University of Houston
Office of Emergency Management

Continuity of Operations Planning Program (COOP)

Department Level Training

UNIVERSITY OF **HOUSTON**

UNIVERSITY OF **HOUSTON**

Department
LEVEL ENTRY

Office of
Emergency Management
Division of Administration
& Finance

UNIVERSITY OF HOUSTON

- **Initial Veoci COOP Invitation will be received via email like the one shared below:**
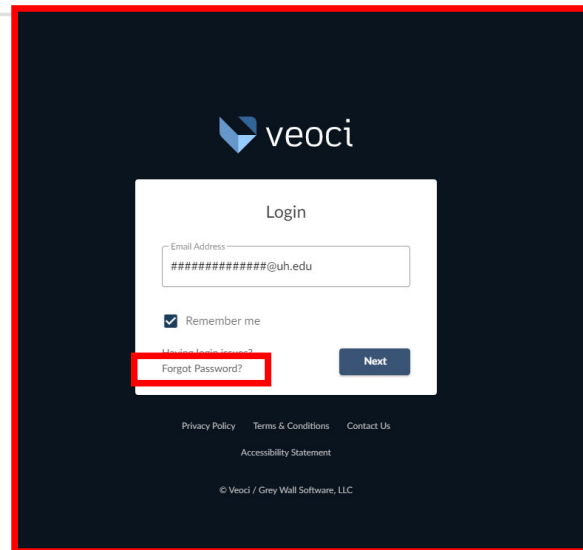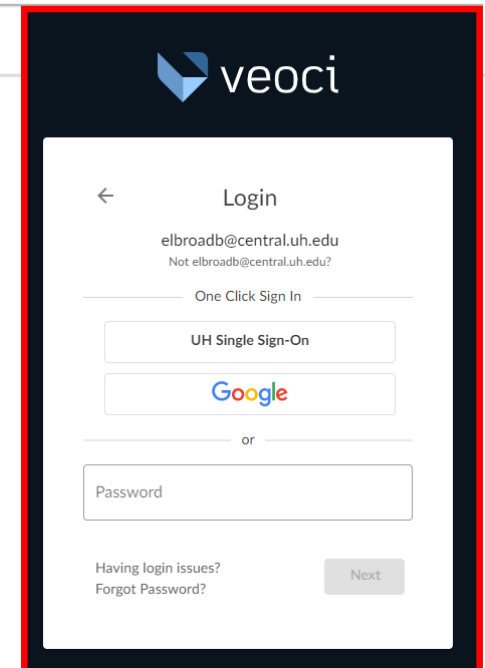
- **Once the user clicks on the hyperlink for their plan, user will proceed to the Veoci website where user will log in with users registered UH email address and password. (Utilize "Forgot Password" for first time users).**

Department Operational Function

UNIVERSITY OF HOUSTON

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

Office of
Emergency Management
Division of Administration
& Finance

Department Objectives

Emergency Communication

Department Contact Info. During an Emergency

UNIVERSITY OF HOUSTON

Emergency Access to Information Systems

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)

UNIVERSITY OF HOUSTON

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
Select an Option

Department
Enter Text...

Essential Function
Enter Text...

Essential Function Point of Contact

Role	Name	Phone Number
Primary	Enter Text...	(201) 555-0123

Role	Name	Phone Number
Secondary	Enter Text...	(201) 555-0123

Close

Reset   Save as Draft   Submit

Essential Functions (Add Essential Functions)

UNIVERSITY OF HOUSTON

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)

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

Emergency Relocation Position Information Sheet

Name:

Department:

Title: Phone Number:

Email:

Supervisor:

Below briefly describe the essential function you are performing and/or supporting for your department:

What training requirements are needed to perform this essential function (Peoplesoft, TRAM):

What resources do you need to perform this essential function (computer, internet access, handbook, policy, equipment):

Revised: 2/16/2022

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

Office of Emergency Management
Division of Administration & Finance

External/Internal Dependencies (External)

External/Internal Dependencies (External)

UNIVERSITY OF HOUSTON

Vulnerability/Risk Assessment and Mitigation Strategy

Vulnerability/Risk Assessment and Mitigation Strategy

Non-Essential Personnel

UNIVERSITY OF HOUSTON

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

UNIVERSITY OF HOUSTON

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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 Review/Approval Process

Department Review and Approve of the Plan prior to final submission, follow these instructions

Department Continuity of Operations Plan Approval

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

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

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

☺ ↩ 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.

veoci
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

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

Ginger Walker
Director, Emergency Management
Email: gkwalker@uh.edu
Phone: 832-842-0583

Evan Broadbent
Emergency Management Specialist
Email: elbroadb@central.uh.edu
Phone: 713-743-0682