

**Item 14**  
**For Discussion and Noting**

**GLASGOW KELVIN COLLEGE**  
**AUDIT AND RISK MEETING OF 16 NOVEMBER 2023**  
**BUSINESS CONTINUITY UPDATE**  
**REPORT BY DIRECTOR OF ESTATES AND CORPORATE SERVICES**

**1. Introduction**

The purpose of this report is to provide assurance to members of the Audit and Risk Committee that the College has a robust Business Continuity Plan in place and that it is regularly tested, i.e. normally twice per Academic Year.

Audit and Risk Committee members receive a report very two years on the Business Continuity Plan and related activities.

**2. Business Continuity Plan (BCP)/Incident Management Team (IMT)**

The Business Continuity Plan itself is contained within [Appendix 1](#)

The Incident Management Team (IMT) are as follows:

| <b>Role</b>                                | <b>Name</b>           |
|--------------------------------------------|-----------------------|
| Leader                                     | Iain Gordon           |
| Deputy Leader                              | Geoff Lawson          |
| Internal/External Communications and Media | Liz Breckenridge      |
| Information Technology                     | Jason Quinn           |
| Finance                                    | Alan Carr             |
| Human Resources                            | Doreen Shiels         |
| Facilities/Property                        | Iain Gordon           |
| Curriculum                                 | Andy Allan            |
| Curriculum                                 | Peter Brown           |
| Curriculum                                 | Tracy Leavy           |
| IMT/SMT Support                            | Donald Higgins-Durnan |
| IMT/SMT Support                            | Annette McKenna       |
| IMT/SMT Support                            | Morven Thomson        |
| IMT/SMT Support                            | Roddy MacKenzie       |

The Incident Management Team (along with other members of the Senior Management Team) aim to meet every six months to review the Business Continuity Plan to ensure that it is up to date and relevant to the College's operating environment. The opportunity is taken at this time to run a Tabletop Exercise to test the Business Continuity Plan.

Any appropriate developments in Business Continuity, such as new apps to assist in an incident and useful external training opportunities, are also discussed. A portfolio of Tabletop Exercises (TTX) is maintained to test both the BCP and the Incident Management Team/Senior Management Team's response to an incident. The most recent exercises have been:

- Black Sky Event – Total loss of power to the West of Scotland
- Suspicious Package found at Easterhouse Campus – the purpose of this exercise was to begin looking at the College's duties in light of the upcoming Protection of Premises (Terrorism) Legislation, i.e. Martyn's Law – see section 3 below.

A further TTX is being planned for early 2024.

Over the past two years the College ICT team has undertaken an external cyber risk assessment, cyber-security internal audit, two independent network penetration tests and two TTXs that were facilitated by our Higher Education and Further Education Shared Technology Information Services (HEFESTIS) partners.

Throughout the academic year and as a feature of internal staff CPD events, cyber security presentations are provided to raise awareness and to keep staff informed of emerging cyber threats. These presentations extended to the SMT and Board of Management. Furthermore, a simulated phishing campaign was undertaken with staff to benchmark the effectiveness of our staff training, which also compliments our online staff training module.

In May 2023, D Smeall, R Ashton, J Evans and L Breckenridge attended a training workshop, organised by the Colleges Development Network, on media training. The purpose of this workshop was to train executive leaders on dealing with the media after a serious incident. During this session participants learned body language awareness, the ability to manage messages and narrative confidently and media engagement, including working with cameras and microphones.

### **3. Martyn's Law**

Members of the IMT and SMT attended a TTX on 28 September 2023, the purpose of this TTX was to examine how the College will move toward compliance with the Terrorism (Protection of Premises) Law, or Martyn's Law as it will more commonly be known. As a standard tier organisation, the College will be required to complete a Standard Terrorism Evaluation, which is a 6-task plan. This plan should be kept up to date and communicated to all staff. The 6 tasks contained within the plan are:

- Task 1 - Plan to warn people on the premises that an attack is taking place
- Task 2 - Plan to lockdown your premises
- Task 3 - Plan to evacuate your premises
- Task 4 - Plan to call the emergency services and relay the necessary information
- Task 5 - Use available first aid and fire safety equipment
- Task 6 - Consider how you can make your neighbours or local network aware of your plan and alert them of an attack

The premise of the exercise was that of a suspected explosive device being discovered at the Easterhouse Campus and the Team went through the 6-task plan to see how we would respond as a College to such an event.

A draft Standard Terrorism Evaluation form has been drawn up with some of the lessons learned/actions/decisions taken during the exercise. This will be shared with IMT/SMT members for further comment.

The main action the College requires at this point is to examine how to communicate to staff that this is a terrorism event and not an ordinary evacuation. It was agreed that the types of communications/actions are:

- Evacuate the Building
- Evacuate and get clear of the building to a safe distance (in the case of an explosive device)
- Lockdown the building (in the case of an external threat or marauding terrorist attack)

A further group will be set up to examine how to alerts to staff would be managed. In addition, it was agreed that the ACT Awareness eLearning package would be added to the Workrite platform as a mandatory unit for staff.

#### **4. Resource Implications**

There are currently no additional resource implications involved in maintaining and practicing using the Business Continuity Plan.

#### **5. Impact on Students**

The Business Continuity Plan helps ensure that the College can continue offering classes and educational services during disruptions. In addition, BCP outlines safety measures to protect students during emergencies.

#### **6. Equality Impact**

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report.

#### **7. Risk and Assurance**

Risk to the College is mitigated by ensuring that there is an awareness and good understanding of the College's Business Continuity Plan. Lessons learned from events that happen within the College, or which unfold during a TTX, are recorded on a Lessons Learned log as per an audit suggestion.

#### **8. Data Protection**

There are no data protection implications arising as a consequence of this report. The regular exercises conducted means that gaps can be closed and the College data further protected.

#### **9. Environmental and Sustainability**

There are no environmental and sustainability issues as a consequence of this report.

## **10. Recommendations**

It is recommended that members:

- i) note the contents of this report and its appendix.

## **11. Further Information**

Further information can be obtained from Lisa Clark, Director of Estates and Corporate Services on [lisaclark@glasgowkelvin.ac.uk](mailto:lisaclark@glasgowkelvin.ac.uk)

**Lisa Clark**  
**Director of Estates and Corporate Services**  
**November 2023**