

*No certification necessary. Not
considered a policy, but a
clarification of a working procedure.
9/13/10*

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UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

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SECTION: General Information
AREA: Universitywide Business Management

Number: 01.03.03

SUBJECT: Business Continuity Planning

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.

II. POLICY

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. ~~1. Establishing and issuing guidelines to address the basic requirements of a business continuity plan, including those addressed in Texas Administrative Code, Chapter 202.74. A 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.~~
~~<http://www.uh.edu/finance/pages/References.htm>.~~

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 they 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 ensure that the following are in accordance with the maintain 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.

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2. 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.
3. 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.
4. Disaster Recovery Plan – Information Technology will ensure that a proper Disaster Recovery Plan has been implemented and tested.

III. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Public Safety and Security Administration and Finance

Review: Every three years, on or before August 3September 1

IV. APPROVAL

Jim McShan

Interim Executive Vice President for Administration and Finance

John M. Rudley

Interim President

Date of Interim President's Approval: October 16, 2007