

## **BUSINESS CONTINUITY PLAN**

### **Background**

The purpose of the Division's Business Continuity Plan (BCP) is to enable the rapid and cost-effective delivery of essential services in the event of a service disruption or disaster. The BCP documents the Division's essential services, the organization, strategies and other processes that will ensure the successful achievement of resumption time objectives.

### **Procedures**

#### **1. Resumption Time Objectives for Essential Services**

The Division will restore its essential services based on the following guidelines:

- 1.1 Critical services: within 24-48 hours of the disruption
- 1.2 Vital services within 72 hours
- 1.3 Necessary services: within two weeks
- 1.4 Desired services as soon as practical, taking the conditions of the disruption into consideration

#### **2. Areas of Responsibility**

##### **2.1 Business Continuity Plan Team**

The Business Continuity Plan Team reports directly to the Superintendent and is responsible for coordinating and managing the development, exercising, validation, maintenance and implementation of the Division BCP.

##### **2.2 Schools and Other Departments**

Schools and other departments are responsible for the development, activation and implementation of their plans as components of the Division's BCP. Schools and other departments will administer their own exercise, maintenance and awareness programs, ensuring their plans effectively support the Division's BCP.

#### **3. Plan Activation**

The authority for the activation of the Division BCP rests with the Superintendent or designate(s). The management of the Division BCP activation process is the responsibility of the BCP Team, unless otherwise designated.

Reference: Section 60, 61, 113, School Act  
Disaster Services Act  
Section 3, Government Emergency Planning Regulation

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