

Finance and Operations Policy FO-68

Business Continuity Plan Management Administrative Policy

1.0 Policy Statement

This policy applies to Sam Houston State University (University) leadership, staff and faculty responsible for continuation of mission critical/essential functions during and following an emergency event or planned incident/outage of critical facilities, processes or people.

It is essential for the University to maintain continuity of its missions in the event of an emergency. The intent of this policy is to ensure that stakeholders understand the importance of business continuity and the University's efforts to maintain continuity of operations.

2.0 Definitions

Business Continuity Plan (BCP): A set of documented procedures developed to provide for the continuance of critical functions during a critical incident or planned outage or loss of function.

Continuity of Operations (COOP): The degree or state of being continuous in the conduct of functions, tasks, or duties necessary to operate a business or process that is either critical or essential to an organization's missions and strategic goals during an emergency or planned outage/loss of function.

Mission Critical/Essential Functions: Activities, processes, or functions that could not be interrupted or unavailable for an extended period without significantly jeopardizing the operation or safety of the University.

3.0 Policy:

The BCP shall function as the overarching document used to ensure continuity of operations. The BCP shall identify mission critical/essential functions and processes, and detail how to maintain these critical functions, taking into account potential disruptions to operations. The BCP shall include, but is not limited to, 1) a methodology for conducting a sustained business impact analysis; and 2) an exercise methodology for testing and rehearsing the BCP. The BCP will support the University's Emergency Management Plan relative to continuity of operations or recovery efforts.

Management, maintenance, and annual review of the BCP has been assigned to the University's Office of Compliance and Insurance (OCI). To assist OCI with meeting the requirements of this Policy, University Emergency Management and all other University departments shall cooperate with OCI by providing information regarding critical functions specific to those departments.

4.0 Legal Authority.

State requirements for continuity of operations and business continuity planning are included in Texas Labor Code § 412.054 (*Continuity of Operations Plan*); as well as data/information requirements in Texas Administrative Code §§ 202.70, 202.74 and 202.76 (*Information Security Standards for Institutions of Higher Education*).

Reviewed by: Amanda Withers
Assistant Vice President for Finance & Controller

Date: April 2022

Approved by: President's Cabinet
Office of General Counsel

Date: April 2022

Next Review: April 2024