

The amendment has been approved by the Academic Board of Teaching University Geomedi LLC; Minutes №05, 25.05.2020

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Teaching University Geomedi LLC

Business Continuity Plan

Business Continuity Plan of Teaching University Geomedi LLC comprises the mechanisms to ensure the University's continuous operation in unexpected or emergency situations, As well as risk assessment and their prevention, remediation deadlines, actions based on the situation and the existence of responsible persons.

The main risks of business continuity of the University are:

- 1) Operational risks
- 2) Technological risks
- 3) Legal and financial risks
- 4) Strategic risks
- 5) emergency situations.

Risk assessment table

Operational			
Risk	Probability	Impact on university activities	Impact on students
Loss / destruction of inventory or research materials			
Lecture halls	<i>low</i>	<i>low</i>	<i>low</i>
Computers	<i>Low</i>	<i>Low</i>	<i>Low</i>
University building	<i>Low</i>	<i>Low</i>	<i>Low</i>
Library/printed fund	<i>Low</i>	<i>High</i>	<i>Low</i>
Training Labs	<i>Low</i>	<i>High</i>	<i>Low</i>

Achieves	<i>Low</i>	<i>Low</i>	<i>Low</i>
Personnel shortage (due to dismissal, termination of the employment agreement, unforeseen circumstances)			
Academic Personnel	<i>Low</i>	<i>High</i>	<i>Low</i>
Invited Personnel	<i>Low</i>	<i>Average</i>	<i>Average</i>
Administrative Staff	<i>Low</i>	<i>Average</i>	<i>Average</i>
Support Staff	<i>Low</i>	<i>Average</i>	<i>Average</i>
Utility issues (electricity, heating, air conditioning, water supply interruption)			
Electricity	<i>Low</i>	<i>Average</i>	<i>average</i>
Heating/air conditioning	<i>low</i>	<i>average</i>	<i>average</i>
Water supply	<i>low</i>	<i>Average</i>	<i>Average</i>
IT Service Termination			
Internet	<i>Low</i>	<i>Average</i>	<i>Average</i>
Educational Process Management System	<i>Low</i>	<i>High</i>	<i>Average</i>
Telephone service	<i>Low</i>	<i>Average</i>	<i>Average</i>
Basic and auxiliary technical equipment	<i>Low</i>	<i>Average</i>	<i>Low</i>
Financial and legal risks			
Additional administrative expenses	<i>Low</i>	<i>Average</i>	<i>Average</i>
Fines	<i>Low</i>	<i>Average</i>	<i>Average</i>
Additional taxes and unforeseen expenses	<i>Low</i>	<i>Average</i>	<i>Average</i>
Lack of income	<i>Low</i>	<i>High</i>	<i>Average</i>
Replacement cost of technical devices / equipment / other inventory	<i>Low</i>	<i>Average</i>	<i>Average</i>
Legal disputes	<i>Low</i>	<i>High</i>	<i>Low</i>
maintenance contract violation	<i>Low</i>	<i>high</i>	<i>Average</i>
Violation of the educational services contract	<i>Low</i>	<i>High</i>	<i>High</i>
Strategic Risks			
Reduction of Students' marginal numbers	<i>Low</i>	<i>Average</i>	<i>Average</i>
Accreditation	<i>Low</i>	<i>High</i>	<i>High</i>
Authorization	<i>Low</i>	<i>High</i>	<i>High</i>
Emergency situations			
Fire	<i>Low</i>	<i>High</i>	<i>Average</i>
Earthquake	<i>Low</i>	<i>High</i>	<i>High</i>
Flood	<i>Low</i>	<i>High</i>	<i>High</i>
Military action	<i>Low</i>	<i>High</i>	<i>High</i>

Operational Risks				
Risk	Prevention	Remediation deadlines	Action	Responsible person
Loss / destruction of inventory or research materials				
Lecture halls	<i>Existence of alternative space</i>	<i>72 hours</i>	<i>Arranging an alternative study space</i>	<i>Chancellery</i>
Computers	<i>Install antivirus, allocate funds to buy new equipment in the budget</i>	<i>48 hours</i>	<i>Troubleshoot a system / software problem, or purchase a new one</i>	<i>Chancellery; IT office</i>
Building	<i>Existence of alternative building/space</i>	<i>7 days</i>	<i>Arranging alternative building</i>	<i>chancellery</i>
Library/printed funds	<i>Memorandum with the library of another higher education institution. Transfer e-databases to an additional server</i>	<i>24 hours</i>	<i>Awareness of the alternative use of library databases. Restoration of the library fund</i>	<i>Director of the library</i>
Training Labs	<i>Contracts with research laboratories of the relevant profile</i>	<i>24 hours</i>	<i>Restoration of research laboratories</i>	<i>Head of the relevant Office, Dean, Head of the Program</i>
Achieves	<i>Existence of alternative electronic scanned materials</i>	<i>24 hours</i>	<i>Preparation of scanned versions of documents</i>	<i>Archivist Director of the library</i>
Personnel shortage (due to dismissal, termination of the employment agreement, unforeseen circumstances)				
Academic personnel	<i>Increase motivation</i>	<i>2 months</i>	<i>Competition announcement</i>	<i>Head of Human resources management office; Head of the quality assurance office</i>
Invited Personnel	<i>Increase motivation</i>	<i>2 weeks</i>	<i>Seek out personnel</i>	<i>Head of Human resources management office; Head of the quality assurance office</i>
Administrative personnel	<i>Increase motivation</i>	<i>1 month</i>	<i>Announcing the competition</i>	<i>Head of Human resources management office; Head of the quality assurance office</i>
Support staff	<i>Increase motivation</i>	<i>2 weeks</i>	<i>Seek out staff</i>	<i>Head of Human resources management office;</i>
Utility issues (electricity, heating, air conditioning, water supply interruption)				
electricity	<i>Existence of alternative power source</i>	<i>10 minutes</i>	<i>Switching on an alternative power supply, then notifying the power supply service (Telasi)</i>	<i>Support staff (person responsible for electricity supply)</i>

Heating/air conditioning	<i>Availability of alternative technical means (heaters / fans)</i>	<i>24 hours</i>	<i>Deployment and switching on the alternative means of heating/air conditioning devices</i>	<i>Support staff (person responsible for heating/air conditioning)</i>
Water supply	<i>Availability of drinking water and reserve water tank</i>	<i>15 minutes</i>	<i>The use of reserve stocks, Notification of water supply company (GWP)</i>	<i>Support staff (person responsible for water supply)</i>
I T service risks				
Internet	<i>Own server</i>	<i>24 hours</i>	<i>Provider notification, change provider if necessary</i>	<i>Head of Information Technology and Computer Support Service</i>
Educational Process Management System	<i>Server</i>	<i>24 hours</i>	<i>Notification of the provider company</i>	<i>Company "In.ge" I T service</i>
Telephone service	<i>Existence of alternative network</i>	<i>24 hours</i>	<i>Notification of the provider company</i>	<i>Head of information Technology and computer Support Service</i>
Basic and support technical equipment	<i>Existence of backup equipment, allocate funds to buy new equipment in the budget</i>	<i>24 hours</i>	<i>Repair, replacement, purchase</i>	<i>Chancellery; Support staff</i>
Financial and Legal Risks				
Additional administrative expenses	<i>Envisage in the budget, alternative income, good credit history</i>	<i>24 hours</i>	<i>Accumulate necessary funds</i>	<i>Rector financial service</i>
Fines	<i>Envisage in the budget, alternative income, good credit history</i>	<i>24 hours</i>	<i>Accumulate necessary funds</i>	<i>Rector financial service</i>
Additional taxes and unforeseen expenses	<i>Envisage in the budget, alternative income, good credit history</i>	<i>24 hours</i>	<i>Accumulate necessary funds</i>	<i>Rector financial service</i>
Lack of income	<i>alternative income (rent, clinic, grants), good credit history</i>	<i>24 hours</i>	<i>Accumulate necessary funds</i>	<i>Rector financial service</i>
Replacement cost of technical devices / equipment / other inventory	<i>Envisage in the budget, alternative income, good credit history</i>	<i>24 hours</i>	<i>Repair, Replacement, Purchase new one</i>	<i>Chancellery; Financial service</i>
Legal dispute	<i>Knowledge and observance of law and legislative norms, timely fulfillment of obligations</i>	<i>24 hours</i>	<i>Relevant action</i>	<i>Legal Service</i>
maintenance contract violation	<i>Constant communication</i>	<i>2 days</i>	<i>Alternative replacement</i>	<i>chancellery</i>

Violation of the educational services contract	<i>Constant communication</i>	<i>2 days</i>	<i>Alternative replacement</i>	<i>Head of the quality assurance Office, Dean, Head of the Program</i>
Strategic Risks				
Reduction of students' marginal numbers	Market research; PR strategies	<i>3 months</i>	<i>Advertisement</i>	<i>Head of international relations and public relations office</i>
Accreditation	<i>Standards compliance</i>	<i>6 months</i>	<i>Students' mobility and apply for accreditation</i>	<i>Rector Head of quality assurance office Heads of the programs</i>
Authorization	<i>Compliance with standard</i>	<i>6 months</i>	<i>Students' mobility and apply for accreditation</i>	<i>Rector Head of quality assurance office Heads of the programs</i>
Emergency situations				
Fire	<i>Evacuation plan; anti-incendiary means and systems</i>	<i>1 minute</i>	<i>Voice Signal Call 112</i>	<i>Support staff (relevant responsible person)</i>
Earthquake	<i>Evacuation plan Informational training in case of emergency</i>	<i>1 minute</i>	<i>Voice Signal Call 112</i>	<i>Support staff (relevant responsible person)</i>
flood	<i>Evacuation plan</i>	<i>5 minutes</i>	<i>Voice Signal Call 112</i>	<i>Support staff (relevant responsible person)</i>
Military action	<i>Evacuation plan Underground bunker</i>	<i>10 minutes</i>	<i>Voice Signal</i>	<i>Support staff (relevant responsible person)</i>
Pandemic Related State of emergency	<i>Georgian legislation on "State of Emergency" (# 972, October 17, 1997) and " Law on Protection of Population and Territory from Natural and Man-Made Emergencies" (# 4922, June 8, 2007). Law of Georgia on "Public Health" Amendments to the Resolution №674 of the Government of Georgia of December 31, 2019 on "the Approval of the State Health Care Programs for 2020"</i>		<i>Follow all government and World Health Organization recommendations</i>	<i>University administration</i>

