
SOUTHSIDE VIRGINIA COMMUNITY COLLEGE INFORMATION TECHNOLOGY SECURITY PLAN

IT Contingency Planning *Continuity of Operations Planning (COOP)*

Continuity of Operations Planning (COOP) includes developing plans necessary to provide continuity of essential SVCC systems and data in accordance with [COV ITRM 501-01](#).

This Standard addresses the development, implementation, exercise, and maintenance of the Continuity of Operations Plans as it relates to IT systems and data.

The following requirements must be addressed in the plan.

Requirement: Designate an employee to work with the COOP coordinator on IT related aspects of COOP and Disaster Recovery Planning. SVCC has designated Mr. Will Hamilton to work on the IT aspects of the COOP plan. Mr. Peter Hunt, VP of Finance and Administrative Services, is the COOP plan coordinator for SVCC.

Requirement: Based on the Business Impact Analysis and Risk Assessment results develop COOP documents relating to IT systems and data. This includes identification of the following:

- The essential business functions that require restoration and the Recovery Time Objective (RTO) for each. This information was gathered during the Contingency Planning and Business Recovery: *Business Impact Analysis*, specifically Form 3 of the BIA Template located in Attachment B 2.1c of the SVCC IT Security Plan. Also reference the IT Contingency Planning: *COOP, recovery strategies for mission critical processes* document. (Attachment C 1.1)
- Recovery requirements for the IT systems and data that have been associated with the essential business processes. This information was gathered during the Contingency Planning and Business Recovery: *Business Impact Analysis*, specifically Form 3 of the BIA Template located in Attachment B 2.1c of the SVCC IT Security Plan. Also reference the IT Contingency Planning: *COOP, recovery strategies for mission critical processes* document. (Attachment C 1.1)
- The incident notification procedures. These are addressed in the IT Contingency Planning: *IT Disaster Recovery Planning*, Disaster Recovery Plan.(Section C 2 of the SVCC IT Security Plan) Also reference the IT Contingency Planning: *COOP, recovery strategies for mission critical processes* document. (Attachment C 1.1)

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- The contact information for each team member involved in the incident handling and notification phases is contained in the Disaster Recovery *Team* documents. (Attachment C 2.3)

Requirement: Participate in the required annual COOP exercise or perform an annual exercise of the IT COOP related components to evaluate the effectiveness and adequacy. Perform additional exercises as needed; such as when systems are upgraded or new systems are implemented. SVCC will perform the exercise to examine the related IT components of the IT components of the COOP plan concurrently with the Disaster Recovery Plan testing. Testing will be done annually before June 15 by the SVCC Members of the Disaster Recovery teams as per the *IT Disaster Recovery Planning, Disaster Recovery Plan, and DRP and COOP plan testing* document. (Section C 2, Attachment C 2.1. The recovery plan will be evaluated and recorded on the recovery plan evaluation form, located in attachment C 2.1. All copies of the documents will be maintained by the College ISO.

Requirement: Review and evaluate the exercise and make changes accordingly following the exercise. The review and evaluation of the exercise will be recorded on the IT Contingency Planning: *COOP, Recovery Strategy Evaluation Form* (Attachment C 1.1, SVCC IT Security Plan) by the SVCC Security Committee (members listed in Section D, Attachment D 1.1, SVCC IT Security Plan) annually before June 15. All copies of the document will be maintained by the College ISO.