



Continuity of Operations

1. PURPOSE

This policy establishes a framework for ensuring the continuity of operations at Northern Pennsylvania Regional College (“NPRC” or the “College”).

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.

3. REFERENCES

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 INDX-1310-02: Document Naming Key
- 3.3 PLAN-5715-01: Continuity of Operations Plan
- 3.4 PLAN-5715-02: Emergency Response Plan Warren
- 3.5 PLAN-5715-03: Emergency Response Plan Erie
- 3.6 PLAN-5715-04: Emergency Response Plan Meadville
- 3.7 PLAN-5715-05: Emergency Response Plan Franklin
- 3.8 TEMP-5715-01: Floor Occupancy Checklist
- 3.9 FORM-5715-01: Floor Steward Assignments
- 3.10 NPRC-3050: Class Cancellation
- 3.11 PROC-3050-01: Class Cancellation
- 3.12 PROC 3050-02: Proctor Absence

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 triggering event.
- 4.2 A Triggering Event is any natural, technological, or human-caused event that disrupts normal operations, renders facilities inaccessible, or causes a significant loss of staff, systems, or infrastructure.

- 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 A Floor Steward is the individual responsible for ensuring all persons are evacuated from their assigned floor.
- 4.6 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.
- 4.7 NPRC facility/property 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 be primarily owned or controlled by the College at which any College activity, educational or otherwise, occurs.
- 4.8 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.
- 4.9 A Business Day is a day of normal College operation.

5. POLICY

- 5.1 The Director of Information Technology, Safety, and Facilities will maintain a COOP for all NPRC facilities/properties.
- 5.2 All NPRC facilities/properties will have an Emergency Response Plan.
- 5.3 All facilities not primarily owned or controlled by the College will follow the Emergency Response Plan of the NPRC Partner managing the location.
- 5.4 Each COOP will be reviewed for accuracy every six (6) months by the Facilities and Safety Committee.
- 5.5 Employees must take their assigned laptop computer and mobile phone with them at the end of each business day or otherwise ensure they have access to the cloud-based resources required to perform their work duties.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Vice President of Academics is responsible for any decisions regarding the continuation, cancellation, or switching to remote for all academic classes.

- 6.2 The Vice President of Workforce Development is responsible for any decisions regarding the continuation, cancellation or relocation for all workforce development classes and activities.
- 6.3 The Director of Information Technology, Safety, and Facilities is responsible for the development of all COOP and Emergency Response Plan documentation.
- 6.4 The Director of Information Technology, Safety, and Facilities is responsible for assigning Floor Stewards where necessary.
- 6.5 Employees are responsible for following the continuity of operations and the appropriate COOP and Emergency Response Plan.
- 6.6 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 as needed or in accordance with its five-year review cycle.

Revision Notes: Policy in Revision