



<b>Category</b>
<b>BUSINESS CONTINUITY PLAN MANAGEMENT – 4:10:12:00</b>
<b>Approval</b>
<b>Leadership Council Approved:</b> October 19, 2018
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<b>Revised:</b> N/A
<b>Responsible Party:</b> Vice President for Finance & Administration

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**I. PURPOSE**

Through the adoption of Business Continuity Management best practices, Motlow State Community College (MSCC) will further achieve its strategic planning priority to preserve the institutional financial health by ensuring that critical business and teaching outcomes are not compromised by a major disruptive event.

**II. POLICY**

- A. This policy will ensure that MSCC will meet its obligation to:
  - 1. Establish a Business Continuity Plan (BCP) that ensures business continuity for every MSCC division and department.
  - 2. Annually review the Risk Assessment including periodic maintenance of the Business Impact Analysis.
  - 3. Periodically update the BCP to ensure the currency of information and response strategies.
  - 4. Undertake exercises for training and evaluation purposes of the BCP each year or within three months of any major operational or system changes that will have a material effect on the contingency strategy of any MSCC department.

**III. MANAGEMENT RESPONSIBILITIES**

- A. MSCC administrators must ensure that the key functions, for which they have responsibility, are able to continue following major disruptive events and that arrangements are in place to achieve this.
- B. This requires the proactive development and maintenance of business continuity planning within their division or department.
- C. Administrators are expected to encourage the active participation of staff in business continuity issues and must ensure that key personnel are able to perform competently during a major disruptive event.
- D. Administrators must:
  - 1. Complete, or review and update, an annual Risk Assessment and Business Impact Analysis.
  - 2. Manage risks in accordance with this policy.
  - 3. Ensure that the BCP in their division or department is exercised on schedule.