



**Institutional Handbook of Operating Procedures**  
**Policy 02.01.05**

Section: General Administrative Policies and Services	Responsible Vice President: Executive Vice President of Business and Finance
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**

<i>Originated: 12/21/2007</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
07/12/2012	12/23/2016

**VII. Contact Information**

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