

Offices of the Chancellor and Provost Policy and Communications Unit Emergency Planning Recommendations

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Purpose:

This document is designed to assist administrative units in planning for adequate access to the UC Davis Administrative Policy and Procedure Manuals and unit specific delegations of authority in the event of a campus closure due to a pandemic outbreak, natural disaster, or other emergency situation. In the event of a widespread pandemic, access to the Internet and/or campus Web sites may be compromised and units may need to rely on alternative methods of accessing this important information.

Current Requirements:

Currently, each vice chancellors', vice provosts', and deans' office is required to maintain one paper copy of each policy manual to ensure employee access to information. Notification of updates is sent out on a weekly basis as new or revised policies are posted to the Web site, and each office is required to have at least one designated individual to receive and maintain those updates, and to make them available to employees when needed.

In addition to maintenance of paper manuals, each vice chancellors', vice provosts', and deans' office is required to maintain copies of the authorities that have been delegated to them, and the authorities they have redelegated elsewhere. Every unit that holds any delegated authority is required to maintain copies of those authorities.

Recommendations for Emergency Planning:

In preparation for an emergency, each office should consider which policies are vital to maintaining their critical business functions. Not every policy is vital to every unit. By compiling a list of vital policies, an office can focus their efforts to maintain access to those policy sections in the event of a server outage or increase in Internet traffic. Once the list is compiled, each department should maintain a copy of each noted policy section separate from any paper copy they already maintain. By maintaining a separate copy, the unit will be able to quickly reproduce those specific sections with minimal notice.

Units should also be aware that during an emergency, certain office supplies such as paper and toner may be in short supply and that photocopiers may be in significant demand. As an alternative to the maintenance and reproduction of paper copies of vital policy sections, units should consider downloading the html files from the policy Web site and burning those policies onto a portable media device (e.g., CD, flash memory device, external hard drive). In addition to the local policy and procedure manuals, units should also consider downloading those UCOP policies, including the Business and Finance Bulletins, that guide their critical business functions, and include all of the policies on a single CD. Maintaining these files electronically will allow units to easily maintain a master system and reproduce it efficiently and at minimal expense.

To ensure that the current version of the policy is always being maintained, the individual who is assigned to receive policy update notifications should also be the individual who maintains the master set of vital policies.

Each unit should also maintain a list of all authorities that have been delegated to them, the individual who holds the authority, and the assigned back-up in the event of absence. While it may not be necessary to have the actual written authority in hand during a crisis, it is essential that units know who holds the authority to make the decision or sign the paperwork in question. Units should also prepare written delegations that assign the authority to another individual in the event of the prolonged absence of the individual who normally holds the authority. In the case of a sudden emergency, maintaining documentation of the unit's chain of command can replace these temporary written authorities as authority would pass down the documented chain.

By maintaining this information in a simple list or spreadsheet, units should have the necessary information to continue essential business with minimal disruption. As noted above, this list/spreadsheet should be duplicated and distributed as necessary, either via hardcopy or electronically, for reference during an emergency.

Other Considerations:

For the purposes of a business continuity plan, critical functions and processes are defined as those acts (1) necessary to preserve lives (human or animal); (2) maintain the physical plant/infrastructure; or (3) continue *essential* business services until an emergency has abated. Units should refer to this definition when they are considering their critical business functions, and by extension, vital policy sections. Policy sections that are vital to general campus critical functions based on the definition above may include:

Policy and Procedure Manual

- Section 290-04, Maintenance of Order
- Section 290-05, Campus Emergency Policy
- Section 290-07, Suspension of Individuals During Declared State of Emergency
- Section 290-15, Safety Management Program
- Section 290-20, Fire Safety
- Section 290-25, Health Services for Individuals Having Animal Contact
- Section 290-30, Use and Care of Animals in Teaching and Research
- Section 290-40, Public Health and Sanitation
- Section 290-60, Occupational and Preventive Medicine
- Section 360-30, Operation and Maintenance of Plant
- Section 370-20, Workers' Compensation
- Section 380-40, Death of an Employee
- Section 380-56, Employee Emergency Loan Fund
- Section 380-57, Emergency Payroll Payments to Employees

Personnel Policies for Staff Members

- Policy 31 and UCD Procedure 31, Hours of Work
- Policy 32 and UCD Procedure 32, Overtime (Non-Exempt Employees Only)
- Policy 33 and UCD Procedure 33, Shift and Weekend Differential (Non-Exempt Employees Only)
- Policy 42 and UCD Procedure 42, Sick Leave
- Policy 44 and UCD Procedure 44, Work-Incurred Illness or Injury
- Policy 46 and UCD Procedure 46, Administrative Leave
- Policy 60 and UCD Procedure 60, Layoff and Reduction in Time from Professional and Staff Support Career Positions

- Policy 63 and UCD Procedure 63, Investigatory Leave
- Policy 66 and UCD Procedure 66, Medical Separation
- Policy 83 and UCD Procedure 83, Death Payments

Academic Personnel Manual

- APM-145, Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time; and UCD-145, Non-Senate Layoff Policy
- APM-710, Leaves of Absence/Sick Leave; and UCD-710, Sick Leave
- APM-715, Leaves of Absence/Family and Medical Leave

Local policies and procedures are developed assuming that the campus is operating as normal. It is important for the campus to recognize that, during an emergency situation, individuals may be called upon to make decisions or take actions that may not normally be part of their responsibilities. There are certain policy sections that should guide campus decision-making and actions, even during a stressful emergency situation. These policy sections may include:

Policy and Procedure Manual

- Section 240-01, Integrity in Research
- Section 310-17, Wireless Communications
- Section 310-18, Mass Electronic Messaging
- Section 310-23, Electronic Communications—Allowable Use
- Section 310-24, Electronic Communications—Privacy and Access
- Section 310-30, Directives
- Section 310-50, Communications with Government Officials
- Section 320-10, Records Management Program
- Section 320-20, Privacy of and Access to Information
- Section 320-21, Disclosure of Information from Student Records
- Section 320-35, Privacy of Health Information
- Section 330-05, Administrative Business Agreements
- Section 350-10, Procurement Authority
- Section 350-21, Departmental Purchase Delegations
- Section 350-22, Purchasing Cards
- Section 350-85, Loss of or Damage to University Property
- Section 380-16, Conflict of Interest
- Section 380-17, Improper Governmental Activities

Personnel Policies for Staff Members

- Policy 70 and UCD Procedure 70, Complaint Resolution
- Policy 80 and UCD Procedure 80, Staff Personnel Records
- Policy 82 and UCD Procedure 82, Conflict of Interest

Academic Personnel Manual

- APM-015, The Faculty Code of Conduct; and UCD-015, Procedures for Faculty Misconduct Allegations
- APM-025 and UCD-025, Conflict of Commitment and Outside Activities of Faculty Members

Units must keep in mind that they may be asked to justify any decisions that were made or actions that were taken in violation of policy, even during an emergency situation.

Conclusion:

Although we all hope that the emergency plans we make are never needed, this advance planning can help guide units through emotional and stressful events that might occur. By prioritizing vital policy sections and making them easily accessible, units can continue to make sound decisions, take appropriate actions, and emerge from emergency situations with minimal disruption to their daily operations.