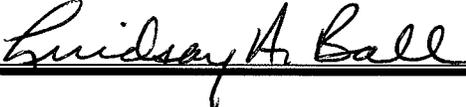


**DAS Statewide Policy**

**SUBJECT:** Statewide Business Continuity Planning      **NUMBER:** 107-001-010

**DIVISION:** Office of the Director      **EFFECTIVE DATE:** 03-17-06

**APPROVED:** 

**POLICY/ PURPOSE:** State agencies must assure that critical business functions and services that are provided to the citizens of Oregon continue under any conditions. This policy sets forth guidelines that require all State of Oregon agencies, individually, and in conjunction with other agencies, to develop, implement, test, and maintain Business Continuity Plans (BCP). The plans must ensure that critical state services will continue despite their interruption by an emergency, disaster, or other unplanned event, whether natural or manmade.

**AUTHORITY:** ORS 291.016, ORS 291.018, ORS 291.028, ORS 291.032, ORS 291.034, and ORS 291.037.

**APPLICABILITY:** All Executive Branch agencies under direct authority of the Governor. Other agencies, including the Legislature, Office of Secretary of State, Office of State Treasurer, Department of Justice, Judicial Department, Lottery, Bureau of Labor and Industries, and Department of Education may follow this policy at their option, and if choosing to do so should express their intentions in writing to the DAS Director and the Enterprise BCP Program.  
  
This policy applies to day-to-day business operations. If your agency has emergency response functions and responsibilities, those efforts should be coordinated with the Office of Emergency Management.

**DEFINITIONS:** *Following are industry standard definitions for BCP from Disaster Recovery Institute International (DRII).*

*Business Continuity* The ability of an organization to ensure continuity of service and support for its customers and to maintain its viability before, after, and during an event.

*Disaster* A sudden, unplanned calamitous event causing great damage or loss as defined or determined by a risk assessment and Business Impact Analysis (BIA); 1) Any event that creates an inability on an organizations part to provide critical business functions for some predetermined period of time. 2) In the business environment, any event that creates an inability on an organization's part to provide the critical business functions for some predetermined period of time. 3) The period when agency management decides to divert from normal production responses and exercises its disaster recovery plan. Typically is signified by the beginning of a move from a primary to an alternate location. **SIMILAR TERMS:** Business Interruption; Outage; Catastrophe.

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<i>Business Continuity Plan (BCP)</i>	Advance arrangements and procedures that enable an organization to respond to an event in such a manner that critical business functions continue with planned levels of interruption or essential change. SIMILAR TERMS: Contingency Planning, Planning, Business Resumption Planning, Continuity Planning, Continuity of Operation Plans (COOP).
<i>Business Impact Analysis (BIA)/Risk Assessment</i>	The Business Impact Analysis/Risk Assessment is a process designed to identify critical business functions and workflow, determine the qualitative and quantitative impacts of a disruption, and to prioritize and establish recovery time objectives. SIMILAR TERMS: Business Exposure Assessment, Risk Analysis
<i>Critical Business Functions (CBF)</i>	Business functions or information that could not be interrupted or unavailable for one month or less without <u>significantly</u> jeopardizing the mission of the agency, and the health, welfare or safety of Oregonians.
<i>Disaster Recovery</i>	The technology and telecommunication aspect of a business continuity plan. The advance planning and preparations necessary to restore IT infrastructure, minimize loss and ensure continuity of the critical business functions of an organization in the event of disaster or unplanned event.

**GUIDELINES:**

1. The agency director is responsible for overall plan development. The agency director will designate an individual to serve as the department's Business Continuity Planning (BCP) Sponsor, and a staff person to serve as the BCP Coordinator. The Sponsor should have direct access to the agency director, and have the authority to advise the agency director in the event of a disaster.
2. The BCP Sponsor/Coordinator will manage and be responsible for the BCP planning process, working within the agency to accomplish the risk assessment, business impact analysis, plan development, maintenance, and testing.
3. All state agencies will develop, implement, maintain, and test Business Continuity Plans, including identifying recovery alternatives by the end of the 2007-09 biennium through the following actions:
  - Conduct a Business Impact Analysis (BIA).
  - Identify and thoroughly document all critical business functions with a recovery time of one month or less and provide that information at the statewide level using the ***Agency Critical Business Function Worksheet***.
  - Complete a disaster recovery plan for the IT infrastructure that supports critical business functions.

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- Ensure short-term and long-term review and revision of the plans. Short-term reviews will include activities such as updating telephone numbers and team members and will occur periodically throughout the year. Long-term reviews will include updating the risk assessment, regular testing, and incorporating new programs and systems into the plan. Long-term reviews will be conducted at least once a year.
  - Establish an awareness and training program to create an organizational awareness and enhance the skills required to develop, implement, maintain, and execute the business continuity plan.
4. Business Continuity Plans should at a minimum take into account the following:
- identification of critical business functions and recovery time objectives
  - dependencies, both internal and external
  - alternate work sites
  - response to loss of power, phone, and computer networks
  - response to loss of critical (key) staff
  - response to loss of workforce
  - critical equipment failure
  - vital records preservation
  - emergency communications
  - disaster recovery planning
  - succession planning
  - delegation of authority
5. State agency shall participate in Statewide Business Continuity Planning efforts utilizing statewide methodologies to ensure a consistent framework. The Statewide Enterprise Business Continuity Planning Office will be available to assist agencies in the implementation of their BCP programs and the development of their plans.