

Continuity of Operations Plan Liaisons,

The Office of Emergency Management has received many questions regarding College, Division and Department Continuity of Operations Plans during the COVID-19 specific incident. Please review the clarifications below:

Completed Plans

The essential/non-essential personnel listings are to accompany your Continuity of Operations Plan, not to be a stand alone document. The Continuity of Operations Planning templates guide the individual through the process of completing the plan, including the need for an essential/non-essential personnel listing. Many departments are submitting their essential/non-essential personnel listings without a plan attached. In addition, the essential/non-essential personnel listings should be consolidated for an entire college or division, not for individual departments.

Essential/non-essential personnel listings Approval

The essential/non-essential personnel listings must be approved by the Provost or appropriate Vice President.

Card Access

The essential/non-essential personnel listings does not grant card access to any given building on campus. Card access mode is managed through the individual college or division and not through the Continuity of Operations Plan.

Deadline

The deadline to submit your Continuity of Operations Plans to the Office of Emergency Management (*Brian Hall via the sharepoint folder access) is June 1, 2020. Please note that college/division internal deadlines may be much earlier than the June 1st deadline.

Plan Review

Unfortunately, the Office of Emergency Management does not review the college/division/department Continuity of Operations Plans. In the event additional advice or guidance is requested, the Office of Emergency Management can meet individually with a college, division or department.

Essential functions are defined in the [Continuity of Operations Planning Templates](#) as well as essential personnel needed to perform UH Essential Functions. Please share this information with your college or division. This is a difficult time and we completely understand the challenges you are facing. The Office of Emergency Management is working diligently to assist with your Continuity of Operations Plan needs. If you have any further questions or would like further clarification, please contact Brian Hall at bhall@uh.edu or 713-743-6082.

*Questions or concerns regarding the Sharepoint folder access can be directed to Brian Hall at bhall@uh.edu