

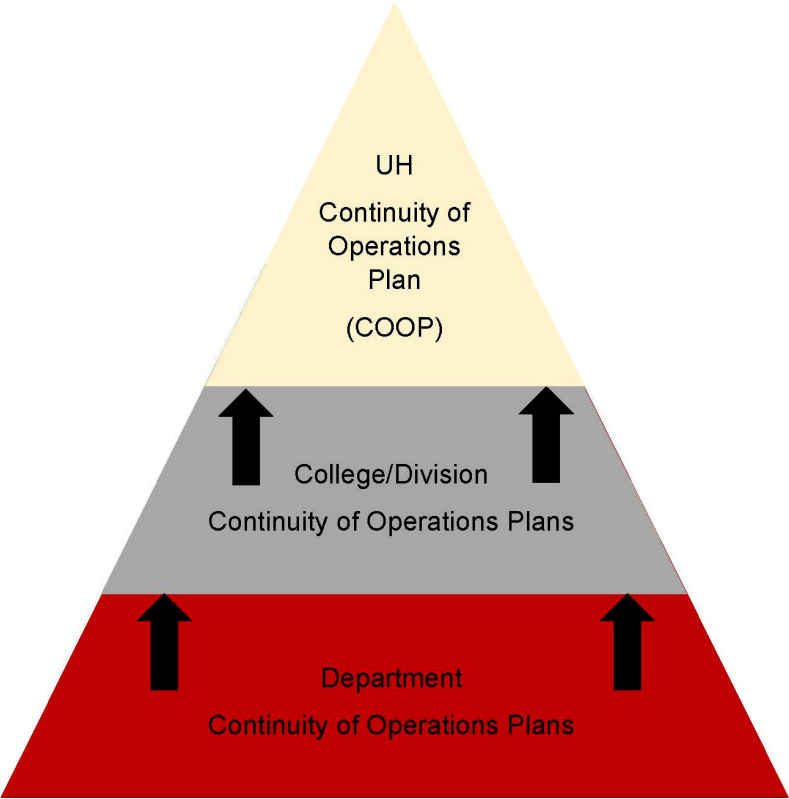
University of Houston Office of Emergency Management

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

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

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 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

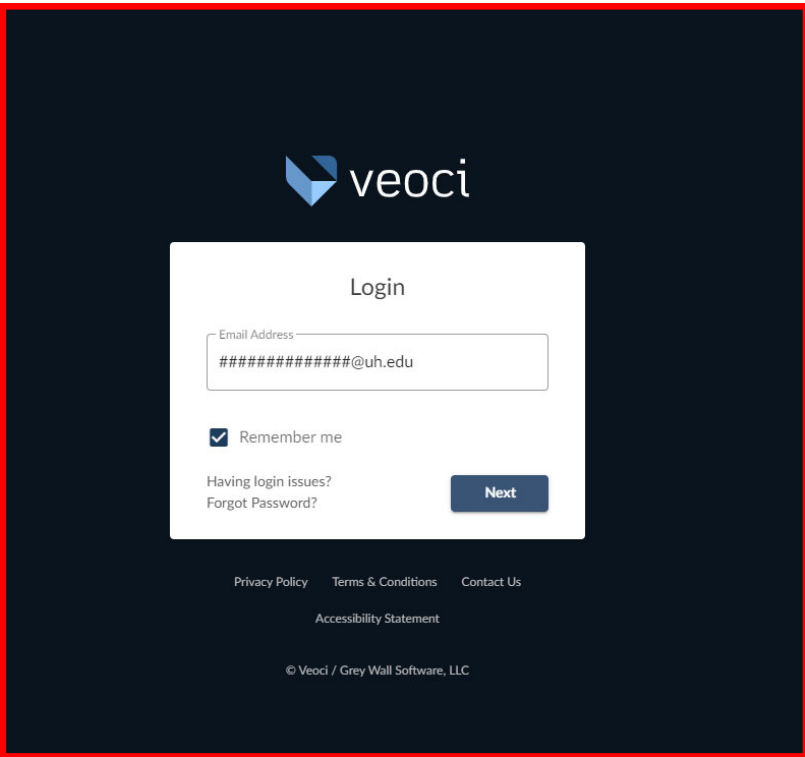
Deadline: June 1st!



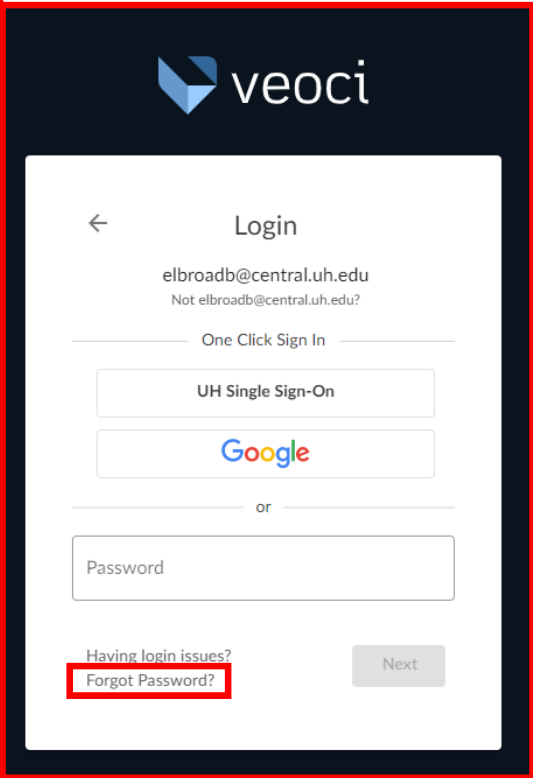
VEOCI LOGGING IN

Logging into Veoci

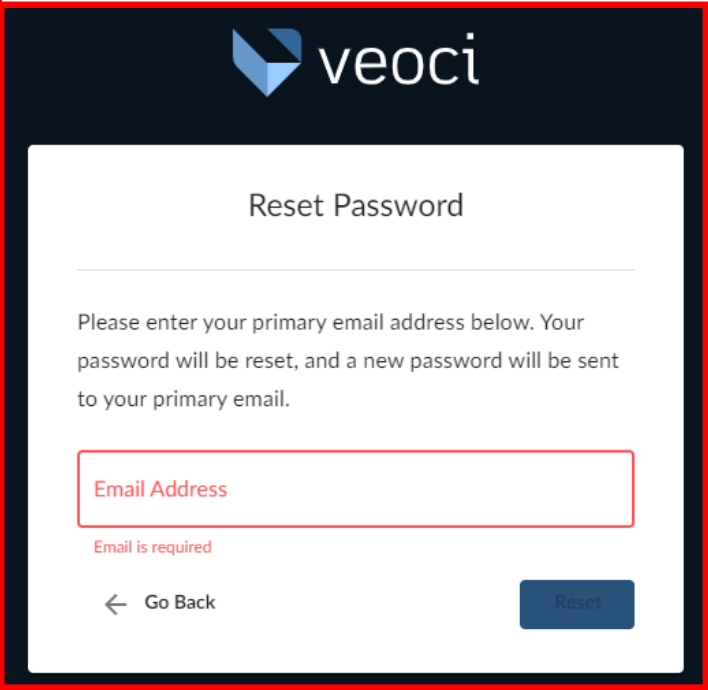
<https://veoci.com/v/home/tab>



The first screenshot shows the Veoci login page. It features a dark blue header with the Veoci logo. Below the header is a white login box. Inside the box, there is a 'Login' title, an 'Email Address' input field with a placeholder '#####@uh.edu', a 'Remember me' checkbox, and a 'Next' button. At the bottom of the box are links for 'Having login issues?' and 'Forgot Password?'. Below the login box are links for 'Privacy Policy', 'Terms & Conditions', 'Contact Us', and 'Accessibility Statement'. At the very bottom is the copyright notice '© Veoci / Grey Wall Software, LLC'.



The second screenshot shows the Veoci login page with the email address 'elbroadb@central.uh.edu' entered in the 'Email Address' field. Below the email field is a 'One Click Sign In' section with a 'UH Single Sign-On' button and a 'Google' button. Below this is a 'Password' input field. At the bottom of the login box are links for 'Having login issues?' and 'Forgot Password?'. The 'Forgot Password?' link is highlighted with a red box. A 'Next' button is also visible.



The third screenshot shows the Veoci 'Reset Password' page. It features a dark blue header with the Veoci logo. Below the header is a white box with the title 'Reset Password'. The text inside the box says 'Please enter your primary email address below. Your password will be reset, and a new password will be sent to your primary email.' Below this text is an 'Email Address' input field. Below the input field is a red error message 'Email is required'. At the bottom of the box are links for 'Go Back' and a 'Reset' button.

Initiating Department Level Plan

College/Division Dashboard



Members

Tasks

Files

Notes

Side Rooms

Room Sets

Members

Tasks

Files

Notes

Side Rooms

Room Sets

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

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

Initiated by	Department Selected	Current Steps	Status	Date:
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Dept. Plans Pending College/Division COOP Liaison Acknowledgement

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 X

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
Me
College/Division Continuity of Operations Planning Liaison REQUIRED
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 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 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.

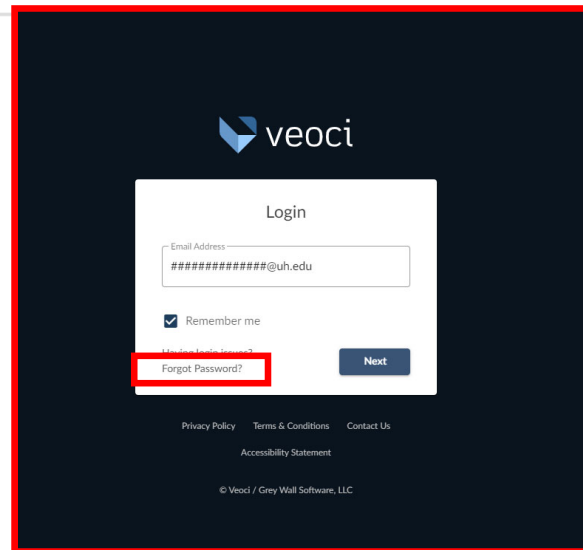


Your UH College/Division Continuity of Operations Planning Liaison has assigned a COOP workflow to you via Veoci. Please follow the link below to complete your University of Houston Departmental Continuity of Operations Plan: [Dept COOP Link](#)

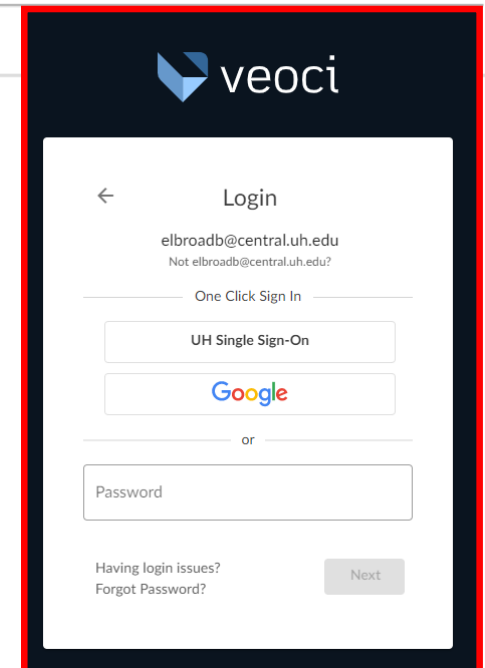
If you have any concerns or questions, contact Ginger Walker at gkwalker@uh.edu

Veoci

- Once the user clicks on the hyperlink for their plan, user will proceed to the Veoci website where user will log in with users registered UH email address and password. (Utilize “Forgot Password” for first time users).



The image shows the Veoci login page. At the top is the Veoci logo. Below it is a 'Login' form with an 'Email Address' field containing '#####@uh.edu'. There is a 'Remember me' checkbox which is checked. Below the email field is a link for 'Forgot Password?' which is highlighted with a red box. To the right of the 'Forgot Password?' link is a 'Next' button. At the bottom of the page are links for 'Privacy Policy', 'Terms & Conditions', 'Contact Us', and 'Accessibility Statement'. The footer text reads '© Veoci / Grey Wall Software, LLC'.



The image shows the Veoci login page with social sign-in options. At the top is the Veoci logo. Below it is a 'Login' form. The email field is pre-filled with 'elbroadb@central.uh.edu'. Below the email field are two options: 'One Click Sign In' and 'UH Single Sign-On'. Below these is a 'Google' sign-in button. Below the Google button is a text input field for 'Password'. At the bottom of the form is a 'Next' button. Below the password field is a link for 'Having login issues? Forgot Password?'.

Leadership

Department Leadership Succession

Primary

Name

Enter Text...

Title

Enter Text...

Secondary

Name

Enter Text...

Title

Enter Text...

Tertiary

Name

Enter Text...

Title

Enter Text...

Pop up box will appear after completing each section asking you to “Save & Proceed”.

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

1

Objective

Enter Text...

Description

B A: ¶: +: ? :

Type something

Objective Number

2

Objective

Enter Text...

Description

B A: ¶: +: ? :

Type something

Objective Number

3

Objective

Enter Text...

Description

B A: ¶: +: ? :

Type something

Cancel

Save Progress

Save & Proceed to Emergency Communication

Office of
Emergency Management
Division of Administration
& Finance

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

Cancel

Save Progress

Save & Proceed to Emergency Access to Info Systems

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	Name	Phone Number
Primary	Enter Text...	<div><div></div>(201) 555-0123</div>
Role	Name	Phone Number
Secondary	Enter Text...	<div><div></div>(201) 555-0123</div>

Close

Reset

Save as Draft

Submit

Essential Functions (Add Essential Functions)

Essential Functions (Functions and Personnel)

^ Guidance

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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

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

Enter Text...

Last Name

Enter Text...

College/Division

Enter Text...


Department

Enter Text...

Work Number

 (201) 555-0123

Cell Number REQUIRED

 (201) 555-0123

Essential Function(s) Performing

Enter Text...

Location of Action Performed

Enter Text...

Close

Reset

Save as Draft

Submit

Essential Functions (Add Essential 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

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^ Essential Functions

^ 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

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

UNIVERSITYofHOUSTON

Emergency Relocation Position Information Sheet

Name:

Department:

Title:

Phone Number:

Email:

Supervisor:

Below briefly describe the essential function you are performing and/or supporting for your department:

What training requirements are needed to perform this essential function (PeopleSoft, TRAM):

What resources do you need to perform this essential function (computer, internet access, handbook, policy, equipment):

Revised: 2/16/2022

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

Enter Text...

Dependency (Product/Service):

Enter Text...

Provider:

Enter Text...

Dependency Contact Name:

Enter Text...

Dependency Contact Number:

(201) 555-0123

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

U

H

Office of
Emergency Management
Division of Administration
& Finance

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

Enter Text...

Dependency (Product/Service):

Enter Text...

Provider:

Enter Text...

Dependency Contact Name:

Enter Text...

Dependency Contact Number:

(201) 555-0123

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

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 Finance

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
Enter Text...

Last Name
Enter Text...

College/Division
Enter Text...

Department
Enter Text...

Work Number
 (201) 555-0123

Cell Number required
 (201) 555-0123

Essential Function(s) Performing
Enter Text...

Location of Action Performed
Enter Text...

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 Review/Approval Process

COMMENTS

STEPS

INFO

AC

QUICK ACTIONS

STATUS

In Progress

STEP

College/Division
Continuity of
Operations Planning
Liaison
Acknowledgement

WORKFLOW

[College / Division
Continuity of Operations
Plan](#)

ENTRY ID

#726

CREATED BY

Evan Broadbent
3/20/2023 7:29:32 AM
4 hours ago

MODIFIED BY

Evan Broadbent
3/20/2023 10:46:30 AM
Today 10:46

STEP DURATION

55 minutes, 2 seconds

DURATION


4 hours, 5 minutes

ASSIGNED TO

Evan Broadbent

Reassign

ENTRY QR CODE



Select a Print View

Department COOP Plan

Department COOP Plan Copy

Department COOP Plan w/ comments

Test Comments

Cancel

Department Continuity of Operations Plan Approval

Department Continuity of Operations Plan Approval

Name REQUIRED

Type name or email

Me

Title

Enter Text...

Date

2023-01-24

Signature

Undo

Confirm

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



Cancel



Save as a Draft

Save & Submit to College/Division Planning Liaison


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

Members

Tasks

Files

Notes

Side Rooms

Room Sets

Members

Tasks

Files

Notes

Side Rooms

Room Sets

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

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

Initiated by	Department Selected	Current Steps	Status	Date:
--------------	---------------------	---------------	--------	-------

Dept. Plans Pending College/Division COOP Liaison Acknowledgement

Initiated by	Department Selected	Date:
No Workflow Entries		

Initiating College/Division COOP

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
Evan Broadbent

College/Division Approver Email (Dean or Appropriate VP): REQUIRED
Evan Broadbent

Date Completed:
2023-03-20

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

Enter Text...

Title

Enter Text...

^ Secondary

Name

Enter Text...

Title

Enter Text...

^ Tertiary

Name

Enter Text...

Title

Enter Text...

Cancel

Save as Draft

Save & Proceed to Operational Function

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

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 ...

×

<input type="checkbox"/>	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 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 Listing

**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.

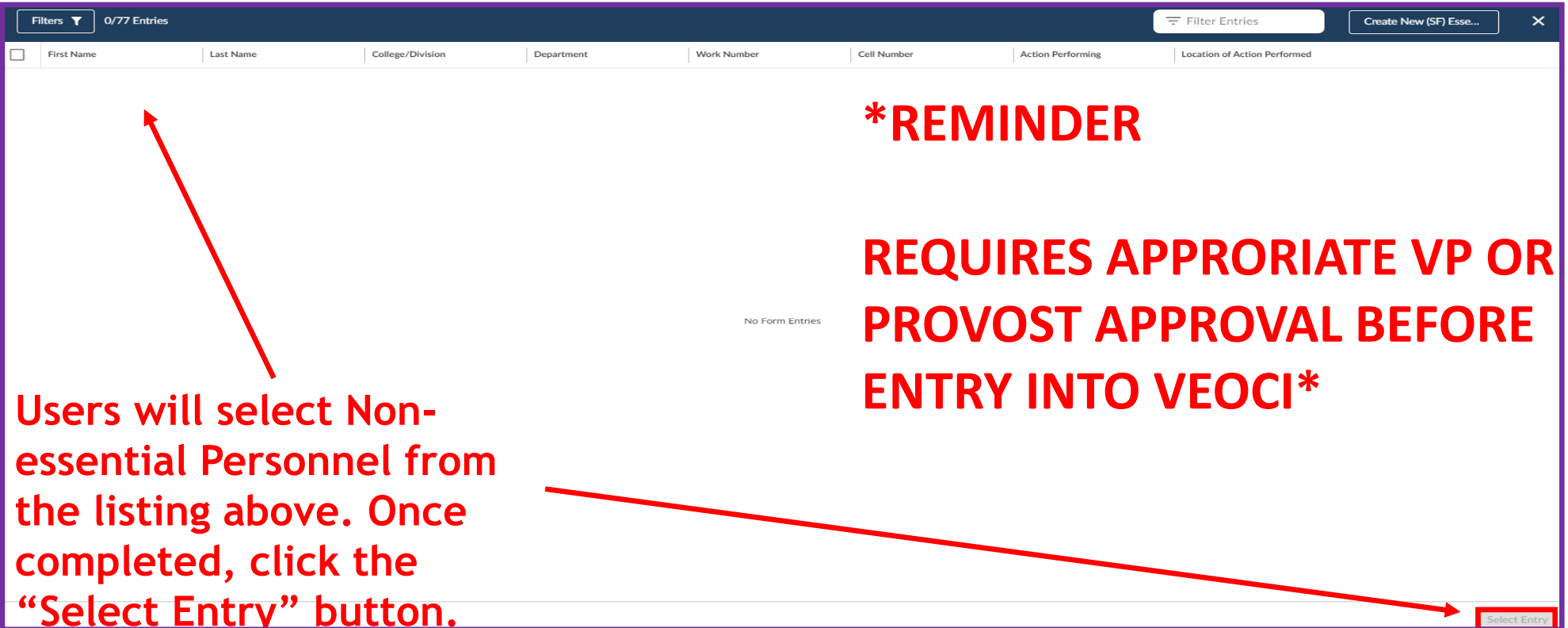
A listing of non-essential personnel needing to gain access to campus during a campus closure after the immediate life safety threat has passed must be included on the Essential/Non Essential Personnel Listing. The listing of individuals, along with the approval of this plan, dictates that the appropriate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



Filters 0/77 Entries

Filter Entries Create New (SF) Esse... X

<input type="checkbox"/>	First Name	Last Name	College/Division	Department	Work Number	Cell Number	Action Performing	Location of Action Performed
No Form Entries								

***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.

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

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

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

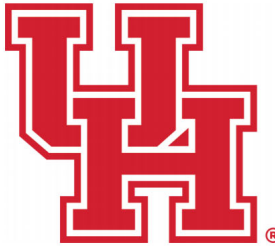
veoci

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 (Liaison)

College/Division Continuity of Operations Planning Liaison Acknowledgement

Name

Evan Broadbent

Title

Enter Text...

Date

2023-03-20

Signature REQUIRED

Undo

Reset

Confirm

College/Division COOP - Liaison Review and Approval Needed

UC

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

☺

↩ Reply

↩ Reply All

➡ Forward

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

Cancel

COOP Acknowledged


Office of
Emergency Management
Division of Administration
& Finance

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

 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:

College/Division Continuity of Operations Planning Liaison:

Date Completed:

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 Broadbent with OEM

University of Houston Office of Emergency Management

We are always here for any 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@central.uh.edu
Phone: 713-743-0682