



ANNEX J

INSTITUTIONAL CONTINUITY PLAN

PROMULGATION STATEMENT

Annex J: Institutional Continuity Plan, and contents within, is a guide to how the University operates and resumes normal functions during an incident which disrupts or incapacitates operations and/or requires the relocations of select personnel and functions. The annex is written in support of the Texas A&M University (TAMU) Emergency Operations Plan (EOP) and shall be considered an interactive support document to the EOP.

APPROVAL AND IMPLEMENTATION

TABLE OF CONTENTS

Promulgation Statement 1

Approval and Implementation 1

Table of Contents 2

Section 1: Introduction 3

section 2: Purpose Statement..... 3

Section 3: Applicability and Scope..... 4

Section 4: Authorities and REferences 4

Section 5: Planning Assumptions 4

Section 6: Hazard Analysis..... 5

Section 7: Planning Scenarios 5

Section 8: Concept of Operations 6

 Continuity Execution 7

 Continuity and Recovery Group 7

 Time-Phased Implementation 8

Section 9: Responsibilities..... 10

Section 10: Continuity of Leadership 13

 Orders of Succession / Delegations of Authority 13

Section 11: Essential Functions..... 14

Section 12: Critical Infrastructure..... 15

Section 13: Dependencies..... 15

Section 14: Alternate Facilities and Worksites 16

Section 15: Vital Records, Databases and Equipment 16

Section 16: Communications 17

Section 17: Testing, Training and Exercise 17

Section 18: Continuity Annex Maintenance 17

 Continuity Annex Maintenance 17

Record of Change..... 18

SECTION 1: INTRODUCTION

Texas A&M University has functions that must not be interrupted or must be rapidly and efficiently resumed in the event of an emergency. While the impact of an emergency or disruption cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency or disruption on our students, faculty, staff, and visitors, as well as, our facilities and mission. To that end, Texas A&M University has prepared a continuity annex to the Emergency Operations Plan.

The Texas A&M University Institutional Continuity Plan Annex establishes guidance and

ANNEX J – INSTITUTIONAL CONTINUITY PLAN

- x A disaster may require students, faculty, staff, and the public to function with limited support services and some degradation of service, until a full recovery is made
- x Leadership and employees will continue to recognize their responsibilities to the University and exercise their authority to implement this continuity plan in a timely manner when confronted with disasters
- x The University is able to reinstate academic classes within two weeks of the disruption whether through traditional or alternative methods/locations
- x In the event of disaster, the University will work in cooperation with surrounding jurisdictions and local emergency response personnel for recovery

SECTION 6: HAZARD ANALYSIS

Because of its geographic location, population concentration, high-rise buildings, rail, air and highway traffic, and other risk factors, Texas A&M University is exposed to many hazards, some of which have the potential for disrupting the University community and causing widespread damage and casualties.

Possible natural hazards include, but are not limited to tornadoes, floods, fires, winter storms, and hurricanes. There is also the threat of terrorism related activities associated with biological, nuclear, incendiary, chemical, and explosive weapons. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, civil disorder, disease or other unknown or unpredictable occurrences. Additional information about hazards that can affect the campus may be found in the Emergency Operations Plan.

SECTION 7: PLANNING SCENARIOS

The continuity annex has been developed around a set of scenarios which reflect Texas A&M University's assessment regarding the types of events which may result in continuity annex activation. For each type of scenario, activities have been identified to ensure the activation of the continuity annex and the continuous capability of Texas A&M University to make decisions and take action. Activation of the continuity annex may involve:

- x Activation of the Continuity and Recovery Group to perform specific activities necessary to ensure the evaluation, restoration, and continuation of critical infrastructure and essential functions
- x Deliberate and pre-planned movement of selected key administrators, faculty, staff and technical personnel to an alternate operating facility
- x Implementation of temporary work procedures

ANNEX J – INSTITUTIONAL CONTINUITY PLAN

also identifies how Texas A&M University will address issues associated with notification and alert, and direction and control.

Continuity Execution

The President, Provost, or designees, or his or her designated successor, may activate this continuity annex. The continuity annex is activated based on known or anticipated threats and emergencies that may occur with or without warning. Texas A&M University will use a time-phased approach for implementation whereby critical resources are deployed early and other resources will follow as needed. Texas A&M University is preparing for threats and emergencies, with or without warning, that occur during or outside of normal operating hours.

Continuity and Recovery Group

The Continuity and Recovery Group has been established by Texas A&M University to manage the continuity and recovery process. The Continuity and Recovery Group will oversee and prioritize the actions of the University and departments during an Institutional Continuity Annex activation and disaster recovery. To staff the Continuity and Recovery Group, Texas A&M University has identified key positions to provide management and oversight necessary to restore critical infrastructure and essential functions with a priority rating of “critical” within hours after continuity annex activation. The members of the Continuity and Recovery Group are:

- x President and Chief Executive Officer or designee
- x Provost and Executive Vice President for Academic Affairs or designee
- x Executive Vice President and Chief Financial Officer or designee
- x Senior Vice President and Chief Marketing and Communication Officer or designee
- x Senior Vice President, Health Science Center or designee
- x Vice President for Student Affairs or designee
- x Vice President for Information Technology and Chief Information Officer or designee
- x Vice President for Research or designee
- x Vice President for Human Resources and Organizational Effectiveness or designee
- x Director of Athletics or designee

Leadership of the Continuity and Recovery Group will be designated by the President. The Continuity and Recovery Group may add additional members as needed for specific expertise.

ANNEX J – INSTITUTIONAL CONTINUITY PLAN

Phase 3: Deactivation

Deactivation of the continuity annex will occur when the President or designee has determined that the University is operating at a sufficient level and the guidance of the Continuity and Recovery Group is no longer required.

SECTION 9: RESPONSIBILITIES

This section of the continuity annex identifies the responsibilities and procedures developed by Texas A&M University to activate and sustain a continuity capability.

The purpose of this section is to identify key positions within the University and their responsibilities in the event of an emergency requiring continuity plan activation.

The following lists identify major responsibilities of key designated officials, or designees, required to implement Texas A&M University's Institutional Continuity Annex.

The makeup of the Continuity and Recovery Group may involve all or some of the members identified previously, as deemed appropriate for the type and extent of the disruption. The members identified serve because of the authorities and responsibilities that already come with their existing positions. Therefore, each member comes to the Continuity and Recovery Group only with those authorities that they normally possess. Additional authorities required due to the emergency conditions may only be granted by the President or designee.

Each member of the Continuity and Recovery Group is responsible for:

- x Ensuring that appropriate plans are established to address and prepare for the unique needs of their specific organization
- x Representing their organization in the Continuity and Recovery Group
- x Accessing resources including personnel and expertise from their organization as needed

In addition, the following members are assigned the noted specific responsibilities.

The President or designee is responsible for:

- x Activating the continuity plan;
- x Appointing a chair(s) for the Continuity and Recovery Group;
- x Establishing or approving the following during an incident for the implementation of the continuity plan:
 - o Clear Objectives
 - o Timeframe
 - o Resources available

x

ANNEX J – INSTITUTIONAL CONTINUITY PLAN

- x Assisting in the evaluation of the severity of the emergency and develop strategies regarding how information is to be released and who should speak for Texas A&M.
- x Establishment and operation of a Joint Information Center (JIC) to help control and manage the flow of accurate and timely information
- x Ensuring sustained capability to effectively utilize various avenues of communication (website, social media, email)
- x Engaging partner organization's Public Information Officers/Media Relations personnel to assist in ongoing communications efforts (Cities of Bryan/College Station, A&M System members institutions, The Association of Former Students, 12th Man Foundation)
- x Coordinating and facilitating media briefings.

The Senior Vice President for Health Science Center or designee is responsible for:

- x Consulting with the deans and department heads during the implementation of the continuity plan
- x Establishing priorities for recovery of units or departments
- x Assessing the impact of students, faculty, and staff
- x Consulting with and advising the university president
- x Decisions concerning the continuation of (E)1 v e72 (i)(i)(i)(i)cerni2 (s)21 (i)5.9 (nu)10 (a)]TJ [(t

ANNEX J – INSTITUTIONAL CONTINUITY PLAN

ANNEX J – INSTITUTIONAL CONTINUITY PLAN

named by appropriate line management, or another appropriate individual. Many

ANNEX J – INSTITUTIONAL CONTINUITY PLAN

- x Low: Resumed Within 1 Month
 - o Must be continued at a normal or increased level within 1 month of an incident
 - o Functions that may be suspended for up to 1 month without causing significant disruption
- x Deferrable: Resumed Within an Amount of Time Greater Than 30 Days
 - o Functions that may pause and resume when conditions permit

During and after a disruption, it may be impossible to immediately perform all university functions at full capacity. To enable the University to focus resources appropriately, departments/divisions/colleges should categorize their essential functions based on the categories above.

SECTION 12: CRITICAL INFRASTRUCTURE

Based on the categorization of essential functions, the University has identified broad operations with university-wide implications for sustaining and supporting life safety following an emergency. These broad operations have been identified as critical infrastructure that must be robust and resilient to support the recovery of other essential functions. Critical infrastructure includes:

- x Emergency Response Services
- x

ANNEX J – INSTITUTIONAL CONTINUITY PLAN

RECORD OF CHANGE

CHANGE NUMBER	DATE OF CHANGE	DESCRIPTION OF CHANGE	CHANGE MADE BY:
---------------	----------------	-----------------------	-----------------