



Continuity of Operations Plan Development

1. PURPOSE

This procedure establishes the guidelines for the creation of a Continuity of Operations Plan (COOP) at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. APPLICABILITY

This procedure applies to all NPRC facilities and facility properties.

3. ASSOCIATED POLICIES AND DOCUMENTS

- 3.1 CLDR-1310: Policy Review Schedule
- 3.2 NPRC-5715: Continuity of Operations
- 3.3 TEMP-5715-01: Continuity of Operations Plan Template
- 3.4 TEMP-5715-02: Emergency Response Plan Template
- 3.5 NPRC-3050: Class Cancellation

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 Essential Functions are the critical activities and services necessary to ensure the health, safety, and well-being of the organization and its stakeholders.
- 4.3 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.
- 4.4 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 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.
- 4.9 Emergency Notification means an announcement to inform the College community about a “significant emergency or dangerous situation involved an immediate threat to the health or safety of students or employees occurring on the College ‘campus’”. An emergency response expands upon the definition of “timely warning”, as it includes both Clery Act Crimes and other types of emergencies (example: fire, infectious disease outbreak, terrorist attacks, natural disaster, weather emergency).

5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

- 5.1 Define the Scope and Objectives
 - 5.1.1 Determine the essential functions that are vital for the college’s mission, such as class delivery, student services, IT Infrastructure, and facilities management.
 - 5.1.2 Outline the primary goals of the COOP, such as ensuring operational resilience, protecting personnel, and maintaining academic continuity.
 - 5.1.3 Specify the types of disruptions the plan will address, such as natural disasters, cyberattacks, and pandemics.
- 5.2 Conduct a Risk Assessment to identify potential threats and vulnerabilities, including:
 - 5.2.1 Listing potential risks such as natural disasters, cyberattacks, and pandemics .
 - 5.2.2 Assessing the impact of each identified risk on the essential functions.
 - 5.2.3 Evaluating the likelihood of each risk occurring.
- 5.3 Identify Essential Personnel and Resources
 - 5.3.1 Identify employees who are essential to maintaining operations during disruptions.
 - 5.3.2 Ensure access to facilities, IT systems, and communication networks.
 - 5.3.3 Identify resources needed for emergency situations.
- 5.4 Develop Operational Strategies
 - 5.4.1 Outline remote work and learning protocols.
 - 5.4.2 Ensure daily backups of critical institutional data.

5.5 Create a Communications Plan

5.5.1 Identify functioning and available communication systems.

5.5.2 Utilize text alerts, email, and media to disseminate information, as applicable.

5.5.3 Clearly outline roles and responsibilities for Emergency Notifications and communications.

5.6 Draft the COOP using TEMP-5715-01: Continuity of Operations Plan Template.

5.7 Test and Revise the Plan

5.7.1 Conduct tabletop exercises to simulate disruptions.

5.7.2 Schedule drills to assess response times and coordination.

5.7.3 Revise and improve the plan with the insights gained from testing.

5.8 Provide Training for employees and Stakeholders covering:

5.8.1 Roles and responsibilities during emergencies

5.8.2 Usage of communication tools

5.8.3 Protocols for maintaining academic and operational continuity

5.9 Review of the plan

5.9.1 Reassess risks and vulnerabilities

5.9.2 Incorporate lessons learned from recent disruptions

5.9.3 Revise strategies to reflect changing institutional priorities

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1310: Policy Review Schedule.

7. APPROVAL

Name

Title

Date

Revision Notes: Procedure in Origination