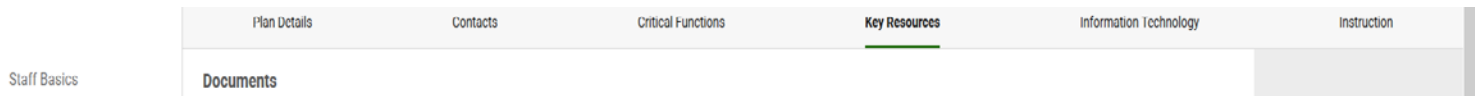
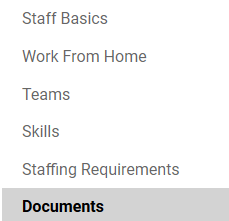


To upload a new document:

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



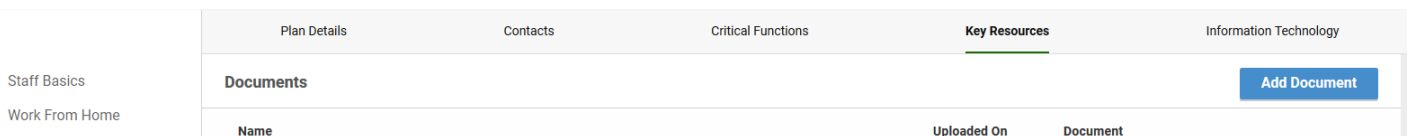
- 4) Select "Documents" on the left-hand side of the page



- 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.**

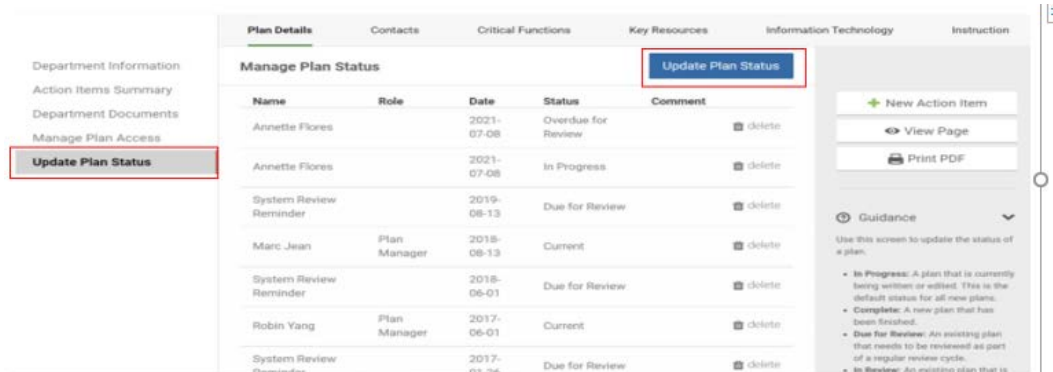
What should I do once my plan is updated and complete?








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    

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



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		2017-03-26	Due for Review		

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



Update the Plan Status

Manage your plan by keeping the plan status up to date

Current Status ● Overdue for Review

Update Status

Complete
Overdue for Review
Complete
Current
Due for Review
In Progress
In Review

No update 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.