



David Tvildiani Medical University

Business Continuity Plan

Introduction

The continuity plan of business processes represents One of the organization's strategies for risks mitigation

The continuity plan for business processes includes three key issues. These are:

- Planning and reassuring organization's business processes, which is directly dependent on operating environment
- Planning to restore business processes from an accident, which is the organization information systems restoring;
 - Crisis management, the ability to make decisions on the organization and involves effective supervision of continuity of business processes

Handling. It is worth mentioning that within the framework of the continuation plan of business processes is also the plan of evacuation of employees, students and potentially other persons.

- The continuation plan of business processes implies the continuity of the organization in the uninterrupted manner in case of unexpected or urgent circumstances.
- Additionally, continuity of business processes implies operating organization continuity maintenance using limited or limited infrastructural capabilities or working in conditions where the organization has a relatively small amount of operating resources available. The main thing is that the continuity of the processes critical to the organization is maintained. Consequently, the continuity plan of business processes can be used for efficient management and restoration of organization operations.
- If the continuity of the operations is not achieved, it automatically indicates that the business processes are working hard and the organization goes to the emergency mode. The latter already means automatic transfers to the recovery plan from urgent cases. It is important that in planning the continuation of business processes, priority is given to people - first of all, the safety of people should be ensured during the plan activation.
- David Tvildiani Medical University's continuous plan of business processes ensures fulfillment of the University objectives during the delay and restoration of work. According to the plan, the needs and activities of the university will be returned as soon as possible to the normal regime of work.

2. Time

2.1. Planning take place before finding problems.

2.2 The university has emergency evacuation plan, university is responsible for the health of persons in the university (employees, students and others) and is preparing employees for such situations.

2.3 In crisis situations, after ensuring human health, management continues to focus on business material resources. In certain situations where the crisis is going to happen or the situation develops slowly, it is possible to activate the plan beforehand. Chancellor is informed on plan activation.

2.4. After the crisis situation, it is possible to work on the restoration of the work environment, as well as to prepare human resources in the normal working regime.

3. Objective

The main goal of the plan is to ensure that the university is concerned about the proper readiness of the university and the restoration of normal and permanent mode of operation.

Objectives of the plan:

- Identify and control risks for human life and safety;
- Caring for buildings and other material resources;
- Care of the interests of the main stakeholders;
- Quick recovery of research, teaching, other academic and business activities;
- taking care for the reputation and good name of the University.

The plan applies to the university staff at all existing bases. It should be noted that emergency situations can be different and may be possible simultaneously. For example: natural disasters, epidemics, terrorist acts, fire, environmental biological and chemical absorption, damage to the internet connection, telephone network and other networks, termination of power, etc.

4 Politics

Every functional unit of the university is aware of the extraordinary actions

. The appropriate exercises are conducted, the initiation modalities are initiated.

Work restoration cost should be assessed as in local, as well regional crisis situations.

5. Roles and responsibilities.

The continuity of the business processes is not just a high managerial but also all colleagues who are related to the university work.

5.1 Chancellor's duties

- Surveillance, management, and proper implementation of the plan;
- Evaluation of reliability of realistic resources and actions of individual University units, as well as external partners (who can be in touch during the crisis situation).
- monitoring for incidents dangerous for the university structural units

5.2 Deans' responsibilities

The Dean is responsible for his staff and students in emergency situations

Introducing the Action Plan and ensuring the knowledge of the right actions.

In case of identification of risky situation, the Dean:

- Appoints a local management team
- Monitors realities and relevance to the changing environment
- Plan testing through practice

If the crisis is related to specific materials, such as laboratory equipment and reactives or other high-risk services, the faculty:

- appoints the continuous coordinator of activities;
- analyzes influence analysis and risk assessment;
- disseminate information in personnel and other persons.

The Dean defines the minimum resources required for research / research and in case of risks together with the time of university management, assures that the university work is continuous.

6. Responsibilities of the Special Response Team to local incidents

A member of this team can be: administrator, dean, doctor, nurse, security staff, security consultant and others.

Team's responses are:

- Elaborate, disseminate, keep ready the plan for an emergency situations
- Autonomous operation;
- Response to the incident before the arrival of emergency service employees (not at risk of their own lives);
- Decision on mobilization of personnel;
- Assessment of alleged damage and damage to structures;
- Arranging an incident management room;
- Communicate with existing structures in management of emergency situations;
- Monitoring and Capacity of Human Traumas and Injuries
- Prevention of additional damage and prevention of spread of crisis;
- Registration of implemented actions;
- Assessment of damage;
- Activation of continuity plan;
- Minimize the loss of activity impairment;
- Returning the activities to the usual regime.

8. Every employee's responsibility is:

- Knowledge of the University's Emergency Plan
- Introducing personal roles (as prescribed by the procedure plans);
- Ensuring the storage of data on servers by adding the relevant data, as well as storage of other materials in 2 or more copies so that research samples and data is not lost.
- Attending appropriate trainings (as required).

9. Training

9.1 Each member of the staff participating in emergency situations and ensures continuous activity is trained in the continuation of business processes

9.2 Coordinators of continuity of business and monitoring processes are undergoing special training and are also supported in plan development and exercises.

10. Accountability

A report is written concerning all the incidents resulting into the launch of an emergency plan,

11. Monitoring

The quality of the plan is monitored and ensured by exercises and research, as well as by expert evaluation.

12. Upgrade

The university is annually reviewing the plan, analyzing and risks identification (at least once a year), ensuring continuity of business processes.

Table 1: Risks Registry

Risk	Probability	Potential effect	Correction Method
Cyberattack	Rare	Low	Protection of servers and networks
Structural damage to the buildings	Rare	Medium	Regular technical checks of buildings as prevention mean
Earthquake	Rare	Large scale	Evacuation plan, activation of continuity plan
Weather cataclysm	rare	Low	Monitoring of weather forecast, according training of staff and students.
Electricity supply disruption	Medium	Low	Autonomic power generator installed
Purposive damage to the building	rare	medium	Monitoring of building perimeters, security service
War	Rare	Extreme	Evacuation plan (in case of direct risk), business continuity structures activation
Large scale public instability	Rare	Low	Political situation monitoring, staff and students training
Fraud	Rare	Large scale	Financial service prevention measures
Fire	Rare	Large scale	Equipped with fire defense system, staff and students training

Table 2: Maximum Time to Restore Work

Department	Time	Priority
Deans office	24 Hours	High
Educational department	24 Hours	High
Chancellery	24 Hours	High
Finance department	24 Hours	High
Security Service	24 Hours	High
IT service	24 Hours	High
Law service	24 Hours	High
Rectors board	24 Hours	High
Library	24 Hours	High
Campus dormitory	24 Hours	High
Campus kitchen	24 Hours	High
Strategic management service	48 Hours	High
Quality assurance service	48 Hours	High
International relations service	1 week	Medium
PR service	1 week	Medium
Medical Education Center	1 week	Medium
Curation service	1 week	Medium
Examination center	1 week	Medium