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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Campus Operations**  
**AREA: EHS & Risk Management**

<b>Continuity of Operations Planning (COOP)</b>
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<b>MAPP 02.04.03</b>
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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 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 LU 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 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](#).
  9. Coordinating the Business Impact Analysis process by reviewing annually and updating as needed.
- B. College and Division responsibilities include:
1. Assigning an individual to be responsible for coordinating Continuity of Operations Planning for the college/division. For purposes of this policy, this individual will be listed as the College/Division Continuity of Operations Planning Liaison.
  2. Ensuring that a college/division-level COOP has been completed by the Continuity of Operations Planning Liaison, as well as approved by the Dean or appropriate Vice President.
  3. Ensuring that the executed plan is submitted to EHS & RISK MANAGEMENT on or before June 1, annually.
- C. The College/Division Continuity of Operations Planning Liaison responsibilities include:
1. Serving as the liaison for their respective college/division with EHS & RISK MANAGEMENT regarding matters of Continuity of Operations Planning.
  2. Ensuring that all departments within their college/division complete a COOP using the COOP template.
  3. Ensuring that the plans have been approved by the appropriate department head.
  4. Ensuring that all plans are submitted to EHS & RISK MANAGEMENT on or before June 1, annually.
  5. Ensuring that the information gathered from the department-level Continuity of Operations Plans has been reviewed and prioritized for use in the College/Division Continuity of Operations Plan as needed.
  6. Compiling the information gathered in the “Vulnerability/Risk Assessment and Mitigation Strategies” section of the department Business Continuity Plans to assist in identification of vulnerabilities and risks for the college/division.
  7. Ensuring that a college/division-level Continuity of Operations Plan has been completed and approved by the Dean or appropriate Vice President.

- 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. Evans	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.