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.