

LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Operations  
AREA: EHS & Risk Management

I. POLICY

- A. Lamar University (LU) ~~will~~ create and maintain a Continuity of Operations Plan or COOP. Each college and division as ~~well~~ as departments of the University ~~will~~ complete a Continuity of

- B. **Continuity of Operations Planning Coordinator.** Individual who is trained in continuity planning and certified by a recognized organization such as the FEMA Emergency Management Institute (Continuity Practitioner Level I or Level II) or Disaster Recovery Institute International (Certified Professional such as ABCP, CFCP, CBCP, or MBCP).
- C. **Continuity of Operations Program.** A program of the University that establishes continuity plans, completes the necessary steps to identify the impact of potential losses, maintains viable recovery strategies and recovery plans, and ensures continuity services through personnel training, plan testing, and maintenance for all divisions, colleges, and essential departments.
- D. **Business Impact Analysis.** Predicts the consequences of disruption of a business function and process and gathers information needed to develop recovery strategies.
- E. **College/Division Continuity of Operations Liaison.** Individual selected by the college/division who will be responsible for coordinating Continuity of Operations Planning for their college/division and also serve as a liaison to EHS & RISK MANAGEMENT.
- F. **Continuity Planning Leadership Group.** A group of key University partners in essential departments of the University. Responsibilities include but are not limited to the following actions: assisting in the creation of the University COOP, ensuring University compliance with state and federal regulations, planning section creation and review, planning appendix creation and review, and acting as the Emergency Relocation Group for the University.
- G. **Essential Functions.** Functions that must continue or rapidly resume after a disruption of normal activities.

#### IV. CONTINUITY PLANNING PROCEDURE

- A. EHS & RISK MANAGEMENT is responsible for the oversight of the Continuity of Operations Program for the University. Office of Risk Management responsibilities include:
  1. Creating and maintaining the University Continuity of Operations Plan or COOP.
  2. Maintaining a Continuity of Operations Coordinator for the University and performing the liaison role to the State Office of Risk Management or applicable reporting agency regarding Continuity of Operations Planning.
  3. Chairing, leading, and directing the Continuity of Operations Planning Leadership Group for the University.
  4. Exercising the L U Continuity of Operations Plan annually.
  5. Creating and maintaining the COOP template for use by campus divisions, colleges, and departments.
  6. Taking responsibility for the Continuity of Operations Training Program.

7. Maintaining repository for all division, college, and department Continuity of Operations Plans as a secondary location in the event of an emergency. 3 (2) (1) (t)-2.9 (h)2.2 (a) (i)-5 (c)-1.9 (io13.1

- 8. Ensuring that the executed College/Division Continuity of Operations Plan is submitted to EHS & RISK MANAGEMENT on or before June 1, annually.

V. REFERENCES

- A. [State Office of Risk Management \(SORM\) Web Site](#)
- B. [Texas Administrative Code, Title 1, Part 10, Chapter 202](#)

VI. REVIEW AND RESPONSIBILITY

Responsible Party      Vice President for Finance and Operations  
 Review Schedule:      Every three years on or before September 1

VII. APPROVAL

Jeremy C. Alltop	02/08/2021
Vice President for Finance and Operations	Date
Kenneth R. Eans	02/09/2021
President	Date

**REVISION LOG**

Revision Number	Date	Description of Changes
1	02/03/2021	Version created.
	02/09/2021	Version approved by President .