



Volume 2 -APPENDIX 3C (STUDENT AFFAIRS-STUDENT UNIONS) TO

ANNEX E (PLANNED RESPONSE ACTIVITIES-UA OPERATIONAL SUPPORT)

INTRODUCTION

The Arizona Student Unions through its associated facilities, programs and services balances the diverse educational, recreational, cultural and social needs of the University of Arizona community and its visitors. The Student Union provides the following key services that can help support the University during a disaster: dining services, convenience stores, over 450,000 square feet facilities (Student Union Memorial Center and Park Student Union) with 26 meeting rooms, theater, dining, and administrative spaces.

OBJECTIVES

- Establish Student Union responsibilities within the context of Business Continuity and Disaster Recovery Plan.
- Provide food for up to 12,000 people per day for 3 to 4 days.
- Provide Student Union employees, facilities, equipment, and vehicles to support operational needs during a disaster and recovery.
- Provide emergency contracting service with food vendors to extend/supplement internal capabilities.

PLAN ORGANIZATION

Depending upon the type and requirements of the emergency or disaster, the Student Union will respond and support any requests by the UA Campus Emergency Response Team (UACERT). A list of available resources the Union can provide to the UACERT in the event of a emergency/disaster is as follows:

- Food for 3-4 days @ 12,000 people per day.
- Shelter – three levels.
- 60+ computers, if power is available.
- Universal P.A. system.
- Large employee base in building.
- Emergency signage/banners.
- Defibrillator.
- Linen cloths could be used for bandages.
- Maintenance/Housekeeping staff.
- Fleet of vehicles.

- 30' high lift.
- Forklift.
- 10+ employees who are CPR/First Aid certified.
- 20 TV's.
- Portable Lighting.
- Pool Tables could be used for emergency use (i.e. triage).
- Restrooms.
- 100+ tables and accompanying chairs.
- Internal cash room where cash could be distributed for University use.

The succeeding paragraphs identify this organization's procedures and requirements to cope with a major emergency.

CONTINUAL READINESS

The Student Union maintains all of its resources in a state of continual readiness to meet our daily mission of support to the University and our student body. Through this state of readiness for normal operations, the Student Unions are ready to support our objectives under this plan. In addition, Union staff will contribute in the review of the Campus Emergency Response Plan (CERP), provide training to personnel regarding first aid, and heighten the awareness of the staff regards to their responsibilities in the event of an emergency. The Student Unions staff maintains a recall roster for essential personnel.

PRE-DISASTER WARNING

Communicate the event/potential event to Union staff and prepare for response to any UACERT requests. Initiate internal monitoring of available internet/media resources to give adequate warning to protect resources in most efficient manner.

DISASTER IMPACT

Initiate communication with the UACERT and monitor situation internal to the Student Unions. Respond as necessary and practical to minimize damage to resources.

POST-DISASTER RECOVERY

Conduct damage assessment of all resources and begin internal recovery as practical. Coordinate review of effected areas with UACERT and assist where needed.

STAFFING REQUIREMENTS

The Student Union has personnel working in facilities 24/7 to support the normal Student Union mission. During normal working hours the Union Staff will assemble at the appropriate operations center depending upon the level of disaster. In non-working hours the Union Director, Associate Director for Operations, and Operations Program Director will be available by phone or pager to initiate the emergency response plan and recall the appropriate level of

staffing to address the support required by the UACERT. Critical business functions to meet the Union objectives will be in Operations and Maintenance and Dining Services.

NECESSARY SUPPLIES

All available food throughout the Dining Services Operation will become available to support the UACERT during an emergency. To maximize the amount of food available, electrical power, gas and water are essential. Limited amounts of backup emergency power are available at the Union for minimal operations in the facilities; but not sufficient to support full-scale food service operations.

CRITICAL EQUIPMENT

Any food storage and preparation equipment is critical for supporting our emergency response objectives. In addition, communications and transportation equipment must be available if the disaster occurs after normal duty-hours.

TELEPHONE LISTS

Name	Position	Telephone numbers omitted for security reasons
Dan Adams	Director	
Bill Shiba	Sr Assoc Dir	
David Parker	Assoc Dir, Ops	
Larry Jones	Asst. Director	
Paul Ewer	Maint Supervisor	
Tamara De Stefanis	Program Director	
Various	Operations Mgr	
David Galbraith	Dining Services Dir.	
Chelsea Olson Ewer	Information Manager	
Patti Waters	Business Manager	