



**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):

Academic/Instructional

Research

Administration

Residential/Student Life

Facilities

Other

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.

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.

College/Division 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 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 - Skip to "Approval for Non-Essential Personnel" Section

Essential Functions (add additional sheets, if needed):

Essential Function - Number 1: List Essential Function and the Primary Contact and Secondary Contact including telephone number.

Essential Function - Number 2: List Essential Function and the Primary Contact and Secondary Contact including telephone number.

Essential Function - Number 3: List Essential Function and the Primary Contact and Secondary Contact including telephone number.

Essential Function - Number 4: List Essential Function and the Primary Contact and Secondary Contact including telephone number.

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. Attach the spreadsheet and submit with COOP. For more information on Non Essential Personnel, see the section on **Approval for Non Essential Personnel** towards the end of the document.

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. The [Critical Interruption Worksheet](#) can assist in identifying your vulnerabilities.

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

Can you mitigate?

- Yes
No

Mitigation Strategy

Vulnerability/Risk

Can you mitigate?

- Yes
No

Mitigation Strategy

Vulnerability/Risk

Can you mitigate?

Mitigation Strategy

Yes

No

Vulnerability/Risk

Can you mitigate?

Mitigation Strategy

Yes

No



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](#). Attach and submit with COOP. 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.

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

Name:

Title:

Date:

Signature:

*Once approved, submit to the College/Division Continuity of Operations Plan Liaison

College/Division Continuity of Operations Planning Liaison Acknowledgement:

Name:

Title:

Date:

Signature:

*Once acknowledged, Liaison will submit to the Office of Emergency Management.



Reminder to attach, if necessary, the Emergency Relocation Position Information Sheet(s), Business Continuity Planning Dependency Forms, Critical Interruption Worksheet and any additional contact lists or resources needed for the Business Continuity Plan. For additional resources, please reference the University of Houston [Office of Emergency Management Continuity of Operations Planning](#) website.