

**WGTC 3.26**

**Business Continuity Plan**

The Business Continuity Plan (BCP) ensures the maintenance of critical operations when confronted with adverse events such as natural disasters, technology failures, human errors, or terrorism. The BCP must minimize loss to the organization, continue to serve students, and maintain administrative operations. Each college has an obligation to protect and provide for employees, students, volunteers, visitors, vendors, and contractors in the event of a major interruption to the mission or operation. The president is directly responsible for the implementation of this procedure. The president shall provide sufficient resources, personnel, and administrative support to accomplish this end.

The president shall make sure a BCP is submitted to the TCSG System Office not later than May 1 of each calendar year.

The System Office shall review, coordinate the revisions of, and approve the BCP.

The currently implemented BCP and all of its revisions shall be retained for a three-year period.

Reference: TCSG Procedure 3.4.1p2.  
<https://www.tcsg.edu/tcsgpolicy/files/3.4.1p2.pdf>

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