

1.4 CONTINUITY OF AUTHORITY

The California Government Code, the State Constitution, and the Emergency Services Act provide legal authority for the continuity and preservation of government in the event the individuals appointed are unable to serve. The concept of continuity of government is comprised of three elements:

- Standby officers for the governing body
- Alternate seat of government
- Preservation of vital records

The ultimate responsibility for emergency management on campus belongs to the President. To ensure the orderly continued operations of the university, the President may delegate functions to other administrators. However, this delegation does not remove final authority and responsibility from the President.

LINES OF SUCCESSION

In the absence of the President being able to designate a successor, the line of succession, in emergency operations, for the President will be the following:

- Vice President for Administration
- Vice Presidents for Academic Affairs
- Vice President for Student Affairs
- Vice President for University Advancement
- Chief Financial Officer
- Executive Vice President

The designee will conduct response and recovery operations until the President returns to campus. The President, or in his/her absence, his designee, has the authority to:

- Declare a Campus Emergency
- Issue a Closure of Campus Order
- Issue an Administrative Leave Order

The line of succession for department heads, chairs, deans, or administrators is established according to college and individual department operating procedures.

ALTERNATE GOVERNING OFFICES

Emergency operations for response will continue to be held in the conference room in T-1200. If the building is damaged, the location for an alternate EOC will be either T-100 (Physical Plant Administration) or outside the north side of T-1200 under weather protection.

If Langsdorf Hall must be vacated, the President and the Vice Presidents (PAB) will meet in the Golleher House until temporary offices can be established. Portable trailers may be rented to provide temporary offices for the President, Vice Presidents, Human Resources, Information Technology, Business and Financial Affairs and Public Affairs. These offices will be located in an area adjacent to the EOC.

PRESERVATION OF VITAL RECORDS

A major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day university operations. To assist in the recovery and reconstruction period following a disaster, proactive measures must be taken to protect essential records.

Vital records are defined as those records that are essential to:

Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, criminal record information.

Conduct emergency response and recovery operations. Records of this type include personnel rosters, Emergency Operating Procedures, utility system maps, locations of emergency supplies and equipment.

Reestablish normal administrative functions. Included in this group are financial records, payroll records, and purchase orders.

Educational... Faculty and staff research, journal articles, grant material, exams, and grades. Each department is responsible for designating a custodian for vital records, and ensuring that vital record storage and preservation is accomplished. Vital records storage methods that might be utilized include but are not necessarily limited to:

- Duplication (either hard copy or removable computer disk)
- Dispersal
- Fireproof containers
- Vault storage (both on and off campus)

Detailed direction on preservation of vital records is located in Part Two.

In addition, it is each employee's responsibility to maintain complete and timely record back up of the data on assigned computers by use of the zip drives or CD's.