-term recovery operations are often required to address extensive damage to infrastructure. Activities include the restoration and reconstruction of public facilities and disaster response cost recovery. Long-term recovery may also include policy decisions such as changes to zoning ordinances or permit processes in support of redevelopment and economic or community resilience.

Disaster Assistance Programs

Disaster assistance programs may be available for the following:

- **Individuals** – may be eligible for loans and grants for housing assistance programs (for homeowners and renters), and uninsured disaster-related necessities (including personal property, medical, dental, and transportation expenses). Other programs including crisis counseling, disaster unemployment assistance, and legal services may be available. In addition, various NGOs such as the American Red Cross, Mennonite Disaster Services, and the Salvation Army, provide recovery assistance to individuals, families, and community organizations such as basic necessities, shelter, clothing, and housing. CADRE (Collaborating Agencies' Disaster Relief Effort) is the Santa Clara County designated VOAD (Voluntary Organizations Active in Disaster) and can assist with coordination, establishing a long-term recovery group for individuals.
- **Businesses** – may be eligible for low-interest loans to assist with uninsured damage through the U.S. Small Business Administration (SBA). Programs for agricultural assistance in the form of low-interest loans for economic losses may be available through the U.S. Department of Agriculture (USDA).
- **Government** – assistance may be available through state assistance under the California Disaster Assistance Act (CDAA), as well as several federal programs including the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Grant Program and the Hazard Mitigation Grant Program (HMGP).
- **Non-profit organizations** – assistance may be available through state assistance under the CDAA, as well as several federal programs including FEMA PA Grant Program for eligible non-profit organizations.

Damage Assessment

Damage assessment activities involve identifying, recording, compiling, and analyzing damage to determine the type of recovery assistance needed. Following major disasters, a Preliminary Damage Assessment (PDA) is used to determine eligibility for state and federal financial assistance and reimbursement.

Recovery Documentation

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Various state and federal assistance programs require different types of documentation for eligible costs and in addition to structural damage, may include staff time, equipment, and materials utilized in response to the incident. To support the maximum recovery of eligible reimbursement, City departments and agencies must identify and support internal mechanisms for tracking and documenting appropriate costs. During an Emergency Operations Center (EOC) activation, recovery documentation is coordinated by the Recovery Unit within the Finance Section.

Recovery Organization

With support and oversight from the City Council, the City Manager is responsible for overseeing all major recovery activities. The Finance Department will manage financial recovery efforts. During the active response phase or the immediate aftermath of an emergency, short-term recovery activities should be coordinated with the City's Office of Emergency Services and the EOC Finance Section, if activated. Depending on the size and impact of the event, additional support from other City departments may be required.

After Action Report

As part of the recovery phase, and in accordance with SEMS, the State of California requires⁶ any city and/or county declaring a local emergency for which the governor proclaims a state of emergency, to complete and transmit an after-action report to the California Office of Emergency Services (Cal OES) within 90 days of the close of the incident period. The after-action report shall include and address, at a minimum:

- A review of response actions taken.
- The application of SEMS.
- Suggested modifications to SEMS.
- Necessary modifications to plans and procedures.
- Identified training needs.
- Recovery activities to date.

MITIGATION

The Mitigation Phase includes actions and measures taken to reduce or eliminate the degree of long-term risk from natural and technological hazards. Whereas preparedness activities increase the City's ability to respond to the impacts of a hazard, mitigation activities reduce the potential for those impacts in the future, thereby reducing overall risk. Mitigation activities are available and may include the implementation, augmentation, or promotion of the following:

- Building and Safety Codes
- Disaster/Fire/Flood Insurance
- Land Use Planning and Management
- Hazard Research and Analysis
- Land and Repetitive Loss Acquisition
- Monitoring and Inspection
- Public Outreach and Education
- Relocation
- Risk Mapping
- Safety Codes, Statutes, and Ordinances
- Tax Incentives and Disincentives
- Seismic Strengthening or Retrofitting

⁶ SEMS Section 2450(a)

Multijurisdictional Hazard Mitigation Plan

The City actively participates in formal mitigation activities including the development of the Santa Clara County Multijurisdictional Hazard Mitigation Plan⁷. The City's current mitigation strategy has been codified as an annex to the County plan.

WHOLE COMMUNITY APPROACH

The City's ability to respond and recover from significant emergencies and major disasters is highly dependent upon planning for the unique needs and specific requirements of the City's residents and non-resident commuters and visitors. To further identify and meet these needs, the City has adopted a "Whole Community" approach in which the inclusion and integration of community partners, neighbors, and other stakeholders is actively promoted in all phases of emergency management. Through these collaborative efforts, the City will become more resilient and better prepared to meet the needs of its residents and daytime populace alike, especially those with disabilities and others with access and functional needs.

Private Sector Coordination

The City of Sunnyvale is home to a diverse and vibrant business community including traditional retail and entertainment sectors as well as some of the largest and most well-known companies in the world. Representing tens of thousands of employees, the business community swells the City's daytime population and serves as a foundation for economic prosperity. The City actively engages with the private sector to better understand their needs, identify resources, and develop partnerships. Many of the City's private sector partners proactively address preparedness planning internally to limit business disruptions and support the wellbeing of their employees. They also offer their resources and technical capabilities to the larger community. The City acknowledges this valuable support and will continue collaborative efforts with the private sector as an integral component of the City's overarching emergency management program. During an Emergency Operations Center activation, coordination with the private sector is handled by the Business Liaison Officer in the Management Section.

People with Disabilities

People with disabilities often require additional planning and support to ensure they receive equal access and coverage under emergency preparedness and response programs as required under the Stafford Act⁸ as well as other state and federal legislation such as the Americans with Disabilities Act (ADA) of 1990⁹. Covered disabilities are not always apparent and may include impairments of mobility, vision, and hearing as well as some cognitive disorders and mental illnesses.

The City has a diverse population representing a wide variety of people with disabilities. To meet the needs of these individuals, the City is committed to ongoing planning and preparedness activities designed to improve and validate capabilities in support of people with disabilities, including but not limited to:

- Notification and warning procedures
- Evacuation, transportation, and sheltering considerations

⁷ Santa Clara County Multijurisdictional Hazard Mitigation Plan: <https://emergencymanagement.sccgov.org/multi-jurisdictional-hazard-mitigation-plan-mjhmp>

⁸ Robert T. Stafford Disaster Relief and Emergency Assistance Act - Stafford Act - [42 U.S. Code §§5121-5208](#)

⁹ Americans with Disabilities Act of 1990 (ADA)- [42 U.S. Code Chapter 126](#)

- Accommodations for Service Animals
- Accessibility to information

In addition, the City looks to integrate people with disabilities and their advocates directly into preparedness activities such as plan development and review. These efforts have included targeted outreach to publicize the development of this EOP and solicit input and participation in the subsequent development and review of associated operational annexes and appendices.

Individuals with Access and Functional Needs

In addition to people with disabilities, the City recognizes that additional support may also be needed to support those with access and functional needs (AFN).¹⁰ A large segment of the City has access or functional needs that will need to be addressed to ensure equitable treatment. The City's planning, policies, strategies, operations, and tactics will make every effort to integrate the needs of the whole population including the needs of individuals with access and functional needs, including:

- Individuals who have limited English proficiency, or have limited ability to speak, see, hear, or understand.
- Individuals who may require specific medications, supplies, services, durable medical equipment, electricity for life maintaining equipment, breastfeeding and infant/childcare, or nutrition.
- Individuals who function independently with assistance from mobility devices or assistive technology, vision and communication aids, or service animals.
- Individuals who may need support and safety.
- Individuals who lack access to personal transportation are unable to drive due to decreased or impaired mobility that may come with age and/or disability, temporary conditions, injury, or legal restriction.

The City's disaster response goals and objectives will consider the needs of the whole community, including children, individuals with disabilities, those with access and functional needs, and other members of the general population. The City will ensure that any shelters it establishes or operates meet the requirements of the Americans with Disabilities Act (ADA) of 1990 and are accessible to all community members.

The need to formally engage representatives from all cultural groups and people with access and functional needs has been starkly demonstrated as the nature and scope of disasters recently impacting the City, Santa Clara County, and the State of California have grown in intensity and severity year after year. For the City to be effective in addressing future disasters, it must integrate the needs of all the city's diverse population to avoid disproportionate impacts to some of our most vulnerable communities. This EOP aims to incorporate mechanisms and processes that account for the City's diverse population and access and functional needs in a meaningful and inclusive manner, ensuring all community members are disaster-ready and resilient, regardless of their circumstances.

Efforts are taken during all phases of emergency management to focus on the City's diverse population and most vulnerable community members including those with access and functional needs. Needs of the community

¹⁰ California Senate Bill 160 (SB 160) – [Chapter 803, Statutes of 2019](#) (Establishes requirements for integrating access and functional needs into emergency planning)

considered include but are not limited to cultural competency in emergency communications, evacuation, shelter, mitigation, prevention, planning, and preparedness.

During an Emergency Operations Center activation, AFN issues will be coordinated by the Care and Shelter Branch within the Operations Section.

Considerations for Pets and Other Animals

Following lessons learned from Hurricane Katrina, Congress passed the Pets Evacuation and Transportation Standards (PETS) Act of 2006, which amended the Stafford Act. The Act requires state and local plans to address the needs of people with pets and service animals during disasters and emergencies.

California Government Code §8593.10 (2023) also requires local jurisdictions to identify at least one emergency shelter that can accommodate household pets and to include that planning in their emergency operations plans.

The City incorporates these requirements by planning for pet and animal needs during evacuations and sheltering operations. Coordination with the Santa Clara County Office of Emergency Management and Animal Services will support these efforts. While the PETS Act does not require provisions for livestock or large animals, additional resources—such as for horses—may be available through County coordination. Additional guidance will be provided in the forthcoming Emergency Animal Services Annex to this Plan.

CONCEPT OF OPERATIONS

In accordance with state and federal laws, the City of Sunnyvale has officially adopted and integrated the following emergency management, response, and coordination systems:

- The Incident Command System (ICS)
- The Standardized Emergency Management System (SEMS)¹¹
- The National Incident Management System (NIMS)¹²

Together, these congruent operational systems outline how critical incidents, emergencies, and disasters will be coordinated in the field, at the local level, and up through the county, region, state, and federal levels.

The City of Sunnyvale recognizes potential shifts in the federal emergency management landscape, including the possible drawdown of FEMA's traditional coordination and support roles. Operational planning emphasizes state and local capabilities, with an increased reliance on regional partnerships and local response capacity.

¹¹ State authority is found, in part, in [the California Emergency Services Act \(Chapter 7 of Division 1 of Title 2 of the Government Code, Sections 8550–8669.7\)](#). [California state and local jurisdictions use the Standardized Emergency Management System \(SEMS\) as outlined in Chapter 1 of Division 2 of Title 19 of the California Code of Regulations, pursuant to Government Code Section 8607.](#)

¹² Federal authority is established in the [Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 \(Public Law 93-288, as amended, codified at 42 U.S.C. §§ 5121 et seq.\)](#) and in [Homeland Security Presidential Directive 5, "Management of Domestic Incidents."](#) National preparedness policy is guided by [Presidential Policy Directive 8, "National Preparedness."](#) The emergency management system used nationally is the [National Incident Management System \(NIMS\)](#).

FIELD LEVEL COORDINATION: ICS

As mandated by both SEMS and NIMS, the City utilizes the ICS to manage response activities in the field. ICS provides for common terminology, processes, and position titles, while allowing the delegation of functions (or tasks) to subordinate positions to promote proper span of control and unity of command. ICS is applicable to any size incident and is designed to be expandable as the incident's needs expand or contract. When utilized, the standardization of ICS principles and nomenclature can integrate large numbers of personnel from disparate organizations.

LOCAL, REGIONAL & STATE LEVEL COORDINATION: SEMS

As the cornerstone of California's emergency response system, SEMS, integrates the concepts and principles of both NIMS and ICS. Jurisdictions within the State are required to adopt its use, and the system unifies all elements of California's emergency management community into a single integrated structure. SEMS ensures that local communities retain the authority and responsibility for managing and coordinating responses within their jurisdictions, while promoting situational awareness and facilitating the prioritization of resource requests.

The five SEMS coordination levels expand outward from the impacted area at the field level, with each successive level representing a larger geographic area. The five organizational levels include:

Field Response

Field response includes on-scene activities and coordination, consistent with ICS, and includes the use of an Incident Command Post (ICP). Depending upon the incident, multiple ICPs may be established at various sites throughout an impacted area and an Area Command may also be established. Resource requests and situation reports are routed from the field to the next SEMS organizational level, either through participating response agencies, Department Operations Centers (DOC) or the local Emergency Operations Center (EOC), if activated.

Local Government

Local governments, such as the City of Sunnyvale, retain the responsibility and authority for managing response activities within their jurisdictions. To support these efforts, local jurisdictions may activate their respective EOCs. Local EOCs provide agency coordination, provide logistical support, establish common operating pictures, identify overarching priorities, and prioritize available resources. Additionally, local EOCs coordinate with the Operational Area (OA)/Santa Clara County Office of Emergency Management (OEM).

Operational Area

The OA provides coordination within the county and between all political subdivisions. The OA coordinates resource needs within the county's geographic area through the County EOC, if activated. The OA also serves as a link to the regional level and all other OAs within the region. The City of Sunnyvale is part of the Santa Clara County OA and coordinates closely with the Santa Clara County Office of Emergency Management (OEM). The City participates in OA planning and, during a critical incident, coordinates with the OA through OEM.

Regional

The State of California is divided into three regions that each maintain Regional Emergency Operations Centers (REOC) to coordinate resource requests, support mutual aid, and promote situational awareness between their respective OAs. The City of Sunnyvale and the Santa Clara County OA are within the Coastal Administration Region.

State

When required, California's State Operations Center (SOC) is activated to facilitate state agency response, mobilize mutual aid, and coordinate with other regions, states, and the federal government. The SOC also serves as the liaison with the National Operations Center (NOC).

FEDERAL COORDINATION: NIMS

NIMS provides a comprehensive national framework for incident management applicable at all jurisdictional levels and across all functional disciplines. Most NIMS requirements applicable to the City of Sunnyvale, including the adoption of ICS, are satisfied by the adoption of SEMS. Additional elements of NIMS outline coordination between federal agencies and the use of federal assets and resources.

The California Mutual Aid System operates within the framework of the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA) and under the authority of the California Emergency Services Act. The system allows for the mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests systems within mutual aid are depicted in **Figure 3: Overarching Mutual Aid Process** and **Figure 4: Discipline Specific Mutual Aid System**.

Sunnyvale's Emergency Operations Center (EOC) operates under the Incident Command System (ICS) while remaining aligned with the Santa Clara County Operational Area's Emergency Support Function (ESF) framework. This ensures consistent communication, resource requests, and coordination between the City and County EOCs during activations. City EOC section leads may also serve as counterparts to designated County ESF leads to support mission assignments and situational reporting.

The California Mutual Aid System includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, building and safety, coroners, emergency managers mutual aid (EMMA), and public works.

In addition to the California Mutual Aid System, the state participates in interstate mutual aid through the Emergency Management Assistance Compact (EMAC).

Mutual Aid Regions

California is divided into six mutual aid regions to facilitate the coordination and flow of mutual aid requests. As part of the Coastal Administration Region, the Santa Clara County OA and the City are part of Mutual Aid Region II.

Mutual Aid Coordinators

Discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, region, and state levels. The mutual aid coordinator receives mutual aid requests and coordinates the provision of resources from within the coordinator's geographic area of responsibility. All unfilled requests will be forwarded to the next higher level of government.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system and by emergency management staff at the local government, operational area, regional, and state levels. Depending upon the circumstances, mutual aid coordinators may operate from their existing department, an EOC, or other locations as required.

Figure 2: Cal OES Regions



Cal OES Fire and Rescue Division Regional Mutual Aid Coordinators



Region III Coordinator
George Morris III
CAL FIRE Northern Region Operations
6105 Airport Rd, Redding, CA 96002
Admin: (530) 224-2460 Admin Fax: (530) 224-2496
24 Hr. Dispatch: (530) 224-2434 24 Hr. Fax: (530) 224-4308

Region IV Coordinator
Eric Walder
Waterloo Morada Fire District
6925 E Foppiano Lane, Stockton CA 95212
Admin: (209) 931-3107 Admin Fax: (209) 931-6890
24 Hr. Dispatch: (530) 273-3222

Cal OES Fire & Rescue Division
Sacramento Headquarters
3650 Schriever Avenue
Mather, CA 95655
Fire & Rescue Division: (916) 845-8711
Nights & Weekends: (916) 845-8911
FAX: (916) 845-8396
State Fire and Rescue Chief

Brian S Marshall
brian.marshall@caloes.ca.gov

FIRE OPERATIONS
Deputy Chief North – Sam Marouk
sam.marouk@caloes.ca.gov

Deputy Chief South – Art Torrez
art.torrez@caloes.ca.gov

FIRE ADMINISTRATION
Deputy Chief – Lori Lopez
lori.lopez@caloes.ca.gov

FLEET OPERATIONS
Deputy Chief - Mitch Higgins
mitch.higgins@caloes.ca.gov

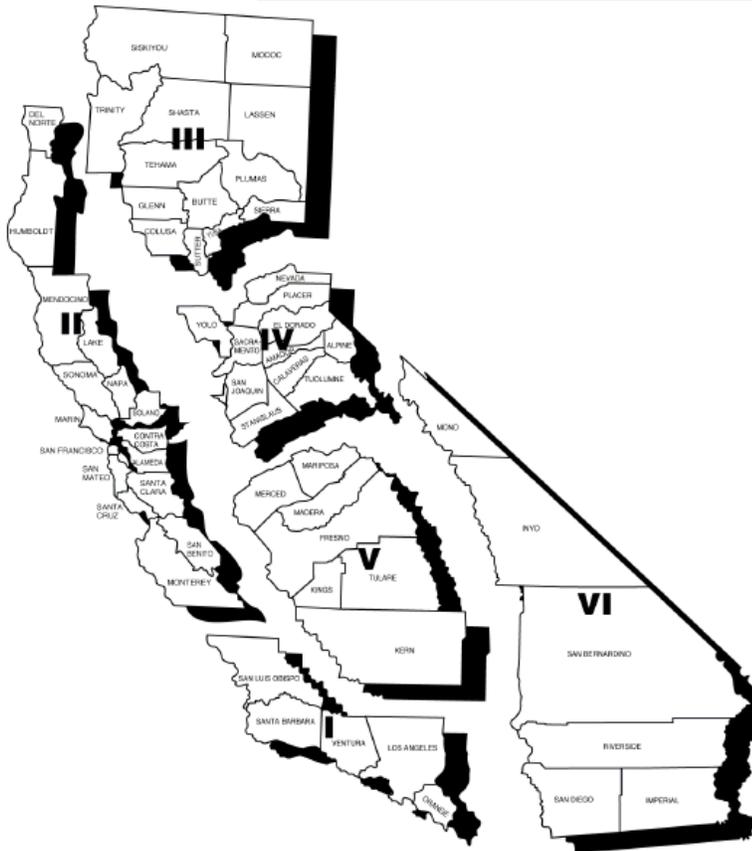
SPECIAL OPERATIONS/ HAZMAT
Deputy Chief – Larry Collins
larry.collins@caloes.ca.gov

Assistant Chief – Chuck Tobias
chuck.tobias@caloes.ca.gov

Assistant Chief – TBA

FIRESCOPE
Deputy Chief- James Johnstone
23300 Castle Street
Riverside, CA 92518
Office: (951) 320-6108
Fax: (951) 782-4239
Email: james.johnstone@caloes.ca.gov

Assistant Chief – Cathy Johnson
6105 Airport Road
Redding, CA 96002
Office: (530) 224-2441
Fax: (530) 226-2742
Cell: (916) 642-3825
E-mail: cathy.johnson@caloes.ca.gov



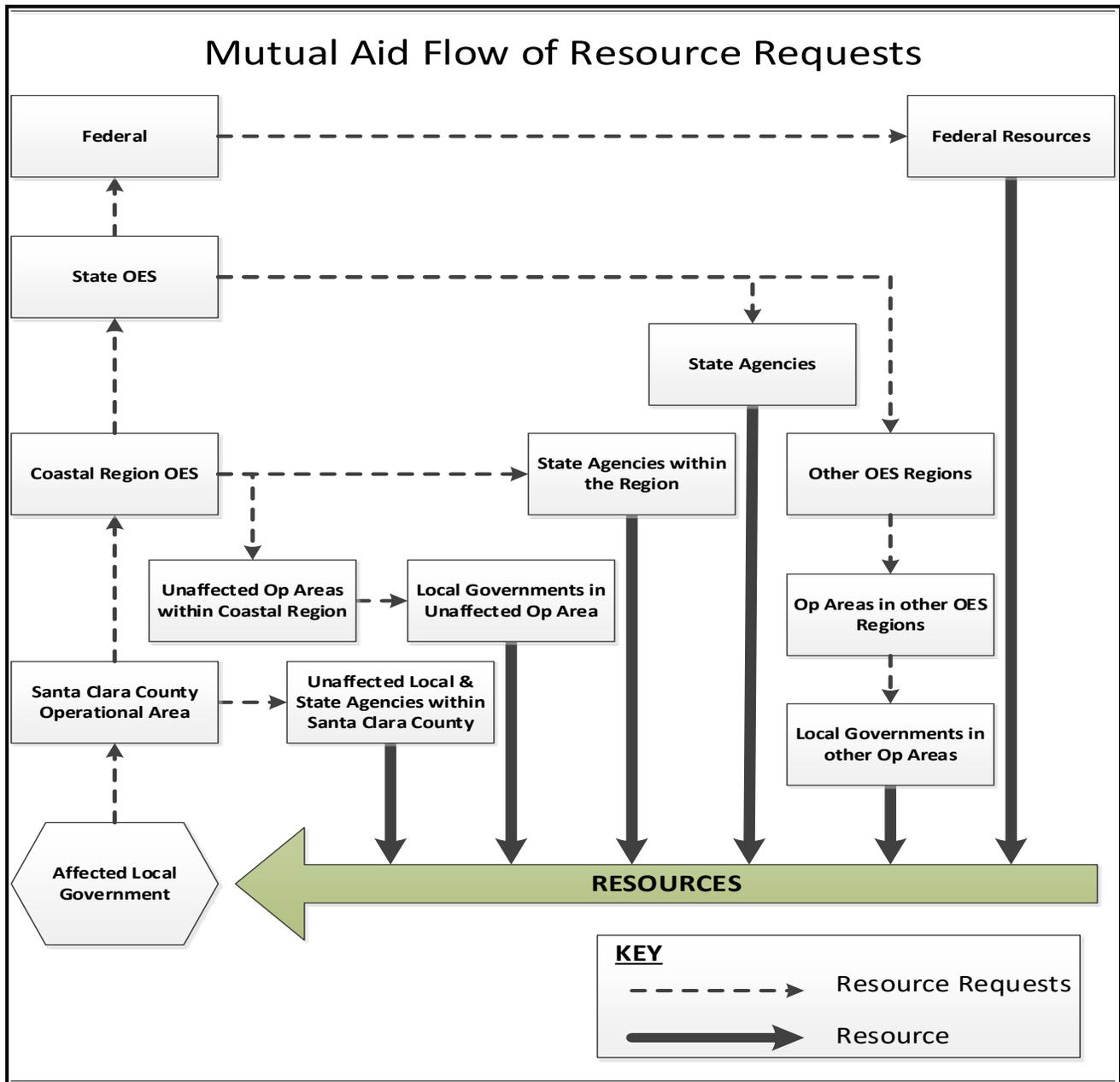
Region II Coordinator
Eric Moore
Alameda County Fire Department
6363 Clark Avenue, Dublin CA 94568
Admin: (510) 632-3473 or (925) 833-3473 Admin Fax: (925) 875-9387
24 Hr. Dispatch (925) 245-0420 24 Hr. Fax (925) 422-5730

Region V Coordinator
Dustin Hail
Fresno County Fire Protection District
210 S Academy Avenue, Sanger, CA 93657
Admin: (559)493-4300 Fax: (559)875-8473
24 Hr. Dispatch (559) 292-5271 24 Hr. Fax (559) 292-0368

Region I Coordinator
Anthony Marrone
Los Angeles County Fire Department
1320 N. Eastern Avenue, Los Angeles, CA 90063-3294
Admin: (323) 881-2401 Admin Fax: (323) 265-9948
24 Hr. Dispatch (323) 881-2455 24 Hr. Fax (323) 266-6925

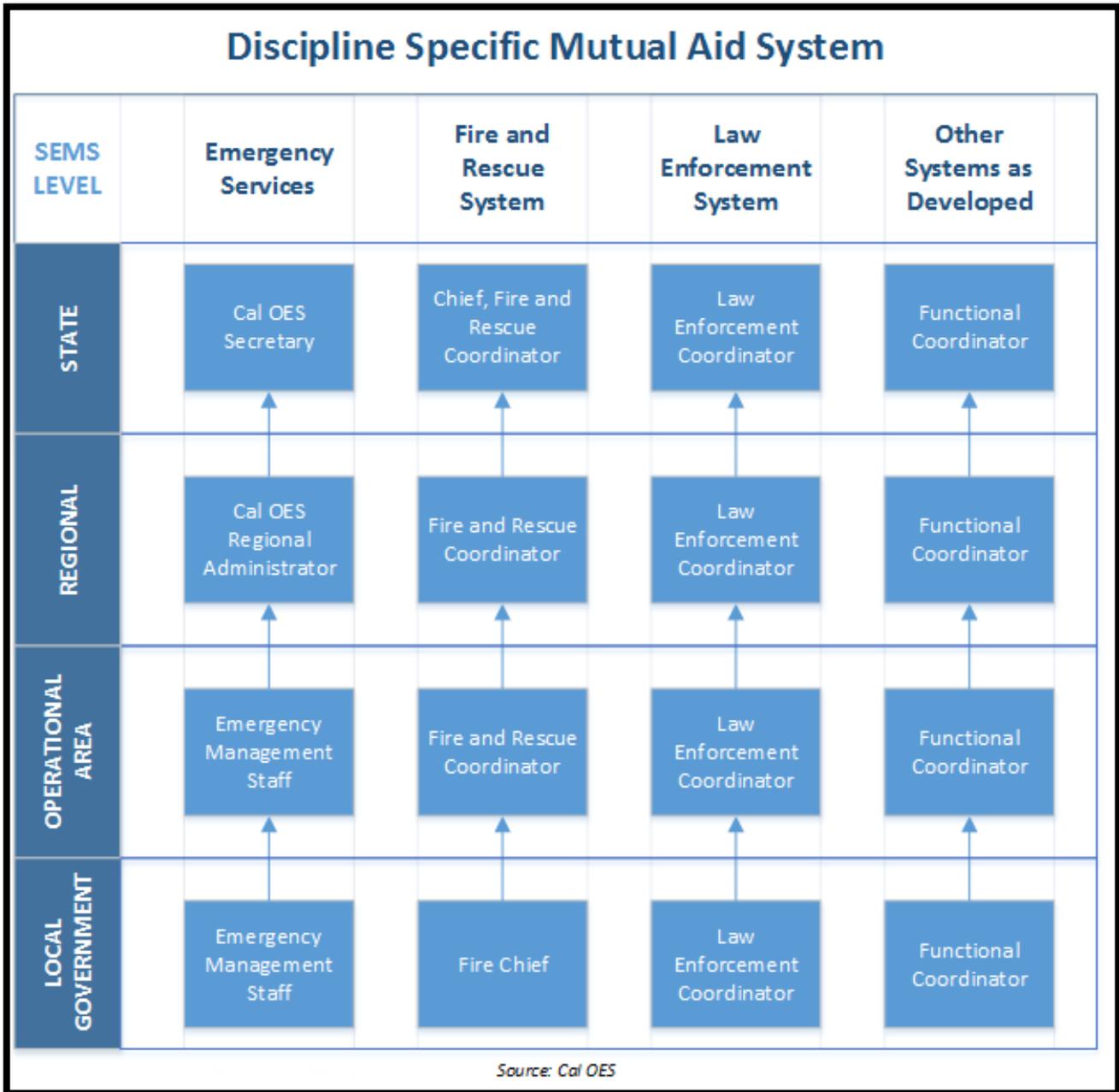
Region VI Coordinator
Jackie Williams
CALFIRE Southern Region Operations
23300 Castle Street, Riverside, CA 92518
Admin: (951) 840-8363 Admin Fax: (951) 320-6395
24 Hr. Dispatch (951) 320-6197 24 Hr. Fax (951) 782-4900

Figure 3: Overarching Mutual Aid Process



Source: Cal OES

Figure 4: Discipline Specific Mutual Aid System



ALERT AND WARNING

EMERGENCY ALERT SYSTEM (EAS)

The Emergency Alert System (EAS) is a public warning system that may also be used by federal, state, and local authorities to provide emergency information and notification to the public. This system allows use of existing media (radio, TV) resources to communicate to residence in the event of a widespread emergency situation.

NATIONAL WARNING SYSTEM (NAWAS)

The National Warning System (NAWAS) is a dedicated wire-line system that provides two-way voice communications between the federal warning center, state warning points, and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation.

NATIONAL WEATHER SERVICE (NWS)

The National Weather Service (NWS) transmits continuous weather information on 162.40, 162.475 and 162.55 Hz frequencies. Severe weather broadcasts are preceded with a 1,050 Hz tone that activates weather monitoring receivers equipped with decoders.

RAVE MOBILE SAFETY

To streamline internal emergency communications, the City uses Rave Mobile Safety as its mass notification system to alert all City staff about work-related emergency conditions. Rave is a subscription-based communication tool used only for emergencies and tests that affect City operations, such as building closures, power outages, criminal activity, or severe weather.

All staff are enrolled to receive Rave alerts. Employees can select the device(s) and format in which they want to receive notifications. Messages may be sent to their cell phone (text or voice), home phone, voicemail, or email to a personal or work account. In the event of an emergency, alerts will be sent to the communication device(s) selected during registration or updates.

For example, if a major earthquake or flood damages a City facility, staff may receive a text directing them where to report. Messages can be tailored to staff based on their work location, department, or role to ensure relevant notifications. This program helps ensure timely emergency communication to all City staff, particularly after hours, and eliminates the need for a citywide email blast or phone tree.

ALERTSCC

The City uses Nixle as its public alert and notification system for Sunnyvale. Sunnyvale DPS staff are trained and authorized to create and send Nixle messages to the public via SMS, email, and web posts. Members of the public opt in to receive Nixle alerts.

AlertSCC is the County of Santa Clara's public alert and notification system, managed by the County Office of Emergency Management. It can deliver messages to opt-in subscribers and, when appropriate, to landlines

using the 9-1-1 database. When needed, the City may request County Communications to create and send AlertSCC messages targeting Sunnyvale. County Communications is available 24/7 to support these requests. Residents are encouraged to subscribe to both systems to ensure they receive timely information during emergencies.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

The Integrated Public Alert and Warning System (IPAWS) is an internet-based capability Federal, State, and local authorities can use to issue critical public alerts and notifications. Sunnyvale OES representatives have been credentialed on behalf of County OEM to access IPAWS through the County's AlertSCC system. IPAWS delivers alerts simultaneously through multiple communications devices reaching as many people as possible to save lives and protect property. These communication pathways include EAS (described above) and Wireless Emergency Alerts (WEA). The WEA system can deliver alerts and notifications to cell phones within a geographic area without the cell phone being registered with the local alerting system. County OEM staff are available to assist the City in creating and sending public messages, as needed.

COMMUNITY NOTIFICATION & CRISIS COMMUNICATION

The City recognizes the importance of clearly communicating emergency information to residents and the public through multiple, overlapping formats. In addition to the systems outlined above, this includes the use of social media, City websites, and targeted outreach platforms. The City continually evaluates new technologies to improve the speed, accessibility, and reach of emergency communications, particularly for people with disabilities, individuals with access or functional needs, and those with limited English proficiency.

In compliance with California Government Code §7299.7, the City will make reasonable efforts to provide emergency notifications and public information in the languages most commonly spoken in the community. This may include translated messages, multilingual social media posts, or coordination with trusted community partners to share information in appropriate languages.

In addition to multichannel public alerts, the City will monitor for misinformation or disinformation that may spread through unofficial sources or social media. Messaging will be coordinated through the Public Information Officer (PIO) to ensure consistency and accuracy. When needed, the EOC may activate rumor control protocols to counter inaccurate narratives and promote trusted public messaging. Additional strategies are outlined in the Crisis Communication Annex to this Plan.

EMERGENCY PROCLAMATIONS

LOCAL PROCLAMATION

A local emergency may be proclaimed by the Director of Emergency Services or designee in accordance with the Sunnyvale municipal code¹³. The city council must ratify the proclamation within seven days and must review the need to continue the local emergency every 60 days until a local emergency is terminated. A copy of the resolution must be provided to Cal OES through the Santa Clara County OA.

The proclamation of a local emergency provides the City with the legal authority to:

- Request the Governor to proclaim a state of emergency when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency.
- Promulgate or suspend orders and regulations to provide for the protection of life and property.
- Exercise full power to request mutual aid to any affected area, in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any City officer or employee.
- Requisition necessary personnel and materials from any City department or agency
- Obtain vital supplies, equipment, and if required, commandeer the same for public use.
- Conduct emergency operations with limited legal liability for performance, or failure of performance.

STATE OF EMERGENCY

After a proclamation of a local emergency, the governing body of the City, having determined that local resources are not sufficient to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency in the area to fully commit state and mutual aid assistance and provide resources to assist local government. To support its request for a gubernatorial proclamation, it is essential that the City forward an estimate of damage and financial loss to Cal OES through the Santa Clara County OA as quickly as possible. Estimates of loss are an important part of the criteria that Cal OES considers when deciding to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster.

A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded to the Santa Clara County OA Coordinator for transmission to the Cal OES Director:

- Copy of the local emergency proclamation
- Initial damage estimate summary that estimates the severity and extent of the damage

Cal OES prepares a recommendation for the Governor, and if approved, prepares a proclamation. The Governor may also proclaim a State of Emergency without a local request if:

- The safety of persons and property in the state are threatened by conditions of extreme peril, or
- Emergency conditions are beyond the response capacity and capabilities of the local authorities.

¹³ [Sunnyvale Municipal Code Chapter 2.16: Emergency Organizations and Functions](#)

STATE OF WAR EMERGENCY

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever the State or the 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. The powers granted to the Governor under a State of War Emergency are the same as those granted under a State of Emergency.

PRESIDENTIAL DECLARATION

Following the proclamation of a State of Emergency, the Cal OES Director may recommend that the Governor request a Presidential Declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the President is submitted through FEMA. Supplementary information, such as an Initial Damage Assessment, may be required to accompany the state and local proclamations.

PUBLIC HEALTH EMERGENCY

An outbreak of disease may require quick action to prevent its spread, which may present an emergency situation for public health officials. However, as explained in the Health Officer's Guide to Communicable Disease Control¹⁴, it is unnecessary for any official to take political action in the form of a formal declaration of emergency in order for the local health officer to "take measures as may be necessary" to prevent the spread of the disease. The local health officer has the legal authority to do so when the local health officer has reason to believe that a case of disease has occurred in his/her jurisdiction. When emergencies that are of such magnitude that they exceed local resources or require the exercise of extraordinary powers arise, a proclamation or declaration of emergency may be needed to address the situation.

OTHER DECLARATIONS, POWERS, AND AUTHORITIES

Other local, state, and federal authorities may have broad powers to restrict movement or impose other restrictions, such as quarantines, during unusual events such as public health emergencies.

¹⁴ Health Officer's Guide to Communicable Disease Control: <https://emsa.ca.gov/wp-content/uploads/sites/71/2019/02/New-EOM-Public-Health-and-Medical-Emergency-Powers-chapter.pdf>

CONTINUITY OF GOVERNMENT

Continuity of Government (COG) is an essential function of emergency management and vital during an emergency/disaster. COG is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities. All levels of government share a constitutional obligation to preserve the life and property of their citizens. The California Government Code¹⁵ The California Constitution and the State Constitution provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

LINES OF SUCCESSION

When the role is essential to the City's ability to complete its critical missions, a successor must be named to assume the duties and responsibilities of that role. **Figure 5: Lines of Succession** outlines the continuity of government lines of succession for essential government positions. Refer to the Continuity of Operations Plan (COOP) for more information related to these sections.

Figure 5: Lines of Succession

Key Position	Primary Successor	Secondary Successor
City Manager	Assistant City Manager	Assistant City Manager
Director of Public Safety	Public Safety Deputy Chief	Public Safety Captain
Director of Public Works	Assistant Director of Public Works	Senior Division Head
City Attorney	Sr. Assistant City Attorney	Assistant City Attorney
Director of Community Development	Chief Building Official	Senior Building Inspector
Director of Environmental Services	Division Manager	Division Manager
Director of Finance	Assistant Director of Finance	Purchasing Officer
Director of Human Resources	Human Resource Manager	Human Resource Manager
Director of Information Technology	Information Technology Manager - Infrastructure	Information Technology Manager – Applications & Analytics
Director of Library and Community Services	Administrative Librarian	Superintendent of Community Services
Director of Nova Workforce Services	Manager of Job Seeker Services	N/A

¹⁵ California Government Code (Cal. Gov't. Code § 8642-8645).

City Council

The California Government Code¹⁶ provides guidance for appointing Council Members in the unlikely event that all Council and Emergency Standby Council Members are unavailable to serve. For example, if only one member of the Council or one member of the Emergency Standby Council is available, that person shall have the power to reconstitute the City Council. Should all members of the Council and the Emergency Standby Council be unavailable, members of the City Council could be appointed by the Chair of the Santa Clara County Board of Supervisors, by the Chair of a nearby County Board of Supervisors, or by the mayor of a nearby city, in that order.

ESSENTIAL FACILITIES: SEAT OF GOVERNMENT

The Primary Seat of Government for the City of Sunnyvale is City Hall, located at 456 W Olive Ave., Sunnyvale, CA 94086.

If City Hall is no longer functional, an alternate seat of government will be established at the Community Center Complex (Senior Center) located at 550 E. Remington Dr., Sunnyvale, CA 94086.

PRESERVATION OF VITAL RECORDS

City leadership will require certain vital records during a disaster. Protection of, and access to, these records requires planning. The Sunnyvale City Clerk coordinates such efforts. Vital Records are the documents required to continue the mission of City departments and agencies during and after a disaster. The records will assist in providing services to internal City departments and external customers, such as citizens, contractors, and other government entities. Example documents may include:

- Public Records
- Computer system back-ups/servers
- Order of Succession Ordinances or Resolutions
- Plans, policies, and procedures for critical processes
- Payroll information
- Contracts and leases
- Legal and financial records
- Insurance documents
- Disaster Records, which have very specific maintenance requirements

Each City department is responsible for identifying vital records and assigning responsibility for preservation.

Department-Level COOP Integration

In addition to this Emergency Operations Plan, Sunnyvale departments maintain their own Continuity of Operations Plans (COOPs) to ensure continuity of essential services. These departmental COOPs align with the citywide emergency management structure and support coordinated recovery and restoration efforts.

¹⁶ California Government Code (Cal. Gov't. Code § 8642-8645).

Section II: Attachments

ATTACHMENT A: AUTHORITIES AND REFERENCES

Emergency response, like all governmental action, is based on legal authority. The City of Sunnyvale EOP follows local, state, and federal regulations and guidelines. Additionally, best practices and lessons learned have also been integrated into this plan where possible. These were identified in the review of after-action reports from recent national large-scale disasters, incidents, and events (to include Robert T. Stafford Relief and Emergency Assistance Act, non-Stafford Act, terrorist non-Stafford Act, and offshore non-Stafford Act incidents and events).

The plan is promulgated under the authority of the City Manager, ratified by the City Council, after having been reviewed by the City of Sunnyvale's Emergency Management Organization (EMO).

LOCAL AUTHORITIES & REFERENCES

- City of Sunnyvale Municipal Code 2.16
- County of Santa Clara Ordinance Code, Division A8: Civil Protection and Emergency Services
- After-Action Report – SCU Lightning Complex Fire
- After-Action Report – SNY EOC Exercise 2020
- Interim After-Action Report and Improvement Plan – COVID-19 Pandemic (2021-2022)

STATE AUTHORITIES & REFERENCES

- California Emergency Services Act (Title 2, Division 1, Chapter 7 of the Government Code)
- California Disaster Assistance Act (Title 19, Division 2, Chapter 6 of the California Code of Regulations)
- Standardized Emergency Management System (Title 19, Division 2, Chapter 1 of the California Code of Regulations)
- Standardized Emergency Management System Guidelines
- State of California Emergency Plan
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Law Enforcement Mutual Aid Plan
- California Coroners' Mutual Aid Plan
- California Fire Service and Rescue Emergency Mutual Aid Plan
- California Constitution (Article XI: Local Government)
- Disaster Service Worker Program Authorities (Title 1, Division 4, Chapter 8 of the Government Code and Section 3211.92 of the Labor Code)
- California Government Code §8593.3 (*Emergency Services: Access and Functional Needs*, 2016)
- California Government Code §8593.7 (*Emergency Services: Alert and Warning Systems*, 2018)
- California Government Code §8593.9 (*Emergency Services: Cultural Competence*, 2019)

FEDERAL AUTHORITIES & REFERENCES

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288) as amended

- Homeland Security Act of 2002 (PL 107-296)
- Presidential Policy Directive / PPD-8: National Preparedness
- Homeland Security Presidential Directive / HSPD-5: Management of Domestic Incidents Post-Katrina Emergency Management Reform Act of 2006 (PL 109-295)
- Pets Evacuation and Transportation Standards Act of 2006 (PL 109-308)
- Improving Access to Services for Persons with Limited English Proficiency (Executive Order 13166)
- Individuals with Disabilities in Emergency Preparedness (Executive Order 13347)
- Americans with Disabilities Act of 1990 (PL 101-336) as amended
- Rehabilitation Act of 1973 (PL 93-112, Section 504) as amended
- Civil Rights Act of 1964 (PL 88-352, Section VI)
- Federal Civil Defense Act of 1950 (PL 920)
- National Incident Management System (2017)
- National Response Framework (2019)
- Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans (2021)
- Comprehensive Preparedness Guide (CPG) 201, 3rd Edition: Threat and Hazard Identification and Risk Assessment (2023)

ATTACHMENT B: ACRONYMS

This attachment provides a quick reference of commonly used acronyms and abbreviations. For full definitions of key emergency management terms, see the Glossary of Terms section.

ADA	Americans with Disabilities Act
AlertSCC	County of Santa Clara's official emergency alert and warning system
CAD	Computer-Aided Dispatch
CADRE	Collaborating Agencies Disaster Relief Effort
Cal OES	California Governor's Office of Emergency Services
CBO	Community-based Organization
CDAAC	California Disaster Assistance Act
CERT	Community Emergency Response Team
COG	Continuity of Government
DES	Director of Emergency Services
DOC	Department Operations Center
DSW	Disaster Service Worker
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid
EMO	Emergency Management Organization
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESA	Emergency Services Act
FBO	Faith-based Organization
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
IC	Incident Commander
ICP	Incident Command Post

ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
MAC	Multi-Agency Coordination
MACS	Multi-Agency Coordination System
MJHMP	Multijurisdictional Hazard Mitigation Plan
MMAA	California Disaster and Civil Defense Master Mutual Aid Agreement
NAWAS	National Warning System
NGO	Non-governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NOC	National Operations Center
NRF	National Response Framework
NWS	National Weather Service
OA	Operational Area
OEM	County Office of Emergency Management
OES	Office of Emergency Services
PA	Public Assistance
PDA	Preliminary Damage Assessment
PETS Act	Pets Evacuation and Transportation Standards Act
PG&E	Pacific Gas and Electric Company
PIO	Public Information Officer
REOC	Regional Emergency Operations Center
SARES	Sunnyvale Amateur Radio Emergency Service
SBA	Small Business Administration
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SOC	State Operations Center
SOP	Standard Operating Procedure
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disasters

VTA Santa Clara Valley Transportation Authority

WEA Wireless Emergency Alert

ATTACHMENT C: SAMPLE EMERGENCY PROCLAMATION

WHEREAS, Ordinance No. 2.16.040 of the City of Sunnyvale empowers the Director of Emergency Services/City Manager to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council/County Board of Supervisors is not in session, and;

WHEREAS, the Director of Emergency Services of the City of Sunnyvale does hereby find; That conditions of extreme peril to the safety of persons and property have arisen within said city/county, caused by _____(fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes); which began on the _____th day of _____, 20____. and;

That these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of said City, and;

That the City Council of the City of Sunnyvale is not in session and cannot immediately be called into session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said City, and;

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and; That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the governing body of the City of Sunnyvale.

Dated: _____ By: _____

Director of Emergency Services

Print Name _____

Address _____

Note: It may not be necessary for a city to proclaim a local emergency if the county has already proclaimed an emergency that applies to the entire geographic county area or for a specific area that includes the impacted city or cities.

Must be renewed every 60 days.

For a high-level overview of elected officials' responsibilities before, during, and after emergencies, see **Attachment H: Elected Officials' Emergency Roles – Summary & Reference.**

ATTACHMENT E: EMERGENCY OPERATIONS CENTER (EOC) ACTIVITIES

The City of Sunnyvale Emergency Operations Center (EOC) serves as a centralized location for emergency management coordination and decision making during a critical incident, major emergency, or disaster. When activated, the EOC supports essential functions including communications, coordination, resource management, and executive leadership. Depending on the situation, the City may activate a hybrid or virtual EOC, allowing some or all EOC staff to perform their duties remotely and coordinate through internet-based systems.

PRIMARY AND ALTERNATE EOC LOCATIONS

The primary EOC for the City of Sunnyvale is located on the second floor of the EOC Building – 700 All America Way, Room 216 of Suite B.

If the primary EOC site is threatened, inoperable, or inaccessible, the Sunnyvale Senior Center, located at 550 E. Remington Dr. will be used as an alternate EOC. All City departments and personnel should be prepared for the possibility of sudden relocation to this alternate EOC or similar facility.

Additionally, Fire Station 5, located at 1210 Bordeaux Drive, has ample parking and a large classroom that can be used as conference space or a makeshift EOC, if needed.

Mobile Emergency Operations Center

The City's Mobile Emergency Operations Center (MEOC) is intended for tactical use as an on-scene mobile command post. It has neither the space nor the equipment to serve as a fully functional EOC, but can be used to augment command and control functions while transitioning from the Primary EOC to an alternate location or as an alternate Department Operations Center (DOC).

Public Safety DOC

The Department of Public Safety has a DOC located in the Public Safety Building, which is activated for incidents that are significant but may not require activation of the EOC. The DOC may be used to coordinate the resources and activities of the Department of Public Safety, such as law enforcement, fire, and rescue operations. Communication resources available in the DOC include hardline and cellular phones, internet and email, the Computer-Aided Dispatch (CAD) system, online collaboration web portals, and online video collaboration tools.

EOC ACTIVATION AND DEACTIVATION

The EOC facility and equipment are used regularly by Sunnyvale Public Safety staff and may be utilized for coordinating and monitoring activities at any time without the need for formal activation. However, depending upon the need and circumstances, an official EOC activation may be appropriate to support several activities, including:

- Field response
- Pre-planned events
- Local Proclamations of Emergency

EOC Activation Levels

The magnitude of an emergency dictates the response level and is scalable based on the changing needs of the event. **Figure E-1: EOC Activation Levels** below outlines activation levels used by the City and their associated staffing requirements.

Figure E-1: EOC Activation Levels

Activation Level	Staffing	Description
Level Four Normal Operations Lowest Level	OES Coordinator Only	Perform day-to-day OES activities or functions. OES Coordinator monitors potential hazards.
Level Three Minor Event Remote Coordination	OES Coordinator Public Information Officer Liaison Officer	OES identifies the appropriate organizations and jurisdictions as determined by the emergency or disaster and conducts a conference call via conference call (Zoom or MS Teams, or a similar platform). The conference call is conducted with an agenda that provides an opportunity to share key information and to synchronize efforts and operations. Emergency Proclamation is not necessary. County/state/federal assistance is not needed.
Level Two Moderate Event Partial Activation	Most or all EOC Management Staff Most or all General Staff Select EOC positions	An emergency or disaster has occurred that requires rapid coordination and decision-making with little information and/or damages/operations may be reimbursable via state/federal program(s). Emergency Proclamation may be necessary. County/state/federal assistance is likely needed.
Level One Major Event Full Activation Highest Level	All Management Staff All General Staff Most or all EOC positions	An emergency or disaster has occurred that requires all the capabilities detailed in a Level 2 – Partial Activation, as well as: <ul style="list-style-type: none"> • Extended operational timeline • Large population impacts • Wide disruption of governmental services • High complexity, wide scope • Reimbursement eligibility • Coordinate County/state/federal response and relief efforts

EOC Deactivation

The EOC will be deactivated, or the activation level will be lowered upon the recommendation of the Director of Emergency Services or the EOC Coordinator based upon the status of the incident and ongoing needs.

EOC Communication Resources

Communication resources available in the EOC include hard line and cellular telephones, internet/email, radios, and Veoci software platform (administered by County OEM and used by jurisdictions to communicate with the Operational Area).

Internal Communications & Coordination

Communication with field elements may be coordinated through relevant DOCs or directly with an Incident Commander. If a DOC is not activated, the Incident Commander may communicate directly with their department-specific representative located in the Operations Section of the EOC.

Additionally, the Sunnyvale EOC will communicate and coordinate with the Santa Clara County OA EOC and other cities within the Santa Clara County Operational Area (OA). Each city, including Sunnyvale, will provide relevant information pertaining to situational awareness and resource status to the OA EOC, and in turn the OA EOC will push aggregated county-wide information back to each city. Mutual aid requests outside of predetermined pathways (e.g., Law Enforcement, Fire and Rescue) will be communicated to the OA EOC.

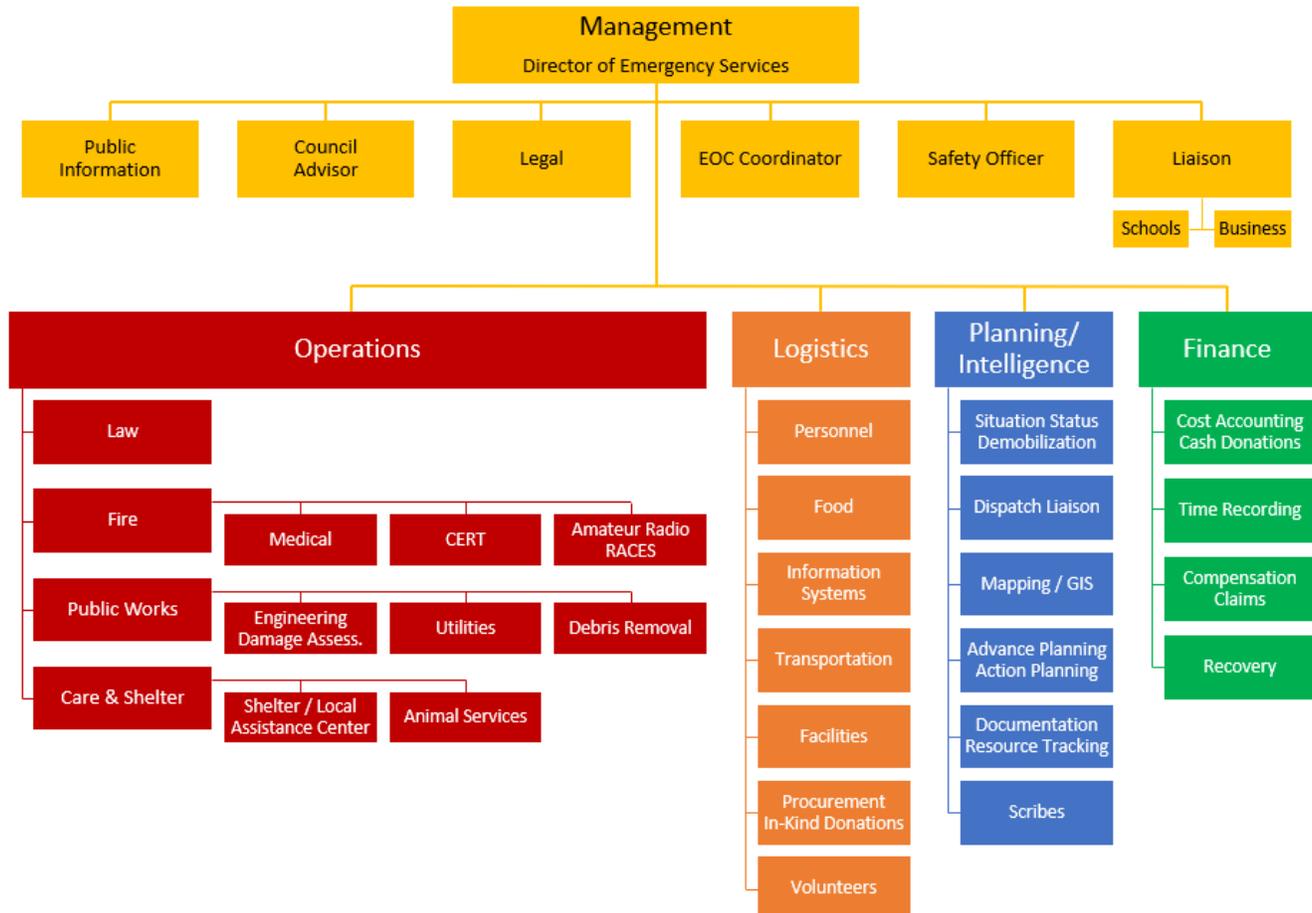
External Communications & Coordination

The City EOC will coordinate with external entities such as special districts, public utilities, volunteer organizations and/or private agencies as required. These entities will usually communicate directly with the City and may provide a representative to the City EOC. The level of involvement of special districts, public utilities, volunteer organizations, and private agencies will vary considerably depending upon the type of incident.

POSITION DESCRIPTIONS AND RESPONSIBILITIES

EOC Structure

Figure E-2: CITY OF SUNNYVALE EOC ORGANIZATIONAL CHART
Sunnyvale Emergency Management Organization



Revised 2025-06-15

Policy Group

During a critical incident or event, the City Council, including the Mayor and Vice Mayor, serves as a policy group supporting the City and the EOC if activated. The role of the Policy Group includes:

- Ratifying or proclaiming a local emergency and making other executive-level policy decisions as necessary and required to support emergency response and recovery.
- Reassuring residents, community organizations, and local businesses that the City is actively responding to the situation and that it is working on recovery.
- Coordinating legislative action and serving as liaisons with VIP's and outside government officials.

The Council will receive regular situational briefings from the Director of Emergency Services and the Council Advisor or their designee, as well as advice from the City Attorney (Legal Advisor) and other emergency management staff to assist in fulfilling these critical responsibilities.

Requirements for Public Meetings (The Brown Act)

The Brown Act governs meeting access for local public bodies with the intent that *legislative body actions be taken openly and that their deliberations be conducted openly*¹⁷. The Brown Act cannot be suspended by a local proclamation of emergency or by any other legislation; however, it does provide some flexibility with the noticing and agenda requirements in “emergency situations”, such as the following:

- In cases of “emergency,” the City Council may hold an emergency meeting without complying with the 24-hour notice requirement and/or posting requirement ordinarily necessary before the Council holding a special meeting. A telephone notice must be given to the media at least one hour prior to the emergency meeting's start time.
- In cases of “dire emergency,” the one-hour notice of the meeting provided to the media can occur at the same time the presiding officer or designee is notifying the members of the City Council about the dire emergency meeting. In situations where the telephone service is not working, the notice requirements shall be deemed waived. The City Council or its designee shall notify the media of the emergency meeting, the meeting's purpose, and any actions taken at the meeting as soon as possible after the meeting.
- Where the City Council has conducted an emergency meeting or a dire emergency meeting pursuant to Government Code 54956.5(e), the City must post minutes of the meeting, a list of persons notified or attempted to be notified prior to the meeting, the actions taken by the Council and roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

Management Section

The Management Section coordinates overarching EOC operations and is responsible for overall coordination of emergency operations. The Management Section consists of the following staff:

Director of Emergency Services (DES) – has overall responsibility for managing and coordinating emergency events. The DES works closely with the EOC Coordinator to assure that the EOC is staffed and operated at a level commensurate with the emergency and develops and issues rules, regulations, proclamations, and orders. The DES also has overall responsibility for ensuring that the EMO Action Planning process is initiated among the Emergency Management Organization (EMO) staff and delegates authority as appropriate throughout the management section.

Deputy Director of Emergency Services (DES) – supports the Director of Emergency Services during an Emergency Operations Center (EOC) activation. If the Director needs to leave the EOC during an Operational Period, the Deputy Director will assume the Director's responsibilities until the Director returns.

Council Advisor – serves as a liaison and conduit of information between the DES and the City Council. The Council Advisor facilitates the Council's ability to fulfill their leadership role and serve their constituents through collaborative activities such as working with the DES and Public Information Officer (PIO) to prepare and disseminate emergency public information, adopt, or declare emergency proclamations, make policy decisions, and interface with important external stakeholders and outside government and elected officials.

¹⁷ Brown Act Government Code 54950 -54963

EOC Coordinator – has overall responsibility and authority for the operation of the EOC. The EOC Coordinator will ensure that the EOC is adequately staffed and operates at a level appropriate for the emergency and supports the policies, and objectives promulgated by the DES and the City Council.

Safety Officer – monitors and ensures that the work environment is free from hazards that could endanger persons working in the facility.

Public Information Officer (PIO) – is responsible for interfacing with the public and media or with other agencies with incident-related information requirements. They serve as the conduit for information to and from internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

Legal Officer – provides legal advice to the Director of Emergency Services (DES) and City Council on matters related to the emergency. The Legal Officer also assists the DES in declaring a local emergency and implementing emergency powers.

Liaison Officer – the point of contact for all agency representatives, overseeing all liaison activities within the EOC. The Liaison Officer ensures external agency representatives are provided with appropriate situation information and maintains records of all agency representatives.

Business Liaison Officer – is the point of contact for all businesses within the City and oversees all business liaison activities within the EOC. The Business Liaison Officer ensures that business representatives are provided with accurate and relevant information.

Schools Liaison Officer – serves as the point of contact for all schools and school districts within the City and oversees all school liaison activities within the EOC. The Schools Liaison Officer ensures school representatives receive appropriate situation information and coordinates with the American Red Cross and other City departments if a school facility is used as a shelter or evacuation site.

Operations Section

The Operations Section coordinates and supports tactical operations conducted by field responders. It answers and prioritizes requests for tactical support submitted by Department Operations Centers (DOCs) or the Incident Commander (IC).

The EOC Operations Section does **not** direct or control field operations. Instead, it provides coordination, resource support, and situational awareness to ensure alignment among departments and jurisdictions involved in the response.

Planning and Intelligence Section

The Planning Section conducts planning activities for the EOC and oversees all incident-related data gathering and analysis regarding incident operations and assigned resources. Under the direction of the Planning Section Chief, the Planning Section collects, evaluates, and processes situation and resource status information for use in developing EOC action plans. Dissemination of information can be accomplished through an EOC action plan, a situation report (SITREP), formal briefings, or through map and status board displays.

The Planning Section also contains the Documentation Unit, which is responsible for the maintenance of accurate, up-to-date incident files. Examples of incident documentation include: Incident Action Plan (IAP), incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis and potential financial reimbursement during the recovery phase. Some of the

documents may originate in other sections. This unit shall ensure each section is maintaining and providing appropriate documents. The Documentation Unit will provide duplication and copying services for all other sections and will store incident files for legal, analytical, and historical purposes.

Logistics Section

The Logistics Section fulfills support requests both from the field and internally from other City Departments, DOCs, and support partners. The Logistics Section also supports the operational needs of the EOC and requests may include:

- Facilities
- Communications
- Supplies
- Equipment maintenance and fueling
- Food services (for EOC staff and on-scene staff, if requested)
- Medical services (for EOC staff and on-scene staff, if requested)
- Other services as appropriate

The need for logistics considerations and planning exists at multiple levels. The City EOC must account for emergency power, food, water, communications, and other needs of the EOC. The DOCs and/or on-scene incident command posts must account for staffing to ensure the rotation of personnel through safe rest/work cycles; shelter, feeding, and restroom facilities for personnel; acquisition of proper equipment for performing operations during the day and at night; etc. The coordination of resource requests must be funneled through a singular process to eliminate duplicative asset requests and account for payment of the resources requested.

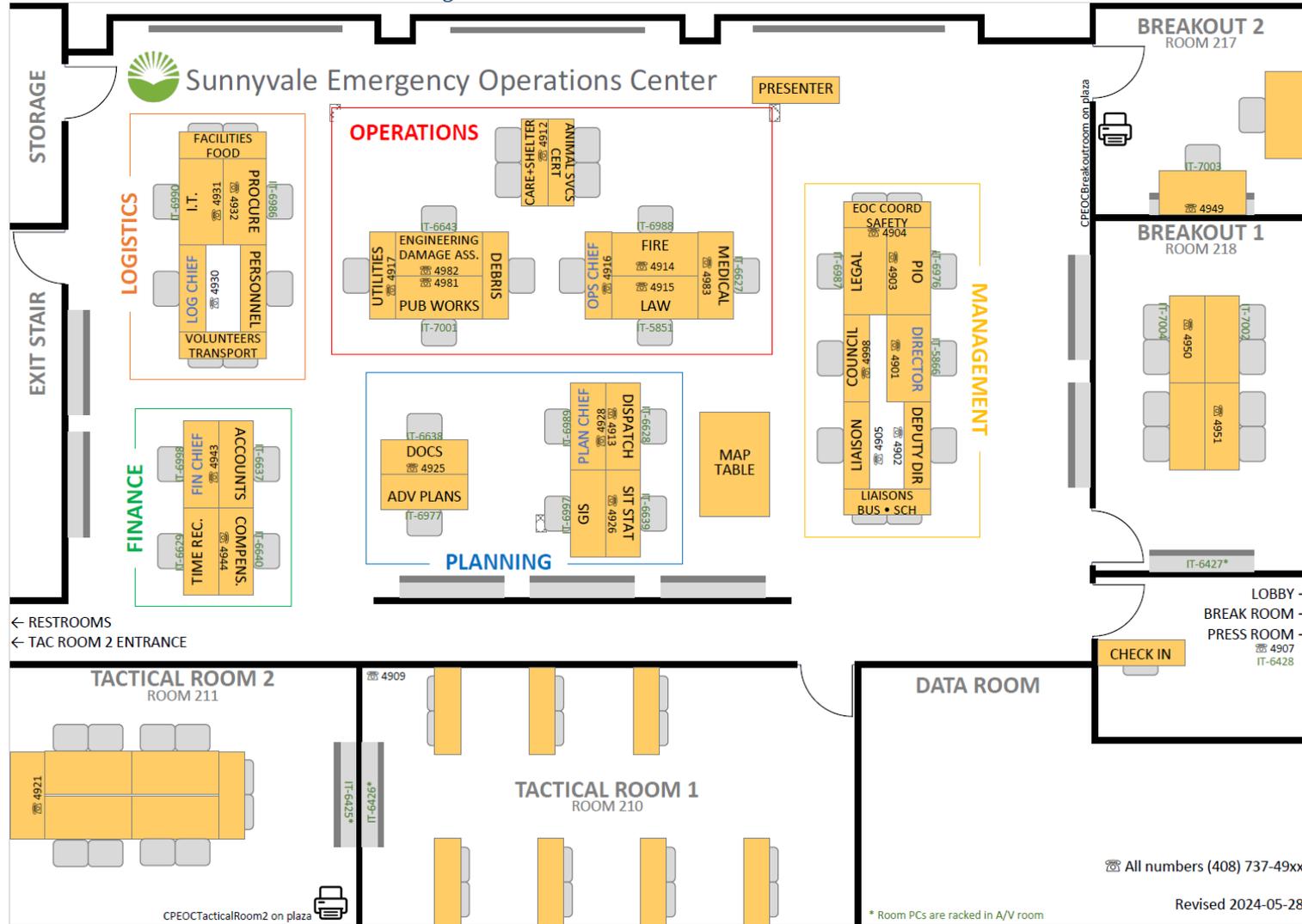
Finance Section

The Finance Section manages the financial aspects of a response or activation, including the daily recording of personnel time, all financial matters related to vendor contracts, and cost analyses and estimates as requested. Not all incidents will require the activation of the Finance Section during response operations; however, appropriate documentation and payment to resource vendors will still be required. It is imperative that local ICs, the DOCs, and City EOC personnel are familiar with the resource request process and follow the proper procedures for requesting resources.

The Finance Section is also responsible for compiling damage estimates for City facilities and infrastructure, as well as response costs, to support the recovery process.

ATTACHMENT F: EOC LAYOUT & PHONE NUMBERS

Figure F-1: EOC LAYOUT & PHONE NUMBERS



ATTACHMENT G: SUNNYVALE MUNICIPAL CODE - 2.16

The Sunnyvale Municipal Code reflects municipal authority for the preparedness, response, mitigation, and recovery activities outlined in the City of Sunnyvale’s Emergency Operations Plan (EOP).

CHAPTER 2.16. EMERGENCY ORGANIZATION AND FUNCTIONS

2.16.010. Purposes.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons. (Ord. 1792-75 § 1; prior code § 3-4.01).

2.16.020. Definitions.

Except where the context otherwise requires, the definitions contained in this section shall govern the construction of this chapter.

- (1) “Assistant director of emergency services” means the individual appointed by the director of emergency services to serve as the director’s assistant.
- (2) “Director of emergency services” means the city manager.
- (3) “Disaster council” means the city council, with the mayor serving as the chair and the vice mayor serving as the vice-chair of the disaster council.
- (4) “Emergency” means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of this city, requiring the combined forces of other political subdivisions to combat. (Ord. 2387-92 § 1; Ord. 1792-75 § 1; prior code § 3-4.02).

2.16.030. Disaster council powers and duties.

The disaster council has the duty and power to develop and recommend for adoption emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chair or, in the chair’s absence from the city or inability to call such meeting, upon call of the vice-chair. (Ord. 2387-92 § 2; Ord. 2256-88 § 3; Ord. 1792-75 § 1; prior code § 3-4.05).

2.16.040. Powers and duties of the director and assistant director of emergency services.

- (a) The director is hereby empowered to:
 - (1) Request the city council to proclaim the existence or threatened existence of a “local emergency” if the city council is in session, or to issue such proclamation if the city council is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no

further force or effect. The city council shall review, at least every 60 days until a local emergency is terminated, the need for continuing the local emergency.

(2) Request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency.

(3) Control and direct the effort of the emergency organization of this city for the accomplishment of the purposes of this chapter.

(4) Direct cooperation between and coordination of services and staff of the emergency organization of this city; and resolve questions of authority and responsibility that may arise between them.

(5) Represent this city in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

(6) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor or the Director of the State Office of Emergency Services, or the existence of a "state of war emergency," the director is hereby empowered:

(A) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;

(B) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use;

(C) To require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this city is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;

(D) To requisition necessary personnel or material of any city department or agency; and

(E) To execute all of his ordinary powers as city manager, all of the special powers conferred upon him by the ordinance codified in this chapter or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon him by any statute, by any agreement approved by the city council, and by any other lawful authority.

(b) The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the city council.

(c) The assistant director shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this city;

and shall have such other powers and duties as may be assigned by the director. (Ord. 2256-88 § 3; Ord. 1792-75 § 1; prior code § 3-4.06).

2.16.050. Duty to develop emergency plans.

It shall be the duty of the director of emergency services, and he or she is hereby empowered, to develop and recommend for adoption by the city council emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. (Ord. 2256-88 § 4).

2.16.070. Emergency organization.

All officers and employees of this city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.16.040(a)(6)(C) of this chapter, be charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the emergency organization of the city of Sunnyvale. (Ord. 2387-92 § 3; Ord. 1792-75 § 1; prior code § 3.4.07).

2.16.080. Emergency plan.

The director of emergency services, under guidance of the disaster council, shall be responsible for the development of the city of Sunnyvale emergency plan, which plan shall provide for the effective mobilization of all of the resources of the city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services and staff of the emergency organization. Such plan shall take effect upon approval of the disaster council and adoption by resolution of the city council. (Ord. 2387-92 § 4; Ord. 2256-88 § 5; Ord. 1792-75 § 1; prior code § 3-4.08).

2.16.090. Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit the inhabitants and property of the city of Sunnyvale. (Ord. 1792-75 § 1; prior code § 3-4.09).

2.16.100. Punishment of violations.

It shall be a misdemeanor, punishable as set forth in Chapter 1.04 of this code for any person, during an emergency, to:

- (a) Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter;
- (b) Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof;
- (c) Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the state. (Ord. 2422-92 § 2; Ord. 1792-75 § 1; prior code § 3-4.10).

ATTACHMENT H: ELECTED OFFICIALS' EMERGENCY ROLES – OVERVIEW & GUIDANCE

This attachment provides a high-level overview of the responsibilities and expectations of elected officials before, during, and after an emergency affecting the City of Sunnyvale.

Role in Emergency Operations

The City's elected officials, including the Mayor and Councilmembers, serve as part of the **Policy Group**, along with executive leadership. The Policy Group:

- Provides direction on policy-level matters
- Ratifies emergency proclamations
- Supports communication with the public
- Ensures alignment with community priorities

Elected officials do **not** engage in tactical decision-making or direct emergency operations.

Role	Description	When
Policy Direction	Approves emergency declarations, sets recovery priorities	During / After
Public Messaging	Works with PIO for unified messaging to the community	During
Council Liaison	Elevates constituent concerns through the City Manager	During / After
Recovery Support	Helps shape funding decisions and long-term recovery strategy	After

Before an Emergency

- Engage with OES to understand EOC operations and city plans
- Promote personal and community preparedness
- Participate in briefings or exercises when possible

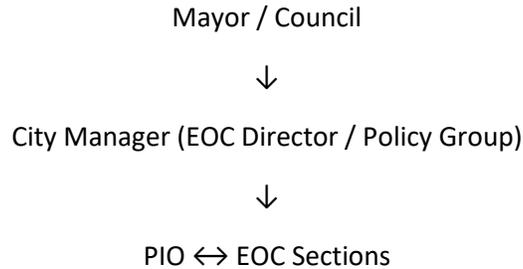
During an Emergency

- Support messaging, proclamations, and high-level direction
- Coordinate through the City Manager (who serves as the EOC Director) and collaborate with the Public Information Officer (PIO) for unified messaging
- Reinforce unified public messaging by collaborating with the PIO
- Use official communication channels, such as press briefings or approved social media posts, to share updates
- Refrain from issuing independent direction to staff or departments

After an Emergency

- Assist with recovery policy and community communication
- Support legislative or financial recovery efforts
- Participate in after-action debriefings when appropriate

Communication Flow Overview



Elected officials communicate through the City Manager, who also serves as the EOC Director. Messaging coordination occurs with the PIO to ensure consistency and clarity.

Elected officials communicate through the City Manager and are kept informed via official briefings.

Related References

For additional guidance on legal authorities, emergency proclamations, and public meeting protocols, see:

- Attachment C: Sample Emergency Proclamation
- Attachment E: EOC Activities – Policy Group and Brown Act Requirements

ATTACHMENT I: GLOSSARY OF TERMS

Term	Definition
Access and Functional Needs (AFN)	Individuals who may need additional assistance before, during, and after an emergency, including people with disabilities, limited English proficiency (LEP), older adults, children, or those without access to transportation.
Continuity of Operations (COOP)	A coordinated effort to ensure that essential government functions continue during and after a major disruption.
Disaster Service Worker (DSW)	become DSWs only when formally registered and sworn with an authorized agency, which enables assignment and provides workers' compensation coverage during approved emergency activities. (<i>California Government Code §§3100–3109; California Code of Regulations, Title 19, §§2570.1–2573.3</i>)
Emergency Operations Center (EOC)	A centralized facility where personnel coordinate emergency response and recovery support.
Emergency Proclamation	A formal declaration by the City Manager enabling the use of special powers and resources in response to an emergency.

Term	Definition
Homeland Security Exercise and Evaluation Program (HSEEP)	A standardized methodology for designing, conducting, and evaluating emergency preparedness exercises.
Incident Command System (ICS)	A standardized, scalable approach to command, control, and coordination of emergency response. Part of NIMS.
Mutual Aid	Agreements that enable jurisdictions to assist one another in times of need. May involve personnel, equipment, or services.
National Incident Management System (NIMS)	A nationwide approach for all levels of government to work together effectively during incidents.
Operational Period	A designated timeframe within the incident response during which objectives are set and operational strategies executed.
Planning Section	A section in ICS and the EOC that collects, evaluates, and disseminates information and develops the Incident Action Plan.
Public Information Officer (PIO)	The designated individual responsible for interfacing with the public and media and disseminating information.
Recovery	Efforts to restore the community and its systems to pre-disaster conditions or better, including housing, infrastructure, and economic support.
Resilience	The ability of a community to adapt to, withstand, and recover from emergencies or disasters.
Standardized Emergency Management System (SEMS)	California's framework for managing emergencies, ensuring consistency across jurisdictions.
Whole Community	A planning approach that includes all segments of the population, public and private sectors, NGOs, and individuals in emergency preparedness and response.

Accessibility Statement:

This Emergency Operations Plan (EOP) has been reviewed for accessibility using Microsoft Word's Accessibility Checker. All critical accessibility errors (e.g., missing alternative text, improperly formatted images) have been resolved. Remaining warnings are limited to minor contrast flags and use of merged cells in tables, which are retained for layout clarity. The document is compliant with FEMA CPG 101 v3.1 formatting expectations and accessible for screen readers.