

Stephen F. Austin State University

Department/Division Business Continuity Plan (BCP) – Instructions for Completion

Purpose:

This instruction sheet provides guidance for completing the *Department/Division Business Continuity Plan (BCP)* in support of the University’s Continuity of Operations Plan (COOP) and Emergency Operations Plan (EOP). Each department is responsible for ensuring that its essential functions can continue or be restored quickly following a disruption.

1. General Instructions

- Complete one BCP per department or operational unit.
- Use the **Unified Business Impact Analysis (BIA)** to identify and prioritize essential functions.
- Submit the completed plan electronically to the Emergency Management Office for review.
- The BCP should be updated annually or whenever major changes occur (e.g., staff turnover, new systems, or facilities).

2. Section Guidance

Section	What to include	Tips
1. Introduction and purpose	Department name, preparer, and completion date. Briefly describe your department’s mission and how it supports university operations.	Keep concise; use 2–3 sentences.
2. Activation & Roles	List primary and alternate leadership with contact info. Define activation triggers and notification procedures.	Include how you’ll notify staff (email, phone, Jack Alert, etc.).
3. Essential Functions	Pull directly from your BIA results —include MTD, RTO, and priority level.	Use one row per essential function.
4. Critical Resources & Dependencies	List facilities, IT systems, vendors, and staff required to support essential functions.	Include key vendors or external partners.
5. Recover Strategies	Outline how your department will resume or continue operations during a disruption. Identify internal and external communication methods and key points of contact.	Consider telework, alternate sites, or manual workarounds.
6. Communications & Coordination	Identify internal and external communication methods and key points of contact.	Coordinate with the University Marketing & Communications plan if public messaging is needed.
7. Records, Systems, & Data	Identify vital records, critical data, and where backups are stored.	Reference IT-managed systems where applicable.
8. Training, Testing, & Maintenance	Record training participation and exercises. Plan for annual review and update.	Document who participated in the review.

3. Appendices

Attach supporting documents to the BCP:

- **Appendix A:** Contact Lists (Restricted)
- **Appendix B:** Completed BIAs
- **Appendix C:** Facility Maps or Evacuation Plans
- **Appendix D:** Vendor/MOU Agreements

4. Submission & Questions

Submit completed plans and questions to:

Office of Emergency Management

Email: Jeremy.pickett@sfasu.edu

Phone: 936-468-1667