



## Business Continuity Policy

Policy Area: Governance

Approval: Chairperson, Board of Directors

Signature:

Date:

### PURPOSE AND SCOPE

The *Business Continuity Policy* aims to provide a uniform approach to the issues associated with maintaining operations continuity, focusing on the areas of ICT, facilities and academic administration, and minimising impact to quality service delivery to the wider Sheridan community. The *Business Continuity Policy* should be understood in conjunction with the *Critical Incident Policy*, which focuses on the wellbeing of students, staff and other stakeholders in the event of a critical incident.

This *Business Continuity Policy* outlines processes and functions unique to Sheridan as well as individual roles and responsibilities essential for recovery efforts. In support of these roles and responsibilities, the plan provides a management structure for activating emergency contingencies, including steps for implementing the plan, coordinating and deploying resources, and communicating with internal and external stakeholders to minimise personal and organisational disruption and cost to Sheridan. In addition, accompanying procedures, or action plans, that address different areas of operation and scales of critical incidents are outlined.

### POLICY

Sheridan endeavours to ensure that business-critical teaching, learning and research outcomes are not compromised by a major disruptive event.

Under this policy Sheridan shall, in the event of an event causing infrastructure damage:

- act to ensure that critical business processes can be continued;
- use its best endeavours to meet the needs of staff, students, the wider community and other key stakeholders;
- safeguard its reputation and public image.

### DEFINITIONS

- A **critical incident** is defined by the National Code as 'a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury'.
- An **event causing infrastructure damage** may be defined as either a "critical incident" or any event causing, or having the potential to cause, serious interruption to Sheridan operations in meeting its service delivery obligations.
- A **record** may be defined as the full and accurate records of business transactions, decisions and discussions at Sheridan that are used to meet all business, administrative, financial and evidential and historical requirements related to its dealings. Student records relate specifically to those transactions, decisions and discussions created in the teaching and learning processes of offered awards at Sheridan.
- The **BCMT** refers to BUSINESS CONTINUITY MANAGEMENT TEAM: Individuals who are capable of directing Sheridan through all stages of an event causing infrastructure damage,

including coordinating immediate protective actions where needed and making subsequent decisions to enable Sheridan to maintain or resume normal operations, fulfil its mission, and support staff and student wellbeing. The BCMT includes specific members as defined below and others as needed. In more widespread events roles may need to be assigned, including those of Incident Coordinator, Monitor, Operator, Publicist, and Leader(s) in particular operational areas.

- The **BCMT Contact Sequence** is a list used for contacting specific individuals and/or teams in the event of an incident.
- An **operational area action plan** refers to specific guidelines for applying the *Business Continuity Policy* to a specific area of Sheridan's operations. These areas include ICT, facilities/property and academic administration. Human well-being is addressed in the *Critical Incident Policy*.
- The **Registrar** supports and organises Sheridan's Teaching and Learning goals through the processes of admissions of new students, timetabling, enrolment, timetabling, room allocations, graduating students and the general production and maintenance of student records.
- **Incident Management Office (IMO):** The location from which the BCMT will operate as needed during a critical incident. This will be the central point from which the Incident Coordinator and others will monitor and coordinate recovery efforts. It will be set up, resourced and operated as needed under the advice of the Incident Coordinator.

## RESPONSIBILITY

The following people have a responsibility in relation to this procedure:

- Executive Chair
- Executive Principal
- Academic Principal
- Facilities Manager
- Director of Information and Communications Technology
- Registrar
- Chair, Operations subcommittee
- Chief Financial Officer
- All staff, including contractors, consultants, external service providers and volunteers

## GENERAL GOALS IN AN INCIDENT

This *Business Continuity Policy* serves as an educational aid to encourage prior thought about and preparation for potential events causing infrastructure damage. It provides general guidelines and standard response procedures that can be utilized in a variety of situations with which all staff will be familiarised at induction and in annual Work Health and Safety (WHS) training. It does not, however, provide a detailed response for every scenario. More detailed information regarding a variety of responses, organised by operational area, is provided in individual Action Plans (Sections 2-4 below). At a general level, the following principles and goals guide staff behaviour before, during and after an incident that interrupts or has potential to interrupt Sheridan operations:

- The first responsibility in an incident is to ensure that people are evacuated as needed. Similarly, if injuries have occurred as a result of the incident, immediate attention must be given to any injured persons. The person who recognises the incident should summon a first aid officer and call for emergency medical support (000) if necessary. Similarly, the person who recognises the incident or the first aid officer should notify the Executive Principal or

Executive Chair or, if they are unavailable, another member of the BCMT (see below). Contact details of first aid officers and directions for notifying the BCMT are published in BCMT Contact Sequence (Appendix 1), and are posted on the Communication Board.

- If the situation allows, attention will also be focused on securing buildings, property, and systems, but evacuation, safety, and needs for immediate medical attention and attention to human wellbeing will assume the highest priority.
- Staff working in all areas across Sheridan will continue to follow up the incident by seeking additional help and/or support where needed and by fostering the sustained wellbeing of others in their areas.
- Individual staff members involved in the incident management and recovery process will finalise their involvement by completing an Incident Report, which will document their role in the process and communicate any concerns they have to their immediate supervisors.

## 1. ACTION PLAN

The **Business Continuity Management Team** will set in motion an action plan to manage various aspects arising from the incident, including communication strategies. This will include:

- creating and disseminating a plan and its procedures;
- a review of the plan;
- staff development and training;
- communication management, including media.

Where a Critical Incident Management Team is required also, the Executive Chair will coordinate and/or combine the two teams as appropriate.

### **Business Continuity Management Team (BCMT)**

The BCMT will consist of the following full-time staff:

- Executive Officer (Chair)
- Chair, Operations subcommittee (Incident Coordinator)
- Executive Principal
- Academic Principal
- Director of Information and Communications Technology
- Registrar
- Facilities Manager
- Chief Financial Officer, and
- Other key stakeholders as determined by the Team

### **The goals of the BCMT are:**

Once an operations threat or incident has been declared by a member of the BCMT, the duties and responsibilities outlined in this plan will remain in effect until proper authorities, both within and outside Sheridan, have been notified; necessary action plans have been activated and implemented; and appropriate follow-up responses have been accomplished. Invoking this plan implies that a recovery operation has begun and will continue with top priority until normal operations have been re-established.

The overarching goals of the BCMT are to:

- 1.1. Respond quickly to immediate threats to the well-being of students, staff and visitors.
- 1.2. Protect Sheridan's human, physical, technological, administrative, financial and reputational assets.

- 1.3. Establish control of continuity efforts as quickly as possible by designating an Incident Coordinator (usually the Chair, Operations subcommittee) who will activate the BCMT as needed. It is important that clear expectations are communicated about who will respond, when they will respond, and where they will respond.
- 1.4. Hold the first meeting of the BCMT, as needed, in order to provide a hub for efficient and effective communication with designated leaders throughout the recovery process. The first meeting is brief and designed to share all known and unknown information about the incident, address the most immediate issues and concerns, determine which Leaders and Action Plans may need to be initiated, identify colleagues who may be needed to fulfil other roles, and select a time and location to meet again. See Appendix 2, "Proposed Agenda for Initial BCMT Meeting".
- 1.5. Balance the need for a sense of urgency with the need for caution and attention to detail. Taking time to gather needed information, verify data, and formulate an increasingly effective plan is time well spent.
- 1.6. Demonstrate through its management of the incident that Sheridan is maintaining responsible control of the situation, viewing each event and subsequent response as an opportunity to establish trust and build Sheridan's credibility and reputation.
- 1.7. Ensure that communication with Sheridan's stakeholders is open, honest and proactive, recognising the importance of avoiding panic, speaking with one voice, and balancing individuals' legal rights to privacy with the public's need to know about the situation. Any communication with media will be through the Executive Chair or his/her delegate.
- 1.8. Respond to the emotional as well as physical impacts of an event on victims, colleagues, peers, family members, and the greater community. Apply techniques and sample communications described in the *Critical Incident Policy*.
- 1.9. Debrief leaders involved in the recovery process throughout all stages of the process.
- 1.10. Document the recovery process. This documentation will be used by the Coordinator as the basis for preparing an After-Action Report and outlining each stage of the recovery process along with any lessons learned. This report will then be submitted to the Board of Directors, who will, in turn, incorporate lessons learned into future process/system improvements across Sheridan.

In addition to these overarching goals, the BCMT is tasked with understanding and preparing for critical incidents across the entirety of Sheridan's operations. Operational interruptions may have an impact on different operational areas such as ICT, facilities, academic administration, and/or human wellbeing, and so the BCMT must prepare for contingencies in each of these different areas. With that aim in mind, the BCMT and designated Leaders will refer to Action Plans (see Sections 2-4 below) which address procedures for responding to critical incidents in these various operational areas.

The BCMT must also be prepared, through its development and implementation of Action Plans, to address contingencies within each of these operational areas by varying scales of emergency (see Fig. 1 below).

		Scale of interruption of operations		
		Localised interruption/ damage	Campus-wide interruption/ damage	Community-wide disaster
Potentially affected areas	ICT			
	Buildings and Property			
	Academic Administration			
	Human Well-Being ( <i>Critical Incident Policy</i> )			

**Fig.1 Incident Matrix Indicating operational areas by scale of interruption**

That is, an incident may have an effect on a given area to various degrees, referred to here in terms of scales of interruption. The Incident Matrix (Fig. 1) graphically represents the dynamic relationship that exists between a given operational area — ICT, buildings and property, academic administration, and/or human wellbeing—and the respective scale of interruption an incident might cause in that area: localised, campus-wide, or community-wide (i.e., disaster).

In view of the different operational areas and scales of emergency shown in Fig. 1, the BCMT’s more specific goals will be as follows:

- 1.11. To develop Action Plans for restoring and/or maintaining continuity in all operational areas by scale of interruption, ensuring that each Action Plan defines and prioritises the critical functions of each operational area, analyses the risks to those functions, lists specific recovery/continuity strategies, and identifies key contacts that might be needed during incident management.
- 1.12. Working through the Executive Chair to nominate Leaders to maintain each Action Plan and keep stakeholders in their respective operational areas apprised of their contents. The most likely persons to fulfil Leader roles and accomplish these tasks across the operational areas listed in the Incident Matrix are the Director of ICT (ICT), Principal (Facilities/Property), and Registrar (Academic Administration). Others may be co-opted by BCMT, as indicated by the scale of the interruption.
- 1.13. The BCMT will provide sufficient resources for Leaders and other nominated colleagues to help Sheridan prepare for incidents in each operational area and to respond efficiently and effectively.
- 1.14. Consistent with Section 10) above, Leaders will document their involvement in the recovery process from start to finish. This documentation will be used by the Incident Coordinator as the basis for preparing an After-Action Report and outlining each stage of the recovery process along with any lessons learned.

## 2. ACTION PLAN: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

The BCMT depends heavily on reliable communication in order to coordinate its efforts and to support Leaders in fulfilling their roles and responsibilities. Clear communication and the availability of up-to-date information are particularly important during an incident, when internal stakeholders, such as staff, students, parents, as well as members of the community, such as emergency services personnel and members of the media, can become involved and wish to communicate. By the same token, the volume of online traffic and other communication during an incident may push resources to the limit. ICT risk and continuity planning is addressed in Sheridan's ICT Continuity Plan. Through the ICT Leader, Sheridan will implement an Action Plan, informed by the ICT Continuity Plan, and aimed at identifying strategies for recovering and/or ensuring ICT continuity in the event of a critical incident.

- 2.1. The ICT Leader will serve as a member of the BCMT and, as needed, provide regular reports between ICT staff, contractors and the BCMT. As requested by the Incident Coordinator, the ICT Leader will facilitate the setup of technology services, provide trouble-shooting support for technology challenges faced by the BCMT, and work to maintain or quickly restore network capabilities, with internal staff and external providers where appropriate. The ICT Leader may call any member of the IT department for further assistance.
- 2.2. In advance of any incident, the ICT Leader will perform critical function analysis and develop an audit schedule and worksheets, refer to ICT Continuity Plan, for the following ten areas:
  - Student management system
  - Campus network
  - Learning management system
  - Learning object repository
  - Website
  - Software as a service
  - Payroll system
  - Library computers for students
- 2.3. Per the Audit Schedule from the ICT Continuity Plan, some systems need to be reviewed weekly (Level 5) and others need to be reviewed annually (Level 1). The calendar dictates when the various audit worksheets should be completed. There are five worksheets, each reflecting the risk level to be audited. Each sheet automatically highlights the areas to be reviewed, and it provides a space for a reference to a suitable working paper and supporting documentation. The audit worksheets update automatically as changes in the analysis sheets take place.

## 3. ACTION PLAN: FACILITIES (BUILDING/PROPERTY)

A number of incidents can originate in buildings, such as building fires, power outages, water leaks and the like. Similarly, a number of events can have a damaging effect on buildings, such as severe weather and acts of vandalism or terrorism. The possibility of building structural weaknesses and other building and property concerns can feature prominently in an incident interrupting operations, as well as pose considerable financial risk. Accordingly, Sheridan must be prepared to respond efficiently and effectively to any destruction or loss of buildings and property integrity, including, where appropriate, formally insuring against such losses.

While the safety and security of people will always take precedence over buildings and property, obtaining alternate building and learning/teaching/meeting space or scheduling repairs to existing spaces can also be keys to maintaining the continuity of Sheridan's core educational mission. Working through the designated Facilities Leader, Sheridan will implement the following Action Plan

aimed at identifying strategies for recovering and/or sustaining buildings and property continuity in the event of an incident.

- 3.1. Upon receiving notification that there has been an incident (whether by staff, student or some other source), the Facilities Leader will proceed to the site of the problem and activate the BCMT Contact Sequence (Appendix 1) if this has not already been accomplished. If not on site, the Leader will consider notifying another member on the Facilities team to proceed to the site. Priority will be given to contacting individuals (including civil authorities) where the safety and security of students, staff and others are concerned.
- 3.2. Evacuate the buildings involved in the incident, following the building evacuation plan (posted at each exit by the strata committee). Activate the fire alarm or instruct another member of the team to do so. Team members will then move to designated areas as per their training to ensure that everyone has evacuated the building(s) as indicated.
- 3.3. Emergency Fire Wardens will then proceed to the path on the other side of the Sheridan carpark to report to the Chief Fire Warden that their respective rooms are empty. The Leader will ensure that all buildings and areas are accounted for.
- 3.4. The Leader will ensure that any arriving emergency responders such as police, fire, EMT, etc. are met on Aberdeen Street in front of the main entrance to the carpark with information that is known or unknown, including the location of the critical incident and any information pertaining to any staff member, student or other person(s) unaccounted for and possibly still inside a building.
- 3.5. In cooperation with emergency responders, the Leader will provide guidance, information and direction as well as receive information and instructions from the emergency responders. In particular, the Leader will discuss the need for any essential valves, building systems or alarms to be turned off as appropriate.
- 3.6. Where repairs may help mitigate the situation, the Leader will obtain the Emergency Information binder from the Security & Maintenance Supervisor's office (to be permanently stored on the bookshelf in that office and labelled with a red label called "Emergency Procedures"). The Leader will then contact any repairers as indicated and continue to liaise with them until completion.
- 3.7. The Leader will enlist the services of staff and emergency fire wardens to begin clean-up as needed (e.g. potential water or burned debris in hallways before students return to the property).
- 3.8. The Leader will check in with local residents to see if their buildings and property have been affected by the critical incident in any way. If their buildings and property have been affected, the Leader will report this back to the BCMT for proper action and resolution.
- 3.9. During incidents such as severe weather that do not originate in buildings and property, the Leader will act to close and/or seal work and study areas according to the nature and scale of the incident. If a severe weather warning is issued, it is important for the Leader to closely monitor the situation and direct students and staff appropriately, including consideration of closing Sheridan premises during the event, or ensuring that staff and students are moved to safe areas within the campus. Once the threat has passed, the Leader will survey damage before allowing staff to return to their offices or students to classrooms or study areas. Check for gas leaks, window damage, foundation damage, damaged power lines, etc.
- 3.10. In the event of a chemical, biological or nuclear incident, the Leader will monitor local media for the latest news and listen carefully for the following information from authorities: the type

of health hazard, the area(s) affected, instructions on how to protect oneself, evacuation routes (if necessary), shelter locations, type and location of appropriate medical facilities and other sources of help. If staff and students should be moved off-site or out of the city, the Leader will help coordinate transport for those who do not have automobiles and document the location and destination of staff and students.

- 3.11. If additional office space is needed due to nature of the critical incident, the Leader will locate temporary office space. "Instant" is a business (1 800 680 814; [www.aus.instantoffices.com](http://www.aus.instantoffices.com)) that specialises in finding temporary office space.

#### 4. ACTION PLAN: ACADEMIC ADMINISTRATION

Given the centrality of teaching and learning to Sheridan's vision, mission and values, recovering continuity in the area of teaching and learning can be very significant. Determining revised timetables and academic calendars; helping students continue to manage existing academic projects under different, perhaps less than optimal, circumstances; maintaining extra vigilance and/or contact with new students; staying on task with events such as graduation: these may seem of minor concern in the face, or immediate aftermath, of a critical incident, but are very significant in the mid-term for staff, students and families involved. Sheridan will implement the following Action Plan aimed at identifying strategies for recovering and/or sustaining academic administration continuity in the event of a critical incident.

##### 4.1. SELECTION OF VITAL RECORDS

Vital records for the Student Services Office comprise information that is crucial to the continuation of the business of the Office.

Vital records are identified as:

- Course Structure and Information Records (including historical accreditation records)
- Student Personal Records
- Course Application Records
- Unit Enrolment Records (including linked Financial Records)
- Assessment Records
- Results Records
- Graduation Records

##### 4.2. RISK MITIGATION

To mitigate the risk of disaster in the use of its records Sheridan has formally adopted the following approaches to the retention of its student administration records

###### ▪ **Electronic Records**

Electronic student records for Sheridan are held both on local on-site servers and in the Aberdeen St Campus. All current vital records and historical student data will be held on the student management system.

The student management system provides for daily backups and has multiple redundancies built into it. Any catastrophic failure would therefore only represent a daylong temporary inconvenience and as all information should be restored within an interval of 24 hours. Access to the system is strictly managed by the Director of ICT to avoid any possibility of record corruption.

###### ▪ **Paper Records**

All paper records for Sheridan are held on-site in secure locations. These paper records constitute hard copy duplicates of electronic records already held in the SMS or other

locations on the server. While these records are important historical information they are increasingly becoming secondary sources to their electronic counterparts.

Current student records will be held securely in the Registrar's office. Access to these records is restricted and logs are kept of record locations.

Sheridan will be regularly treated for pest and vermin to mitigate this type of risk to vital records.

#### 4.3. INCIDENT RESPONSES

In the event of an incident damaging, or having potential to damage Academic Administration, the following responses are recommended for consideration, in collaboration with the BCMT:

- **Catastrophic Systems Failure**

In the event of the failure of either the local ICT systems or the remotely located SMS the following responses are to be adopted:

- Contact ICT Administration staff about the issue immediately to discuss action plan, consistent with the ICT Continuity Plan.
- Contact all appropriate stakeholders to advise them of issues and responses being taken.
- Determine appropriate timelines for recovery and continuation of business activity.
- Arrange for relevant restoration of electronic records from backups.
- Determine any records loss with appropriate staff and develop action plan to retrieve those records from either duplicate (paper) sources or rebuild them from existing electronic data.

Please note that power outages and day-to-day disruptions to ICT capability are not viewed as events covered by this document. While they are disturbing they are generally within manageable limits.

- **Fire**

An incident of fire constitutes both a risk to all forms of records (both electronic and paper). In the event of a fire the following responses are to be adopted:

- Ensure safety of all staff.
- Trigger fire alarms.
- When site is safe, remove records from disaster site.
- Determine with appropriate staff the extent of damage and/or loss of records.
- Contact ICT Administration to arrange for restoration of electronic records.
- Reconstruct vital paper records from alternatively held sources (electronic or from other locations on-site). Staff may also duplicate smoke damaged paper records if legible.

- **Water**

Water damage can typically come in the form of either flood or leakage into archival stores from severe weather. In the event of water damage to records the following responses are to be adopted:

- Remove records from disaster site.
- Determine with appropriate staff the extent of damage and/or loss of records.
- Seek advice from certified Preservation consultants (if required).

- Depending on level of damage staff may employ various recovery techniques including air-drying, freeze or vacuum dry large, use of heat lamps and so on.
- In the case of outbreaks of mould due to water damage staff must isolate affected materials and employ appropriate fungicides or other approved methods to treat outbreak.
- In the case of water damage to ICT systems and frameworks staff should employ strategies similar to those listed above for systems failures.

▪ **Theft or Deliberate Destruction**

In certain cases records may be stolen or destroyed through either negligence or in the process of carrying out fraud or other crimes. If this occurs to Sheridan student records the following responses are to be adopted:

- Contact police or appropriate Management staff if disciplinary action is required.
- Determine with appropriate staff the extent of damage and/or loss of records.
- Attempt reconstruction of records from duplicate sources either in the SMS or held in other locations.

4.4. ADDITIONAL STRATEGIES

Sheridan is committed to enhancing its record-keeping strategies and is investigating the development of the following approached to further minimise risk within the Student Administration office:

- Off-site storage of vital records
- Continued digitization of vital records
- Enhanced use of LMS systems (such as Canvas) to be repositories for student assessment records.

**APPENDIX 1: BCMT CONTACT SEQUENCE**



Callers will continue calling down the sequence until someone is confirmed as reached, reporting the following information in the call:

1. The nature of the incident,
2. The time and place where the team will convene, and
3. The name of any team member unreachable.

The last person in the sequence will then contact the first person with the names of those successfully reached. If phone systems are down, use other methods to reach members of the team such as email, mobile phones, text messaging, etc.

## APPENDIX 2: PROPOSED AGENDA FOR INITIAL BCMT MEETING

1. An Incident Coordinator will be confirmed. From this point forward, the Incident Coordinator will facilitate the meeting.
2. The Incident Coordinator will brief team members present on the critical incident.
3. Brief discussion of the immediate impact upon Sheridan operations:
  - a. Safety and security.
  - b. Personnel.
  - c. Public perception.
  - d. Additional matters of importance/urgency.
4. Set up the IMO to meet the needs of the critical incident response, with significant delegation to administrative support staff.
5. A staging area may also need to be designated, and staff awaiting responsibilities should report to that area.
6. Identification and assignment of immediate response activities:
  - a. The team decides which emergency Action Plans from the following list should be initiated and initiates those plans:
    - i. ICT.
    - ii. Facilities (Buildings and Property).
    - iii. Academic Administration.
    - iv. Human Well Being.
  - b. The designated Leader/owner of the Action Plan activates any Contact Sequences associated with their respective Action Plans.
  - c. The designated Leader consults the Basic Critical Incident Checklist (Appendix 3).
7. Establish time and location to reconvene.
8. Reminder to document and channel all information about the crisis to the IMO/Incident Coordinator.
9. Consider ways of making information readily available to stakeholders, including:
  - a. Staff and students (update website, change outgoing voice mail greetings, flat screen slides, and/or email).
  - b. Parents (consider all of the above as well as involving Head of School and other staff in making personal contact—in the form of a written statement or otherwise as deemed appropriate).
  - c. BCMT members (posts on whiteboard in the IMO, email, SMS).
10. All decisions should be discussed with the Incident Coordinator as practicable.

**APPENDIX 2: INCIDENT MANAGEMENT – BASIC CHECKLIST**

(to be used within a given operational area)

- Start a log of actions taken:
- Liaise with First Aid Officer or Emergency Services as needed:
- Identify any damage or disrupted functions:
- Consider, control and minimise possible secondary incidents:
- Consult (and continuously update) Incident Coordinator/BCMT regarding approach to the critical incident:
- Plan course of action:
- Convene key staff within the designated operational area and brief on course of action:
- Delegate and coordinate completion of tasks:
- Schedule periodic follow-up meetings as needed:
- Provide information to staff and students and other stakeholders as appropriate:
- Attend to workload issues and seek support where appropriate:
- Arrange post-incident evaluation and debriefings:

## 5. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

**Document Title:** Business Continuity Policy

**Source Documents:** *Adapted with permission from:*  
 Wesley Institute, Institute Operations and Continuity Policy and Procedure PO-GEN-19  
*Wesley Institute sourced:*  
 California Records and Information Management Vital Records Protection and Disaster Recovery Handbook  
 Murdoch University Recordkeeping policy and Counter Disaster and Recovery Plan – University Records

**Associated Internal Documents:** Critical Incident Policy and Procedure

**Associated External Documents:**

**Authorised Officer:** Chairperson, Board of Directors

**Approved by:** Mr Michael Smith

**Date of Approval:** 10 Mar 2021

**Date of Next Review:** Feb 2022

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0.01	04 Feb 2013	N/A	Draft prepared for Sheridan College Board of Directors
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration: Attachment 5.6.1a SC Business Continuity Policy
2.00	19 Feb 2020	Chairperson, Board of Directors	Updated to reflect current staff/positions
3.00	10 Mar 2021	Chairperson, Board of Directors	Revisions based on recommendations from the annual review conducted by the Audit and Risk Committee of the Board of Directors.