



## UCSC's Emergency Management & Business Continuity

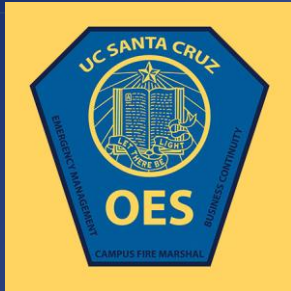
October 14, 2016

Kerr, 212

# Introductions & Session Overview

## Session Goals

- Introduce new leadership team
- Provide update on Emergency Management
- Provide update on Business Continuity/UC Ready
- Review roles and responsibilities
- Provide review of possible campus climate/demonstration issues for 2016-17



# Office of Emergency Services

**MISSION:** To administer comprehensive emergency management, business continuity, and fire prevention programs to prepare for, respond to, recover from, and reduce the impacts of events that threaten the mission of the university



# Preparing UCSC

## Framework:

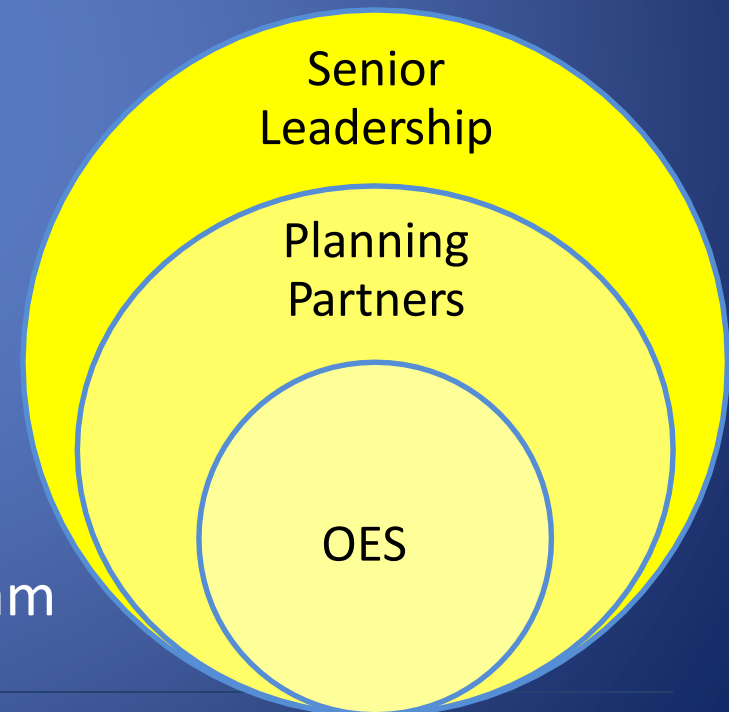
- National Preparedness Standard
- Program Assessment and Gap Analysis

# Strategic Planning

Goal No.	Program Component	Goal Statement
Goal 1	Emergency Management Program Documentation	Program documentation addresses the policies and authorities required to support Emergency Management Program activities.
Goal 2	Hazard Assessment and Mitigation	UCSC maintains a comprehensive and current understanding of its hazards, their impacts, and associated mitigation measures.
Goal 3	Planning	Emergency and continuity of operations plans foster disaster resilience, emergency preparedness, and continuity for the UCSC community and its partners.
Goal 4	Training and Exercises	UCSC maintains a training and exercise program for administrators, faculty, staff, students, and key partners who play a role in emergency management and continuity at the university.
Goal 5	Outreach, Education, and Engagement.	UCSC promotes activities that enhance emergency preparedness, and fosters participation in the Emergency Management Program across the campus community and among local, regional, system-wide, and state partners.
Goal 6	Crisis Communications	UCSC is continually improving its communications plans and capabilities, and has integrated public information processes and functions into its Emergency Management Program.
Goal 7	Resource Management	UCSC has developed and maintains an understanding of resource and facility capabilities and needs to support the Emergency Management Program, and has identified potential gaps.
Goal 8	Program Evaluation	UCSC has established a program evaluation methodology and continually seeks find ways to improve its emergency management and continuity efforts.

# Collaboration and Partnerships

- Emergency Management Policy Group
- Emergency Continuity Steering Committee
- Emergency Continuity Operations Working Group
- Emergency Operations Center
- Department Operations Center
- Demonstration Operations Team
- Business Continuity Coordinators
- UC Emergency Manager Council
- Santa Cruz Fire Department
- Community Emergency Response Team



# Training and Exercises

## Multi-Year Training and Exercise Schedule July 2016 - June 2017

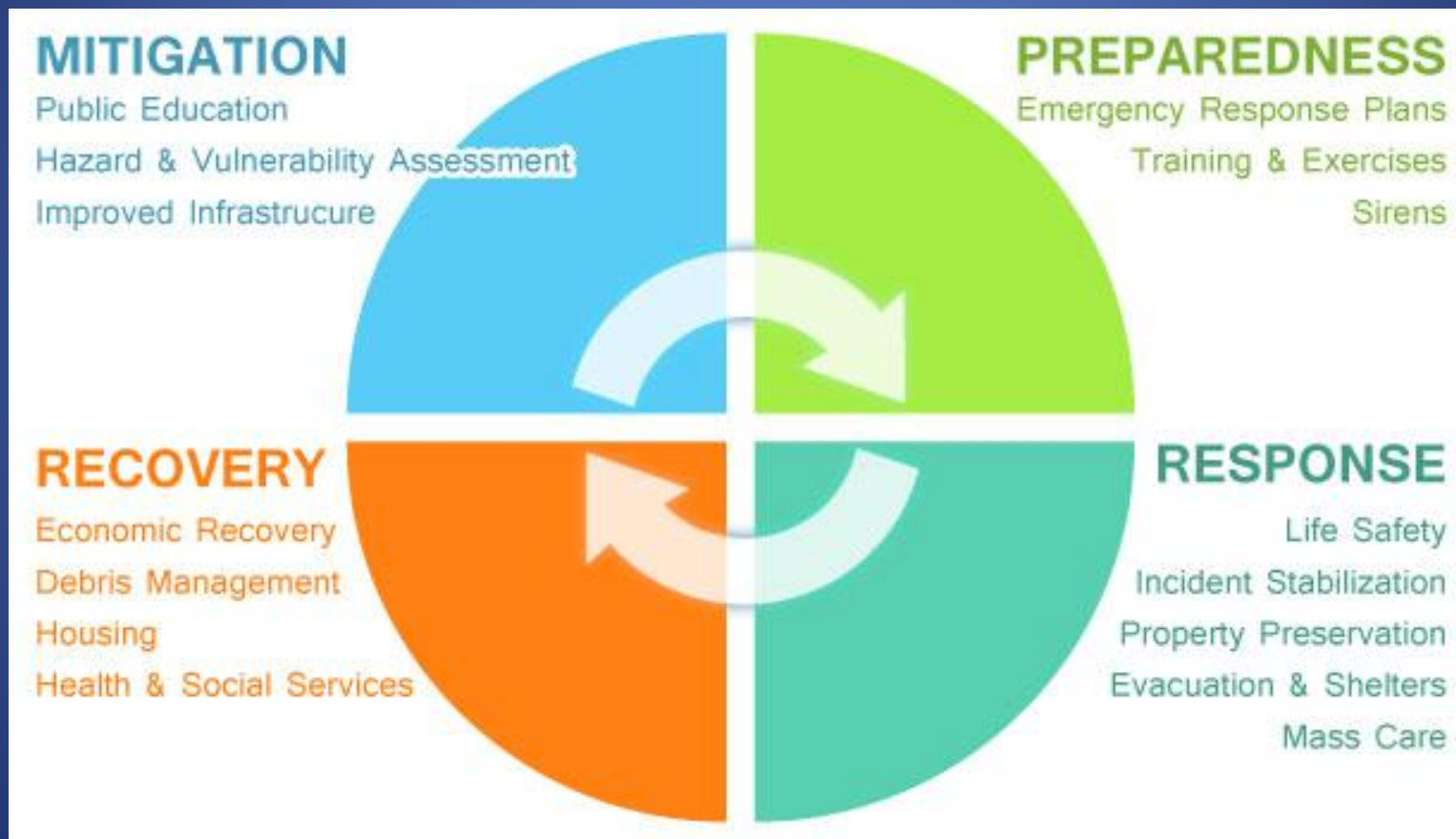
<i>Theme</i>	<b>EOC Operations</b>			
<i>Period</i>	<b>Quarter 1</b> July - Sept, 2016	<b>Quarter 2</b> Oct - Dec, 2016	<b>Quarter 3</b> Jan - March, 2017	<b>Quarter 4</b> April - June, 2017
<b>Exercise</b>	-Evacuation Scenario. Announced Test. (CA Fire Code)	-The Great California ShakeOut Drill (October)	-Annual UCSC Facility Emergency Plan Drill. Earthquake Scenario. <i>Capability:</i> Mass Care. -EOC Notification & Activation Drill. CruzAlert use, Campus Wide drill. <i>Capabilities:</i> Operational Communications, and Public Information and Warming. (Clery)	EOC Workshop: Wildfire Scenario. <i>Capabilities:</i> Operational Coordination, Operational Communications, and Public Information and Warming.
<b>Training</b>	Demonstration Operations Team Training	-Notification & Activation -EOC Management and Planning P.	-UC Ready / BIA Training (kickoff event). -IS-100 -G-191. ICS-EOC interface	-EOP / COOP Plans and Implementation. -IS-200
<b>Program Activities</b>		-Workgroup and Steering Committee formed -Plans and DRAFT Documents completed (EOP, Activation Guide). -Great Shakeout. -Campus Preparedness events.	-EOP Finalized. -Personal and Family Preparedness	Graduation as Planned Event, EOC Action Planning

# Timeline

Emergency Management Program Implementation Tracking							
Goal	Objective	Task	Lead	Stakeholders	Status	Priority	Assmt Ref
1	Objective 1.1: Create a comprehensive emergency management policy for UCSC and distribute it to departments and offices across the university.	The policy identifies executive-level commitment to emergency management.	Pat/Jay/Lisa				B1
1	Objective 1.1: Create a comprehensive emergency management policy for UCSC and distribute it to departments and offices across the university.	The policy describes the university's emergency management system, including offices and positions in charge of maintaining and implementing the program.	Pat/Jay/Lisa				B1
1	Objective 1.1: Create a comprehensive emergency management policy for UCSC and distribute it to departments and offices across the university.	The policy identifies key legal and administrative bases and references for the Program.	Pat/Jay/Lisa				B1
1	Objective 1.1: Create a comprehensive emergency management policy for UCSC and distribute it to departments and offices across the university.	The policy states expectations for involvement in Program activities for members of the university community and local, state, and UC system partners.	Pat/Jay/Lisa				B1
1	Objective 1.1: Create a comprehensive emergency management policy for UCSC and distribute it to departments and offices across the university.	Work with UCSC general counsel on path to approve main policy and while continuing to develop appendices.		General Counsel			B1
1	Objective 1.1: Create a comprehensive emergency management policy for UCSC and distribute it to departments and offices across the university.	Work with Human Resources to identify emergency management policy language and expectations for essential personnel, and incorporate language into employment contracts of essential personnel.		Human Resources			B1
1	Objective 1.2: Develop a mission statement for the Emergency	The mission statement has been developed	Jay/Lisa				B1



# Phases of Emergency Management



# Preparedness Cycle

## Comprehensive Preparedness Guide (CPG-101)

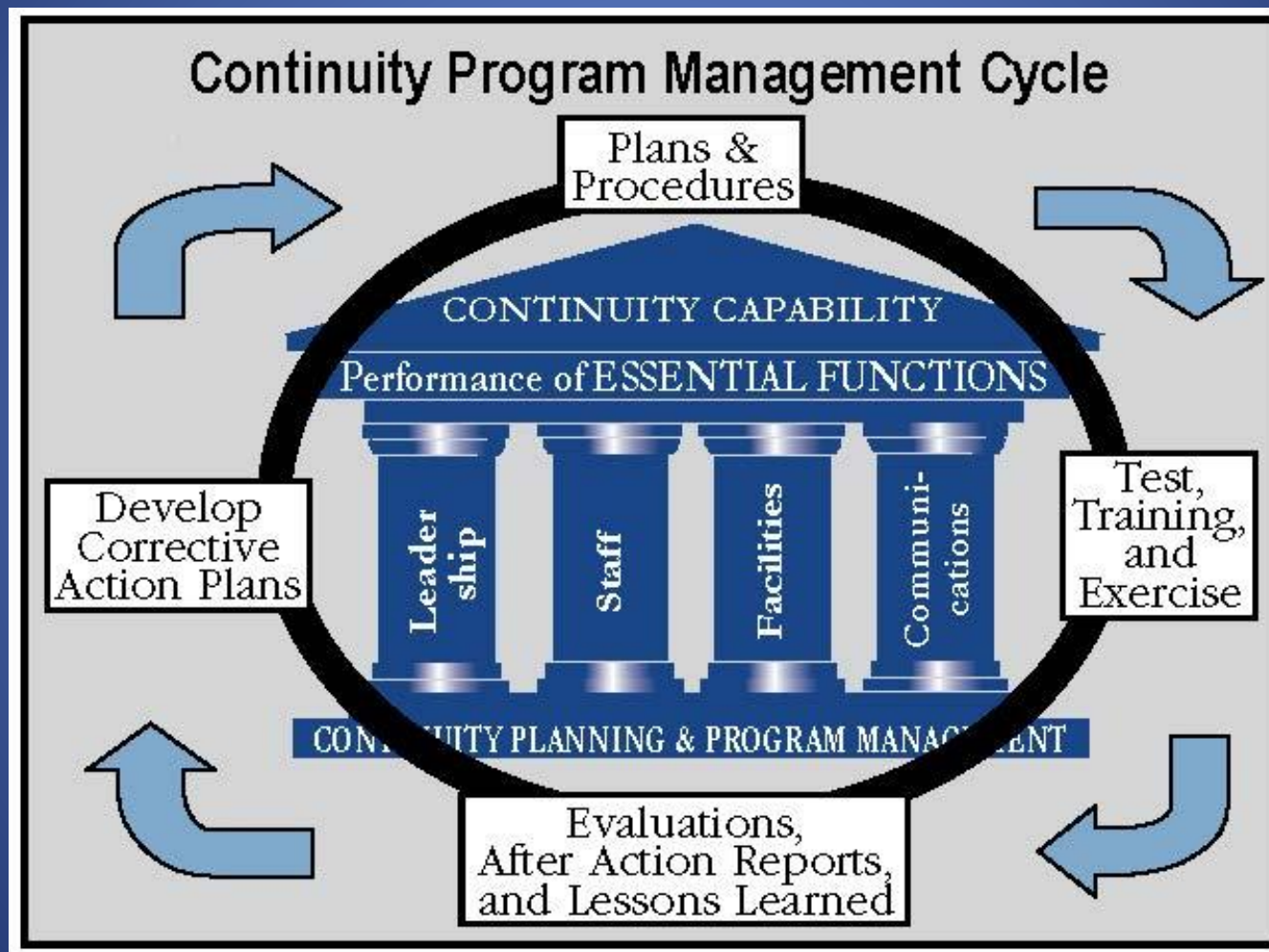


- Preparedness Cycle Focus
  - Emergency Operations Plan (EOP) w/Annexes
  - Working Group
  - Staff

# EOP Components

- Basic Plan
- EOC Activation Plan - Annex A
- Alert and Notifications Plan – Annex B
- Crisis Communications Plan – Annex C
- Sheltering and Feeding Plan – Annex D
- Evacuation and Protection Plan – Annex E
- Logistics and Resource Management Plan – Annex F
- Campus Strike Plan – Annex G

# Business Continuity Management



# Business Continuity Management

- Mitigation
  - Risk Assessment
  - Threat and Hazard Identification
  - Business Impact Analysis

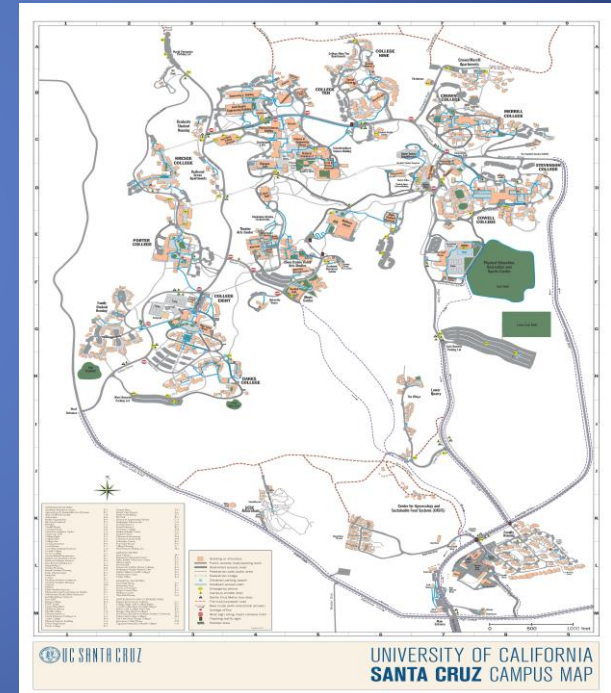
# Business Continuity Management

- UC Ready
  - Department Focused or \*Function Focused
    - Personnel
    - \*Essential Functions focused
    - Department Relationships
    - Operating Space
    - IT Support
    - Resources
    - Recovery Strategies
    - Exercise and Training
    - Documents



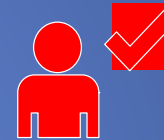
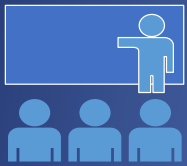
# Business Continuity Management

- UC Ready
  - Enterprise Level (Continuity of Operations Plan)
    - Campus level
    - Campus Essential Functions
    - Recovery Procedures
    - Communication
    - Training and Exercising
    - High Impact Units
    - Campus IT Providers
    - Contact Lists
    - Resources
    - Relevant Documents



# Division Preparedness

- Evacuate, Gather, Shelter, Communicate, Respond, Recover & Resume



## Building Occupants

- \* Review your department's Emergency Action Plan (EAP)
- \* Know your evacuation routes and meeting locations

## ADA Occupants

- \* Self identify to Floor Marshal if you would like evacuation or shelter in place assistance. Identify before an incident
- \* Emergency support animal plan

## Floor Marshal (FM)

- \* Maintain occupant roster, including ADA needs
- \* Grab roster during evacuation
- \* Lead group to meeting location
- \* Take role call, Communicate with BEC

## Building Emergency Coordinator (BEC)

- \* Coordinates and consolidates actions for building occupant evacuation and sheltering plans
- \* Leads evacuated occupants to target zone or temporary shelter

## Business Continuity Coordinator (BCC)

- \* Writes Business Continuity Plan (BCP)
- \* Completes Emergency Action Plan (EAP)
- \* Support Department Operations Center



## Next Steps in Planning

- Finalize and post Emergency Operations Plan
- Appointment of Emergency and Continuity Operations Work Group & Steering Committee
- Appointment of Staff to Emergency Operations Center & Training
- Confirmation of Business Continuity Coordinator (BCC) for each Division

# Possible Campus Climate Issues for 2016-17

Presidential Elections

Labor/Contract negotiations

Possible tuition hikes/fee increases

Campus Climate

- Palestinian/Israeli relations

- Black Lives Matter

- Hate/Bias incidents

- Title IX related issues

Campus growth: P3, expansion, Camper Park, housing, access and general student service issues

Groundbreaking - EH&S Waste Facility