

# **C.M. ONGOTO & CO. ADVOCATES BUSINESS CONTINUITY PLAN**

The law firm has put in place disaster preparedness plan designed to protect people in the office both advocates and clients.

We have put in place a framework within which to replicate office and set back into business as quickly as possible in case of any disaster.

## **INFORMATION TECHNOLOGY**

The office has put in place policies and for technology disaster recovery.

We have put in place clear recovery system to protect customer documents and information.

We also give our customers key contact information such as alternative mobile phones and e-mail address both at work and home contacts.

## **INTERNAL NOTIFICATIONS**

We have also put in place a system of supporting right from any person identifying and incident to the managing partner and all other Advocates and Legal Staff.

## **EXTERNAL CONTACTS**

We have also given out contacts of property manager site security and other relevant authorities.

## **DOCUMENT STORAGE**

The company has clear document storage plan that is very severe to ensure no document is lost.

## **BACKGROUND STRATEGY**

The firm has put in place back up strategy utilizing computing backup services which will automatically back up our law firm documents and information daily.

### **RISK MANAGEMENT**

We have taken care of fire, electricity faulting and hacking of information we have fireproof cabinets and installed solar for back up in case of electricity failure.

### **INSURANCE**

We also have insurance as part of disaster recovery and business continuity.