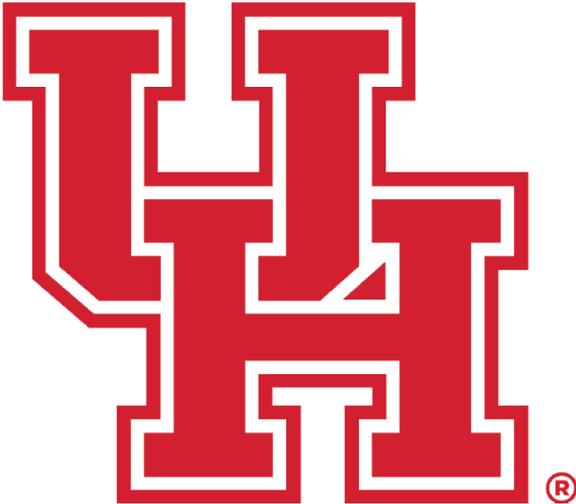


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Full versions available upon request and approval.



Department Continuity of Operations Plan Template

College/Division Name:

Facilities & Construction Management

Department Name:

Facilities Project Management

Department ID:

H0184

College/Division Continuity of Operations Planning Liaison:

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

Date Completed:

03/30/2022

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):

Nicholas L. Merry, Executive Director for Project Management

Secondary (Name and Title):

James Norcom, Principal Project Manager

Tertiary (Name and Title):

Tamika Cain-Proctor, Principal Project Manager

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.

Facilitate the design and construction support requirements for existing facilities damaged during an emergency condition as well as new construction projects that may be required. Facilities Project Management would act during the recovery phase of an emergency condition. Facilities Project Management would be part of the transition team between the Ride Out phase and the Recovery phase.

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.

Facilities Project Management staff members protocol is to maintain critical files on a network drive maintained and regularly backed up by Facilities/Construction Management IT. Other critical information is hosted on web servers hosted by service providers.

All personnel have the capability to telecommute when unable to safely travel to the office and will be directed to be prepared to do so in advance.

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

Loss of access to network and phones

Can you mitigate?

- Yes
 No

Mitigation Strategy

Remote access to backup server via VPN, request priority access from Facilities/Construction Management IT.

Resumption of Normal Operations:

Briefly describe your plan to transition back to normal operations.

Construction Project Management services will resume upon official notification of the campus reopening via the official UH or UH emergency websites.

As directed by the 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 development of repair plans. Staff members are assigned to specific response zones and thorough photographic records of damaged conditions will be documented.

The supply inventory will be restocked as soon as it is feasible to do so.

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