

University of Houston

Office of Emergency Management

Continuity of Operations Planning Program (COOP)

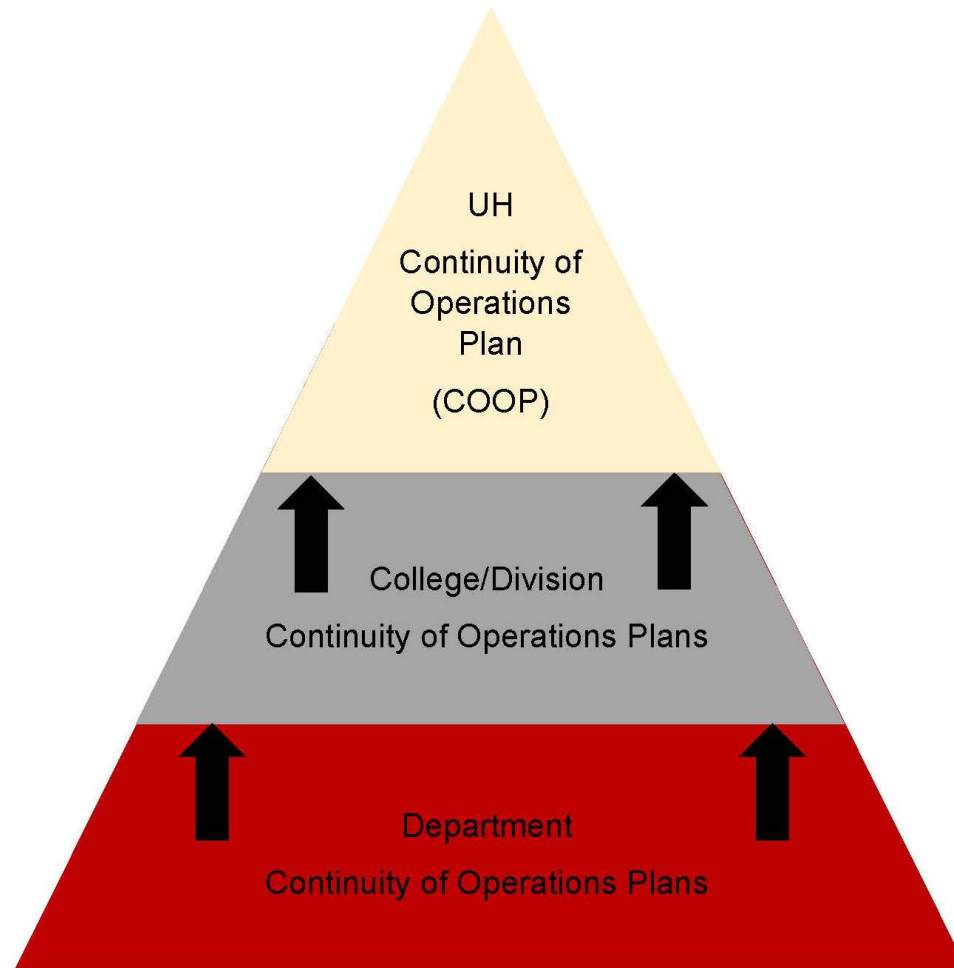
Liaison VEOCI Meeting/Training

Presented by:

Ginger Walker & Evan Broadbent



UH COOP Program Layout



Authority - Policy and Leadership

- **State Office of Risk Management Requirement**
- **Texas Administrative Code and Texas Labor Code**
- **Internal Audit Department Review**
- **Best Practices**
- **University of Houston Policy, MAPP 06.01.02 – Continuity of Operations Planning:**
 - Overview and Policy Statement
 - Office of Emergency Management Responsibilities
 - College/Division Responsibilities
 - Individual Department Responsibilities
 - College/Division Continuity Planning Liaison Responsibilities
 - Continuity Planning Leadership Group Responsibilities



MAPP 06.01.02 – Continuity of Operations Planning

Office of Emergency Management Responsibilities:

- Creating the UH COOP
- COOP Coordinator
- Chair the UH COOP Leadership Group
- Exercising the COOP
- Creating & Maintaining the COOP Program
- Following SORM Requirements
- Completing Business Impact Analysis



Responsibilities (cont.)

MAPP 06.01.02 – Continuity of Operations Planning

College/Division Responsibilities:

- Assigning College/Division COOP Liaison
- Ensuring a College/Division Level COOP has been completed
- Ensuring plan has been executed and submitted by June 1st to OEM via Sharepoint site



Responsibilities (cont.)

MAPP 06.01.02 – Continuity of Operations Planning

College/Division Liaison:

- Serve as Liaison for respective College/Division
- Ensure all departments complete the COOP
- Ensure all Department COOP's are approved and submitted to OEM by June 1st
- Ensure information in COOP has been reviewed and prioritized for use in the College/Division level Plan
- Ensure that the College/Division level Plan has been complete, approved (Dean/VP) and submitted to OEM by June 1st



COOP Template for Departments

- Department Information
- Department Leadership Succession
- Department Operational Function
- Department Objective 1-3
- Emergency Communication
- Department Contact During Emergency
- Emergency Access to Information Systems
- Essential Functions (Functions and Personnel)
- Emergency Relocation Needs
- External/Internal Dependencies
- Vulnerability/Risk Assessment and Mitigation Strategy
- Non-Essential Personnel
- Exercising Your Plan
- Resumption of Normal Operations
- Approvals



Plan Approval and Deadlines

Approvals:

- Department Plans
 - Department Approver
 - College/Division COOP Liaison Acknowledgement
 - College/Division Plans
 - Dean or Appropriate VP
 - College/Division COOP Liaison Acknowledgement



Approval Ensures:

- Authorization of Essential Functions and Personnel
- Authorization Non-Essential Personnel needing access when campus is closed
- Acknowledgement of All Critical Content


Deadline: June 1st!





Initiating Department Level Plan




College/Division Dashboard


 **Evan Broadbent**
Emergency Management Specialist


 Default Home


 My Dashboard

ACTIVITY


 Alerts **107**


 Open Workflows **12**

 Open Tasks

 Activity Feed


ADMIN


 Admin Panel








 **University of Houston**

Welcome to the University of Houston Veoci System. Here are a few links to help you get started:





- [Access our Getting Started Guide](#)
- [Manage Account Settings](#)
- [Edit Your Profile](#)

 Edit

RECENTLY ACTIVE ROOMS 

-  College of Business
-  College of Hotel and Restaurant Managem...
-  A&F - Facilities
-  A&F - Campus Safety
-  College of the Arts 
-  Administration & Finance

BOOKMARKS 

-  All Colleges / Divisions
Form Entries in COOP
-  Database Department/Division/College
Form Entries in COOP
-  UH - Support & Collaboration
-  Situational Awareness Room
-  EBroadbent_0912_V-L2 Training Room
-  Visitor Access Workflow
Create Workflow in Evan Broadbent Bootcamp Group V-L2

MORE

College/Division Dashboard

Members ▾ New ▾ Edit ▾ Tools ▾ View ▾
☰

- ☰ Members ☰
- ☑ Tasks ☑
- 📄 Files 📄
- 📝 Notes 📝
- 🏠 Side Rooms 🏠
- 🏠 Room Sets 🏠

☰ College / Division COOP ⓘ ⋮

☰ PDF Copy of Latest COOP Plan ⋮
☰ Current College / Division Plan Filter Grid Data ⓘ ⋮

No Entry to Show

Create an Entry

| Status | Current Steps | Date Initiated | Last Modified ↓ | Modified By | Step Owners | College/Division Name: | College/Division Continui... | Date Completed: |
|---------------------|---------------|----------------|-----------------|-------------|-------------|------------------------|------------------------------|-----------------|
| No Workflow Entries | | | | | | | | |

☰ Initiate Plan Development ⋮

Create New College/Division Continuity of Operations Plan

Create New Department Continuity of Operations Plan

☰ Department Plans ⓘ ⋮

☰ All Department Plans Filter Grid Data ⓘ ⋮

☰ Dept. Plans Pending College/Division COOP Liaison Acknowledgement Filter Grid Data ⓘ ⋮

| Initiated by | Department Selected | Current Steps | Status | Date: |
|---------------------|---------------------|---------------|--------|-------|
| No Workflow Entries | | | | |

| Initiated by | Department Selected | Date: |
|---------------------|---------------------|-------|
| No Workflow Entries | | |

College/Division Plan Assignment

Department Continuity of Operations Plan - Create Entry

Department Information

College/Division Name: REQUIRED
College of the Arts

Department Name:

List

College of the Arts DeptID
<No Value>

College of the Arts Depts.
<No Value>

Department Selected
Enter Text...

Additional Departments
Enter Text...

Date:
2023-03-15

Completion of the Department Continuity of Operations Plan (COOP) Template ensures compliance with [MAPP 06.01.02_Continuity of Operations Planning](#).

Name of Department Representative REQUIRED
[Dropdown] [Me]

College/Division Continuity of Operations Planning Liaison REQUIRED
[Dropdown] [Me]

Department Continuity of Operations Plan - Create Entry

Filters 7/399 Entries

| DeptID ↑ | Department |
|----------|--------------------------------|
| H0083 | ART |
| H0085 | THEATER |
| H0090 | MUSIC |
| H0097 | BLAFFER GALLERY |
| H0447 | BAND |
| H0473 | CWMCA CENTER FOR THE ARTS |
| H0594 | DEAN OFFIC THE COLLEGE OF ARTS |

Cancel

Click Here to Begin Plan

Department LEVEL ENTRY



Department COOP Invitation

- Initial Veoci COOP Invitation will be received via email like the one shared below:
- College level Liaison will assign each College/Division lead to their certain COOP plan.

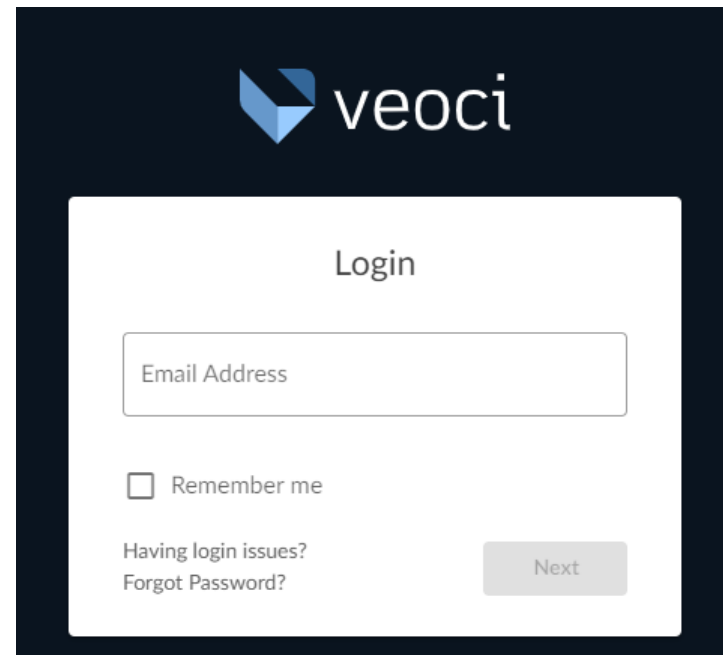


Your UH College/Division Continuity of Operations Planning Liaison has assigned a COOP workflow to you via Veoci. Please follow the link below to complete your University of Houston Departmental Continuity of Operations Plan: [Dept COOP Link](#)

If you have any concerns or questions, contact Ginger Walker at gkwalker@uh.edu

Veoci

- Once the user clicks on the hyperlink for their plan, you will proceed to the Veoci website where you will log in with your registered UH email address and password.



veoci

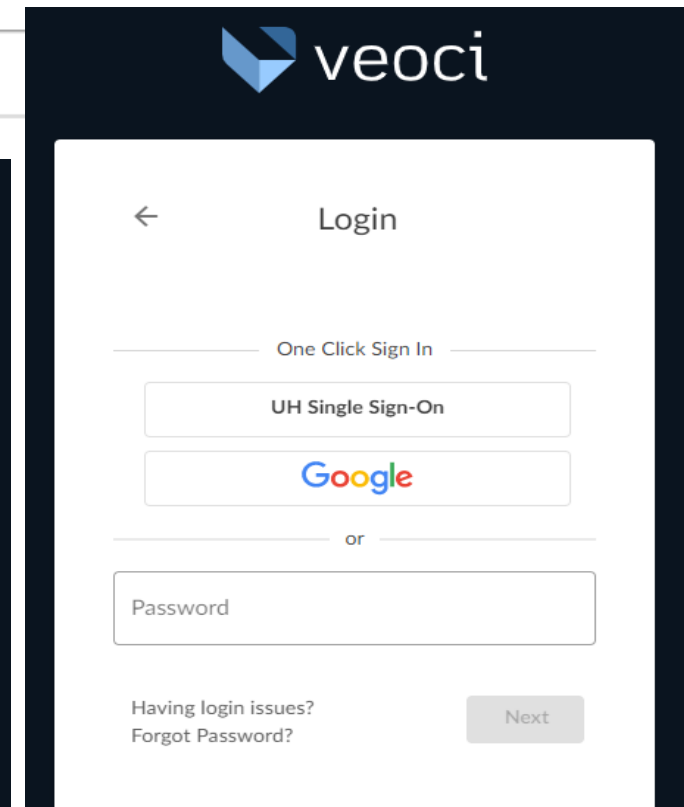
Login

Email Address

Remember me

Having login issues?
Forgot Password?

Next



veoci

← Login

One Click Sign In

UH Single Sign-On

Google

or

Password

Having login issues?
Forgot Password?

Next



This year will be different for Department Representatives as the 2023 COOP Data will still be available when completing their plans.

Department Representatives will simply update the already existing content from the 2023 year, which will help expedite the completion process.



Department Information

H0695 UH KATY COOP 2023

Home / University Of Houston / COOP / Department Continuity Of Operat...

Workflow Entry New

Department Information

College/Division Name:
Academic Affairs

Department Name:
List Reset

Academic Affairs DeptID
H0695

Academic Affairs Depts.
UH KATY

Department Selected
UH KATY

Additional Departments
<No Value>

Date:
2023-03-15

Completion of the Department Continuity of Operations Plan (COOP) Template ensures compliance with [MAPP 06.01.02 Continuity of Operations Planning](#).

Name of Department Representative
ebroadbent27@gmail.com

College/Division Continuity of Operations Planning Liaison
Evan Broadbent

Cancel Save Progress Save & Proceed to Department Operational Function



Department Leadership Succession

^ Primary

| | |
|--|--|
| Name | Title |
| <input type="text" value="Enter Text..."/> | <input type="text" value="Enter Text..."/> |

^ Secondary

| | |
|--|--|
| Name | Title |
| <input type="text" value="Enter Text..."/> | <input type="text" value="Enter Text..."/> |

^ Tertiary

| | |
|--|--|
| Name | Title |
| <input type="text" value="Enter Text..."/> | <input type="text" value="Enter Text..."/> |

Cancel

Save Progress Save & Proceed to Department Operational Function



Department Operational Function

College/Division Operational Function

College/Division Operational Function:
Please indicate below the principle nature of your college/division's operation (Select all that apply):

- Academic/Instructional
- Research
- Administration
- Residential/Student Life
- Facilities
- Other

Select All

Cancel **Save as Draft** **Save & Proceed to Objective**




Department Objectives

Department Objectives

| Objective Number | Objective | Description |
|------------------|---------------|--------------------------------------|
| 1 | Enter Text... | <p>B A: ¶: +: ? :</p> Type something |
| 2 | Enter Text... | <p>B A: ¶: +: ? :</p> Type something |
| 3 | Enter Text... | <p>B A: ¶: +: ? :</p> Type something |

Cancel

Save Progress Save & Proceed to Emergency Communication



Emergency Communication

Emergency Communication ^

Emergency Communications:
Employees are required to make every effort to stay informed of UH emergency information during an emergency. What methods will you use to communicate with your employees during an emergency? Select all that apply.

Emergency Communications:

- Phone (Call Tree)
- Email
- Text Message
- Radio Communication
- Social Media
- Other

Select All

Cancel **Save Progress** **Save & Proceed to Dept Contact Information**

Department Contact Info. During an Emergency

Department Contact Information During an Emergency

Department Contact Information During an Emergency

| Contact Role | Department Contact (Name): | Contact's Office Phone Number: | Contact's Cell Phone Number: | Contact's Email Address: | Contact's Campus Location: |
|--------------|--|--|--|--|--|
| Primary | <input type="text" value="Enter Text..."/> | <input type="text" value="🇺🇸 (201) 555-0123"/> | <input type="text" value="🇺🇸 (201) 555-0123"/> | <input type="text" value="Enter Text..."/> | <input type="text" value="Enter Text..."/> |
| Secondary | <input type="text" value="Enter Text..."/> | <input type="text" value="🇺🇸 (201) 555-0123"/> | <input type="text" value="🇺🇸 (201) 555-0123"/> | <input type="text" value="Enter Text..."/> | <input type="text" value="Enter Text..."/> |
| Tertiary | <input type="text" value="Enter Text..."/> | <input type="text" value="🇺🇸 (201) 555-0123"/> | <input type="text" value="🇺🇸 (201) 555-0123"/> | <input type="text" value="Enter Text..."/> | <input type="text" value="Enter Text..."/> |

Cancel

Emergency Access to Information Systems

Emergency Access to Information Systems

Emergency Access to Information Systems: If access to department's information and systems is essential to the departments' operations in an emergency, it is vital to be able to easily access and maintain that information and systems. All data must be protected in Accordance with [SAM 07.A.08, Data Classification and Protection](#).

Indicate below the methods used by your department to store the information and systems that are essential to your department:

- UH Office 365 (SharePoint, Teams, One Drive)
- Department/College/Division Server
- Hosted Service (cloud)
- UH Network File Share
- Blackboard
- PeopleSoft
- Other (please describe)

Select All

Cancel

Save Progress

Save & Proceed to Essential Functions



Essential Functions & Personnel

Essential Functions (Functions and Personnel) ^

^ Guidance

University of Houston Essential Functions

*The Essential Functions as listed in the University of Houston Continuity of Operations Plan are listed below for reference and should be used when assessing and determining your essential functions

University Leadership: to provide support for the university and maintain leadership to manage an emergency impacting the University of Houston; leadership positions include the President, Provost and Vice President for Administration & Finance.

Student Housing: to provide safe housing for students living in university residential facilities on the campus of the University of Houston.

Public Safety: to maintain the safety and security of all students, faculty, staff, visitors, facilities, research, intellectual property, research animals, public health and environmental hazardous components where feasible.

Communications: to maintain communication capabilities for the University of Houston's Emergency Alert Notification System, UH Police Dispatch System, executive leadership and media relations.

Basic Services: to maintain and provide basic services with regard to food service, emergency maintenance needs, access control and transportation.

Fiscal Operations and Functional Processes: to provide continued service for financial operations (payroll, purchasing, contracts) and critical data.

Academic Continuity: to maintain and provide academic instruction, research and space when feasible during an emergency.

Department Essential Functions/Personnel:

Essential functions are those functions that must continue or resume rapidly after a disruption of normal activities. Review the University of Houston Essential Functions listed above to determine if your department falls within an essential function of the university.

^ Essential Functions

Do you have essential functions within your department, area or unit?

Yes

No



Essential Functions (Add Essential Functions)

Department Essential Functions/Personnel:

Essential functions are those functions that must continue or resume rapidly after a disruption of normal activities. Review the University of Houston Essential Functions listed above to determine if your department falls within an essen

^ Essential Functions

Do you have essential functions within your department, area or unit?

Yes

No

Reset

Essential Functions

Select "Add Essential Function" for each essential function identified

Add Essential Functions

Essential Functions - Create Entry

College / Division

Select an Option

Department

Enter Text...

Essential Function

Enter Text...

^ Essential Function Point of Contact

⋮

Role

Primary

Name

Enter Text...

Phone Number

 (201) 555-0123

⋮

Role

Secondary

Name

Enter Text...

Phone Number

 (201) 555-0123

Close

Reset

Save as Draft

Submit

Essential Functions (Add Essential Functions)

Essential Functions (Functions and Personnel)

^ Guidance

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^ Essential Functions

Do you have essential functions within your department, area or unit?

Yes

No

Reset

Essential Functions

Select "Add Essential Function" for each essential function identified

Add Essential Functions

Reset Selections

Ensure VEOCI training goes well



Essential Functions (Add Essential Personnel)

^ Essential Personnel Performing Essential Functions:

Essential functions require personnel to maintain those functions. Complete the Essential Personnel Listing to list all essential personnel required to perform essential functions as the result of a disruption of normal operations.

Essential Personnel Listing

Add Essential Personnel

(SF) Essential Personnel Listing And Non-Essential Personnel Needing Access - Create Entry

First Name

Last Name

College/Division

Department

Work Number

Cell Number REQUIRED

Essential Function(s) Performing

Location of Action Performed

Close

Reset

Save as Draft

Submit



Essential Functions (Add Essential Personnel)

Essential Functions (Functions and Personnel)

^ Guidance

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^ Essential Functions

^ Essential Personnel Performing Essential Functions:

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Essential Personnel Listing

Add Essential Personnel

[Reset Selections](#)

Evan Broadbent-Essential Personnel -



Emergency Relocation Needs

Emergency Relocation Needs

Emergency Relocation Needs:

In the event of an emergency requiring the department to relocate to another location on or off campus, proper planning is required. Having those employees who perform or support an essential function for the department complete an Emergency Relocation Position Information Sheet is recommended. The Emergency Relocation Position Information Sheet provides information on what the staff will need at an alternate location.

Hyperlink Emergency Relocation Position Information Sheets with this link: <https://uh.edu/emergency-management/planning-and-response/business-continuity-plans/emergency-relocation-position-info-sheet-2022-pdf>

Indicate below if your department has successfully assessed the needs of the department and the needs of the employees vital to perform essential functions at an alternate location. REQUIRED

- Yes
- No
- Other

^ Attach Emergency Relocation Position Information Sheets

Drop files or click to add

Cancel

Save Progress

Save & Proceed to External/Internal Dependencies



External/Internal Dependencies

External/Internal Dependencies

External Dependencies:

While reviewing the department's essential functions, have key external business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

- Yes
 No
 Other

Complete the Dependency Form for each identified external dependency

External Dependency

[Add External Dependency](#)

Internal Dependencies:

While reviewing the department's essential functions, have key internal business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

- Yes
 No
 Other

Complete the Dependency Form for each identified internal dependency

Internal Dependency

[Add Internal Dependencies](#)

[Cancel](#)

[Save Progress](#)

[Save & Proceed to Vulnerability / Risk Assessment](#)



External/Internal Dependencies (External)

External/Internal Dependencies

External Dependencies:

While reviewing the department's essential functions, have key external business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

Yes
 No
 Other

Complete the Dependency Form for each identified external dependency

External Dependency

Add External Dependency

Internal Dependencies:

While reviewing the department's essential functions, have key internal business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

Yes
 No
 Other

Complete the Dependency Form for each identified internal dependency

Internal Dependency

Add Internal Dependencies

(SF) Dependencies - Create Entry

UH Department

Dependency (Product/Service):

Provider:

Dependency Contact Name:

Dependency Contact Number:

Has contact been made with dependency department/contractor to confirm services will be available for your department during an emergency?

Yes
 No

Close Reset Save as Draft Submit



External/Internal Dependencies (External)

External/Internal Dependencies

External Dependencies:

While reviewing the department's essential functions, have key external business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

Yes
 No
 Other

Complete the Dependency Form for each identified external dependency

External Dependency

Add External Dependency

Internal Dependencies:

While reviewing the department's essential functions, have key internal business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

Yes
 No
 Other

Complete the Dependency Form for each identified internal dependency

Internal Dependency

Add Internal Dependencies

(SF) Dependencies - Create Entry

UH Department

Dependency (Product/Service):

Provider:

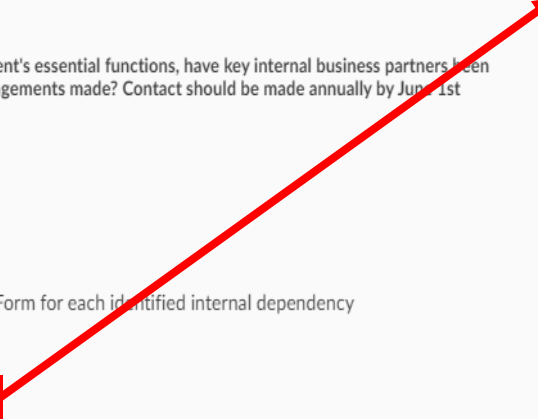
Dependency Contact Name:

Dependency Contact Number:

Has contact been made with dependency department/contractor to confirm services will be available for your department during an emergency?

Yes
 No

Close Reset Save as Draft Submit



External/Internal Dependencies

External/Internal Dependencies

External Dependencies:

While reviewing the department's essential functions, have key external business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

- Yes
 No
 Other

Complete the Dependency Form for each identified external dependency

External Dependency

[Add External Dependency](#)

Internal Dependencies:

While reviewing the department's essential functions, have key internal business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

- Yes
 No
 Other

Complete the Dependency Form for each identified internal dependency

Internal Dependency

[Add Internal Dependencies](#)

[Cancel](#)

[Save Progress](#)

[Save & Proceed to Vulnerability / Risk Assessment](#)



Vulnerability/Risk Assessment and Mitigation Strategy

Vulnerability/Risk Assessment and Mitigation Strategy

Vulnerability/Risk Assessment and Mitigation Strategy:
Considering your objectives, dependencies and essential functions, list below your vulnerabilities, whether or not the vulnerability can be mitigated, and a brief mitigation strategy.

Complete the Critical Interruption Worksheet to assist in Identifying your vulnerabilities

Determine the amount of time you can be without each critical condition, function or service. If it is determined that your department can't be without a critical condition, function or service for less than 1 day, it may be necessary to include in the vulnerabilities section of your Department/College/Division Continuity of Operations Plan.

Department
INSTITUTIONAL PH

Indicate below how long your department can function either at another location or from home if your space and or facilities are damaged or unavailable.

Select an Option

Indicate below how long your department can be without critical equipment that is either damaged or unavailable.

Select an Option

Indicate below how long your department can be without central power and generator back-up?

Select an Option

How long can your department be without proper communication channels such as, phone, email, and internet?

Select an Option

How long can your department be without the use of Enterprise Information Systems (PeopleSoft, Exchange)?

Select an Option

How long can your department be without Local information systems (departmental desktop computers, applications managed by your department)?

Select an Option

How many days can your department be without personnel?

Select an Option

If your critical business partners or vendors are unable to provide goods and services, how long can you function without their services?

Select an Option

Indicate below how long your department can be without critical equipment that is either damaged or unavailable

Select an Option

Determine the amount of time you can be without each critical condition, function or service. If it is determined that your department can't be without a critical condition, function or service for less than 1 day, it may be necessary to include in the vulnerabilities section of your Department/College/Division Continuity of Operations Plan.

Department
INSTITUTIONAL PH

Indicate below how long your department can function either at another location or from home if your space and or facilities are damaged or unavailable.

Select an Option

- < 1 Day
- 1 - 2 Days
- 3 - 4 Days
- 5 - 10 Days
- 11 + Days
- N/A



Vulnerability/Risk Assessment and Mitigation Strategy

^ Vulnerability/Risk Assessment and Mitigation Strategy

Example:

Vulnerability/Risk

UH Emergency Operations Center depends on internet access to function properly.

Can you mitigate?

- Yes
 No

Mitigation Strategy

1. Hotspot (\$480.00 annually)
2. Request priority access from IT

Vulnerability/Risk Assessment and Mitigation Strategy:

Add Vulnerability/Risk Assessment and Mitigation Strategy:

(SF) Vulnerability/Risk Assessment and Mitigation Strategy - Create Entry

College REQUIRED

Administration and Financ

Department REQUIRED

INSTITUTIONAL PH

Vulnerability / Risk REQUIRED

Enter Text...

Can You Mitigate REQUIRED

- Yes
 No

Close

Save as Draft

Submit



Non-Essential Personnel

Approval for Non-Essential Personnel

Approval for Non-Essential Personnel:

While some functions and research are not considered essential and in need of 24 hour monitoring and or care, they do require some sort of attention or action after a 48 to 72 hour period of time. Some individuals may not be essential personnel but may need to make contact with their labs or offices during a campus closure. Those areas will be required to seek approval through their appropriate Dean or Director and then through their appropriate Vice President to gain access to campus and or their facility during an emergency incident involving a closure of campus. A listing of non-essential personnel needing to gain access to campus during a campus closure after the immediate life safety threat has passed must be included on the Essential/Non Essential Personnel Listing. The listing allows departments the opportunity to list the employees that will need to gain access to campus during a campus closure after the immediate life safety threat has passed. Please note that the individuals on the listing have been approved to gain access to their building or facility by the appropriate Vice President only if they are listed on their respective College or Division Continuity of Operations Plan.

Add Non Essential Personnel Needing Access

Add Non Essential Personnel

(SF) Essential Personnel Listing And Non-Essential Personnel Needing Access - Create Entry

First Name

Last Name

College/Division

Department

Work Number

Cell Number REQUIRED

Essential Function(s) Performing

Location of Action Performed

Close Reset Save as Draft Submit



Non-Essential Personnel

Approval for Non-Essential Personnel

Approval for Non-Essential Personnel:

While some functions and research are not considered essential and in need of 24 hour monitoring and or care, they do require some sort of attention or action after a 48 to 72 hour period of time. Some individuals may not be essential personnel but may need to make contact with their labs or offices during a campus closure. Those areas will be required to seek approval through their appropriate Dean or Director and then through their appropriate Vice President to gain access to campus and or their facility during an emergency incident involving a closure of campus. A listing of non-essential personnel needing to gain access to campus during a campus closure after the immediate life safety threat has passed must be included on the Essential/Non Essential Personnel Listing. The listing allows departments the opportunity to list the employees that will need to gain access to campus during a campus closure after the immediate life safety threat has passed. Please note that the individuals on the listing have been approved to gain access to their building or facility by the appropriate Vice President only if they are listed on their respective College or Division Continuity of Operations Plan.

Add Non Essential Personnel Needing Access

Add Non Essential Personnel

Reset Selections

Evan Broadbent-Non-Essential Personal Needing Access



Cancel

Save Progress

Save & Proceed to Exercising your Plan



Exercising Your Plan

Exercising Your Plan

Exercising Your Plan:

All department COOP's must be shared with all departmental staff. All departments are encouraged to complete an exercise of the plan annually.

Select below the ways the department has/will exercise the plan (Select all that apply).

- Call Tree Drill
- Seminar
- Tabletop Exercise
- Off Site Information Assessment Test
- Other

Select All

Cancel

Save Progress

Save & Proceed to Resumption of Normal Operations



Resumption of Normal Operations

Resumption of Normal Operations

Resumption of Normal Operations:

Briefly describe your plan to transition back to normal operations.

B *i* **A:** ¶ **+** ? :

Type something

Cancel Save Progress Save & Proceed to Department COOP Plan Approval



Department Continuity of Operations Plan Approval

Department Continuity of Operations Plan Approval

Name REQUIRED

Type name or email

Title

Enter Text...

Date

2023-01-24

Signature

Cancel

Users must click "Confirm" after providing Signature. Box will remain greyed out until provided.



College/ Division Liaison Plan Review Email


Veoci - Department Continuity of Operations Plan - College/Division Continuity of Operations Planning Liaison Acknowledgement: (#723) Assi



UH COOP <room@veoci.com>
To: Broadbent, Evan

  Reply  Reply All  Forward

Wed 3/15

 If there are problems with how this message is displayed, click here to view it in a web browser.



Saved to this PC

A Department Continuity of Operations Plan Has Been Assigned To You for Acknowledgement

Hi Evan Broadbent ,

A **Department Continuity of Operations Plan** has been assigned to you by Evan Broadbent in 20230214_COOP Dry Run Test.

Please acknowledge it by clicking on this [LINK](#)




Department Continuity of Operations Plan Template
For Department Use
ID# : UH KATY





College/Division LIAISON LEVEL ENTRY




College/Division Dashboard


 **Evan Broadbent**
Emergency Management Specialist


 Default Home


 My Dashboard

ACTIVITY


 Alerts 107


 Open Workflows 12


 Open Tasks


 Activity Feed









ADMIN

 Admin Panel


 **University of Houston**
Welcome to the University of Houston Veoci System. Here are a few links to help you get started:
[Access our Getting Started Guide](#)
[Manage Account Settings](#)
[Edit Your Profile](#)







 Edit

RECENTLY ACTIVE ROOMS 

-  College of Business
-  College of Hotel and Restaurant Manageme...
-  A&F - Facilities
-  A&F - Campus Safety
-  College of the Arts  
-  Administration & Finance

MORE

BOOKMARKS 

-  **All Colleges / Divisions**
Form Entries in COOP
-  **Database Department/Division/College**
Form Entries in COOP
-  **UH - Support & Collaboration**
-  **Situational Awareness Room**
-  **EBroadbent_0912_V-L2 Training Room**
-  **Visitor Access Workflow**
Create Workflow in Evan Broadbent Bootcamp Group V-L2

College/Division Dashboard

Members New Edit Tools View

College / Division COOP

PDF Copy of Latest COOP Plan

No Entry to Show

Create an Entry

Current College / Division Plan
Filter Grid Data

| Status | Current Steps | Date Initiated | Last Modified | Modified By | Step Owners | College/Division Name: | College/Division Continui... | Date Completed: |
|---------------------|---------------|----------------|---------------|-------------|-------------|------------------------|------------------------------|-----------------|
| No Workflow Entries | | | | | | | | |

Initiate Plan Development

Create New College/Division Continuity of Operations Plan

Create New Department Continuity of Operations Plan

Department Plans

All Department Plans
Filter Grid Data

| Initiated by | Department Selected | Current Steps | Status | Date: |
|---------------------|---------------------|---------------|--------|-------|
| No Workflow Entries | | | | |

Dept. Plans Pending College/Division COOP Liaison Acknowledgement
Filter Grid Data

| Initiated by | Department Selected | Date: |
|---------------------|---------------------|-------|
| No Workflow Entries | | |

This year will be different for Liaisons as the 2023 COOP Data will still be available when completing their plans.

Liaisons will simply update the already existing content from the 2023 year, which will help expedite the completion process.



College / Division Continuity of Operations Plan - Create Entry

College/Division Information

College/Division Name: REQUIRED
Academic Affairs

College/Division Continuity of Operations Planning Liaison: REQUIRED
Type name or email [Me]

College/Division Approver Email (Dean or Appropriate VP): REQUIRED
Type name or email [Me]

Date Completed:
03/20/2023

Completion of the College/Division Continuity of Operations Plan Template ensures compliance with [MAPP 06.01.02, Continuity of Operations Planning.](#)

Cancel Click Here to Begin Plan



College/Division Leadership Succession

^ Primary

| | |
|--|--|
| Name | Title |
| <input type="text" value="Enter Text..."/> | <input type="text" value="Enter Text..."/> |

^ Secondary


| | |
|--|--|
| Name | Title |
| <input type="text" value="Enter Text..."/> | <input type="text" value="Enter Text..."/> |

^ Tertiary

| | |
|--|--|
| Name | Title |
| <input type="text" value="Enter Text..."/> | <input type="text" value="Enter Text..."/> |

Cancel

Save as Draft Save & Proceed to Operational Function



Department Operational Function

College/Division Operational Function ^

College/Division Operational Function:
Please indicate below the principle nature of your college/division's operation (Select all that apply):

- Academic/Instructional
- Research
- Administration
- Residential/Student Life
- Facilities
- Other

Select All

Cancel **Save as Draft** **Save & Proceed to Objective**



Department Objectives

College/Division Objective

College/Division Objective :

List the main objective and/or mission statement for the college/division. Describe your teaching, research and/or service objectives during a continuity event.

Enter Text...

Description:

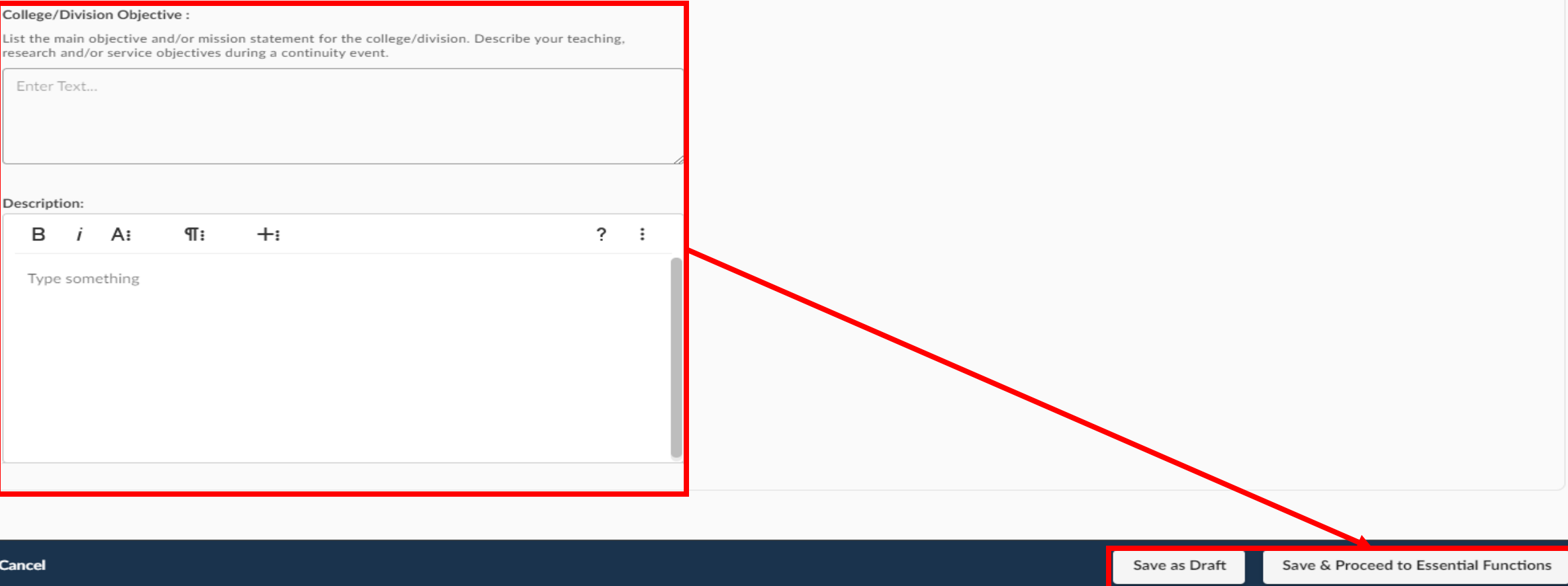
B *i* **A:** ¶: +: ? :

Type something

Cancel

Save as Draft

Save & Proceed to Essential Functions



Essential Functions

Essential Functions (Functions and Personnel)

University of Houston Essential Functions

*The Essential Functions as listed in the University of Houston Continuity of Operations Plan are listed below for reference and should be used when assessing and determining your essential functions.

University Leadership: to provide support for the university and maintain leadership to manage an emergency impacting the University of Houston; leadership positions include the President, Provost and Vice President for Administration & Finance.

Student Housing: to provide safe housing for students living in university residential facilities on the campus of the University of Houston.

Public Safety: to maintain the safety and security of all students, faculty, staff, visitors, facilities, research, intellectual property, research animals, public health and environmental hazardous components where feasible.

Communications: to maintain communication capabilities for the University of Houston's Emergency Alert Notification System, UH Police Dispatch System, executive leadership and media relations.

Basic Services: to maintain and provide basic services with regard to food service, emergency maintenance needs, access control and transportation.

Fiscal Operations and Functional Processes: to provide continued service for financial operations (payroll, purchasing, contracts) and critical data.

Academic Continuity: to maintain and provide academic instruction, research and space when feasible during an emergency.

Essential Functions

College/Division Essential Functions:

Essential functions are those functions that must continue or resume rapidly after a disruption of normal activities. Review the University of Houston Essential Functions listed above to determine if your college/division falls within an essential function of the university. Use care to review and consider the essential functions listed in the department Continuity of Operations Plans.

Do you have essential functions within your college/division?

- Yes - If yes, complete the sections below relating to Essential Functions
- No - Select Save and Submit to Next Step

Reset

Essential Functions

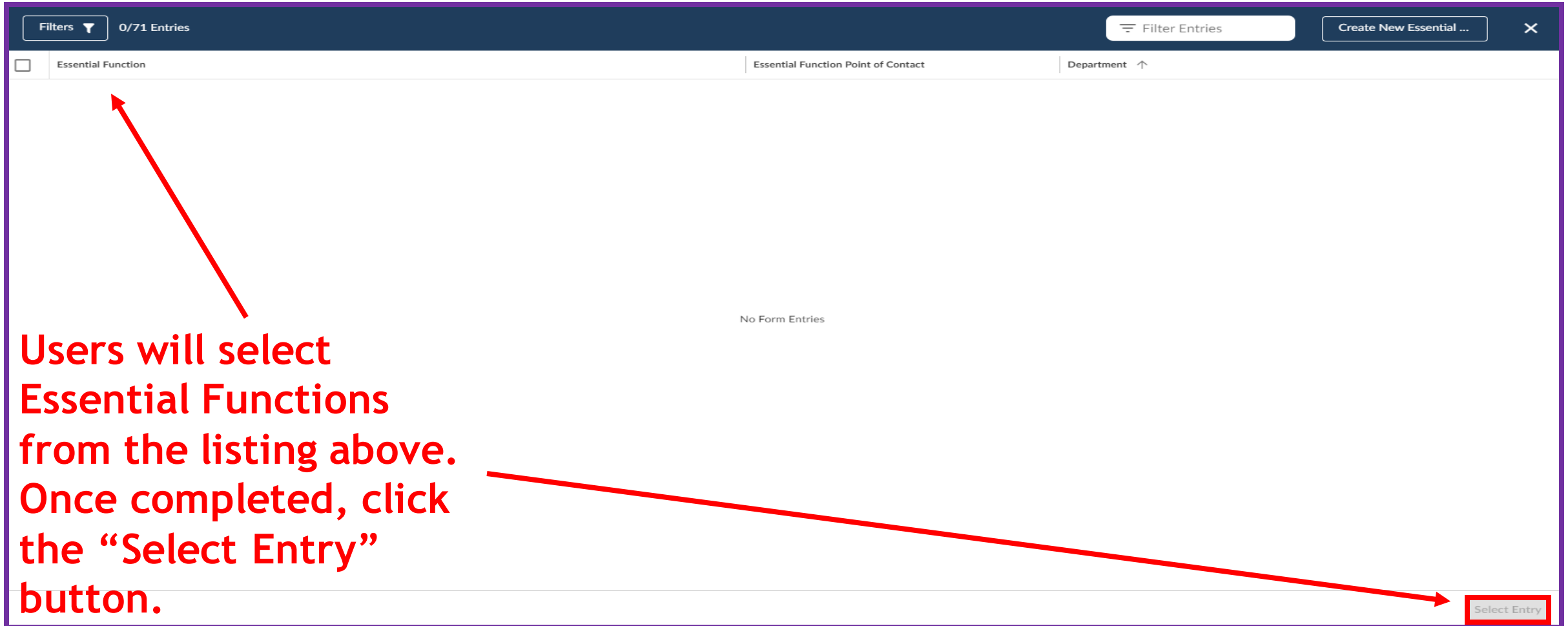
Select from List or add if not available

Find Entries

Essential Functions Listing



Essential Functions (cont.)



Filters 0/71 Entries Filter Entries Create New Essential ...

| Essential Function | Essential Function Point of Contact | Department |
|--------------------|-------------------------------------|------------|
| No Form Entries | | |

Users will select Essential Functions from the listing above. Once completed, click the “Select Entry” button.

Select Entry



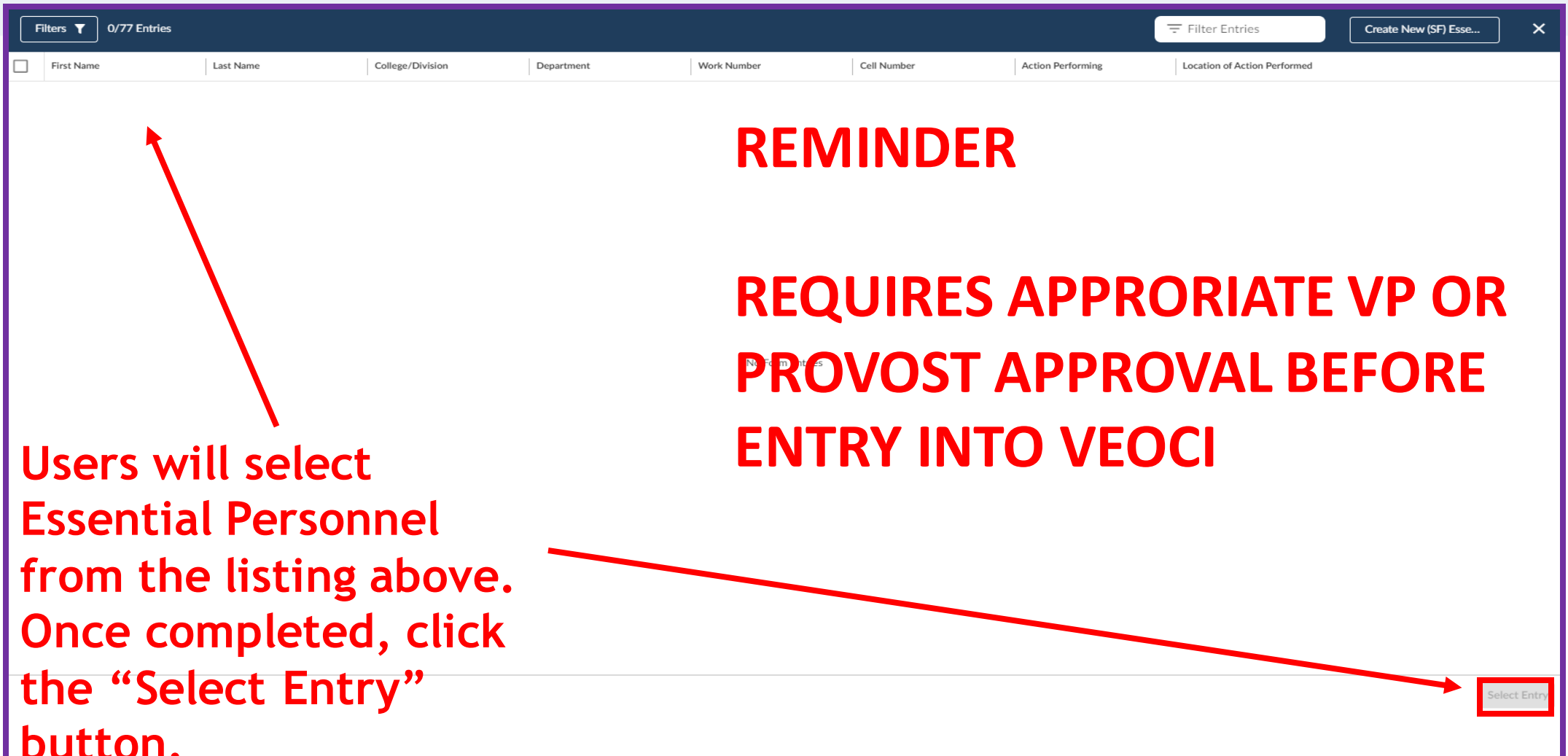
Essential Personnel

^ Essential Personnel Performing Essential Functions

Essential functions require personnel to maintain those functions. Complete the Essential/Non Essential Personnel Listing to list all essential personnel required to perform essential functions as the result of a disruption of normal operations.

Essential Personnel

Essential Personnel Listing



The screenshot shows a web application interface for listing essential personnel. At the top, there is a header with 'Filters' and '0/77 Entries'. Below this is a table with columns: First Name, Last Name, College/Division, Department, Work Number, Cell Number, Action Performing, and Location of Action Performed. A red arrow points from the 'Essential Personnel Listing' button to the table. Another red arrow points from the 'Select Entry' button at the bottom right to the explanatory text.

| First Name | Last Name | College/Division | Department | Work Number | Cell Number | Action Performing | Location of Action Performed |
|------------------|-----------|------------------|------------|-------------|-------------|-------------------|------------------------------|
| No Records Found | | | | | | | |

REMINDER

REQUIRES APPROPRIATE VP OR PROVOST APPROVAL BEFORE ENTRY INTO VEOCI

Select Entry

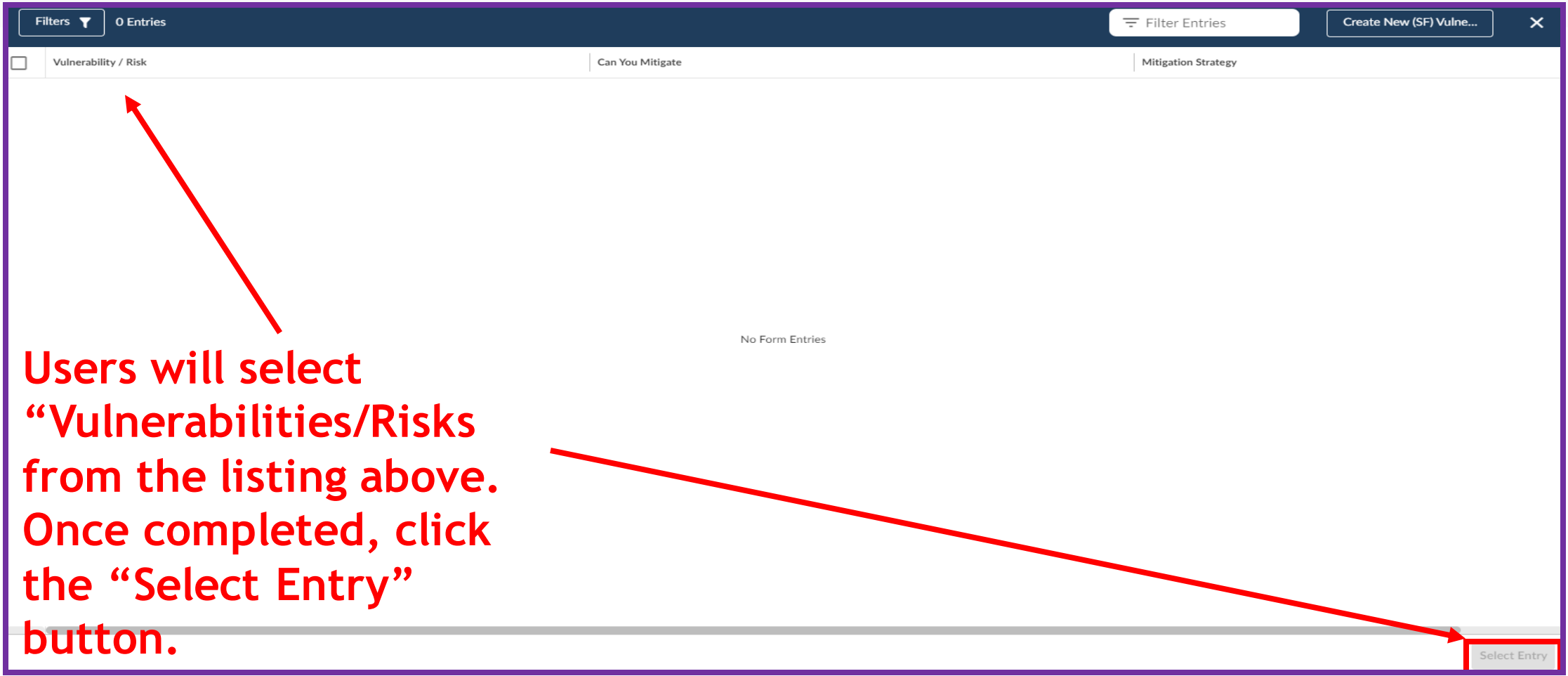
Users will select Essential Personnel from the listing above. Once completed, click the “Select Entry” button.

Vulnerability/Risk Assessment and Mitigation Strategy

Vulnerability/Risk Assessment and Mitigation Strategy

Vulnerability/Risk Assessment and Mitigation Strategy

Add Vulnerability/Risk Assessment and Mitigation Strategy



Filters 0 Entries Filter Entries Create New (SF) Vulne...

| <input type="checkbox"/> | Vulnerability / Risk | Can You Mitigate | Mitigation Strategy |
|--------------------------|----------------------|------------------|---------------------|
| No Form Entries | | | |

Select Entry

Users will select “Vulnerabilities/Risks from the listing above. Once completed, click the “Select Entry” button.

Non-Essential Personnel

Non-Essential Personnel ^

Approval for Non-Essential Personnel:

While some functions and research are not considered essential and in need of 24 hour monitoring and or care, they do require some sort of attention or action after a 48 to 72 hour period of time. Some individuals may not be essential personnel but may need to make contact with their labs or offices during a campus closure. Those areas will be required to seek approval through their appropriate Dean or Executive Director and then through their appropriate Vice President to gain access to campus and or their facility during an emergency incident involving a closure of campus.

A listing of non-essential personnel needing to gain access to campus during a campus closure after the immediate life safety threat has passed must be included on the Essential/Non Essential Personnel Listing. The listing of individuals, along with the approval of this plan, dictates that the appropriate Vice President has approved for these individuals to gain access to campus during a campus closure after the immediate life safety threat has passed.

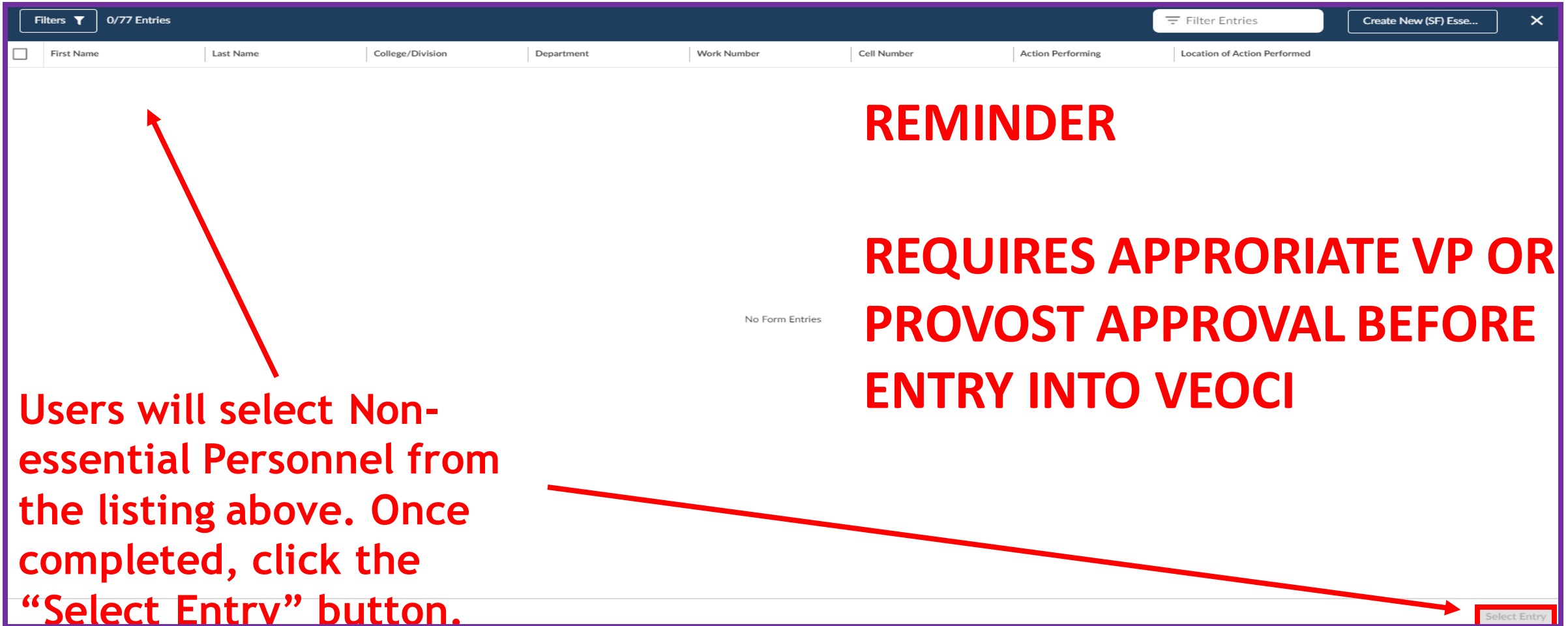
If you DO NOT have Non-Essential Personnel Select "Submit to Dean/Appropriate VP for COOP Approval" to continue

Approval for Non-Essential Personnel

[Add Approval for Non-Essential Personnel](#)



Non-Essential Personnel (cont.)



REMINDER

REQUIRES APPROPRIATE VP OR PROVOST APPROVAL BEFORE ENTRY INTO VEOCI

Users will select Non-essential Personnel from the listing above. Once completed, click the “Select Entry” button.

| First Name | Last Name | College/Division | Department | Work Number | Cell Number | Action Performing | Location of Action Performed |
|-----------------|-----------|------------------|------------|-------------|-------------|-------------------|------------------------------|
| No Form Entries | | | | | | | |

Select Entry



Submitting Plan to Dean/Appropriate VP for COOP Approval

^ Plan is Complete

Plan is complete. Selecting "Submit to Dean/Appropriate VP for COOP Approval" Will submit the plan for review and approval

Cancel

Save Now

Submit to Dean/Appropriate VP for COOP Approval



Approving the COOP Plan (Dean or VP)

Continuity of Operations Plan Approval (College/Division Approval - Dean or Appropriate VP)

Name
Enter Text...

Title
Enter Text...

Date
2023-03-20

Signature REQUIRED

Undo Reset **Confirm**

Acknowledgement REQUIRED

Acknowledge
 Send Back

Comments
Provide a comment of your requested edits or feedback for the College/Division liaison to make the appropriate changes.
Enter Text...

Veoci - College / Division Continuity of Operations Plan - Continuity of Operations Plan Approval (College/Division Approval - Dean or Appropriate VP) (#726) Assigned To You

Uc UH COOP <room@veoci.com>
To Broadbent, Evan

Mon 3/20/2023 7:55

Reply Reply All Forward


veoci

The College/Division Continuity of Operations Plan Is Now Ready For Your Review and Approval

Hi Evan Broadbent,

A College/Division Continuity of Operations Plan has been assigned to you for your review and approval by Evan Broadbent in Evan's Plan Test 03022023.

Please approve the plan by clicking on this [LINK](#)



College/Division Continuity of Operations Plan Template
For College/Division Use

College/Division Name:

Cancel **Send Back For Edits** **Approve COOP**



Approving the COOP Plan (cont.)

College/Division Continuity of Operations Planning Liaison Acknowledgement

Name: Evan Broadbent

Title: Enter Text...

Date: 2023-03-20

Signature REQUIRED

Undo Reset **Confirm**

Cancel

College/Division COOP - Liaison Review and Approval Needed

UH COOP <room@veoci.com>
To: Broadbent, Evan

Mon 3/20/2023 8:...

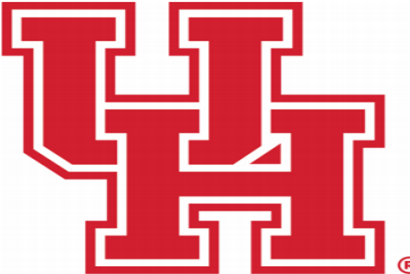
veoci

A College/Division Continuity of Operations Plan Has Been Assigned To You for Acknowledgement

Hi Evan Broadbent ,

A **College/ Division Continuity of Operations Plan** has been assigned to you by Evan Broadbent in Evan's Plan Test 03022023.

Please acknowledge the plan by clicking on this [LINK](#)



College/Division Continuity of Operations Plan Template
For College/Division Use

COOP Acknowledged



Approved COOP Plan

Plan Complete

Completed Plan

PDF

[Administration and Finance COOP 2023.pdf](#)
[Administration and Finance COOP 2023.pdf](#)

Date Plan is due for Review
2024/01/27

Select "COOP Complete" to finalize COOP and generate PDF Copy that can be accessed from your Dashboard

Cancel Reopen



Final Approved COOP Plan

Final College/Division COOP Copy

UC UH COOP <noreply@veoci.com>
To Broadbent, Evan

Administration and Finance COOP 2023.pdf
61 KB



The Continuity of Operations Plan for Administration and Finance is complete. Please see attached PDF for full details

Veoci

☺ Reply Reply All Forward



College/Division Continuity of Operations Plan Template
For College/Division Use

College/Division Name:

Administration and Finance

College/Division Continuity of Operations Planning Liaison:

Evan Broadbent

Date Completed:

2023-Jan-27

Completion of the College/Division Continuity of Operations Plan Template ensures compliance with [MAPP 06.01.02, Continuity of Operations Planning](#).

College/Division Leadership Succession (Chain of Command):
Name and title of primary, secondary and tertiary leader for the college/division.

Primary (Name and Title):

/

Secondary (Name and Title):

/

Tertiary (Name and Title):

/

College/Division Operational Function:

Please indicate below the principle nature of your college/division's operation (Select all that apply):

College/Division Objective :

List the main objective and/or mission statement for the college/division. Describe your teaching, research and/or service objectives during a continuity event.



Additional Information

- DUE JUNE 1st
- Per request, OEM can come out to the requested department/college/division for additional support
- Any additional support/troubleshooting, please contact Evan



University of Houston COOP Points of Contact

We are always here for any COOP questions or concerns you may have!



Ginger Walker

Director, Emergency Management

Email: gkwalker@uh.edu

Phone: 832-842-0583



Evan Broadbent

Emergency Management Specialist

Email: elbroadb@uh.edu

Phone: 713-743-0682



Hands On - Logging into Veoci



Login

Email Address
#####@uh.edu

Remember me

Having login issues?
Forgot Password?

Next

[Privacy Policy](#) [Terms & Conditions](#) [Contact Us](#)

[Accessibility Statement](#)

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Login

elbroadb@central.uh.edu
Not elbroadb@central.uh.edu?

One Click Sign In

UH Single Sign-On



or

Password

Having login issues?
Forgot Password?

Next



Reset Password

Please enter your primary email address below. Your password will be reset, and a new password will be sent to your primary email.

Email Address

Email is required

← Go Back

Reset

