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Department Continuity of Operations Plan Template

College/Division Name:

Facilities & Construction Management

Department Name:

Facilities Planning

Department ID:

H0450

College/Division Continuity of Operations Planning Liaison:

David Oliver, Sr. Associate Vice Chancellor/Associate Vice President of Facilities and Construction Management

Date Completed:

03/29/2022

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

Department Leadership Succession (Chain of Command):

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

Primary (Name and Title):

Christa Rieck, Executive Director of University Architect, Facilities Planning and Space Management

Secondary (Name and Title):

Nick Tamayo, Director Project Planning

Tertiary (Name and Title):

Jennifer McPhail, Sr. Facilities Designer

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

Department Objective 1: Describe your top departmental objective.

Development of all future, current and project planning for the UH System. Maintain the UH Campus space records and all space reporting to the THECB. Provide professional services such as University Architect and Engineering Services.

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.

Planning staff members are instructed to maintain critical files on a network drive maintenance and regularly backed up by UIT. Other critical information is hosted on web servers, also maintained and backed up by UIT.

All employees should be able to remote in to the established file system if power, Internet, and servers are not out of service.

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.

Vulnerability/Risk

Loss of access to network and phones and potentially power.

Can you mitigate?

- Yes
 No

Mitigation Strategy

Try to find an alternate location with these services.

Vulnerability/Risk

Severe weather prevents access to campus.

Can you mitigate?

- Yes
 No

Mitigation Strategy

Remote access via VPN.

Resumption of Normal Operations:

Briefly describe your plan to transition back to normal operations.

Planning will resume operations once notification from F/CM Sr. AVP is confirmed and/or when official notification of the campus reopening via UH or UH Emergency website, as confirmed by text or email from departmental call tree. Employees should not attempt to reach campus if their travel route is unsafe.

As directed by the Sr. Associate Vice Chancellor/Associate Vice President of Facilities and Construction Management, and disseminated by the direct reports, resumed operations will prioritize assessment of damage to campus facilities and project sites and through photographic record of damaged conditions will be documented or assist as needed.

Managers will address any work backlog and clients will be advised of any revised schedules.