



UHD Continuity Planning

2024
Emergency Management

What is Continuity Planning?

Continuity Planning is the effort to ensure that the capability exists to continue essential functions across a wide range of potential emergencies.

Regular Day

Day to day, the whole community works together to provide essential functions, capabilities, and services to each other.



Continuity Event

An event can disrupt the performance of essential functions, capabilities, and services at all levels.



Why is Continuity Planning important?

Disasters and emergencies of all types and severity can occur, often with little or no warning. Consider the following situations:

- A fire breaks out in your office or adjacent office, forcing you to evacuate the building
- A sprinkler head malfunctions and floods your office.
- A flood impacts College Station, closing many roads and highways for three days
- A pandemic has sickened 50% of your staff

While you cannot control when and where such events will occur, you can manage your ability to maintain operations through effective continuity planning.

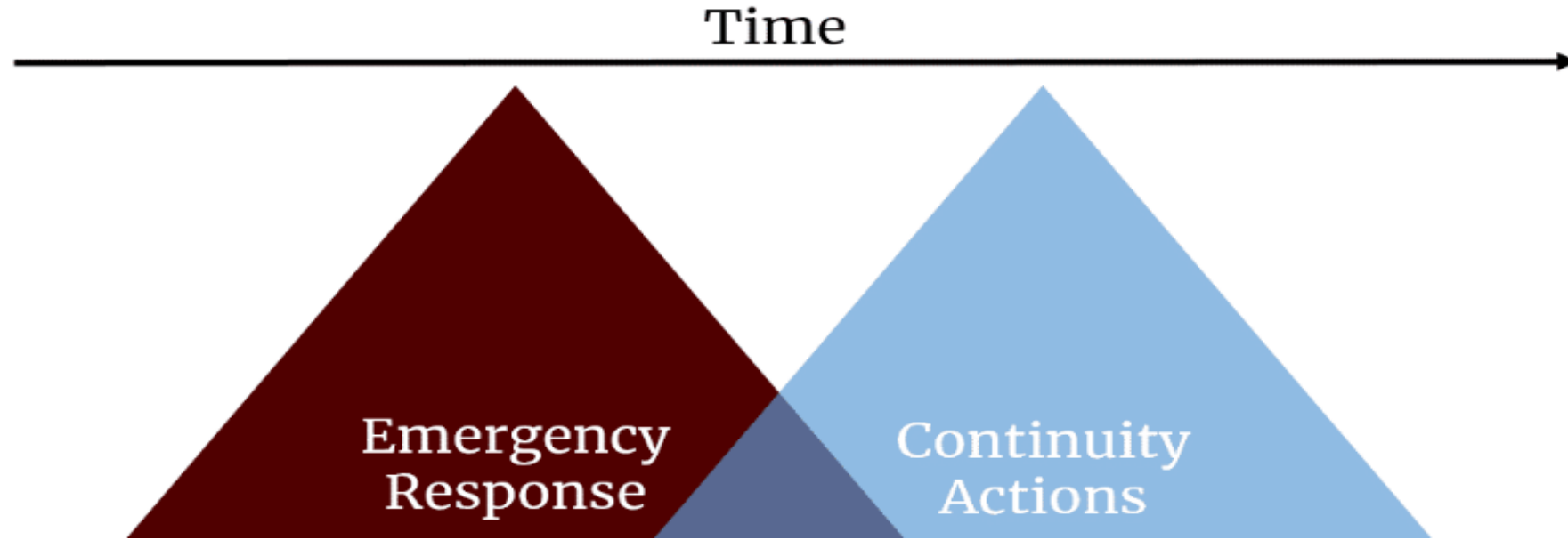


The Continuity Plan

- A continuity plan is a collection of resources, actions, procedures, and information that is developed, tested, and held in readiness for use in the event of a disaster or major disruption of operations.



How is a Continuity Plan Different from an Emergency Plan?



Continuity plans can be confused with emergency plans; these two plans are distinct separate documents. **Emergency plans** focus on life safety issues. These plans contain information about what to do in a variety of emergencies to immediately deal with the situation, i.e. how to put out the fire, how to evacuate the building, what to do during a tornado warning. **Continuity plans** focus on how to resume operations following the emergency. Sometimes operations are critical enough that they need to be resumed before emergency response operations have concluded, as depicted by the overlapping triangles.

UHD Emergency Operations Plan

The Emergency Operations Plan (EOP) is a guide to how UHD conducts all-hazards response. The EOP is built upon the National Response Framework as a scalable, flexible, and adaptable coordinating structure to align key roles and responsibilities during an emergency. In addition, the EOP is intended to capture specific authorities and best practices for managing incidents of any size or scope. This plan applies to all university personnel participating in mitigation, preparedness, response, and recovery efforts.



**UNIVERSITY OF HOUSTON
DOWNTOWN**

EMERGENCY MANAGEMENT PLAN

2024-2025

UHD Continuity of Operations Plan

The UHD Continuity of Operations Plan (COOP) provides a framework to continue the most essential functions of UHD when an emergency or disruption at the University or in the region threatens operations or requires the relocation of select personnel and functions. This document helps to ensure continuity of essential functions during situations that may affect University building(s), workforce, or critical systems.

UHD

UNIVERSITY OF HOUSTON- DOWNTOWN CONTINUITY OF OPERATIONS PLAN 2024-2025

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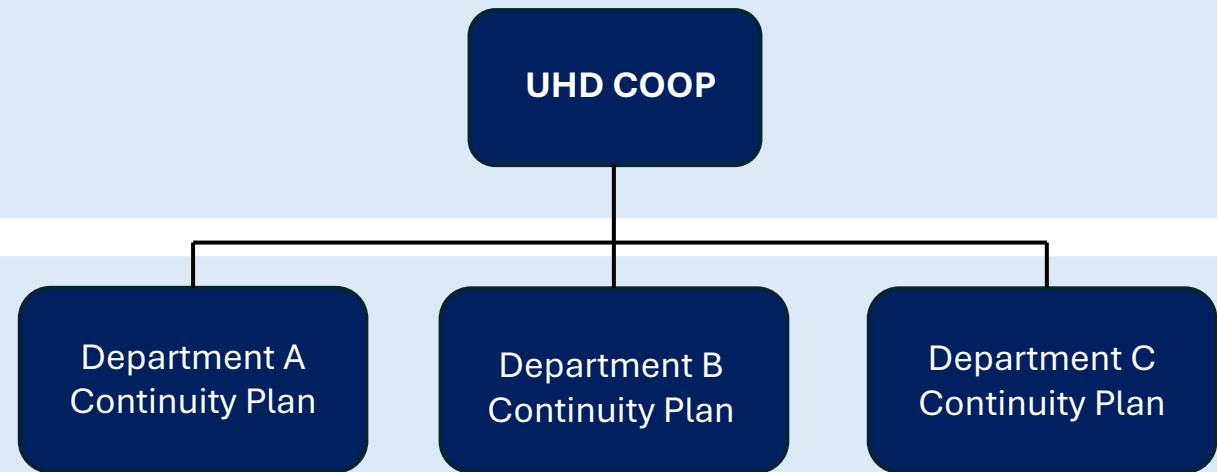
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Departmental and College Continuity Plans

Departments and Colleges develop their continuity plans using guidance from the UHD Continuity Plan. Departmental continuity plans include vital information necessary to the continuity of operations, including essential functions, alternative work procedures, and roles & responsibilities.

Provides purpose and establishes the overall framework for continuity planning at UHD

Identifies the essential functions, alternate work procedures, and roles & responsibilities. Includes contact lists and supporting documents



Planning Scenarios

Three primary scenarios reflect the type of events which may result in a continuity plan activation. The planning scenarios are not necessarily mutually exclusive. Multiple scenarios may occur within one incident. For example, an incident may result in a loss of access to the facility as well as IT or data.

- Planning Scenario 1 – Single or Multiple Facilities Affected
- Planning Scenario 2 – Loss of Personnel
- Planning Scenario 3 – Loss of IT or Data



Planning Scenario 1 - Single or Multiple Facilities Affected

Under this type of scenario, one or more of the department/division's facilities are closed for normal business activities. Examples of situations that may cause such disruptions are:

- Fire
- System/mechanical failure
- Loss of utilities such as electricity, telephone, water or steam
- Explosion
- Severe weather/hurricanes

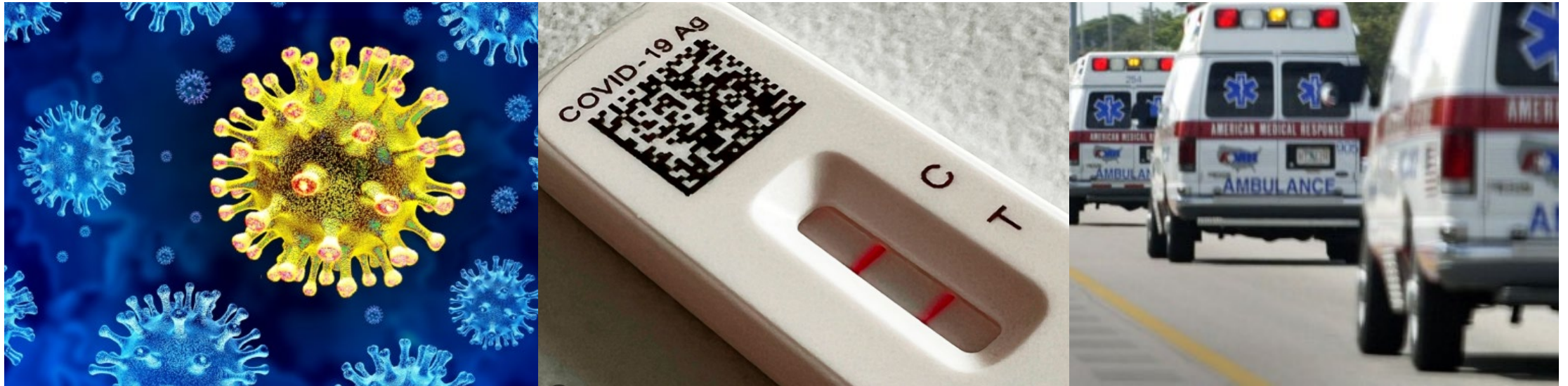
In this scenario, there could be uncertainty regarding whether additional incidents, such as secondary explosions, hurricanes, or cascading utility failures, could occur. Also, the department's primary facilities and the immediate areas surrounding them could be inaccessible. This type of scenario could significantly impact the department's communications, provision of services, and information technology capabilities.




Planning Scenario 2 - Loss of Personnel

Under this type of scenario, the department/division/college experiences a severe loss of personnel for an extended period of time. Examples of situations that may cause such disruptions are an infectious disease outbreak, a mass casualty incident or furloughs.

During this type of scenario, the department/division may be unable to maintain operations at normal capacity and may need to reduce services to focus on restoring and maintaining essential functions.





Planning Scenario 3 - Loss of IT or Data

Under this type of scenario, the department/division has lost data critical to their operations. Examples of situations that may cause such a loss are:

- Extended power outage
- IT equipment failure
- Flooding or water damage

During this type of scenario, the department/division may be unable to perform certain services that require access to the affected data or manual/alternative procedures will need to be instituted. Priority order for restoration of systems and data determined during the planning process will be followed.



Completing Your Continuity Plan

What are Essential
Functions?

- Essential functions are those services, programs, or activities that are necessary to operations and would directly affect the university's success if they were to stop for an extended period of time.

Categories of Essential Functions

Functions that are essential for university operations are categorized by priority ratings. These categories are:

- **Critically:** function or service must resume within 4 hours. Functions that have direct and immediate effect in preserving life, safety, and property.
- **High:** must be resumed within 24 hours. Pausing more than 24 hours may cause serious harm or consequence. Should continue at normal level.
- **Medium:** Stopping more than a week may cause major disruption. Can continue in a reduced mode.
- **Low:** Resume within 1 month. May be suspended for 1 month without causing significant disruption.
- **Deferrable:** May be suspended for more than 30 days and resumed when conditions permit.

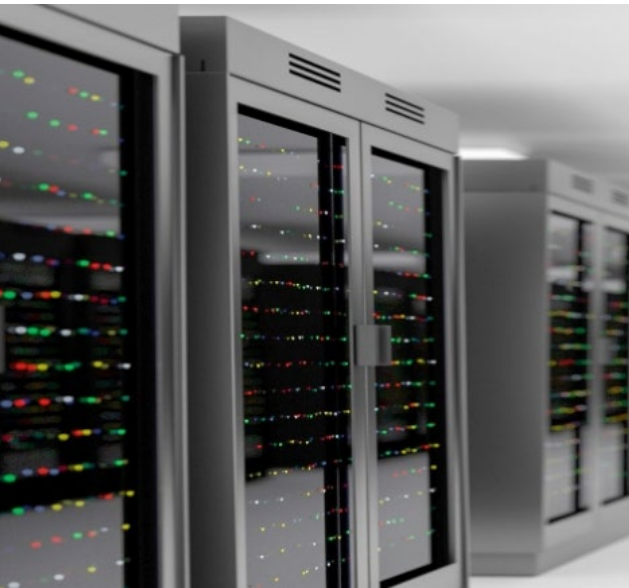




Critical Infrastructure

Based on the categorization of essential functions, the institutional framework has identified broad operations with university-wide implications for sustaining and supporting life safety following an emergency. These broad operations have been identified as **critical infrastructure** which must be robust and resilient to support the recovery of other essential functions. Critical infrastructure includes:

- Emergency Response Services
- Utilities, including electricity, water, and reasonable climate control
- Communications with internal and external audiences including students, faculty, staff, and media
- Internet, authentication, and voice communications
- Hazardous materials spill response and control, including safety handling and proper disposal of toxic substances, biologically hazardous materials, and radioactive materials.



Restoration of critical infrastructure and applicable systems allow other essential functions to continue. Departments responsible for critical infrastructure should restore their "critical" and "high" essential functions quickly following an emergency.

Conclusion

Disasters and emergencies of all types and severity can occur, often with little to no warning. While you cannot control when and where such incidents will occur, you can manage your ability to maintain operations and continue your essential functions through effective continuity planning. Having a continuity plan will help your department sustain the capability to restore and maintain essential functions during and after a disruption in internal operations whether caused by severe weather, other natural or man-made disasters, or malevolent attack.

