

## LAMAR INSTITUTE OF TECHNOLOGY, LAMAR STATE COLLEGE PORT ARTHUR, AND LAMAR STATE COLLEGE ORANGE

### DEPARTMENTAL CONTINUITY OF OPERATIONS PLANNING PROCEDURES

#### I. SUMMARY

- A. Lamar Institute of Technology (LIT), Lamar State College Port Arthur (LSCPA), and Lamar State College Orange (LSCO) will create and maintain a Continuity of Operations Plan or COOP. Each division, as well as departments, of the Colleges will complete a Continuity of Operations Plan. All COOPs will be submitted annually to the LIT, LSCPA, LSCO Office of Campus Safety – Shared Services.
- B. LIT, LSCPA, LSCO's Office of Campus Safety – Shared Services 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 Colleges 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. LIT, LSCPA, LSCO will maintain a campus-wide Continuity of Operations Plan or COOP per the above regulations and guidance. In addition, this procedure outlines the requirements for departments regarding continuity planning. The Department Continuity of Operations Plans will contribute to the development of the College Continuity of Operations Plan and the identification of risks that will impact the college or departments. The Departments Continuity of Operations Plans will contribute to the development of the College Continuity of Operations Program by contributing to the identification of vulnerabilities within the College through the Business Impact Analysis process.

#### III. DEFINITIONS

## Continuity of Operations Planning (COOP)

- 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 Colleges 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. **Department Continuity of Operations Liaison.** Individual selected by the department who will be responsible for coordinating Continuity of Operations Planning for their college/division and also serve as a liaison to Office of Campus Safety – Shared Services.
- F. **Continuity Planning Leadership Group.** A group of key College partners in essential departments of the Colleges. Responsibilities include but are not limited to the following actions: assisting in the creation of the College COOP, ensuring College 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 College.
- G. **Essential Functions.** Functions that must continue or rapidly resume after a disruption of normal activities.

#### IV. CONTINUITY PLANNING PROCEDURE

- A. The Office of Campus Safety – Shared Services is responsible for the oversight of the Continuity of Operations Program for the Colleges. Office of Campus Safety responsibilities include:
  - 1. Creating and maintaining the Colleges Continuity of Operations Plan or COOP.
  - 2. Maintaining a Continuity of Operations Coordinator for the Colleges 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 Colleges.
  - 4. Exercising the LIT, LSCPA, LSCO Continuity of Operations Plan annually.

## Continuity of Operations Planning (COOP)

5. Creating and maintaining the COOP template for use by campus departments.
  6. Taking responsibility for the Continuity of Operations Training Program.
  7. Maintaining repository for all department Continuity of Operations Plans as a secondary location in the event of an emergency in which department is unable to access its copy.
  8. Following all required procedure 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. Department responsibilities include:
1. Assigning an individual to be responsible for coordinating Continuity of Operations Planning for the department. For purposes of these procedures, this individual will be listed as the Department Continuity of Operations Planning Liaison.
  2. Ensuring that a department COOP has been completed by the Continuity of Operations Planning Liaison, as well as approved by the Department Head.
  3. Ensuring that the executed plan is submitted to Office of Campus Safety – Shared Services on or before June 1, annually.
- C. The Department Continuity of Operations Planning Liaison responsibilities include:
1. Serving as the liaison for their respective department with Office of Campus Safety – Shared Services regarding matters of Continuity of Operations Planning.
  2. Ensuring that the department completes a COOP using the COOP template.
  3. Ensuring that the plan have been approved by the appropriate department head.
  4. Ensuring that all plans are submitted to Office of Campus Safety – Shared Services 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 Continuity of Operations Plan as needed.
  6. Using the information gathered in the “Vulnerability/Risk Assessment and Mitigation Strategies” sections of the campus COOP to assist in identification of vulnerabilities and risks for the department.

**V. REFERENCES**

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