Policy Title: Contingency Training

Policy Type: Administrative

Policy Number: ADMINISTRATIVE POLICY # 32 – 8 – 603 (2014) Contingency Training

Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

Contingency training works in direct correlation with the University’s OIT contingency plan and the implementation there of. This training is necessary for the intended objective of the University’s OIT contingency plan to be achieved.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>CONTACT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Information Technology – (757)823-2869</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STAKEHOLDER(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Faculty &amp; Staff</td>
</tr>
<tr>
<td>Office of Information Technology</td>
</tr>
</tbody>
</table>
PURPOSE

This control is intended to establish the policy for the University’s contingency training and the procedures involved.

REQUIREMENTS

NSU trains personnel in their contingency roles and responsibilities with respect to the information system and provides refresher training at least once a year or within 30-days of a role or assignment change.

Controls Enhancement for Sensitive Systems:

1. NSU incorporates simulated events into contingency training to facilitate effective response by personnel in crisis situations.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.
REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
- Supersedes (previous policy): OIT 62.8.603 Contingency Training

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard