



DISASTER-READY BUSINESS TOOLKIT MANUAL



Thank you to our funding and content partners

A special thank you to

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Thank you to our funding and content partners



A special thank you to



ACKNOWLEDGMENTS

This toolkit would not have been possible without the combined resources and expertise of people from different organisations. It is brought to you by The Building Safety and Resilience in the Pacific Project (BSRP), implemented by the Secretariat of the Pacific Community's Geoscience Division (GSD), in collaboration with the Pacific Islands Private Sector Organisation (PIPSO) and the Fiji Business Disaster Resilience Council (FBDRRC).

Thank you to our content and funding partners: The European Union (EU), African, Caribbean and Pacific Group of States (ACP) and United Nations International Strategy for Disaster Reduction (UNISDR).

A special thank you to the Wellington Region Emergency Management Office (WREMO) who was generous with their content assistance. the numerous business-owners and entrepreneurs from around the Pacific who participated in our toolkit testing to give valuable feedback, and to The Greenhouse Studio who created and designed the materials for this toolkit.

HOW TO USE THE DISASTER-READY BUSINESS TOOLKIT

This manual is a guide to help you get started with the Toolkit straight away. The first thing you need to do if you have not done so yet is to download the Toolkit at pipso.org.fj/stayopen. You will see that the Toolkit is composed of the following materials:



Videos



Fact sheets



Radio advertising scripts



Text messages (SMS)



Facebook campaign with guidelines and content

We recommend that you integrate the use of the Toolkit with your existing communications strategies and plans. Alternatively, below are some ideas and ways you can use the Toolkit:

FACEBOOK

Use the resources that have been designed for your social media page with easy-to-follow steps within this toolkit. You could use them during disaster season in your country to help remind businesses to prepare or before or during disasters.

COLLABORATE

Collaborate with your government and private companies to sponsor radio advertising as well as nationwide SMS campaigns.

TEACH

Bring your suppliers together and teach them using this tool on how to create a Business Continuity Plan. This helps their business, their communities and their suppliers but also helps ensure you have stable supplies in times of crisis.

ACCREDITATION

Hold periodic training for local businesses to create a Business Continuity Plan (BCP) and issue these businesses a BCP Completion Certificate. Give them the “Disaster-ready certified” badge printed as a sticker which they can place on their premises. Allow them to use the badge or logo on their website to show their clients, customers and suppliers that they are a disaster-ready business. You can download the badge and logo at pipso.org.fj/stayopen.

INTRODUCTION

The Disaster-ready business Toolkit is a set of materials developed specifically for the private sector to help ensure businesses have access to critical information before, during and after disasters. Research with Pacific businesses was conducted prior to the creation of the toolkit, and a working group with members from the private sector and relevant technical agencies were consulted to direct the messaging and content to be included in the toolkit.

These materials were designed with the Pacific region’s small and medium businesses (SMEs) in mind, so you will not find any complex jargon or overly complicated stuff. We get right to business! To help many SMEs in the Pacific to become disaster-ready as much as possible, the idea is for private sector organisations, chambers of commerce, business councils and disaster management offices from the region like yourself to have easy access to the Disaster-ready Business Toolkit which can be used immediately or customised to suit country-specific needs.

We encourage you to do dialect and language translations, upload the Toolkit in your own website for dissemination and do other customisations so you can help the businesses in your country to become disaster-ready. Please read the section detailing the basic rules for editing materials on page 6.



BASIC RULES FOR EDITING MATERIALS

1. Content and Translations

- a. You can translate the text or content of the materials to another dialect or language, but you cannot change the content.
- b. When translating content, please use a professional or recommended translator so the messaging remains true to the source text.

2. Design and Layout

- a. If you need to replace the text of the materials using newly-translated content, please work with a trusted and local Designer who knows how to use Adobe InDesign so that the end files are saved properly and the design of the materials remain consistent.
- b. This rule applies for the videos as well, if you have translated the text and have new voice-overs for the videos, please work with a Designer who can use the video editing program well (ie Adobe After Effects) so that the videos are done properly.

3. Logos

- a. Please do not delete the logos of BSRP, PIPSO, FBDRC, EU, ACP, UNISDR and WREMO placed at the bottom or end of all materials in the Toolkit.



VIDEOS

Download the videos here: <https://goo.gl/9hSvvV>

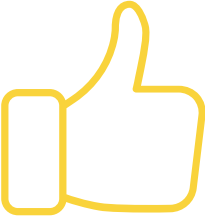
Download the editable video files here: <https://goo.gl/EtkFWm>



FACT SHEETS

Download the fact sheets here: <https://goo.gl/Yvon8x>

Download the editable fact sheet files here: <https://goo.gl/oHKbvd>



FACEBOOK CAMPAIGN WITH GUIDELINES AND CONTENT

You can view the campaign with guidelines on Annex 1 on page 8.

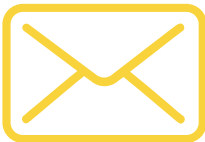
You can also download the campaign with guidelines and content as files here: <https://goo.gl/n15EjC>



RADIO ADVERTISING SCRIPTS

You can view the scripts on Annex 2 on page 87.

You can also download the scripts as a file or document here: <https://goo.gl/FFfMMu>



TEXT MESSAGES (SMS)

You can view the scripts on Annex 2 on page 96.

You can also download the text messages as a file or document here: <https://goo.gl/8P4rCr>



WEBSITE

For all downloadable files and updated information about this Toolkit, please visit pipso.org.fj/stayopen

ANNEX 1: FACEBOOK CAMPAIGN WITH GUIDELINES AND CONTENT

PRE DISASTER PERIOD

The dates below are recommended campaign dates only. **Please download the Facebook campaign content here so you can simply copy and paste post text:** <https://goo.gl/n15EjC>

Monday, September 04, 2017

Theme: Did you know

Content Type: Did you know



Fiji Chamber of Commerce & Industry
04 September at 13:06 · 🌐

Did you know: 1 in 4 businesses do not survive after a large disaster strikes. But if you understand the risk your business has to being affected by these hazards you can plan more effectively ... [See More](#)

1 IN 4
BUSINESSES DO NOT SURVIVE
AFTER A LARGE DISASTER
STRIKES

👍 Like 💬 Comment ➦ Share

Write a comment...

Post Attachments: Infographic Image, Download at <https://goo.gl/MDE3T7>

Theme: Awareness Campaign Feature

Content Type: Awareness post

Content Title: Types of Disasters



The image shows a screenshot of a Facebook post from the 'Fiji Chamber of Commerce & Industry'. The post is dated '04 September at 13:06'. The text of the post reads: 'The Pacific Region is at risk of many hazards that can become disasters like cyclones, flooding, landslides, storm surges, earthquakes, tsunamis, volcanic eruptions, fire, and drought ... See More'. Below the text is a video player with an orange background. The video frame shows a map of the Pacific region with the word 'DISASTERS' in large white letters. To the right of the map, the words 'CYCLONES' and 'FLOODING' are listed. A large white play button icon is centered over the map. Below the video player are the standard Facebook interaction buttons: 'Like', 'Comment', and 'Share'. At the bottom of the post is a comment section with a 'Write a comment...' text box and icons for adding photos or emojis.

Fiji Chamber of Commerce & Industry
04 September at 13:06 • 🌐

The Pacific Region is at risk of many hazards that can become disasters like cyclones, flooding, landslides, storm surges, earthquakes, tsunamis, volcanic eruptions, fire, and drought ... [See More](#)

DISASTERS
CYCLONES
FLOODING

Like Comment Share

Write a comment...

Post Attachments: Video, Download at <https://goo.gl/Qbmqb3>

Tuesday, September 05, 2017

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Cyclones and Floodings and Landslides

**Fiji Chamber of Commerce & Industry**
05 September at 13:06 · 🌐

Cyclones refer to any low pressure area with a system of rotating clouds, winds and thunderstorms spiraling inwards. This is especially common in the Pacific because of our warm sea waters ... [See More](#)



 Like  Comment  Share


Write a comment...  

Post Attachments: Slideshow Infographics of Cyclones and Floodings and Landslides, Download at <https://goo.gl/FWFGjQ>

Theme: Need to know Facts

Content Type: Fact

Content Title: Categories of a cyclone and cyclone period


Fiji Chamber of Commerce & Industry



04 September at 13:06 · 🌐


Categories of Cyclones:

Category 1 – Gale winds of 63 - 125 km/h. Damage to some crops and trees.


Category 2 – Destructive winds of 125 - 164 km/h ... [See More](#)



 Like
  Comment
  Share





Post Attachments: Infographic Image <https://goo.gl/9wBDBr>

Wednesday, September 06, 2017

Theme: Awareness Campaign of the Week

Content Type: Campaign Post

Content Title: The cost of disaster on your business

**Fiji Chamber of Commerce & Industry**
04 September at 13:06 · 🌐

Do you know the real cost of disasters on your business? Here are some honest facts that every business-owner in the Pacific should know.
... [See More](#)



 Like  Comment  Share




Post Attachments: Infographic Image and link to fact sheet, Download at <https://goo.gl/VJ2M2h>

Theme: Audience interest - weblink

Content Type: Weblink

Content Title: Post-Disaster Needs Assessment - Tropical Cyclone Winston February 2016


Fiji Chamber of Commerce & Industry
 23 hrs · 🌐

Post-Disaster Needs Assessment - Tropical Cyclone Winston February 2016



Post-Disaster Needs Assessment - Tropical Cyclone Winston February 2016 | GFDRR

In February 2016, Tropical Cyclone (TC) Winston developed in the South Pacific Basin into a category 5 cyclone which struck Fiji on 20 February killing 44 people and leaving a trail of destruction across large parts of the island. The cyclone was the most

GFDRR.ORG

 Like
  Comment
  Share





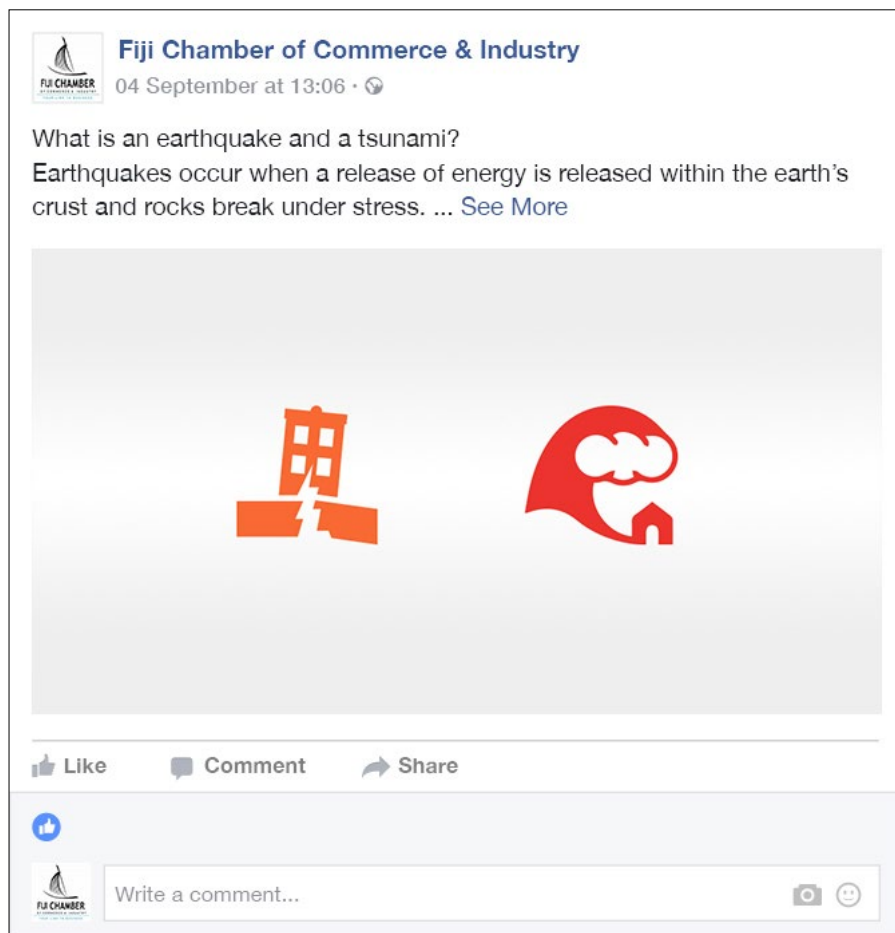

Post Attachments: <https://goo.gl/aABqmQ>

Thursday, September 07, 2017

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Earthquake and Tsunami



Post Attachments: Infographic Image, Download at <https://goo.gl/ivH5G7>

Theme: Quote

Content Type: Quote

Content Title: Quote of the Week - Quote 6

Facebook Post: Quote 6



Post Attachments: Image of Quote, Download at <https://goo.gl/zV9M5X>

Friday, September 08, 2017

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Business Continuity Plan (BCP)

**Fiji Chamber of Commerce & Industry**
08 September at 13:06 · 🌐

Download our BCP template and create one yourself using our quick 12-step guide which you can complete in 12 minutes!
Visit [pipso.org/stayopen](https://pipso.org/fj/stayopen) ... [See More](#)

**PIPSO.ORG.FJ/STAYOPEN**

 Like  Comment  Share



Post Attachments: Awareness Image, Download at <https://goo.gl/Q6NzL7>

Theme: Did you know

Content Type: Did you know

Content Title: Cyclone Winston. Fiji. 2016.


Fiji Chamber of Commerce & Industry
 08 September at 13:06 · 🌐

Cyclone Winston. Fiji. 2016. FJ 1.99 BILLION (US\$ 0.9 billion)
 Estimated damage bill caused by Tropical Cyclone Winston in Fiji.
 ... [See More](#)



 Like
  Comment
  Share




 Write a comment...
 



Post Attachments: Infographic Image, Download at <https://goo.gl/pNpfrL>

Saturday, September 09, 2017

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Volcanic Eruption




Fiji Chamber of Commerce & Industry
05 September at 13:06 · 🌐



What to do when there's a volcanic eruption?
Volcanic eruptions happen when pressure from gases within the molten rock below the earth's surface becomes too great. ... [See More](#)



 Like  Comment  Share






Write a comment...  


Post Attachments: GIF Download at, <https://goo.gl/inHgFm>


Theme: Audience interest - weblink

Content Type: Weblink

Content Title: Shared Post from Pacific Disaster Centre



Fiji Chamber of Commerce & Industry shared Pacific Disaster Center's post.


Pacific Disaster Center
 8 hrs · 🌐

 Like Page




Alert-Update: Tropical Cyclone - Dora,
 Advisory 15, ADVISORY, Max Winds 56kph/35mph, Gusts of
 74kph/46mph
 A message for Tropical Cyclone - Dora was issued by...


[See More](#)






Tropical Depression - Four-e
 PDC Hazard Information: Tropical Depression -
 Four-e | CYCLONE

 SNC.PDC.ORG

 Like
  Comment
  Share




 NOTE THIS IS AN EXAMPLE ONLY 😊
 


Post Attachments: <https://web.facebook.com/disasteraware/>

Sunday, September 10, 2017

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Fire including building and housing fire



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

What to do when there's a fire?
Fires are either caused by human activity or by natural events such as a lightning strike. It is important to note that fire spreads ... [See More](#)



 Like

 Comment

 Share





Write a comment...



Post Attachments: Infographic Image, Download at <https://goo.gl/JfT845>

Theme: Quote

Content Type: Quote

Content Title: Quote of the Week - Quote 4


Fiji Chamber of Commerce & Industry
 12 August at 13:06 · 🌐

Quote of the Week.

“WE CANNOT STOP NATURAL DISASTERS BUT WE CAN ARM OURSELVES WITH **KNOWLEDGE:** SO MANY LIVES WOULDN’T HAVE TO BE LOST IF THERE WAS ENOUGH DISASTER **PREPAREDNESS.**”

PETRA NEMCOVA

 Like
  Comment
  Share







Post Attachments: Image of Quote, Download at <https://goo.gl/BuoH8I>

Monday, September 11, 2017

Theme: Awareness Campaign Feature

Content Type: Campaign Post

Content Title: The cost of disaster on your business



Fiji Chamber of Commerce & Industry
05 September at 13:06 · 🌐

75% of companies without Business Continuity Plans (BCP) fail within three years of a disaster.... [See More](#)



 Like

 Comment

 Share





Write a comment...  

Post Attachments: Video, Download at <https://goo.gl/rG6pTn>

Theme: Did you know

Content Type: Did you know

Content Title: Cyclone Pam. Vanuatu. 2015.


Fiji Chamber of Commerce & Industry

10 September at 13:06 · 🌐

Cyclone Pam. Vanuatu. 2015. VT 48.6 BILLION (US\$ 449.4 MILLION)
 Total cost of Tropical Cyclone Pam in Vanuatu. - 0.9% Downturn in economic growth in Vanuatu. Negative growth rate in Vanuatu after ... [See More](#)



 Like
  Comment
  Share




 Write a comment...
 


Post Attachments: Infographic Image, Download at <https://goo.gl/i5paQW>

Tuesday, September 12, 2017

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Storm Surges



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

What are storm surges?
Storm surges are coastal floods or an abnormal rise of water generated by a storm's winds that pose ... [See More](#)



 Like

 Comment

 Share





Write a comment...




Post Attachments: Infographic Image, Download at <https://goo.gl/kyNNXh>

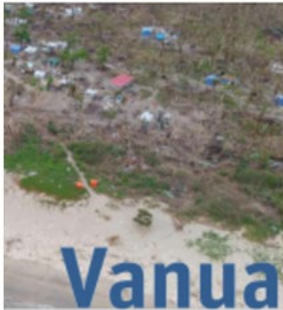
Theme: Audience interest - weblink

Content Type: Weblink




Content Title: Audience interest - weblink





Fiji Chamber of Commerce & Industry
 23 hrs · 🌐

Post-Disaster Needs Assessment



Post-Disaster Needs Assessment T...
 Between March 12 and 14, 2015, Tropical Cyclone P...
 Vanua
 Post-Di
 Needs Asses
 Tropical Cyclone Pam, I
 Government of Vanuatu
 RELIEFWEB.INT

 Like
  Comment
  Share


 Write a comment...
 


Post Attachments: <https://goo.gl/jaQyGU>

Wednesday, September 13, 2017

Theme: Awareness Campaign Feature

Content Type: Campaign Post

Content Title: What does it mean to be a resilient business?



Fiji Chamber of Commerce & Industry
08 September at 13:06 · 🌐

What does it mean to be a resilient business?
Resilient businesses can see emerging potential crises ahead and have the ability to turn them into strategic opportunities because ... [See More](#)

REDUCTION
READINESS
RESPONSE
RECOVERY

 Like

 Comment

 Share





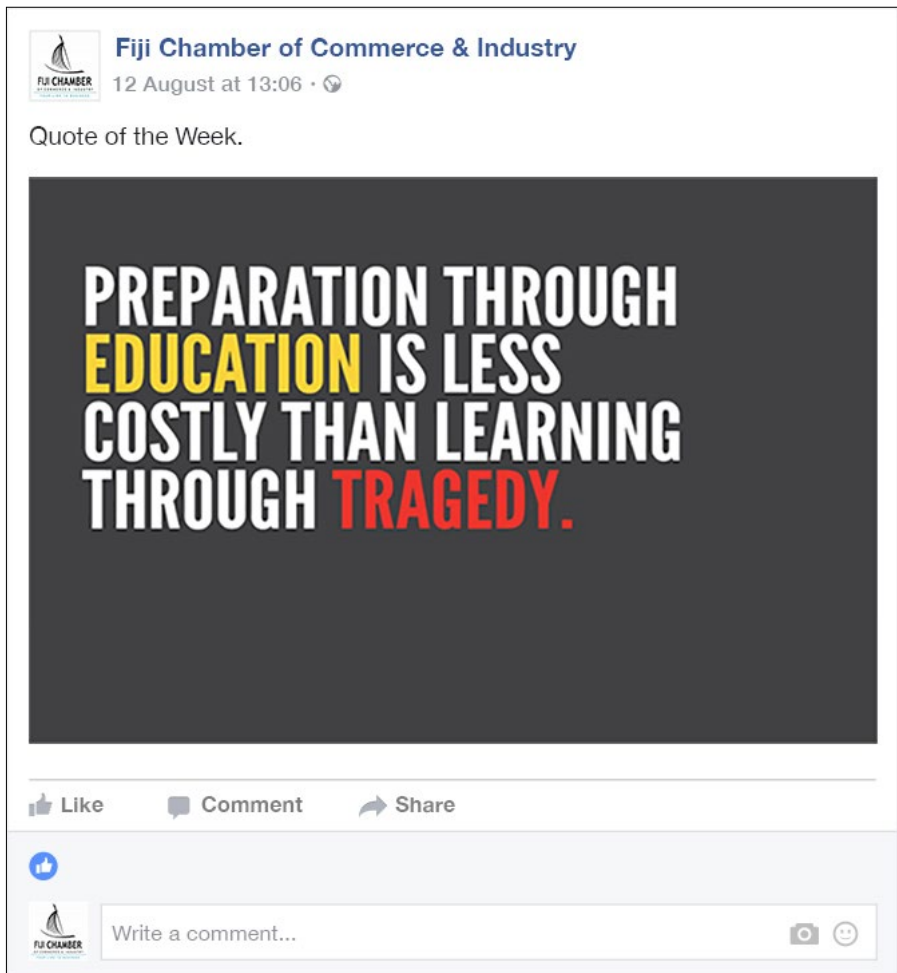
Write a comment...  

Post Attachments: Infographic Image, Download at <https://goo.gl/W2YS77>

Theme: Quote

Content Type: Quote

Content Title: Quote




Post Attachments: Image of Quote, Download at <https://goo.gl/G3fFb4>

Thursday, September 14, 2017

Theme: Awareness Feature


Content Type: Awareness post




Content Title: Your Business your Community





Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐



Your business and your community
Resilient businesses also take into account their significant role in the resilience of their own communities. ... [See More](#)



 Like  Comment  Share





Write a comment...  

Post Attachments: Infographic Image, Download at <https://goo.gl/TgkHt1>

Theme: Did you know

Content Type: Business loss. Nadi flooding.

Content Title: Your Business your Community


Fiji Chamber of Commerce & Industry

10 September at 13:06 · 🌐

During the Nadi floods in 2009, businesses in Fiji reported a total loss of 32 million Fiji Dollars. The greatest source of loss? Business assets were destroyed and they could not operate during the floods. ... [See More](#)



 Like
  Comment
  Share









Post Attachments: Infographic Image, Download at <https://goo.gl/CNfPzP>

Friday, September 15, 2017


Theme: Awareness Campaign Feature




Content Type: Awareness Post





Content Title: Complete the 12 Steps in 12 minutes

**Fiji Chamber of Commerce & Industry**
10 September at 13:06 · 🌐

During the Nadi floods in 2009, businesses in Fiji reported a total loss of 32 million Fiji Dollars. The greatest source of loss? Business assets were destroyed and they could not operate during the floods. ... [See More](#)

**You can complete a plan in 12 minutes and immediately put it into action.**

 Like  Comment  Share

Post Attachments: GIF/Infographic, Download at <https://goo.gl/3iFhXm>

Theme: Did you know

Content Type: Important Note

Content Title: Save the BCP document in multiple locations


Fiji Chamber of Commerce & Industry

10 September at 13:06 · 🌐

Save this plan and ensure it can be accessed on laptops, tablets or mobile phones and easily at any time by you and your staff. Print some copies and have them available and accessible ... [See More](#)



 Like
  Comment
  Share






Post Attachments: Infographic Image, Download at <https://goo.gl/Q6NzL7>

Saturday, September 16, 2017

Theme: Quote

Content Type: Quote

Content Title: Quote



Post Attachments: Image of Quote, Download at <https://goo.gl/XXHrpg>

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Drought



Post Attachments: Infographic Image, Download at <https://goo.gl/Tz6F7u>

Sunday, September 17, 2017


Theme: Awareness Feature



Content Type: Awareness post



Content Title: Categories of a cyclone and cyclone period

**Fiji Chamber of Commerce & Industry**
04 September at 13:06 · 🌐

Categories of Cyclones:
Category 1 – Gale winds of 63 - 125 km/h. Damage to some crops and trees.
Category 2 – Destructive winds of 125 - 164 km/h ... [See More](#)



 Like  Comment  Share



Post Attachments: Infographic Image, Download at <https://goo.gl/9wBDBr>

Theme: Audience interest - weblink

Content Type: weblink

Content Title: Audience interest - weblink

Facebook Post: Shared post from local Authorities for eg. NaDraki Weather, Fiji Met. Services, etc.


Fiji Chamber of Commerce & Industry shared NaDraki Weather's post.


NaDraki Weather
 May 23 · 🌐

****Rain WARNING & Flood ALERT****

A Heavy rain WARNING remains in force for Kadavu, Eastern parts of Viti Levu, Eastern Parts of Vanua Levu, Taveuni and near by Smaller Island, Lomai Viti, Southern Lau group and now in force for Northern Lau.

A Flood ALERT remains in force for low lying area and small streams adjacent to Vatukaceveva station and downstream to Rakiraki town and now remain in force for low lying area, small stream adjacent to major river for the Eastern Viti Levu, Kadavu, Eastern Vanua Levu and Taveuni..

Humid easterly winds will continue to be fresh and gusty at times.

 Like
  Comment
  Share




 NOTE THIS IS AN EXAMPLE ONLY 😊
 



Post Attachments: Weblink

Monday, September 18, 2017

Theme: Awareness Campaign Feature


Content Type: Campaign Post


Content Title: Stay in touch and informed





Fiji Chamber of Commerce & Industry


According to the Wellington Region Emergency Management, the most important factor in the survival of a business after a disaster is the quality of the relationships the business has with their ... [See More](#)






 Like

 Comment

 Share







Post Attachments: Video, Download at <https://goo.gl/tT9Mcz>

Theme: Did you know

Content Type: Did you know

Content Title: Cyclone Evan. Samoa. 2015


Fiji Chamber of Commerce & Industry

10 September at 13:06 · 🌐

Cyclone Evan. Samoa. 2015
 SAT 465 MILLION (US\$ 203.9 MILLION) Total damage bill caused by Tropical Cyclone Evan in Samoa in 2013. 9,600 job losses ... [See More](#)



 Like
  Comment
  Share




 Write a comment...
 



Post Attachments: Infographic Image, Download at <https://goo.gl/M556rv>

Tuesday, September 19, 2017

Theme: Awareness Feature


Content Type: Awareness post


Content Title: Who is in your network that you can connect with?





Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐


According to the Wellington Region Emergency Management, the most important factor in the survival of a business after a disaster is the quality of the relationships the business has with their ... [See More](#)






 Like

 Comment

 Share





Write a comment...  


Post Attachments: Infographic Image and link to the fact sheet,
Download at <https://goo.gl/iAFiZm>

Wednesday, September 20, 2017

Theme: Awareness Campaign Feature


Content Type: Campaign Post

Content Title: Who are your local authorities?



Fiji Chamber of Commerce & Industry



10 September at 13:06 · 🌐

Find out which organisations in your community are the local authorities that determine evacuation orders, road closures, restricted movements etc during emergencies. Record the organisations ... [See More](#)



👍 Like 💬 Comment ➦ Share



Post Attachments: GIF/Infographics, Download at <https://goo.gl/nYNEyj>

Theme: Awareness Campaign Feature

Content Type: Campaign Post

Content Title: Who are your local authorities?

**Fiji Chamber of Commerce & Industry**
10 September at 13:06 · 🌐

Find out which organisations in your community are the local authorities that determine evacuation orders, road closures, restricted movements etc during emergencies. Record the organisations' names on the ... [See More](#)



 Like  Comment  Share





Post Attachments: GIF/Infographics, Download at <https://goo.gl/NeGjEJ>

Theme: Did you know

Content Type: Audience of Interest - Weblink

Content Title: Audience of Interest - Weblink


Fiji Chamber of Commerce & Industry shared NaDraki Weather's post.

Be Ready



Hurricane Preparedness - Be Ready

Two keys to weather safety are to prepare for the risks and to act on those preparations when alerted by emergency officials. These are essential pieces to the Weather-Ready Nation.

NHC.NOAA.GOV

 Like
  Comment
  Share





Post Attachments: <https://goo.gl/UyFp5>

Thursday, September 21, 2017

Theme: Awareness Feature

Content Type: Awareness post

Content Title: We are better together



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

We are better together

Increasing evidence in research shows that collaboration between the private and public sectors greatly improves the ability of ... [See More](#)



 Like

 Comment

 Share





Write a comment...



Post Attachments: Infographic Image, Download at <https://goo.gl/sLxLZr>

Theme: Quote

Content Type: Quote

Content Title: Quote

Facebook Post: Quote 14



Fiji Chamber of Commerce & Industry

12 August at 13:06 · 🌐

Quote of the Week.

**“DISASTER PREPAREDNESS,
WHETHER IT’S IN
ANTICIPATION OF POTENTIAL
WEATHER-RELATED INCIDENTS
OR TERRORIST INCIDENTS
REQUIRES A SKILL SET THAT
IN MY MIND SOMEONE HAS TO
BE TRAINED FOR.”**

BENNIE THOMPSON



Post Attachments: Image of Quote, Download at <https://goo.gl/L5qdEM>

Friday, September 22, 2017

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Record Contact Info and Keep it Handy



Fiji Chamber of Commerce & Industry

10 September at 13:06 · 🌐

RECORD CONTACT INFO AND KEEP IT HANDY

This factsheet has been designed so that you can use it as an **EMERGENCY CONTACT INFO REFERENCE CARD**. ... [See More](#)



👍 Like 💬 Comment ➦ Share



Write a comment...




Post Attachments: Infographic Image and link to download the fact sheet,
Download at <https://goo.gl/3yUnjD>

Theme: Important Note


Content Type: Important Note



Content Title: Business Continuity Plan (BCP), saved in multiple locations and accessible from anywhere



Fiji Chamber of Commerce & Industry


10 September at 13:06 · 🌐



Team and include it with your Business Continuity Plan (BCP), SAVED IN MULTIPLE LOCATIONS AND ACCESSIBLE FROM ANYWHERE. Save these contact details and your BCP ... [See More](#)



 Like
  Comment
  Share





Post Attachments: Infographic Image, Download at <https://goo.gl/Q6NzL7>

Saturday, September 23, 2017

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Reduce risk, be ready, respond accordingly and recover quickly from any disaster.



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

Reduce risk, be ready, respond accordingly and recover quickly from any disaster. Keep your business doors open ... [See More](#)

REDUCTION
READINESS
RESPONSE
RECOVERY

 Like

 Comment

 Share





Write a comment...



Post Attachments: Infographic Image, Download at <https://goo.gl/W2YS77>

Theme: Audience interest - weblink

Content Type: Weblink

Content Title: Audience interest - weblink



Fiji Chamber of Commerce & Industry

23 hrs •

Disaster Risk Financing and Insurance



Country Note: Samoa - Disaster Risk Financing and Insurance (February 2015)

In 2012 Tropical Cyclone (TC) Evan offered a distressing reminder of Samoa's exposure to natural hazards. TC Evan came only three years after the earthquake and tsunami of 2009, which affected 2.5 percent of the country's population, causing 143

RELIEFWEB.INT

Like Comment Share



Write a comment...



Post Attachments: <https://goo.gl/hGQz5c>

Sunday, September 24, 2017

Theme: Quote

Content Type: Quote

Content Title: Quote

Facebook Post: Quote 13



Fiji Chamber of Commerce & Industry
12 August at 13:06 · 🌐

Quote of the Week.

**“THERE’S NO HARM IN
HOPING FOR THE BEST AS
LONG AS YOU’RE PREPARED
FOR THE WORST.”**

STEPHEN KING

 Like

 Comment

 Share





Write a comment...



Post Attachments: Image of Quote, Download at <https://goo.gl/FrJ5wY>

Monday, September 25, 2017

Theme: Awareness Campaign Post

Content Type: Awareness Campaign Post

Content Title: Business is critical to disaster recovery


Fiji Chamber of Commerce & Industry

05 September at 13:06 · 🌐

Communities are only as strong as their businesses
As proven by research, organisational and community resilience are interconnected. If organisations and ... [See More](#)



 Like
  Comment
  Share








Post Attachments: Video, Download at <https://goo.gl/ahyByx>

Theme: Did you know

Content Type: Did you know

Content Title: Flash flooding. Solomon Islands. 2014.




Fiji Chamber of Commerce & Industry


10 September at 13:06 · 🌐

Flash flooding. Solomon Islands. 2014.

SI 787.3 MILLION (US\$ 107.8 MILLION) Total damage bill caused by flash floods in the Solomon Islands in 2014.... [See More](#)




👍 Like 💬 Comment ➦ Share





Write a comment...



Post Attachments: Infographic Image, Download at <https://goo.gl/841pnr>

Tuesday, September 26, 2017

Theme: Awareness Feature

Content Type: Awareness Campaign Post

Content Title: Business is critical to disaster recovery


Fiji Chamber of Commerce & Industry

10 September at 13:06 • 🌐

F\$ 1.99 BILLION (US\$ 0.9 billion)

Estimated damage bill arising from Tropical Cyclone Winston in Fiji.
Data shows that the private sector accounted for 78 ... [See More](#)



 Like
  Comment
  Share




 Write a comment...
 


Post Attachments: Infographic Image, Download at <https://goo.gl/XWMPjW>

Wednesday, September 27, 2017

Theme: Awareness Campaign Feature

Content Type: Awareness Campaign Post

Content Title: Disaster is everyone’s business



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

We know working together helps businesses reduce their risk, helps them be ready, helps them respond better and supports faster recovery from any disaster ... [See More](#)



 Like

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Write a comment...



Post Attachments: infographic Image, Download at <https://goo.gl/b9Q7gS>

Theme: Quick Tip

Content Type: Quick Tip

Content Title: If you are part of a business council or network....


Fiji Chamber of Commerce & Industry
 10 September at 13:06 · 🌐

Quick Tip:

If you are part of a business council or network in your country and there is a need for stronger public/private sector engagement and ... [See More](#)



 Like
  Comment
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 Write a comment...
 


Post Attachments: Infographic Image, Download at <https://goo.gl/iR1E77>

Thursday, September 28, 2017

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Statistics showing how the private sector in Vanuatu were affected by TC Pam



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

VT 48.6 BILLION (US\$ 449.4 MILLION)
Total damage bill caused by Tropical Cyclone Pam in Vanuatu in 2015.
... [See More](#)



 Like

 Comment

 Share





Write a comment...



Post Attachments: Infographic Image, Download at <https://goo.gl/pU7Hiw>

Theme: Quote

Content Type: Quote

Content Title: Quote

Facebook Post: Quote 9



Post Attachments: Image of Quote, Download at <https://goo.gl/0Rt4jD>

Friday, September 29, 2017

Theme: Awareness Campaign Feature

Content Type: Campaign Post

Content Title: Stay in touch and informed



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

Know your local authorities and RECORD CONTACT INFO AND KEEP IT HANDY... [See More](#)



 Like

 Comment

 Share



Write a comment...



Post Attachments: infographic Image, Download at <https://goo.gl/NeGjEJ>

Theme: Audience interest - weblink

Content Type: Weblink

Content Title: Audience interest - weblink



Fiji Chamber of Commerce & Industry shared NaDraki Weather's post.



NaDraki Weather
May 23 · 🌐

****Rain WARNING & Flood ALERT****

A Heavy rain WARNING remains in force for Kadavu, Eastern parts of Viti Levu, Eastern Parts of Vanua Levu, Taveuni and near by Smaller Island, Lomai Viti, Southern Lau group and now in force for Northern Lau.

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Humid easterly winds will continue to be fresh and gusty at times.

 Like
  Comment
  Share





NOTE THIS IS AN EXAMPLE ONLY 😊




Post Attachments: Weblink

Saturday, September 30, 2017

Theme: Awareness Campaign Feature

Content Type: Campaign Post

Content Title: The cost of disaster on your business



Fiji Chamber of Commerce & Industry
05 September at 13:06 · 🌐

By now you should know the cost of disaster on your business
... [See More](#)



 Like

 Comment

 Share





Write a comment...

Post Attachments: Video, Download at <https://goo.gl/rG6pTn>

Theme: Quote

Content Type: Quote

Content Title: Quote 11



Post Attachments: Image of Quote, Download at <https://goo.gl/AGUwqh>


DURING DISASTER PERIOD

Monday

Theme: Awareness Feature


Content Type: Awareness post

Content Title: Know your local authorities. LIST


Fiji Chamber of Commerce & Industry
 10 September at 13:06 · 🌐



Find out which organisations in your community are the local authorities that determine evacuation orders, road closures, restricted movements etc during emergencies. Record the organisations' names on the ... [See More](#)



 Like
  Comment
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Post Attachments: Infographic Image, Download at <https://goo.gl/NeGjEJ>

Theme: Need to know Facts

Content Type: Awareness post

Content Title: Networks you can reach out to or connect with to survive disaster as a business.


Fiji Chamber of Commerce & Industry
 10 September at 13:06 · 🌐

Know who is in your network that you can connect with?
 Get a list of chambers of commerce, business councils, business groups
 and business networks from your Ministry or ... [See More](#)



 Like
  Comment
  Share








Post Attachments: Infographic Image, Download at <https://goo.gl/nYNEyj>

Tuesday

Theme: Audience of Interest - Weblink

Content Type: Disaster Update

Content Title: Shared from local authorities



Fiji Chamber of Commerce & Industry shared NaDraki Weather's post.



NaDraki Weather
May 23 · 🌐

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Humid easterly winds will continue to be fresh and gusty at times.

 Like  Comment  Share



NOTE THIS IS AN EXAMPLE ONLY 😊

Post Attachments: Weblink

Wednesday**Theme:** Awareness Feature**Content Type:** Campaign Post**Content Title:** Stay in touch and informed


Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

Reduce risk, be ready, respond accordingly and recover quickly from any disaster. Keep your business doors open ... [See More](#)



Like Comment Share

Write a comment...

Post Attachments: Infographic Image, Download at <https://goo.gl/W2YS77>

Thursday

Theme: Awareness Feature

Content Type: Awareness post

Content Title: Keep your contact info handy



Fiji Chamber of Commerce & Industry

10 September at 13:06 · 🌐

RECORD CONTACT INFO AND KEEP IT HANDY

This factsheet has been designed so that you can use it as an **EMERGENCY CONTACT INFO REFERENCE CARD**. ... [See More](#)



👍 Like

💬 Comment

➦ Share



Write a comment...

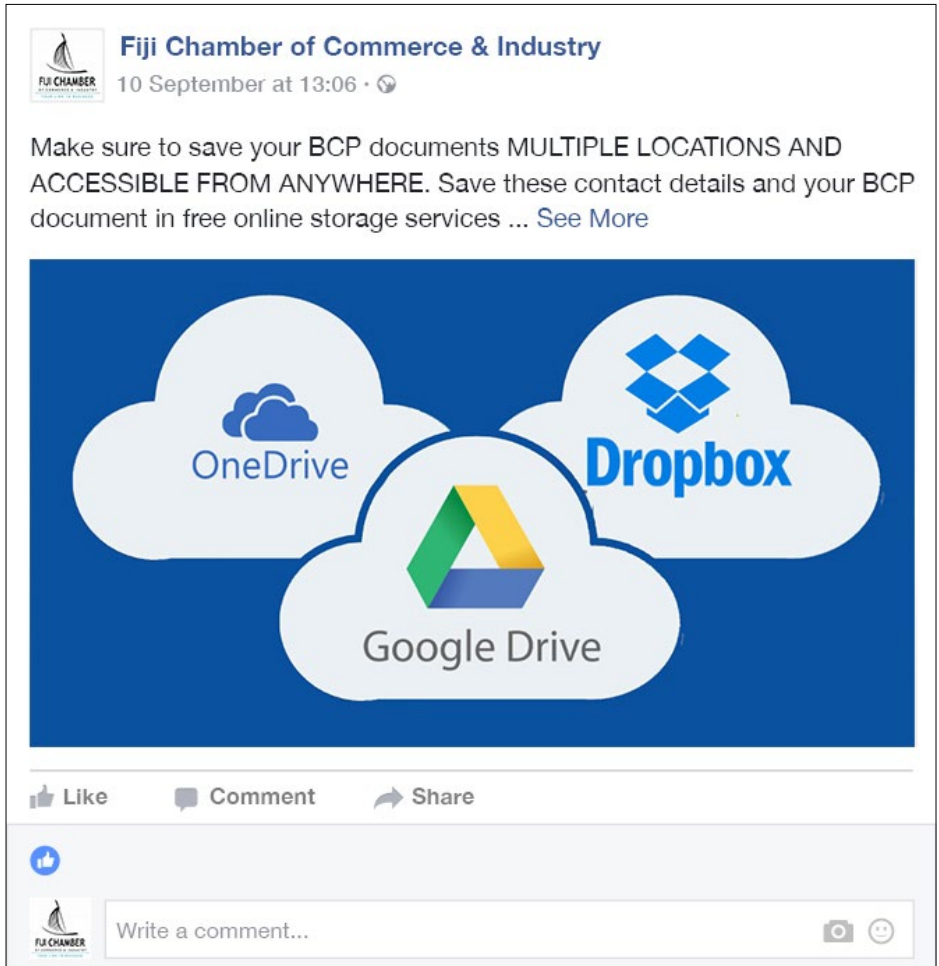


Post Attachments: Infographic Image, Download at <https://goo.gl/3yUnjD>

Theme: Important Note

Content Type: Important Note

Content Title: Business Continuity Plan (BCP), saved in multiple locations and accessible from anywhere



Post Attachments: Infographic Image, Download at <https://goo.gl/aVjHMu>

Friday**Theme:** Audience of Interest - Weblink**Content Type:** Disaster Update**Content Title:** Shared post from local authorities


Fiji Chamber of Commerce & Industry shared NaDraki Weather's post.

NaDraki Weather
May 23 · 🌐

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👍 Like 💬 Comment ➦ Share

👍

 NOTE THIS IS AN EXAMPLE ONLY 😊  

Post Attachments: Weblink

POST DISASTER PERIOD

Monday

Theme: Audience of Interest - Weblink

Content Type: Disaster Update

Content Title: Shared from local authorities


Fiji Chamber of Commerce & Industry shared NaDraki Weather's post.


NaDraki Weather
 May 23 · 🌐

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 Like
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 NOTE THIS IS AN EXAMPLE ONLY 😊
 


Post Attachments: Weblink

Tuesday

Theme: Awareness Campaign Feature

Content Type: Awareness Campaign Post

Content Title: Keep business doors open.



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

Don't make the same mistake! Keep your business doors open.
Find out more at pipso.org.fj/stayopen. ... [See More](#)



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 Comment

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Write a comment...



Post Attachments: Infographic Image, Download at <https://goo.gl/b9Q7gS>

Wednesday**Theme:** Did you know**Content Type:** Did you know:**Content Title:** 1 in 4 businesses do not survive after a large disaster strikes.


Fiji Chamber of Commerce & Industry
10 September at 13:06 • 🌐

Be prepared! You don't want your business to be one of the 4 businesses that do not survive after a large disaster strikes. ... [See More](#)



Like Comment Share

Write a comment...

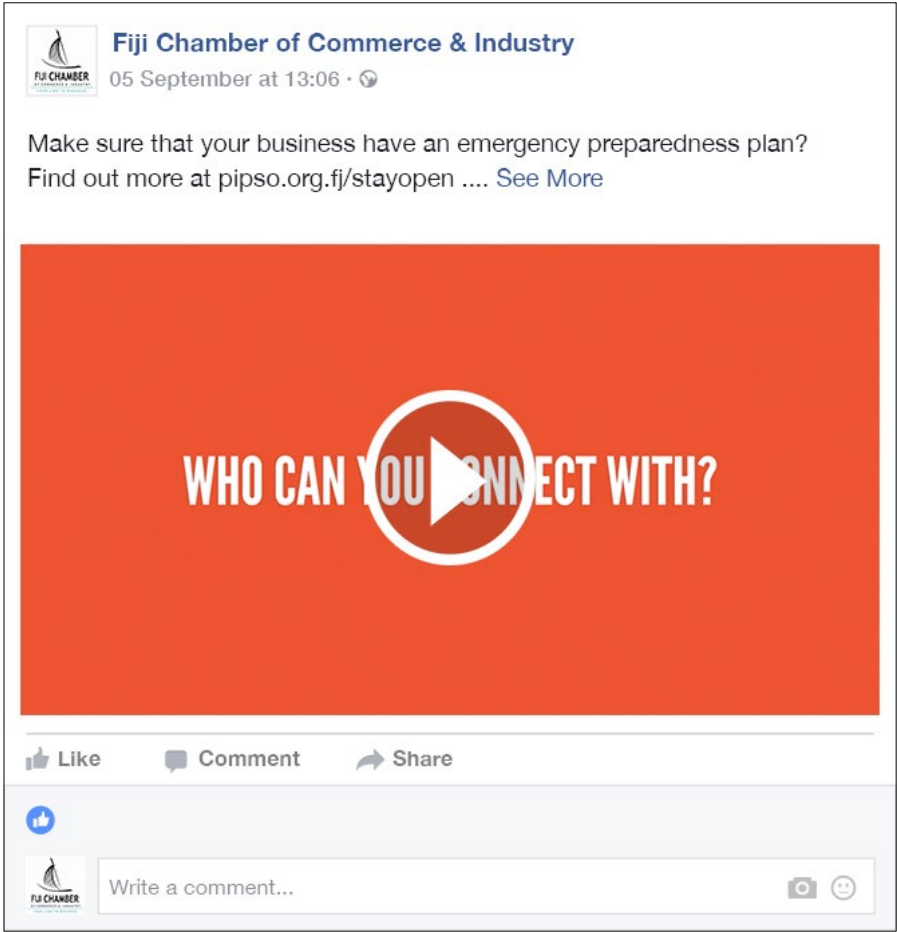
Post Attachments: Infographic Image, Download at <https://goo.gl/MDE3T7>

Thursday

Theme: Awareness Campaign Feature

Content Type: Campaign Post

Content Title: Stay in touch and informed



Post Attachments: Video, Download at <https://goo.gl/tT9Mcz>

Theme: Audience of Interest - Weblink

Content Type: Disaster Update

Content Title: Shared from local authorities


Fiji Chamber of Commerce & Industry shared NaDraki Weather's post.


NaDraki Weather
 May 23 · 🌐

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Humid easterly winds will continue to be fresh and gusty at times.

 Like
  Comment
  Share




 NOTE THIS IS AN EXAMPLE ONLY 😊
 


Post Attachments: Weblink

Friday

Theme: Awareness Feature

Content Type: Awareness Feature

Content Title: BUSINESS IS CRITICAL TO DISASTER RECOVERY



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

Be prepared! You don't want your business to be one of the 4 businesses that do not survive after a large disaster strikes. ... [See More](#)



 Like

 Comment

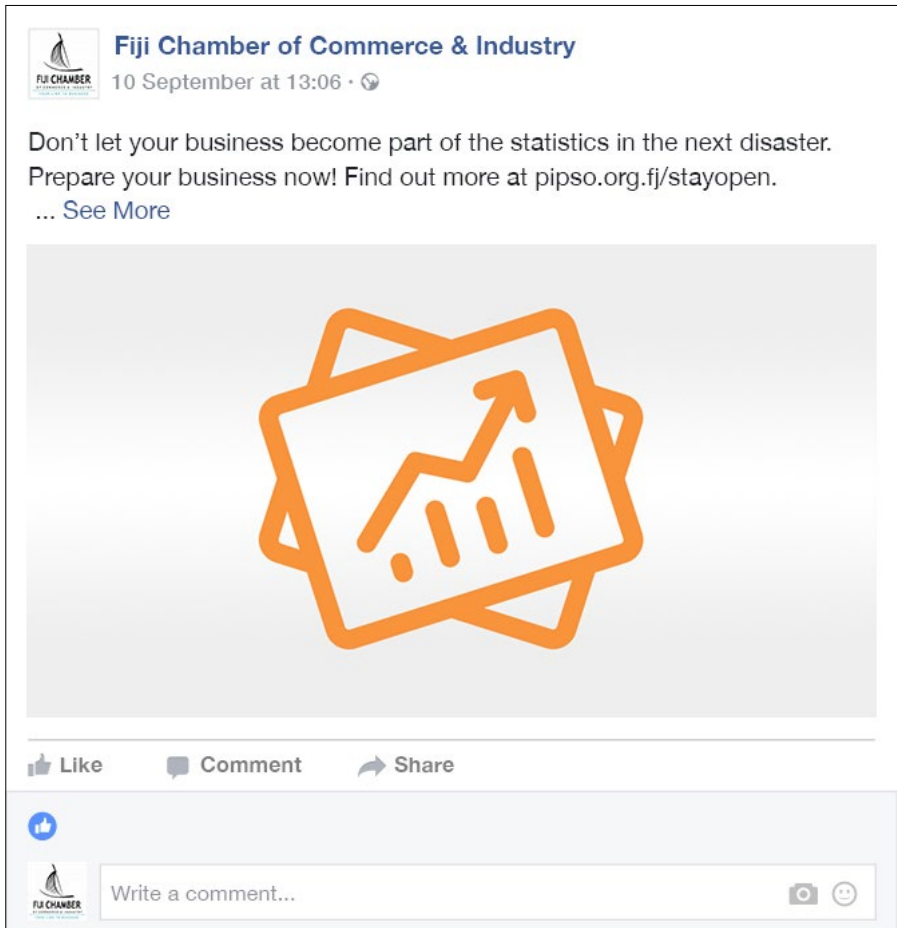
 Share



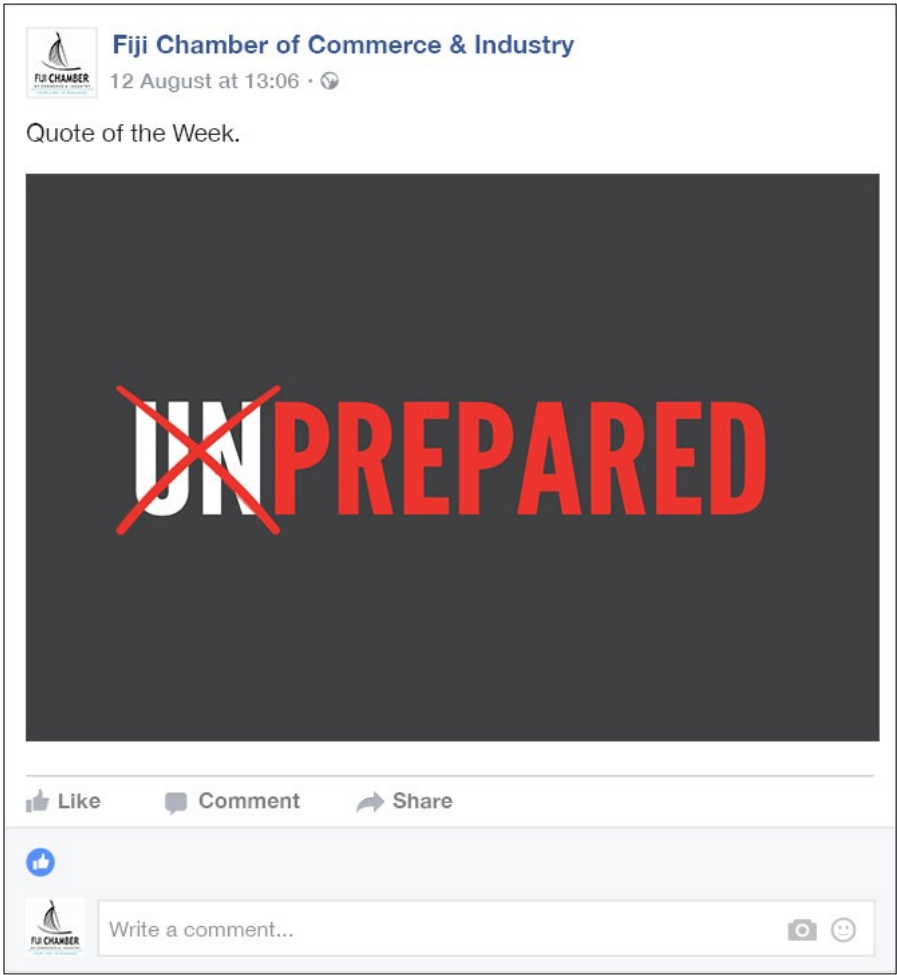


Write a comment...

Post Attachments: Infographic Image, Download at <https://goo.gl/ayd6ST>

Monday**Theme:** Awareness Campaign Feature**Content Type:** Awareness post**Content Title:** Statistics showing how the private sector in the Pacific were affected**Post Attachments:** Infographic Image, Download at <https://goo.gl/yGYXLu>

Theme: Quote
Content Type: Quote
Content Title: Quote of the Week
Facebook Post: Quote 10



Post Attachments: Image of Quote <https://goo.gl/v4ySVh>

Tuesday

Theme: Awareness Feature

Content Type: Campaign Post

Content Title: Become a Disaster Ready Business


Fiji Chamber of Commerce & Industry

05 September at 13:06 · 🌐

Here is 12 easy steps to becoming a disaster ready business and you can complete it in just 12mins! [See More](#)



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Post Attachments: Video, Download at <https://goo.gl/unhcnZ>

Wednesday

Theme: Awareness Campaign of the Week


Content Type: Campaign Post




Content Title: What does it mean to be a resilient business?





Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

Don't let your business become part of the statistics in the next disaster. Prepare your business now! Find out more at pipso.org.fj/stayopen.
... [See More](#)





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Write a comment...

Post Attachments: Infographic Image, Download at <https://goo.gl/h3qbFB>

Theme: Audience of Interest - Weblink

Content Type: Disaster Update

Content Title: Shared from local authorities


Fiji Chamber of Commerce & Industry shared NaDraki Weather's post.


NaDraki Weather
 May 23 · 🌐

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Humid easterly winds will continue to be fresh and gusty at times.

 Like
  Comment
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 NOTE THIS IS AN EXAMPLE ONLY 😊
 



Post Attachments: Weblink

Thursday

Theme: Did you know


Content Type: Important Note


Content Title: Save the BCP document in multiple locations





Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐


Make sure to save your BCP documents MULTIPLE LOCATIONS AND ACCESSIBLE FROM ANYWHERE. Save these contact details and your BCP document in free online storage services ... [See More](#)




 Like



 Comment

 Share





Write a comment...



Post Attachments: Infographic Image, Download at <https://goo.gl/aVjHMU>

Friday**Theme:** Awareness Feature**Content Type:** Awareness post**Content Title:** Know your local authorities. LIST


Fiji Chamber of Commerce & Industry

10 September at 13:06 · 🌐

Make sure to list down which organisations in your community are the official authorities that determine evacuation orders, road closures, restricted ... [See More](#)



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  Comment
  Share








Post Attachments: Infographic Image, Download at <https://goo.gl/NeGjEJ>

Monday

Theme: Quick Tip

Content Type: Quick Tip

Content Title: If you are part of a business council or network....



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

Quick Tip:
If you are part of a business council or network in your country and there is a need for stronger public/private sector engagement and ... [See More](#)



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 Comment

 Share





Write a comment...



Post Attachments: Infographic Image, Download at <https://goo.gl/iR1E77>

Tuesday**Theme:** Awareness Feature**Content Type:** Awareness post**Content Title:** Your Business your Community**Post Attachments:** Infographic Image, Download at <https://goo.gl/TgkHt1>

Theme: Quote

Content Type: Quote

Content Title: Quote



Post Attachments: Image of Quote <https://goo.gl/gbXNoY>

Wednesday**Theme:** Awareness Feature**Content Type:** Awareness post**Content Title:** We are better together!**Post Attachments:** Infographic Image, Download at <https://goo.gl/sLxLZr>

Thursday

Theme: Awareness Campaign Feature

Content Type: Awareness Campaign Post

Content Title: Keep business doors open.



Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

Don't make the same mistake! Keep your business doors open.
Find out more at pipso.org.fj/stayopen. ... [See More](#)



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Write a comment...



Post Attachments: GIF/Infographic Image, Download at <https://goo.gl/b9Q7gS>

Friday**Theme:** Awareness Feature**Content Type:** Awareness**Content Title:** 4R's


Fiji Chamber of Commerce & Industry
10 September at 13:06 · 🌐

Reduce risk, be ready, respond accordingly and recover quickly from any disaster. Keep your business doors open ... [See More](#)

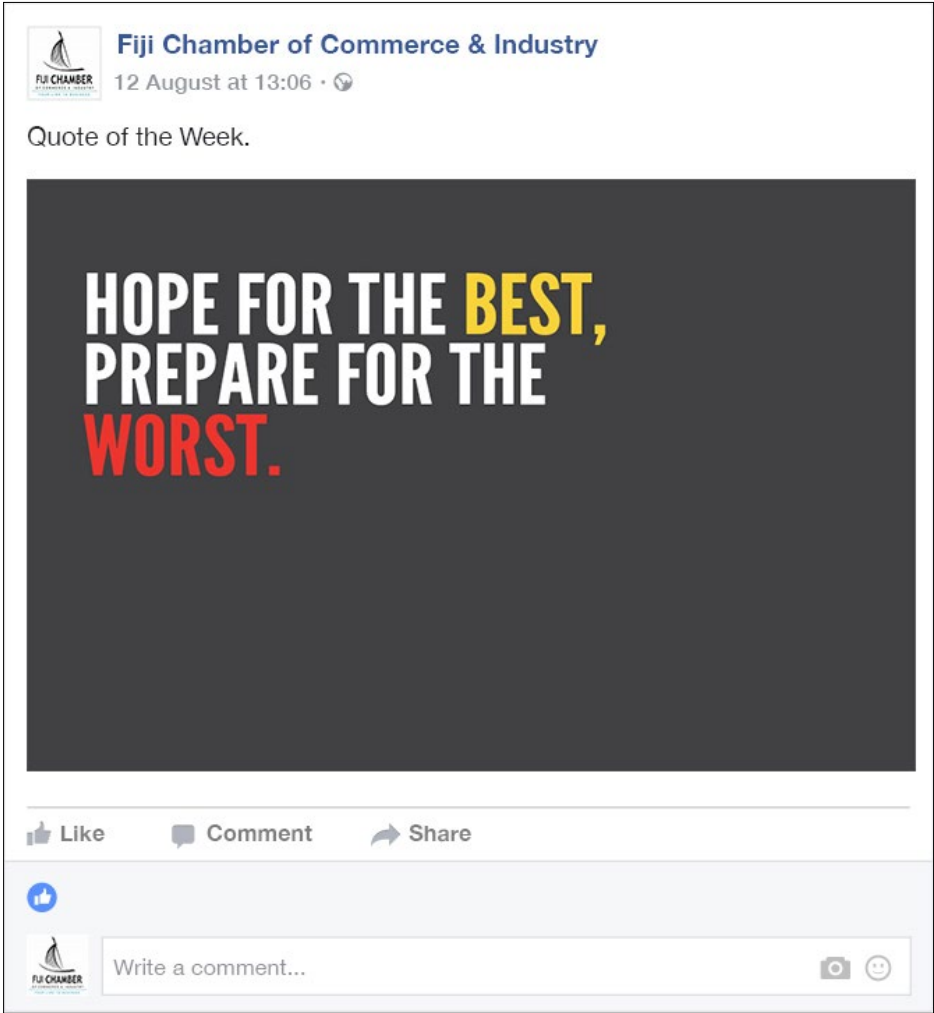


Like Comment Share

Write a comment...

Post Attachments: Infographic Image, Download at <https://goo.gl/W2YS77>

Theme: Quote
Content Type: Quote
Content Title: Quote
Facebook Post: Quote 2



Post Attachments: Image of Quote <https://goo.gl/gFtndO>

You can provide these to your radio advertisers to broadcast or even record them yourselves for social media.

ANNEX 2: RADIO ADVERTISING SCRIPTS

TYPES OF DISASTERS

CYCLONES

The Pacific Region is at risk of many hazards that can become disasters. If you are prepared this will help keep your business open after disaster strikes while also making sure your staff and their families are safe.

A cyclone is a low pressure storm system that can completely wipe out crops, destroy buildings and homes, and generate large waves.

Stay informed during a cyclone, pack an emergency kit with food and water for 3 days and evacuate before the storm to a local evacuation centre if needed.

Learn how to reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(40 secs)

FLOODING

The Pacific Region is at risk of many hazards that can become disasters. If you are prepared this will help keep your business open after disaster strikes while also making sure your staff and their families are safe.

Cyclones can also cause a lot of rain and as a result this can cause flooding and flash flooding when this happens stay informed, out of flood waters, and move to higher ground out of waters if necessary.

Learn how to reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(36 secs)

LANDSLIDES

The Pacific Region is at risk of many hazards that can become disasters. If you are prepared this will help keep your business open after disaster strikes while also making sure your staff and their families are safe.

Landslides occur when the ground on a slope breaks away and slips down mountains. They can cause rockfalls and large debris to fall which can cover communities and can be hugely destructive.

Learn how to reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(35 secs)

STORM SURGES

The Pacific Region is at risk of many hazards that can become disasters. If you are prepared this will help keep your business open after disaster strikes while also making sure your staff and their families are safe.

Storm surges happen when large storms cause water to abnormally rise and smash into the land. They are very powerful and can easily pull you out to sea or destroy infrastructure. Stay away from the coast during large storms and cyclones to ensure you are safe.

Learn how to reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(37 secs)

EARTHQUAKES

The Pacific Region is at risk of many hazards that can become disasters. If you are prepared this will help keep your business open after disaster strikes while also making sure your staff and their families are safe.

Earthquakes occur when energy is released into the earth's crust and it breaks under stress. If you feel the land shake, drop onto your hands and knees. Cover your head and neck with one arm and try to shelter under a table or strong shelter. Then hold on until the shaking stops. Drop. Cover. Hold.

Learn how to reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(39 secs)

TSUNAMI

The Pacific Region is at risk of many hazards that can become disasters. If you are prepared this will help keep your business open after disaster strikes while also making sure your staff and their families are safe.

Tsunamis are a series of large and very fast waves created by a sudden event like an earthquake or volcanic eruption. The warning you will get for a tsunami due to its speed is the shaking of the ground caused by the initial earthquake and if you are close to the shore you may see the water suck back away from the shore. If this occurs, go to higher ground immediately, away from the sea and follow evacuation orders by local authorities.

Learn how to reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(43 secs)

VOLCANIC ERUPTIONS

The Pacific Region is at risk of many hazards that can become disasters. If you are prepared this will help keep your business open after disaster strikes while also making sure your staff and their families are safe.

The Pacific has many active volcanoes. These can erupt when pressure from gasses within the molten rock below the earth's surface builds up and becomes too great. They can spew lava, ash clouds, and poisonous gasses that are a risk to human life. If there is a volcanic eruption, listen to your local disaster management office and authorities. Stay indoors and away from volcanic ashfall as much as possible, and evacuate if necessary.

Learn how to reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(46 secs)

FIRE

The Pacific Region is at risk of many hazards that can become disasters. If you are prepared this will help keep your business open after disaster strikes while also making sure your staff and their families are safe.

Fire spreads quickly and produces poisonous gas. There can be bush fires started by things like lightning strikes or started inside a business or home due to electrical failure. If a fire starts, drop to the ground and crawl quickly to safety. Leave your belongings.

Learn how to reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(37 secs)

DROUGHT

The Pacific Region is at risk of many hazards that can become disasters. If you are prepared this will help keep your business open after disaster strikes while also making sure your staff and their families are safe.

Drought is caused by long periods of dry weather that means our water supply becomes scarce. It causes crop damage and increases the risk of fires. These can affect our health, livelihoods and our ability to access clean and safe drinking water. To help prevent drought, conserve water. We can all do our part.

Learn how to reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(38 secs)

THE COST OF DISASTER ON YOUR BUSINESS

In 2016 the estimated total damage bill from Tropical Cyclone Winston was 1.99 Billion Fiji Dollars and the private sector accounted for 78% of this.

The harsh reality is 75% of companies without Business Continuity Plans fail within three years of a disaster.

The good news is, you can create a Business Continuity Plan or BCP using our quick 12-step guide and easy template within 12 minutes.

Reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(37 secs)

HAS YOUR BUSINESS PLANNED FOR A DISASTER?

Disasters can strike at any time, and just when you think something will never happen to you, it does.

The most important factor in your survival as a business after a disaster is the quality of your relationships with your staff, customers, suppliers and your community.

If businesses are not prepared to respond to emergencies, communities are also not prepared. But a little bit of planning can help your local communities and your business be more ready when disaster strikes...

Download our free, easy-to-use Business Continuity Plan template at pipso.org.fj/stayopen and create one yourself using our quick 12-step guide.

You can complete your plan in 12 minutes and immediately put it into action.

Reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(44 secs)

DISASTER-PROOF YOUR BUSINESS. 12 EASY STEPS

Option 1

Disaster-proof your business with these 12 easy steps.

STEP 1 Identify key products or services and write these ones down.

STEP 2 Identify the tasks and the people needed to carry out these key roles.

STEP 3 Identify equipment essential to delivering your core products and/or services.

STEP 4 Identify essential supplies and alternative supply options.

STEP 5 Identify some possible temporary relocation options for your business.

STEP 6 Identify local insurance options."

STEP 7 Identify one or two individuals who are empowered to run the business in your absence.

STEP 8 Ensure you have multiple details on hand of your employees, key suppliers, and insurance providers.

STEP 9 Identify your backing up methods for your business records.

STEP 10 Save this plan and ensure it can be accessed on laptops, tablets or mobile phones.

STEP 11 Ensure all your staff are trained on emergency procedures.

STEP 12 Schedule regular dates to run through it step-by-step with your entire team and update yearly.

Download our free, easy-to-use Business Continuity Plan template at pipso.org.fj/stayopen and create one yourself using this quick 12-step guide.

Reduce risk, be ready, respond accordingly and recover quickly from any disaster .

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(1 min 20 secs)

Option 2

Does your business have a business continuity plan or BCP? When businesses have a plan, they are more likely to adapt, survive and thrive even when things go wrong.

Download our free, easy-to-use Business Continuity Plan template at pipso.org.fj/stayopen and create one yourself using our quick 12 step guide.

Reduce risk, be ready, respond accordingly and recover quickly from any disaster

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(30 secs)

STAY IN TOUCH AND INFORMED

Did you know that 1 in 4 businesses don't survive after a large disaster strikes?

Businesses that are connected, informed and adaptable to change are the ones more likely to survive a disaster.

Find out who is in your network that you can connect with. Record all contact info and include this in your Business Continuity Plan or BCP to stay in touch and informed.

Download our free, easy-to-use template at pipso.org.fj/stayopen and create one yourself using our quick 12-step guide.

Reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Keep your business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(39 seconds)

BUSINESS IS CRITICAL TO DISASTER RECOVERY

Disaster is everyone's business.

Businesses and governments can combine resources and expertise for the community's rapid response to disaster recovery.

Working together not only helps businesses stay open, it will help them prepare better for disaster. This means communities also benefit and are more prepared when disaster strikes.

Reduce risk, be ready, respond accordingly and recover quickly from any disaster.

Let's keep business doors open. Find out more at pipso.org.fj/stayopen.

Created by SPC in partnership with the private sector and funded by the European Union

(31 secs)

ANNEX 3: TEXT MESSAGES (SMS)

TYPES OF DISASTERS *(17 text messages)*

Cyclones

What is a cyclone? A low pressure storm system that can completely wipe out crops, destroy buildings and homes. More @ pipso.org.fj/stayopen

What is a Category 1 cyclone? Gale winds of 63-125 km/h. Damage to some crops and trees. More @ pipso.org.fj/stayopen

What is a Category 2 cyclone? Destructive winds of 125-164 km/h. Damage to trees. Heavy damage to crops. Risk of power failure.
More @ pipso.org.fj/stayopen

What is a Category 3 cyclone? Very destructive winds of 164-224 km/h. Roof and structural damage. Power failure likely. More @ pipso.org.fj/stayopen

What is a Category 4 cyclone? Very destructive winds of 225-279 km/h. Dangerous airborne debris. Roof damage. Power failures.
More @ pipso.org.fj/stayopen

What is a Category 5 cyclone? Extremely destructive winds of more than 280 km/h. Extremely dangerous with widespread destruction.
More @ pipso.org.fj/stayopen

Stay informed during a cyclone, pack a kit with food/water for 3 days & evacuate b4 the storm to an evacuation centre if needed.
More @ pipso.org.fj/stayopen

Flooding

Cyclones can cause a lot of rain that can lead 2 flooding. Stay informed & out of flood waters. Keep your business doors open.
More @ pipso.org.fj/stayopen

Landslides

Landslides can cause large debris to fall which can cover communities and can be hugely destructive. Keep your business doors open.
More @ pipso.org.fj/stayopen

The text messages below are important and are repeated in all themes.

Do you know that 1 in 4 businesses do not reopen following a major disaster? Learn how to keep your business doors open.

More @ pipso.org.fj/stayopen

Download our free Business Continuity Plan template & create 1 using our quick 12-step guide. Keep your business doors open.

More @ pipso.org.fj/stayopen

Storm surges

Stay away from the coast during storm surges & cyclones to ensure you are safe. Keep your business doors open. More @ pipso.org.fj/stayopen

Earthquakes

In an earthquake, drop onto your hands & knees, cover your head, shelter under a table & hold on. Keep your business doors open.

More @ pipso.org.fj/stayopen

Tsunami

When there's a tsunami alert, go to higher ground & follow evacuation orders by authorities. Keep your business doors open. More @ pipso.org.fj/stayopen

Volcanic eruptions

If there's a volcanic eruption, listen to your local authorities. Stay indoors & evacuate if necessary. Keep your business doors open.

More @ pipso.org.fj/stayopen

Fire

If a fire starts, drop 2 the ground & crawl quickly to safety. Leave your belongings. Keep your business doors open. More @ pipso.org.fj/stayopen

Drought

Drought causes crop damage & increases the risk of fires. Conserve water. Keep your business doors open. Leave your belongings.

More @ pipso.org.fj/stayopen

THE COST OF DISASTER ON YOUR BUSINESS *(9 text messages)*

To be used in Fiji only

Estimated damage bill from TC Winston was FJD1.99 BIL & private sector accounted for 78% of this. Keep your business doors open.

More @ pipso.org.fj/stayopen

Do you know that during the Nadi floods in 2009, businesses in Fiji reported a loss of FJD 32 Mil? Keep your business doors open.

More @ pipso.org.fj/stayopen

To be used in Vanuatu only

Do you know that in 2015, Cyclone Pam cost Vanuatu over 48 billion Vatu in damage and loss? Keep your business doors open.

More @ pipso.org.fj/stayopen

To be used in Solomon Islands only

Do you know that in the Solomon Is, flash floods in 2014 set them back Solomon Is \$787.3 Mil? Keep your business doors open.

More @ pipso.org.fj/stayopen

To be used in Samoa only

Do you know that in Samoa, TC Evan cost 465 Million Tala worth of damage to the islands in 2013? Keep your business doors open.

More @ pipso.org.fj/stayopen

75% of companies without Business Continuity Plans fail within 3 years of a disaster. Keep your business doors open.

More @ pipso.org.fj/stayopen

80% of companies that don't recover from a disaster within 1 month are likely to go out of business. Keep your business doors open.

More @ pipso.org.fj/stayopen

The text messages below are important and are repeated in all themes.

Do you know that 1 in 4 businesses do not reopen following a major disaster? Learn how to keep your business doors open. More @ pipso.org.fj/stayopen

Download our free Business Continuity Plan template & create 1 using our quick 12-step guide. Keep your business doors open. More @ pipso.org.fj/stayopen

HAS YOUR BUSINESS PLANNED FOR A DISASTER? (5 text messages)

Disasters can strike at any time & just when you think something will never happen to you, it does. Keep your business doors open. More @ pipso.org.fj/stayopen

If businesses are not prepared to respond to emergencies, communities are also not prepared. Keep your business doors open. More @ pipso.org.fj/stayopen

75% of companies without Business Continuity Plans fail within 3 years of a disaster. Keep your business doors open. More @ pipso.org.fj/stayopen

The text messages below are important and are repeated in all themes.

Do you know that 1 in 4 businesses do not reopen following a major disaster? Learn how to keep your business doors open. More @ pipso.org.fj/stayopen

Download our free Business Continuity Plan template & create 1 using our quick 12-step guide. Keep your business doors open. More @ pipso.org.fj/stayopen

HAS DISASTER-PROOF YOUR BUSINESS. 12 EASY STEPS. (12 text messages)

Disaster-proof your business in 12 easy steps. Step 1: Identify your key products or services & write these down. More steps @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 2: Identify tasks & people needed to carry out key roles. More steps @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 3: Identify equipment essential to delivering your core products/services.

More steps @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 4: Identify essential supplies & alternative supply options. More steps @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 5: Identify some possible temporary relocation options for your business.

More steps @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 6: Identify local insurance options. More steps @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 7: Identify 1 or 2 people who are empowered to run the business in your absence.

More @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 8: Ensure you have details on hand of your employees, suppliers, and insurance.

More @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 9: Identify your backing up methods for your business records. More steps @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 10: Save this plan & ensure it can be accessed on laptops, tabs, mobiles.

More steps @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 11: Ensure all your staff are trained on emergency procedures. More steps @ pipso.org.fj/stayopen

Disaster-proof your business in 12 easy steps. Step 12: Schedule regular dates to run through it with your team & update yearly.

More @ pipso.org.fj/stayopen

The text messages below are important and are repeated in all themes.

Do you know that 1 in 4 businesses do not reopen following a major disaster? Learn how to keep your business doors open. More @ pipso.org.fj/stayopen

Download our free Business Continuity Plan template & create 1 using our quick 12-step guide. Keep your business doors open. More @ pipso.org.fj/stayopen

STAY IN TOUCH AND INFORMED (5 text messages)

Businesses that are connected & adaptable 2 change are the ones more likely to survive a disaster. Keep your business doors open. More @ pipso.org.fj/stayopen

Who in your network can you connect with? Record all this in your Business Continuity Plan. Keep your business doors open. More @ pipso.org.fj/stayopen

Who are your local authorities? Record all this in your Business Continuity Plan. Keep your business doors open. More @ pipso.org.fj/stayopen

The text messages below are important and are repeated in all themes.

Do you know that 1 in 4 businesses do not reopen following a major disaster? Learn how to keep your business doors open. More @ pipso.org.fj/stayopen

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The text messages below are important and are repeated in all themes.

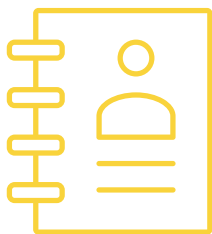
Do you know that 1 in 4 businesses do not reopen following a major disaster? Learn how to keep your business doors open. More @ pipso.org.fj/stayopen

Download our free Business Continuity Plan template & create 1 using our quick 12-step guide. Keep your business doors open. More @ pipso.org.fj/stayopen

BUSINESS IS CRITICAL TO DISASTER RECOVERY (4 text messages)

Businesses & govts can combine resources & expertise 4 community's rapid response to disaster recovery. Keep business doors open. More @ pipso.org.fj/stayopen

Let's work together businesses stay open, it will help them prepare better for disaster. Keep business doors open. More @ pipso.org.fj/stayopen



CONTACT INFORMATION

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