I. PURPOSE AND SCOPE

This document establishes the framework for colleges, divisions, and departments for the preparation, updating, and monitoring of university business continuity plans. The document will address the basic requirements of a business continuity plan, including those addressed in Texas Administrative Code, Chapter 202.74. Elements of compliance will include the business impact analysis, security risk assessment, recovery strategy, and a disaster recovery plan.

Business continuity planning ensures that continuity or uninterrupted provision of critical operations and services for the University of Houston are in place during a wide range of emergencies. Business Continuity Planning (BCP) is an ongoing process with several different but complementary elements, addressing the basic requirements of a BCP, including the business impact analysis, risk assessment, recovery strategy, and a disaster recovery plan are the basic overarching sections. The campus-wide BCP addresses the basic requirements addressed in Texas Administrative Code, Chapter 202.74, Business Continuity Planning.

It is the policy of University of Houston (UH) to maintain the capability to continue the primary missions of research, teaching, and public service despite potentially disruptive events. In order to achieve this capability, the UH Emergency Management Bureau under the Department of Public Safety leads a comprehensive disaster management program that incorporates elements of safety, security, emergency management, disaster preparedness, and crisis, mutual aid agreements, administrative resource coordination, recovery, and communication for all university entities. University departments, divisions, offices, and colleges must have a firm understanding of business continuity planning when preparing for the administrative and academic year.

II. POLICY DEFINITIONS

A. Business Continuity Planning - Effort within the agencies to ensure that primary essential functions continue to be performed throughout, resume quickly and return to normal operations during a wide range of emergencies.

B. Business Continuity Program - Assisting the university in establishing continuity plans, complete the necessary steps to identify the impact of potential losses, maintain viable recovery strategies and recovery plans, and ensure continuity services through personnel training, plan testing, and maintenance for all divisions, colleges, and essential departments.

C. Business Impact Analysis - A management level analysis, which identifies the impacts of losing company resources. The Business Impact Analysis (BIA) measures the effect of resource loss and escalating losses over time, in order to provide senior management with reliable data upon which to base decisions on risk mitigation and continuity planning.

D. University of Houston Emergency Management Bureau (UHEMB) – The University of Houston Emergency Management Bureau is responsible for maintaining and updating plans and policies, conducting training, facilitating exercises, providing technical...
assistance, assist with the recovery strategies, assist with risk assessments and evaluating completed elements.

E. Risk Assessment - A risk assessment is the identification and assessments of hazards. A review will be conducted annually.

F. Recovery Strategy - The implementation of prioritized actions required to return an organization’s processes and essential functions to operational stability following an interruption or disaster. The implemented plans will be tested on an annual basis.

A. The Administration and Finance Division is charged with the following roles and responsibilities related to the preparation, updating and monitoring of university business continuity plans.

1. Providing a business continuity plan template to use when creating business continuity plans which can be found at www.piersystem.com, Business Continuity Plan section.

2. Enacting an annual monitoring mechanism to ensure timely completion of updates to university business continuity plans.

3. Providing an annual status report to be approved by the President or designee on the implementation of business continuity plans.

B. The divisions are responsible for collecting the plans within their area and completing an executive summary that highlights the key areas of risk within their division, and how these risks are addressed in the business continuity plan. These summaries should be included in the annual status report that is presented in the annual report provided to the President or designee.

C. The Division of Administration and Finance is responsible for ensuring that the following are in accordance with the Texas Administrative Code, Chapter 202.74:

1. Business Impact Analysis - This analysis will include the potential impact of loss of business to the campus community. The analysis will be reviewed and evaluated each year along with the business continuity plans. A report will be prepared and posted annually.

Security Risk Assessment – The administration will assess the Business Impact Analysis to determine the areas needing preventative measures. These preventative measures will be implemented in a timely manner to avoid additional risk to the university.

Recovery Strategy – To ensure a safe and economical recovery, administration will be presented with recovery alternatives and estimates for the university with regard to implementation. The implemented plans will be tested formally and informally on an annual basis.

Disaster Recovery Plan – Information Technology will ensure that a proper Disaster Recovery Plan has been implemented and tested.

III. POLICY

A. Business continuity planning plays a vital role in the University of Houston’s all-hazards disaster preparedness. It is through business continuity management and planning that UH mission-critical entities develop the necessary understanding of their core business processes and interdependencies required for effective prevention of and
response to operational disruptions. The policy provides the framework that all departments, divisions and colleges should follow to ensure mission-critical functions can continue to be performed during a wide range of emergencies. This policy also applies to mission-critical UH entities under contractual obligation with affiliated institutions or in any location where a UH entity has a contractual obligation to fulfill university business.

B. Forms and Templates/Online Processes

The business continuity planning templates will be maintained by the Emergency Management Bureau. The template and instructional presentation will be located on the http://www.uh.edu/emergency web site.

C. Responsibilities

1. Each division of the University of Houston is tasked to assess their areas with regard to the risk of an incident impacting their area by one of the below critical programs. Divisions determine the strategy for recovery (accept the loss, mitigate toward recovery, or a partial recovery plan), the cost for that recovery and a detailed description for that decision.
   a. Critical Space and Facilities are Unavailable
   b. Critical Equipment is Damaged or Unavailable
   c. Centrally Provided Power is Unavailable
   d. Critical Communications are Unavailable
   e. Central Information Systems are Not Functional
   f. Local Information Systems are Not Functional
   g. Critical Staff is Impacted and Unavailable
   h. Critical Vendors are Unavailable

2. Business continuity management responsibilities apply to all colleges, departments, divisions and areas which are critical to the mission of the University of Houston.
   a. All University mission-critical all colleges, departments, divisions and areas are required to have a completed BCP that include procedures for operational continuity to ensure UH is prepared to provide critical services.
   b. It is strongly recommended that all campus departments, areas, divisions, units and colleges complete a BCP.

3. UH Emergency Management Bureau (UHEMB) Information
   a. The UHEMB will assist the university in establishing continuity plans, complete the necessary steps to identify the impact of potential losses, maintain viable recovery strategies and recovery plans, and ensure continuity services through training, plan testing and maintenance for all divisions, colleges, and essential departments.
b. The primary location of plans and documentation is in the respective all colleges, departments, divisions and areas. A copy of each BCP will be stored by the UHEMB for back-up and support purposes. Business continuity management training, orientation, and support is available to all UH colleges, departments, divisions and areas annually and/or upon request.

c. A management level analysis, which identifies the impacts of losing company resources will be coordinated and conducted by UHEMB. The Business Impact Analysis (BIA) measures the effect of resource loss and escalating losses over time, in order to provide senior management with reliable data upon which to base decisions on risk mitigation and continuity planning.

d. Recovery strategies will be developed promoting a safe and cost effective recovery. UHEMB will provide technical assistance to all divisions needing to report recovery strategies based on the results of the BIA and the Risk Assessment. Those final recommendations will be presented to the administration for implementation. A review will be conducted every three years.

e. The UHEMB is responsible for the development of the over-arching BCP which contains the following elements:
   1) Purpose and Scope
   2) Essential Functions
   3) Orders of Succession
   4) Delegations of Authority
   5) Continuity Facilities
   6) Continuity Communications
   7) Vital Records Management
   8) Human Capital
   9) Testing, Training and Exercise Program
   10) Devolution of Control and Operations
   11) Reconstitution Operations

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Public Safety and Security

Review: Every three years, on or before September 1
IV. APPROVAL

Carl P. Carlucci
Executive Vice President for Administration and Finance

Renu Khator
President

Date of President’s Approval: December 1, 2010

VI. REFERENCES

Texas Administrative Code §202.70, Security Standards Policy
Texas Administrative Code §202.74, Business Continuity Planning
Federal Emergency Management Agency

REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approved Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/16/2007</td>
<td>Initial version (Original MAPP number is 01.03.03)</td>
</tr>
<tr>
<td>2</td>
<td>12/01/2010</td>
<td>Applied revised MAPP template to meet current documentation standards. Rewrote procedure, adding specific current information on purpose, scope, and policy changes. Changed responsible party to AVP for Public Safety and Security. Changed review period from every three years on or before August 31st to every three years on or before September 1st.</td>
</tr>
<tr>
<td>3</td>
<td>TBD</td>
<td>Added the new Revision Log. Changed the MAPP number from 01.03.03 to 07.03.02. The contents were rewritten to reflect current process, including the creation of the UH Emergency Management Bureau (UHEMB). Added Section VI, References</td>
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