



Continuity of Operations

1. PURPOSE

The purpose of this policy is to establish a framework for ensuring the continuity of operations at Northern Pennsylvania Regional College (“NPRC” or the “College”) in the event of a disruption.

2. SCOPE AND APPLICABILITY

This policy applies to all NPRC departments, employees, and operations. This policy encompasses all activities, processes, and resources necessary to ensure the continuity of operations, including but not limited to, information technology, facilities, communication, and human resources.

3. REFERENCES

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 CLDR-1310: Policy Review Schedule
- 3.3 INDX-1310-02: Document Naming Key
- 3.4 PROC-5715-01: Continuity of Operations Plan Development
- 3.5 TEMP-5715-01: Emergency Response Plan Template

4. DEFINITIONS

- 4.1 A Continuity of Operations Plan (“COOP”) is a plan to ensure that the essential functions of an organization can continue during and after a disaster or disruption.
- 4.2 Disruption is any event that interrupts the normal operations of the organization, including, but not limited to, natural disasters, technological failures, and human-caused incidents.
- 4.3 Essential Functions are the critical activities and services necessary to ensure the health, safety, and well-being of the organization and its stakeholders.
- 4.4 An Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.
- 4.5 An Emergency Response Plan is a documented strategy outlining how the College will respond to emergencies and disasters. It details the roles, responsibilities, and procedures to be followed in various emergency situations, aiming to minimize the

impact on people, property, operations, and the environment. The plan serves as a guide for actions during emergencies, ensuring safety and minimizing potential harm.

- 4.6 Facility/ies and Facility Property/ies refer to any NPRC Administrative Center(s), NPRC Education and Training Center(s), Instructional locations, Instructional Sites, or any other physical space utilized by NPRC which may or may not primarily owned or controlled by the College at which any College activity, educational or otherwise, occurs.
- 4.7 NPRC Partners are any organization with which the College maintains an agreement to offer credit-bearing classes, non-credit classes or training experiences, or have staff offices including but not limited to, school districts, community education centers, and chambers of commerce.
- 4.8 A Business Day is a day of normal College operation.

5. POLICY

- 5.1 A COOP will be maintained for all NPRC facilities in which administrative offices are located.
- 5.2 All NPRC facilities will have an Emergency Response Plan developed using TEMP-5715-01 Emergency Response Plan Template.
- 5.3 All non-administrative facilities will follow the Emergency Response Plan of the NPRC Partner managing the location.
 - 5.3.1 If a designated location does not have an Emergency Response Plan in place, the College's Emergency Response Plan will be used.
- 5.4 Each COOP will be developed according to PROC-5715-02 Continuity of Operations Plan Development.
- 5.5 Each COOP will be reviewed for accuracy every six (6) months by the Facilities and Safety Committee.
- 5.6 To ensure continued operations,
 - 5.6.1 Employees may either take their assigned laptop computer with them at the end of each business day or ensure secure access to the cloud .
 - 5.6.2 Employees with a College assigned mobile phone must take it with them at the end of each business day.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Director of Information Technology, Safety, and Facilities is responsible for the development of all COOP and Emergency Response Plan documentation.

- 6.2 Employees are responsible for following the continuity of operations and the appropriate COOP and Emergency Response Plan.
- 6.3 The Vice President of Finance and Operations is responsible for the oversight and administration of this policy

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

8. SIGNATURES

Chairperson, Board of Trustees Date

President Date

Revision Notes: Policy in Origination