University of Houston
Office of Emergency Management
Continuity of Operations Planning

Continuity of Operations Planning Liaisons

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Presented by:

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UH Continuity of Operations Planning (COOP) Program:

- Compliance with MAPP 06.01.02, Business Continuity Planning
- Best Practice in Higher Education

Note Business Continuity Plans renamed to Continuity of Operations Plans
Continuity of Operations Planning Liaison Responsibilities

College/Division Business Continuity Liaison (MAPP 06.01.02 – Business Continuity Planning):

• Serve as Liaison for respective College/Division
• Ensure all departments complete the BCP
• Ensure all Department BCP’s are approved and submitted to OEM by June 1\textsuperscript{st}
• Ensure information in BCP has been reviewed and prioritized for use in the College/Division level Plan
• Ensure that the College/Division level Plan has been completed, approved (Dean/VP) and submitted to OEM by June 1\textsuperscript{st}

MAPP 06.01.02 to be reviewed in 2018
Enhancements for 2018 Templates:

- Document Name from BCP to COOP
  - SORM, Texas Labor Code 412.054
- Update to UH Logo
  - New UH Branding Requirement
- Essential Personnel Listing
  - Hurricane Harvey After Action Report
- Vice President Approval for Non Essential Personnel Needing Access to Campus During Closure
  - Hurricane Harvey After Action Report
- Template Layout Changes

Changes apply to both College/Division and Department Templates
Business Continuity Planning (BCP)
to
Continuity of Operations Planning (COOP):
Update UH Logo:
Essential Personnel Performing Essential Functions:

Essential functions require personnel to maintain those functions. Below, list all essential personnel required to perform essential functions as the result of a disruption of normal operations. Add additional sheets if needed.
Approval of Non-Essential Personnel During Campus Closure:

During Hurricane Harvey, non-essential personnel needed access to labs and/or research areas on or after the 48 to 72 hour period of time and the immediate threat had passed. During this time, a process was developed to allow those non-essential personnel to gain access to their respective lab or research area.

REQUIREMENTS:
Approval by Appropriate Vice President

The following process will be used to authorize access:

1. Departments COOP Plans
   List individuals in appropriate section
   Seek approval by Dean/Executive Director

2. College/Division COOP Plans
   Review listing of individuals from Department COOP’s
   List all individuals approved to gain access on the College/Division COOP
   Seek approval on College/Division COOP by appropriate Vice President/Dean
   Note for Colleges: Ensure VP is aware that the listing of individuals, along with their approval of the plan, dictates approval for those individuals to gain access to campus during a campus closure after the immediate life safety threat has passed.
COOP Template Minor Layout Changes:

- Essential Personnel Listing – Inserted after Identification of Essential Functions

- Move Emergency Relocation Needs after Essential Personnel Listing

- Approval of Non-Essential Personnel – Inserted after Vulnerability/Risk Assessment & Mitigation Strategy
Get Organized and Set Reasonable Due Dates!

✓ Department Continuity of Operations Plans
  ✓ Give Departments time to complete their plans

✓ College/Division Continuity of Operations Plans
  ✓ Give yourself time to review all plans and complete a College/Division Level Plan

✓ ALL PLANS Due JUNE 1st to OEM
  ✓ Department and College/Division Continuity of Operations Plans
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