

LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: HumanResources  
designee.

President of

- B. The Emergency Management Team (see definition below) will submit names of recommended essential personnel to work during a declared emergency/disaster for each incident. The Incident

- G. University-Declared Emergency. An emergency declaration made by the Lamar University President or President's Designee. The emergency may be due to a natural disaster (e.g., hurricane, flooding, etc.) or human-caused event.

#### IV. PROCEDURES FOR SCHEDULING OR SUSPENSION OF OPERATIONS

##### A. PRELIMINARY IDENTIFICATION OF ESSENTIAL PERSONNEL

1. Emergency Management Team members will submit names of essential personnel for approval by the Incident Commander
2. The names of persons identified as essential will be recorded on Form 203

For most types of emergency situations, persons working in the following departments are likely to be identified as essential personnel.

- Lamar University Police Department
- Facilities and Building Maintenance
- Residence Halls
  - Resident Assistants
  - Security
  - Maintenance and repair
- Food Service workers (typically contracted through dining services providers)
- Planning and Construction
- Information Technology
- Finance
  - Payroll
  - Procurement and Payment Services

3. Additional essential personnel will be identified in accordance with the needs imposed by the situation being addressed.

##### B. DECLARING SUSPENSION OF OPERATIONS AND OPERATIONAL STATUS

1. The LU President or President's Designee makes decisions regarding Suspension of Operations and Operational Status, in consultation with other University leadership as appropriate, necessary, and feasible.
2. Once a Suspension of Operations has been declared, the University's Communications department sends out official notification through Lamar's channels of communication. The channels of communications may include the following: LU Campus Announcements, web page announcements, LU Phone Tree (audio and/or text), LU emails, public broadcasting venues (Local TV, KVLU), the LiveSafe App and social media outlets (Facebook, Instagram, Twitter).

##### C. CAMPUS DEPARTURE AND RETURN

1. Upon notice of official University closing, Essential Personnel are to leave the campus

2.

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Approved:

3.

REVISION LOG

Revision Number	Date	Description of Changes
1	08/04/2017	Initial version issued.
2	02/22/2018	Revised.
	05/26/2018	Approved by President.
3	10/08/2019	Format revised to be more consistent with standard MAPP format. Compensation policies clarified for Essential Personnel (exempt and non-exempt)-3 ( m)4.5 (o)-6.6-001p6.131p/C