I. PURPOSE AND SCOPE

Business continuity of operations planning ensures that critical operations and essential functions of the University of Houston continue to be performed during an emergency. Business continuity of operations 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 of Operations 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 the Texas Labor Code, Section 412.054, 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 of Operations Plan per the above regulations and guidance. In addition, this policy outlines the requirements for colleges, divisions, and departments regarding continuity planning. The individual Department Business Continuity of Operations Plans will contribute to the development of the College/Division Business Continuity of Operations Plan and the identification of risks that will impact the College or Division. The College/Division Business Continuity of Operations Plans will contribute to the development of the University of Houston Business Continuity of Operations 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 of Operations Plan. The UH Office of Emergency Management will serve as the Continuity of Operations Planning liaison with the State of Texas and will coordinate the review process for the plan annually.

Each college and division as well as departments of the University of Houston will complete a Business Continuity of Operations Plan. All Business Continuity of Operations 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. The University of Houston Continuity of Operations Plan, materials required for the development of the plan and its program and subsequent documents are confidential and exempt from disclosure under Chapter 552, Texas Government Code.
III. DEFINITIONS

A. **Business Continuity Continuity of Operations 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 Continuity of Operations 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 Continuity of Operations Planning 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 and/or areas.

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 Continuity of Operations Planning Liaison** – Individual selected by the college/division that will be responsible for coordinating business continuity Continuity of Operations planning for their college or 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 Continuity of Operations 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 Continuity of Operations Planning Program for the University of Houston. The UH Office of Emergency Management responsibilities include:


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


Operations Plan annually.

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


7. Maintaining an annual repository for all division, college and department Business Continuity Continuity of Operations 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 the Texas Administrative Code, Title 1, Part 10, Chapter 202, Texas Continuity Policy.

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 Continuity of Operations planning for the college or division. For the purpose of this policy, that individual will be listed as the College or Division Business Continuity Continuity of Operations Planning Liaison.

2. Ensuring that a College or Division level Business Continuity Continuity of Operations Plan has been completed by the Business Continuity Continuity of Operations 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 Continuity of Operations Planning Liaison responsibilities include:

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


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

4. Ensuring that all department 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 Continuity of Operations plans has been reviewed and prioritized for use in the College/Division Business Continuity Continuity of Operations 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 Continuity of Operations Plan has been completed and approved by the Dean or appropriate Vice President.

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

D. The Business Continuity Continuity of Operations Planning Leadership Group will:


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

3. Act as the subject matter expert for the area/group they represent within the Business Continuity Continuity of Operations 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 Continuity of Operations Plans Web Site

Office of Emergency Management Web Site

State Office of Risk Management (SORM) Web Site
Texas Continuity Policy

Texas Administrative Code, Title 1, Part 10, Chapter 202
Texas Labor Code, Section 412.054

Texas Government Code, Chapter 552, Section 156, Exception: Confidentiality of Continuity of Operations Plans

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>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>
<tr>
<td>5</td>
<td>TBD</td>
<td>Changed title of document from “Business Continuity Planning” to “Continuity of Operations Planning” to reflect current operating requirements. Changed all references to Business Continuity Planning to Continuation of Operations Planning (COOP) throughout document. Added Texas Labor Code, Section 413.054 to Section 1. Added information to Section II that the UH Office of Emergency Management will coordinate the review process annually, and materials required for development of COOP are confidential and exempt from disclosure under Texas Government Code, Section 552. Removed business impact analysis from Section 1, Section III,D and Section IV,A.9. Changed review period from every three years to every five years on or before September 1. Added Texas Continuity Policy, Texas Labor Code, Section 412.054, and Texas Government Code, Chapter 552, Section 156 to Section VIII, References</td>
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