



CHILDREN IN FREEDOM
Education For The Citizenry We Want



BUSINESS CONTINUITY AND DISASTER RECOVERY POLICY

Manual



Aug 2, 2021

CHILDREN IN FREEDOM (CIF)

&

CIF School

CIF P.O.Box 25286-00100, Kenya, Africa,

NY, USA (c) 2016

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ACKNOWLEDGEMENT

We take this opportunity to give gratitude to all CIF staff, who have contributed to the development of this Business Continuity and Disaster Recovery Policy. Special appreciations go to the Executive Directors Engr. & Dr. Kanayo and the team at the Kenya Office for their technical inputs and support. Their comments were highly valued.

We also thank those who shared with us information on their Business Continuity and Disaster Recovery Policy and their practical experiences.

We thank you all for your contributions.

Executive Director

Children in Freedom

Nairobi

1.0 STATEMENT

Children in Freedom (CIF), like any other entity, is exposed to potential risks that could disrupt or destroy critical business functions and/or service delivery. CIF has developed this policy in support of a comprehensive program for CIF *Business Continuity, Disaster Recovery*, and overall business survivability.

2.0 PURPOSE

This policy outlines CIF's strategy to plan and respond to a major crisis in order to ensure CIF functions and services continue to operate as near to normal performance as possible while ensuring the safety and security of CIF staff and beneficiaries.

3.0 APPLICABILITY

This policy **ONLY** applies to CIF, all of its functional areas, and employees. It does not apply to agencies external to CIF, even though they may consume services provided by CIF.

4.0 RESPONSIBILITIES

4.1. Planning, Testing, and Program Maintenance

4.1.1. Business Continuity / Disaster Recovery (BC/DR) Steering Committee:

- Provides guidance and oversight for the BC/DR Program
- Provides input and approval of project objectives, scope, and timeframes
- Assists in the definition of BC/DR roles and responsibilities
- Provides support and resources for BC/DR projects and the BC/DR Manager
- Provides high-level coordination and support during BC/DR plan development

4.1.2. Business Continuity / Disaster Recovery Manager:

- Obtains BC/DR Steering Committee support for the BC/DR program, projects, and initiatives
- Gathers, researches, and reports information relevant to the BC/DR Program
- Organizes and provides oversight for BC/DR projects (defines objectives, assesses risk, plans details)
- Tracks and reports on project progress to the BC/DR Steering Committee

- Manages all organizational change requirements pertaining to BC/DR within OIT (e.g. culture, structure, mission & strategy, polices, processes)
- Coordinates, synchronizes, and facilitates general operations within the CIF Emergency Operations Centre.

4.1.3 Business Continuity / Disaster Recover Planning Team:

- Provides support to OIT BC/DR projects and external state organizations as required
- Individuals provide subject matter expertise from their functional areas throughout the development, implementation, and maintenance of the BC/DR program
- Develops BC/DR program guidelines, methodologies, standards, and best practices
- Ensures all BC/DR planning activity adhere to CIF policies, procedures, and standards

4.2 Declaration of a Disaster or Emergency Response

4.2.1 Crisis Management Team (CMT):

- Overall responsible for managing the crisis response
- Gathers facts and analyses conditions regarding the crisis
- Allocates internal resources
- Coordinates with external agencies for required resources
- Coordinates CIF disaster response with external agencies
- Develops and controls communication plans and official external communications
- Manages and directs *Disaster Recovery Team(s)*

4.2.2 Disaster Recovery Team(s) (DRT):

- Responds to a disaster at the direction of the CMT
- Maintains proficiency in CIF BC/DR related procedures within their specialty areas
- Conducts damage assessments and documents/reports findings to CMT
- Provides for stabilization and resumption of operations after a disaster

Directors Signatures:

APPENDIX 1 : INDIVIDUAL STATEMENT OF COMMITMENT

"I _____(name), have read and understood the standards and guidelines outlined in this Business Continuity and Disaster Recovery Policy. I agree with the principles contained therein and accept the importance of implementing the Business Continuity and Disaster Recovery Policy and practices while working with or associated with CIF

Name _____

Job title/position/role _____

Signature _____

Date _____