

Policy III.3008.D, Business Continuity

Purpose

This policy establishes a Business Continuity (BC) program for San Jacinto College to ensure that critical academic, student support, and administrative functions can continue or be rapidly restored following a disruptive incident. The BC program supports and extends the San Jacinto College Emergency Management Plan (EMP) and Policy III.3008.C, Emergency Incidents.

Policy

San Jacinto College will maintain an institution-wide BC program that identifies and prioritizes essential functions, develops, and maintains continuity plans at the institutional and departmental level, and coordinates continuity activities with emergency management, information technology disaster recovery, and information security requirements.

Authority

San Jacinto College's BC program is part of its obligation to maintain an all-hazards emergency operations plan under Texas Education Code § 37.108, which requires public institutions to adopt and implement a multi-hazard emergency operations plan addressing mitigation, preparedness, response, and recovery for all hazards that may affect the institution. The College's EMP, adopted under Policy III.3008.C, fulfills this requirement and establishes priorities for saving lives, protecting facilities, and preserving the orderly functioning of the College before, during, and after emergency incidents.

The BC program and this policy extend the recovery and continuity components of the College's all-hazards planning by ensuring that essential academic, student support, and administrative functions can continue or be restored within acceptable timeframes following disruptive events. Business continuity plans developed under this policy constitute the College's recovery and continuity plans for all hazards, complementing the response-focused procedures in the EMP and related annexes.

The Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedure

Procedure III.3008.D.a, Business Continuity Program Lifecycle

Date of Board Approval	May 4, 2026
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Effective Date	May 5, 2026
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Primary Owner	Vice Chancellor for Fiscal Affairs
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Secondary Director of Emergency Management
Owner
