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LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Operations  
AREA: EHS & Risk Management

Continuity of Operations Planning	MAPP 06.01.02
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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 Operations Plan. All COOPs will be submitted annually to the LU Office of EHS & RISK MANAGEMENT.
- B. LU's Office of EHS & RISK MANAGEMENT will serve as the Continuity of Operations Planning Liaison with the State of Texas.

II. PURPOSE AND SCOPE

- A. Continuity of Operations Planning ensures that critical operations and essential functions of the University continue to be performed during an emergency. Continuity of Operations Planning is an ongoing process that includes the following elements: identification of essential functions, delegations of authority, orders of succession, communication, vital records and data, continuity facilities, reconstitution, testing, training and exercise, business impact analysis, risk assessment, recovery strategies, and a disaster recovery plan. The campus-wide Continuity of Operations Plan or COOP is a requirement of the State Office of Risk Management's policy on Continuity Planning for Texas State Agencies as stated in Texas State Agency Continuity Planning Policy Guidance Letter dated October 24, 2013, Texas Essential Functions, Texas Continuity Planning Crosswalk and elements of [Texas Administrative Code, Title 1, Part 10, Chapter 202](#).
- B. LU will maintain a campus-wide Continuity of Operations Plan or COOP per the above regulations and guidance. In addition, this policy outlines the requirements for colleges, divisions, and departments regarding continuity planning. The Department Continuity of Operations Plans will contribute to the development of the College/Division Continuity of Operations Plans and the identification of risks that will impact the college or division. The College/Division Continuity of Operations Plans will contribute to the development of the University Continuity of Operations Program by contributing to the identification of vulnerabilities within the University through the Business Impact Analysis process.

III. DEFINITIONS

- A. **Continuity of Operations Planning.** Effort within an organization to ensure that primary essential functions continue to be performed throughout a wide range of emergencies and resume quickly and return to normal operations during and after these emergencies.

B. Continuity of Operations Planning Coordinator. Individual with ~~PIE 51.61742 (25-02-45) (04-05-43) (8) (06-20-2014)~~

7. Maintaining repository for all division, college, and department Continuity of Operations Plans as a secondary location in the event of an emergency in which a division, college, or department is unable to access its copy.
8. Following all required policy guidelines dictated by the State Office of Risk Management and elements of [Texas Administrative Code, Title 1, Part 10, Chapter 202](#).

- 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