

October 25, 2007

Ryan Andrews	Student Life
Kent Bailey	Colleges and University Housing Services
Alex Belisario	Colleges and University Housing Services
Tara Crowley	Analyst to Committee
Christopher Gaylord	Campus Emergency Response
Elise Herrera-Mahoney	Student Affairs (co-chair)
Dave Keller	Colleges and University Housing Services
Diane Lamotte	Student Health Center
Sue Matthews	Colleges and University Housing Services
Bob McCampbell	Bay Tree Bookstore
Adam Snook	Colleges and University Housing Services (co-chair)
Ellen Ziff	Staff to Committee
TBD	Enrollment Management

RE: 2007-08 Student Affairs Disaster Preparedness Committee Charge

Dear Colleagues:

Thank you for your continued efforts and participation on the Student Affairs Disaster Preparedness Committee. The committee will once again be co-chaired by Elise Herrera-Mahoney and Adam Snook, and staffed by Ellen Ziff. Tara Crowley will be the analyst to the committee to lend operation support to the working sub-committees.

In order to continue to build on the efforts of past years, and in support of the Vision developed by this committee, "All Student Affairs units will be prepared to respond appropriately to emergencies and disasters", I am charging the committee with the following:

- Distribute Emergency Preparedness Standards survey to managers to continue to monitor baseline preparedness, as well as provide committee with gap analysis;
- In collaboration with the campus, disseminate a web-based divisional Business Recovery Plan, folding-in the planning started in CUHS so it is applicable divisionally;
- Finalize and forward to my attention, the divisional Shelter and Feeding Plan in consultation with Campus Emergency response personnel;
- Conduct a Student Affairs mock disaster communications drill for branch leaders and the SADO.
- Continue to maintain and update baseline operational and preparedness standards documents.
- Finalize college's uniform disaster preparation plan for each college community to reflect and update the SA web-based plan.
- Finalize and forward to my attention, Tier II supplies recommendation including purchasing standards; establish location sites; develop budget and purchasing items in consultation with appropriate campus personnel;
- Stay abreast of the campus Pandemic Flu committee developments;
- Stay abreast of Campus Safety Procedures and Policy Work Group and incorporate recommendations where applicable;
- Reflect changes in the campus Emergency Response plan to the Student Affairs Disaster Preparation plan.
- In collaboration with appropriate campus personnel, develop off-campus shelter agreement.

I will expect regular status updates of the work of this committee at the Student Affairs Leadership Team meetings. Focusing on the above goals for this year will strengthen both the emergency preparedness of our division, and the campus, as well as go far in meeting the vision and mission of this committee.

For your reference, you will find a copy of the formally adopted *UCSC Student Affairs Emergency Operations Plan* at <http://oasas2.ucsc.edu/sadiv/disasterprep/>. I look forward to another successful and productive year. I am appreciative of your efforts and participation on this committee.

Sincerely,

Felicia E. McGinty  
Vice Chancellor Student Affairs

Cc: Associate Vice Chancellor Scott  
Associate Vice Chancellor Sifuentes  
Fire Chief Trapp  
Vice Chancellor Vani  
Associate Vice Chancellor Whittingham