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.

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 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.

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.
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.

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.

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.

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 Emergency Management 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. Non-critical department and unit plans will not be submitted with the university’s COOP Plan to FDEM, but they will be maintained on the Sharepoint server. 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 is essential. No plans should be finalized without first securing appropriate approval.

CONTACTS:

Associate Vice President Facilities and Safety: 407-823-3812
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:

3-117 Continuity of Operations (COOP) 3
COOP Training:
http://emergency.ucf.edu/training.html

RELATED DOCUMENTS:

UCF COOP Instructions and additional information:
http://emergency.ucf.edu/coop.html

UCF COOP Department and Unit Chart:
http://emergency.ucf.edu/coop.html

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-117
Initiating Authority: 
Date: 5-24-11
Policies and Procedures
Review Committee Chair:
Date: 5-23-11
President or Designee:
Date: 5-25-11