



Continuity of Operations Policy Guidance

Florida Statute 252.365 and State University System of Florida Regulation 3.001 require the University of Central Florida (UCF) develop a Continuity of Operations Plan (COOP) to outline a comprehensive and effective program to establish continuity of essential university functions under all circumstances. Accordingly, the Department of Emergency Management has put together a versatile and sustainable continuity program designed for enterprise-wide implementation ensuring a more resilient and secure UCF. Although the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact and disruption on the University's mission, leadership, personnel, and facilities.

In 2023, the UCF COOP Program upgraded from static PDF continuity plans to a dynamic, cloud-hosted Software as a Service (SaaS). This upgrade ensures UCF departments have continuity plans that are always up to date and action ready. Additionally, the COOP Program has introduced a Business Impact Analysis (BIA) to find gaps, analyze risks, and prepare for eventual disruptions.

Although it is recommended all departments, colleges, schools, and research programs on campus have a COOP plan, the Department of Emergency Management has established a list of department and operational units required to submit annually as outlined in [UCF Policy 3117.1](#). More information on the COOP plan and requirements can be found on the UCF Department of Emergency Management's (DEM) website at <https://police.ucf.edu/continuity-operations> and any questions can be forwarded to the UCF Continuity Manager at EOC@ucf.edu.



Department of Emergency Management

- Updated January 2023 -

List of Mandatory Departments

Emergency Management	Housing and Residence Life
UCF Police Department	Human Resources
Facilities Operations	Office of the President
Landscape & Natural Resources	College of Medicine
Utilities and Energy Services	Registrar
Warehouse Operations	Space Administration
Department of Security	Real Estate
Administration and Finance IT	Student Health Services
Environmental Health and Safety	Communications
Business Services	UCF Global
Counseling and Psychological Services	IT (Infrastructure)
Financial Affairs	Undergraduate Admissions
Financial Aid	Risk & Insurance
General Counsel	Parking & Transportation
Library	