

University of Houston
Office of Emergency Management

Continuity of Operations Planning Program

State Office of Risk Management Symposium
July 31st, 2024

Presented by:
Ginger Walker
Director, Emergency Management

COOP Beginnings at the University of Houston (UH)

- State Auditor's Office Audit of UH, 2005
 - Texas Administrative Code 202.24
- Critical Interruptions Spreadsheet Created in 2006
- Compliance – University of Houston Policy, Business Continuity Planning, 2007*
- UH BCP Templates Created in 2011*
- College/Division Business Administrators – Annual Training
- State Office of Risk Management Directive, 2013
- Compliance – University of Houston Policy, Business Continuity Planning, 2016*
- Compliance – UH Internal Audit Requirement/Pre-Audit Check List, 2016
- Texas Labor Code 412.054 – Continuity of Operations Plan
- Best Practice in Higher Education

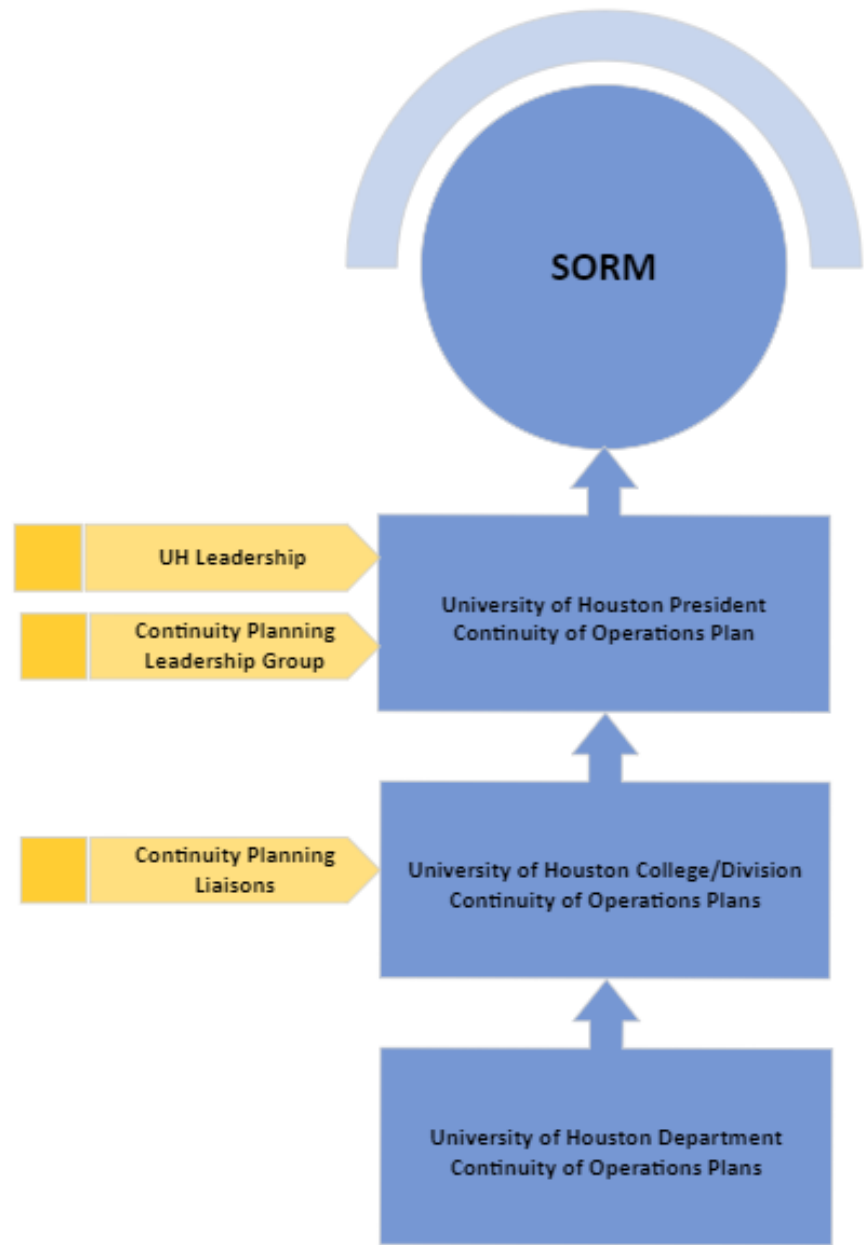
*Renamed Continuity of Operations Planning

UH Authority Through Policy and Leadership

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

UH COOP Program Layout



UH Continuity of Operations Planning Liaison Program

Liaison Program Includes:

- Division/College Representation
- Understanding of the Program Requirements
- Knowledge of Required Plans
- Identifying Department Representation
- Direct link to the Office of Emergency Management

UH COOP Template for Departments via Incident Management

Platform

- 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
- Non-Essential Personnel
- Exercising Your Plan
- Resumption of Normal Operations
- Approvals

UH COOP Template for College/Divisions via Incident Management Platform

- College/Division Information
- College/Division Leadership Succession
- College/Division Operational Function
- College/Division Objective (1)
- Essential Functions (Functions and Personnel)
- Vulnerability/Risk Assessment and Mitigation Strategy
- Non-Essential Personnel
- Approvals

Collaboration

COOP Administration | Home / University Of Houston / COOP / A&F - Campus Safety

Members | New | Edit | Tools | View | Idle Refresh

College / Division COOP

PDF Copy of Latest COOP Plan

Administration and Finance
[Administration_and_Finance_COOP_2024.pdf](#)
 2024-Apr-03

Initiate Plan Development

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

Current College / Division Plan

Status	Current Steps	Date Initiated	Last Modified ↓	Modified By	Step Owners	College/Division Name:	College/Division Continu...	Date Opened:	Primary - Name
Closed	Completed	2023-Apr-28 15:03:27	2024-Apr-15 13:58:17	Evan Broadbent		Administration and Finance	Kelly Boysen	2024-Apr-03	Kelly Boysen

Department Plans

All Department Plans

Initiated by	DeptID Selected	Department Selected	Name of Department Repres...	Current Steps	Status	Date Opened:
A&F - Campus Safety 4						
Kelly Boysen	H0612	EMERGENCY MANAGEMEN	Ginger Walker	Completed	Closed	2024-Mar-11
Kelly Boysen	H0173	FIRE LIFE SAFETY SERVICES	Chris McDonald	Completed	Closed	2024-Mar-11
Kelly Boysen	H0609.OH	OCCUPATIONAL HEALTH	Dawn Mopkins	Completed	Closed	2024-Mar-11
Kelly Boysen	H0310	ENV. HEALTH & LIFE SAFET	Lisa Benford	Completed	Closed	2024-Mar-11

Dept. Plans Pending College/Division COOP Liaison Acknowledgement

No Workflow Entries

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

Department Collaboration

H0612 EMERGENCY MANAGEMENT COOP 2024

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:

Cancel

College/Division Collaboration

The screenshot displays a web application interface for 'Administration and Finance COOP 2024'. The breadcrumb trail at the top reads: Home / University Of Houston / COOP / 2024 COOP Season Testing Room / College / Division Continuity Of... The interface features a dark blue header with a search icon, a window icon, and a notification bell. Below the header is a 'Workflow Steps' section with a dropdown menu and buttons for 'New', 'Edit', and 'Tools'. The main content area contains a list of nine workflow steps, each with a downward arrow on the right:

- College/Division Information
- College/Division Leadership Succession
- College/Division Operational Function
- College/Division Objective
- Essential Functions (Functions and Personnel)
- Vulnerability/Risk Assessment and Mitigation Strategy
- Non-Essential Personnel
- Continuity of Operations Plan Approval (College/Division Approval - Dean or Appropriate VP)
- College/Division Continuity of Operations Planning Liaison Acknowledgement

At the bottom of the interface, there are two buttons: 'Cancel' on the left and 'COOP Acknowledged' on the right.

Plan Approval



Approvals:

- Department Plans
 - Department Representative approval
 - College/Division COOP Liaison review & approval
- College/Division Plans
 - Appropriate VP or Dean
 - College/Division COOP Liaison approval

Pre-Approvals:

- Authorization of Essential Functions & Personnel
- Authorization of Non-Essential Personnel needing access to campus when it is closed

University of Houston Continuity of Operations Plan

Department COOP's and College/Division COOP's all help to build the University of Houston Continuity of Operations Plan



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

College/Division Name:

Administration and Finance

College/Division Continuity of Operations Planning Liaison:

Kelly Boysen

Date Completed:

2024-Apr-03

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



UNIVERSITY OF HOUSTON
CONTINUITY OF OPERATIONS PLAN

For Official Use Only

Revised: August 2022

COOP Program Facilitation

UH Veoci Point of Contact Roles:

- Enrolling in Veoci Training Courses
 - Basic Training
 - Fundamental Training
- Developing/Updating Training material
- Conducting individual Department/College/Division Training Sessions
 - In-person
 - Virtually
- Customizing each College/Division department ID's & Names
- Assigning each Department Rep. to their assigned Department Plan
- Tracking all plans and their status
 - Keeping KPI's up to date for Director
- Consolidating all College/Division Plans into 1 University wide COOP
- Re-opening all plans for the following year

Repeating steps for next COOP season

University of Houston
Office of Emergency Management



Ginger Walker
Director, Emergency Management



Maia Solomon
Emergency Management Specialist