

# **Business Continuity Plan Policy**

Policy Number:	AF-09-007
Policy Administrator:	Vice President, Administration and Finance
<b>Policy Initiator:</b>	Director of Safety and Risk Management
Authority:	EO 1014 Business Continuity, EO 715 Risk Management Policy, EO 1069
	Risk Management Policy EO 1056 Emergency Management Program
Effective Date:	January 2013
<b>Revised Date:</b>	January 18, 2018
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

#### **Purpose:**

This policy establishes guidelines for an ongoing program that ensures continuity of essential functions and business operations following a potential catastrophic event.

## Scope:

The policy shall apply to all employees, students, and visitors of the California State University Maritime Academy (Cal Maritime), including contractors and/or venders engaged in work on behalf of Cal Maritime and its auxiliaries.

#### Accountability:

The Director of Safety and Risk Management is delegated with administrative oversight and programmatic responsibility for Cal Maritime's Business Continuity Plan (BCP). The department/unit remains responsible for the maintenance and execution of its own BCP.

# **Policy:**

It is the policy of Cal Maritime to establish, test, and maintain a plan for resumption of critical business operations to be executed during periods of significant interruption of campus operations.

# **Procedures:**

The BCP shall include, but is not limited to, Hazard Identification and Risk Assessment Control (HIRAC) and/or Business Impact Analysis/Risk Assessment (BIA/RA). The process shall include:

- 1. Functional testing and exercising
- 2. Maintaining and Updating as determined
- 3. Training the campus community
- 4. Retention of all related records

### A. <u>Resource links</u>

Risk mitigation efforts for minimizing losses are described in detail within documents available at:

- 1. California State University Risk Management: <u>http://www.calstate.edu/risk\_management/</u>
- 2. Executive Order 1014: http://www.calstate.edu/eo/eo-1014.html
- 3. Cal Maritime Department of Safety & Risk Management: <u>https://www.csum.edu/web/safety/home</u>