

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 ~~to~~ 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).

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) (i) (t)-2.9 (h)2.2 (a) (i)-5 (c)-1.9 (io)3.1

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 .