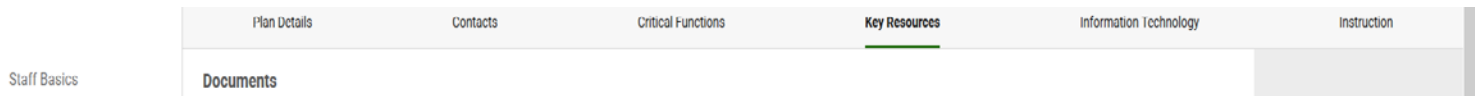
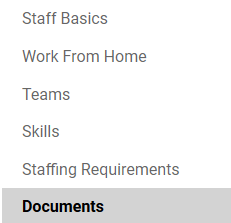


## To upload a new document:

- 1) Log in to FIU Ready at [https://fiu.kuali.co/ready/users/sign\\_in](https://fiu.kuali.co/ready/users/sign_in)
- 2) View your plan
- 3) Select "Key Resources" from the overhead list



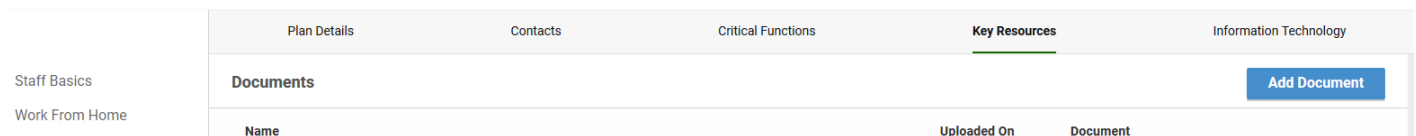
- 4) Select "Documents" on the left-hand side of the page



- 5) Select "Edit Page" on the right-hand side of the page. You should then see an "Edit" link next to the document name, which should allow you to update the document.



- 6) Finally, click the "add document" button in the upper right-hand portion of the page



# Continuity of Operations Plan (COOP) Guide

DEM's policy is that all Florida International University departments, centers and programs are responsible for creating and maintaining a continuity plan consistent with the guidelines set forth by the University. University departments or designated affiliates that have not yet developed their own plans shall be required to follow the central direction set by the University.

## Who should be in the planning group?

The planning group is typically a staff group, with membership drawn from upper and middle managers and supervisors: assistant deans, assistant directors, managers, or department coordinators, etc. These are people who have access to management and who understand how the unit operates and what its priorities are. Keep the group size manageable. In very small units, the continuity plan is often done by the head staff member, without a planning group. If your unit is an instructional department or research unit, faculty input is an important part of the planning process. If faculty is not available to be direct participants in the process, try to solicit their input through other means such as interviews or informal conversations on key issues.

## How often should we update these plans?

Plans should be updated whenever there is a major change in your unit, e.g. a new application or position is used to support a critical function. In the absence of any major changes, you should review and update your plan annually by June 1st.

## What should I do once my plan is updated and complete?

Once the COOP is updated, the Plan Manager must ensure he or she updates the plan status via the FIUREADY cloud-based application.

### 1. Click “edit” for your specific COOP

DOS - Department of Emergency Management      ● Overdue for Review      Nov 14, 2011      Jul 08, 2021      view      **edit**      copy      delete

### 2. Click on the “Update Plan Status” tab and then the blue “Update Plan Status” button

The screenshot shows the FIUREADY Plan Manager interface. On the left, a sidebar contains links: Department Information, Action Items Summary, Department Documents, Manage Plan Access, and **Update Plan Status** (highlighted with a red box). The main content area has tabs: Plan Details, Contacts, Critical Functions, Key Resources, Information Technology, and Instruction. The 'Plan Details' tab is active, showing a table titled 'Manage Plan Status'. The table has columns: Name, Role, Date, Status, and Comment. The 'Update Plan Status' button is highlighted with a red box in the top right of the table. On the right, there are buttons for 'New Action Item', 'View Page', and 'Print PDF', and a 'Guidance' section with instructions on how to use the screen to update the status of a plan.

| Name                   | Role         | Date       | Status             | Comment |
|------------------------|--------------|------------|--------------------|---------|
| Annette Flores         |              | 2021-07-08 | Overdue for Review |         |
| Annette Flores         |              | 2021-07-08 | In Progress        |         |
| System Review Reminder |              | 2019-08-13 | Due for Review     |         |
| Marc Jean              | Plan Manager | 2018-08-13 | Current            |         |
| System Review Reminder |              | 2018-06-01 | Due for Review     |         |
| Robin Yang             | Plan Manager | 2017-06-01 | Current            |         |
| System Review Reminder |              | 2017-01-26 | Due for Review     |         |

### 3. Change the current status to “Complete” and save by clicking on “Update Status”

The screenshot shows the 'Update the Plan Status' form. It includes a heading 'Update the Plan Status' and a subheading 'Manage your plan by keeping the plan status up to date'. Below this, the 'Current Status' is shown as 'Overdue for Review' with a red dot icon. The 'Update Status' section features a dropdown menu with the following options: Complete, Overdue for Review, **Complete** (highlighted in blue), Current, Due for Review, In Progress, and In Review. At the bottom right, there are two buttons: 'No update' and 'Update Status'.

**In Progress:** A plan that is currently being written or edited. This is the default status for all new plans.

**Complete:** A new plan that has been finished.

**Due for Review:** An existing plan that needs to be reviewed as part of a regular review cycle.

**In Review:** An existing plan that is being reviewed.

**Current:** An existing plan that has been reviewed and is up-to-date.

Once your plan is successfully saved as complete, senior management from your unit should keep a printed copy at their homes and at least one printed copy should be kept in a safe place at the office. It is also a good idea to keep an electronic PDF version of your plan saved on your unit's server or network drive. It is important to mark your plan complete or annually reviewed so that the DEM can update the University's repository of plans.