

Business Continuity Planning

First Produced: 27/04/07	Authorisation: Te Kāhui Manukura
Current Version: 27/04/07	Queries: Director, Corporate Services
Past Revisions: Nil	
Review Cycle: Three years	
Applies From: Immediately	

Section 1: Policy Overview

1.1 Policy Statement

1.2 Application of Policy

1.3 Formal Delegations

1.4 Definitions

Attachments/Further Documentation

Related Policies

Section 2: Procedures

2.1 Requirements of the BCP

2.2 Focus of the BCP

2.3 Maintenance of the BCP

2.4 Access & Storage

Section 1 : Policy Overview

1.1 Policy Statement

Ara Institute of Canterbury¹ develops and maintains a well-structured and coherent Business Continuity Plan (BCP) to assist the institution in recovering as quickly and effectively as possible from any unforeseen disaster or emergency that interrupts normal operations.

1.2 Application of Policy

- a The scope of Ara Business Continuity Plan (BCP) is limited to the management of and recovery from an emergency or disaster that is isolated to the institution or its immediate environs, during which time the rest of the world remains largely unaffected (ie, the BCP does not cover natural disasters, civil emergencies, epidemics, wars and similar circumstances). Refer Section 2 for further details.
- b The Ara BCP does not include disruption caused by industrial dispute.
- c This policy relates primarily to ITPNZ Academic Quality Standards 3 (Resources) and 7 (Programme Delivery).

1.3 Formal Delegations & Variation to Policy

The Chief Executive and delegate (Corporate Services Director) have authority to vary policy if required.

1.4 Definitions

- a Business Continuity Plan (BCP): A plan for keeping the business running while the critical functions are being restored.
- b Pandemic Plan: More specific plan related to the circumstances surrounding a pandemic affecting New Zealand.

¹ From herein referred to as Ara

- c Mutual Aid Agreements: Reciprocal arrangements of support with other organisations in times of need.

Further Documentation	Related Policies
<ul style="list-style-type: none"> • Ara Business Continuity Plan [accessible via InfoWeb and Senior Managers] • Pandemic Plan [accessible via InfoWeb and Senior Managers] 	<ul style="list-style-type: none"> • Health and Safety [including attachment related to Procedures for Emergency Closure of Ara] • Timetabling • Information Security

Section 2: Procedures

2.1 Requirements of the Ara Business Continuity Plan

The following are requirements of the BCP:

- a It covers all essential and critical business activities.
- b It is tested periodically to ensure that it is accurate and up to date, that it can be implemented in emergency situations and that management and staff understand how it is to be executed
- c It is communicated to all staff to ensure that they are aware of its existence and their own respective roles within it
- d It is regularly updated to take into account changing circumstances.

2.2 Focus of the BCP

The focus of the BCP is on major risks/disasters that are likely to result in one or more of the following:

- Irrecoverable loss of essential learning opportunities for students
- Disruption to students enrolling or a programme commencing, such that a significant cohort of students are likely be lost to the organisation
- Serious threat of litigation by students, staff or the public
- Serious hazard/s.

2.3 Maintenance of the BCP

The BCP is the responsibility of the Director, Corporate Services.

Responsibilities include:

- Ensuring that the existence of the BCP is brought to the notice of all staff
- Ensuring that specific detail from the BCP is brought to the notice of relevant staff
- Periodic updating of the BCP and communicating updated details to ensure that any new facilities or services are included in the plan
- Ensuring that all Mutual Aid Agreements are reviewed and updated
- Approving additions [or omissions] to the BCP
- Occasional testing of the plan
- Review of the plan at specified intervals

2.4 Access and Storage

The Business Continuity Plan is available electronically on the InfoWeb. Hard copies of the plan are held by Senior Managers.