Program Name	*Business Continuity Management*		
Program #	EMBC.PRG.2	Revision number	1
Parent Policy	EP 1.0 Emergency Management and Business Continuity	Parent Procedure	EP 1.3 Business Continuity
Program Owner	Manager, Emergency Management and Business Continuity	Created Date/ Last Review Date	June 2, 2023 March 1, 2024
Approver (s) role	Manager, Emergency Management and Business Continuity	Approved Date	March 1, 2024

1.0 Purpose/ Background

The Business Continuity Management Program at NAIT oversees the development and maintenance of all related plans, the multi-year training and exercise plan, and the manual for the business continuity plans which are in development.

2.0 Definitions

Term	Definition
Business Continuity (BC) Management Program	Part of the overall management system that establishes, implements, operates, monitors, reviews, maintains and improves business continuity. Note 1 to entry: The management system includes organizational structure, policies, planning activities, responsibilities, procedures, processes, and resources.
Business Continuity (BC) Response Team	The strategic, tactical, and operational teams that would respond to an incident and who should contribute significantly to the writing and testing of the Business Continuity Plans (BCPs).
Business Continuity Lead	A role within the BCM program that coordinates planning and implementation for the overall recovery of an organization or unit(s).
Emergency Coordination Centre (ECC)	The physical and/or virtual location from which strategic decisions are made and all activities of an event/incident/crisis are directed, coordinated and monitored.
Emergency Management and Business Continuity (EMBC)	EMBC team manage and implement NAIT's emergency management and business continuity program which protects health and life safety; mitigates potential environmental, financial, operational and asset impacts; ensure continuous high service to students, staff, and the rest of the NAIT community; instill confidence in NAIT's ability to plan, mitigate, respond, and recover to emergencies and disruptions; and protects the NAIT brand and reputation.

3.0 Roles and Responsibilities

- **BC Lead** – If, during an activation of the ECC, it is determined that there is a disruption to NAIT business operations, the BC Lead is activated.
- **BC Response Team** – Each business area has been advised to select a BC Response Team. This team works through each strategy in the department's Business Continuity Plan (BCP) when there is an interruption to services.

- **ECC** (if the situation requires the activation of ECC, e.g., when multiple business units/schools are impacted) – work with business areas to determine the activation of business continuity plans and provide support from subject matter experts, if required.
- **EMBC Team** – Coordinate, facilitate and support the invocation of business continuity plans, obtain status updates from business units/schools and report to senior management.
- **Marketing & Communications Team** – support business continuity-related communication, both internal and external. This can be escalated to a Crisis Communication Team if disruption is level 2 or 3.

4.0 Procedure

4.1. The BCM Program presents an overview of different plans that support business units/schools to prepare for and achieve their target operating level and continue critical business processes (including the delivery of educational programming or other support or non-educational delivery services/functions) during any business interrupting events. The plans include the following:

4.1.1. EMBC.PRG.2 Business Continuity Program
Key principles, operating processes and recommended minimum standards in the Business Continuity Management Program (BCMP) for adoption by all program areas/departments of NAIT. This program is located on the ServiceNow platform.

4.1.2. IT Disaster Recovery Plan
This plan is owned by Information Technology System (ITS) department. This document defines the resources, actions, tasks, and data required to manage the technology recovery effort. EMBC liaises with ITS to identify dependencies and recovery time objectives (RTO), and recovery point objectives (RPO).

4.1.3. EMBC.PLN.3 - Communicable Disease and Pandemic Plan
A plan that sets out key guiding principles for the identification of, and coordinated response to, unusual outbreaks in Alberta that may impact our NAIT community to:
- Outline roles and responsibilities of key players (any employees responsible for participating in, or responding to, the unusual outbreak).
- Enhance collaboration and coordination.
- Establish clear lines of communication and information; and
- Improve efficiency and effectiveness.

4.2. The BCMP will be reviewed to reflect the current risk environment and/or follow any significant incident to ensure the required response plan/ guidance is in place.

4.3. The BCMP will be maintained and updated by the EMBC team in consultation with relevant partners.

5.0 Related Documentation

5.1. [EP 1.0 Emergency Management and Business Continuity](#)
5.2. [EP 1.3 Business Continuity Procedure](#)
5.3. [EMBC-PLN-3 Communicable Disease and Pandemic Plan](#)
5.4. [EMBC-PLN-1 Integrated Emergency Management Plan](#)
5.5. IT Disaster Recovery Plan

Document History

Date	Action/ Change
March 1, 2024	Updated as per EMBC's current processes and information.