

From: Grace Crickette

Sent: Friday, December 14, 2007 4:01 PM

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Cc: Katherine Lapp; Anne Broome

Subject: Emergency Planning and Business Continuity Panel

Dear Colleagues,

Executive Vice President Katherine Lapp's announcement of October 16, 2007, lays out a five part plan for improving our event readiness (see attached). We are moving forward with this plan and ask that you assist us by designating a representative to attend an initial planning meeting for the Emergency Planning and Business Continuity Panel. At this meeting we will discuss the makeup of the Panel and the duties and responsibilities of the Panel. We hope that your designee can join us.

The Emergency Planning and Business Continuity Panel will be a standing committee. Its charge will be to reduce risk by improving event-readiness throughout the UC System. Specifically, the Panel will:

- (1) Support the new Restarting UC Business Continuity Program by advising on policy and practice.
- (2) Develop a common framework and common language across the University that will support the entire system in being event-ready.
- (3) Coordinate and integrate, as appropriate, our various disaster planning and disaster management efforts at each of our UC locations and across the system.

Emergency Planning focuses on disaster events: how to prevent, mitigate, prepare for, respond to, and establish control of the event. Business Continuity Planning, in contrast, focuses on the mission: how to continue or resume our teaching, research, and public service activities despite any disaster event. The name of this new Panel has been chosen to indicate that these two faces of disaster management are connected and synergistic. While different UC locations are free to structure these programs in ways that best fit the local organization, it is important to emphasize the connections, the shared purpose, and the need for alignment.

The Panel which will consist of one designee of each campus's administrative Vice Chancellor and each medical center's CEO. The criteria for selection are yours to determine; my sole request is that the designee be positioned to liaise with you and speak for you as needed. There will also be several additional members from the Office of the President and campus locations who offer subject matter expertise.

The initial meeting of the Panel will focus on defining in greater depth the responsibilities of the Panel itself. The Panel will also, at that meeting, begin to discuss and provide guidance regarding the implementation of the Restarting UC Program, including the use of matching funds for staff positions. Your designee for this initial meeting may or may not be your longer-term designee; the choice is entirely yours.

The initial meeting of the Emergency Planning and Business Continuity Panel will be at UCOP on at January 23rd from 10:00 a.m. till 2:00 p.m. Please RSVP to me with the name of your designee by January 18th.

Please feel welcome to contact me at any time with questions, concerns or feedback. I expect this joint endeavor to provide great benefit to our University, and I look forward to working with you and your representatives.

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