

TEXAS STATE TECHNICAL COLLEGE  
**STATEWIDE OPERATING STANDARD**

<b>No. GA 1.19</b>	<b>Page 1 of 4</b>	<b>Effective Date: 02/07/2019</b>
<b>DIVISION:</b>	<b>General Administration</b>	
<b>SUBJECT:</b>	<b>Disaster Recovery and Business Continuity Plan</b>	
<b>AUTHORITY:</b>	<b>Texas Labor Code</b>	
<b>PROPOSED BY:</b>	<b>Chris Martin</b>	
<b>TITLE:</b>	<b>Director of Governance, Risk and Compliance</b>	<b>Date: 02/07/2019</b>
<b>RECOMMENDED BY:</b>	<b>Ray Rushing</b>	
<b>TITLE:</b>	<b>Vice Chancellor &amp; Chief Legal Officer</b>	<b>Date: 02/07/2019</b>
<b>APPROVED BY:</b>	<b>Mike Reeser</b>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date: 02/07/2019</b>

**STATUS:** Approved by LT 02/07/2019

**HISTORICAL STATUS:** Approved by EMC on 3/19/15  
 Revised 02/2015  
 Approved by BOR 11/13/09  
 Revised 2009  
 Approved by Leadership Alliance 02/19/09  
 Revised 01/07/09  
 Approved by BOR 11/03/06 MO #124-06

**I. STATEWIDE STANDARD**

**COMPLIANCE:** Texas Labor Code, Chapter 412.051 stipulates that each state agency shall work with the State Office of Risk Management (SORM) to develop an agency-level continuity of operations plan that outlines procedures to keep the agency operational in case of disruptions to production, finance, administration, or other essential operations.

**II. PERTINENT INFORMATION**

It is the practice of Texas State Technical College (TSTC) that the College implement and maintain an Emergency Operation Plan in order to safeguard critical

business operations and to protect essential College functions during and after emergencies.

### III. GENERAL GUIDELINES

Each campus shall maintain a comprehensive and effective program, known as an Emergency Operation Plan that encompasses risk assessment, risk mitigation, emergency preparedness and response, and business recovery to strengthen crisis and consequence management capabilities across all TSTC campuses. The scope and composition of such programs shall be based on an assessment of the most probable risks, hazards, and losses that may occur at a particular location.

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 the College's employees, students, and guests; in minimizing damage to and loss of TSTC property and assets; and in restoring normal TSTC operations as rapidly as possible. Failure to have an adequate readiness program in place could lead to financial disaster, interruptions of academic classes, and delays in completing other mission critical activities.

### IV. DEFINITIONS

**Emergency Operation Center Team:** A committee appointed by the Chancellor to assist the Director of Enterprise Risk Management and composed of a cross-section of academic and administrative leaders who have a working knowledge of business continuity and disaster recovery processes.

**Campus Coordinator:** An employee at the campus level designated by the Provost and charged with completion and implementation of the Emergency Operation Plan for individual departments throughout each TSTC campus.

**Office of Governance, Risk and Compliance:** The department designated by the Chancellor to oversee the statewide development, implementation, and ongoing effectiveness of the College's comprehensive Emergency Operation Plan.

**Emergency Operation Plan:** A defined, comprehensive strategy encompassing risk assessment, risk mitigation, emergency preparedness and response, and business recovery to strengthen crisis and consequence management capabilities across all TSTC campuses.

### V. DELEGATION OF AUTHORITY

The Chancellor has the authority and ultimate responsibility for establishing and maintaining a comprehensive Emergency Operation Plan for the College. Further, the Chancellor may delegate responsibility for the statewide administration of the

Plan to a designated Director and responsibility for local administration to individuals who act locally as campus-level coordinators.

## **VI. PERFORMANCE STANDARDS**

1. An Emergency Operation Plan is developed for each campus to sustain essential functions deemed critical to the mission of TSTC.
2. Testing of the Emergency Operation Plans occurs on a periodic basis to ensure credible recovery preparedness. Test results are shared with the Emergency Operation Center Team and are factored into review and evaluation of individual campus Plans.
3. The Emergency Operation Plan and the assigned roles for each campus are reviewed and evaluated annually. Modifications and/or adaptations are made as necessary.

## APPENDIX

### VII. RELATED STATEWIDE STANDARDS. LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[Texas Labor Code, Chapter 412.051](#)  
[Texas State Office of Risk Management \(SORM\)](#)

### VIII. OPERATING REQUIREMENTS

It shall be understood that TSTC has an obligation to protect and provide for employees, students, and guests in the event of a major interruption of the College's mission and/or operations. This obligation shall extend to each department and, thereby, shall require departments to meet individual obligations, to include the ability to provide expected services and to carry out functions critical to the mission of TSTC should an event occur that interrupts the normal course of operations.

1. The Office of Governance, Risk and Compliance shall have broad statewide oversight of the Emergency Operation Plan. The Director shall coordinate and manage the activities of the Emergency Operation Center Team during planning and continuity situations.
2. The Emergency Operation Center Team shall assist the Director with the development of the Plan across all of the College's campuses and its ongoing implementation and efficacy. The Team shall:
  - a. Develop and maintain a framework for individual Emergency Operation Plans specific to business units to include templates for business continuity, disaster recovery, risk assessments, training exercises, and testing;
  - b. Facilitate completion of risk assessments and business impact analyses, as well as the development of local continuity and disaster recovery plans with the Campus Coordinators;
  - c. Provide guidance and recommend recovery strategies (including sharing of resources across the College that include, but are not limited to, tools, manpower, equipment, parallel functions, etc.);
  - d. Develop campus training and awareness programs for continuity of business and operations; and
  - e. Provide independent reviews and validation of Plans for individual business units.
3. The Campus Coordinators shall:
  - a. Ensure appropriate business units complete risk assessments, analyze business impacts, and assist in developing Emergency Operation Plans consistent with the recommended framework and templates; and
  - b. Identify departmental contacts for each business unit within the campus and ensure Plans, assessments, and analyses are tested, reviewed, and updated within reasonable time periods.