Institutional Handbook of Operating Procedures Policy 02.01.05	
Section: General Administrative Policies and Services	Responsible Vice President: Vice President & Chief Information Officer
Subject: General Institutional Policies	Responsible Entity: Information Services

I.   Title
Business Continuity Planning

II.   Policy
To ensure that UTMB is able to resume operations within a reasonable period of time following any adverse event or operational disruption, all departments and business units will have a business continuity plan (BCP). This plan may be department specific or may be part of a larger entity-level plan.

For mission critical activities, particularly those relying heavily on information technology, the BCP must contain both a business impact analysis and a risk assessment.

BCP's will be updated annually or as critical processes change and will be approved by appropriate entity management. Executive Leadership will have final accountability for entity plans and stewardship of resources. All BCP's will be stored in a central repository to ensure they are available to institutional leadership during an event.

III.   Relevant Federal and State Statutes
45 CFR §164.308 - Administrative Safeguards
10 TAC §202.76 - Security Control Standards Catalog

IV.   Relevant System Policies and Procedures
Texas Department of Information Resources (DIR): Security Control Standards Catalog – CP-Contingency Planning
UTS165 Standard 6 - Backup and Disaster Recovery

V.   Additional References
Joint Commission - Emergency Management (EM 02.02.03)
Joint Commission - Information Management (IM 01.01.03)

VI.   Dates Approved or Amended

Originated: 12/21/2007	
Reviewed with Changes	*Reviewed without Changes*
07/12/2012	12/23/2016
	01/09/2020

VII.   Contact Information
Information Systems
(281) 309-6505