



Commission Policy

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I. Purpose

The purpose of the District's Business Continuity Plan is to ensure the continuation of District operations when a catastrophic event causes a loss of administrative or operational facilities.

II. Business Continuity Plan Objectives

The objectives of the Business Continuity Plan are to:

- Minimize operations disruption in the event of a catastrophic loss;
- Prepare the District to restore services to the widest extent possible after an incident as quickly as possible;
- Avoid confusion during a crisis;
- Reduce downtime and associated costs;
- Identify mission essential functions; and
- Ensure management has adequate tools to cope with the fluid nature of a catastrophic loss.

III. Responsibility

Responsibility for coordinating all aspects of the District's Business Continuity Plan is assigned to the District's Risk Manager.

IV. Approval and Amendments

The Plan may be amended from time to time upon approval by the Executive Director, consistent with the principles outlined herein and all other Commission and Administrative Policies.



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V. Authority

The Commission authorizes the Executive Director to declare an emergency and invoke the District's Business Continuity Plan.

The Executive Director is authorized to assign employees tasks that are outside of their established job description or department as needed to support continuing District operations.