



Business Continuity Plan Policy

Policy Number:	AF-09-007
Policy Administrator:	Vice President, Administration and Finance
Policy Initiator:	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
Revised Date:	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 vendors 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. Resource links

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

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