




TEXAS TECH UNIVERSITY SYSTEM

Vice Chancellor and Chief Financial Officer

TO: Noel Sloan
Angie Wright
Penny Harkey
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FROM: Gary Barnes 
Vice Chancellor and Chief Financial Officer

DATE: March 20, 2017

SUBJECT: Continuity of Operations Planning (COOP)

Continuity of Operations Planning (COOP) is a strategic System-wide initiative identified as a risk during the TTUSA initial Enterprise Risk Management assessment in 2016. Further, COOP is required in the Texas Labor Code (Section 412.054). COOP ensures the organization has identified and recorded the dependencies, interdependencies and resources required to recover and resume operations following a disruption. It is a basic building block of any emergency planning program and effectively integrates with our established approach to emergency management.

The development of this comprehensive Continuity of Operations Plan (COOP) is of vital importance and is why TTUS has developed tools to assist in the planning process to develop viable and effective COOPs. We are responsible for providing services to our students, faculty, and staff and must be prepared to continually meet these responsibilities in the face of a major disaster or terrorist attack, as well as small disruptions, such as:

- Facility issues such as an HVAC problem, plumbing leak, or power outage.
- Relocation to new office space or the reorganization of divisional units.
- Workforce reduction due to illness or absenteeism, loss of key staff due to attrition, or the inability to hire sufficient new workers in a timely manner.
- Damage to buildings (Residence Halls, Dining Facilities, Classrooms) that would disrupt daily Student activities.

BOLDplanning, a consultant and software provider, has been selected to provide the tools and training to facilitate an effective implementation. The System Office of Risk Management will be contacting you for the appropriate team members to begin the formal implementation of the System-wide COOP process.

I appreciate your assistance in making this a successful implementation

Thanks.

Cc: Steve Bryant