

STUDENT AFFAIRS
EMERGENCY PREPAREDNESS STANDARDS
UNIT AND BUILDING PLANS

UNIT MANAGERS:

MANAGERS ARE ASKED TO COMPLETE THE FOLLOWING QUESTIONNAIRE EACH **AUGUST** AND SEND A COPY TO THE SA EOC TEAM, C/O THE DIVISION ADMINISTRATIVE OFFICER, ELISE HERRERA-MAHONEY.

TRAINING

- YES NO My unit/building reviews facility information for new employees, including location of circuit breakers and other necessary utility shutoffs, location of first aid kits and disaster supplies, location of fire extinguisher, location and types of alarms, and evacuation sites.
- YES NO Evacuation routes are posted by all exits and in elevators.
- YES NO My unit staff have a good understanding of communication standards and challenges (telephones, cell phones, radios, walkie-talkies, etc) and are trained in the location of emergency phone numbers and location of equipment.
- YES NO My unit staff have identified and secured all cabinets and bookshelves to the walls, and has removed all items located overhead that could cause injury.
- YES NO My unit staff have ensured there are no fire hazards in the workplace.
- YES NO New Employees fill out an Employee Emergency Information Form and current employees regularly update their information.
- YES NO At least one staff member for every 25 employees is trained in CPR/First Aid.
- YES NO I plan at least one evacuation drill and one emergency response drill per year.
- YES NO My unit staff know what to do in case of flooding, severe wind, absence of key staff, night or weekend emergencies, etc.
- YES NO My unit staff know what to do in case of flooding, severe wind,
- YES NO My unit staff have information on how to cope for 72 hours if help is not available. See URL:
http://www.redcross.org/services/disaster/0,1082,0_601_00.html

_____ _____ **SCORE:** (11 Total) *Please add the number of Yes and No Answers.*

SUPPLIES

- YES NO My unit has a list of needed supplies, including emergency office supplies, which are up to date, safely stored and accessible. See URL:
<http://oasas2.ucsc.edu/sadiv/disasterprep/>

_____ _____ **SCORE:** (1 Total) *Please add the number of Yes and No Answers.*

COMMUNICATION

- YES NO My unit/building has a current written emergency response plan that is posted and updated annually (in October) on the Student Affair’s web site. See URL:
<http://oasas2.ucsc.edu/sadiv/disasterprep>
- YES NO My unit has assigned a staff person or unit coordinator to prepare and distribute a phone tree/phone lists of key employees and every member has a current list of contact information.
- YES NO My unit has assigned a staff person or unit coordinator to prepare and distribute a report accounting for students, staff and faculty who work in or visit my unit.
- YES NO Staff have been encouraged to create a *Family Disaster Plan* to make sure that family members and significant others know what to do in an emergency. See URL:
http://www.redcross.org/services/disaster/0,1082,0_601_00.html
- YES NO My staff are aware that in an emergency situation status messages are available from the campus Public Information Officer at 459-4636.
- YES NO My unit is prepared to forward calls to another location if we cannot get to the office/unit.

_____ _____ **SCORE:** (6 Total) *Please add the number of Yes and No Answers.*

Business/Administrative Records

- YES NO My unit has taken preventative steps to protect important administrative records. See URL:
<http://oasas2.ucsc.edu/sadiv/disasterprep/>
- YES NO My unit has a Business Recovery Plan. See URL:
<http://oasas2.ucsc.edu/sadiv/disasterprep/>

YES NO

Staff have a way to back-up computer data frequently and a back-up tape is kept off-site or on a secure server.

SCORE: (3 Total) *Please add the number of Yes and No Answers.*

TOTAL SCORE: (21 Total) *Please add the total number of answers.*

MANAGER FEEDBACK TO EOC TEAM:

Please explain the highlights of your plan and the resources you need to address the 'no' responses.

Scoring Note: These questions are divided into four sections to allow managers to clearly see areas where they may be doing particularly well or need improvement. This score will be used as a baseline to help identify where improvements/resources may be needed.

OTHER RESOURCES:

UCSC Emergency Response Plan

<http://ehs.ucsc.edu/Emergency/ehs.asp?page=Policy>

UCSC Information Asset Management Disaster Preparedness

http://www2.ucsc.edu/iam/Outreach/seminars/Disaster_Prep/Diaster%20Prep_files/frame.htm

UCSC Information Asset Management (IAM)

<http://iam.ucsc.edu/>

American Red Cross

www.redcross.org

Federal Emergency management Agency (FEMA)

www.fema.gov

US Postal Service (USPS)

www.usps.gov

Institute for Business and Home Safety

www.ibhs.org

APPENDIX M PLAN DISTRIBUTION

List all Plan Holders

| Title | Name | Phone | Location | Plan # |
|--|--------------------------|----------------------|------------------------|--------|
| Chancellor | Denice D. Denton | 459-4291 | 296 McHenry | 1 |
| Campus EOC | Jeff Trapp | 459-2660 | Barn G | 2 |
| Vice Chancellor, Student Affairs | Francisco J. Hernandez | 459-2474 | 296 McHenry | 3 |
| Vice Chancellor, BAS | Tom Vani | 459-3778 | 296 McHenry | 4 |
| Fire Chief | Chuck Hernandez | 459-2343 | Fire Station | 5 |
| AVC – Student Affairs | Gail J. Heit | 459-4446 | 245 Hahn | 6 |
| AVC – CUHS | Jean Marie Scott | 459-1224 | 245 Hahn | 7 |
| Divisional Analyst | Elise Herrera-Mahoney | 459-4448 | 245 Hahn | 8 |
| Executive Director Admissions & Univ. Registrar | Kevin Browne | 459-5779 459-2118 | Cook House | 9 |
| Executive Director, OPERS | Dan Wood | 459-4743 459-2531 | OPERS | 10 |
| Executive Director Student Academic Support Services | Larry Trujillo | 459-3630 | 229 ARCenter | 11 |
| Executive Director Auxiliary & Service Enterprises | Bob McCampbell | 459-3239 459-4544 | Bay Tree Bookstore | 12 |
| CAO Cowell & Stevenson | Jim Carter | 459-3642 459-2638 | Cowell & Stevenson | 13 |
| CAO Crown & Merrill | Alex Belisario | 459-4827 | Merrill | 14 |
| CAO Kresge & Porter | Michael Yamauchi-Gleason | 459-2751 459-5015 | Kresge & Porter | 15 |
| CAO Oakes & Eight | Susan Welte | 459-2922 459-2550 | Oakes & Eight | 16 |
| CAO Nine & Ten | Deana Slater | 459-3122 459-5034 | Nine & Ten | 17 |
| Director – CUHS Business Support Services | Sue Matthews | 460-2150 460-2160 | DasCom | 18 |
| Director – CUHS Child Care Svcs | Wilma Gold | 459-5234 459-2967 | Child Care Center | 19 |
| Director – CUHS Facilities & Asset Development | Elise Levinson | 466-1833 466-1830 | 523 Swift Street | 20 |
| Director – CUHS Residential & Dining Services | Alma Sifuentes | 458-3508 458-3506 | Faculty Housing Office | 21 |
| Director – Counseling & Psych Svcs | Max Camarillo | 459-2895 459-2629 | Health Center | 22 |
| Director – Financial Aid | Esperanza Nee | 459-2963 459-4342 | 201 Hahn | 23 |

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|------------------------------------|------------------|----------------------|-----------------------------------|----|
| Director – Student Health | Leslie Elkind | 459-2426 459-2869 | Health Center | 24 |
| Director – Career Center | Barbara Bedford | 459-4590 359-3283 | Bay Tree 3 rd Floor | 25 |
| Associate Registrar | Pam Hunt-Carter | 459-2749 | 190 Hahn | 26 |
| Director of Campus Orientation | Alex Delgadillo | 459-5499 459-5468 | Cook House | 27 |
| Associate Director Admissions | Michael McCawley | 459-2374 | 150 Hahn | 28 |
| Director African American RC | Paula Powell | 459-3561 459-3207 | Bay Tree 3 rd Floor | 29 |
| Director Asian Am Pacific Is RC | Nancy Kim | 459-3790 | Bay Tree 3 rd Floor | 30 |
| Director Chicano Latino RC | Rosie Cabrera | 459-5606 | Bay Tree 3 rd Floor | 31 |
| Director GLTBI RC | Deborah Abbott | 459-4385 459-2468 | GLBTI RC Merrill | 32 |
| Dir. American Indian RC | Dennis Tibbets | 459-2881 | Bay Tree 3 rd Floor | 33 |
| Director Women’s Center | Roberta Valdez | 459-2169 459-2072 | Women’s Center | 34 |
| Director, Student Judicial Affairs | Doug Zuidema | 459-4447 | 245 Hahn | 35 |
| Director, SOAR | Sayo Fujioka | 459-4869 | Student Union | 36 |
| Director, Student Media | Marlene Olson | 459-5360 | ARCenter | 37 |
| Athletic Director | Greg Harshaw | 459-4524 | OPERS | 38 |
| Director Physical Ed Instruction | Bob Hansen | 459-4694 | OPERS | 39 |
| Director Recreation Prog | Mark McCarroll | 459-2668 | OPERS | 40 |
| Director Wellness Center | Ryan Andrews | 459-3970 | Wellness Center | 41 |
| Director Disability RC | TBA | 459-2293 | 146 Hahn | 42 |
| Director, EOP | Michelle Handy | 459-2296 | ARCenter | 43 |
| Director, STARS | Corinne Miller | 459-4968 | ARCenter | 44 |
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