

TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD

No. GA.1.19	Page 1 of 3	Effective Date: 11/13/09
DIVISION:	General Administration	
SUBJECT:	Disaster Recovery and Business Continuity Plan	
AUTHORITY:	Minute Order #135-09	
PROPOSED BY:	<i>Original Signed by Jonathan Hoekstra</i>	
TITLE:	Vice Chancellor for Human and Organization Development	Date: 11/16/09
RECOMMENDED BY:	<i>Original Signed by Jonathan Hoekstra</i>	
TITLE:	Vice Chancellor for Human and Organization Development	Date: 11/16/09
APPROVED BY:	<i>Original Signed by Bill Segura</i>	
TITLE:	Chancellor	Date: 11/16/09

STATUS: Approved by BOR 11/13/09

HISTORICAL STATUS: Revised 2009
 Approved by Leadership Alliance 02/19/09
 Revised 01/07/09
 Approved by BOR 11/03/06 MO #124-06

POLICY

TSTC will implement and maintain a Business Continuity Plan which will aid in the safeguarding of critical business operations and protect essential College functions during and after emergencies.

PERTINENT INFORMATION

Programs to create and maintain safeguards, security, and emergency management are essential to ensure that TSTC mitigates risks and is able to continue to perform its mission in the event of natural or man-made disasters or other extraordinary events that might disrupt normal operations. These readiness programs are vital in protecting the lives and health of TSTC's faculty, staff, and students in minimizing damage to and loss of TSTC property and assets and in restoring normal TSTC operations as rapidly as possible.

Each campus and the Office of the President will maintain a comprehensive and effective

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program encompassing risk assessment, risk mitigation, emergency preparedness and response, and business recovery to strengthen crisis and consequence management capabilities across the TSTC System. The scope and composition of such programs will be based on an assessment of the most probable risks, hazards, and losses that may occur at a particular location.

DELEGATION OF AUTHORITY

The ultimate responsibility for establishing and maintaining the Business Continuity Plan (the Plan) at Texas State Technical College rests with the Chancellor and Presidents.

The responsibility for the overall administration of the Plan has been delegated to the Vice Chancellor for Human and Organization Development.

TSTC has an obligation to protect and provide for students, faculty, staff, and visitors in the event of a major interruption of our mission and operation. These obligations extend to a responsibility for each department to be able to meet its individual obligations. This includes the ability to provide the services expected of them and to carry out functions critical to the mission of TSTC should an event occur that interrupts the normal course of operations. Failure to have an adequate continuity plan could lead to financial disaster, interruptions of academic classes, and delays in completing other mission critical activities.

OPERATING REQUIREMENTS

To continue broad oversight of the Plan, the Chancellor will appoint a Business Continuity and Disaster Recovery Oversight Committee. The committee is composed of a cross-section of appointed academic and administrative leaders who have a working knowledge of business continuity and disaster recovery processes.

1. The Business Continuity and Disaster Recovery Oversight Committee will
 - a. develop and maintain a Business Continuity framework for business units that includes templates for business continuity and disaster recovery plans, risk assessments, and exercises and testing;
 - b. facilitate completion of the Risk Assessment and Business Impact Analysis and the development of local business continuity and disaster recovery plans with the College Coordinators;
 - c. provide guidance and recommend recovery strategies (including sharing of resources across the System including, but not limited to, tools, manpower, equipment, parallel functions, etc.);
 - d. develop campus training and awareness programs for Business Continuity; and
 - e. provide independent reviews and validation of business unit business continuity plans.

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- 2. The College Coordinators will
 - a. ensure appropriate business units complete Risk Assessments, Business Impact Analyses, and develop Business Continuity Plans consistent with above described framework and templates and
 - b. identify departmental contacts for each business unit within the College and ensure plans, assessments, and analyses are tested, reviewed, and updated within reasonable time periods.

PERFORMANCE STANDARDS

- 1. Business Continuity Plans are developed for areas deemed critical to the mission of the College.
- 2. Testing of Business Continuity Plans occurs on a timely basis to ensure credible recovery preparedness. Test results shall be shared with the Business Continuity and Disaster Recovery Oversight Committee.
- 3. The Plan is evaluated and adapted as necessary.

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OFFICE OF RESPONSIBILITY:	
APPROVED BY:	
TITLE:	Date
FORWARDED TO SYSTEM OFFICE ON	