DATE: December 10, 2018

RE: Delegation of authority and succession for the Director, UW Emergency Management (UWEM)

Purpose
This is a delegation of authority for the continuity of critical functions through the orderly succession of leadership at the University of Washington for the position of the Director, UW Emergency Management (UWEM) in the event of the inability of the Director to act during a disaster, national security emergency or shift to continuity of operations plans due to absence, vacancy in the office, or other incapacity.

Delegation
I hereby delegate authority to the following individuals, in the order listed below, to perform the duties of the position Director, UW Emergency Management to maintain continuity of operations in case of my absence, inability to perform, or vacancy of the office, and until that condition ceases.

1. Megan Levy, BARC Program Manager
2. Darren Branum, Emergency Preparedness Manager (UW-Bothell)
3. Susan Wagshul-Golden, Director, Campus Safety & Security (UW-Tacoma)

During an emergency or continuity of operations the successors named above may fulfill the duties of my office except for issues related to personnel and/or human resource decisions. These responsibilities will be passed to the oversight of the Vice President of UW Facilities.

Eligibility for succession to the Office of the UWEM Director shall be limited to officially assigned incumbents of the positions listed in the order of succession, above. Only officials specifically designated in the approved order of succession are eligible. If a person appointed on an acting basis, or on some other temporary basis, is ineligible to serve as a successor, the order of succession would fall to the next designated official in the approved order of succession.

This delegation of authority will be maintained as part of the UWEM continuity of operations plan, to be reviewed annually, and will remain in effect from the date signed until superseded.

Steven J. Charvat, CEM
Director
UW Emergency Management