LAMAR UNIVERSITY
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Continuity of Operations Planning: A Step-by-Step Guide

Step 1

1. Each College and Administrative Unit should assign a key staff member and at least one backup to be responsible for completing the College or Unit's plan. Similarly, each department under a College or Administrative Unit should assign a key staff member and at least one backup to be responsible for completing the department's plan.

2. Consulting with the Department Head, the key staff member will do the following:

   a) Review the Continuity of Operations Planning template related to the operation available on the EHS & Risk Management webpage. This template describes the information needed to operate in a continuity episode:
      - Name appropriate contacts.
      - Identify the critical/essential functions necessary to the department.
      - Develop action plans to continue these functions in the event of a business disruption.
      - Identify actions needed to ensure preparation for a business disruption.
      - Document the department's internal and external communication plans.

   b) Create the department plan through the Formstack link on the EHS & Risk Management page:
      - https://www.lamar.edu/about-lu/administration/risk-management/index.html

   c) After completing the online template, select the "Mark Plan as Completed" option. The plan will be reviewed by the University's Continuity of Operations Planning Coordinator.

3. The Coordinator will return the plan with recommended changes, or mark the plan approved. The Coordinator will return the approved plan to the Department Head and key staff member, who will use the plan to brief department employees.

4. The Coordinator will add each department's plan to the Institutional Continuity Plan to ensure University-wide continuity of operations.

Step 2

1. Consulting with Department Head, the key staff member takes steps to ensure that department staff understand the plan and how to implement it, as follows:
      - Train all department staff on the plan requirements.
      - Complete cross training of key staff as needed.
      - Purchase and stockpile necessary supplies and equipment, as appropriate.

- Contact critical vendors, service suppliers, and other University units to ensure critical operations of the unit will continue in emergencies.
- Implement all other requirements of the continuity plan to ensure the department is prepared for an emergency episode.

Step 3

1. With Department Head, the key staff member tests key functions of the continuity plan, as follows:
    - Hold staff orientation meeting
    - Conduct exercise/drill
        - "Call tree" drill
        - Work-from-home drill
        - Table-top drill
    - Review plan

2. The Department Head and key staff member should use the testing results to update the department plan as needed.

> Carefully test the communication section to make certain key staff can be contacted by alternate methods.

Step 4

1. With Department Head, the key staff member should ensure the plan remains current, using the Plan Maintenance Matrix for plan review timetables.

Activity	Tasks	
Plan update & certification	Review entire plan for accuracy. Incorporate lessons learned and changes in policy and philosophy. Manage distribution.	Annually
Maintains orders of succession and delegations of authority	Identify current incumbents. Update rosters and contact information.	Semi-annually
Monitor and maintain vital records program	Monitor volume of materials. Update and remove files.	Ongoing
Contact information for essential personnel	Confirm and update essential personnel information.	Annually

Questions

Direct any questions to the Continuity of Operations Planning Coordinator at 409-880-7249 or by email at continuityofoperationsplanning@lamar.edu.