



**Department Continuity of Operations Plan Template  
For Department Use**

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College/Division Name:

Department Name:

Department ID:

College/Division Continuity of Operations Planning Liaison:

Date Completed:

Completion of the Department Continuity of Operations Plan (COOP) Template ensures compliance with [MAPP 06.01.02, Continuity of Operations Planning](#),

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**Department Leadership Succession (Chain of Command):**

Name and title of primary, secondary and tertiary leader for the department.

Primary (Name and Title):

Secondary (Name and Title):

Tertiary (Name and Title):

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**Department Operational Function:**

Please indicate below the principle nature of your department's operations (Select all that apply):

Academic/Instructional

Research

Administration

Residential/Student Life

Facilities

Other

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**Department Objective 1:** Describe your top departmental objective.

**Department Objective 2:** Describe your second departmental objective.

**Department Objective 3:** Describe your third departmental objective.

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**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.

Phone (Call Tree)

Email

Text Message

Radio Communication

Social Media

Other

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**Department Contact Information During an Emergency**

Department Primary Contact (Name):

Primary Contact's Office Phone Number:

Primary Contact's Cell Phone Number:

Primary Contact's Email Address:

Primary Contact's Campus Location:

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Department Secondary Contact (Name):

Secondary Contact's Office Phone Number:

Secondary Contact's Cell Phone Number:

Secondary Contact's Email Address:

Secondary's Campus Location:

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Department Tertiary Contact (Name):

Tertiary Contact's Office Phone Number:

Tertiary Contact's Cell Phone Number:

Tertiary Contact's Email Address:

Tertiary Contact's Campus Location:

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**Emergency Access to Information Systems:**

If access to departments information and systems is essential to the departments' operations in an emergency, briefly describe the emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, Blackboard, off-site data backup, backup files on flash drives, hard copies, or mobile device storage. All data must be protected in Accordance with [SAM 07.A.08, Data Classification and Protection](#). Identify what critical data and records are backed up, whether the backup is stored on-site or off-site. Simulate a failure scenario that tests the ability to recover "lost" critical data. Describe how your department will respond to the destruction of critical data. If telecommuting is an option for one or more of your staff, include the specifics to ensure compliance.

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## 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.

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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.

Do you have essential functions within your department, area or unit?

Yes - If yes, complete the sections below relating to Essential Functions

No - Skip to "Approval for Non-Essential Personnel" Section

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## Essential Functions

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.

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### 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. For more information on Non Essential Personnel, see the section on **Approval for Non Essential Personnel** towards the end of the document.

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**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. 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.

Yes

No

Other

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**External Dependencies:**

While reviewing the department's essential functions, have key external business partners been identified and necessary arrangements made? In addition, complete a [Dependency Form](#) for each and attach.

Yes

No (Contact should be made annually by June 1st)

Other

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**Internal Dependencies:**

While reviewing the department's essential functions, have key internal business partners been identified and necessary arrangements made? In addition, complete a [Dependency Form](#) for each and attach.

Yes

No (Contact should be made annually by June 1st)

Other



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### 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

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### 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.

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**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

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Exercise Completion Date:

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**Resumption of Normal Operations:**

Briefly describe your plan to transition back to normal operations.

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**Department Continuity of Operations Plan Approval:**

Name:

Title:

Date:

Signature:

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

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**College/Division Continuity of Operations Planning Liaison Acknowledgement:**

Name:

Title:

Date:

Signature:

\*Once acknowledged, Liaison will submit to the Office of Emergency Management, as well as, assess whether the essential functions, personnel and vulnerabilities listed will be incorporated into the College/Division Continuity of Operations Plan.

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