

## Appendix 2

### Recovery Assumptions for Continuity Plan Development

The Business Continuity of Operation Plan (COOP) has been introduced to divisions and departments. While meeting with divisions and departments, the need to define a list of assumptions to help guide division and departmental COOP planning has arisen. The following assumptions should be applied for COOP plan development:

- 1) The University may be closed for 10 working days. Only essential personnel supporting continuity of essential functions or recovery operations will be allowed on site. Campus will be closed for this ten working day period until a safe environment can be reestablished.
- 2) There may be no access to central IT services for this 10 day period.
- 3) First priority will be to re-establish communication with the campus community and this responsibility lies with UPD and IT.
- 4) All centrally managed data will have been backed up as of the last working day prior to the catastrophe.
- 5) No, or limited, utilities (water, sewage, phones, electricity, etc.) will be available on campus.

It is this ten day period that needs to be addressed in the COOP for your workgroup.

Financial Services will develop procedures for emergency purchase orders, P-cards, payroll, and accounting for use during this ten day period. Once these procedures have been developed, they will be shared so that they can be added to your COOP.

Appendix 7 reflects the generic responses developed by the IT division for the IT section of your COOP devoted to centrally managed applications and servers. For any software or servers maintained within your division or department, you will have to develop the IT section of your COOP.

#### Additional Assumptions

- This Continuity Plan was developed to complement and support Texas State's emergency response operations.
- Planning is current, having been reviewed, maintained, and updated annually, as required.
- Planning, training and exercising are being performed annually.
- Due to geographic separation between San Marcos and Round Rock campuses, emergency incidents may not impact both locations concurrently.
- Each department has maintained a current risk analysis assessment and performed a minimal needs assessment for their department's operations and essential functions.
- Each department supervisor and administrative assistant maintains, both at home and at work, a current contact listing of all employees within the department.

- Each Reconstitution Team has current strategies in place for its role during an emergency and any weaknesses have been identified and addressed.

Operations approaching normalcy can be resumed within some reasonably targeted timeline once the full effect of the event is known.

Qualified personnel and key employees will be available to perform business recovery responsibilities.

Adequate emergency funds will be available to supplement the University's normal budgeted funds.

Telecommunications and Information Technology backup and recovery strategies have been implemented and tested and are operational.

The recovery resource strategies and solutions will be available in the event of an emergency. Examples include critical supplies inventory, equipment, computer replacements, and repair materials.

Organizations external to the University will be supportive during the business recovery period. Examples include the City of San Marcos.

If you have questions contact EHS&RM.