

## Continuity of Operations Planning 2021 Liaison Reminders

### Completed Plans

The Continuity of Operations Planning templates guide the individuals through the process of completing the plan.

### Essential/non-essential personnel listings Approval

The essential/non-essential personnel listings are to accompany your Continuity of Operations Plan, not to be a stand alone document. The essential/non-essential personnel listings must be approved by the Provost or appropriate Vice President. Many departments are submitting their essential/non-essential personnel listings without a plan attached. In addition, the essential/non-essential personnel listings should be consolidated for an entire college or division, not for individual departments.

### Campus Access

The essential/non-essential personnel listings does not give individuals authorization to be on campus during a campus **closure**. The essential/non-essential personnel listings does not grant card access to any given building on campus. Card access mode is managed through the individual college or division and not through the Continuity of Operations Plan. The essential personnel listings is used in the event of a campus closure and individuals are needed to remain on campus to assist with life safety efforts while the non-essential listing is used to allow access to campus during a campus closure when an immediate threat to the campus has passed.

### Deadline

The deadline to submit your Continuity of Operations Plans to the Office of Emergency Management (via the sharepoint folder access) is **June 1, 2021**. Please note that college/division internal deadlines may be much earlier than the June 1<sup>st</sup> deadline.

### Plan Review

Unfortunately, the Office of Emergency Management does not review the college/division/department Continuity of Operations Plans. In the event additional advice or guidance is requested, the Office of Emergency Management can meet individually with a college, division or department.

### Essential Personnel

Essential functions are defined in the [Continuity of Operations Planning Templates](#) as well as essential personnel needed to perform UH Essential Functions.

### Sharepoint Site

As in the past, a sharepoint site will be set up for the college/division continuity planning liaison to load the continuity of operations plans for their representative college/division.

### Questions

Please contact Ginger Walker at [gkwalker@uh.edu](mailto:gkwalker@uh.edu) or 713-743-0583.