University of Houston
Office of Emergency Management
Continuity of Operations Planning

Continuity of Operations Planning Liaisons
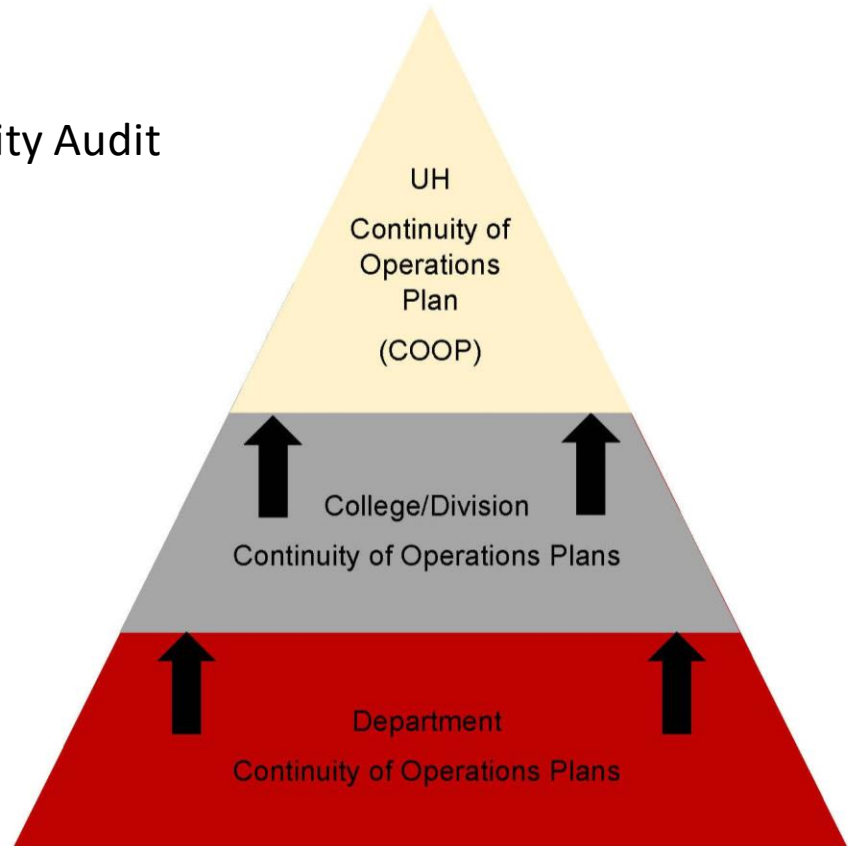
March 29, 2021

Presented by:

Ginger Walker
Director, Emergency Management

UH Continuity of Operations Planning (COOP) Program:

- State Office of Risk Management Directive, Dated October 24, 2013

- Compliance with MAPP 06.01.02, Continuity of Operations Planning

- Best Practice in Higher Education

- Emergency Management/Safety and Security Audit

UH
Continuity of
Operations
Plan
(COOP)

College/Division
Continuity of Operations Plans

Department
Continuity of Operations Plans

Responsibilities

MAPP 06.01.02 – Continuity of Operations Planning

Office of Emergency Management Responsibilities

- Creating and maintaining the UH COOP

- COOP Coordinator Designation

- Chair the UH Continuity of Operations Planning Leadership Group

- Exercising the COOP

- Creating & Maintaining the COOP Program

- Maintaining the COOP Training Program

- Following SORM Requirements

Responsibilities

MAPP 06.01.02 – Continuity of Operations Planning

College/Division Responsibilities

- Assigning College/Division Business Continuity Planning Liaison
- Ensuring College/Division Level Business Continuity Plan has been completed
- Ensuring plan has been executed and submitted by June 1st to OEM

Responsibilities

MAPP 06.01.02 – Continuity of Operations Planning

Continuity of Operations Planning Liaison Responsibilities

- 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 completed, approved (Dean/VP) and submitted to OEM by June 1st

UHS INTERNAL AUDITING DEPARTMENT
DEPARTMENTAL REVIEW
AUDIT PROGRAM

UH, College/Division - Department

			YES	NO	N/A	COMMENTS
		(MAPP 12.03.03 § IV.G.)				
	BUSINESS CONTINUITY PLAN					
	7.	Has the College/Division/Department prepared a Business Continuity Plan? (MAPP 10.03.06 § II.A.; Office of Emergency Management Guidelines; TAC 202.74)				
	8.	Was the Business Continuity Plan completed using the University's prescribed format? (Office of Emergency Management Guidelines)				
	9.	Are all the essential functions included in the Business Continuity Plan? (Office of Emergency Management Guidelines)				
	10.	Is the Business Continuity Plan updated annually? (Office of Emergency Management Guidelines)				
	11.	Is the Business Continuity Plan shared with staff annually? (Office of Emergency Management Guidelines)				
	12.	Are exercises conducted to test the Business Continuity Plan annually? (Office of Emergency Management Guidelines)				
	DEPARTMENTAL COMPUTING					
	13.	Has the College/Division/Department prepared an IT Resource Management Plan? (MAPP 10.03.06 § II.A.; UIT Policies and Guidelines)				
	14.	Was a College/Division Technology Review performed by University Information Technology? (Good Business Practice)				
	15.	If a College/Division Technology Review was performed, were recommendations implemented? (Good Business Practice)				

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COOP Template Overview (Department)

- Leadership Succession
- Operational Function
- Department Objective
- Emergency Communications
- Department Contact
- Emergency Access to Information Systems
- Essential Functions
- Essential Personnel
- Emergency Relocation Needs
- External Dependencies
- Internal Dependencies
- Vulnerability/Risk Assessment & Mitigation Strategy
- Non-Essential Personnel Needing Access to Campus
- Exercising Your Plan
- Resumption of Normal Operations
- Approvals

COOP Template Overview (College/Division)

- Leadership Succession
- Operational Function
- College/Division Objective
- Essential Functions
- Essential Personnel
- Vulnerability/Risk Assessment & Mitigation Strategy
- Non-Essential Personnel Needing Access to Campus
- Approvals

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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.

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Continuity of Operations Planning

The University of Houston ensures that its operations are performed efficiently with minimal disruption through a wide range of emergencies. The Continuity of Operations Planning Program ensures that the organization is capable of conducting its essential mission and functions under all threats and conditions. For assistance with continuity planning contact Emergency Management Specialist-Planning and Business Continuity Ginger Walker via email gkwalker@uh.edu

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- COOP Template for Departments (177KB, PDF)

www.uh.edu/oem

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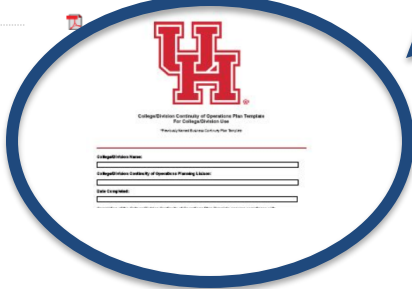
Get Organized and Set Reasonable Due Dates!

- ✓ 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

University of Houston
Office of Emergency Management

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