Business Continuity can be defined as “a business process, which provides for the continuation of time-sensitive or critical services regardless of any event that may occur.” Emergency or Crisis Management's main focus is on protecting life and organization assets and in some plans, covers restoring the organization to a pre-event level.

Click on the following links to learn more.

- [SHSU BCP](#) (public version)
- [Texas Administrative Code – Rule §202.76 Security Control Standards Catalog](#)
- [Security Control Standards Catalog 1.3 – CP/Contingency Planning (see 57-65)](#)
- [SHSU – Unit COOP Planning Tool](#)

Contact [Steve Shields](#), if you have any questions regarding Business Continuity/Continuity of Operations at SHSU.
To achieve Business Unit Readiness, Business Unit/Department Leaders are prompted, through Talent Management, to complete the Sam Houston State University on-line Unit Continuity of Operations Plan Development Guide tutorial and the actual Unit COOP Development Guide Template.

Completing the tutorial and the guide template will help your department prepare for adverse events/disasters. Disaster-events can be wide in scope (earthquake, wildfire, pandemic, terrorism) or more localized (fire in your building, or even the failure of your hard drive!).

The step-by-step process will result in a Unit plan that identifies:

- **CRITICAL FUNCTIONS** performed by your department, and the factors needed for their continuance.
- **INFORMATION AND STRATEGIES** that will help during and after the disaster-event.
- **ACTION ITEMS** that can be done, starting now, to lessen the impact of these disaster-events and make us ready to cope.

*Department* is loosely defined as any sub-unit of the campus. It might be an entire school, college or division, or a small specialized unit. The tool is appropriate for all types of departments - instructional, research, as well as administrative and other support units.

The SHSU – Unit COOP Planning Tool is easy-to-use and requires no advance training (Get Started by clicking the links below). Please note that Unit Leaders required to complete a plan will receive notification through Talent Management. Any SHSU unit may submit a plan to ses058@shsu.edu for review. Once submitted, the originator will be automatically designated as that plan's gatekeeper and be required to maintain the plan upon notification through Talent Management. Plans are considered **CONFIDENTIAL** and **limited access/distribution** is required. Please note Unit plans will be maintained according to the most recent Texas State Records Retention Schedule for State Agencies.

- **Plan Development Tutorial**
- **Plan/Guide Template**