



# Continuity of Operations (COOP)

<b>Policy Number</b>	3-117.2
<b>Responsible Authority</b>	Director of Emergency Management
<b>Initiating Authority</b>	Senior Vice President for Administration and Finance
<b>Effective Date</b>	2/8/2023
<b>Date of Origin</b>	5/25/2011

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## **APPLICABILITY/ACCOUNTABILITY**

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

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## **BACKGROUND INFORMATION**

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On September 9, 2002, the Florida Division of Emergency Management 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 in response to the statutory mandate imposed by Chapter 2002-43: Relating to Disaster Preparedness (amending s. 252.365, Florida Statutes) that each state agency and facility, including universities, "has a disaster preparedness plan that is coordinated with the applicable local emergency management agency and approved by the Division".

Since that time, UCF has faced disruptions during hazardous weather systems and the pandemic that required full or partial activation of the university COOP plan. Such disruptions validate the need for a coordinated and comprehensive effort to ensure continuity of essential university functions and processes.

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## **POLICY STATEMENT**

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Florida Board of Governors Regulation 3.001: Campus Emergency Management, requires UCF to outline a comprehensive and effective program to ensure continuity of essential university

functions under all circumstances. As a critical component of university preparedness and resiliency, all departments and units identified by the UCF Department of Emergency Management must have in place a viable plan detailing essential functions and continuity personnel required to respond to and recover from disruptions.

Accordingly, designated departments or units must submit COOP plans to the UCF Department of Emergency Management annually before June 1st. The COOP plan must be submitted in a format approved by the Department of Emergency Management.

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, 1300 "Introduction to Continuity of Operations," and submit their certificate to the UCF Department of Emergency Management before receiving access to the university's continuity portal and associated continuity planning tools.

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## DEFINITIONS

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**Continuity of Operations (COOP).** COOP is an effort within individual departments and units to ensure the continued performance of 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.

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

**Emergency.** 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.

**University COOP Manager.** An individual designated by the university responsible for the development and implementation of the university COOP Program. This person will serve as the point of contact for department continuity coordinators, university executive leadership, the Florida Division of Emergency Management; and will be accountable for the final university COOP plan submission.

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## PROCEDURES

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Although it is strongly recommended that all departments, colleges, schools, and research programs on campus have a COOP plan, the UCF Department of Emergency Management has identified specific departments and operational units mandated to annually submit COOP plans based on requirements put forth by the Florida Division of Emergency Management.

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
- include a business impact analysis
- 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 identify and maintain 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 Manager is responsible for coordinating with the Florida Division of Emergency Management 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.

Details including accessing the university's [COOP portal and planning tools](#) can be found on the [UCF Police Department](#) website.

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## RELATED INFORMATION and DOCUMENTS

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[Florida Statute 252.365:](#)

[COOP Training:](#)

[FEMA Independent Study-1300: Introduction to Continuity of Operations](#)

[UCF COOP Instructions and additional information:](#)

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## CONTACTS

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POLICY APPROVAL (For use by the Office of the President)	
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President or Designee:  <small>Alexander N. Cartwright 2023.02.08 13:23:38 -05'00'</small>	Date: 2/8/2023

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