BUSINESS CONTINUITY PLAN
2018-2019

Reviewed: [Signature]
Date: 04/24/18
Southeastern Technical College
Business Continuity Plan Coordinator

Approved: [Signature]
Date: 04/26/18
Southeastern Technical College
President

Reviewed: [Signature]
Date: 07/12/18
Technical College System of Georgia
Emergency Manager

Approved: [Signature]
Date: 07/31/18
Technical College System of Georgia
Director of Campus Safety

Revised April 11, 2018
The Business Continuity Plan (BCP) for Southeastern Technical College (STC) supports the State Board of the Technical College System of Georgia Policy II.D. “Emergency Preparedness, Health, Safety and Security” assertion which states “The Technical College System of Georgia (TCSG) and each of its associated technical colleges and work units are committed to healthy, safe and secure workplaces and/or educational settings for all employees, students, volunteers, visitors, vendors, and contractors. Each technical college or work unit shall develop, review and submit, at least annually to the System Office, those plans and procedures which are essential to respond to matters of natural and man-made hazards; public health; occupational and environmental safety as well as security. These plans and procedures shall be established with the goals of mitigating risk of individuals and physical resources as well as of maintaining compliance with national, state and local regulations.”

The intent of the Business Continuity Plan for Southeastern Technical College is to guide response and recovery from a major emergency and where appropriate, to be linked or combined with emergency operations procedures. This BCP has been prepared through a collaborative process across Southeastern Technical College, with a thorough examination of critical mission functions, a systematic risk assessment of potential hazards, and comprehensive development of strategies for each critical mission function recognized to be potentially at risk during an emergency. This BCP is exercised and reviewed annually as a part of the evaluative and planning process of Southeastern Technical College.

The following business continuity incidents occurred during the 2016-2017 year.

1. September 11-12, 2017 – Closure of all STC campuses due to Hurricane Irma.

Southeastern Technical College engages in the following contractual agreements regarding business continuity: NONE.

Southeastern Technical College engages in the following training, drills, and exercises:

1. November 14, 2017 – Active Shooter on Campus Drill. (Vidalia Campus)
2. Monthly Fire Drills - Childcare Center (Swainsboro Campus)

The protocol for the retention of training records is all training records will be stored in the Director of Human Resources files.

The protocol for the annual review of the Business Continuity Plan is:
1. An initial email will be sent to each operating unit with a critical mission function for review.
2. Following corrections/additions, the Business Continuity Plan will be forwarded to the Vice President of Institutional Effectiveness (VPIE) for review.
3. After approval from the VPIE, the plan is sent to Executive Council for review and approval.
4. The President then approves and signs the plan to be sent to TCSG Emergency Manager and General Counsel for final signature and approval.
5. Upon receipt from TCSG, the plan will be distributed to all STC employees and placed in the Emergency Notebooks.

In the event of an actual disaster incident to any campus of Southeastern Technical College, an inspection of the campus will be performed by the Security and Facilities Department. Following the inspection of the affected campus(es), a notification will be made to the President as soon as possible. The President will determine the appropriate course of action based on the damage assessment of the affected areas of the college.

The Business Continuity Plan contains the following components:

Table of Contents:
   I. BUSINESS IMPACT ANALYSIS
   II. RISK ASSESSMENT
   III. RISK MANAGEMENT/BUSINESS CONTINUITY PLANNING
   IV. EXERCISE AND REVIEW

Appendices:

Appendix A: Business Continuity Plan Signature Page and Overview
Appendix B: Critical Mission Functions Chart
Appendix C: Risk Assessment Instrument
Appendix D: Business Continuity Plan Worksheet
Appendix E: Emergency and Utility Contacts
### Critical Mission Functions Chart

<table>
<thead>
<tr>
<th>OPERATING UNIT</th>
<th>CRITICAL MISSION FUNCTION</th>
<th>ALLOWABLE DOWNTIME</th>
<th>PRIORITY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Emergency Communication</td>
<td>0-24 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>External Communication</td>
<td>0-48 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Non-Academic Activities</td>
<td>48+ Hours</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Public Information</td>
<td>0-24 Hours</td>
<td>High</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Classroom Instruction</td>
<td>24-72 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Distance Instruction</td>
<td>24-48 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Laboratory Instruction (Live Work)</td>
<td>24-72 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Library Services</td>
<td>24-48 Hours</td>
<td>Low</td>
</tr>
<tr>
<td>Administrative</td>
<td>Payroll</td>
<td>0-48 Hours</td>
<td>High</td>
</tr>
<tr>
<td>Services</td>
<td>Asset Management</td>
<td>0-24 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Internal Communication</td>
<td>0-24 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Mail Services</td>
<td>48-96 Hours</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>General Accounting Services</td>
<td>24-48 Hours</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>Facilities Repair</td>
<td>0-24 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Utilities Delivery</td>
<td>0-24 Hours</td>
<td>High</td>
</tr>
<tr>
<td>Adult Education</td>
<td>Admissions</td>
<td>24-48 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Classroom Instruction</td>
<td>24-72 Hours</td>
<td>High</td>
</tr>
<tr>
<td>Economic Development</td>
<td>Admissions</td>
<td>24-48 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Classroom Instruction</td>
<td>24-72 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Distance Instruction</td>
<td>24-48 Hours</td>
<td>Medium</td>
</tr>
<tr>
<td>Institutional</td>
<td>Intranet Services</td>
<td>24-48 Hours</td>
<td>High</td>
</tr>
<tr>
<td>Effectiveness</td>
<td>Core IT Systems</td>
<td>0-24 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Facility Security</td>
<td>0-24 Hours</td>
<td>High</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Admissions</td>
<td>24-48 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Registration</td>
<td>24-48 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Transcript Issuance</td>
<td>24-48 Hours</td>
<td>Medium</td>
</tr>
<tr>
<td>OPERATING UNIT</td>
<td>CRITICAL MISSION FUNCTION</td>
<td>ALLOWABLE DOWNTIME</td>
<td>PRIORITY LEVEL</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------</td>
<td>--------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>Non-Academic Activities</td>
<td>48+ Hours</td>
<td>Low</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>Emergency Parent Communication</td>
<td>0-24 Hours</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Facilities Repair</td>
<td>24-48 Hours</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>Food Preparation</td>
<td>0-24 Hours</td>
<td>High</td>
</tr>
</tbody>
</table>

Revised April 11, 2018
## Risk Assessment Instrument – Vidalia Campus

<table>
<thead>
<tr>
<th>HAZARD</th>
<th>PROBABILITY</th>
<th>IMPACT</th>
<th>FINANCIAL IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High</td>
<td>Med</td>
<td>Low</td>
</tr>
<tr>
<td><strong>Natural</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tornado/Winds/Thunderstorm</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Weather</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floods/Dam Failure</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Wildfires</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Lightning</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drought</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hurricane</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earthquake</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Technological</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural Collapse</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Failure</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Failure</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Failure/Cyber Attacks</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telecommunications Failure</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Structure Fire</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vehicle/Air/Train Accident</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Biological</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disease Outbreak</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Contaminated Food Outbreak</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Adversarial, Incidental and Human-Caused</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Disorder</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terroristic Threat</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armed Intruder</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hostage Situation</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
### Risk Assessment Instrument – Swainsboro Campus

#### HAZARD

<table>
<thead>
<tr>
<th>Natural</th>
<th>Probability</th>
<th>Impact</th>
<th>Financial Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado/Winds/Thunderstorm</td>
<td>X X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Winter Weather</td>
<td>X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floods/Dam Failure</td>
<td>X X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Wildfires</td>
<td>X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lightning</td>
<td>X</td>
<td>X X</td>
<td>X X</td>
</tr>
<tr>
<td>Drought</td>
<td>X</td>
<td>X X</td>
<td></td>
</tr>
<tr>
<td>Hurricane</td>
<td>X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earthquake</td>
<td>X X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Technological

| Structural Collapse      | X           | X       | X X              |
| Utility Failure          | X           | X       |                  |
| Power Failure            | X X         |        |                  |

#### Biological

| Disease Outbreak         | X X         |        |                  |
| Contaminated Food Outbreak| X           |        |                  |

#### Adversarial, Incidental and Human-Caused

| Civil Disorder           | X X         |        |                  |
| Terroristic Threat       | X X         |        |                  |
| Hazardous Materials      | X X         |        |                  |
| Armed Intruder           | X X         |        |                  |
| Hostage Situation        | X X         |        |                  |
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College  Date: March 16, 2015

Critical Mission Function:
Emergency Communication

Function Description:
It is the responsibility of the President to coordinate Emergency Communication to all Southeastern Technical College employees, students, and visitors. Emergency communication also includes coordinating emergency response with local and state law enforcement and Emergency Medical Associates (EMA) officials while keeping TCSG headquarters up-to-date on the emergency situation.

Production Location: Vidalia and Swainsboro Campuses

Process Manager: William L. Calhoun, President     Department: President________________

Backup Personnel: Executive Council ________________________________

Recovery Details:
Recovery Strategy Overview:
Updates on the emergency situation response and continued business operations will be announced using Southeastern Technical College’s emergency announcement system and Blackboard Connect mass notification system. In the case of system failures, communication will be distributed by local media outlets.

Maximum Allowable Downtime (MAD): 0-24 hours__________________
MAD Rationale/Justification:
In order for normal business operations to be established as soon as possible following an emergency situation, communication must be clear and concise to all employees, students and visitors as to what procedures to follow and where to report to continue work and class schedules._________________

Can process be suspended? _____No_____________ Can process be degraded? ___No_______

Work-around procedures in place? _____Yes______________
Work-around procedures tested?  ____No______________

Recovery Point Objective (relocation):
In case of a campus closure, the President will relocate to the open campus and establish communications with all employees through phone, email, and Blackboard Connect communication.

Hours to Point Objective:  ____0-24 hours_______________________________________

Recovery Time Objective (hours):  ____0-24_______________________________________

Hardware Needs:
______________________________________________________________________________
______________________________________________________________________________

Software Needs:
______________________________________________________________________________
______________________________________________________________________________

Necessary Vendors/Contractors:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Special Notes:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College Date: April 14, 2015

Critical Mission Function: Public Information

Function Description: The College’s Public Information Officer (PIO) provides information to the media and the public as required by law and as necessary during times of crisis.

Production Location: Incident command and/or Emergency Operations Center

Process Manager: William L. Calhoun Department: President
Backup Personnel: Executive Council

Recovery Details:
Recovery Strategy Overview:
PIO functions are portable and would be located at incident command or the Emergency Operations Center.

Maximum Allowable Downtime (MAD): none
MAD Rationale/Justification: PIO role is essential and no downtime is allowable.

Can process be suspended? no Can process be degraded? No
Work-around procedures in place? n/a
Work-around procedures tested? n/a

Recovery Point Objective (relocation): Incident command or Emergency Operations Center

Hours to Point Objective: none

Recovery Time Objective (hours): All functions are portable. No recovery time needed.

Hardware Needs: Smart phone, laptop with Virtual Private Network (VPN) access, iPad, access to car.

Software Needs: None beyond those contained on portable hardware.

Necessary Vendors/Contractors: None.
Special Notes:

PIO role operates in conjunction with the College security department and Executive Council.
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College

Critical Mission Function:

**Core Information Technology (IT) Systems**

Function Description:

Technology in its various forms has become essential to the daily activities of the educational institution. This is true for instructional programs as well as management, student support services, and administrative functions. The inclusion of information technology usage in the college environment provides the potential for enhanced learning, administrative efficiency, and improved customer service. However, this inclusion of information technology also exposes STC to potential disasters. These potential disasters may be classified as natural, technical, or human threats. STC must be prepared to recover from these potential disasters in order to ensure critical information technology systems are restored to a working state with a minimal amount of downtime and loss of data.

Production Location: Vidalia and Swainsboro campuses

Process Manager: Director of IT, Paul Graham

Department: IT

Backup Personnel: Shane Felkel (Vidalia) Dean Sumner (Swainsboro)

Recovery Details:

Recovery Strategy Overview:

Due to the extensive nature of the IT infrastructure, Paul Graham has a detailed IT Disaster Recovery Plan for Southeastern Technical College. In the event of any threat, critical incident, or emergency situation, the IT Disaster Recovery Plan will be referenced. Paul Graham maintains the plan in his office for easy access during an emergency situation.

Maximum Allowable Downtime (MAD): 0-24 Hours

MAD Rationale/Justification:

In order for Southeastern Technical College to continue to carry out daily functions, the core IT system has to be functional. The Core IT system provides support for all college operations.

Can process be suspended? No

Can process be degraded? No

Revised April 11, 2018
Work-around procedures in place? __Yes_______________

Work-around procedures tested? __No________________

Recovery Point Objective (relocation):
In case of a Swainsboro Campus closure, Swainsboro Campus Facilities personnel will travel to the Vidalia Campus. In case of a Vidalia Campus closure, Vidalia Campus Facilities personnel will travel to the Swainsboro Campus.

Hours to Point Objective: 0-24 Hours ____________________

Recovery Time Objective (hours): 0-24 Hours ________________________________

Hardware Needs:
______________________________________________________________________________
______________________________________________________________________________

Software Needs:
______________________________________________________________________________
______________________________________________________________________________

Necessary Vendors/Contractors:
______________________________________________________________________________

Special Notes: Reference IT Disaster Recovery Plan for Southeastern Technical College
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College
Date: May 1, 2014

Critical Mission Function:
Facilities Repair

Function Description:
It is the responsibility of the Director of Facilities and the Maintenance Supervisors to ensure that Southeastern Technical College campuses are maintained and repaired after any critical incident or emergency situation. Maintenance personnel will monitor each building on an as needed basis to ensure the facilities are functioning as required and will be responsible for the relocation of faculty and staff members to other campuses/buildings as necessary to keep the college functioning.

Production Location: Vidalia and Swainsboro Campuses

Process Manager: Director of Facilities, Sarah Gross
Department: Facilities

Backup Personnel: Greg Powell (Vidalia)  Ryan Kersey (Swainsboro)

Recovery Details:

Recovery Strategy Overview:
Any displacement of facilities personnel from their main offices will result in their working from the facilities office on the remaining functional campus. (Swainsboro Campus personnel will travel to Vidalia Campus or Vidalia Campus personnel will travel to Swainsboro Campus) However, facilities personnel will be required to work as needed on their home campus to ensure proper maintenance and repair of the buildings and property of Southeastern Technical College during the time of shutdown.

Maximum Allowable Downtime (MAD): 0-24 hours

MAD Rationale/Justification:
In order to prevent further damage to the buildings/campus, facilities personnel must be present on the campus affected by the critical incident or emergency situation. It is the responsibility of the Facilities Department to ensure that the college facilities are repaired and maintained in a timely manner. In the event of a campus/building closure, the facilities
personnel will be responsible for assisting in the relocation of faculty and staff members to temporary location.

Can process be suspended? _NO_  Can process be degraded? _NO_

Work-around procedures in place? _YES_

Work-around procedures tested? _No_

Recovery Point Objective (relocation):
In case of a Swainsboro Campus closure, Swainsboro Campus Facilities personnel will travel to the Vidalia Campus. In case of a Vidalia Campus closure, Vidalia Campus Facilities personnel will travel to the Swainsboro Campus. It will be a requirement of Facilities personnel to work on the campus affected by the critical incident, or emergency situation as much as necessary to oversee any repairs being done to the affected campus.

Hours to Point Objective: 24-48 hours

Recovery Time Objective (hours): 0-24 hours

Hardware Needs:
Facilities personnel will need telecommunication capability and laptop computers to communicate with contractors and with Southeastern Technical College supervisors, faculty and staff.

Software Needs:
None

Necessary Vendors/Contractors:
To be determined based on type and degree of damage.

Special Notes:
Facilities personnel will only travel to the operating campus to complete necessary paperwork and make necessary reports to Southeastern Technical College supervisors. All other work hours during any campus closure will be spent assessing damage and monitoring repairs of the affected campus.
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College Date: May 1, 2014

Critical Mission Function:
Utilities Delivery

Function Description:
It is the responsibility of the Director of Facilities and Maintenance Supervisors to ensure that the utility companies are notified of any critical incident or emergency situation that may affect the proper delivery of the utilities. Facilities/maintenance personnel will ensure that utilities are functioning as necessary in any facilities (temporary or permanent) that may be used during displacement and or shut down of a building or campus.

Production Location: Vidalia and Swainsboro Campuses

Process Manager: Director of Facilities, Sarah Gross Department: Facilities

Backup Personnel: Greg Powell (Vidalia) Ryan Kersey (Swainsboro)

Recovery Details:
Recovery Strategy Overview:
Facilities/Maintenance personnel will immediately contact all utility companies and notify them of any repairs that will be required to return the buildings/campus to normal. Facilities/Maintenance personnel will follow up with utility companies until all work has been completed and all utilities have been restored or installed.

Maximum Allowable Downtime (MAD): 0-24 hours
MAD Rationale/Justification:
In order to ensure the safety of employees and prevent any further loss, utility companies must be notified immediately of any problems with utility delivery. In order to limit the downtime for faculty, staff and students, any new/temporary sites will require utility connection as soon as possible.

Can process be suspended? _NO_ Can process be degraded? _NO_

Work-around procedures in place? _YES_

Revised April 11, 2018
Work-around procedures tested? _____No_____

Recovery Point Objective (relocation):
In case of temporary (mobile) units being used during building/campus closure,
Facilities/Maintenance personnel will be responsible for contacting utility companies and
having all services moved/added to new location.

Hours to Point Objective: 0-24 hours

Recovery Time Objective (hours): 0-24 hours

Hardware Needs: Facilities personnel will need telecommunication capability to communicate
with utility companies.

Software Needs: None

Necessary Vendors/Contractors:
Georgia Power 888-891-0938
SCANA 877-467-2262
City of Vidalia Water Works 912-537-7661
City of Swainsboro Water Works 478-237-6738
Augusta Chiller 706-364-4314
Georgia Technology Authority (GTA) 800-436-7442

Special Notes:
Facilities/Maintenance personnel will travel to affected campus and new locations as required
to ensure utilities work is completed as necessary for the college to continue to function.
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College        Date: May 1, 2014

Critical Mission Function:
Facility Security

Function Description:
It is the responsibility of the Director of Safety and Security and security officers to ensure that Southeastern Technical College campuses are safe and secure during any threat, critical incident or emergency situation. Security personnel will monitor each building on a needed basis to ensure the property of the school is maintained in a safe and secure environment. Also, security personnel will ensure that STC employees will be safe and secure in facilities that may be used during their displacement and shutdown of the school.

Production Location: Vidalia and Swainsboro campuses

Process Manager: Director of Safety and Security, Travis Akridge    Department: Safety and Security

Backup Personnel: Phillip Easterling (Swainsboro), Mike Lewis (Vidalia)

Recovery Details:
Recovery Strategy Overview:
Any displacement of security personnel from their main offices will result in their working from the security offices on the remaining functional campus. (Swainsboro Campus personnel will travel to Vidalia Campus or Vidalia Campus personnel will travel to Swainsboro Campus)
However, security personnel will be required to work as needed on their home campus to ensure the safety and security of the buildings and property of Southeastern Technical College during the time of campus shutdown.

Maximum Allowable Downtime (MAD): 0-24 Hours
MAD Rationale/Justification:
In order to prevent further loss of Southeastern Technical College, security personnel must be present on the campus affected by the threat, critical incident, or emergency situation. It is the responsibility of the Safety and Security Department to ensure that employees and properties of the college continue to be provided with a safe and secure environment while working in a campus closure situation.
Can process be suspended? No  Can process be degraded? No

Work-around procedures in place? Yes

Work-around procedures tested? No

Recovery Point Objective (relocation):
In case of a Swainsboro Campus closure, Swainsboro Campus security will travel to the Vidalia Campus. In case of a Vidalia Campus closure, Vidalia Campus security will travel to the Swainsboro Campus.
It will be a requirement of security officers to work on the campus affected by the threat, critical incident, or emergency situation as much as safely possible.

Hours to Point Objective: 24-48 Hours

Recovery Time Objective (hours): 0-24 Hours

Hardware Needs:
Security personnel will need telecommunication capability and laptop computers to communicate with Southeastern Technical College supervisors and emergency personnel as needed.

Software Needs: None.


Special Notes:
Security personnel will only travel to the operating campus to complete necessary paperwork and make necessary reports to Southeastern Technical College supervisors. All other work hours during any campus closure will be spent assessing and monitoring the safety and security of the affected campus.
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College Date: 03/14/2017

Critical Mission Function: Library – Swainsboro and Vidalia Campus

Function Description:
The Library at Southeastern Technical College supports the curriculum of the College by developing and promoting information literacy skills for students, faculty, and staff wherever they are located. The Vidalia campus library is open Monday – Thursday 8:00 a.m. – 9:00 p.m. The Swainsboro campus library is open Monday – Thursday 8:00 a.m. – 6:00 p.m. A computer lab on each campus also falls under the direction of the library. These computer labs are open and close with the buildings in which they are housed. The Swainsboro computer lab is located in Building 8. The Vidalia computer lab is located in Room 803 in the Gillis Building.

Production Location: Swainsboro and Vidalia

Process Manager: Leah W. Dasher Department: Library Services

Backup Personnel: Katrina Brinson, part-time, Vidalia; De Vera Booker, part-time, Swainsboro

Recovery Details:
Recovery Strategy Overview:
Library operations would need computers for library staff and students to use. Computers are necessary to provide continuation of classes. Physical resources can be stored at another site and pulled as necessary.

Maximum Allowable Downtime (MAD): 24-48 hours

MAD Rationale/Justification: Downtime is contingent upon power, network, and internet access.

Can process be suspended? Yes Can process be degraded? No

Work-around procedures in place? Yes

Work-around procedures tested? Yes

Recovery Point Objective (relocation):
In case of a Swainsboro Campus closure, Swainsboro Campus Facilities personnel will travel to the Vidalia Campus. In case of a Vidalia Campus closure, Vidalia Campus Facilities personnel will travel to the Swainsboro Campus.

Hours to Point Objective: 24 – 48 hours

Recovery Time Objective (hours): 24-48 hours

Hardware Needs: Computers with network and Internet access for library staff and students

Software Needs: Microsoft Office, Quickbooks, ALMA by Exlibris

Necessary Vendors/Contractors:

______________________________________________________________________________
______________________________________________________________________________

Special Notes:

______________________________________________________________________________
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College Date: May 1, 2014

Critical Mission Function: Payroll

Function Description: Responsibilities include entering payroll and job data into Peoplesoft system; processing monthly tax and benefits payments online and through the mail; processing and maintaining leave records; and submitting payroll check and electronic direct deposit files to the bank.

Production Location: Duties are split between the Swainsboro and Vidalia Campuses, but can be done at either location.

Process Manager: Lanie Jonas Department: Administrative Services

Backup Personnel: Velina Clements—Payroll Specialist

Recovery Details:
Recovery Strategy Overview:
Because PeopleSoft is an online software, all payroll and job data entries could be done anywhere the internet is available. The same is true for the monthly tax payments and several of the benefits payments. Other benefits payments would be dependent on accounts payable functions. Payroll check to the bank can be done manually, and the submission of electronic direct deposit files to the bank could be done from any computer with internet.

Maximum Allowable Downtime (MAD): 2-14 days, depending on what point it is in the payroll cycle.
MAD Rationale/Justification:
Because paydays are always the last business day of the month, less downtime will be allowed as that date approaches.

Can process be suspended? very briefly Can process be degraded? No

Work-around procedures in place? Yes

Work-around procedures tested? No

Recovery Point Objective (relocation):
In the case of an emergency situation on the Vidalia Campus, employees will be directed to the Swainsboro campus and vice versa.

Hours to Point Objective: 0-48 Hours

Recovery Time Objective (hours): 0-24 Hours

Hardware Needs:
PeopleSoft is internet based, therefore, only a computer with internet access and a printer to print backup documentation is required.

Software Needs:

Necessary Vendors/Contractors:

Special Notes:
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College  Date: May 1, 2014

Critical Mission Function:
General Accounting Services

Function Description:
Accounts Payable – Creates expenditures for regular operating expenses and creates payments against purchase orders. Payments are generated through system checks.

Accounts Receivable – Records Accounts receivable items, applies payment to open receivable items, records non-receivable revenue by use of direct journal entries.

Production Location: If Vidalia campus is closed, the alternate location will be the Swainsboro location.

Process Manager: Ashley McIntyre  Department: Administrative Services

Backup Personnel: Veronica Kelly – Accounts Payable

Recovery Details:
Recovery Strategy Overview: PeopleSoft, an online software, is used by the State Accounting Office for all Accounting entries. System back up is in place at the state level.

Maximum Allowable Downtime (MAD): 20 days

MAD Rationale/Justification: Checks for Accounts Payable must be generated within 30 days of the invoice date

Can process be suspended? No  Can process be degraded? No

Work-around procedures in place? Yes

Work-around procedures tested? No

Revised April 11, 2018
Recovery Point Objective (relocation):

______________________________________________________________________________

Hours to Point Objective: __________ 24-48 Hours

Recovery Time Objective (hours): 24-48 Hours

Hardware Needs:

Peoplesoft is internet based, therefore, only a computer with internet access and a printer to print backup documentation is required.

Software Needs:

______________________________________________________________________________

Necessary Vendors/Contractors:

______________________________________________________________________________

Special Notes:

______________________________________________________________________________
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College   Date: May 1, 2014

Critical Mission Function: Asset Management

Function Description:

Asset Management is a Peoplesoft Module that maintains asset information such as Location, Custodian, cost and depreciation of an asset. An item is considered an asset if it is equipment, building or land with a value greater than $1000. Small Value equipment, such as computers and printers with a value less than $1000, are maintained in Microsoft Access.

Production Location: In the event that the Vidalia campus is closed, the Swainsboro campus will be used.

Process Manager: Ashley McIntyre   Department: Administrative Services

Backup Personnel: Asset Management

Recovery Details: Recovery Strategy Overview:

PeopleSoft is used by the State Accounting office for all Accounting Entries. System Backup is in place at the state level.

Maximum Allowable Downtime (MAD): 24-48 Hours

MAD Rationale/Justification:

______________________________________________________________________________

Can process be suspended? No   Can process be degraded? No

Work-around procedures in place? Yes

Work-around procedures tested? No

Recovery Point Objective (relocation):

______________________________________________________________________________

Hours to Point Objective: 24-48 Hours
Recovery Time Objective (hours): 24-48 Hours

Hardware Needs:
Computer with internet access

Software Needs:

Necessary Vendors/Contractors:

Special Notes:
**Business Continuity Plan Worksheet**

**Work Unit/Technical College:** Southeastern Technical College  
**Date:** May 1, 2014

**Critical Mission Function:** Admissions

**Function Description:**
Admissions is the orientation and assessment process for enrolling new students into the adult education program.

**Production Location:** See Special Notes Section

**Process Manager:** Executive Director of Adult Education, Susan Cross  
**Department:** Adult Education

**Backup Personnel:** See Special Section notes

**Recovery Details:**

**Recovery Strategy Overview:** The process can be suspended for the allowable time.

**Maximum Allowable Downtime (MAD):** 24-48 Hours

**MAD Rationale/Justification:**
The rational/justification of MAD is based on the risk of danger to individual and property to subside.

**Can process be suspended?** Yes  
**Can process be degraded?** No (see special notes)

**Work-around procedures in place?** No (see special notes)

**Work-around procedures tested?** No (see special notes)

**Recovery Point Objective (relocation):**
The Recovery Objective is to resume the Admissions process as soon as possible. This would depend on the nature of the risk, the hazards and the environmental safety for resuming the function.

**Hours to Point Objective:** Depends on the risk, hazards and environmental safety 24-48 hours.

**Recovery Time Objective (hours):** 24-48 Hours

Revised April 11, 2018
Hardware Needs:
______________None___________________________________________________________

Software Needs:
_______________None__________________________________________________________

Necessary Vendors/Contractors:
___None______________________________________________________________________

Special Notes:
Suspension of this function applies to the following program locations and the backup personnel in charge at each location: The admissions process cannot be compromised in any way and the enrollment of new students would be suspended at each location:
Candler Center – Evelyn Hall
Swainsboro Campus – Annette Merier, Kim Tanner
Jenkins County Center – Annette Hobb
Johnson County Center – Kim Tanner
Montgomery County Center – Susan Cross
Tattnall County Center Reidsville – Rossetta Summersett
Tattnall County Center Glennville – Sara Mercer
Toombs County Economic Development Center (EDC) – Delores Poole, Melissa Durden
Treutlen County – Kim Tanner
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College  Date: May 1, 2014

Critical Mission Function: Classroom Instruction (Adult Education)

Function Description:
Classroom Instruction is the preparation of the adult education students to take and pass the General Education Diploma (GED) test. Students attend between the hours of 8am-1pm Monday through Thursday. In addition there are night’s classes between the hours of 4:30-7:30pm two nights a week.

Production Location: See Special Notes

Process Manager: See Special Notes  Department: Adult Education

Backup Personnel: Executive Director of Adult Education, Susan Cross

Recovery Details:
Recovery Strategy Overview:
Classroom instruction can be suspended, if necessary for the MAD downtime. Students can work on material at home and on the distance education portion of their assignments during the recovery period.

Maximum Allowable Downtime (MAD): 24-72 Hours

MAD Rationale/Justification:
The rational/justification of MAD is contingent on the risk and potential danger to students and employees. The goal of this plan is to mitigate risk to individuals and physical resources while complying with local, state and national safety regulations.

Can process be suspended? Yes  Can process be degraded? No
Work-around procedures in place? Yes
Work-around procedures tested? Yes

Recovery Point Objective (relocation): The Recovery Point Objective would be determined by the risk, potential danger and environmental safety.
Hours to Point Objective: 24-72 Hours

Recovery Time Objective (hours): 24-72 Hours

Hardware Needs:
None

Software Needs:
None

Necessary Vendors/Contractors:
None

Special Notes:
The response applies to all program locations in the eight county service area and backup personnel at each location:
Candler County Center - Evelyn Hall
Swainsboro Campus - Annette Merier, Kim Tanner
Jenkins County Center – Annette Hobbs
Johnson county Center – Kim Tanner
Montgomery Adult Education Center – Susan Cross
Tattnall County Center Reidsville – Rosetta Summersett
Tattnall County Center Glennville – Sara Mercer
Toombs County EDC – Melissa Durden, Delorice Poole
Treutlen County – Kim Tanner
Critical Mission Function: Admissions

Function Description:
Admissions is the registration and orientation process for enrolling new students into continuing education programs.

Production Location: Variable (Any STC location and on-site).

Process Manager: Vice President (VP) for Economic Development Programs – David Yarbrough
Department: Economic Development

Backup Personnel: Susan Rustin, Tommy Jenkins

Recovery Details:
Recovery Strategy Overview:
The process can be suspended for the allowable time.

Maximum Allowable Downtime (MAD): 24-48 Hours

MAD Rationale/Justification:
The rational/justification of MAD is based on the risk of danger to individual and property to subside.

Can process be suspended? Yes Can process be degraded? No

Work-around procedures in place? No

Work-around procedures tested? No

Recovery Point Objective (relocation):
The Recovery Objective is to resume the Admissions process as soon as possible. This would depend on the nature of the risk, the hazards and the environmental safety for resuming the function.

Hours to Point Objective: Depends on the risk, hazards and environmental safety 24-48 hours.
Recovery Time Objective (hours): 24-48 Hours

Hardware Needs: None

Software Needs: None

Necessary Vendors/Contractors: None

Special Notes: ________________________________
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College Date: March 16, 2017

Critical Mission Function: Classroom Instruction (Economic Development)

Function Description:
Classroom Instruction is scheduled on demand for employers and the community. Students attend as required by the individual and / or employer.

Production Location: Any STC location or on-site for employers.

Process Manager: VP for Economic Development Programs – David Yarbrough
Department: Economic Development

Backup Personnel: Susan Rustin, Tommy Jenkins

Recovery Details:

Recovery Strategy Overview:
Classroom instruction can be suspended, if necessary for the MAD downtime. Students can work on the distance education portion of their assignments during the recovery period.

Maximum Allowable Downtime (MAD): 24-72 Hours

MAD Rationale/Justification:
The rational/justification of MAD is contingent on the risk and potential danger to students and employees. The goal of this plan is to mitigate risk to individuals and physical resources while complying with local, state and national safety regulations.

Can process be suspended? Yes Can process be degraded? No
Work-around procedures in place? No
Work-around procedures tested? No

Recovery Point Objective (relocation): The Recovery Point Objective would be determined by the risk, potential danger and environmental safety.

Hours to Point Objective: 24-72 Hours
Recovery Time Objective (hours): __24-72 Hours_____________________________________

Hardware Needs:  
________________________________________  None________________________________________

Software Needs:  
None_________________________________________________________________________

Necessary Vendors/Contractors:  
None_________________________________________________________________________

Special Notes: __________________________________________________________________
________________________________________________________________________
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College          Date: March 16, 2017

Critical Mission Function: Distance Instruction

Function Description:
Many of the non-credit, continuing education training programs are provided via distance instruction.

Production Location: _Variable (Any STC location and by vendors that provide distance instruction)._

Process Manager: VP for Economic Development Programs – David Yarbrough
Department: Economic Development

Backup Personnel: ___Susan Rustin, Tommy Jenkins_______________________________

Recovery Details:
Recovery Strategy Overview:
The process can be suspended for the allowable time.

Maximum Allowable Downtime (MAD): ____24-48 Hours______________________________
MAD Rationale/Justification:
The rational/justification of MAD is based on the risk of danger to individual and property to subside.
__________________________________________________________

Can process be suspended? ___Yes___      Can process be degraded? ___No___

Work-around procedures in place? ___No_____  

Work-around procedures tested? ___No_____

Recovery Point Objective (relocation):
The Recovery Objective is to resume the Distance Instruction as soon as possible. This would depend on the nature of the risk, the hazards and the environmental safety for resuming the function.

Hours to Point Objective: Depends on the risk, hazards and environmental safety 24-48 hours.
Recovery Time Objective (hours): 24-48 Hours

Hardware Needs: None

Software Needs: None

Necessary Vendors/Contractors: None

Special Notes: ________________________________________________
______________________________________________________________
______________________________________________________________
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College  Date: May 1, 2014

Critical Mission Function: \textbf{Intranet Services}

Function Description:
The Intranet functions as an electronic storehouse and portal for the College’s official Forms, Plans, Minutes, and Reports. In addition, the Intranet serves as a portal for online strategic and annual planning processes and accreditation compliance documentation.

Production Location: Swainsboro Campus, IT Building – Institutional Effectiveness (IE) Server
Process Manager: Vice President of Institutional Effectiveness, Gail Ware
Department: Institutional Effectiveness

Backup Personnel: Paul Graham and Shane Felkel

Recovery Details:

Recovery Strategy Overview:
The IE server is backed up to an external hard drive daily. A backup copy is also maintained on a server on the Vidalia Campus. A mirror server is also maintained to ensure quick recovery.

Maximum Allowable Downtime (MAD): 24-48 Hours

MAD Rationale/Justification:
Once power is restored, the Intranet should be up and running within a few minutes.

Can process be suspended? \textbf{No}  Can process be degraded? \textbf{No}

Work-around procedures in place? \textbf{No}

Work-around procedures tested? \textbf{No}

Recovery Point Objective (relocation): Vidalia Campus

Hours to Point Objective: 24

Recovery Time Objective (hours): 24-48

Revised April 11, 2018
Hardware Needs:
  x64 Server

Software Needs:
  Windows Server 2013, Adobe ColdFusion, FrontPage, JAVA, Captivate,

Necessary Vendors/Contractors:
  Adobe, Microsoft

Special Notes:


Revised April 11, 2018
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College Date: May 1, 2014

Critical Mission Function: Admissions (Student Affairs)

Function Description:
Processes all admissions applications that are received at the college; provides placement testing for all incoming students; administers Test of Essential Academic Skills (TEAS) for all healthcare programs that require it; generates and mails acceptance letters to all accepted students; process all change of address/change of program requests; provides a New Student Orientation to all new students; process all competitive admissions program lists; schedules campus tours; processes drug screen and physical results for Commercial Truck Driving (CTD) students;

Production Location: 3001 East First Street Vidalia, GA and 346 Kite Road Swainsboro, GA 30401

Process Manager: Brad Hart Department: Student Affairs

Backup Personnel: Agatha McRae (478) 289-2259 and Valerie Ennis (912) 538-3143

Recovery Details:
Recovery Strategy Overview:

Maximum Allowable Downtime (MAD): 72 hours
MAD Rationale/Justification:
72 hours would be the normal time that we are closed for the 3 day weekend. Therefore, 72 hours would be the MAD.

Can process be suspended? _____No_____ Can process be degraded? _____No_____

Work-around procedures in place? Yes. We could function without Banner for a few days. The issue would be that all of the student’s documents are imaged in Extender and if we do not have access to that then we will not be able to tell who has submitted what.

Work-around procedures tested? Yes. We have accepted documents form students previously when Banner has been down for maintenance. Once Banner was brought back online we were able to enter the information and image the documents that had been submitted.
Recovery Point Objective (relocation):
In the event of a disaster situation on the Vidalia Campus, Vidalia Campus employees would relocate to Student Affairs on the Swainsboro Campus and vice versa.

Hours to Point Objective:  24-48 hours

Recovery Time Objective (hours): Depends on the amount of time we are down. A good rule of thumb is that for every hour we are down we would need that amount of time to input and process data once we are back up and running.

Hardware Needs:
Computer; scanner; copier; Internet

Software Needs:
BANNER; Extender; Microsoft Outlook

Necessary Vendors/Contractors:
Ellucian; Extender; Comevo

Special Notes:
______________________________________________________________________________
______________________________________________________________________________
Critical Mission Function: Registration

Function Description: To add and drop students from classes as needed.

Production Location: Vidalia and Swainsboro campuses

Process Manager: Karen Vereen (Registrar)  Department: Student Affairs (Registrar)

Backup Personnel: Amanda Lively (Assistant Registrar) and Lana Chalkley (Associate Registrar)

Recovery Details:

Recovery Strategy Overview:
Banner system back-up tapes are taken to a safety deposit box at the Branch Bank and Trust (BB&T) Bank in Vidalia every two weeks. The Registrar and Associate Registrar both have keys to the box and can access when needed.

Maximum Allowable Downtime (MAD): 24 hours

MAD Rationale/Justification:
Without students, classes cannot continue. Registration needs to be in place to be able to verify the students attending classes.

Can process be suspended? No  Can process be degraded? No

Work-around procedures in place? Yes  Work-around procedures tested? Yes

Recovery Point Objective (relocation):
If the problem occurs on the Swainsboro campus, the office would open on the Vidalia campus. If the problem occurs on the Vidalia campus, we would open on the Swainsboro Campus.

Hours to Point Objective: 0-24 hrs

Recovery Time Objective (hours): 0-24 hrs
Hardware Needs:
  ____________________________
  Computer

Software Needs:
  ____________________________
  Banner, Oracle, Java

Necessary Vendors/Contractors:
  ____________________________
  Ellucian

Special Notes:
  ____________________________
Business Continuity Plan Worksheet

Work Unit/Technical College: Southeastern Technical College  Date: May 1, 2014

Critical Mission Function: Transcript Issuance

Function Description:
Supply former and current students with copies of their academic records in the form of a transcript.

Production Location: __Swainsboro and Vidalia Campuses______________________________

Process Manager: __Karen Vereen, Registrar__  Department: _Student Affairs (Registrar)___

Backup Personnel: _____Amanda Lively(Assistant Registrar), Lana Chalkley (Associate Registrar)

Recovery Details:

Recovery Strategy Overview:
___Banner system back-up tapes are taken to a safety deposit box at the BB&T Bank in Vidalia every two weeks. DVDs of older records (prior to the Banner system) are also kept in the safety deposit box. The Registrar and Assistant Registrar both have keys to the box and can access when needed.

Maximum Allowable Downtime (MAD):_____48 hrs___________________________________
MAD Rationale/Justification:
___Southeastern Technical College’s policy states that transcripts are issued within four business days of the request.

Can process be suspended? ______No____  Can process be degraded? ___No_____

Work-around procedures in place? ___Yes________

Work-around procedures tested? _______Yes______

Recovery Point Objective (relocation):
If the problem occurs on the Swainsboro campus, the office would open on the Vidalia campus.
If the problem occurs on the Vidalia campus, we would open on the Swainsboro campus.
Hours to Point Objective: 24 hours

Recovery Time Objective (hours):

Hardware Needs:
    Computer

Software Needs:
    Banner, Oracle, Java, Microsoft Word, Paper Vision ER

Necessary Vendors/Contractors:
    Ellucian

Special Notes:
Business Continuity Plan Worksheet

Work Unit/Technical College: STC Child Development Center       Date: 3/17/17

Critical Mission Function: Emergency Parent Communication

Function Description:
It is the responsibility of the Director to coordinate Emergency Communication to all Southeastern Technical College Child Development Center (CDC) teachers, staff, and CDC families.

Production Location: Swainsboro Campus

Process Manager: Falana Ruffin       Department: CDC Director

Backup Personnel: Brittany Mack

Recovery Details:

Recovery Strategy Overview:
Updates on the emergency situation response and continued business operations will be announced using a phone list/ email list stored and created by ProCare.______________

Maximum Allowable Downtime (MAD):__0-24 hrs.___
MAD Rationale/Justification:
Communication must be clear and concise to all parents and staff as to how long the center will be closed, when we will reopen, and if alternative locations will be utilized.

Can process be suspended? NO                  Can process be degraded? NO

Work-around procedures in place? YES

Work-around procedures tested? NO
Recovery Point Objective (relocation):
In case of campus closure, designated staff will use designated contact lists to call parents and other staff. If phone contact is not made, emails will be sent.

Hours to Point Objective: 0-24 hrs.
Recovery Time Objective (hours): 0-24 hrs.

Hardware Needs:
Computer, Working phone

Software Needs:
Access to ProCare and/or printed lists.

Necessary Vendors/Contractors:
N/A

Special Notes:

______________________________________________________________________________
Business Continuity Plan Worksheet

Work Unit/Technical College: STC Child Development Center  Date: 3/17/17

Critical Mission Function: **Facilities Repair**

**Function Description:**
It is the responsibility of the Director of Facilities and the center Director and to ensure that STC Child Development Center is maintained and repaired after any critical incident or emergency situation. Maintenance personnel will monitor the building on an as needed basis to ensure the facilities are functioning as required and will be responsible for the relocation of the center’s necessary materials.

**Production Location:** Swainsboro Campuses

**Process Manager:** Sarah Gross, Dir. Of Facilities; Director  Department: Facilities

**Backup Personnel:** Ryan Kersey (Swainsboro)

**Recovery Details:**
**Recovery Strategy Overview:**
Any displacement of facilities personnel from their main offices will result in their working from the facilities office on the remaining functional campus. (Swainsboro Campus personnel will travel to Vidalia Campus or Vidalia Campus personnel will travel to Swainsboro Campus) However, facilities personnel will be required to work as needed on their home campus to ensure proper maintenance and repair of the buildings and property of Southeastern Technical College and the STC Child Development Center during the time of shutdown.

**Maximum Allowable Downtime (MAD): 0-24 hours**

**MAD Rationale/Justification:**
In order to prevent further damage to the building, facilities personnel must be present on the campus affected by the critical incident or emergency situation. It is the responsibility of the Facilities Department and center director to ensure that the child development center is repaired and maintained in a timely manner. In the event of a campus/building closure, the facilities personnel will be responsible for assisting in the relocation of staff and classrooms to a temporary location.
Can process be suspended? NO  Can process be degraded? NO

Work-around procedures in place? YES

Work-around procedures tested? No

Recovery Point Objective (relocation):
In case of a Swainsboro Campus closure, the center will close until the campus can be reopened. If the campus reopens, the center will coordinate sites on campus that meet the needs of classrooms and relocate accordingly.

Hours to Point Objective: 24-48 hours

Recovery Time Objective (hours): 0-24 hours

Hardware Needs:
Facilities personnel will need telecommunication capability and laptop computers to communicate with contractors and with Southeastern Technical College supervisors, faculty and staff.

Software Needs: None

Necessary Vendors/Contractors:
To be determined based on type and degree of damage.

Special Notes: ________________________________
______________________________
Business Continuity Plan Worksheet

Work Unit/Technical College: STC Child Development Center (CDC) Date: 3/17/17

Critical Mission Function: Food Preparation

Function Description: It is the responsibility of the Director to coordinate food preparation facilities in order to reopen the center.

Production Location: Swainsboro Campus

Process Manager: Falana Ruffin Department: CDC Director

Backup Personnel: Brittany Mack

Recovery Details:
Recovery Strategy Overview:
Facilities for food preparation will be located and stocked with materials that meet the requirements of CACFP and Bright from the Start regulations.

Maximum Allowable Downtime (MAD): 0-24 hrs.
MAD Rationale/Justification:
In order for the center to reopen, we must be able to prepare meals for the children, in accordance with Child and Adult Care Food Program (CACFP) and Bright from the Start regulations. Until this function is restored, the center must stay closed.

Can process be suspended? NO Can process be degraded? NO

Work-around procedures in place? Yes

Work-around procedures tested? NO
Recovery Point Objective (relocation): Locate and secure proper facilities for food preparation.

Hours to Point Objective: 0-24 hrs.

Recovery Time Objective (hours): 0-24 hrs.

Hardware Needs: Refrigeration, Cooking surfaces, Food storage
Software Needs:
N/A

Necessary Vendors/Contractors:
To be determined by the severity of damage and lack of access to proper cooking locations.

Special Notes:
______________________________________________________________________________
Emergency/Utility Contacts
Vidalia Campus

Law Enforcement:
Toombs County Sheriff’s Office: 912-526-6778
Vidalia Police Department: 912-537-4123
Emergency (all locations): 911

Fire:
Vidalia Fire Department: 912-537-4141
Lyons Fire Department: 912-526-3580
Toombs County Fire Department: 912-526-9292

Power:
Georgia Power Company: 888-891-0938 (Account #0084214022)

Water:
City of Swainsboro Water Department: 478-237-6738
City of Vidalia: 912-537-7661

Natural Gas:
SCANA Corporation: 877-467-2262

Telecommunications:
Georgia Technology Authority: 877-482-3233

Other:
Southeastern Technical College Emergency/Incident Response Team:
Vice President of Student Affairs, Dr. Barry Dotson (Chair): 912-538-3141/912-293-2676
Vice President of Academic Affairs, Teresa Coleman: 912-538-3103/912-375-1102
Vice President of Institutional Effectiveness, Gail Ware: 478-289-2331/478-494-2404
Vice President of Administrative Services, Denise Powell: 912-538-3162/912-245-4073
Administrative Assistant to the President, Twan Broughan: 912-538-3101/478-455-4310
Vice President of Economic Development, David Yarbrough: 912-538-3119/912-739-8808/912-308-9249
Executive Director of Institutional Advancement, Blythe Wilcox: 912-358-3147/912-293-6907

Revised April 11, 2018
Director of IT, Paul Graham: 912-538-3149/912-293-5445
Director of Facilities, Sarah Gross: 912-538-3187/912-293-4623
Director of Safety and Security, Travis Akridge: 912-538-3125/478-299-3530
Emergency/Utility Contacts
Swainsboro Campus

Law Enforcement:
Emanuel County Sheriff’s Office: 478-237-7526
Swainsboro Police Department: 478-237-8967
Emergency (all locations): 911

Fire:
Swainsboro Fire Department: 478-237-8533

Power:
Georgia Power Company: 888-891-0938 (Account #0084214022)

Water:
City of Swainsboro Water Department: 478-237-6738

Natural Gas:
SCANA Corporation: 877-467-2262

Telecommunications:
Georgia Technology Authority: 877-482-3233

Other:
Southeastern Technical College Emergency/Incident Response Team:
President, Larry Calhoun: 912-538-3101/478-289-2253/478-494-4116
Vice President of Student Affairs, Dr. Barry Dotson (Chair): 912-538-3141/912-293-2676
Vice President of Academic Affairs, Teresa Coleman: 912-538-3103/912-375-1102
Vice President of Institutional Effectiveness, Gail Ware: 478-289-2331/478-494-2404
Vice President of Administrative Services, Denise Powell: 912-538-3162/912-245-4073
Administrative Assistant to the President, Twan Broughan: 912-538-3101/478-455-4310
Vice President of Economic Development, David Yarbrough: 912-538-3119/912-739-8808/912-308-9249
Executive Director of Institutional Advancement, Blythe Wilcox: 912-538-3147/912-293-6907
Director of IT, Paul Graham: 912-538-3149/912-293-5445
Director of Facilities, Sarah Gross: 912-538-3187/912-293-4623
Director of Safety and Security, Travis Akridge: 912-538-3125/478-299-3530

Revised April 11, 2018