

University of Houston Office of Emergency Management

Continuity of Operations Planning Program (COOP)

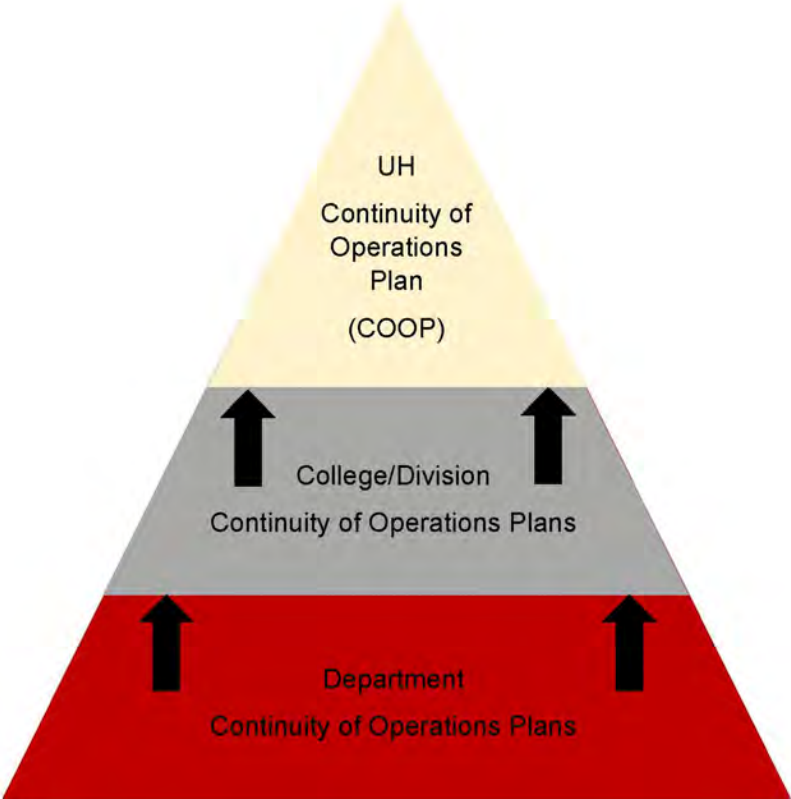
Liaison Training

Presented by:

Ginger Walker



UH COOP Program Layout



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



Plan Approval and Deadlines

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

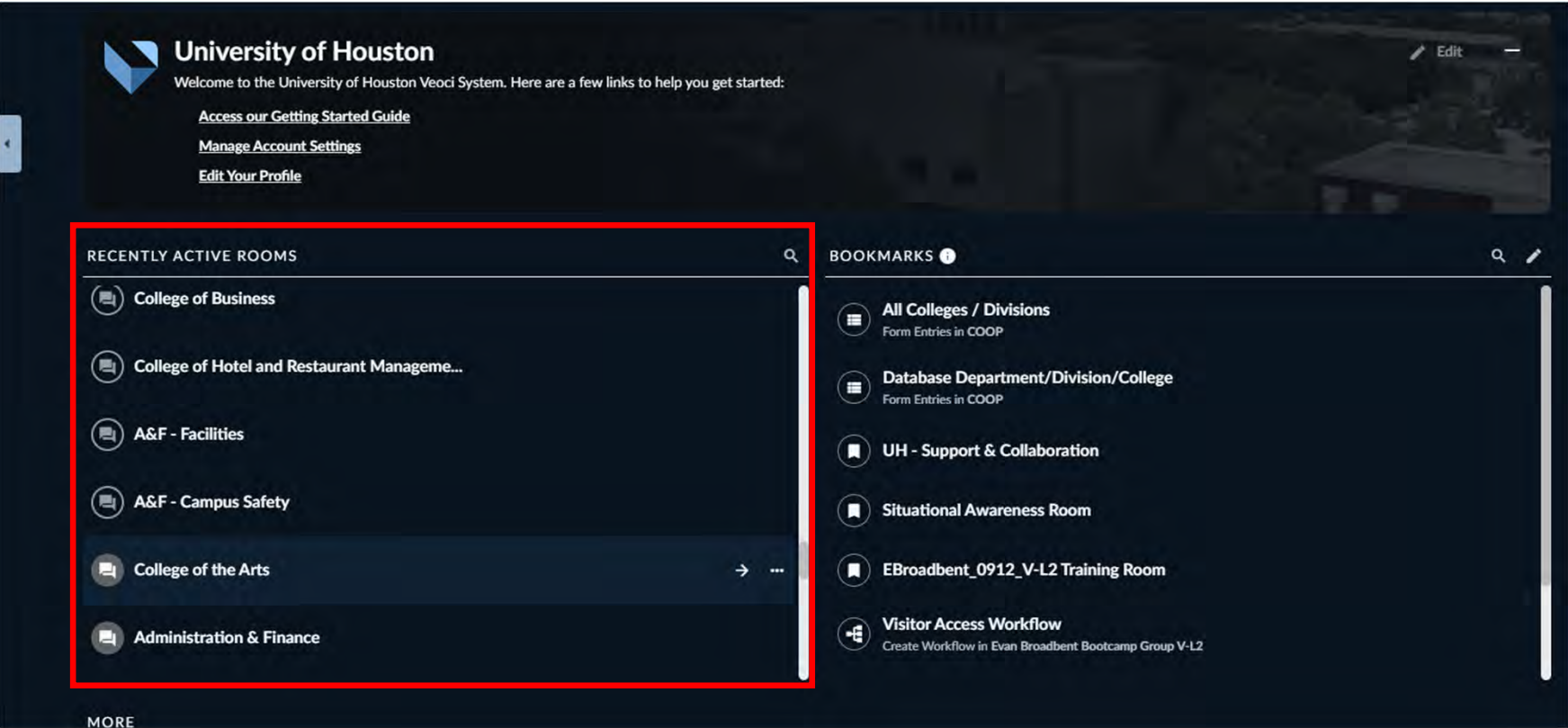
Deadline: June 1st!



Initiating Department Level Plan



College/Division Dashboard



University of Houston
Welcome to the University of Houston Veoci System. Here are a few links to help you get started:

- [Access our Getting Started Guide](#)
- [Manage Account Settings](#)
- [Edit Your Profile](#)

RECENTLY ACTIVE ROOMS

- College of Business
- College of Hotel and Restaurant Managem...
- A&F - Facilities
- A&F - Campus Safety
- College of the Arts
- Administration & Finance

BOOKMARKS

- All Colleges / Divisions
Form Entries in COOP
- Database Department/Division/College
Form Entries in COOP
- UH - Support & Collaboration
- Situational Awareness Room
- EBroadbent_0912_V-L2 Training Room
- Visitor Access Workflow
Create Workflow in Evan Broadbent Bootcamp Group V-L2

College/Division Dashboard

Members New Edit Tools View

College / Division COOP

PDF Copy of Latest COOP Plan

No Entry to Show

Create an Entry

Current College / Division Plan

Status	Current Steps	Date Initiated	Last Modified	Modified By	Step Owners	College/Division Name:	College/Division Continui...	Date Completed:
No Workflow Entries								

Initiate Plan Development

- Create New College/Division Continuity of Operations Plan
- Create New Department Continuity of Operations Plan

Department Plans

All Department Plans

Initiated by	Department Selected	Current Steps	Status	Date:
No Workflow Entries				

Dept. Plans Pending College/Division COOP Liaison Acknowledgement

Initiated by	Department Selected	Date:
No Workflow Entries		

College/Division Plan Assignment

Department Continuity of Operations Plan - Create Entry

Department Information

College/Division Name: **REQUIRED**
College of the Arts

Department Name:
List

College of the Arts DeptID
<No Value>

College of the Arts Depts.
<No Value>

Department Selected
Enter Text...

Additional Departments
Enter Text...

Date:
2023-03-15

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**
Me

College/Division Continuity of Operations Planning Liaison **REQUIRED**
Me

Filters 7/399 Entries

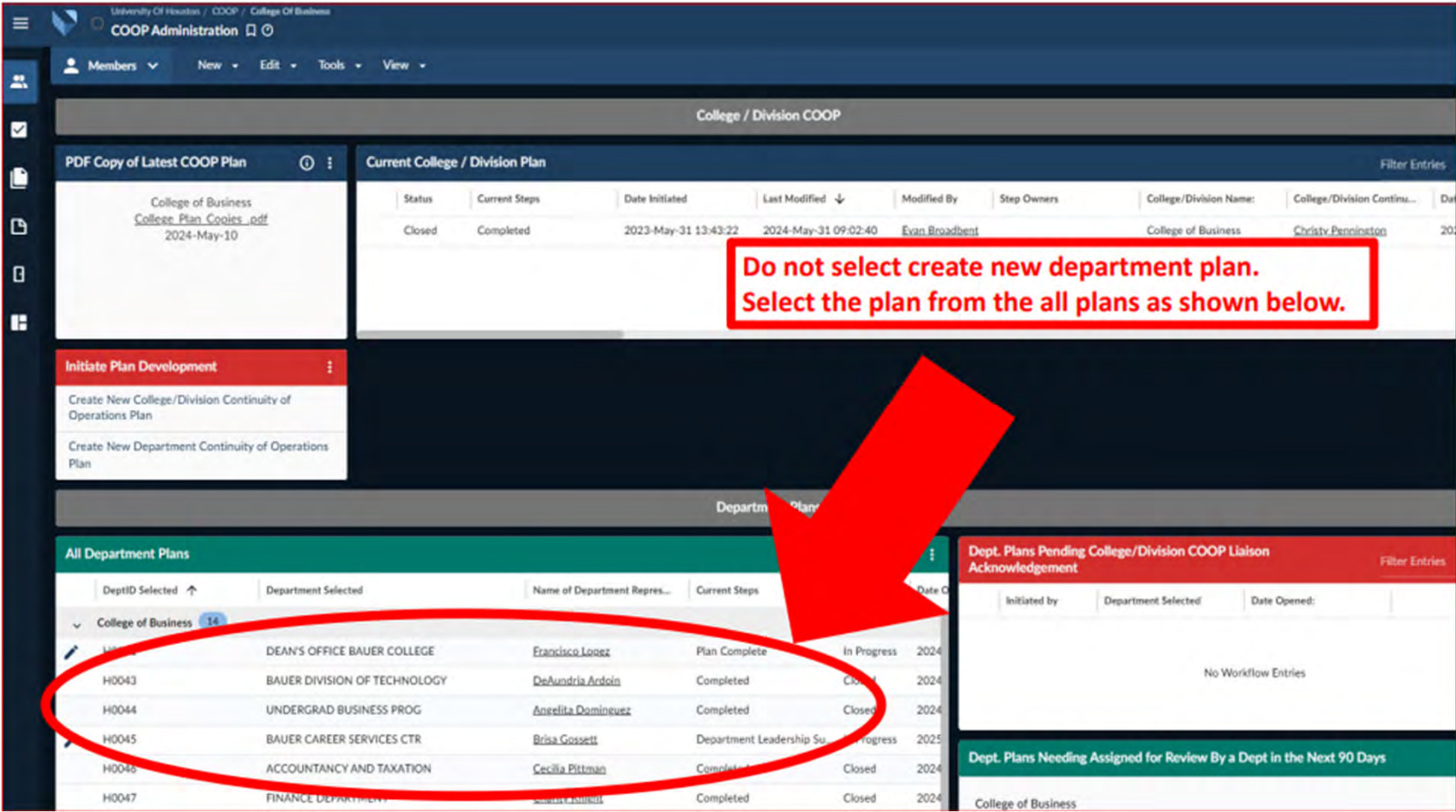
DeptID ↑	Department
H0083	ART
H0085	THEATER
H0090	MUSIC
H0097	BLAFFER GALLERY
H0447	BAND
H0473	CWMCA CENTER FOR THE ARTS
H0594	DEAN OFFIC THE COLLEGE OF ARTS

Cancel [Click Here to Begin Plan](#)

Reopening COOP's for Assignment to Department

Added by Email or Contact Name

Department Level COOP

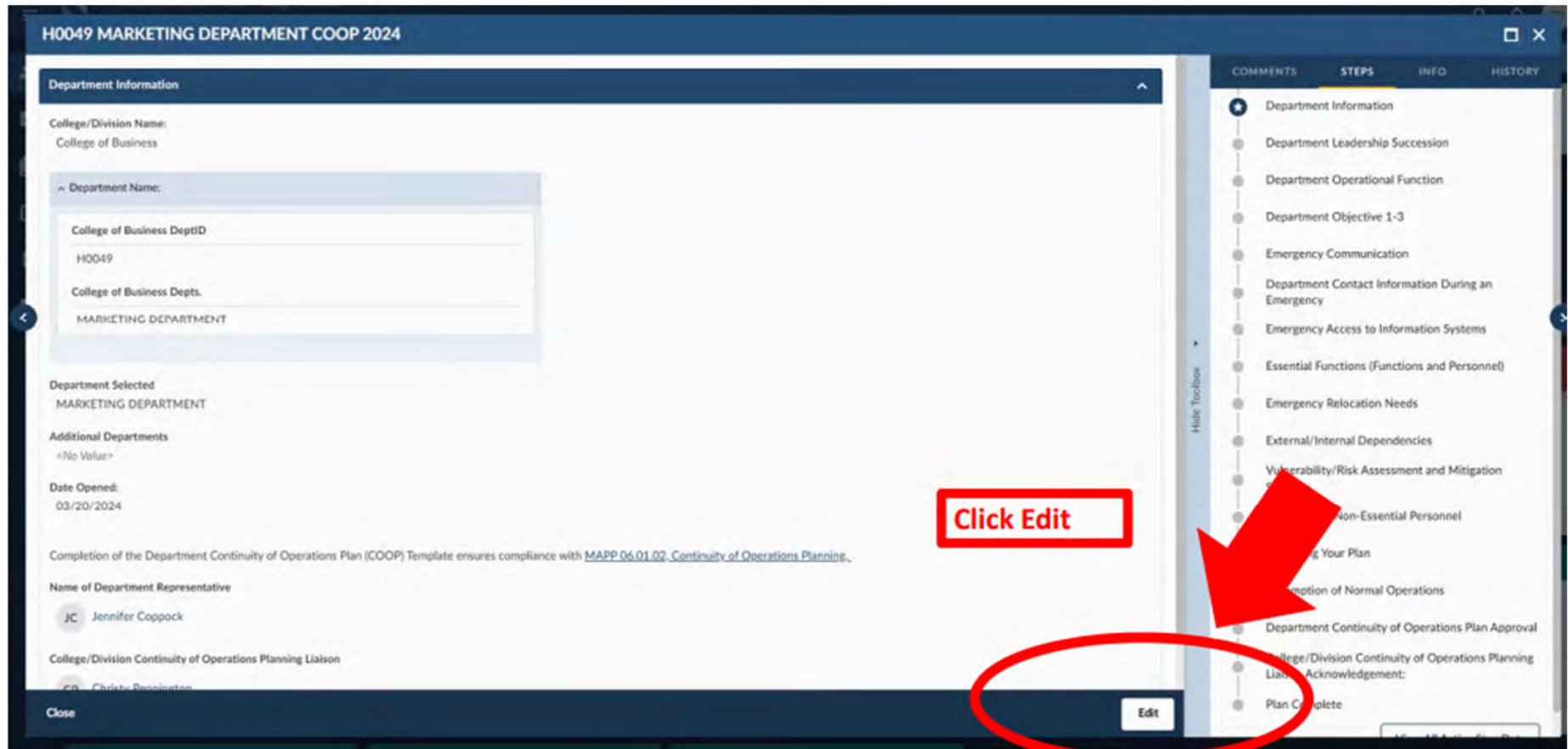


The screenshot displays the 'COOP Administration' interface for the University of Houston. It features a sidebar with navigation options like 'Members', 'New', 'Edit', 'Tools', and 'View'. The main content area is divided into several sections:

- PDF Copy of Latest COOP Plan:** Shows a document titled 'College of Business College Plan Copies.pdf' dated 2024-May-10.
- Current College / Division Plan:** A table with columns for Status, Current Steps, Date Initiated, Last Modified, Modified By, Step Owners, College/Division Name, and College/Division Continuity. A single entry is shown with Status 'Closed', Current Steps 'Completed', Date Initiated '2023-May-31 13:43:22', Last Modified '2024-May-31 09:02:40', Modified By 'Evan Broadbent', Step Owners 'Christy Pennington', and College/Division Name 'College of Business'.
- Initiate Plan Development:** A dropdown menu with options: 'Create New College/Division Continuity of Operations Plan' and 'Create New Department Continuity of Operations Plan'.
- All Department Plans:** A table with columns: DeptID Selected, Department Selected, Name of Department Representative, Current Steps, and Date Closed. A red circle highlights the first row: DEAN'S OFFICE BAUER COLLEGE, Francisco Lopez, Plan Complete, In Progress, 2024.
- Dept. Plans Pending College/Division COOP Liaison Acknowledgement:** A table with columns: Initiated by, Department Selected, and Date Opened. It currently shows 'No Workflow Entries'.
- Dept. Plans Needing Assigned for Review By a Dept in the Next 90 Days:** A table with a single entry for 'College of Business'.

A red callout box with a red arrow pointing to the 'All Department Plans' table contains the text: **Do not select create new department plan. Select the plan from the all plans as shown below.**

Department Level COOP



H0049 MARKETING DEPARTMENT COOP 2024

Department Information

College/Division Name:
College of Business

Department Name:

College of Business DeptID
H0049

College of Business Depts.
MARKETING DEPARTMENT

Department Selected
MARKETING DEPARTMENT

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
JC Jennifer Coppock

College/Division Continuity of Operations Planning Liaison
CB Christa Reppington

Close

COMMENTS STEPS INFO HISTORY

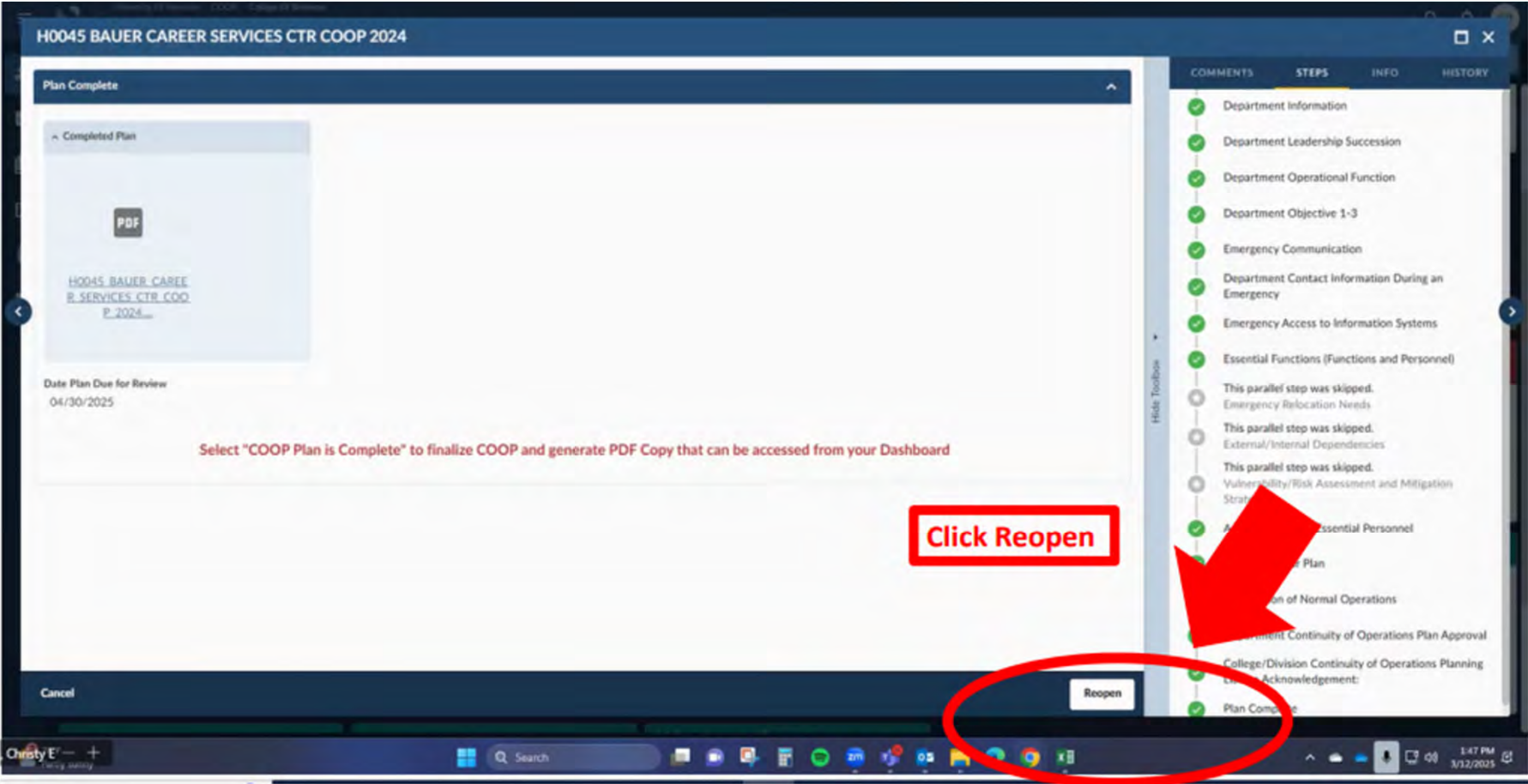
- Department Information
- Department Leadership Succession
- Department Operational Function
- Department Objective 1-3
- Emergency Communication
- Department Contact Information During an Emergency
- Emergency Access to Information Systems
- Essential Functions (Functions and Personnel)
- Emergency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

Click Edit

Edit



Department Level COOP



H0045 BAUER CAREER SERVICES CTR COOP 2024

Plan Complete

Completed Plan

PDF

H0045_BAUER_CAREE
S_SERVICES_CTR_COOP
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

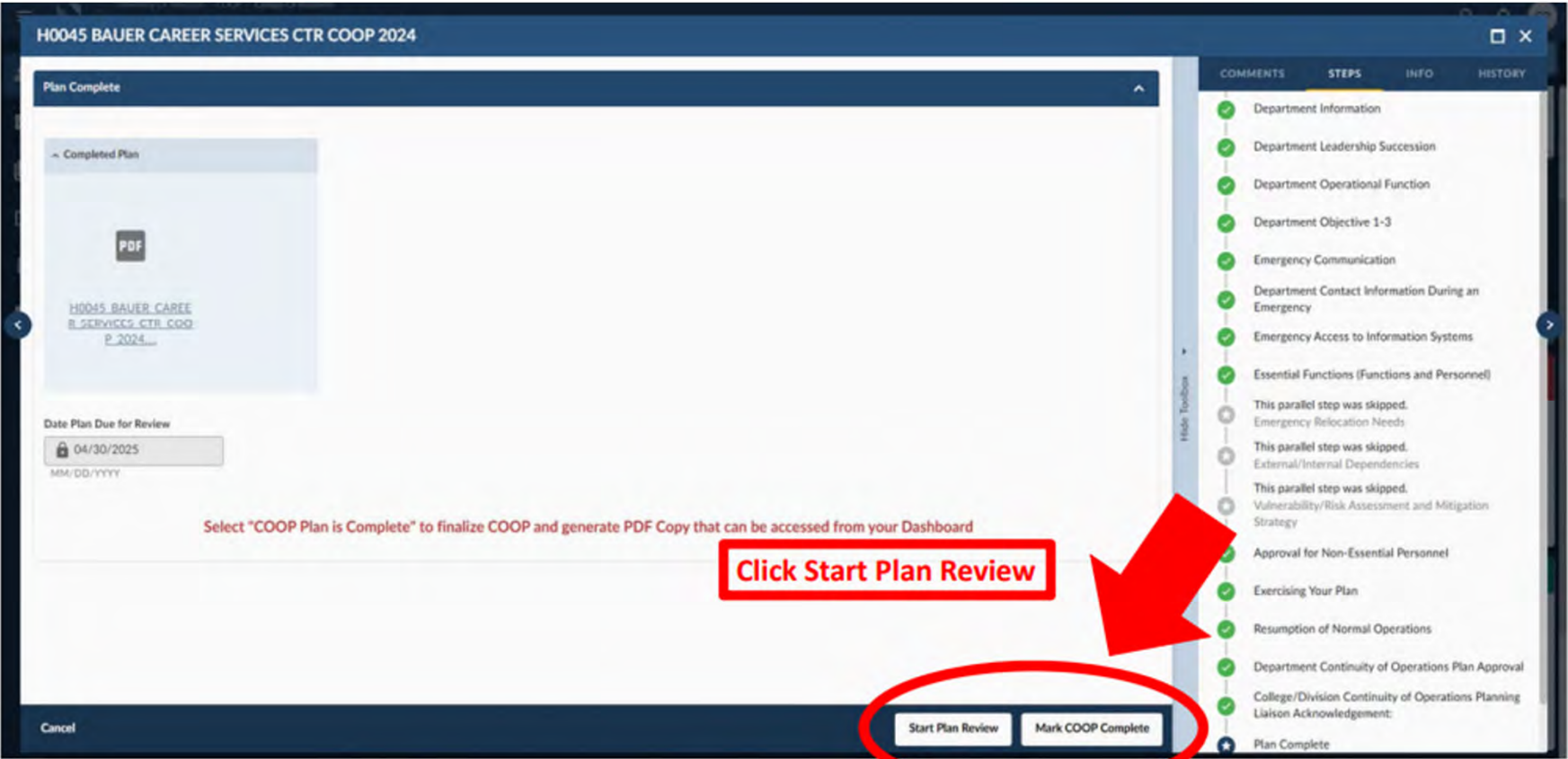
COMMENTS STEPS INFO HISTORY

- 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)
- 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
- Essential Personnel
- Plan
- on of Normal Operations
- Department Continuity of Operations Plan Approval
- College/Division Continuity of Operations Planning
- Plan Acknowledgement:
- Plan Complete

Cancel Reopen

Click Reopen

Department Level COOP



H0045 BAUER CAREER SERVICES CTR COOP 2024

Plan Complete

Completed Plan

PDF

H0045_BAUER_CAREE
B_SERVICES_CTR_COOP
P_2024...

Date Plan Due for Review

04/30/2025
MM/DD/YYYY

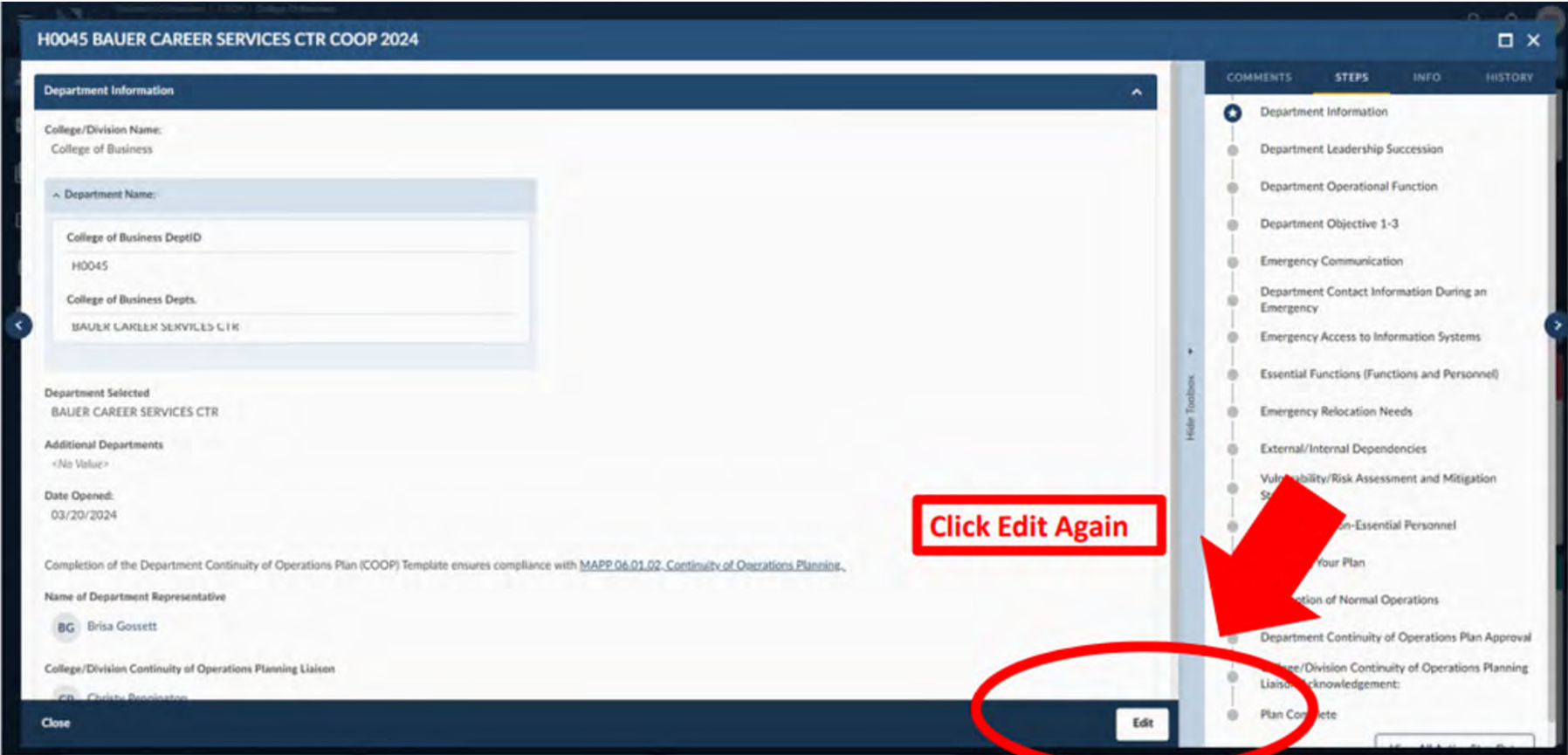
Select "COOP Plan is Complete" to finalize COOP and generate PDF Copy that can be accessed from your Dashboard

Click Start Plan Review

- 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 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

Start Plan Review Mark COOP Complete

Department Level COOP



H0045 BAUER CAREER SERVICES CTR COOP 2024

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
CR Christa Rosenstock

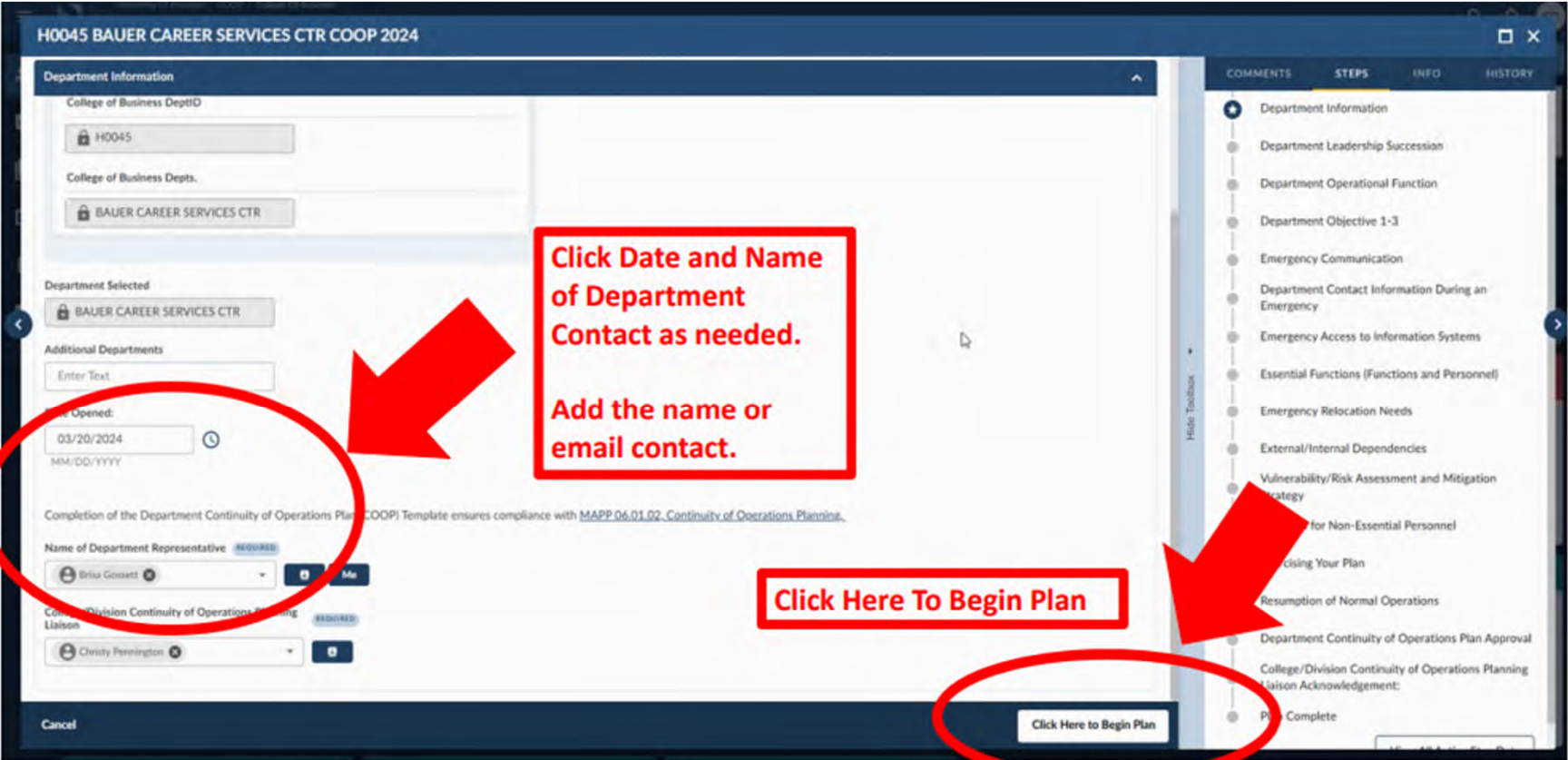
COMMENTS STEPS INFO HISTORY

- 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 Strategies
- Non-Essential Personnel
- Your Plan
- Continuation of Normal Operations
- Department Continuity of Operations Plan Approval
- College/Division Continuity of Operations Planning Liaison Acknowledgement:
- Plan Complete

Close Edit

Click Edit Again

Department Level COOP



The screenshot shows a web form titled "H0045 BAUER CAREER SERVICES CTR COOP 2024". The form is divided into several sections:

- Department Information:** Includes fields for "College of Business DeptID" (locked to "H0045") and "College of Business Depts." (locked to "BAUER CAREER SERVICES CTR").
- Department Selected:** A dropdown menu showing "BAUER CAREER SERVICES CTR".
- Additional Departments:** A text input field labeled "Enter Text".
- Plan Opened:** A date field showing "03/20/2024" with a calendar icon. This field is circled in red.
- Name of Department Representative:** A dropdown menu showing "Bria Gossett" with a "Me" button. This dropdown is also circled in red.
- Completion of the Department Continuity of Operations Plan (COOP) Template:** A text area with a note: "Completion of the Department Continuity of Operations Plan (COOP) Template ensures compliance with MAPP 06.01.02, Continuity of Operations Planning."
- College/Division Continuity of Operations Planning Liaison:** A dropdown menu showing "Christy Pennington" with a "Me" button.

Annotations on the screenshot include:

- A red box with the text: "Click Date and Name of Department Contact as needed. Add the name or email contact." with a red arrow pointing to the "Plan Opened" date field and the "Name of Department Representative" dropdown.
- A red box with the text: "Click Here To Begin Plan" with a red arrow pointing to a button at the bottom right of the form.
- The "Click Here To Begin Plan" button is circled in red.

Department Level COOP

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

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 Mission Acknowledgement:
- Plan Complete

Close Edit

Plan is now ready for Department Edit



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.

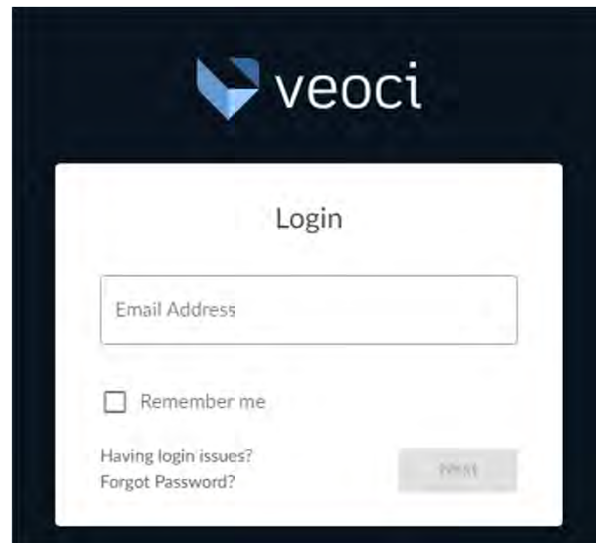


Your UH College/Division Continuity of Operations Planning Liaison has assigned a COOP workflow to you via Veoci. Please follow the link below to complete your University of Houston Departmental Continuity of Operations Plan: [Dept COOP Link](#)

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.



veoci

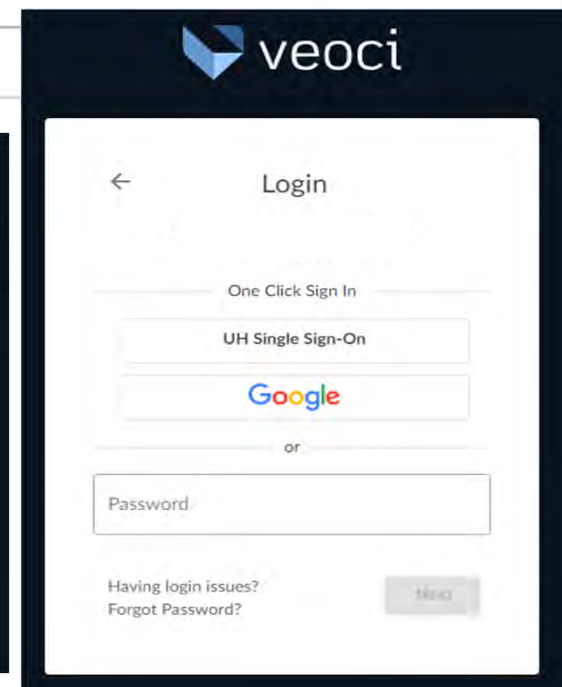
Login

Email Address

Remember me

Having login issues?
Forgot Password?

Next



veoci

← Login

One Click Sign In

UH Single Sign-On

Google

or

Password

Having login issues?
Forgot Password?

Next



Department Representatives will have 2025 COOP Data available when completing their plans.

Department Representatives will simply update the already existing content from the 2025 year, which will help expedite the completion process.



Department Information

H0695 UH KATY COOP 2023

Home / University Of Houston / COOP / Department Continuity Of Operat...

Workflow Entry New

Department Information

College/Division Name:
Academic Affairs

Department Name:
[List](#) [Reset](#)

Academic Affairs DeptID
H0695

Academic Affairs Depts.
UH KATY

Department Selected
UH KATY

Additional Departments
<No Value>

Date:
2023-03-15

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
ebroadbent27@gmail.com

College/Division Continuity of Operations Planning Liaison
Evan Broadbent

Cancel [Save Progress](#) [Save & Proceed to Department Operational Function](#)

Leadership

Department Leadership Succession

Primary

Name	Title
<input type="text" value="Enter Text..."/>	<input type="text" value="Enter Text..."/>

Secondary

Name	Title
<input type="text" value="Enter Text..."/>	<input type="text" value="Enter Text..."/>

Tertiary

Name	Title
<input type="text" value="Enter Text..."/>	<input type="text" value="Enter Text..."/>

Cancel Save Progress Save & Proceed to Department Operational Function



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):

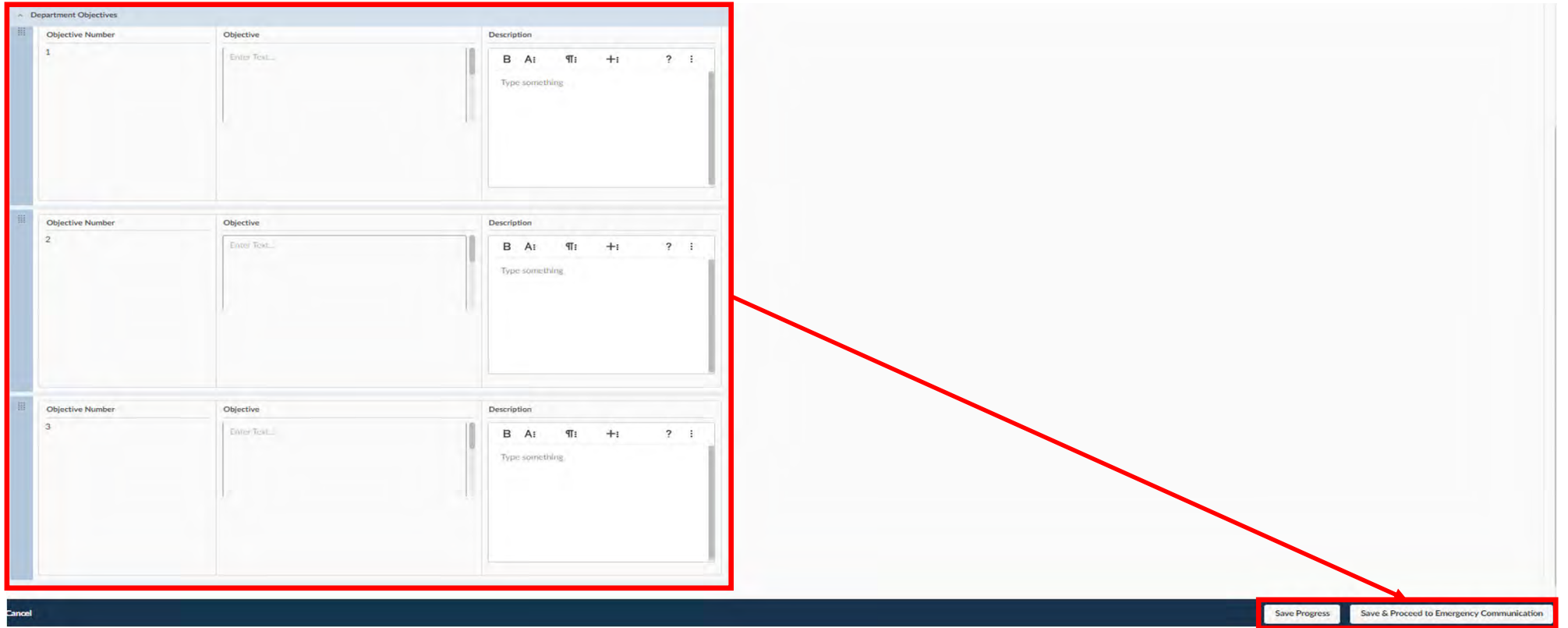
- Academic/Instructional
- Research
- Administration
- Residential/Student Life
- Facilities
- Other

Select All

Cancel **Save as Draft** **Save & Proceed to Objective**



Department Objectives



The screenshot shows a web application interface for entering department objectives. It features a table with three rows, each for an objective. Each row has three columns: 'Objective Number', 'Objective', and 'Description'. The 'Objective' column contains a text input field with a placeholder 'ENTER TEXT...'. The 'Description' column contains a rich text editor with a toolbar (bold, italic, underline, link, unlink, list, list-group, help) and a text area with a placeholder 'Type something...'. A red box highlights the 'Objective' and 'Description' input areas for all three rows. A red arrow points from the right side of this box to the 'Save & Proceed to Emergency Communication' button at the bottom right of the form. The bottom of the form has a dark blue bar with a 'Cancel' button on the left and the two main action buttons on the right.

Objective Number	Objective	Description
1	<input type="text" value="ENTER TEXT..."/>	<p>B A: ¶: + ? :</p> <p>Type something</p>
2	<input type="text" value="ENTER TEXT..."/>	<p>B A: ¶: + ? :</p> <p>Type something</p>
3	<input type="text" value="ENTER TEXT..."/>	<p>B A: ¶: + ? :</p> <p>Type something</p>

Cancel

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

Department Contact Information During an Emergency

Department Contact Information During an Emergency

Contact Role	Department Contact (Name):	Contact's Office Phone Number:	Contact's Cell Phone Number:	Contact's Email Address:	Contact's Campus Location:
Primary	<input type="text" value="Enter Text..."/>	<input type="text" value="(201) 555-0123"/>	<input type="text" value="(201) 555-0123"/>	<input type="text" value="Enter Text..."/>	<input type="text" value="Enter Text..."/>
Secondary	<input type="text" value="Enter Text..."/>	<input type="text" value="(201) 555-0123"/>	<input type="text" value="(201) 555-0123"/>	<input type="text" value="Enter Text..."/>	<input type="text" value="Enter Text..."/>
Tertiary	<input type="text" value="Enter Text..."/>	<input type="text" value="(201) 555-0123"/>	<input type="text" value="(201) 555-0123"/>	<input type="text" value="Enter Text..."/>	<input type="text" value="Enter Text..."/>

Cancel

Emergency Access to Information Systems

Emergency Access to Information Systems

Emergency Access to Information Systems: If access to department's information and systems is essential to the departments' operations in an emergency, it is vital to be able to easily access and maintain that information and systems. All data must be protected in Accordance with [SAM 07.A.08, Data Classification and Protection](#).

Indicate below the methods used by your department to store the information and systems that are essential to your department:

- UH Office 365 (SharePoint, Teams, One Drive)
- Department/College/Division Server
- Hosted Service (cloud)
- UH Network File Share
- Blackboard
- PeopleSoft
- Other (please describe)

Select All

Cancel **Save Progress** **Save & Proceed to Essential Functions**

Essential Functions & Personnel

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)

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 essen

^ Essential Functions

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

Yes

No

Reset

Essential Functions

Select "Add Essential Function" for each essential function identified

Add Essential Functions

Essential Functions - Create Entry

College / Division:

Department:

Essential Function:

Essential Function Point of Contact

Role	Name	Phone Number
Primary	<input type="text" value="Enter Text..."/>	<input type="text" value="(201) 555-0120"/>
Secondary	<input type="text" value="Enter Text..."/>	<input type="text" value="(201) 555-0123"/>

Close

Reset Save as Draft **Submit**

Essential Functions (Add Essential Functions)

Essential Functions (Functions and Personnel)

^ Guidance

University of Houston Essential Functions

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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.

^ Essential Functions

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

Yes

No

Reset

Essential Functions

Select "Add Essential Function" for each essential function identified

Add Essential Functions

Reset Selections

Ensure VEOCI training goes well



Essential Functions (Add Essential Personnel)

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

Last Name

College/Division

Department

Work Number

Cell Number REQUIRED

Essential Function(s) Performing

Location of Action Performed

Close Reset Save as Draft Submit

Essential Functions (Add Essential Personnel)

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

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Essential Functions

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](#)

[Reset Selections](#)

Evan Broadbent-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

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)

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

Dependency (Product/Service):

Provider:

Dependency Contact Name:

Dependency Contact Number:

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 (External)

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

Dependency (Product/Service):

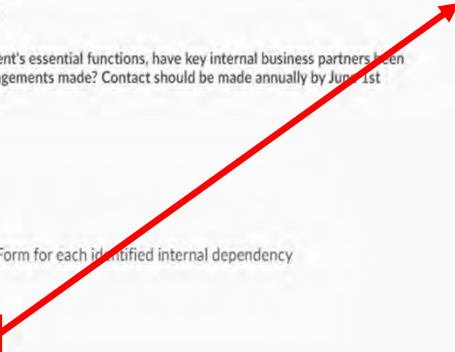
Provider:

Dependency Contact Name:

Dependency Contact Number:

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

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](#)



Vulnerability/Risk Assessment and Mitigation Strategy

Vulnerability/Risk Assessment and Mitigation Strategy

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.

Complete the Critical Interruption Worksheet to assist in Identifying your vulnerabilities

Determine the amount of time you can be without each critical condition, function or service. If it is determined that your department can't be without a critical condition, function or service for less than 1 day, it may be necessary to include in the vulnerabilities section of your Department/College/Division Continuity of Operations Plan.

Department
INSTITUTIONAL PH

Indicate below how long your department can function either at another location or from home if your space and or facilities are damaged or unavailable.

Select an Option

Indicate below how long your department can be without critical equipment that is either damaged or unavailable.

Select an Option

Indicate below how long your department can be without central power and generator back-up?

Select an Option

How long can your department be without proper communication channels such as, phone, email, and internet?

Select an Option

How long can your department be without the use of Enterprise Information Systems (PeopleSoft, Exchange)?

Select an Option

How long can your department be without Local information systems (departmental desktop computers, applications managed by your department)?

Select an Option

How many days can your department be without personnel?

Select an Option

If your critical business partners or vendors are unable to provide goods and services, how long can you function without their services?

Select an Option

Indicate below how long your department can be without critical equipment that is either damaged or unavailable

Select an Option

Determine the amount of time you can be without each critical condition, function or service. If it is determined that your department can't be without a critical condition, function or service for less than 1 day, it may be necessary to include in the vulnerabilities section of your Department/College/Division Continuity of Operations Plan.

Department
INSTITUTIONAL PH

Indicate below how long your department can function either at another location or from home if your space and or facilities are damaged or unavailable.

Select an Option

- < 1 Day
- 1 - 2 Days
- 3 - 4 Days
- 5 - 10 Days
- 11 + Days
- N/A



Vulnerability/Risk Assessment and Mitigation Strategy

^ Vulnerability/Risk Assessment and Mitigation Strategy

Example:

Vulnerability/Risk	Can you mitigate?	Mitigation Strategy
UH Emergency Operations Center depends on internet access to function properly.	<input checked="" type="radio"/> Yes <input type="radio"/> No	1. Hotspot (\$480.00 annually) 2. Request priority access from IT

Vulnerability/Risk Assessment and Mitigation Strategy:
Add Vulnerability/Risk Assessment and Mitigation Strategy:

(SF) Vulnerability/Risk Assessment and Mitigation Strategy - Create Entry

College REQUIRED
Administration and Finance

Department REQUIRED
INSTITUTIONAL PH

Vulnerability / Risk REQUIRED
Enter Text...

Can You Mitigate REQUIRED
 Yes
 No

Close Save as Draft Submit

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

Last Name

College/Division

Department

Work Number

Cell Number REQUIRED

Essential Function(s) Performing

Location of Action Performed



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

Resumption of Normal Operations

Resumption of Normal Operations:

Briefly describe your plan to transition back to normal operations.

B i A: ¶: +: ? :

Type something

Cancel Save Progress Save & Proceed to Department COOP Plan Approval



Department Continuity of Operations Plan Approval

Department Continuity of Operations Plan Approval

Name REQUIRED

Type name or email

Title

Enter Text..

Date

2023-01-24

Signature

Cancel


Change the date.





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

***Departments not approve or acknowledge plans.**


College/ Division Liaison Plan Review Email

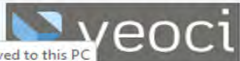
Veoci - Department Continuity of Operations Plan - College/Division Continuity of Operations Planning Liaison Acknowledgement: (#723) Assi

 UH COOP <room@veoci.com>
[Redacted]

  Reply  Reply All  Forward

Wed 3/15

 If there are problems with how this message is displayed, click here to view it in a web browser.



Saved to this PC

A Department Continuity of Operations Plan Has Been Assigned To You for Acknowledgement

Hi Evan Broadbent ,

A **Department Continuity of Operations Plan** has been assigned to you by Evan Broadbent in 20230214_COOP Dry Run Test.

Please acknowledge it by clicking on this [LINK](#)



Department Continuity of Operations Plan Template
For Department Use
ID# : UH KATY



College/Division LIAISON LEVEL ENTRY



Liaisons will have 2025 COOP Data available when completing their plans.

Liaisons will simply update the already existing content from the 2025 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 VP): REQUIRED
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

Leadership

College/Division Leadership Succession

Primary

Name	Title
<input type="text" value="Enter Text..."/>	<input type="text" value="Enter Text..."/>

Secondary

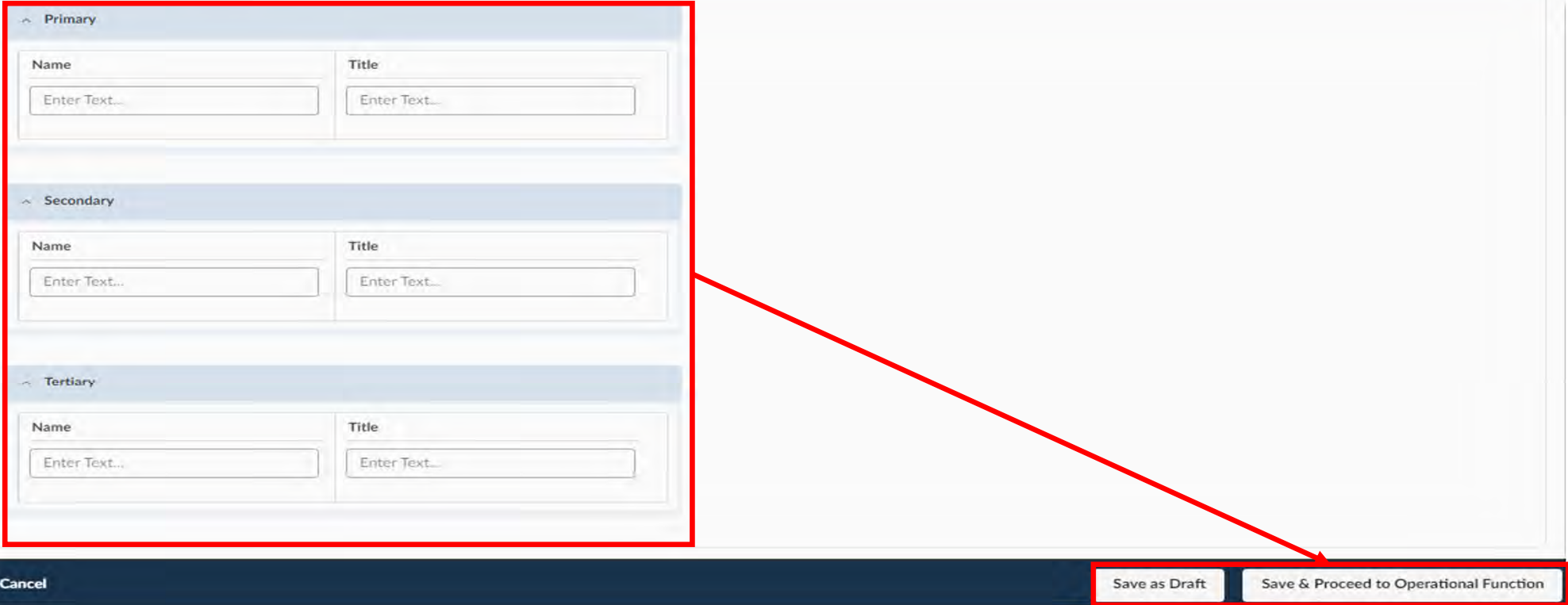
Name	Title
<input type="text" value="Enter Text..."/>	<input type="text" value="Enter Text..."/>

Tertiary

Name	Title
<input type="text" value="Enter Text..."/>	<input type="text" value="Enter Text..."/>

Cancel

Save as Draft Save & Proceed to Operational Function



Department Operational Function

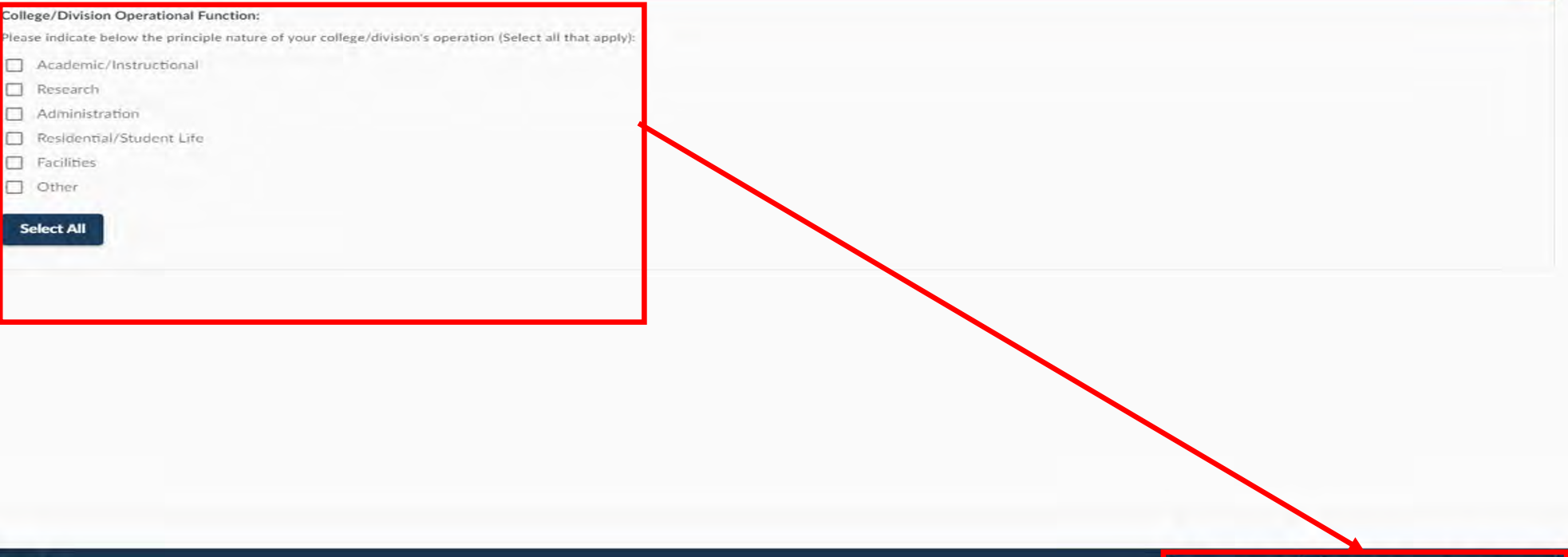
College/Division Operational Function

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.

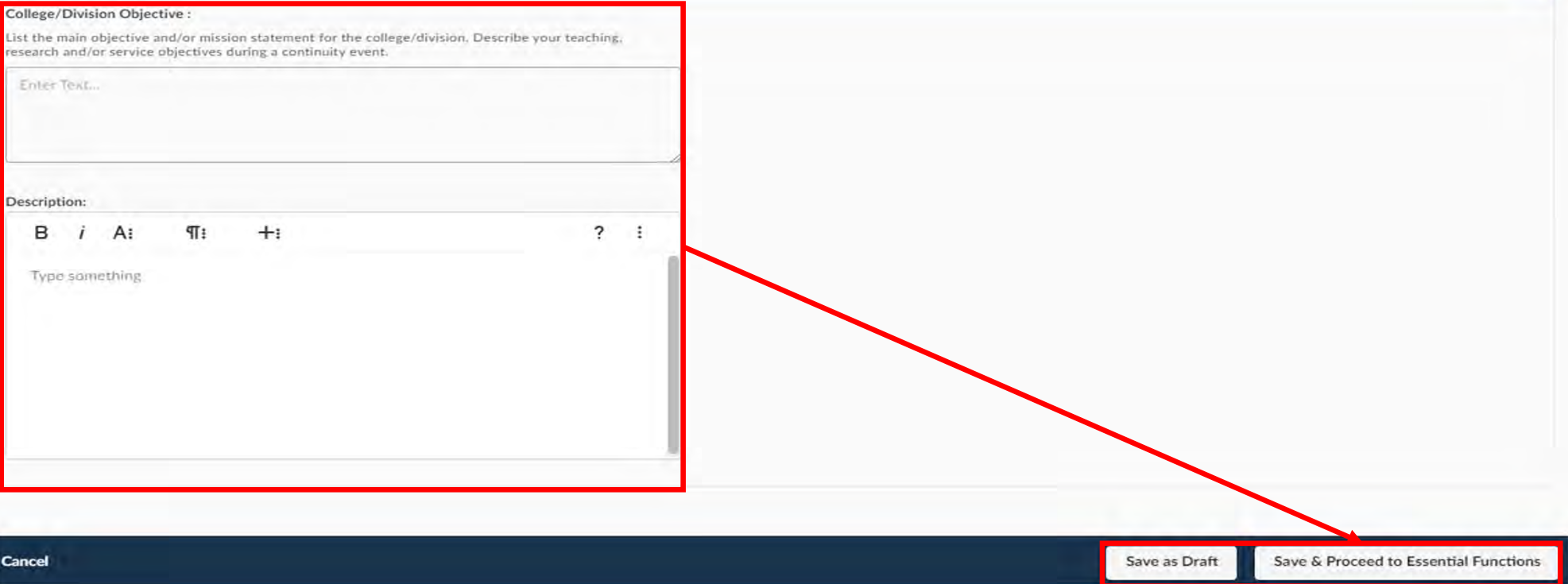
Enter Text...

Description:

B *i* **A:** ¶: +: ? :

Type something

Cancel Save as Draft Save & Proceed to Essential Functions



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.

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.

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

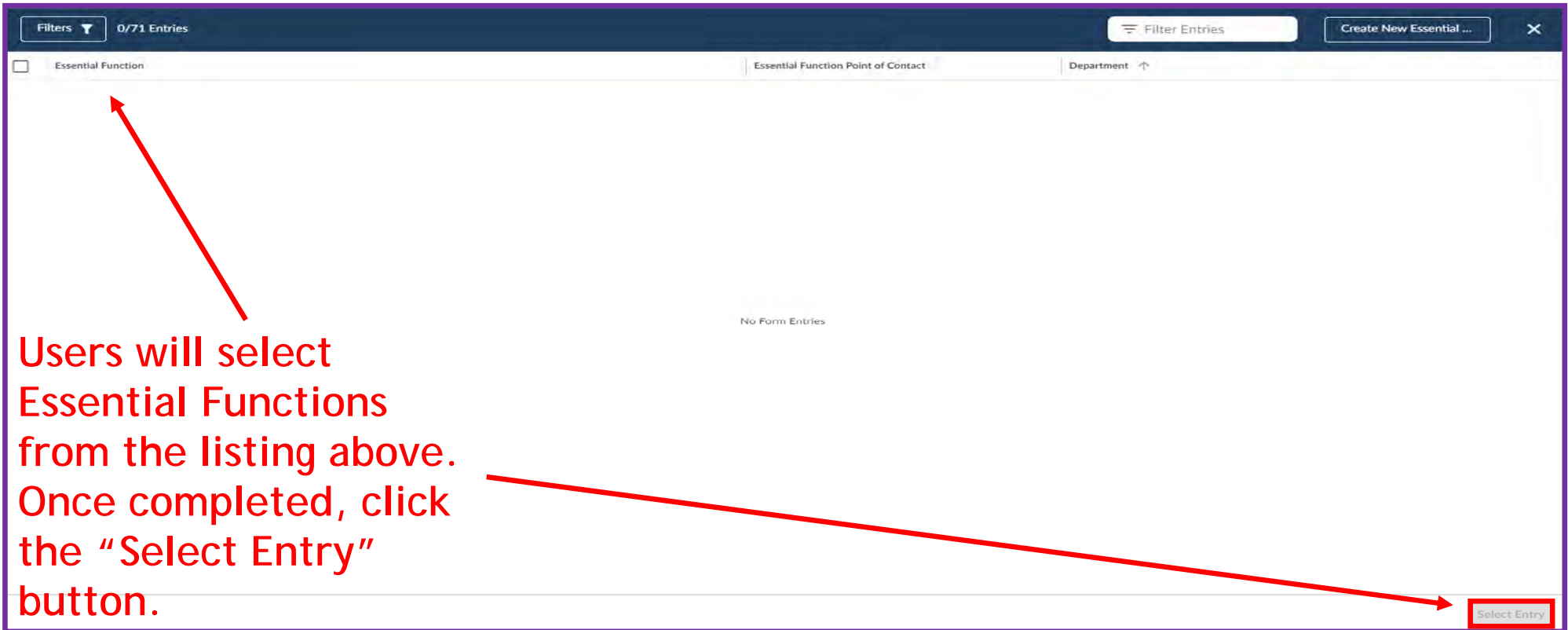
No - Select Save and Submit to Next Step

[Reset](#)

Essential Functions
Select from List or add if not available:

[Essential Functions Listing](#)

Essential Functions (cont.)



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.



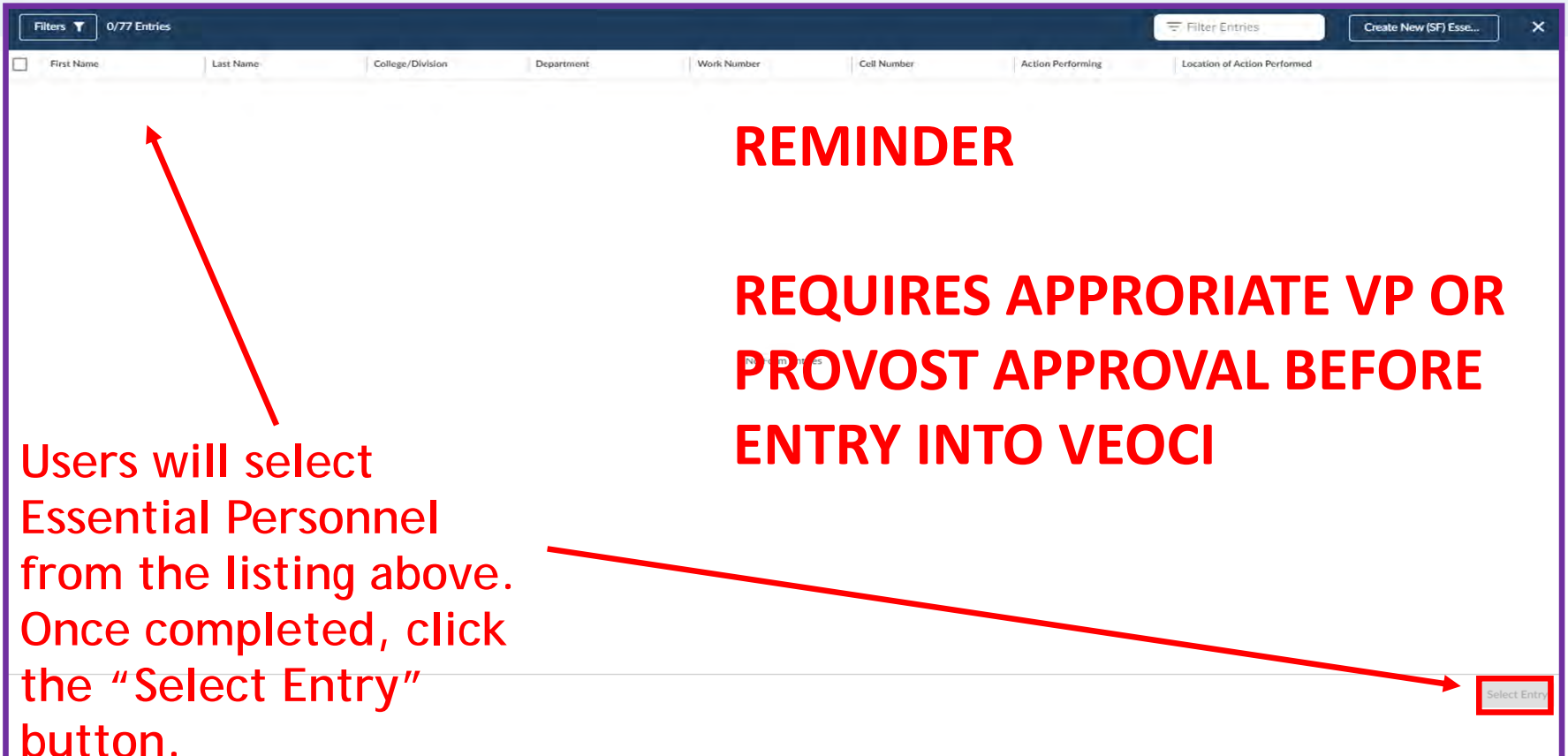
Essential Personnel

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



The screenshot shows a web interface for 'Essential Personnel Listing'. At the top, there is a 'Filters' dropdown and a '0/77 Entries' indicator. Below this is a table header with columns: First Name, Last Name, College/Division, Department, Work Number, Cell Number, Action Performing, and Location of Action Performed. A red arrow points from the text 'Users will select Essential Personnel from the listing above' to the table area. Another red arrow points from the text 'Once completed, click the "Select Entry" button.' to a 'Select Entry' button located at the bottom right of the table area. The text 'REMINDER' and 'REQUIRES APPROPRIATE VP OR PROVOST APPROVAL BEFORE ENTRY INTO VEOCI' is displayed in large red font on the right side of the screenshot.

REMINDER

REQUIRES APPROPRIATE VP OR PROVOST APPROVAL BEFORE ENTRY INTO VEOCI

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

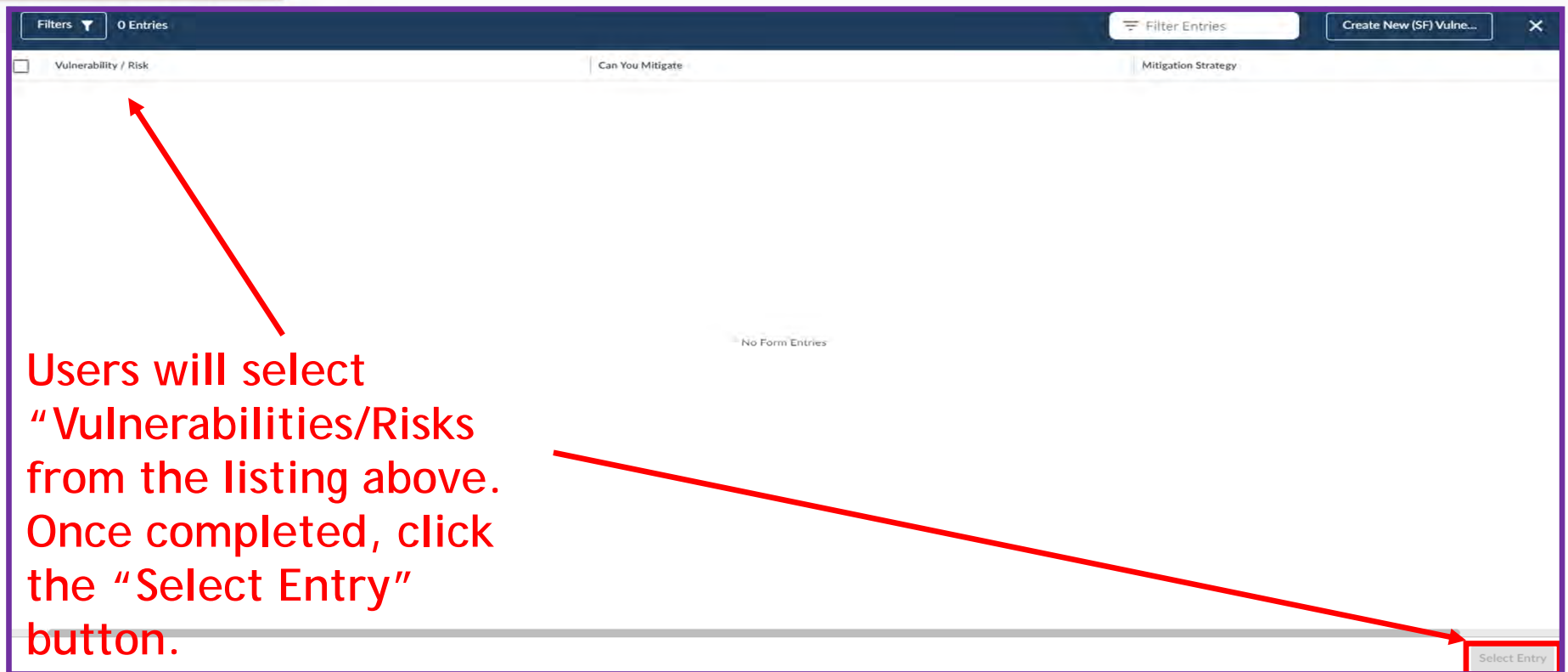


Vulnerability/Risk Assessment and Mitigation Strategy

Vulnerability/Risk Assessment and Mitigation Strategy

Vulnerability/Risk Assessment and Mitigation Strategy

Add Vulnerability/Risk Assessment and Mitigation Strategy



Filters ▾ 0 Entries

Filter Entries

Create New (SF) Vulne...

Vulnerability / Risk

Can You Mitigate

Mitigation Strategy

No Form Entries

Select Entry

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



Non-Essential Personnel

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.

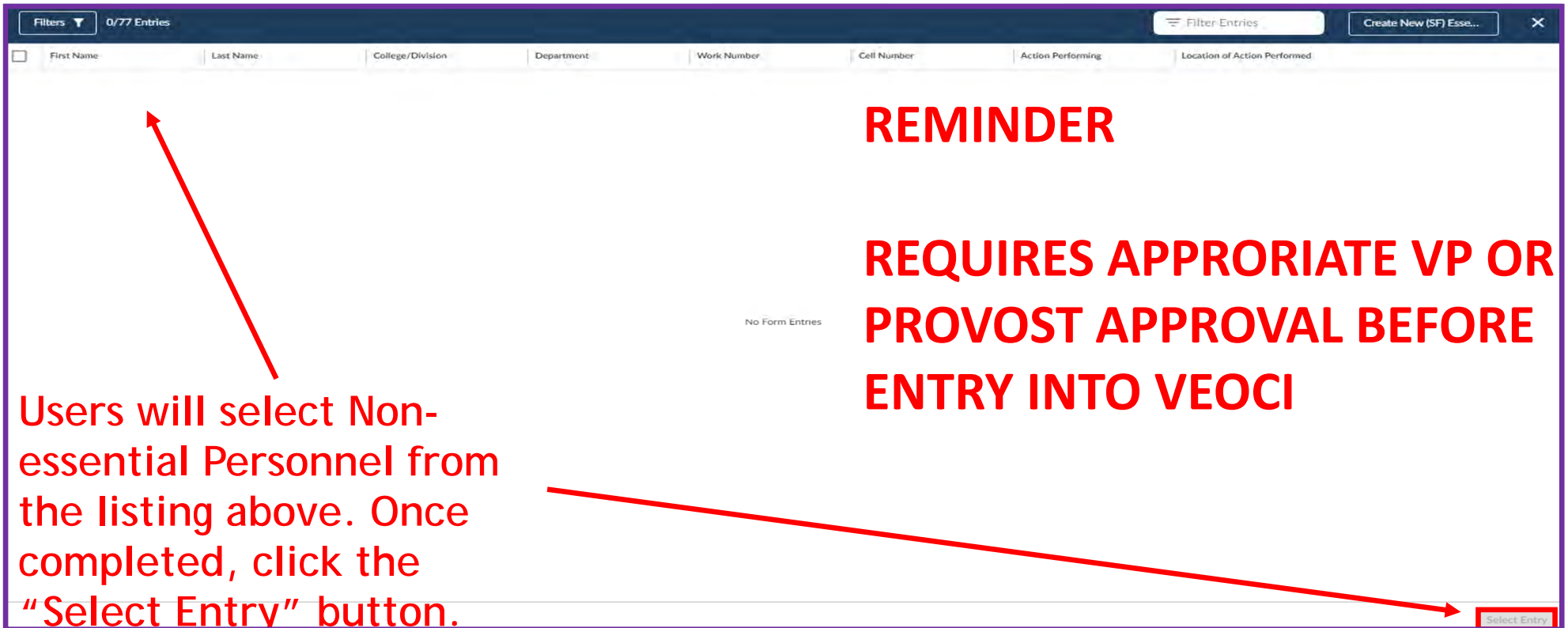
If you DO NOT have Non-Essential Personnel Select "Submit to Dean/Appropriate VP for COOP Approval" to continue

Approval for Non-Essential Personnel

[Add Approval for Non-Essential Personnel](#)



Non-Essential Personnel (cont.)



REMINDER

REQUIRES APPROPRIATE 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.



Submitting Plan to Dean/Appropriate VP for COOP Approval

^ Plan is Complete

Plan is complete. Selecting "Submit to Dean/Appropriate VP for COOP Approval" Will submit the plan for review and approval

Cancel

Save Now

Submit to Dean/Appropriate VP for COOP Approval



Approving the COOP Plan (Dean or VP)

Continuity of Operations Plan Approval (College/Division Approval - Dean or Appropriate VP)

Name
Enter Text...

Title
Enter Text...

Date
2023-03-20

Signature

Undo Block Confirm

Acknowledgement required

Acknowledge
 Send Back

Comments
Provide a comment of your requested edits or feedback for the College/Division liaison to make the appropriate changes.
Enter Text...

veoci


UH COOP -room@veoci.com
To: Broadbent, Evan
Mon 3/20/2023 7:31

The College/Division Continuity of Operations Plan Is Now Ready For Your Review and Approval

Hi Evan Broadbent,

A College/Division Continuity of Operations Plan has been assigned to you for your review and approval by Evan Broadbent in Evan's Plan Test 03022023.

Please approve the plan by clicking on this [LINK](#)



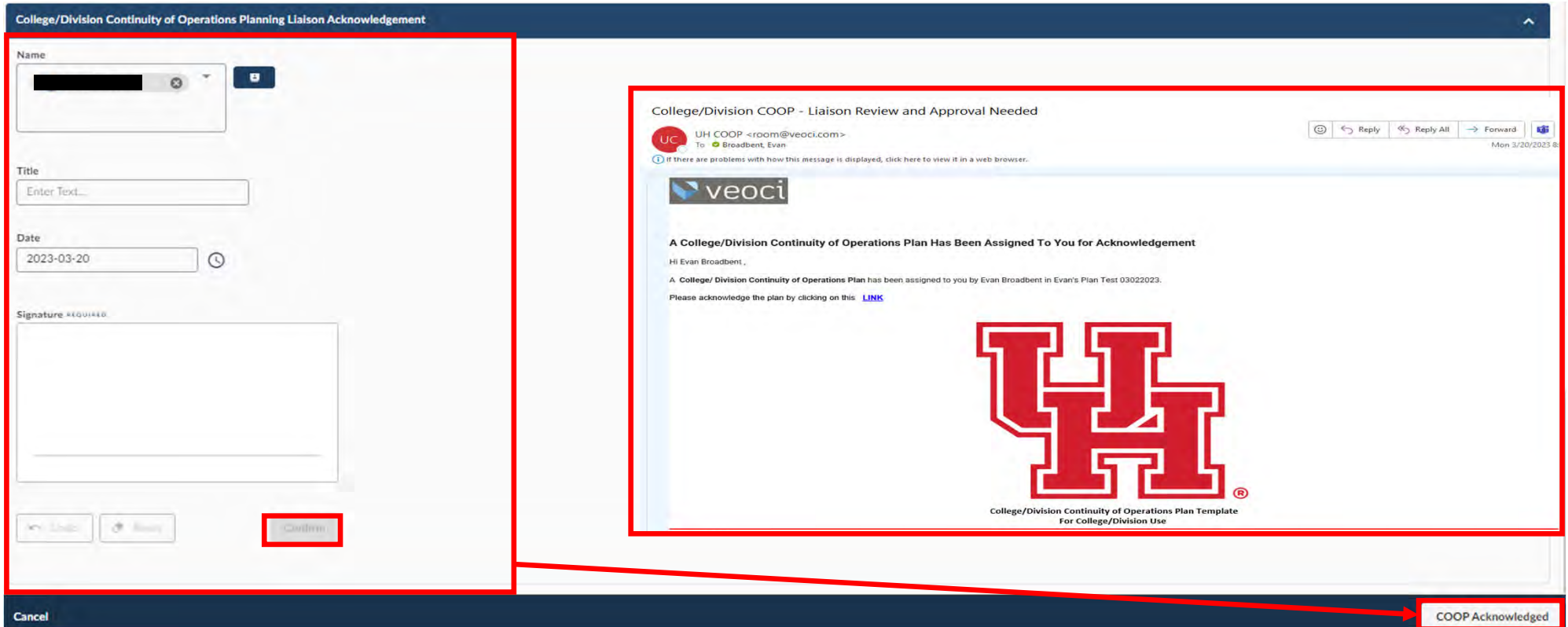
College/Division Continuity of Operations Plan Template
For College/Division Use

College/Division Name:

Cancel Send Back For Edits Approve COOP



Approving the COOP Plan (cont.)



College/Division Continuity of Operations Planning Liaison Acknowledgement

Name

Title

Date

Signature REQUIRED

Cancel Reply **Continue**

College/Division COOP - Liaison Review and Approval Needed

UH COOP <room@veoci.com>
To: Broadbent, Evan

UH

A College/Division Continuity of Operations Plan Has Been Assigned To You for Acknowledgement

Hi Evan Broadbent,

A College/ Division Continuity of Operations Plan has been assigned to you by Evan Broadbent in Evan's Plan Test 03022023.

Please acknowledge the plan by clicking on this [LINK](#)

UH

College/Division Continuity of Operations Plan Template
For College/Division Use

Cancel **COOP Acknowledged**



Approved COOP Plan

Plan Complete

Completed Plan

PDF

[Administration and Finance COOP 2023.pdf](#)
[Administration and Finance COOP 2023.pdf](#)

Date Plan is due for Review
2024/01/27

Select "COOP Complete" to finalize COOP and generate PDF Copy that can be accessed from your Dashboard

Cancel Reopen

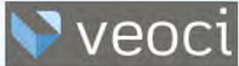


Final Approved COOP Plan

Final College/Division COOP Copy

UC UH COOP <noreply@veoci.com>

Administration and Finance COOP 2023.pdf
61 KB



The Continuity of Operations Plan for Administration and Finance is complete. Please see attached PDF for full details

Veoci

☺ ↩ Reply ↶ Reply All → Forward 📧 ⋮



College/Division Continuity of Operations Plan Template
For College/Division Use

College/Division Name:

Administration and Finance

College/Division Continuity of Operations Planning Liaison:

Evan Broedbert

Date Completed:

2023-jan-27

Completion of the College/Division Continuity of Operations Plan Template ensures compliance with [MAPP 06.01.02, Continuity of Operations Planning](#).

College/Division Leadership Succession (Chain of Command):

Name and title of primary, secondary and tertiary leader for the college/division.

Primary (Name and Title):

/

Secondary (Name and Title):

/

Tertiary (Name and Title):

/

College/Division Operational Function:

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

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.

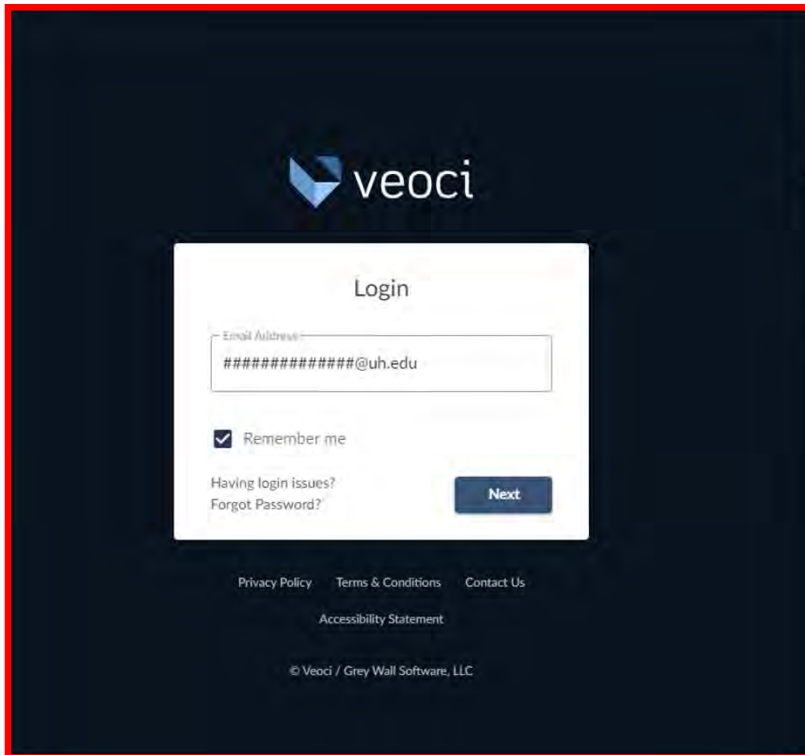


Additional Information

- 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



Hands On - Logging into Veoci



veoci

Login

Email Address
#####@uh.edu

Remember me

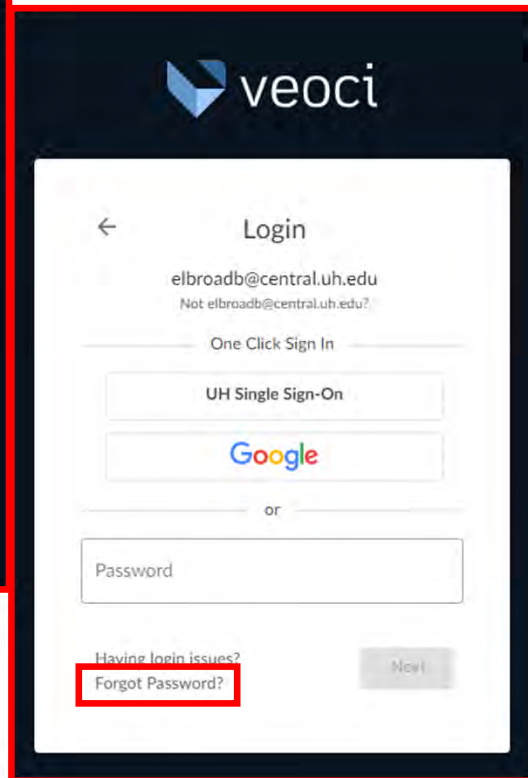
Having login issues?
Forgot Password?

Next

Privacy Policy Terms & Conditions Contact Us

Accessibility Statement

© Veoci / Grey Wall Software, LLC



veoci

Login

elbroadb@central.uh.edu
Not elbroadb@central.uh.edu?

One Click Sign In

UH Single Sign-On

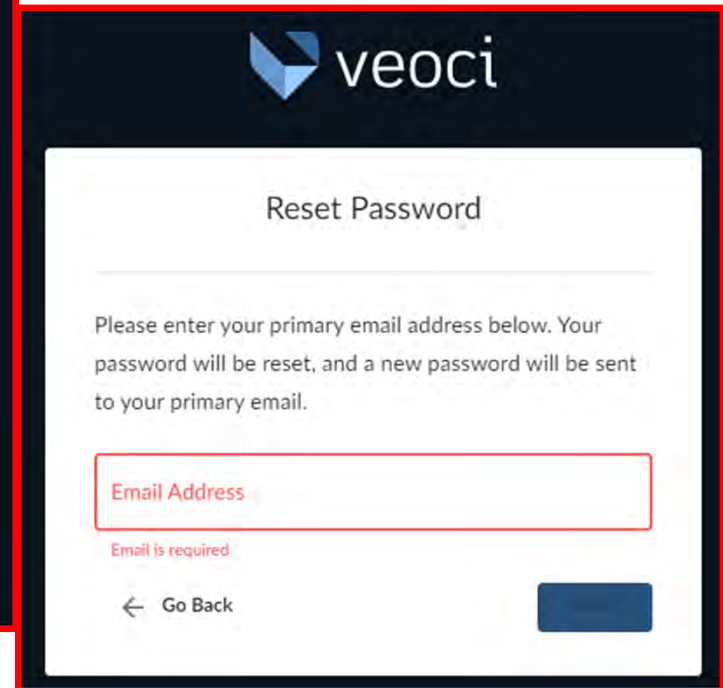
Google

or

Password

Having login issues?
Forgot Password?

Next



veoci

Reset Password

Please enter your primary email address below. Your password will be reset, and a new password will be sent to your primary email.

Email Address

Email is required

Go Back

What's New!

Continuity of Operations Planning

The University of Houston must ensure 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 [OEM Staff](#).

**Save file before entering information*

The Office of Emergency Management is transitioning from fillable templates to the Veeva System.

University of Houston Office of Emergency Management

Continuity of Operations Planning Program (COOP)
Liaison VEOCI Meeting/Training

Presented by:
Ginger Walker

Reopening COOP's for
Assignment to Department

Added by email or contact name

ACADEMIC CONTINUITY

[Canvas for Instructional Continuity](#)

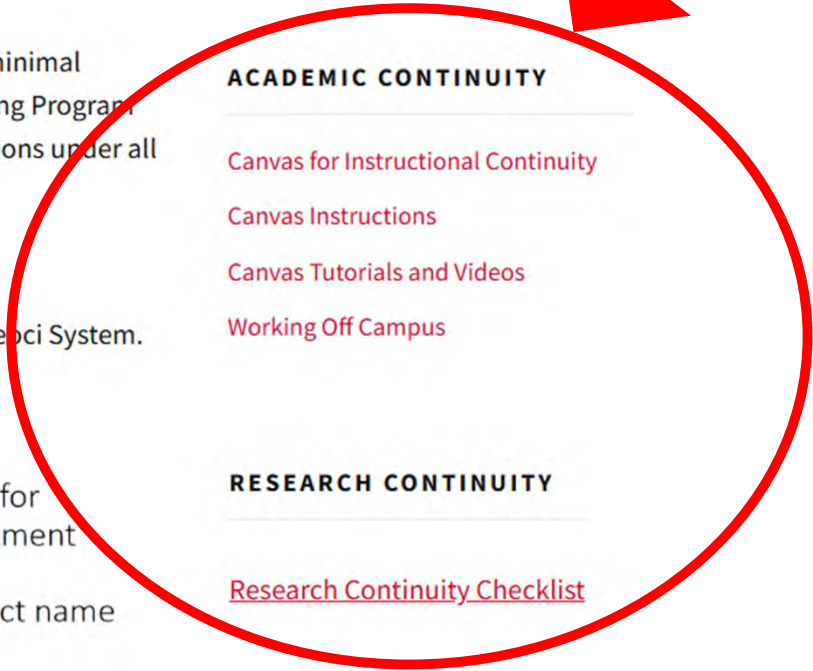
[Canvas Instructions](#)

[Canvas Tutorials and Videos](#)

[Working Off Campus](#)

RESEARCH CONTINUITY

[Research Continuity Checklist](#)



University of Houston COOP Points of Contact

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



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