

## Appendix 3

### BCP Minimum Requirements

In order to designate a unit's Texas State Ready Continuity of Operation Plan as complete at a minimum it must contain the following information:

#### STEP 1: Department Identification

- All questions under Step 1 are to be completed.
- Enter the number of personnel that work in your unit.
- Select unit type from drop down list, more than one type if appropriate.
- All buildings that are utilized by the unit, select from the drop down list. Download evacuation plans as appropriate.
- Cost Center code

#### STEP 2: Critical Functions

- Identify major functions that are performed by the unit.
- Evaluate whether the function is considered Critical based on the guidelines provided.
- If the function is considered critical complete the Detail Screens for that function.

#### STEP 3: Information Technology

- Complete appropriate sub steps. Typically sub steps a, b, d, and e.
- Identify centrally owned applications that are used by the unit. Use the on-screen guidance to determine the appropriate criticality level.
- List departmental applications, if any, and complete the detail screen for each application.
- If the unit has its own Server then complete tab c.

#### STEP 4: Instruction

- Completed by academic units.
- Identify high priority courses, all courses taught, departmental practices, and special teaching issues if any.

#### Step 5: Key Resources

- Complete all sub-steps as appropriate.
- Must designate the order of succession a minimum of 3 to 5 positions.
- Identify outside organizations that provide essential services to your unit.