

CHAPTER 3

ADMINISTRATION AND FINANCE

383 BUSINESS CONTINUITY PROGRAM

The campus is required to develop and maintain a Business Continuity Program to ensure essential functions, systems and operations of the University can be resumed following a catastrophic event. The Business Continuity Program shall include a risk assessment, business impact analysis, business operation continuity plans, testing and exercise plans, communication strategy, and training guidelines for campus. The documentation is to follow structured plan maintenance, approval and record retention.

383.1 Business Continuity Program Committee

The University President has delegated responsibility for developing and maintaining the Business Continuity Program to the Business Continuity Planning Committee (BCPC). The BCPC will consist of a chair, co-chair, and senior administrative leaders who have a working knowledge of business continuity processes and are from units identified as key to essential operations. Campus Business Continuity Plans require review and approval by the BCPC.

383.2 Business Continuity Plan (BCP)

Departments essential to campus operations are required to develop and maintain a Business Continuity Plan. These include but are not limited to; Admissions and Recruitment, Contracts and Procurement, Facility Services, Disability Resource Center, Financial Aid, Fiscal Services, Food Services, Health and Counseling Services, Housing and Residential Life, Human Resources/Academic Personnel, Information Services, Instruction, Records (Office of the Registrar), Research and Economic Development, University Police, and University Scheduling.

Departments deemed essential are reviewed annually by the BCPC and are posted on the Cal Poly Business Continuity website.

The BCP shall consist of: a directory of essential personnel and business contacts, a prioritized list of essential functions together with the essential staff, equipment and support activities identified for each function, lines of succession and delegations of authority, alternate operating facilities, procedures for safeguarding vital records, and testing and training exercises.

383.3 Business Impact Analysis

Units determined to provide essential functions are required to identify essential functions and workflow, determine the qualitative and quantitative impacts of a vulnerability or threat to essential functions, prioritize and establish recovery time objectives and, if appropriate, establish recovery point objectives.

383.4 Risk Assessment

Units determined to provide essential functions are required to identify vulnerabilities and threats that may impact their ability to fulfill the mission of the University and define controls to reduce such exposure.

References for CAP 383:

1. Date approved by the President: January 19, 2014
2. Effective Date: January 19, 2014
3. Responsible Department/Office: Administrative Compliance Services
4. Revision History: None
5. Related University Policies, Procedures, Manuals and/or Documents:
 - a. <http://afd.calpoly.edu/acs/buscontinuity.asp>.
 - b. Executive Order 1014, [California State University Business Continuity Program](#).
 - c. [Cal Poly Information Security Risk Self-Assessment](#).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
 - a. [California Executive Order S-04-06](#).