

NPTC Group

Facilities & Estates Department

Business Continuity Templates

Business Impact Analysis

Critical Function: Overall Operational Arm of College		
Key Activity/ Event Restricted as a result of:	Affect on College Facilities & Estates	Control Measures
Loss of key staff i.e. caretakers - First 24 hrs Loss of utilities – Electricity. Gas, Water	<ul style="list-style-type: none">• Restricted access. Buildings will be unable to be opened or closed• Unable to clean buildings – refectory/ catering/ toilets• Security of buildings • Lack of heating/ lighting• Loss of drinking water• Disruption of life saving installations – fire & emergency lighting systems,• Communications systems affected• Lack of catering facilities	<ul style="list-style-type: none">• All Estates Staff are trained as Key holders – Can cover holidays/ sick leave where required. • All buildings are individually metered and supplied. There is a Meter Monitoring System in place – Data checking can identify leaks, loss of power.• Alternative energy sources (i.e. diesel powered generators) can be hired in.• Alternative heating (electric fan heaters) can be hired in at short notice.• Water dispensers/bottled water could be brought in.• Outside Caterer to be sourced locally – Shops available locally.• College Mobiles issued to Key staff – communicate with Disaster Recovery Team (if required)

<p>Non Compliance with Health & Safety legislation</p>	<ul style="list-style-type: none"> • Service contracts • Statutory inspections • Public Health Warning • Accidental Exposure to hazardous materials (Asbestos) • Enforcement Notices 	<ul style="list-style-type: none"> • Statutory compliance Service Contracts in place and progress monitored • Asbestos register available – electronically and hard copy (referenced prior to commencement of works) • Any warnings relating to Public Health would be communicated through several streams (Social Media, Local Radio, Internal E-mail) • Inspections carried out by F & E Manager, Estates Supervisor and any defective equipment shut down.
<p>Extreme Weather Conditions</p>	<ul style="list-style-type: none"> • Flooding • Heavy snow • Stormy weather conditions/ high winds etc 	<ul style="list-style-type: none"> • Stream cleaned regularly to minimise the build-up of litter/debris in front of storm gates. • For pre-warnings of heavy snow, Estates Staff will grit all main entrances to College buildings, notices will be issued through Social Media as to the Status of the College (i.e. Open/Shut/Evening Classes Cancelled etc)
<p>Arson / structural damage to buildings</p>	<ul style="list-style-type: none"> • Buildings damaged • Disruption to curriculum • Communication systems affected • Disruption to facilities • Disruption to Staff and Students 	<ul style="list-style-type: none"> • Disaster Recovery Team deployed to assess damage and call in Contractors as necessary (i.e. Window firm etc) • Classes will be reallocated and Learners informed through Social and Local Media. • Estates will try and minimise disruption to services by deploying staff or employing contractors as a matter of urgency

<p>Curriculum/ vocational workshop training facilities</p> <p>Environmental disaster</p> <p>Reputational damage</p>	<ul style="list-style-type: none"> • Disruption to students sitting examinations • Disruption to the curriculum time table • Disruption staff & students • Disruption to facilities • Gas Leak on premises • Fuel Spillage on premises • Spillage of hazardous waste on premises • Possible Complaints • Discussions with awarding bodies 	<ul style="list-style-type: none"> • Exam boards informed by Exams Office • Notifications through Social and Local Media to inform Learners and Staff of disruptions/delays • Gas Board Contacted by Estates Dept. • Spillage procedures developed Departmentally and stored locally and at Estates. •
<p>24--48 hrs</p>	<ul style="list-style-type: none"> • Disruption to students sitting examinations • Reputational damage • Complaints • Discussions with awarding bodies 	<ul style="list-style-type: none"> •
<p>Up to 1 week</p>	<ul style="list-style-type: none"> • Disruption to increased number of students – leading to possible transfer to other centres • Increased reputational damage • Major re-scheduling of examinations 	<ul style="list-style-type: none"> •
<p>Up to 2 weeks</p>	<ul style="list-style-type: none"> • Disruption to increased number of students – leading to possible transfer to other centres • Increased reputational damage • Major re-scheduling of examinations 	<ul style="list-style-type: none"> •
<p>Beyond 2 weeks</p>	<ul style="list-style-type: none"> • Beyond 2 weeks the crisis would have escalated further, if action has not been taken to reduce the impact 	<ul style="list-style-type: none"> •

Business Impact Analysis Resource Requirements for Recovery				
Time	No of Staff	Relocation	Resources Required	Data Required
First 24 hours	1	1. Adjacent MIS Area 2. WBL 3. Mobile	<ul style="list-style-type: none"> • PC's /Corporate Intranet • Phones • Room/desks Staff with knowledge of managing awarding body function	<ul style="list-style-type: none"> • IT Support Access to Student Entries • Award Body Access • Invigilator details/records • Exam Entry Records
24-48 hours	1	1. Adjacent MIS Area 2. WBL 3. Mobile	<ul style="list-style-type: none"> • PC's /Corporate Intranet • Phones • Room/desks Staff with knowledge of managing awarding body function	<ul style="list-style-type: none"> • IT Support Access to Student Entries • Award Body Access • Invigilator details/records • Exam Entry Records
Up to 1 week	1-2	1. Adjacent MIS Area 2. WBL 3. Mobile	<ul style="list-style-type: none"> • PC's /Corporate Intranet • Phones • Room/desks Staff with knowledge of managing awarding body function	<ul style="list-style-type: none"> • IT Support Access to Student Entries • Award Body Access • Invigilator details/records • Exam Entry Records
Up to 2 weeks	3	1. Adjacent MIS Area 2. WBL 3. Mobile	<ul style="list-style-type: none"> • PC's /Corporate Intranet • Phones • Room/desks Staff with knowledge of managing awarding body function	<ul style="list-style-type: none"> • IT Support Access to Student Entries • Award Body Access • Invigilator details/records • Exam Entry Records