

June 11, 2007

Jean Marie Scott  
ACTING VICE CHANCELLOR STUDENT AFFAIRS

RE: 2006-07 Student Affairs Disaster Preparedness Team Final Report

Dear Jean Marie:

In October 2007, you charged the Student Affairs Disaster Preparedness Team with the goals outlined below. The following summarizes the accomplishments for the 2006-07 Student Affairs Disaster Preparedness Team.

- **Plan and coordinate the 2006 Managers' Emergency Preparedness meeting scheduled for October 25 with a primary focus on updating and training managers on current standards, templates, and procedures.**  
*Accomplished.* The October 25<sup>th</sup> meeting invited Risk Management and focused on the topic "Building a Safety Culture".
- **Distribute Emergency Preparedness Standards document to managers to continue to monitor baseline preparedness;**  
*Partially accomplished.* Although not directly distributed to each manager, this is part of the standard documents available on the Student Affairs Disaster Preparedness website located at: <http://sa-web.ucsc.edu/disasterprep/>.  
*Next Steps:* Plan to develop a web-based tool to distribute to managers annually and prior to the October Disaster Preparedness meeting.
- **Develop a divisional Business Recovery Plan, folding-in the planning started in CUHS so it is applicable divisionally.**  
*Partially Accomplished.* The campus has started to develop implementation plans to utilize the "Restarting Berkeley" as the campus standard for web-based Business Recovery planning. Because of the IT expertise required to implement this project, Student Affairs has volunteered to serve as a divisional "pilot" in the campus roll-out. Implementation is pending ITS timing and project phasing.
- **Develop a divisional Shelter and Feeding Plan in consultation with Campus Emergency response personnel.**  
*Accomplished.* The Shelter and Feed Plan sub-committee under the leadership of Adam Snook developed a draft Shelter plan. Refer to Attachment A. The existing CUHS Feeding plan will be updated, revised and incorporated into the Shelter plan. Refer to Attachment B.  
*Next Steps:* Vet Shelter and Feeding plan with appropriate campus and divisional personnel.
- **Conduct a Student Affairs mock disaster communications drill for branch leaders and the SADO.**  
*Accomplished.* Conducted a mock disaster communications drill in May 2007 with branch leaders using standard forms, and the branch leader communication tree. Refer to Attachment C.

▪ **Develop Phase II – Cache Supply Recommendation.**

*Accomplished:* As part of the on-going divisional efforts to ensure the division is prepared with appropriate emergency supplies, the committee concurred with the Cache Supply sub-committee's recommendations that included locations and cache supplies. Refer to Attachment D.

*Next Steps:* Review cache supply recommendation with appropriate campus and divisional staff, address storage issue, develop budget and purchase supplies.

▪ **Develop Uniform Disaster Preparedness Plan for Colleges.**

*Accomplished.* In response to feedback about lack of disaster preparedness plan uniformity across the Colleges, under the leadership of branch leader, Alex Belisario, the sub-committee developed a plan that can be applied across the 10 colleges. Refer to Attachment E.

*Next Steps.* Vet draft plan with colleges and appropriate divisional and campus staff, implement web-based version of plan, and integrate into Student Affairs Emergency Preparedness plan.

**Other Accomplishments:**

The division continued to monitor the Fire Evacuation Drill for all Student Affairs facilities. As of June 11, 2007, most Student Affairs facilities had conducted an evacuation drill.

The committee is pleased that the baseline operational and preparedness documents are now available as resources for staff and managers in the division. We recommend the goals for 2007-08 include continued focus on the implementation of the web-based Business Recovery plan, web-based distribution of unit manager Emergency Preparedness standards and expectations, finalization of next steps reflected above, as well as continued focus on training of managers and staff.

Sincerely,

Elise Herrera-Mahoney  
Adam Snook

co-chairs  
Student Affairs Disaster Preparedness Team

Attachments: Shelter Plan  
Feeding Plan  
Communications Tree  
Cache Supply Recommendation  
Colleges Disaster Preparedness Plan

Cc: Committee Members  
Chris Gaylord  
Alma Sifuentes  
Jeff Trapp  
Tom Vani