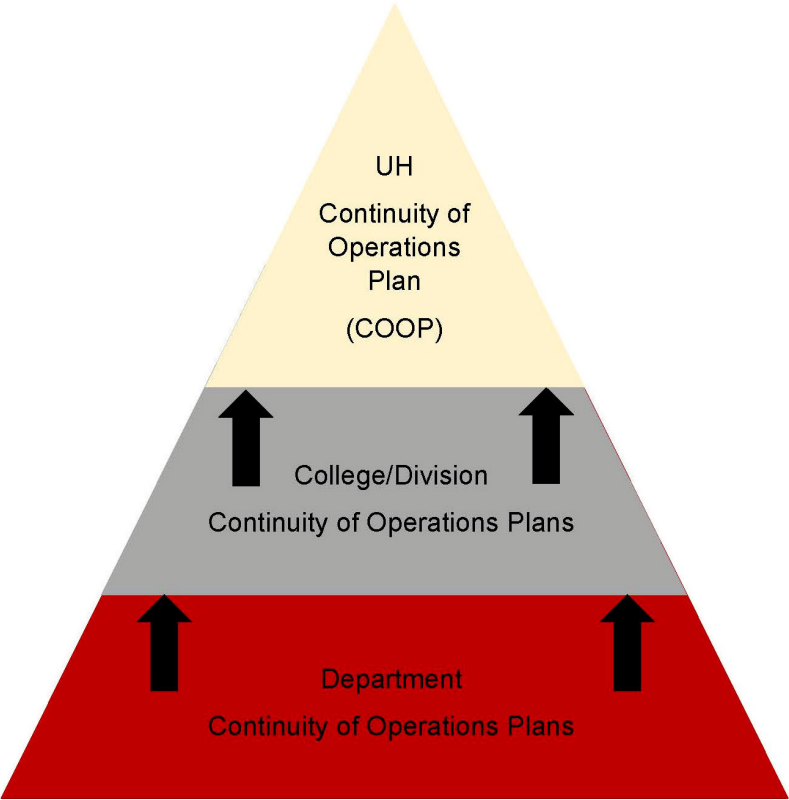# University of Houston
Office of Emergency Management

Continuity of Operations Planning Program (COOP)

Liaison VEOCI Meeting/Training

Presented by:

Ginger Walker

UNIVERSITY OF
HOUSTON

UH

Continuity of Operations Plan

(COOP)

College/Division

Continuity of Operations Plans

Department

Continuity of Operations Plans

Authority - Policy and Leadership

- **State Office of Risk Management Requirement**
- **Texas Administrative Code and Texas Labor Code**
- **Internal Audit Department Review**
- **Best Practices**
- **University of Houston Policy, MAPP 06.01.02 – Continuity of Operations Planning:**
  - Overview and Policy Statement
  - Office of Emergency Management Responsibilities
  - College/Division Responsibilities
  - Individual Department Responsibilities
  - College/Division Continuity Planning Liaison Responsibilities
  - Continuity Planning Leadership Group Responsibilities

Office of
Emergency Management
Division of Administration
& Finance

UNIVERSITY OF
HOUSTON

MAPP 06.01.02 – Continuity of Operations Planning

Office of Emergency Management Responsibilities:

- Creating the UH COOP

- COOP Coordinator

- Chair the UH COOP Leadership Group

- Exercising the COOP

- Creating & Maintaining the COOP Program

- Following SORM Requirements

- Completing Business Impact Analysis

Office of
Emergency Management
Division of Administration
& Finance

MAPP 06.01.02 – Continuity of Operations Planning

College/Division Responsibilities:

- Assigning College/Division COOP Liaison

- Ensuring a College/Division Level COOP has been completed

- Ensuring plan has been executed and submitted by June 1st to OEM via Sharepoint site

MAPP 06.01.02 – Continuity of Operations Planning

College/Division Liaison:

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

COOP Template for Departments

UNIVERSITY OF **HOUSTON**

- Department Information

- Department Leadership Succession

- Department Operational Function

- Department Objective 1-3

- Emergency Communication

- Department Contact During Emergency

- Emergency Access to Information Systems

- Essential Functions (Functions and Personnel)

- Emergency Relocation Needs

- External/Internal Dependencies

- Vulnerability/Risk Assessment and Mitigation Strategy

- Non-Essential Personnel

- Exercising Your Plan

- Resumption of Normal Operations

- Approvals

Office of Emergency Management Division of Administration & Finance

UNIVERSITY OF HOUSTON

Approvals:

- **Department Plans**
    - **Department Approver**
    - **College/Division COOP Liaison Acknowledgement**
    - **College/Division Plans**
            Dean or Appropriate VP
            College/Division COOP Liaison Acknowledgement

Approval Ensures:

- **Authorization of Essential Functions and Personnel**
- **Authorization Non-Essential Personnel needing access when campus is closed**
- **Acknowledgement of All Critical Content**

Deadline: June 1st!

APPROVED

JUNE 1

Office of Emergency Management
Division of Administration & Finance

Initiating Department Level Plan

College/Division Dashboard

Reopening COOP's for Assignment to Department

Added by email or contact name

Members ⌄   New ⌄   Edit ⌄   Tools ⌄   View ⌄

College / Division COOP

PDF Copy of Latest COOP Plan ⓘ ⋮

College of Business
College_Plan_Copies_.pdf
2024-May-10

Current College / Division Plan

Filter Entries

Status	Current Steps	Date Initiated	Last Modified ↓	Modified By	Step Owners	College/Division Name:	College/Division Continu...	Dat
Closed	Completed	2023-May-31 13:43:22	2024-May-31 09:02:40	Evan Broadbent		College of Business	Christy Pennington	202

**Do not select create new department plan.
Select the plan from the all plans as shown below.**

Initiate Plan Development ⋮

Create New College/Division Continuity of Operations Plan

Create New Department Continuity of Operations Plan

Department Plans

All Department Plans ⋮

DeptID Selected ↑	Department Selected	Name of Department Repres...	Current Steps		Date O
⌄ College of Business 14					
✏ H...	DEAN'S OFFICE BAUER COLLEGE	Francisco Lopez	Plan Complete	In Progress	2024
H0043	BAUER DIVISION OF TECHNOLOGY	DeAundria Ardoin	Completed	Closed	2024
H0044	UNDERGRAD BUSINESS PROG	Angelita Dominguez	Completed	Closed	2024
H0045	BAUER CAREER SERVICES CTR	Brisa Gossett	Department Leadership Su...	Progress	2025
H0046	ACCOUNTANCY AND TAXATION	Cecilia Pittman	Completed	Closed	2024
H0047	FINANCE DEPARTMENT	Charity Knight	Completed	Closed	2024

Dept. Plans Pending College/Division COOP Liaison Acknowledgement

Filter Entries

Initiated by	Department Selected	Date Opened:

No Workflow Entries

Dept. Plans Needing Assigned for Review By a Dept in the Next 90 Days

College of Business

H0045 BAUER CAREER SERVICE × +

veoci.com/v/c/181254/dashboard/356557/members?dialog=WORKFLOW&containerId=181254&workflowId=110222974&entryId=806730550

O365   CEP   UH   AccessUH   Bauer   UH HR   Job Descriptions   Ad Astra   Ad Astra Training -...   AccessNsite   Adobe Acrobat Home   Annual Credit Report   Microsoft OneDrive   Adobe Acrobat

University Of Houston / COOP / College Of Business

H0045 BAUER CAREER SERVICES CTR COOP 2024

| COMMENTS | STEPS | INFO | HISTORY |

Plan Complete

Completed Plan

PDF

H0045_BAUER_CAREE
R_SERVICES_CTR_COO
P_2024....

Date Plan Due for Review
04/30/2025
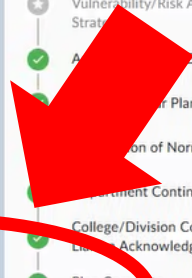
Select "COOP Plan is Complete" to finalize COOP and generate PDF Copy that can be accessed from your Dashboard

✓ Department Information
✓ Department Leadership Succession
✓ Department Operational Function
✓ Department Objective 1-3
✓ Emergency Communication
✓ Department Contact Information During an Emergency
✓ Emergency Access to Information Systems
✓ Essential Functions (Functions and Personnel)
○ This parallel step was skipped.
   Emergency Relocation Needs
○ This parallel step was skipped.
   External/Internal Dependencies
○ This parallel step was skipped.
   Vulnerability/Risk Assessment and Mitigation Strat...
✓ A...   ...ssential Personnel
✓   ...r Plan
✓   ...on of Normal Operations
✓   ...tment Continuity of Operations Plan Approval
✓ College/Division Continuity of Operations Planning ...ja... Acknowledgement:
✓ Plan Complete

Click Reopen

Cancel

Reopen

H0045 BAUER CAREER SERVICE
veoci.com/v/c/181254/dashboard/356557/members?dialog=WORKFLOW&containerId=181254&workflowId=110222974&entryId=806730550

O365 CEP UH AccessUH Bauer UH HR Job Descriptions Ad Astra Ad Astra Training -... AccessNsite Adobe Acrobat Home Annual Credit Report Microsoft OneDrive Adobe Acrobat

University Of Houston / COOP / College Of Business

H0045 BAUER CAREER SERVICES CTR COOP 2024

COMMENTS | STEPS | INFO | HISTORY

Department Information

College/Division Name:
College of Business

Department Name:

College of Business DeptID
H0045
College of Business Depts.
BAUER CAREER SERVICES CTR

Department Selected
BAUER CAREER SERVICES CTR

Additional Departments
<No Value>

Date Opened:
03/20/2024

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

Name of Department Representative
BG Brisa Gossett

College/Division Continuity of Operations Planning Liaison
CP Christy Pennington

STEPS:
- ★ Department Information
- Department Leadership Succession
- Department Operational Function
- Department Objective 1-3
- Emergency Communication
- Department Contact Information During an Emergency
- Emergency Access to Information Systems
- Essential Functions (Functions and Personnel)
- Emergency Relocation Needs
- External/Internal Dependencies
- Vulnerability/Risk Assessment and Mitigation St...
- ...on-Essential Personnel
- ...Your Plan
- ...tion of Normal Operations
- Department Continuity of Operations Plan Approval
- ...lege/Division Continuity of Operations Planning Liaison Acknowledgement:
- Plan Complete

Click Edit Again

Close | Edit

Browser tab: H0045 BAUER CAREER SERVICE

URL: veoci.com/v/c/181254/dashboard/356557/members?dialog=WORKFLOW&containerId=181254&workflowId=110222974&entryId=806730550

Bookmarks: O365 | CEP | UH | AccessUH | Bauer | UH HR | Job Descriptions | Ad Astra | Ad Astra Training -... | AccessNsite | Adobe Acrobat Home | Annual Credit Report | Microsoft OneDrive | Adobe Acrobat

University Of Houston / COOP / College Of Business

H0045 BAUER CAREER SERVICES CTR COOP 2024

Department Information

College of Business DeptID
H0045

College of Business Depts.
BAUER CAREER SERVICES CTR

Department Selected
BAUER CAREER SERVICES CTR

Additional Departments
Enter Text

Date Opened:
03/20/2024
MM/DD/YYYY

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

Name of Department Representative REQUIRED
Brisa Gossett ✕   Me

College/Division Continuity of Operations Planning Liaison REQUIRED
Christy Pennington ✕

Cancel

Click Here to Begin Plan

Annotations (red):
- Click Date and Name of Department Contact as needed.
- Add the name or email contact.
- Click Here To Begin Plan

Right panel tabs: COMMENTS | STEPS | INFO | HISTORY

Steps:
- ★ Department Information
- Department Leadership Succession
- Department Operational Function
- Department Objective 1-3
- Emergency Communication
- Department Contact Information During an Emergency
- Emergency Access to Information Systems
- Essential Functions (Functions and Personnel)
- Emergency Relocation Needs
- External/Internal Dependencies
- Vulnerability/Risk Assessment and Mitigation Strategy
- for Non-Essential Personnel
- cising Your Plan
- Resumption of Normal Operations
- Department Continuity of Operations Plan Approval
- College/Division Continuity of Operations Planning Liaison Acknowledgement:
- Plan Complete

H0045 BAUER CAREER SERVICES CTR COOP 2025

Department Information

Department Leadership Succession

Primary

Name	Title
Jamie Belinne	Assistant Dean

Secondary

Name	Title
Kelly Collins	Sr. Director Graduate and Alumni Career Services

Tertiary

Name	Title
Raji Aiyer	Director of Employer Relations

Plan is now ready for Department Edit

Close   Edit

COMMENTS   STEPS   INFO   HISTORY

- Department Information
- Department Leadership Succession
- Department Operational Function
- Department Objective 1-3
- Emergency Communication
- Department Contact Information During an Emergency
- Emergency Access to Information Systems
- Essential Functions (Functions and Personnel)
- Emergency Relocation Needs
- External/Internal Dependencies
- Vulnerability/Risk Assessment and Mitigation Strategy
- Approval for Non-Essential Personnel
- Exercising Your Plan
- Resumption of Normal Operations
- Department Continuity of Operations Plan Approval
- College/Division Continuity of Operations Planning Liaison Acknowledgement:
- Plan Complete

Department
LEVEL ENTRY

Department COOP Invitation

- **Initial Veoci COOP Invitation will be received via email like the one shared below:**
- **College level Liaison will assign each College/Division lead to their certain COOP plan.**
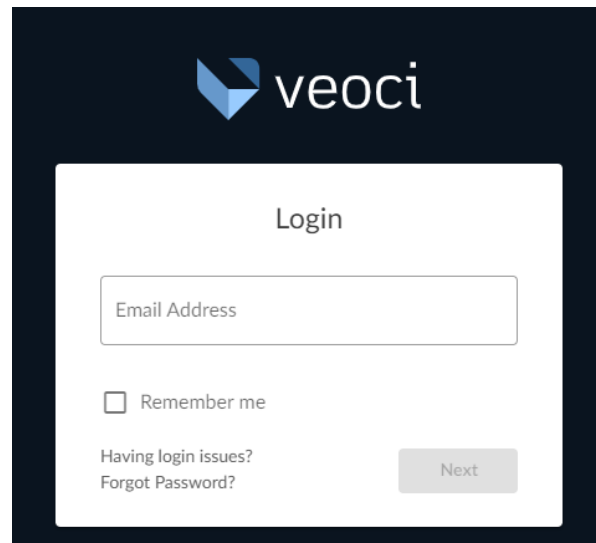
Your UH College/Division Continuity of Operations Planning Liaison has assigned a COOP workflow to you via Veoci. Please follow the link below to complete your University of Houston Departmental Continuity of Operations Plan: Dept COOP Link

If you have any concerns or questions, contact Ginger Walker at gkwalker@uh.edu

Veoci

- **Once the user clicks on the hyperlink for their plan, you will proceed to the Veoci website where you will log in with your registered UH email address and password.**
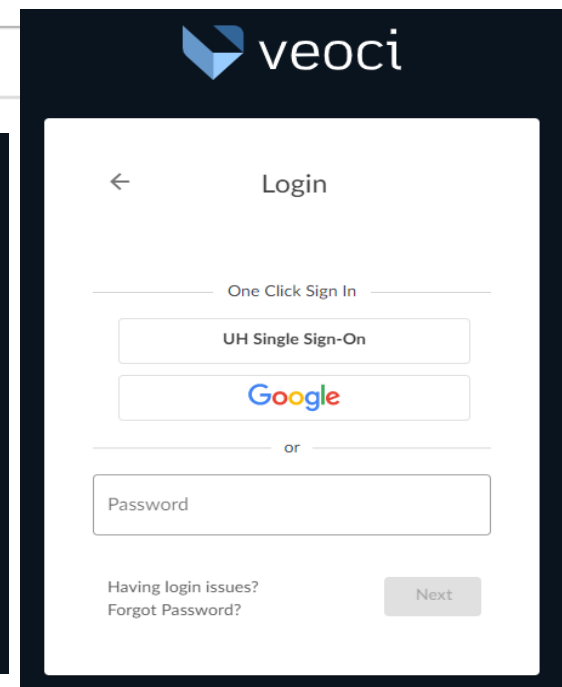
UNIVERSITY OF
HOUSTON

Department Representatives will have 2024 COOP Data available when completing their plans.

Department Representatives will simply update the already existing content from the 2024 year, which will help expedite the completion process.

Office of
Emergency Management
Division of Administration
& Finance

Department Information

Leadership

Department Leadership Succession

Primary

Name	Title
Enter Text...	Enter Text...

Secondary

Name	Title
Enter Text...	Enter Text...

Tertiary

Name	Title
Enter Text...	Enter Text...

Cancel

Save Progress   Save & Proceed to Department Operational Function

Office of
Emergency Management
Division of Administration
& Finance

Department Operational Function

Department Objectives

Emergency Communication

Emergency Communication

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.

Emergency Communications:

☐ Phone (Call Tree)
☐ Email
☐ Text Message
☐ Radio Communication
☐ Social Media
☐ Other

Select All

Cancel

Save Progress | Save & Proceed to Dept Contact Information

Department Contact Info. During an Emergency

Emergency Access to Information Systems

Essential Functions & Personnel

UNIVERSITY OF HOUSTON

Essential Functions (Functions and Personnel)

Guidance

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.

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.

Essential Functions

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

○ Yes

○ No

Essential Functions (Add Essential Functions)

Essential Functions (Add Essential Personnel)

UNIVERSITY OF HOUSTON

∧ **Essential Personnel Performing Essential Functions:**

Essential functions require personnel to maintain those functions. Complete the Essential Personnel Listing to list all essential personnel required to perform essential functions as the result of a disruption of normal operations.

Essential Personnel Listing

Add Essential Personnel

(SF) Essential Personnel Listing And Non-Essential Personnel Needing Access - Create Entry   ❐ ✕

First Name

Enter Text...

Last Name

Enter Text...

College/Division

Enter Text...

Department

Enter Text...

Work Number

🇺🇸 ▾ (201) 555-0123

Cell Number REQUIRED

🇺🇸 ▾ (201) 555-0123

Essential Function(s) Peforming

Enter Text...

Location of Action Performed

Enter Text...

Close   Reset   Save as Draft   Submit

Essential Functions (Add Essential Personnel)

Emergency Relocation Needs

Emergency Relocation Needs

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.

Hyperlink Emergency Relocation Position Information Sheets with this link: https://uh.edu/emergency-management/planning-and-response/business-continuity-plans/emergency-relocation-position-info-sheet-2022-pdf

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. REQUIRED

- ○ Yes
- ○ No
- ○ Other

∧ **Attach Emergency Relocation Position Information Sheets**

Drop files or click to add

Cancel   Save Progress   Save & Proceed to External/Internal Dependencies

External/Internal Dependencies

UNIVERSITY OF HOUSTON

External/Internal Dependencies ⌃

External Dependencies:

While reviewing the department's essential functions, have key external business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

- ○ Yes
- ○ No
- ○ Other

Complete the Dependency Form for each identified **external dependency**

External Dependency

[Add External Dependency]

Internal Dependencies:

While reviewing the department's essential functions, have key internal business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

- ○ Yes
- ○ No
- ○ Other

Complete the Dependency Form for each identified internal dependency

Internal Dependency

[Add Internal Dependencies]

Cancel

[Save Progress] [Save & Proceed to Vulnerability / Risk Assessment]

External/Internal Dependencies (External)

UNIVERSITY OF HOUSTON

External/Internal Dependencies (External)

UNIVERSITY OF HOUSTON

External/Internal Dependencies

External Dependencies:

While reviewing the department's essential functions, have key external business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

○ Yes
○ No
○ Other

Complete the Dependency Form for each identified **external dependency**

External Dependency

Add External Dependency

Internal Dependencies:

While reviewing the department's essential functions, have key internal business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

○ Yes
○ No
○ Other

Complete the Dependency Form for each identified internal dependency

Internal Dependency

Add Internal Dependencies

(SF) Dependencies - Create Entry

UH Department
Enter Text...

Dependency (Product/Service):
Enter Text...

Provider:
Enter Text...

Dependency Contact Name:
Enter Text...

Dependency Contact Number:
(201) 555-0123

Has contact been made with dependency department/contractor to confirm services will be available for your department during an emergency?
○ Yes
○ No

Close   Reset   Save as Draft   Submit

External/Internal Dependencies

UNIVERSITY OF **HOUSTON**

External/Internal Dependencies ⌃

External Dependencies:

While reviewing the department's essential functions, have key external business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

○ Yes
○ No
○ Other

Complete the Dependency Form for each identified **external dependency**

External Dependency

Add External Dependency

Internal Dependencies:

While reviewing the department's essential functions, have key internal business partners been identified and necessary arrangements made? Contact should be made annually by June 1st

○ Yes
○ No
○ Other

Complete the Dependency Form for each identified internal dependency

Internal Dependency

Add Internal Dependencies

Cancel   **Save Progress**   **Save & Proceed to Vulnerability / Risk Assessment**

Office of
Emergency Management
Division of Administration
& Finance

Vulnerability/Risk Assessment and Mitigation Strategy

UNIVERSITY OF **HOUSTON**

Non-Essential Personnel

Approval for Non-Essential Personnel

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.

Add Non Essential Personnel Needing Access

[Add Non Essential Personnel]

(SF) Essential Personnel Listing And Non-Essential Personnel Needing Access - Create Entry

First Name
[Enter Text...]

Last Name
[Enter Text...]

College/Division
[Enter Text...]

Department
[Enter Text...]

Work Number
[(201) 555-0123]

Cell Number REQUIRED
[(201) 555-0123]

Essential Function(s) Peforming
[Enter Text...]

Location of Action Performed
[Enter Text...]

Close   Reset   [Save as Draft]   [Submit]

Office of
Emergency Management
Division of Administrative
& Finance

Non-Essential Personnel

Approval for Non-Essential Personnel

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.

Add Non Essential Personnel Needing Access

Add Non Essential Personnel

Reset Selections

Evan Broadbent-Non-Essential Personal Needing Access ⊖

Cancel

Save Progress

Save & Proceed to Exercising your Plan

Exercising Your Plan

Exercising Your Plan

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

Select All

Cancel   Save Progress   Save & Proceed to Resumption of Normal Operations

Resumption of Normal Operations

Department Continuity of Operations Plan Approval

Users must click "Confirm" after providing Signature. Box will remain greyed out until provided.

College/ Division Liaison Plan Review Email

College/Division
LIAISON LEVEL ENTRY

College/Division Dashboard

College/Division Dashboard

UNIVERSITY OF HOUSTON

Liaisons will have 2024 COOP Data available when completing their plans.

Liaisons will simply update the already existing content from the 2024 year, which will help expedite the completion process.

College / Division Continuity of Operations Plan - Create Entry ☐ ✕

College/Division Information ⌃

College/Division Name: REQUIRED

Academic Affairs ▾

College/Division Continuity of Operations Planning
Liaison: REQUIRED

Type name or email ▾ 🖃 Me

College/Division Approver Email (Dean or Appropriate REQUIRED
VP)

Type name or email ▾ 🖃 Me

Date Completed:

03/20/2023 🕐

Completion of the College/Division Continuity of Operations Plan Template ensures compliance with MAPP 06.01.02, Continuity of Operations Planning..

Cancel

Click Here to Begin Plan

Department Operational Function

College/Division Operational Function

College/Division Operational Function:
Please indicate below the principle nature of your college/division's operation (Select all that apply):

- ☐ Academic/Instructional
- ☐ Research
- ☐ Administration
- ☐ Residential/Student Life
- ☐ Facilities
- ☐ Other

Select All

Cancel

Save as Draft | Save & Proceed to Objective

Department Objectives

College/Division Objective

College/Division Objective :

List the main objective and/or mission statement for the college/division. Describe your teaching, research and/or service objectives during a continuity event.

Enter Text...

Description:

B *i* A: ¶: +:   ? :

Type something

Cancel

Save as Draft   Save & Proceed to Essential Functions

Office of
Emergency Management
Division of Administration
& Finance

Essential Functions

Essential Functions (Functions and Personnel)

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.

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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.

^ Essential Functions

College/Division Essential Functions:
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 college/division falls within an essential function of the university. Use care to review and consider the essential functions listed in the department Continuity of Operations Plans.

Do you have essential functions within your college/division?

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

◯ No - Select Save and Submit to Next Step

Reset

Essential Functions

Select from List or add if not available

Find Entries

Essential Functions Listing

Essential Functions (cont.)

UNIVERSITY OF
HOUSTON

Filters ▼	0/71 Entries		Filter Entries	Create New Essential ...	✕

☐	Essential Function	Essential Function Point of Contact	Department ↑

No Form Entries

Users will select Essential Functions from the listing above. Once completed, click the "Select Entry" button.

Select Entry

Office of
Emergency Management
Division of Administration
& Finance

Essential Personnel

UNIVERSITY OF HOUSTON

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.

Essential Personnel

Essential Personnel Listing

	First Name	Last Name	College/Division	Department	Work Number	Cell Number	Action Performing	Location of Action Performed

Filters ▼   0/77 Entries   Filter Entries   Create New (SF) Esse...   ✕

Select Entry

REMINDER

REQUIRES APPRORIATE VP OR PROVOST APPROVAL BEFORE ENTRY INTO VEOCI

Users will select Essential Personnel from the listing above. Once completed, click the "Select Entry" button.

Vulnerability/Risk Assessment and Mitigation Strategy

Vulnerability/Risk Assessment and Mitigation Strategy ⌃

Vulnerability/Risk Assessment and Mitigation Strategy

Add Vulnerability/Risk Assessment and Mitigation Strategy

	Vulnerability / Risk	Can You Mitigate	Mitigation Strategy

Filters ⊤   0 Entries

Filter Entries   Create New (SF) Vulne...   ✕

No Form Entries

Select Entry

Users will select "Vulnerabilities/Risks from the listing above. Once completed, click the "Select Entry" button.

Non-Essential Personnel

UNIVERSITY OF **HOUSTON**

Non-Essential Personnel

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 Executive 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.
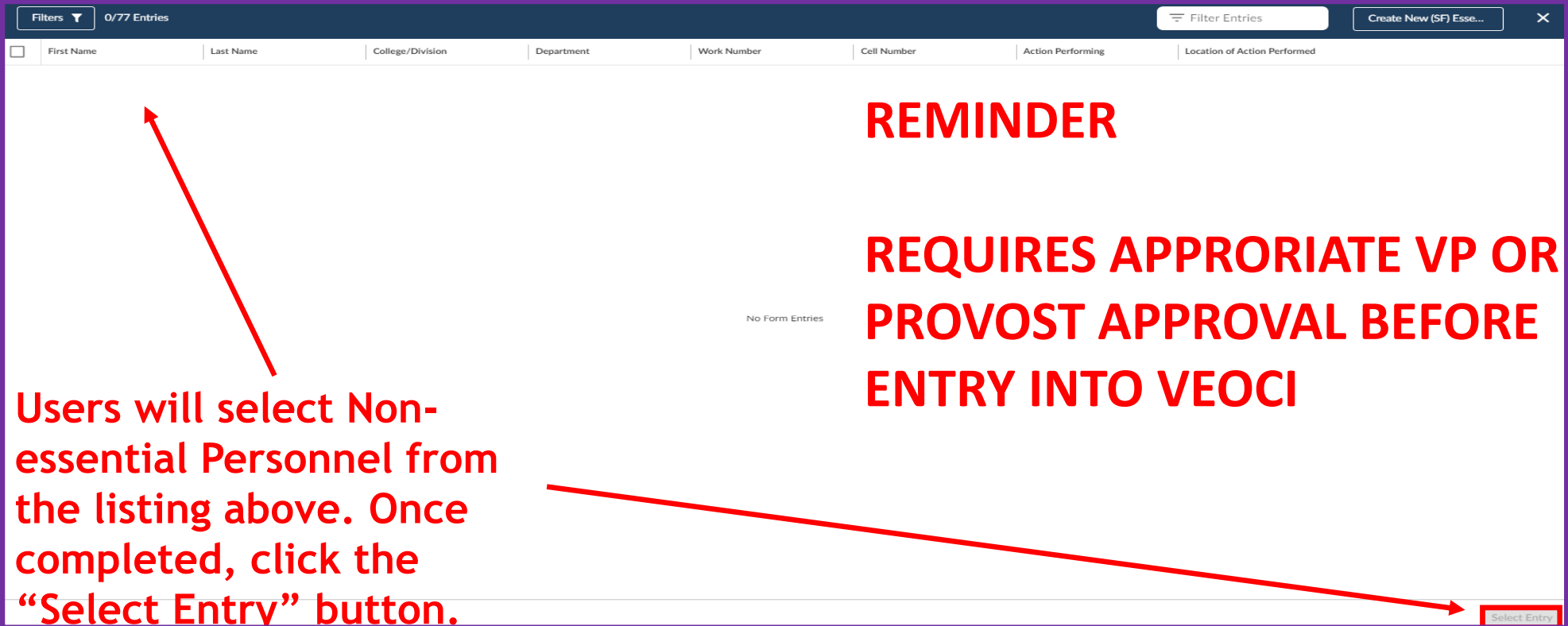
A listing of non-essential personnel needing to gain access to campus during a campus closure after the immediate life safety threat has passed must be included on the Essential/Non Essential Personnel Listing. The listing of individuals, along with the approval of this plan, dictates that the appropriate Vice President has approved for these individuals to gain access to campus during a campus closure after the immediate life safety threat has passed.

If you DO NOT have Non-Essential Personnel Select "Submit to Dean/Appropriate VP for COOP Approval" to continue

Approval for Non-Essential Personnel

Add Approval for Non-Essential Personnel

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	First Name	Last Name	College/Division	Department	Work Number	Cell Number	Action Performing	Location of Action Performed

Filters | 0/77 Entries | Filter Entries | Create New (SF) Esse...

No Form Entries

Select Entry

REMINDER

REQUIRES APPRORIATE VP OR PROVOST APPROVAL BEFORE ENTRY INTO VEOCI

Users will select Non-essential Personnel from the listing above. Once completed, click the "Select Entry" button.

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Approved COOP Plan

Final Approved COOP Plan

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- DUE JUNE 1st
- Per request, OEM can come out to the requested department/college/division for additional support
- Any additional support/troubleshooting, please contact Ginger or Kenneth

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We are always here for any COOP questions or concerns you may have!

Ginger Walker
Director, Emergency Management
Email: gkwalker@uh.edu