TO: Vice Presidents
    Deans
    Directors
    College/Division Administrators

FROM: Dr. Renu Khator

DATE: April 28, 2017

SUBJECT: Rescission of University of Houston Procedure MAPP 07.03.02, Business Continuity Planning

Enclosed for your review and approval is the rescission notification of University of Houston Manual of Administrative Policies and Procedures (MAPP) 07.03.02 – Business Continuity Planning.

During a recent review of procedures by the UH Police Department, the UH Campus Safety Department and their Subject Matter Experts (SMEs), MAPP 06.01.02, entitled Business Continuity Planning was updated and approved on April 12, 2017.

The housekeeping changes to MAPP 06.01.02 relocated the documentation into the Campus Safety area, specifically in the Emergency Preparedness area, which is easier for the user community to locate and implement. The documentation in MAPP 06.01.02 replaces MAPP 07.03.02.

MAPP 07.03.02 is considered obsolete due to the relocation, revision and approval of MAPP 06.01.02.

Therefore, effective today, I am rescinding MAPP 07.03.02.

Enclosures
UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Public Safety
AREA: Emergency Preparedness

Number: 07.03.02

SUBJECT: Business Continuity Planning

I. PURPOSE AND SCOPE

Business continuity planning ensures that critical operations and essential functions of the University of Houston continue to be performed during an emergency. Business continuity planning is an ongoing process which includes the following elements: identification of essential functions, delegations of authority, orders of succession, communication, vital records and data, continuity facilities, reconstitution, testing, training and exercise, business impact analysis, risk assessment, recovery strategies and a disaster recovery plan. The campus-wide Business Continuity Plan is a requirement of the State Office of Risk Management’s policy on Continuity Planning for Texas State Agencies as stated in Texas State Agency Continuity Planning Policy Guidance Letter dated October 24, 2013, Texas Essential Functions, Texas Continuity Planning Crosswalk and elements of Texas Administrative Code, Title 1, Part 19, Chapter 202.

The University of Houston will maintain a University of Houston campus-wide Business Continuity Plan per the above regulations and guidance. In addition, this policy outlines the requirements for colleges, divisions and departments regarding continuity planning. The Department Business Continuity Plans will contribute to the development of the College/Division Business Continuity Plan and the identification of risks that will impact the College or Division. The College/Division Business Continuity Plans will contribute to the development of the University of Houston Business Continuity Plan program by contributing to the identification of vulnerabilities of the university through the Business Impact Analysis process.

II. POLICY

The University of Houston will create and maintain a Business Continuity Plan. Each college and division as well as departments of the University of Houston will complete a Business Continuity Plan. All Business Continuity Plans will be submitted annually to the UH Office of Emergency Management.

The UH Office of Emergency Management will serve as the Business Continuity Planning liaison with the State of Texas.

III. DEFINITIONS

A. Business Continuity Planning – Effort within the agency 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 Planning Coordinator – Individual that is trained in continuity planning and certified by a recognized organization such as the FEMA Emergency Management Institute (Continuity Practitioner Level I or Level II), or Disaster Recovery Institute International (Certified Professional, such as ABCP, CFCP, CBCP or MBCP).
C. **Business Continuity Program** – A program of the university which establishes continuity plans, completes the necessary steps to identify the impact of potential losses, maintains viable recovery strategies and recovery plans, and ensures continuity services through personnel training, plan testing and maintenance for all divisions, colleges, and essential departments.

D. **Business Impact Analysis** – Predicts the consequences of disruption of a business function and process and gathers information needed to develop recovery strategies.

E. **College/Division Business Continuity Liaison** – Individual selected by the college/division that will be responsible for coordinating business continuity planning for their college/division and also serve as a liaison to the Office of Emergency Management.

F. **Continuity Planning Leadership Group** – A group of key university partners in essential departments of the University of Houston. Responsibilities include but are not limited to the following actions; assisting in the creation of the University of Houston Business Continuity Plan, ensuring university compliance with state and federal regulations, planning section creation and review, appendix creation and reviewing and performing as the Emergency Relocation Group for the University of Houston.

G. **Essential Functions** – Functions that must continue or rapidly resume after a disruption of normal activities.

IV. **CONTINUITY PLANNING PROCEDURE**

A. The UH Office of Emergency Management is responsible for the oversight of the business continuity program for the University of Houston. The UH Office of Emergency Management responsibilities include:

1. Creating and maintaining the University of Houston Business Continuity Plan.

2. Maintaining a Business Continuity Coordinator for the University of Houston and performing the liaison role to the State Office of Risk Management regarding continuity of operations planning.

3. Chairing, leading and directing the Business Continuity Planning Leadership Group for the University of Houston.

4. Exercising the University of Houston Business Continuity Plan annually.

5. Creating and maintaining the business continuity plan template for use by campus divisions, colleges and departments.

6. Responsibility for the business continuity training program.

7. Maintaining repository for all division, college and department Business Continuity Plans as a secondary location in the event of an emergency and the department is unable to access their copy.

8. Following all required policy guidelines dictated by the State Office of Risk Management and elements of Texas Administrative Code, Title 1, Part 10, Chapter 202.
9. Coordinating the Business Impact Analysis process by reviewing annually and updating as needed.

B. The college and division responsibilities include:

1. Assigning an individual to be responsible for coordinating business continuity planning for the college/division. For the purpose of this policy, that individual will be listed as the College/Division Business Continuity Planning Liaison.

2. Ensuring that a College/Division level Business Continuity Plan has been completed by the Business Continuity Planning Liaison, as well as approved by the Dean or appropriate Vice President.

3. Ensuring that the executed plan is submitted to the UH Office of Emergency Management on or before June 1st annually.

C. The College/Division Business Continuity Planning Liaison responsibilities include:

1. Serving as the liaison for their respective college/division with the UH Office of Emergency Management regarding business continuity planning matters.

2. Ensuring that all departments within their college/division complete a Business Continuity Plan using the Business Continuity Plan template on the UH Office of Emergency Management website.

3. Ensuring that the plans have been approved by appropriate department head.

4. Ensuring that all plans are submitted to the UH Office of Emergency Management on or before June 1st annually.

5. Ensuring that the information gathered from the departmental business continuity plans has been reviewed and prioritized for use in the College/Division Business Continuity Plan if need be.

6. Compiling the information gathered in the “Vulnerability/Risk Assessment and Mitigation Strategies” section of the department Business Continuity Plans to assist in identification of vulnerabilities/risks for the College/Division.

7. Ensuring that a College/Division level Business Continuity Plan has been completed and approved by the Dean or appropriate Vice President.

8. Ensuring that executed College/Division Business Continuity Plan is submitted to the UH Office of Emergency Management on or before June 1st annually.

D. The Business Continuity Planning Leadership Group will:

1. Review and amend the University of Houston Business Continuity Plan under the direction of the Business Continuity Planning Leadership Group Chair.

2. Create, review and amend the appendices of the University of Houston Business Continuity Plan under the direction of the Business Continuity Planning Leadership Group Chair.

3. Act as the subject matter expert for the area/group they represent within the Business Continuity Planning Leadership Group.
V. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Public Safety and Security

Review: Every three years on or before September 1

VI. APPROVAL

Jim McShan
Interim Vice President for Administration and Finance

Renu Khator
President

Date of President’s Approval: March 23, 2016

VIII. REFERENCES

Business Continuity Plans Web Site
Office of Emergency Management Web Site
State Office of Risk Management (SORM) Web Site
Texas Administrative Code, Title 1, Part 10, Chapter 202

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 edition</td>
</tr>
<tr>
<td>2</td>
<td>12/01/2010</td>
<td>MAPP was rewritten to emphasize the current area for finding the Business Continuity template, <a href="http://www.piersystem.com">www.piersystem.com</a>. Added information about business impact analysis and security risk assessment, and included a requirement for Information Technology to implement and test a disaster recovery plan. Changed review period from every three years, on or before August 31st to every three years on or before September 1st. Changed responsible party from Vice President for Administration and Finance to Assistant Vice President for Public Safety and Security.</td>
</tr>
<tr>
<td>3</td>
<td>03/23/2016</td>
<td>Contents have been rewritten to reflect the current business continuity planning process. MAPP has been renumbered to move into the Public Safety area, from 01.03.03 to 07.03.02</td>
</tr>
</tbody>
</table>
I. PURPOSE AND SCOPE

Business continuity planning ensures that critical operations and essential functions of the University of Houston continue to be performed during an emergency. Business continuity planning is an ongoing process which includes the following elements: identification of essential functions, delegations of authority, orders of succession, communication, vital records and data, continuity facilities, reconstitution, testing, training and exercise, business impact analysis, risk assessment, recovery strategies and a disaster recovery plan. The campus-wide Business Continuity Plan is a requirement of the State Office of Risk Management's policy on Continuity Planning for Texas State Agencies as stated in Texas State Agency Continuity Planning Policy Guidance Letter dated October 24, 2013, Texas Essential Functions, Texas Continuity Planning Crosswalk and elements of Texas Administrative Code. Title 1, Part 10, Chapter 202.

The University of Houston will maintain a University of Houston campus-wide Business Continuity Plan per the above regulations and guidance. In addition, this policy outlines the requirements for colleges, divisions and departments regarding continuity planning. The Department Business Continuity Plans will contribute to the development of the College/Division Business Continuity Plan and the identification of risks that will impact the College or Division. The College/Division Business Continuity Plans will contribute to the development of the University of Houston Business Continuity Plan program by contributing to the identification of vulnerabilities of the university through the Business Impact Analysis process.

II. POLICY

The University of Houston will create and maintain a Business Continuity Plan. Each college and division as well as departments of the University of Houston will complete a Business Continuity Plan. All Business Continuity Plans will be submitted annually to the UH Office of Emergency Management.

The UH Office of Emergency Management will serve as the Business Continuity Planning liaison with the State of Texas.

III. DEFINITIONS

A. Business Continuity Planning – Effort within the agency 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 Planning Coordinator – Individual that is trained in continuity planning and certified by a recognized organization such as the FEMA Emergency Management Institute (Continuity Practitioner Level I or Level II), or Disaster Recovery Institute International (Certified Professional, such as ABCP, CFCP, CBCP or MBCP).
C. **Business Continuity Program** – A program of the university which establishes continuity plans, completes the necessary steps to identify the impact of potential losses, maintains viable recovery strategies and recovery plans, and ensures continuity services through personnel training, plan testing and maintenance for all divisions, colleges, and essential departments.

D. **Business Impact Analysis** – Predicts the consequences of disruption of a business function and process and gathers information needed to develop recovery strategies.

E. **College/Division Business Continuity Liaison** – Individual selected by the college/division that will be responsible for coordinating business continuity planning for their college/division and also serve as a liaison to the Office of Emergency Management.

F. **Continuity Planning Leadership Group** – A group of key university partners in essential departments of the University of Houston. Responsibilities include but are not limited to the following actions; assisting in the creation of the University of Houston Business Continuity Plan, ensuring university compliance with state and federal regulations, planning section creation and review, appendix creation and reviewing and performing as the Emergency Relocation Group for the University of Houston.

G. **Essential Functions** – Functions that must continue or rapidly resume after a disruption of normal activities.

IV. **CONTINUITY PLANNING PROCEDURE**

A. The UH Office of Emergency Management is responsible for the oversight of the business continuity program for the University of Houston. The UH Office of Emergency Management responsibilities include:

1. Creating and maintaining the University of Houston Business Continuity Plan.

2. Maintaining a Business Continuity Coordinator for the University of Houston and performing the liaison role to the State Office of Risk Management regarding continuity of operations planning.

3. Chairing, leading and directing the Business Continuity Planning Leadership Group for the University of Houston.

4. Exercising the University of Houston Business Continuity Plan annually.

5. Creating and maintaining the [business continuity plan template](https://example.com) for use by campus divisions, colleges and departments.

6. Responsibility for the business continuity training program.

7. Maintaining repository for all division, college and department Business Continuity Plans as a secondary location in the event of an emergency and the department is unable to access their copy.

8. Following all required policy guidelines dictated by the State Office of Risk Management and elements of [Texas Administrative Code, Title 1, Part 10, Chapter 202](https://texas流浪者.com).
9. Coordinating the Business Impact Analysis process by reviewing annually and updating as needed.

B. The college and division responsibilities include:

1. Assigning an individual to be responsible for coordinating business continuity planning for the college/division. For the purpose of this policy, that individual will be listed as the College/Division Business Continuity Planning Liaison.

2. Ensuring that a College/Division level Business Continuity Plan has been completed by the Business Continuity Planning Liaison, as well as approved by the Dean or appropriate Vice President.

3. Ensuring that the executed plan is submitted to the UH Office of Emergency Management on or before June 1st annually.

C. The College/Division Business Continuity Planning Liaison responsibilities include:

1. Serving as the liaison for their respective college/division with the UH Office of Emergency Management regarding business continuity planning matters.

2. Ensuring that all departments within their college/division complete a Business Continuity Plan using the Business Continuity Plan template on the UH Office of Emergency Management website.

3. Ensuring that the plans have been approved by appropriate department head.

4. Ensuring that all plans are submitted to the UH Office of Emergency Management on or before June 1st annually.

5. Ensuring that the information gathered from the departmental business continuity plans has been reviewed and prioritized for use in the College/Division Business Continuity Plan if need be.

6. Compiling the information gathered in the “Vulnerability/Risk Assessment and Mitigation Strategies” section of the department Business Continuity Plans to assist in identification of vulnerabilities/risks for the College/Division.

7. Ensuring that a College/Division level Business Continuity Plan has been completed and approved by the Dean or appropriate Vice President.

8. Ensuring that executed College/Division Business Continuity Plan is submitted to the UH Office of Emergency Management on or before June 1st annually.

D. The Business Continuity Planning Leadership Group will:

1. Review and amend the University of Houston Business Continuity Plan under the direction of the Business Continuity Planning Leadership Group Chair.

2. Create, review and amend the appendices of the University of Houston Business Continuity Plan under the direction of the Business Continuity Planning Leadership Group Chair.

3. Act as the subject matter expert for the area/group they represent within the Business Continuity Planning Leadership Group.
V. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Campus Safety

Review: Every three years on or before September 1

VI. APPROVAL

Jim McShan
Senior Vice President for Administration and Finance

Renu Khator
President

Date of President’s Approval: April 12, 2017

VIII. REFERENCES

Business Continuity Plans Web Site
Office of Emergency Management Web Site
State Office of Risk Management (SORM) Web Site
Texas Administrative Code, Title 1, Part 10, Chapter 202

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 edition</td>
</tr>
<tr>
<td>2</td>
<td>12/01/2010</td>
<td>MAPP was rewritten to emphasize the current area for finding the Business Continuity template, <a href="http://www.piersystem.com">www.piersystem.com</a>. Added information about business impact analysis and security risk assessment, and included a requirement for Information Technology to implement and test a disaster recovery plan. Changed review period from every three years, on or before August 31st to every three years on or before September 1st. Changed responsible party from Vice President for Administration and Finance to Assistant Vice President for Public Safety and Security</td>
</tr>
<tr>
<td>3</td>
<td>03/23/2016</td>
<td>Contents have been rewritten to reflect the current business continuity planning process. MAPP has been renumbered to move into the Public Safety area, from 01.03.03 to 07.03.02</td>
</tr>
<tr>
<td>Revision Number</td>
<td>Approved Date</td>
<td>Description of Changes</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>4</td>
<td>04/12/2017</td>
<td>Renumbered MAPP 07.03.02 to 06.01.02, based on reorganization to Campus Safety. Updated titles as applicable. No additional changes were made by the Subject Matter Experts (SMEs)</td>
</tr>
</tbody>
</table>