BUSINESS CONTINUITY PLAN

1. INTRODUCTION

Cosmoarabism College - UK is committed to ensuring the continuity of its academic, administrative, and operational functions during disruptions. This Business Continuity Plan (BCP) provides a structured approach to maintaining critical services, protecting students and staff, and facilitating rapid recovery in cases of emergencies, disasters, or major system failures.

2. PURPOSE

The purpose of this plan is to:

- Minimize the impact of disruptions on students, staff, and operations.

- Maintain essential academic and administrative functions during emergencies.

- Enable rapid recovery and restoration of normal operations.

- Protect institutional data, assets, and the reputation of Cosmoarabism College - UK.

3. SCOPE

This BCP applies to:

- All academic and administrative departments.

- All delivery methods, including online and on-campus programs.

- All categories of staff, including full-time, part-time, and external service providers.

4. RISK IDENTIFICATION AND ANALYSIS

Key risks include:

- Fire, flooding, and severe weather events.

- IT or data breaches, cyberattacks, or system failures.

- Utility outages (electricity, water, internet).

- Public health emergencies, including pandemics.

- Staff shortages due to strikes, illness, or resignations.

Risk assessment criteria:

- Probability of occurrence.

- Severity of operational impact.

- Recovery Time Objectives (RTOs) and contingency measures.

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5. CRITICAL FUNCTIONS AND RTOs

Critical Function	RTO	Responsible Role
Online Learning Systems	4 hours	IT & Learning Resources Officer
Student Support Services	6 hours	Student Services Lead
Academic Delivery	24 hours	Academic Director
Assessment and Certification	48 hours	Registrar
Finance and Payroll	72 hours	Finance and Operations Manager

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6. RESPONSE TEAMS AND STRUCTURE

Business Continuity Team (BCT):

- Principal (Lead Coordinator)

- Academic Director

- Registrar

- IT & Digital Infrastructure Officer

- Quality Assurance Manager

Responsibilities:

- Activate BCP protocols and manage emergency responses.

- Coordinate communication with staff, students, and stakeholders.

- Liaise with emergency services and regulatory authorities when needed.

- Document incidents and oversee recovery progress.

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7. COMMUNICATION STRATEGY

- Immediate alerts via email, SMS, and internal messaging systems.

- Updates published on the College website and student platforms.

- Staff, student, and emergency contact lists reviewed and updated quarterly.

- Maintain transparent and consistent communication throughout the incident.

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8. RECOVERY AND RESTORATION

- Alternative venues, platforms, and schedules mobilized as required.

- IT systems are restored from secure clouds or local backups.

- Academic timetables rescheduled, with learning time recovered through blended delivery.

- Incident review and debrief to identify lessons learned and update procedures.

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9. TRAINING AND TESTING

- Annual BCP drills involving all departments.

- Scenario-based exercises simulate different emergencies.

- Feedback from exercises informs updates to the plan.

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10. DOCUMENTATION AND MONITORING

- All incidents recorded in the Business Continuity Register.

- Recovery effectiveness evaluated after each incident.

- BCT meetings are conducted at least once per year to review preparedness.

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11. POLICY REVIEW

- Plan reviewed annually or after any major disruption or operational change.

Approved by:
Director General**, Cosmoarabism College - UK**
Date: 14 November 2025