

# City Hall Subcommittee

Meeting #3 Topic: EOC

9/22/2022



**CUPERTINO**

# Upcoming Meeting Agendas

- SEPT. 1: **Structural Analysis** – Compelling reasons for the project (a.k.a. Seismic & MEP Deficiencies)
- SEPT. 22: **EOC** – cost drivers, location options, and justifications
- OCT. 13: **Programming** – Staff & Community program requirements in the space (a.k.a. Space Planning)
- OCT. 27: **Parking** – use analysis and code requirements
- NOV. 10: **Funding & Recommendations** for Council

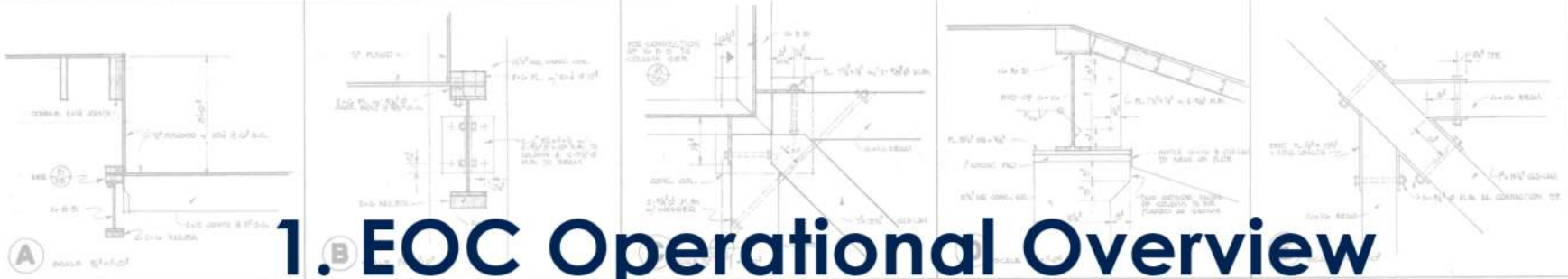
# SEPTEMBER 22

## Agenda

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### TOPIC: EOC

1. EOC Operational overview
2. Current EOC and back-up location
3. Potential EOC locations
4. EOC cost information



# 1. EOC Operational Overview





# Emergency Operations



- **WHEN** would we activate?
- **WHO** activates the EOC?
- **WHERE** is the EOC?
- **HOW** is it organized?
- **HOW** does the EOC function?



The EOC activates **WHEN** there is a need  
*For*

- Inter-Agency Coordination
- Executive Decision Making
- Information Collection, Evaluation, Dissemination
- Priority Setting
- Resource Management



The EOC activates **WHEN** an incident happens  
*EOC ACTIVATION LEVELS*





## *All activation levels: Operational Response Goals*



- Incident Stabilization
- Life Safety
- Protect property
- Preserve the environment
- Restore services
- Facilitate recovery

**WHO** activates the EOC?

The Director of Emergency Services (the City Manager) or their designee

**WHERE** is the EOC?





The EOC

**Primary**

10300 Torre Ave  
Cupertino, CA 95014



**Alternate**

10555 Mary Avenue  
Cupertino, CA 95014



- **HOW** is it organized?



ICS  
The Incident Command System



SEMS  
The Standardized Emergency Management System



NIMS  
The National Incident Management System

SEMS  
Standardized Emergency Management System  
*EOC Coordination Levels*



*City Leadership* \_\_\_  
*Department Operations Centers* \_\_\_  
*Partner Agencies and Stakeholders* \_\_\_

**City of Cupertino EOC**



# Incident Command/ EOC Director

Field/ EOC



## Planning Section



Develops plan to accomplish objectives, Coordinates information, provides for contingency and long-term planning

## Operations Section



Develops tactics and directs resources to carry out the action plan, coordinates and executes strategy

## Logistics Section



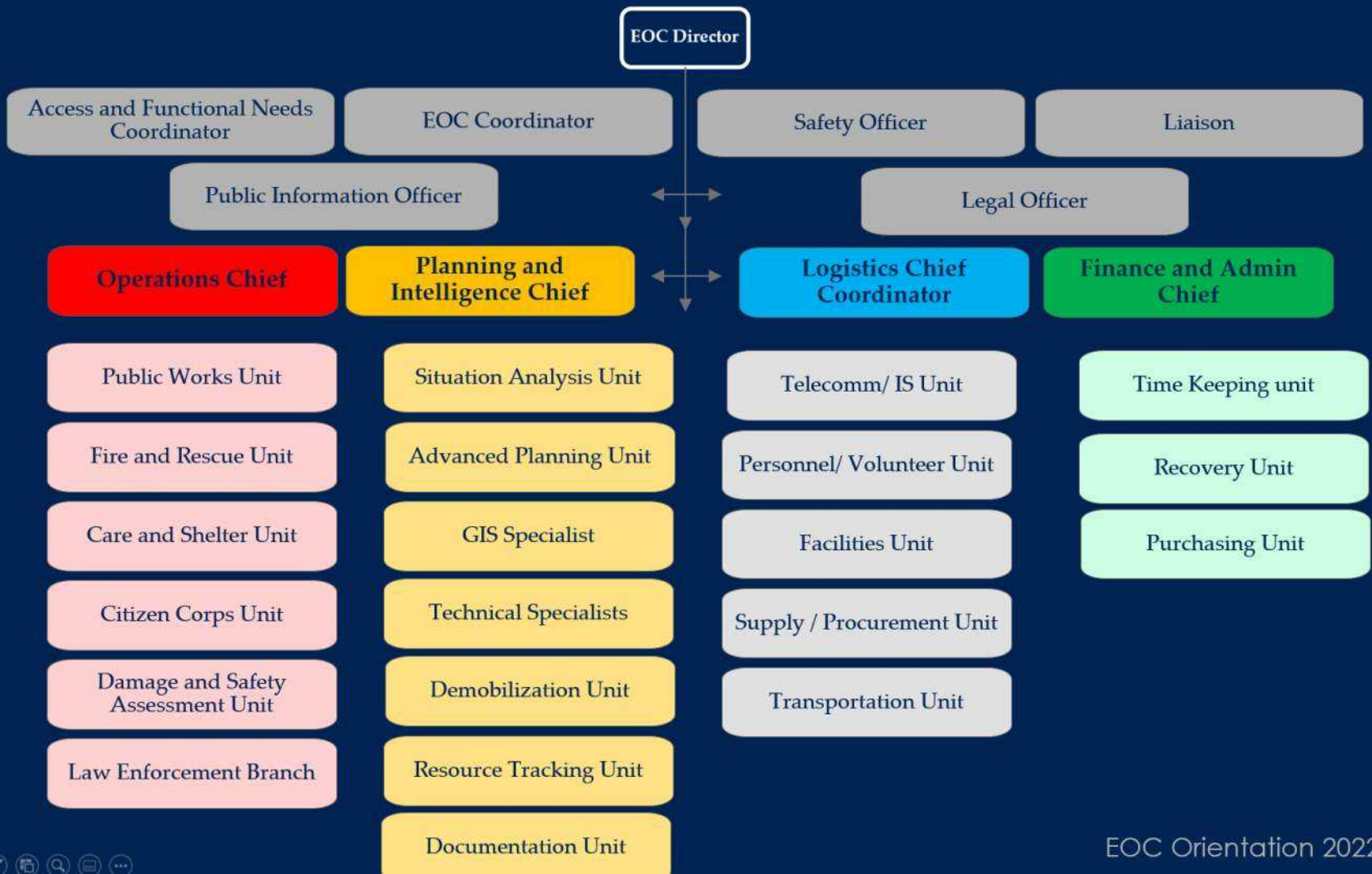
Procures resources needed to support the response (staff, stuff, supplies)

## Finance Section



Documents, accounts for and ensures regulatory compliance of response





## EOC Director

EOC Coordinator

Public Information Officer

Liaison Officer Agency Rep

Safety Officer

Legal Officer

Private Sector Coordinator



## MGT OVERVIEW

## Operations Chief

Public Works Unit

Care & Shelter Unit

Damage / Safety  
Assessment Unit

Citizen Corps Unit

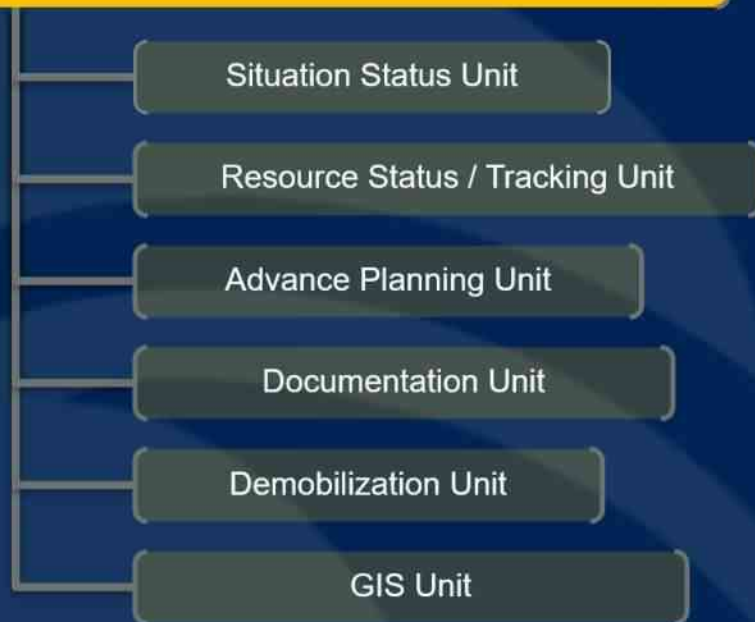
Law Enforcement Unit

Fire Rescue Unit



## OPS OVERVIEW

## Planning & Intelligence Chief/Coordinator



# PLANNING and INTELLIGENCE

**Logistics  
Chief/Coordinator**

Telecommunications | IS Unit

Transportation Unit

Personnel | Volunteer Unit

Supply | Procurement Unit

Facilities Unit



# LOGISTICS OVERVIEW

**Finance & Admin Chief/Coordinator**

Time Keeping Unit

Purchasing Unit

Recovery Unit



**Finance and  
Admin**



- **HOW** does the EOC function?

**PHASE 4:**  
Prepare and Disseminate the Plan  
4 Hours

6

PLANNING MEETING

7

EOC ACTION PLAN PRODUCTION

8

APPROVAL & DISTRIBUTION

**PHASE 3:**  
Develop the Plan  
1 Hour

5

DETERMINE EOC RESOURCES TO SUPPORT FIELD NEED

Regular Sit Reps are completed and routed.  
"Heads Up" Briefings updates are utilize for rapid information dissemination

9

EOC BRIEFING

**PHASE 2:**  
Establish Incident Objectives  
1 Hour

4

EOC OBJECTIVES UPDATED & POLICIES CONFIRMED

ONGOING FIELD SUPPORT & ASSESSMENT

10

NEW OPS PERIOD BEGINS

**PHASE 5:**  
Execute, Evaluate and Revise the Plan  
4 Hours

3

INITIAL BRIEFING

2

EOC ACTIVATED

1

INCIDENT OCCURS

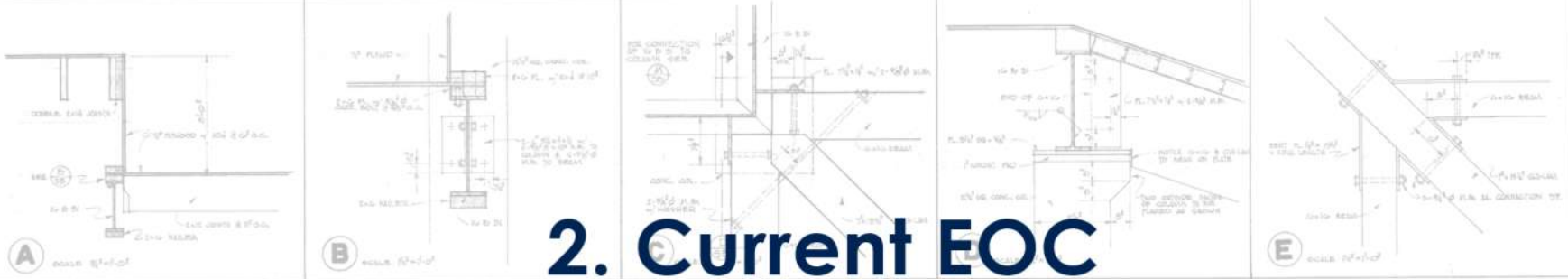
INITIAL RESPONSE

12 Hour—Operational Period

## EOC Objectives

- Incident Stabilization
- Life Safety
- Protect property
- Preserve the environment
- Restore services
- Facilitate recovery





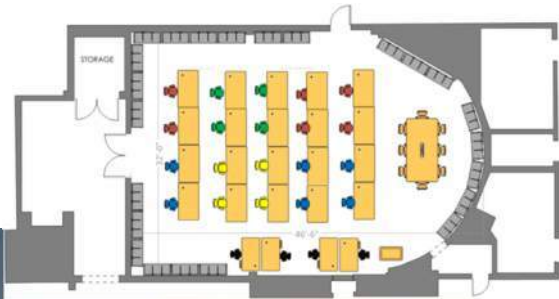
## 2. Current EOC

Current Location & Service Center backup



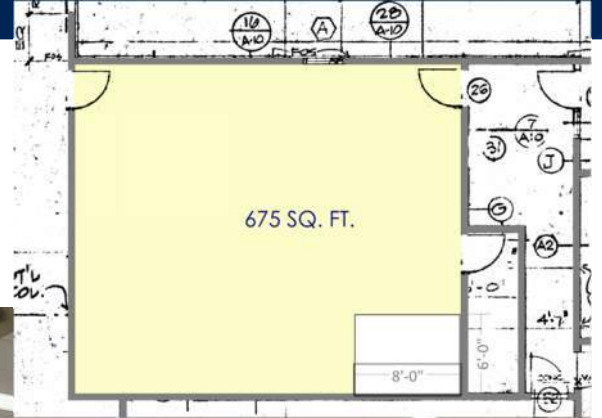
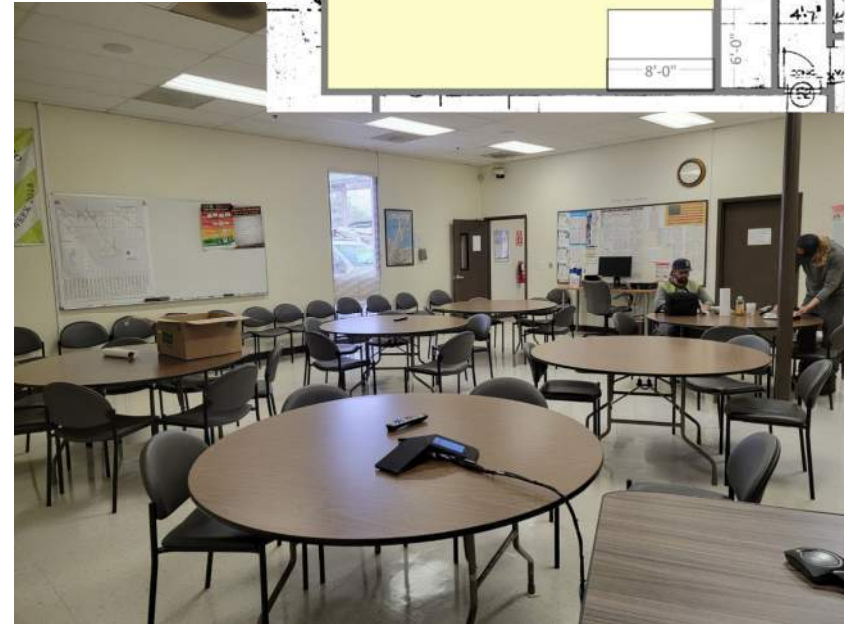
# City Hall: current EOC location

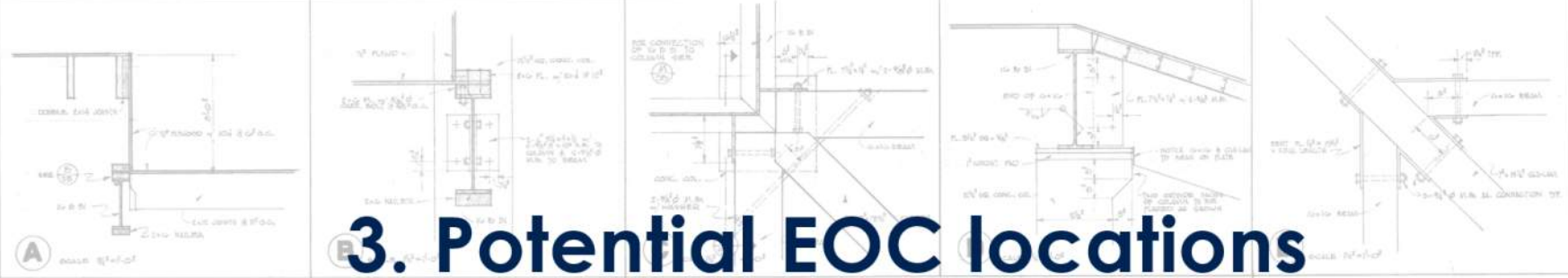
*1400 square feet approximately*



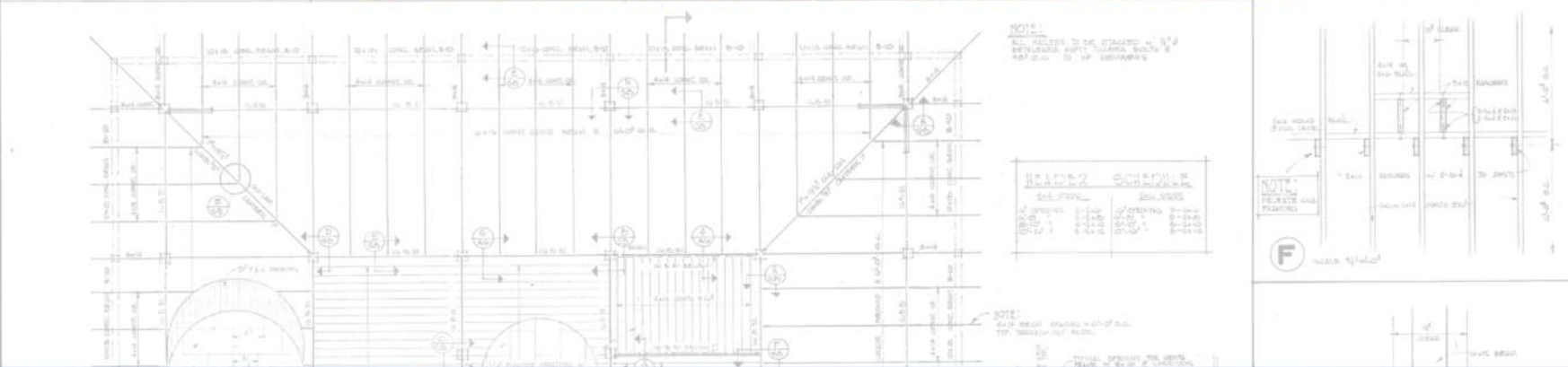
# Service Center: backup EOC location

*675 square feet, approximately*





# 3. Potential EOC locations

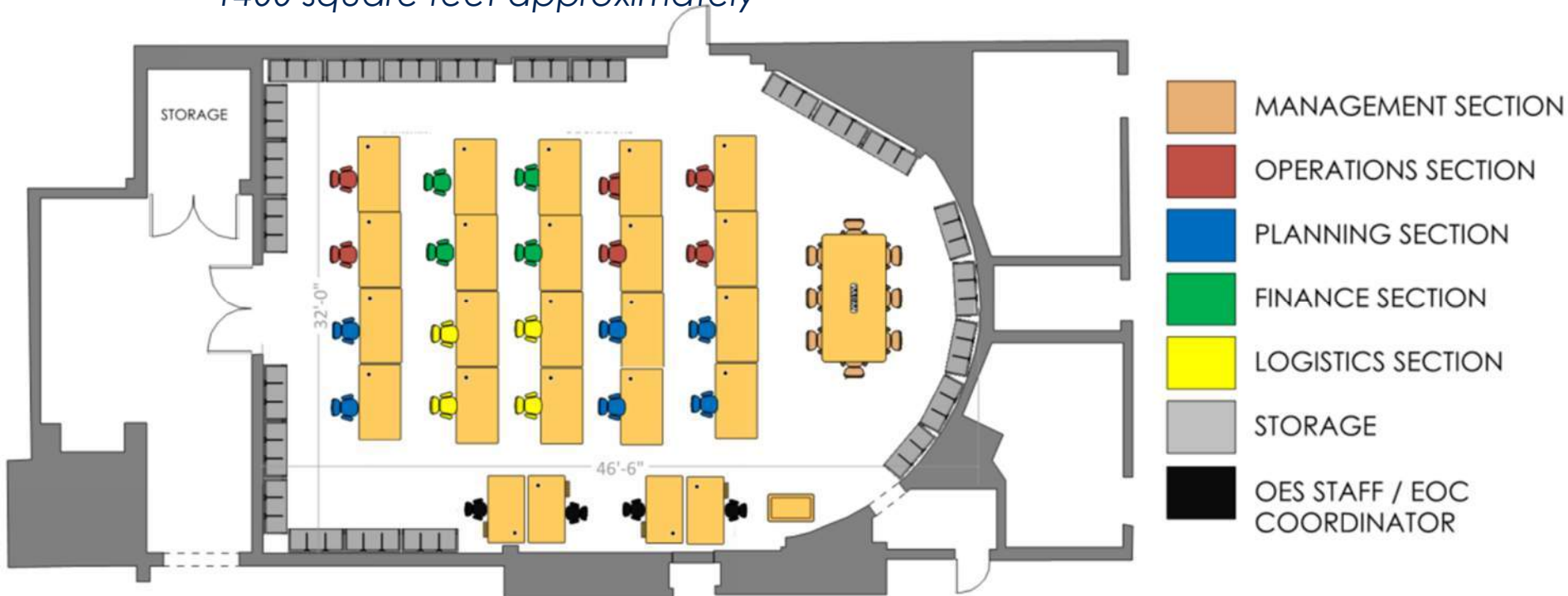


# Potential locations

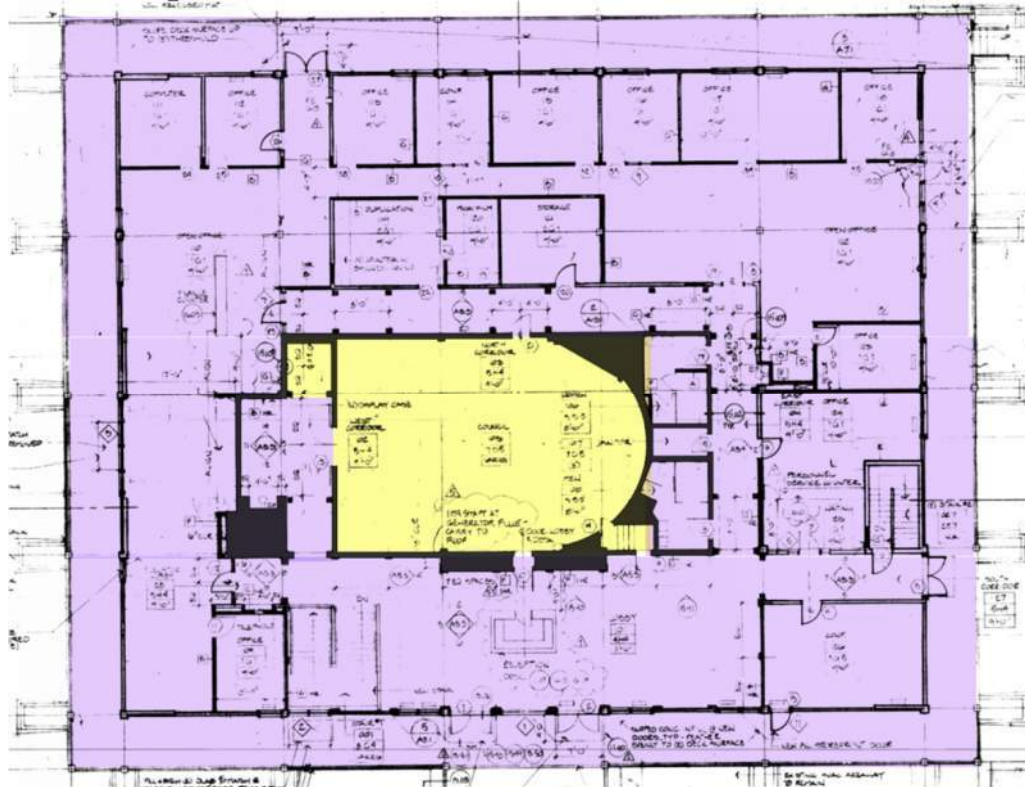
1. City Hall (current)
2. City Hall Annex
3. Service Center
4. Civic Center, New stand-alone Building
5. Community Hall
6. Quinlan
7. Senior Center
8. Library

# City Hall EOC location

*1400 square feet approximately*



# City Hall EOC location



1400 SQ FT current location

24,000 SQ FT Renovation

OR

36,000 SQ FT New Building

# Alternate location: City Hall Annex

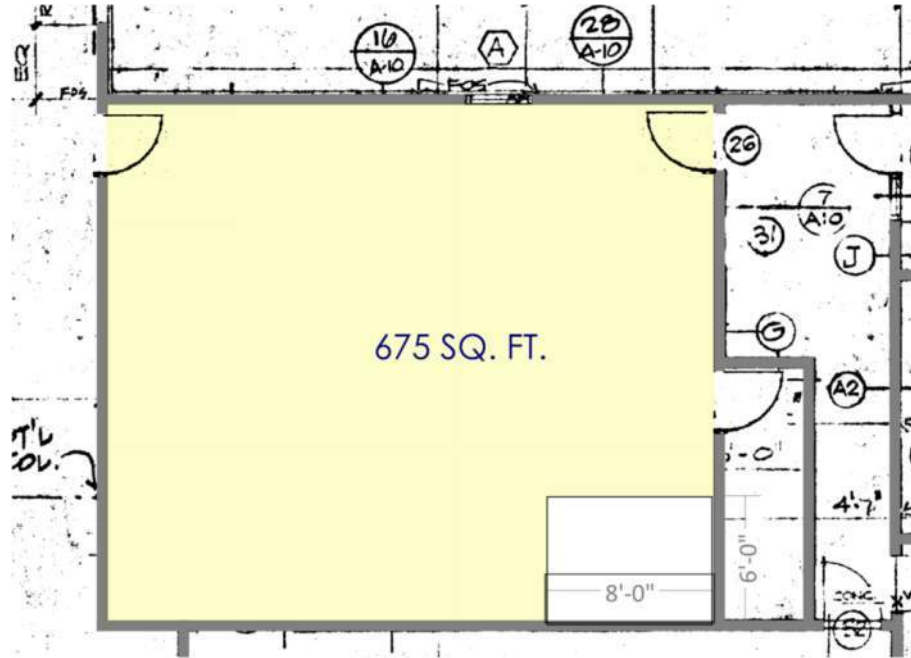


1300 SQ FT central area

5700 SQ FT renovation



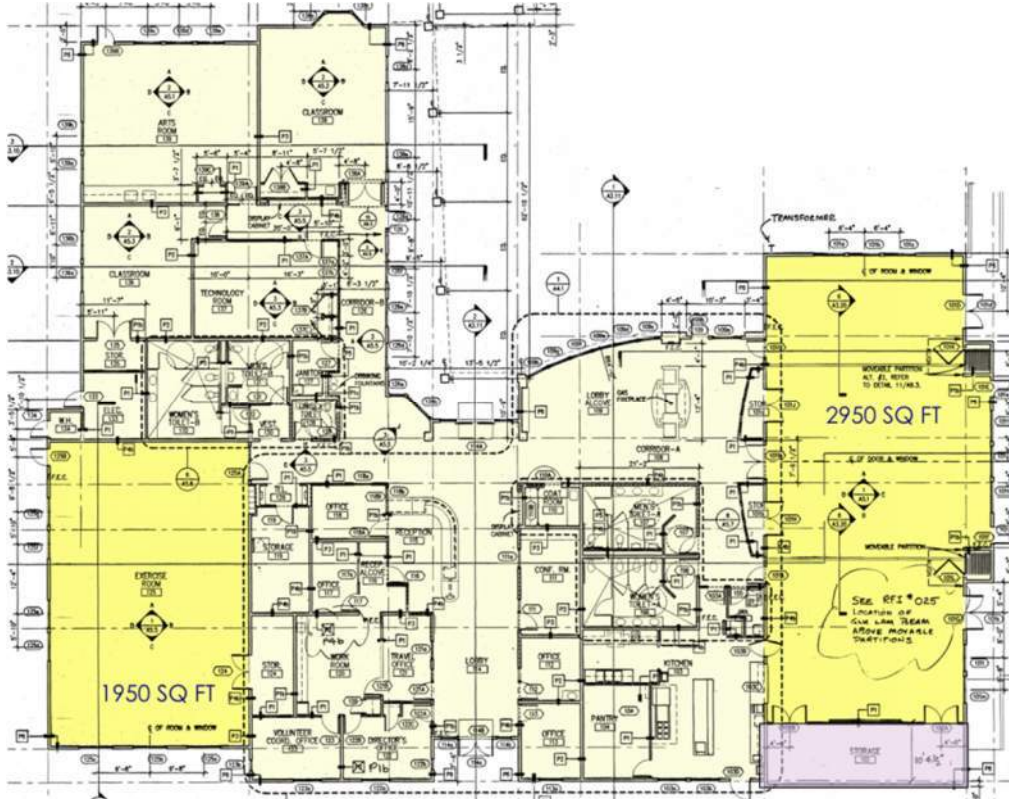
# Alternate location: Service Center



675 SQ FT central  
area

5700 SQ FT  
renovation

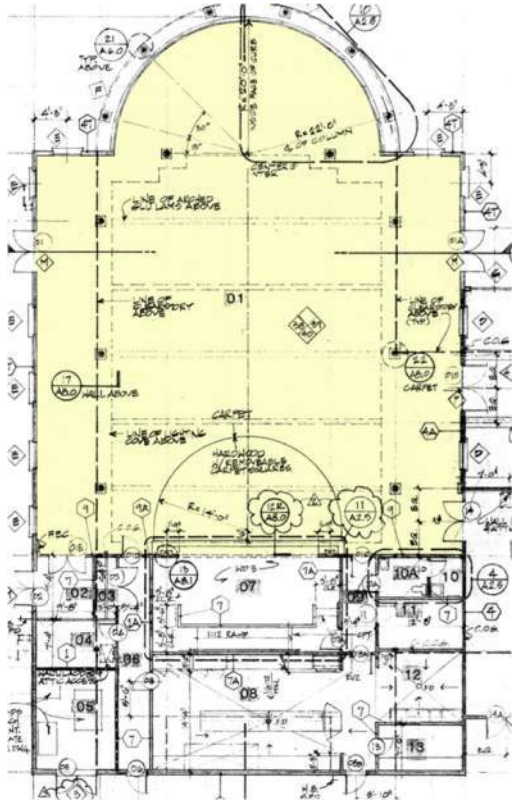
# Alternate location: Senior Center



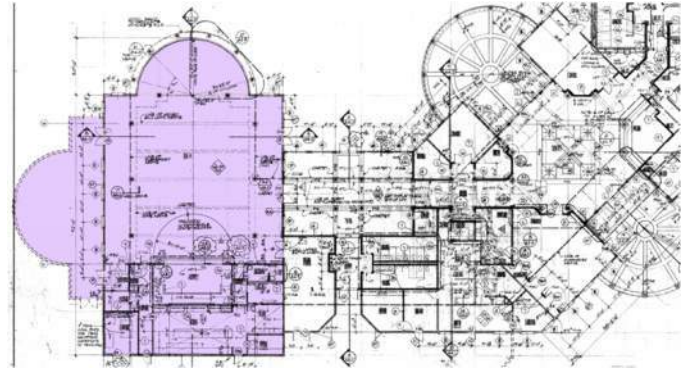
2950 SQ FT  
Reception Hall

3500 SQ FT  
renovation

# Alternate location: Quinlan Community Center

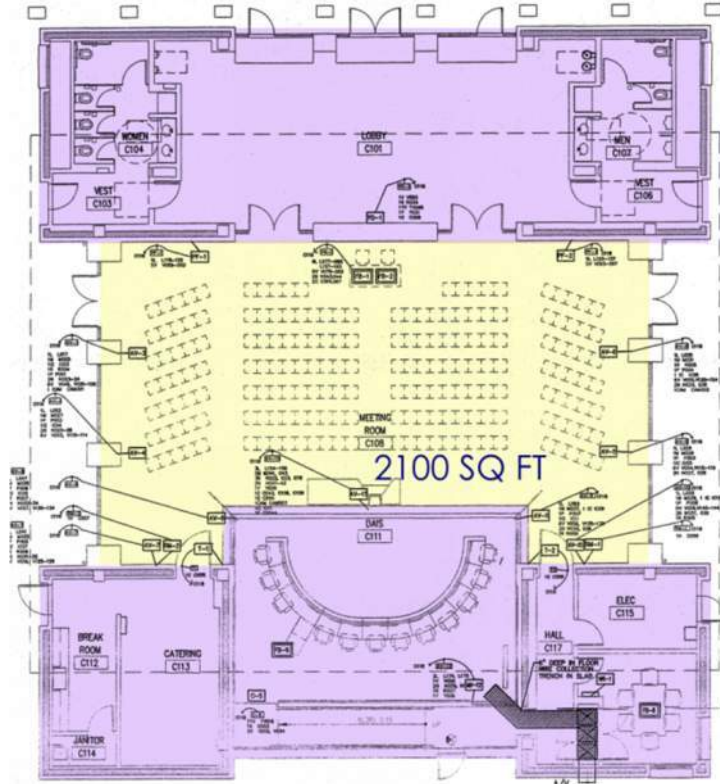


4200 SQ FT  
Community Room



8100 SQ FT renovation

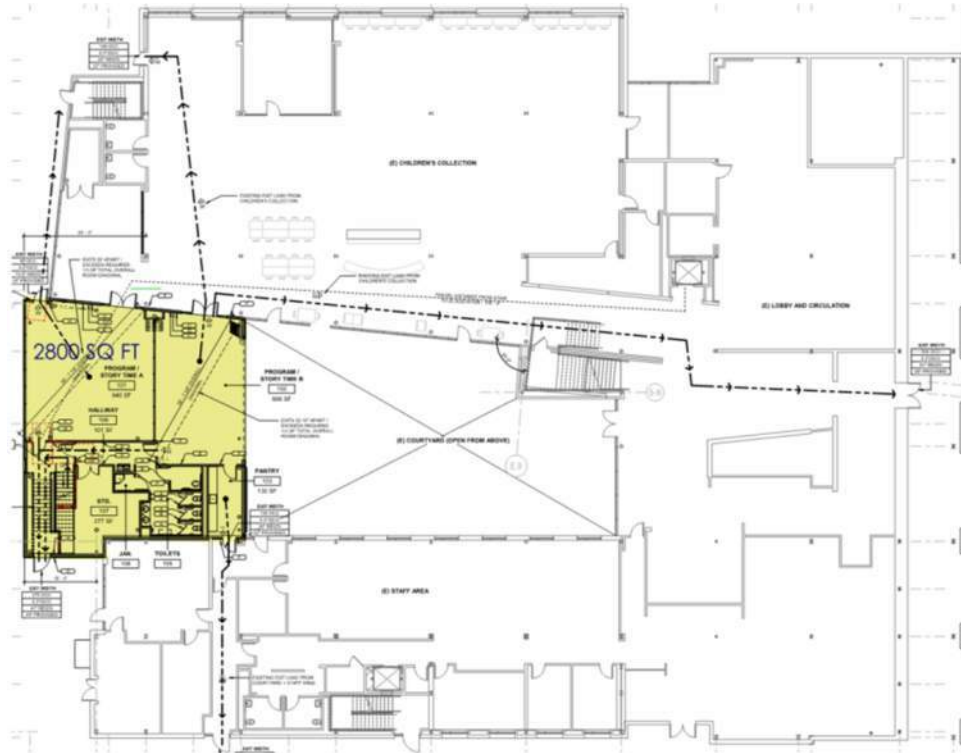
# Alternate location: Community Hall



2100 SQ FT  
Community Hall

6200 SQ FT  
renovation

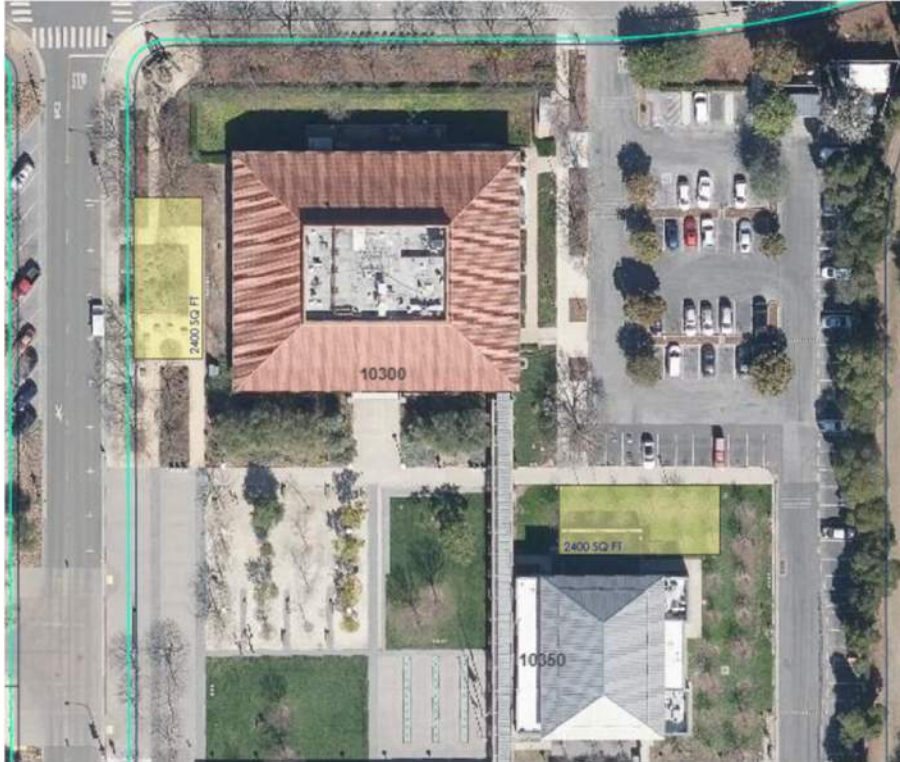
# Alternate location: Library



2800 SQ FT  
Program Room

5600 SQ FT  
renovation

## Alternate location: Civic Center, New Building

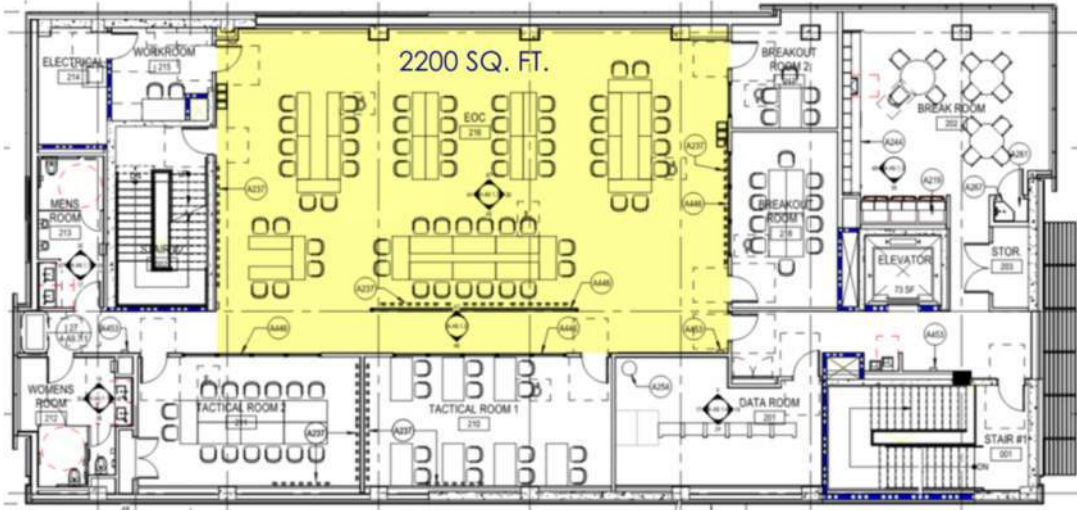


2400 SQ FT  
New Building

(two potential  
locations indicated)

# Comparison: Sunnyvale EOC

Public Safety Building



2200 SQ FT  
EOC

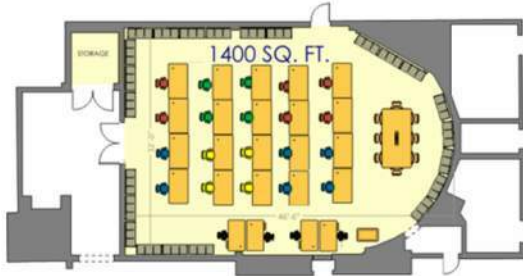
6800 SQ FT  
Building footprint

# Size comparisons

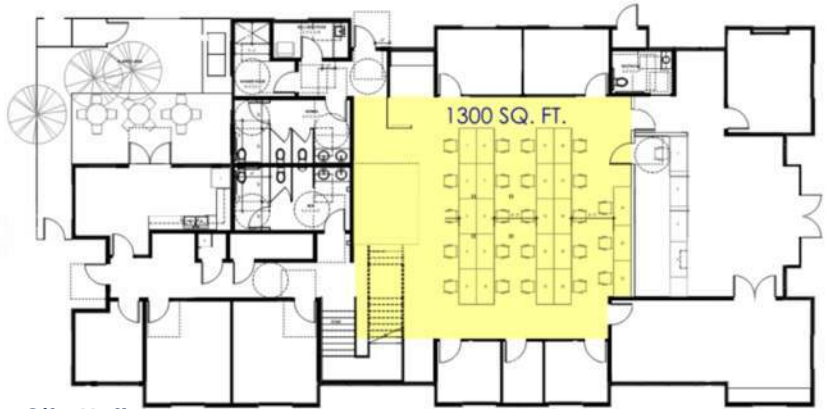
*Shown in relative scale*



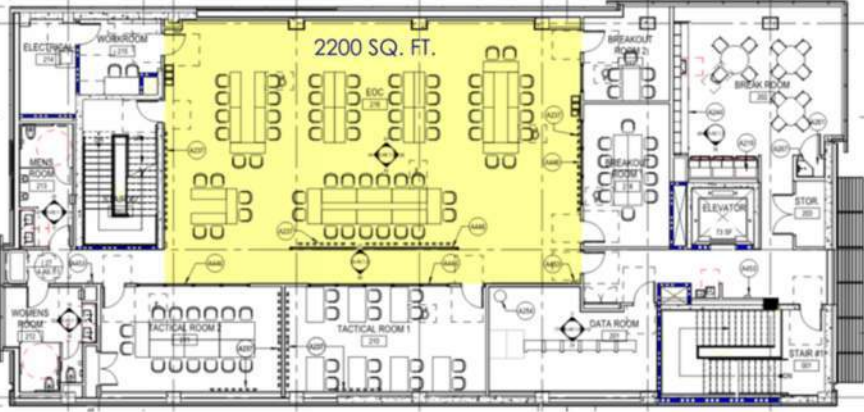
**Service Center**



**City Hall**

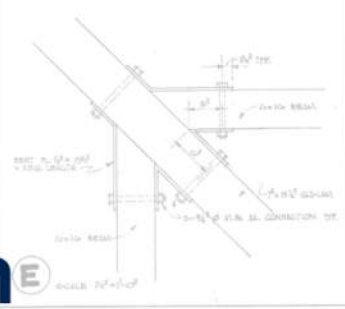
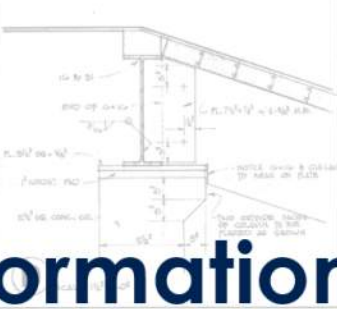
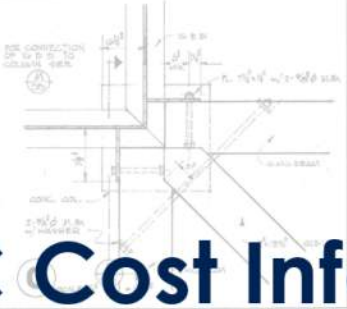
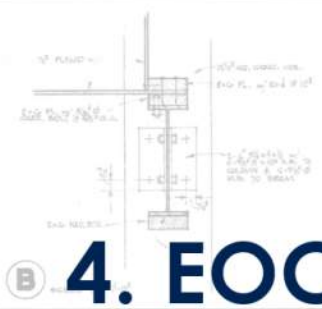


**City Hall Annex**



**Sunnyvale EOC**





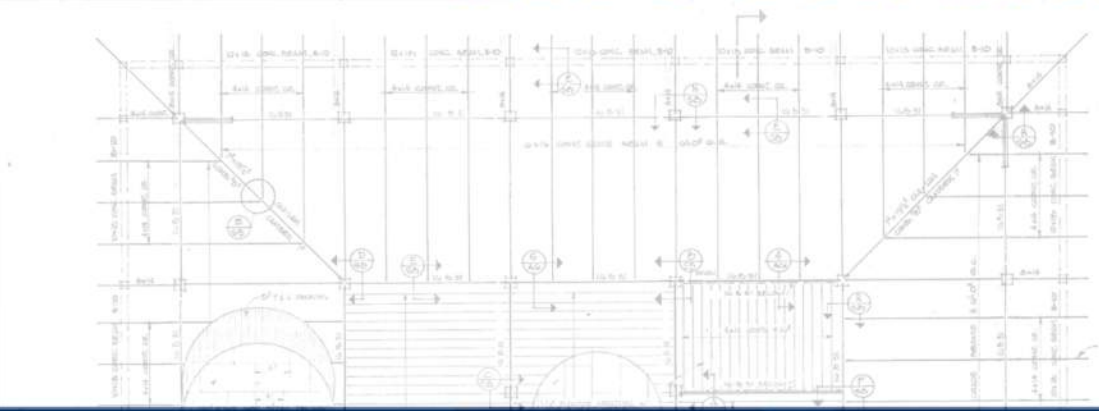
**A**

**B**

**C**

**D**

**E**

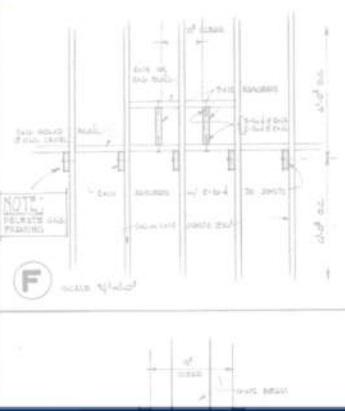


NOTES:

1. REVISIONS TO BE MADE BY THE ARCHITECT AND ENGINEER.

2. ALL DIMENSIONS ARE IN FEET AND INCHES.

NO.	DATE	BY	CHKD.	DESCRIPTION
1	11-15-68	J.C.M.	J.C.M.	ISSUED FOR PERMIT
2	11-15-68	J.C.M.	J.C.M.	ISSUED FOR CONSTRUCTION



**F**

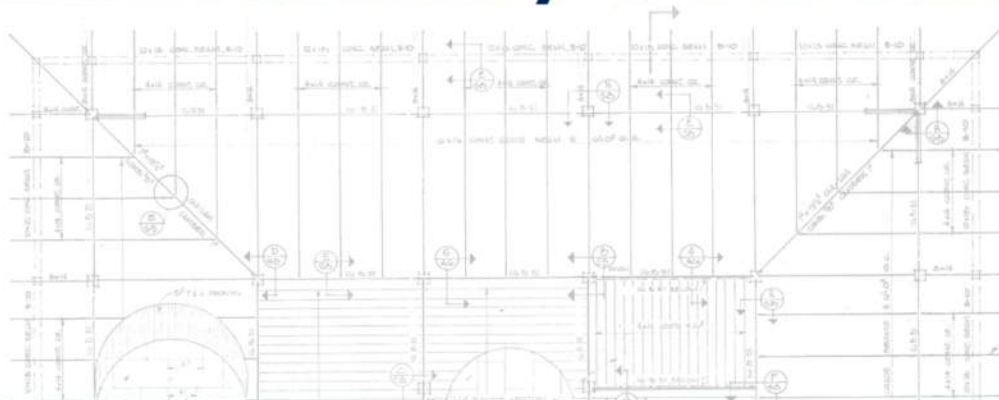
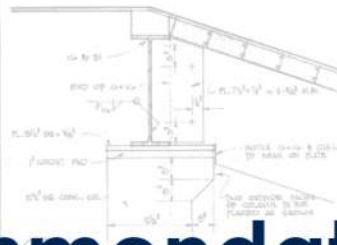
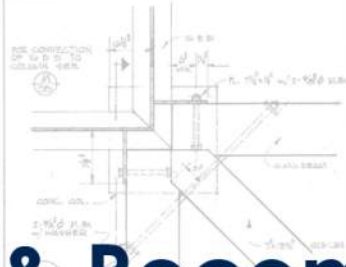
# 4. EOC Cost Information

## Cost Scenarios

Location	EOC SQ FT	BLDG SQ FT	COST	without EOC	notes
City Hall - New	1200	36000	<b>\$48,000,000</b>	\$44,400,000	\$3.6M differential
City Hall - Renovation	1200	24000	<b>\$28,000,000</b>	\$27,000,000	\$1M differential
<b>City Hall Annex</b>	<b>1300</b>	<b>5700</b>	<b>\$4,265,000</b>	<b>*\$3,900,000</b>	<b>\$465K differential</b>
Serivce Center	675	2900	<b>\$1,450,000</b>		Using \$500/SF
Senior Center	2950	3500	<b>\$1,750,000</b>		Using \$500/SF
Quinlan Community Center	4200	8100	<b>\$4,050,000</b>		Using \$500/SF
Community Hall	2100	6200	<b>\$3,100,000</b>		Using \$500/SF
Library	2800	5600	<b>\$2,800,000</b>		Using \$500/SF
Civic Center - New building	2400	2400	<b>\$3,240,000</b>		Using \$1350/SF

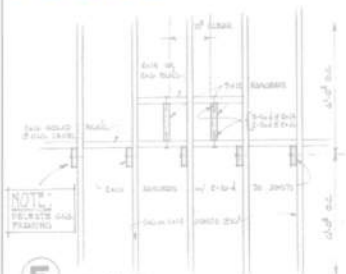
A

# Summary & Recommendations



NOTE:  
 REVISIONS TO BE MADE BY THE ARCHITECT AND ENGINEER AS SHOWN ON SHEET 201 OF THE SET OF DRAWINGS.

NO.	DESCRIPTION	DATE
1	ADD SECTION A-A	11-15-54
2	ADD SECTION B-B	11-15-54
3	ADD SECTION C-C	11-15-54
4	ADD SECTION D-D	11-15-54
5	ADD SECTION E-E	11-15-54
6	ADD SECTION F-F	11-15-54



Thank You!



**CUPERTINO**

9/22/2022 discussion on the Pros/Cons of various City properties as EOC locations  
(cost implications excluded from this table)

Location	PROS	CONS
[Current] City Hall	<ul style="list-style-type: none"> <li>• Best location for the EOC team to activate from during an event.</li> <li>• Proximity to staff work locations maximizes the usable space in large scale incidents.</li> <li>• Storage of EOC supplies is easiest to plan for in this location.</li> </ul>	<ul style="list-style-type: none"> <li>• If we keep the existing footprint of City Hall, this area could be used for workplace or community functions (although the EOC can be a multi-function meeting room.</li> <li>• The current generator does not power all EOC systems.</li> <li>• Portable generator parking must be planned for.</li> </ul>
City Hall Annex (10455 Torre)	<ul style="list-style-type: none"> <li>• Proximity to City Hall is effective location for the EOC team to activate from during an event.</li> <li>• Storage of EOC supplies can be planned for in this location</li> <li>• Timing is good to 'pivot' the program for this building while we are in the design phase.</li> </ul>	<ul style="list-style-type: none"> <li>• Commits the long term use of the facility to EOC and EOC related functions</li> <li>• While activated as EOC, it means the Permit Center will not be open (while this is the Permit Center – we'd want to consider moving Permit Center back to City Hall in the long term)</li> <li>• Portable generator parking must be planned for.</li> </ul>
Service Center	<ul style="list-style-type: none"> <li>• Storage of EOC supplies could be accommodated in this location</li> </ul>	<ul style="list-style-type: none"> <li>• Distance to City Hall/EOC Management team is longer.</li> <li>• Compromises the other functions of the Service Center when activated.</li> <li>• This building should be considered for significant renovation generally. Adding the EOC begs the question of re-planning the overall facility (and this is a much longer process).</li> <li>• Portable generator parking must be planned for.</li> <li>• The available space for the EOC would limit the number of staff and may require a remote option.</li> <li>• The Service Center is the primary staging location for response equipment. The addition of the EOC to the property could over saturate the area with response personnel and equipment.</li> <li>• The Service Center currently serves as the backup EOC.</li> </ul>
Civic Center, New stand-alone Building	<ul style="list-style-type: none"> <li>• A dedicated space for Emergency Operations.</li> </ul>	<ul style="list-style-type: none"> <li>• A standalone building would have limited alternate uses.</li> </ul>
Community Hall	<ul style="list-style-type: none"> <li>• It is a good building to invest in seismic strengthening.</li> <li>• Adjacency to City Hall/EOC Management team is very good.</li> <li>• Video capabilities of the building will be useful.</li> </ul>	<ul style="list-style-type: none"> <li>• Storage of EOC supplies would need to remain at City Hall and carted over in the case of an event.</li> <li>• Portable generator parking must be planned for.</li> </ul>

		<ul style="list-style-type: none"> <li>• Compromises the other functions of the Community Hall/Council Chambers when activated. Would need to relocate City Council to conduct public meetings if the EOC is activated.</li> </ul>
Quinlan Community Center	<ul style="list-style-type: none"> <li>• Rebuilding one side of the building is possible.</li> <li>• Storage of EOC supplies can be planned for, in this location with some encroachment to the existing facility.</li> <li>• The large open space in the Cupertino Room would provide enough space for staff in large incidents.</li> <li>• Additional rooms would provide briefing areas for field staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Quinlan Community Center serves as the primary care and shelter facility after an incident. Facilities include traditional shelter, Temporary Evacuation Point, and cooling and warming centers.</li> <li>• Distance to City Hall/EOC Management team is longer.</li> <li>• Compromises the other functions of the QCC, when activated.</li> <li>• Portable generator parking must be planned for.</li> <li>• The main space would require the assembly of break-out/meeting rooms within the space, during activation</li> </ul>
Senior Center	<ul style="list-style-type: none"> <li>• Rebuilding one side of the building is possible.</li> <li>• Storage of EOC supplies can be planned for, in this location, with some encroachment to the existing facility.</li> <li>• The large open space in the Reception Hall would provide space for staff in large incidents.</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Center serves as a care and shelter facility after an incident. Facilities include traditional shelter, Temporary Evacuation Point, and cooling and warming centers.</li> <li>• Distance to City Hall/EOC Management team is longer.</li> <li>• Compromises the other functions of the Senior Center, when activated.</li> <li>• Portable generator parking must be planned for.</li> </ul>
Library	<ul style="list-style-type: none"> <li>• Adjacency to City Hall/EOC Management team is good.</li> <li>• Separate entrance is helpful.</li> </ul>	<ul style="list-style-type: none"> <li>• The building is leased to SCCLD, which presents many complications.</li> <li>• Storage of EOC supplies would need to remain at City Hall and carted over, in the case of an event.</li> <li>• Portable generator parking must be planned for.</li> <li>• It's a new build-out and would be an unfortunate renovation project.</li> <li>• Maintenance of equipment including audio and visual tools would be unreliable.</li> </ul>

Cost estimates (preliminary, rough order-of-magnitude)

Location	EOC SQ FT	BLDG SQ FT	COST	without EOC	notes
City Hall - New	1200	36000	\$48,000,000	\$44,400,000	\$3.6M differential
City Hall - Renovation	1200	24000	\$28,000,000	\$27,000,000	\$1M differential
City Hall Annex	1300	5700	\$4,265,000	**\$3,900,000	\$465K differential
Service Center	675	2900	\$1,450,000		Using \$500/SF
Senior Center	2950	3500	\$1,750,000		Using \$500/SF
Quinlan Community Center	4200	8100	\$4,050,000		Using \$500/SF
Community Hall	2100	6200	\$3,100,000		Using \$500/SF
Library	2800	5600	\$2,800,000		Using \$500/SF
Civic Center - New building	2400	2400	\$3,240,000		Using \$1350/SF

\*\*City funding for the project is currently \$3,000,000. Soft costs and Construction costs are projected to be greater than the original estimates.