

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 1011: Business Continuity

To prepare for business continuity, all College departments will:

* Conduct a Business Impact Analysis to assess which employees are responsible for what processes;
* Identify requirements needed in the event of an emergency;
* Plan a series of steps to follow in the event of an emergency;
* Document all of the above.

To prepare for business continuity, all College employees will:

* Periodically conduct a Business Continuity Plan simulation;
* Document the results; and
* Adjust the Business Continuity Plan as needed.

Definitions: None

Owner: Vice President of Operations/CIO

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