

It is the policy of the State of Florida, and thereby the policy of the University of Central Florida (UCF), to be prepared to respond to any emergency or threat which may disrupt operations within an agency or at a state facility. Emergencies are any unplanned incidents 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 incidents such as, but not limited to: fire, hazardous material release, flooding, tornado, communications failure, radiological incident, civil disturbance, hurricane or tropical storm, explosion, "sick-building" syndrome, or terrorist activity.

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 which weigh heavily into Continuity of Operations (COOP) planning. Those things which could disrupt operations are evaluated based on criticality and probability.

While it is recommended that every department and unit have a COOP Plan, the critical University departments and units listed in this document, marked as "FDEM and UCF Mandatory," are required to have a viable COOP Plan.

Critical departments are determined in consultation with the Florida Division of Emergency Management (FDEM), and UCF executive staff. The UCF Office of Emergency Management (OEM) cannot make changes to critical departments. Additional departments and units that are required to have a plan will be determined by the University administration and deans. As UCF OEM receives the list of these departments and units, they will be added to the list. These departments are marked "UCF Mandatory."

Any department or unit creating a COOP Plan must submit it to UCF OEM in order to ensure the plan complies with UCF OEM and FDEM guidelines. UCF Mandatory 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 to maintain viability.

## 2015 MANDATORY COOP PROGRAM

	MANDATORY	
	FDEM MANDATORY	UCF MANDATORY
<b>ADMINISTRATION AND FINANCE</b>		
ADMINISTRATION AND FINANCE GENERAL OPERATIONS		
BUSINESS SERVICES		X
CONVOCATION CENTER - OPERATIONS		
ENERGY & SUSTAINABILITY	X	
ENVIRONMENTAL HEALTH AND SAFETY		X
FACILITIES & SAFETY		X
FACILITIES OPERATIONS	X	
FACILITIES PLANNING		X
FINANCE AND ACCOUNTING	X	
GOLD KNIGHTS-OPERATIONS		
HUMAN RESOURCES	X	
ID SERVICE AND ACCESS CARD		
LANDSCAPE & NATURAL RESOURCES		X
OFFICE OF EMERGENCY MANAGEMENT	X	
OFFICE SUPPLIES/RETAIL		
PARKING SERVICES		X
PRINT SHOP		
PURCHASING	X	
RESOURCE MANAGEMENT		X
UNIVERSITY ARENA		
UNIVERSITY BOOKSTORE		
UNIVERSITY POLICE	X	
<b>PRESIDENT</b>		
BOARD OF TRUSTEES		
ALUMNI RELATIONS		
COMMUNITY RELATIONS		
CONSTITUENT RELATIONS		
DIVERSITY AWARDS PROGRAMS		
DIVERSITY INITIATIVES		
EQUAL EMPLOYMENT OPPORTUNITY		
GENERAL COUNSEL	X	
GLOBAL PERSPECTIVES		

METROPOLITAN CENTER		
OMBUDS INITIATIVES		
UCF FOUNDATION		
UNIVERSITY AUDIT		
UNIVERSITY COMPLIANCE & ETHICS		X
UNIVERSITY DEVELOPMENT		
UNIVERSITY PRESIDENT	X	
<b>PROVOST</b>		
ACADEMIC AFFAIRS ADMIN		X
ACADEMIC PROGRAM QUALITY		
ADMINISTRATION AND STRATEGIC INITIATIVES		
FACULTY EXCELLENCE		
INFORMATION TECHNOLOGY AND ADMINISTRATION	X	
INTERNATIONAL AFFAIRS AND GLOBAL STRATEGIES		X
TEACHING AND LEARNING		
INSTITUTIONAL KNOWLEDGE MANAGEMENT		
INTERDISCIPLINARY STUDIES		
OPERATIONAL EXCELLENCE		
SPACE PLANNING ANALYSIS & ADMIN	X	
UNDERGRADUATE STUDIES ACADEMIC PROGRAMS		
UNDERGRADUATE STUDIES		
<b>COLLEGE OF ARTS AND HUMANITIES</b>		
AFRICAN AMERICAN STUDIES		
ARTS & HUM CREATE CENTER		
CAHFA ADVISING		
CENTER FOR HUMANITIES AND DIGITAL RESEARCH		
COLLEGE OF ARTS AND HUMANITIES DEAN		X
DIGITAL MEDIA		
ENGLISH		
FLORIDA INTERACTIVE ENTERTAINMENT ACADEMY		
FLYING HORSE		
HISTORY		
JUDAIC STUDIES		
LATIN AMERICAN STUDIES		
MODERN LANGUAGES		
MUSIC		
PHILOSOPHY		
SCHOOL OF PERFORMING ARTS		
SCHOOL OF VISUAL ARTS & DESIGN		
THEATER		
WOMEN'S STUDIES		

WRITING & RHETORIC		
WUCF FM RADIO		
<b>COLLEGE OF BUSINESS ADMINISTRATION</b>		
ACCOUNTING		
BUSINESS COLLEGE ADMIN		
BUSINESS COLLEGE DEVELOPMENT		
BUSINESS COMPUTER LAB		
CENTER FOR ECONOMIC EDUCATION		
COLLEGE OF BUSINESS DEAN		X
ECONOMICS		
ENTREPRENEUR LEADERSHIP CENTER		
EXECUTIVE DEVELOPMENT CENTER		
EXECUTIVE MBA PROGRAMS		
FINANCE		
FLORIDA SMALL BUSINESS DEVELOPMENT CENTER		
INSTITUTE FOR ECONOMIC COMPETITIVENESS		
INSTITUTE FOR DIVERSITY AND ETHICS IN SPORTS		
MANAGEMENT		
MARKETING		
NATIONAL CONSORTIUM FOR ACADEMICS AND SPORTS		
SCHOOL OF REAL ESTATE		
SPORT BUSINESS MANAGEMENT		
TECHNOLOGY RESOURCE CENTER		
UNDERGRADUATE STUDENT SERVICES		
<b>COLLEGE OF EDUCATION AND HUMAN PERFORMANCE</b>		
MORGRIDGE INTERNATIONAL READING CENTER		
BUDGET OFFICE		
CHILD FAMILY AND COMMUNITY SCIENCES		
COLLEGE OF EDUCATION DEAN		X
EDUCATION GRADUATE STUDIES		
EDUCATION STUDENT AFFAIRS		
EDUCATIONAL & HUMAN SCIENCES		
SCHOOL OF TEACHING, LEARNING, LEADERSHIP		
TEACHING ACADEMY		
TECHNOLOGY		
<b>COLLEGE OF ENGINEERING AND COMPUTER SCIENCES</b>		
AIR FORCE ROTC		X
ARMY ROTC		X
CIVIL ENGINEERING		
COLLEGE OF ENGINEERING & COMPUTER SCIENCE DEAN		X
COMPUTER ENGINEERING		
ELECTRICAL ENGINEERING		
ENGINEERING & COMPUTER SCIENCE ACADEMIC AFFAIRS		
FLORIDA SPACE INSTITUTE		

INDUSTRIAL ENGINEERING AND MANAGEMENT SYSTEMS		
INFORMATION TECHNOLOGY PROGRAM		
INSTITUTE FOR ADVANCED SYSTEMS ENGINEERING		
MATERIALS SCIENCE AND ENGINEERING		
MECHANICAL MATERIALS AND AEROSPACE ENGINEERING		
STORMWATER MANAGEMENT ACADEMY		
<b>COLLEGE OF GRADUATE STUDIES</b>		
BIOMOLECULAR SCIENCES INTERDISCIPLINARY PROGRAM		
GRADUATE STUDIES DEAN		X
MODELING AND SIMULATION PROGRAM		
<b>COLLEGE OF HEALTH AND PUBLIC AFFAIRS</b>		
CENTER AUTISM AND RELATED DISABILITIES		
CENTER FOR COMMUNITY PARTNERSHIPS		
CENTER FOR PUBLIC/NONPROFIT MANAGEMENT		
COLLEGE OF HEALTH AND PUBLIC AFFAIRS DEAN		X
COMMUNICATION SCIENCES AND DISORDERS		
CRIMINAL JUSTICE		
FLORIDA CENTER FOR NURSING		
HEALTH MANAGEMENT AND INFOMATICS		
HEALTH PROFESSIONS		
JOHN SCOTT DAILEY FLORIDA INSTITUTE OF GOVERNMENT		
LEGAL STUDIES		
PUBLIC ADMINISTRATION		
SOCIAL WORK		
<b>COLLEGE OF HOSPITALITY MANAGEMENT</b>		
FOOD SERVICE & LODGE MANAGEMENT		
DEPARTMENT OF HOSPITALITY SERVICES		
HOSPITALITY MANAGEMENT DEAN		X
TOURISM EVENTS & ATTRACTIONS		
<b>COLLEGE OF MEDICINE</b>		
COLLEGE OF MEDICINE DEAN		X
ADMINISTRATION, FINANCE, AND OPEARTIONS		
BURNETT SCHOOL OF BIOMEICAL SCIENCES		
CLINICAL AFFAIRS		
CLINICAL SCIENCES		
COMMUNICATIONS AND MARKETING		
DEVELOPMENT		
DIVERSITY AND INCLUSION		
FACULTY AND ACADEMIC AFFAIRS		
HEALTH AND INFORMATION TECHNOLOGIES		
INTERNAL MEDICINE		
MEDICAL EDUCATION		
RESEARCH		
SPECIAL PROJECT AND CHIEF LEGAL OFFICER		
STUDENT AFFAIRS		

<b>COLLEGE OF NURSING</b>		
COLLEGE OF NURSING DEAN		X
<b>COLLEGE OF OPTICS AND PHOTO</b>		
CENTER FOR RESEARCH AND EDUCATION IN OPTICS AND LASERS		
FLORIDA PHOTONICS CENTER OF EXCELLENCE		
OPTICS & PHOTO COLLEGE DEAN		X
TOWNES LASER INSTITUTE		
<b>COLLEGE OF SCIENCES</b>		
ANTHROPOLOGY		
ARBORETUM		
ARCHIE CARR SEA TURTLE HOUSE		
BIOLOGY		X
BIOLOGY FIELD RESEARCH CENTER		
CHEMISTRY		
COLLEGE OF SCIENCES ACADEMIC SERVICES		
COLLEGE OF SCIENCES DEAN		X
CRISIS COMMUNICATION CENTER		
FELLER'S HOUSE		
FORENSIC SCIENCE		
LOU FREY INSTITUTE		
MATHEMATICS		
NICHOLSON SCHOOL OF COMMUNICATION		
PHYSICS		
POLITICAL SCIENCE		
PSYCHOLOGY		
ROBINSON OBSERVATORY		
SOCIOLOGY		
STATISTICS		
<b>BURNETT HONORS COLLEGE</b>		
ADMIN SERVICES		
HONORS COLLEGE ADVISING		
HONORS COLLEGE DEAN		X
PRESTIGIOUS AWARDS		
RESEARCH AND CIVIC ENGAGEMENT		
STUDENT SERVICES		
<b>REGIONAL CAMPUSES</b>		
CONTINUING EDUCATION		
COCOA		X
DAYTONA BEACH		X
LEESBURG		X
OCALA		X
PALM BAY		X
REGIONAL CAMPUSES ADMINISTRATION		X
SANFORD/LAKE MARY		X
SOUTH LAKE		X

VALENCIA OSCEOLA		X
VALENCIA WEST		X
<b>OFFICE OF RESEARCH</b>		
AMPAC MATERIALS CENTER		
AMPAC OPERATIONS		
ARA DRIVE RESEARCH FACILITY		X
BIOMOLECULAR SCIENCE CENTER		
CENTER FOR LASERS AND OPTICS		
FLORIDA SPACE INSTITUTE		
FLORIDA SOLAR ENERGY CENTER		
FSEC CE-OPERATIONS		
INST FOR SIMULATION AND TRNG		
INSTITUTE FOR SIM AND TRAIN		
NANOSCIENCE CENTER		
NANOSCIENCE TECHNOLOGY CENTER		
OFFICE OF RESEARCH OPERATIONS		
SPACE RESEARCH INSTITUTE		
VICE PRESIDENT FOR RESEARCH		X
<b>STUDENT DEVELOPMENT AND ENROLLMENT SERVICES</b>		
1ST YEAR EXPERIENCE		
1ST YEAR ADVISING & EXPLORATION		
ACADEMIC ADVISING SUPPORT		
ACADEMIC SERVICES FOR STUDENT ATHLETES		
ACTIVITY & SERVICE FEE BUSINESS OFFICE		
CAREER SERVICES		
COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)	X	
CREATIVE SCHOOL		
FINANCIAL AID	X	
FRATERNITY & SORORITY LIFE		
HEALTH CENTER	X	
HOUSING & RESIDENCE LIFE	X	
INFORMATION TECHNOLOGY		
MULTI-CULTURAL ACADEMIC & SUPPORT SERVICES		
OFFICE OF STUDENT INVOLVEMENT		X
OFFICE OF STUDENT RIGHTS & RESPONSIBILITIES		
RECREATION AND WELLNESS CENTER		
REGISTRAR'S OFFICE	X	
SOPHOPHORE & 2ND YEAR CENTER		
STUDENT ACADEMIC RESOURCE CENTER		
STUDENT DISABILITY SERVICES		X
STUDENT GOVERNMENT ASSOCIATION		
STUDENT LEADERSHIP DEVELOPMENT		
STUDENT LEGAL SERVICES		
STUDENT OUTREACH		
STUDENT SUCCESS CENTER		

STUDENT UNION		
TRANSFER & TRANSITION SERVICES		
TRIO PROGRAMS		
UNDERGRADUATE ADMISSIONS	X	
UNIVERSITY TESTING CENTER		
WELLNESS AND HEALTH PROMOTION		
<b>UNIVERSITY RELATIONS</b>		
DEFENSE TRANSITION SERVICES		
FEDERAL RELATIONS		
GOVERNMENT RELATIONS		
NEWS AND INFORMATION		X
UNIVERSITY ECONOMIC DEVELOPMENT		
UNIVERSITY MARKETING		
WUCF TV OPERATIONS		