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resources. Since an incident may happen suddenly and without warning, the procedures in the CEMP are designed to be flexible to accommodate contingencies of various types and magnitudes.

C. The LU Office of Environmental Health and Safety (EHS) has oversight of the University's CEMP. The EHS is under the direction of the Chief Operations Officer.

D. To improve the efficiency of response to an incident, the University's divisions, colleges, departments, buildings, and units will develop their own Emergency Response Plans (ERPs) for responding to emergencies.

Emergency Response Plan (ERP) to coordinate the University's response to an incident. The ERP mandates that all units develop an ERP for their respective buildings and units.

review and

3. Maintaining the emergency exercise and training program.
 4. Maintaining public awareness on emergencies.
 5. Coordinating University efforts with local and regional partners.
- B. **COLLEGES, DIVISIONS & DEPARTMENTS.** Each LU college, division, and department has a responsibility to ensure a safe environment for its employees and to maintain operations.
1. Building coordinators on campus are required to have an evacuation plan for their assigned building.
 2. Each college, division, and/or department is expected to conduct Continuity of Operations Planning (COOP) and, when necessary, put its continuity plan into action.
 3. To ensure that colleges, divisions, and departments are prepared for emergencies, the above plans should be practiced and tested at least annually, on or before June 1.
 4. Building coordinators, colleges, divisions, and departments should contact the Office of EHS for assistance in developing these plans.
- C. **INDIVIDUAL.** Given that emergencies cannot always be avoided, the common first line of defense is an individual's own initial actions (i.e., those things that a person does before emergency responders arrive). These actions include, but are not limited to, the following:
1. **Maintain situational awareness.** Individuals should remember that, at its core, situational awareness involves being aware of where they are and what is happening around them to understand how information, events, and their own actions will impact their safety and the ability to protect themselves, both now and in the near future.
 2. **Take actions to protect oneself.** Based upon their assessment of the situation, individuals should use their best judgment to protect themselves and, if possible, others (e.g., evacuate or shelter-in-place).
 3. **Summon assistance.** Call for help. An LU community member or visitor can su

3. The EPG also provides resources and information to stabilize a campus incident as quickly as possible when requested through the University Incident Command and the LU Emergency Operations Center.
4. The EPG is comprised of members of the President's Executive Council (PEC); additional LU personnel may be appointed as needed to respond to specific incidents.
5. When necessary, the EPG may establish temporary working groups to manage incidents that require expertise held by members of a specific working group.
6. The EPG may engage in additional emergency management activities as needed.

VI. PHASES OF EMERGENCY MANAGEMENT

- A. **Mitigation.** Mitigation activities are those that eliminate or reduce the probability of a disaster occurring. Also included are those ~~long~~ ^{long} term activities that lessen the undesirable effects of unavoidable hazards. Examples include fire suppression systems in campus buildings, testing of natural gas lines, and construction of detention ponds to control storm water.
- B. **Preparedness.** Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.
- C. **Response.** Response is the actual provision of emergency services during a crisis. These activities help reduce casualties and damage and speed recovery. Response activities include warning, fire response, evacuation, rescue, and similar operations.
- D. **Recovery.** Recovery is both a ~~short~~ ^{short} term and ~~long~~ ^{long} term process. ~~Short~~ ^{Short} term operations seek to restore or maintain vital services to the University and provide for the basic needs of employees, students, and visitors. ~~Long~~ ^{Long} term recovery focuses on restoring the University to its normal pre disaster, or an improved, state of affairs. The recovery phase is also a useful time to institute future mitigation measures, particularly those related to the recent emergency.

VII.

VIII. TRAINING RESOURCES

- A. As an educational institution, LU can provide training and educational opportunities on emergency management. Those interested in learning more about emergency management and specific training should contact the Office of EHS.

IX. WARNING SYSTEMS

- A. Lamar University maintains multiple warning systems on campus. Each warning system is one "tool" in the campus warning "toolbox". Any one warning system can be used, and any system can be used in conjunction with others. In combination, LU is able to provide timely warnings to the LU community and visitors for imminent threats to safety and security.

- B. LU's warning systems with

