

Uganda Martyrs University

THE PREMIER CATHOLIC UNIVERSITY IN UGANDA



DISASTER MANAGEMENT AND RECOVERY POLICY

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Table of Contents

1.0 Overview.....	4
2.0 Definitions.....	5
3.0 Purpose.....	6
4.0 Policy Statement	6
5.0 Scope.....	6
6.0 Objectives.....	7
7.0 Disaster Management and Recovery Model.....	8
8.0 Exemption in the Disaster Management and Recovery Policy	10
9.0 Composition of the Disaster Management and Disaster Recovery Committee.....	10
10.0 Review of the Policy	11
11.0 Access to the Policy	11
12.0 Support to the Policy	11

1.0 Overview

According to the National Policy for Disaster Preparedness Management (October 2010), Disaster, loss and damage are on the rise in Uganda with grave consequences for the survival, dignity and livelihood of our citizens, particularly the poor. It also erodes Uganda's hard-won development gains. The disaster risk is increasingly of global concern and its impact and actions in one region can have an impact on another region and vice versa.

Since disasters happen rarely, managements of institutions often ignore the disaster recovery planning process. It is important to realize that having a contingency plan in the event of a disaster gives Umu a competitive advantage. This policy requires management to support and diligently attend to disaster contingency planning efforts. Disasters are not limited to adverse weather conditions but any event that is likely to cause an extended delay of service should be considered.

Hence the need for UMU to inclusively get prepared for the eventualities that maybe caused by natural, man-made or hybrid disasters.

2.0 Definitions

Disaster

This is the occurrence of a bad event most of the times emanating from a risk.

Disaster Preparedness and Recovery

Disaster Preparedness and Recovery in this policy refers to measures taken to prepare and reduce the effects of disasters. Measures shall be set aside to predict, prevent and mitigate impact on humans, infrastructure, environment and property, and effectively cope with the consequences.

Disaster Recovery Plan

These are documented procedures that describe how the University shall quickly resume work

after an unplanned disaster incident has occurred.

3.0 Purpose

Uganda Martyrs University has developed this Disaster Recovery Policy to formalize its commitment to incorporate the principles of disaster management into all aspects of the University business and its continuity.

4.0 Policy Statement

Uganda Martyrs University shall be committed to develop standards for planning, setting up and continually improving disaster recovery processes that will support its business continuity after disaster.

5.0 Scope

This policy applies to all stakeholders of Uganda Martyrs University.

6.0 Objectives

Disaster management and recovery aims at reducing, or avoiding the potential losses from hazards, ensure prompt and appropriate assistance to victims and achieve recovery of business. The main objective of this policy is to:

- i. Set up a Disaster Management and Recovery Committee;
- ii. Provide information and guidance to all Faculties, Schools and Administrative units of the University on Disaster Management and Recovery;
- iii. Support effective decision-making towards disaster preparedness that is guided by the University's Mission and Vision;
- iv. Formalize its commitment to the principles of disaster management and recovery and incorporating them into all areas of the University;
- v. Align the University's planning, quality and disaster management and recovery guidelines

and their integration into all areas of the University's operations.

7.0 Disaster Management and Recovery Model

Prevent: The best way to address a disaster is by being proactive. This involves identifying potential hazards and devising safeguards to mitigate their impact. Permanent measures shall be put in place to help minimize disaster risk; however, it is important to acknowledge that disasters can't always be prevented.

Mitigate: Mitigation aims to minimize the loss of human life that would result from a disaster. Both structural and nonstructural measures may be taken.

Prepare: Preparedness is an ongoing process in which individuals, communities, businesses and organizations can plan and train for what they'll do in the

event of a disaster. Preparedness is defined by ongoing training, evaluating and corrective action, ensuring the highest level of readiness.

Respond: After the occurrence of a disaster, the disaster management leader shall use resources to help restore and also avoid more damage from the occurrence.

Recovery: The activity involves stabilizing and restoring all essential community functions. Recovery requires prioritizing what should be restored with urgency. This helps the University to return to normal business depending on the impact of the disaster.

8.0 Exemption in the Disaster Management and Recovery Policy

All the stakeholders of Uganda Martyrs University shall follow the guidelines given in the Disaster Management and Recovery Policy with the exemption of the ICT Department. The ICT Department of Uganda Martyrs University has to draw up and follow the ICT Disaster Recovery Plan (DRP) and Business Continuity Plan (BCP) which structure how in case of ICT related disasters should be handled to recovery of business in case they occur.

9.0 Composition of the Disaster Management and Recovery Committee

Representatives from:

- a) Human Resource Directorate
- b) Finance Department
- c) Dean of Students' Office
- d) Staff Representatives (Academic and Administrative)
- e) Public Relations Officer
- f) ICT Department
- g) Estates Manager

- h) UMUSU President
- i) Security Officer
- j) Officer in Charge, Nkozi Police Station
- k) Health Personnel (Member from the University Infirmary)
- l) Quality Assurance Directorate

10.0 Review of the Policy

The policy is subject to review whenever the need shall arise.

11.0 Access to the Policy

The policy shall be available through authorization by respective departments of Uganda Martyrs University.

12.0 Support to the Policy

The Disaster Management and Recovery Policy enumerate guidelines and shall have to be supported by a Disaster Management and Recovery Manual which details all the subjects mentioned in the Policy.

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