

<b>SUBJECT:</b> Continuity of Operations (COOP)	<b>Effective Date:</b> 6/3/2016	<b>Policy Number:</b> 3-117.1	
	<b>Supersedes:</b> 3-117	<b>Page</b> 1	<b>Of</b> 5
	<b>Responsible Authority:</b> Associate Vice President and Chief of Police and Director of Security and Emergency Management		

**DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 5-18-11**

**APPLICABILITY/ACCOUNTABILITY**

This policy applies to all departments, units, and Direct Support Organizations on all UCF campuses, including any owned or leased facilities in which UCF faculty and staff members operate.

**BACKGROUND INFORMATION**

On September 9, 2002, the Florida Division of Emergency Management (FDEM) issued a guidance document on the development and implementation of disaster preparedness as it relates to the Continuity of Operations (COOP). The COOP guidance was adopted by FDEM in response to the statutory mandate imposed by Chapter 2002-43 (amending s. 252.365, Florida Statutes) that each state agency and facility has a disaster preparedness plan that is coordinated with the applicable local emergency management agency and approved by FDEM.

An all-hazards planning approach minimizes vulnerabilities by the systematic development of an operational capability that is not dependent upon a facility. Probability, frequency, and severity are factors that weigh heavily into COOP planning. Those things that could disrupt operations are evaluated based on criticality and probability.

**POLICY STATEMENT**

The University of Central Florida, as a recipient of Department of Homeland Security funds, is required to submit annually all COOP Plans to the Florida Division of Emergency Management (FDEM) for review.

It is the policy of the State of Florida, and thereby the University of Central Florida, to be prepared to respond to any emergency or threat thereof that may disrupt operations.

Designated departments or units must submit COOP plans to the University of Central Florida Office of Emergency Management (UCFOEM) annually before February 1. Each designated department or unit must assign one staff member to become the department COOP Coordinator.

Designated department or unit COOP Coordinators must complete Federal Emergency Management Agency (FEMA) Independent Study, 546 “Continuity of Operations Awareness Course,” and submit their certificate to UCFOEM before receiving the departmental COOP template.

## **DEFINITIONS**

**Continuity of Operations (COOP).** COOP is an effort within individual departments and units to ensure the continued performance of minimum essential functions during and after emergencies. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternate facilities, personnel, resources, interoperable communications, and vital records or databases.

Emergencies are any unplanned events that can cause deaths or significant injuries to employees, students, or the public; or that can shut down an organization, disrupt operations, cause physical or environmental damage, or harm the organization’s public image. Emergencies may include events such as fire, hazmat incident, flooding, tornado, communications failure, radiological incident, civil disturbance, hurricane or tropical storm, explosion, “sick-building” syndrome, terrorist activity, and others.

**Department or unit COOP Coordinator.** A person who is designated by the department or unit to serve as a liaison with the UCF Office of Emergency Management (UCFOEM). This person will also review COOP Plans to ensure compliance with all requirements and submit final COOP Plans to UCFOEM. This person will also participate in the necessary training classes to ensure compliance with all COOP requirements.

**University COOP Coordinator.** A person who is designated by the university to serve as a liaison with FDEM. This person will review COOP Plans to ensure viability and compliance with all regulations put forth by the State, as well as provide final university COOP Plan submission to FDEM. This person will maintain COOP Plans for departments or units considered mission critical as outlined in the UCF Mandatory Program List.

**University COOP Manager.** A person who is designated by the university whom is responsible for the development and implementation of the university COOP Program. This person will communicate with university executive leadership and support the University COOP Coordinator in planning COOP activities.

## PROCEDURES

To maintain a viable COOP capability, each department's or unit's plan must:

- be maintained at a high level of readiness
- be capable of implementation, both with and without warning
- be operational no later than 12 hours after activation
- maintain sustained operations for up to 30 days
- take maximum advantage of existing agency field infrastructures.

The objectives of a COOP Plan are as follows:

- ensure the safety of personnel and visitors
- provide for the ability to continue essential operations
- contain provisions for the protection of critical equipment, records, and other assets
- maintain efforts to minimize damage and losses
- contain provisions for an orderly response and recovery from any incident
- serve as a foundation for the continued survival of leadership.
- assure compliance with legal and statutory requirements.

The university COOP coordinator is responsible for coordinating with FDEM on emergency preparedness issues, preparing and maintaining emergency preparedness and post-disaster response and recovery plans for agencies, maintaining rosters of personnel to assist in disaster operations, and coordinating appropriate training for agency personnel.

The COOP Plan must outline a comprehensive and effective program to ensure continuity of essential state functions under all circumstances. The plan must identify a baseline of preparedness for a full range of potential emergencies to establish a viable capability to perform essential functions during any emergency or other situation that disrupts normal operations.

A template for creating a departmental COOP Plan is available by request at <http://emergency.ucf.edu/coop.html>.

While it is recommended that every department and unit have a COOP Plan, the critical university departments and units listed on the COOP page of the Office of Emergency Management's website, linked below under "Related Documents," are required to have a viable COOP Plan.

In addition to these departments, the university COOP coordinator will maintain the overall university COOP Plan, using the critical departments' COOP Plans for guidance.

Any department or unit creating a COOP Plan must submit it to UCFOEM, in accordance with the timeline listed in this policy, in order to ensure that the plan complies with UCFOEM and FDEM guidelines. Only departments considered "FDEM Mandatory" will be sent to FDEM annually. All other COOP plans will be hosted on the SharePoint server, and disseminated to senior leadership on an annual basis. Once a plan has been created, it must be updated annually.

For COOP plans that require departments to use another facility on-campus as an alternate location, coordination with the vice provost, Space Planning, Analysis, and Administration and Space Planning and Allocations Committee is essential. No plans should be finalized without first securing appropriate approval.

During an emergency that requires COOP plans to be activated, vacant space office space and classrooms will be allocated for departments or units deemed mission-critical, as referenced in the Mandatory COOP Program List.

## **CONTACTS**

Associate Vice President and Chief of Police: 407-823-5242

UCF Office of Emergency Management: 407-823-6301

SharePoint Coordinator: 407-823-1701

Vice Provost, Space Planning, Analysis, and Administration: 407-823-4978

## **RELATED INFORMATION**

Florida Statute 252.365:

[http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App\\_mode=Display\\_Statute&Search\\_String=252.365&URL=0200-0299/0252/Sections/0252.365.html](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=252.365&URL=0200-0299/0252/Sections/0252.365.html)

COOP Training:

<http://emergency.ucf.edu/training.html>

FEMA Independent Study, 546 Continuity of Operations Awareness:

<https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-546.a>

## **RELATED DOCUMENTS**

UCF COOP Instructions and additional information:

<http://emergency.ucf.edu/coop.html>

UCF COOP Mandatory Program List:

<http://emergency.ucf.edu/coop.html>

**INITIATING AUTHORITY** Vice President for Administration and Finance and Chief Financial Officer

<b>POLICY APPROVAL</b> (For use by the Office of the President)	
Policy Number: <u>3-117.1</u>	
Initiating Authority: <u>Will F. Menke</u>	Date: <u>6-1-16</u>
University Policies and Procedures Committee Chair: <u>Ronda L Bishop</u>	Date: <u>5/27/2016</u>
President or Designee: <u>John C. Hitt</u>	Date: <u>6/3/16</u>