



Risk Management Plan

Misr International University (MIU)

Purpose

This Risk Management Plan aims to identify, assess, mitigate, and monitor potential risks that may affect MIU's operations, academic mission, reputation, and strategic goals. It ensures that MIU maintains resilience, accountability, and compliance with international quality standards.

Risk Management Framework

MIU follows a four-step approach:

1. **Risk Identification** – Each department regularly identifies internal and external risks.
2. **Risk Assessment** – Risks are analyzed based on likelihood and impact and prioritized accordingly.
3. **Risk Mitigation** – Action plans are developed, responsibilities assigned, and controls implemented.
4. **Monitoring & Review** – Regular reviews and updates to the risk register; reports submitted to leadership.

Risk Management Action Plan

Objective	Procedures	Responsible	Performance Indicators
1. Establish University-Risk Management Framework	- Form Risk Management Committee	University Council Quality Assurance Center	<ul style="list-style-type: none"> • Committee formed
2. Identify and Classify Risks	- Conduct risk assessment	Risk management Committees, Occupational Health and Safety Committee, Information technology (IT) department, electronic exams committee.	<ul style="list-style-type: none"> • Risk assessment document approved
3. Develop and Implement Risk Mitigation Plans	- Assign mitigation responsibilities - Document policies and procedures	Risk management Committees, Occupational Health and Safety Committee, (IT) department, electronic exams committee.	<ul style="list-style-type: none"> • Risk management plan approved
5. Monitor and Review Risk Regularly	- Conduct risk audits	Risk Management Committee	<ul style="list-style-type: none"> • Updated risk reports • Corrective actions implemented
6. Raise Risk Awareness Across University	- Organize training & orientation for staff - Distribute guidelines	Quality assurance center, human resources department, Student Support	<ul style="list-style-type: none"> • No. of staff trained

IT Risks Action plan

IT Risk	Mitigation Actions	Responsible	Performance Indicators
1. Data Breach or Unauthorized Access	<ul style="list-style-type: none"> - Implement Active Directory authentication - Keep firewalls and antivirus software up to date - Conduct regular penetration testing 	IT Department, Cybersecurity Team	MFA enabled Security scan reports
2. System Downtime / Infrastructure Failure	<ul style="list-style-type: none"> - Deploy virtualization clusters with server redundancy & failover systems - Perform routine maintenance - Implement 24/7 monitoring tools 	IT Infrastructure Unit	Uptime \geq 99.9% - server logs
3. Loss of Student or Staff Data	<ul style="list-style-type: none"> - Perform frequent automated backups - Store backups securely (offsite or cloud) 	IT Department, Data Unit	Backup success logs - Recovery time < 1 hr
4. Phishing / Social Engineering Attacks	<ul style="list-style-type: none"> - Deploy next-generation firewalls - Conduct regular user awareness training sessions 	Cybersecurity Unit, HR, Student Affairs	% pass rate in tests - Fewer phishing reports
5. Outdated Software / Systems	<ul style="list-style-type: none"> - Implement a patch management system - Replace or upgrade legacy systems 	IT Department, Procurement	Patching logs - Updated inventory
6. Weak Access Control / Privilege Escalation	<ul style="list-style-type: none"> - Enforce security policies and regular access audits - Apply least privilege principles 	IT Security Unit, QA	Audit reports - Incident reduction
7. Lack of Disaster Recovery Plan (DRP)	<ul style="list-style-type: none"> - Develop and maintain a detailed DRP and playbook - Conduct regular simulation and recovery drills 	IT Dept., QA Unit	Approved DRP - Response time logs
8. Unsecured Learning Platforms (e.g., Moodle)	<ul style="list-style-type: none"> - Enforce HTTPS/SSL for all access - Implement session timeouts 	Moodle Team, IT Security	Reduced LMS breaches - Audit logs

IT Risk	Mitigation Actions	Responsible	Performance Indicators
	- Perform permissions audits and secure authentication methods		
9.Failure of Data Show / Computer in Lecture Halls	- Conduct preventive maintenance checks on AV equipment - Keep backup laptops and portable projectors in each building - Train staff on quick troubleshooting - Maintain hotline/tech support during teaching hours	IT Support Unit, Academic Affairs, Facilities Maintenance	% of sessions interrupted - Avg. response time to fix issue - Equipment checklist completed
10.Exam Platform Failure During Exam	- Use load-tested and reliable platforms - Ensure server scaling and provide backup access links	IT E-learning Team, Exams Office	No. of failures reported - Recovery within minutes
11.Cheating or Identity Fraud	- Use secure browser lockdown software - Apply strict internet and local computer security policies	IT QA Facility, Deans	Exam integrity reports - % flagged cases resolved
12.Network Disruption for Students During Exams	- Enable auto-save and resume options for exams - Use backup exam servers and safe browsers with offline caching	E-learning Team, Faculty Coordinators	% of students completing exam - # of lost attempts
13.Leakage of Exam Questions	- Restrict question bank access with role separation - Use watermarked PDFs or encrypted formats	Exams Committee, IT, Academic Depts.	No leakage incidents - Tracking of access logs
14.Lack of Student Familiarity with Exam Tools	- Conduct mock exams - Provide tutorials and dedicated helpdesk support	Student Affairs, Exams Office	Student feedback - Fewer tech-support calls

Occupational Health and Safety (OHS) Committee action plan

Objective	Procedures	Responsible	Performance Indicators
1. Strengthen coordination between OHS Committee and Risk Management Committee	- Establish a joint reporting protocol between OHS and Risk Management Committees.	OHS Committee, Risk Management Committee, QA Center	<ul style="list-style-type: none"> • Number of joint meetings held • Reduced response time to safety incidents.
2. Enhance risk identification and assessment in the health and safety domain	- Conduct campus-wide safety audits. - Identify potential hazards.	OHS Committee, Facilities Management, Faculty Safety Officers	<ul style="list-style-type: none"> • Number of audits completed
3. Develop and implement mitigation and emergency response measures	- Update emergency response plans based on audit results. - Conduct evacuation and emergency drills. - Ensure that corrective actions are documented and tracked.	OHS Committee, Crisis Management Unit, Building Directors	<ul style="list-style-type: none"> • Number of drills conducted. • Average evacuation time. • % of corrective actions completed.
4. Increase awareness and training in occupational safety and risk reporting	- Organize training on safety procedures and risk reporting for staff and students. - Distribute guidelines for incident reporting and risk prevention.	OHS Committee, HR Department, Student Affairs	<ul style="list-style-type: none"> • % of staff trained.
5. Integrate health and safety data into institutional risk reports	- Include OHS data in the Risk Management Report. - Use data for trend analysis and decision-making.	OHS Committee, QA Center, Risk Management Committee	<ul style="list-style-type: none"> • Inclusion of OHS data in risk reports. • Improved preventive measures.

Firefighting Plan

Objective: To ensure rapid, coordinated, and effective response to any fire incident within the university premises to protect life, property, and continuity of operations.

Component	Procedures	Responsible	Performance Indicators
1.Preparedness	<ul style="list-style-type: none"> - Maintain a university- fire safety policy. - Identify fire assembly points in every building. - Maintain fire extinguishers, alarms, and sprinkler systems. 	OHS Committee	<ul style="list-style-type: none"> • Safety inspection reports
2.Response Teams	<ul style="list-style-type: none"> - Establish trained firefighting and first-response teams in each faculty and administrative building. - Assign fire wardens per floor and provide annual training. 	OHS Committee	<ul style="list-style-type: none"> • Number of trained fire wardens; Annual training records
3.Emergency Communication	<ul style="list-style-type: none"> - Maintain clear communication channels between wardens, security, and the OHS committee. - Install alarm 	OHS Committee Security, wardens, security,	<ul style="list-style-type: none"> • Response time to alarm
4.Fire Containment	<ul style="list-style-type: none"> - Use appropriate extinguishers for different fire classes. - Shut down gas or electrical systems during fire events. 	OHS, Maintenance Department.	<ul style="list-style-type: none"> • Fire extinguishers review reports
5.Post-Incident Actions	<ul style="list-style-type: none"> - Document and report all fire incidents. - Conduct investigation to determine cause and preventive actions. - Review fire safety measures. 	OHS Committee	<ul style="list-style-type: none"> • Number of incident reports

Evacuation Plan

Objective: To guarantee safe, fast, and organized evacuation of all occupants during emergencies such as fires or earthquakes

Component	Procedures	Responsible	Performance Indicators
1.Evacuation Routes & Maps	<ul style="list-style-type: none"> - Display clear and illuminated evacuation maps in all rooms and corridors. - Mark exits and staircases with directional signage. - Ensure accessibility for people with disabilities. 	OHS Committee	<ul style="list-style-type: none"> • % of buildings with visible maps
2.Evacuation Drills	<ul style="list-style-type: none"> - Conduct evacuation drills for all faculties. - Simulate different emergency scenarios (fire, earthquake). 	OHS Committee	<ul style="list-style-type: none"> • Drill frequency; Average evacuation time
3.Assembly Points	<ul style="list-style-type: none"> - Designate safe assembly areas away from buildings. - Post signage and train staff on assembly locations. - Keep attendance records during drills. 	OHS Committee, Security department	<ul style="list-style-type: none"> • % staff awareness; Drill attendance compliance
4.Communication & Coordination	<ul style="list-style-type: none"> - Establish alert systems via alarms. - Appoint evacuation coordinators for each building. 	OHS Committee	<ul style="list-style-type: none"> • Response time to evacuation signal
5.Special Needs Support	<ul style="list-style-type: none"> - Identify and assign staff to assist individuals with disabilities during evacuation. - Provide evacuation chairs or assistive tools. 	OHS Committee	<ul style="list-style-type: none"> • % trained helpers
6.Post-Evacuation Review	<ul style="list-style-type: none"> - Debrief after each drill. - Identify obstacles and update the evacuation plan accordingly. 	OHS Committee	<ul style="list-style-type: none"> • % of corrective actions implemented