

ABERDEEN COLLEGE

BUSINESS CONTINUITY STRATEGY

Revision Date: 23 January 2012

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1.0 Introduction

- 1.1 The College operates from three permanent main centres owned by the College (as well as a range of facilities in community locations not owned by the College).
- 1.2 The College recognises the potential disruption to its activities that would be caused by a major incident such as fire at one of its permanent main centres. The College has developed this strategy to anticipate the disruption that would arise from any such occurrence, and to ensure a return to full working in the shortest possible time, accepting however that the size of the College precludes the maintenance in a permanent state of readiness of a complete duplicate set of facilities and resources.
- 1.3 It is recognised that the disruption could involve *inter alia* the non-availability of accommodation, the lack of essential equipment, the loss of teaching materials, the non-availability of key staff (including teaching staff).

2.0 The Strategy

- 2.1 The College's strategy is to:
- (i) Develop and revise where necessary for each permanent main centre a Business Continuity Plan that details:
 - (a) The personnel and procedures to be implemented in responding to any major incident on a given site
 - (b) The equipment and materials that would require to be replaced in order to resume the activities undertaken on that site and the suppliers of the equipment.
 - (ii) Ensure copies of the Business Continuity Plan for each permanent main centre are held off site for easy access in the event of any incident.
 - (iii) Research and where feasible secure suitable alternative premises for the continuation of the activities undertaken on any site and to obtain or seek agreement with the owners of the premises as to possible sharing or leasing of the premises as a short- or medium-term contingency.
 - (iv) Ensure that the likelihood of the occurrence of any major incident is minimised by routine reactive and preventative maintenance, the upgrading of safety and alarm systems, the regular review of procedures regarding the response to major incidents, and the raising of awareness amongst staff and learners as to safety issues.
 - (v) Require the storage of all teaching materials and other items of intellectual property in the College's Content Management System (CMS) that can be backed-up off-site to minimise the possibility of loss.
- 2.2 The strategy is implemented through the College's Health & Safety and Personnel policies and procedures, through the Business Continuity Plans and the associated work of locating contingency premises for use as required.