APNE VYAPAAR KO VIPATTIYON SE SURAKSHIT KAREN

KELIE KHULAR AHO
VYAAPAAR
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12 SARAL KADAM

75%

Shodh darshaata hai ki 75% companiyan jinke paas Business Continuity Plan (BCP) nahin hota hai, woh vipatti ke teen saalon baad asafal ho jaati hain.

Ek plan yaa yojna hone se kisi bhi anuchit paristhiti mein use apna kar vyapaar ko jiwit rakh kar use aage badaaya jaa sakta hai. Business Continuity Plan jabki sanchaalan jiwit rakhne ke liye zaroori hai, wahin yah plan banana nahi bhoolna chahiye. Yaad rakhiye, vipattiyan kisi bhi samay aa sakti hain, aur jab aap sochenge ki aapko kuch nahi hoga, toh usi samay kuch na kuch ho jaata hai.
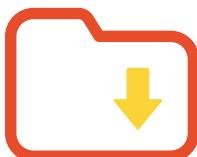
Ek jald Business Continuity Plan (BCP) taiyaar karen

Hamara jald, istemaal karne waala saral BCP template pipso.org.fjstayopen se download karen aur neeche diye gaye kadmon ka paalan karen.

1 MUKHYE UTPAADAN / SEWAAYEN

Aapke mukhye utpaadan / sewaayen kya hain?

Aapke vyapaar ki jiwika ke liye kaun se utpaadan aur sewaayen mahatwapoorn hain?

Kaun se utpaadan / yaa sewaayen aap pradaan karna band kar sakte hain aur vyapaar ke roop mein sanchaalit rakh sakte hain?

! Ucch teen ko prathmikta den aur unhein likhen.

KYA AAP JAANTE HAIN…

[1] Ek badi vipatti ke aane par 4 mein se 1 vyapaar khatm ho jaata hai.[1] Kisi vipatti yaa viprit sthiti mein aap apne vyapaar mein barkaraar rahein, ise sunishchit karne ke liye ek tareeka hai:
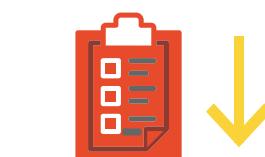
Hamaare jald, istemaal karne waala saral Business Continuity Plan (BCP) template pipso.org.fjstayopen se download karne ke liye kuch minute alag karen aur hamaare 12 kadmon waale guide se apne liye jald ek plan taiyaar karen. Yeh aapke liye, aapke dimaag mein taiyaar huwe hain, isliye usmein koi jatil shabdawali yaa uljhe huwe cheez shaamil nahi hai. Hum seedhe business yaani vyapaar mein pahunchen

Aap ek Business Continuity Plan (BCP) 12 minuto mein taiyaar kar ke use asar mein la sakte hain.

KHATRA KAM KAREN, STHITI KE ANUSAAR KADAM UTHAAYEN AUR KISI BHI VIPATTI SE JALD UBHREN.

VIPATTI SE TAIYAAR RAHENE WAALA EK VYAPAAR BANEN.

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2. MAHATWAPOORN BHOOMIKAYEN AUR HUNAR

Aapke vyapaar ke kendr mein kaun-si mahatwapoorn bhoomikaayen aur hunar hain?

Kya inmein se koi kaarye kisi ek vekti se juda hai?

Kya andar yaa baahar ka koi vyapaar mein aa kar yeh kaam samaapt kar sakta hai?

! Kaarye ki pahechaan kar len aur unn logon ki pahechaan karen jo yeh mukhye bhoomikaayen nibha sakte hain tatha unke naam apne Business Plan mein likhen.

JALID TIP — Apni team ke sadasyon ko ek se zyada hunar pradaan karen taaki zaroorat padne par weh vibhin bhoomikaayen aur hunar pradaan kar saken.

4. AAWASHYAK SAAMAAN

Apne mukhye utpaadano aur sewaaon ko pradaan karne ke liye aapko kaun se mukhye saamaano ki zaroorat hai?

Kaun yeh saamaan supply karte hain aur kya koi aur supplier hai jo yahi saamaan pradaan kar sakte hain?

Aapki prakriya mein kya iski jagah anye utpaadan istemaal kiye jaa sakte hain?

! Apne mukhye utpaadan aur / yaa sewaayen pradaan karne waale aawashyak upkarno ki pahechaan karen aur unki jagah doosre upkarno ko laane waale vikalpo ki bhi pahechaan karen.

3. AAWASHYAK UPKARAN
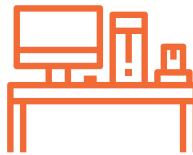
Aap kaun se upkaran istemaal karte hain jo aapke vyapaar ke liye aawashyak hai?

Aap kya karenge jab weh vipatti mein kshatigrast ho jaayenge?

Aap unke sthaan par doosra kaise prapt kar sakte hain taaki yah sunishchit ho sake ki vipatti aane par aap apna sanchaalan barkaraar rakh sakte hain?

! Apne mukhye utpaadan aur / yaa sewaayen pradaan karne waale aawashyak upkarnon ki pahechaan karen aur unki jagah doosre upkarno ko laane waale vikalpon ki bhi pahechaan karen.

5. NAYE STHAAN PAR JAANE WAALE VIKALP

Vipatti ke samay mein agar aapko apna vyapaar kisi anye sthaan par khiskaana pada, toh use aap kahan khishkaayenge?

Kya aap saamaanye vyapaar waali imaarten istemaal kar sakte hain?

Kya aap ghar se kaam kar sakte hai, yah fir choti awadhi ke liye lease waale vikalp apna sakte hain?

! Aise sambhawit sthaano ki pahechaan Karen jahan aap apne vyapaar khiska saken aur iske liye aap kise sampark kar sakte hain, uski bhi pahechaan kar len. Har vikalp ke saath jude laabh aur haaniyo ko note karen.

6 INSURANCE YAA BIMA VIKALP

Kya aapke vyapaar ka bima yaani insurance hai aur kya aap vipatti ke samay mein vyapaarik ghaate se khud ko surakshit rakh sakte hai?

Insurance ke kuch udharan jo aap sthaaniye insurance pradaan karne waalon se sambhaota poochna chaahenge:

- *Vyapaar mein baadha waale insurance*
- *Aaye ki suraksha waala insurance*
- *Public liability insurance*
- *Content yaani saamaano ke insuranc*
- *Jiwan yaani life insurance*

Sthaaniye insurance vikalpon ki jaanch karen jabki kuch policies mein vipattiyan jaise aandhi-tufaan, baard aadi shaamil nahi hai, isliye apne vyapaar aur sampattiyo ki suraksha ke liye aapko atirikt taiyaari karne ki zaroorat hai.

8 SAMPARK WAALI JAANKAARIYAN

Sunishchit karen ki aapke paas aapke karamchaariyo ke baare mein, suppliers aur insurance pradaan karne waalon ke baare mein sampark karne waali vistrit jaankaariyan uplabd hain.

7 TAAQAT KA BATWAARA

Agar sankat ke samay mein manager yaa director ki upasthiti nahi hai toh bhoomikaayen kaise baati jaa sakti hain?

Kya ek sahayak manager, yaa paariwaarik sadas maojood hai jo aage badkar mahatwapoorn nirnaye le sakte hain, jaise cheque par hastakchar karna, karamchaariyo ko wetan dena aadi? Ispar nirnay len aur yah sunishchit karen ki team mein shaamil sabhi log use samjhen.

Ek-do logon ki pahechaan karen jinpar aap apni gaer-haaziri mein apne vyapaar chalaane ko lekar vishwaas kar sakte hain. Unse baat karen aur unhein apni aashaaon ke baare mein bataayen tatha dhyaan den ki weh sabhi backup jaankaariyan prapt kar saken.

JALID TIP

Aapke vishwaas waale log apaat samay mein aapki jagah vyapaar chalaane mein saksham rahen, is baare mein aapko shaayad ek wakeel se salah lene ki bhi zaroorat hogi. Is samband mein muft tatha kam daam mein kuch kaanooni salah prapt karne ke liye apne sthaaniye chamber of commerce yaa business council ko sampark karen.

AUR JAANKAARI KE LIYE VIPATTI SE TAIYAAR RAHENE WAALA EK VYAPAAR BANEN.

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9 VYAPAARIK RECORDS

Apne vyapaarik records ko backup yaa surakshit kar le. Inmein grahakon ke records, email aadi shaamil ho sakte hain. Yah aapke vyapaar ka niyamit kaarye hona chahiye aur backup kiye gaye records vyapaar waale sthaan se alag hone chaahiye taaki yah sunishchit ho sake ki aapki jaankaariyan surakshit hain.

Aise sambhaawit sthaanon ki pahechaan karen jahan aap apne vyapaar khiska saken aur iske liye aap kise sampark kar sakte hain, uski bhi pahechaan kar len. Har vikalp ke saath jude laabh aur haaniyo ko note karen.

JALID TIP

Off-site backups istemaal karen, jaise aasmaan waala online storage, ek portable hard drive jo har din ghar le jaaya jaa sake, yaa jise aag se surakshit kisi sthaan par rakha jaa sake. Peshewar backups sewaayen bhi uplabd hain. Ek NAS drive aur anye vikalpo waale backup setup ke istemaal ke liye IT sewa pradaan karne waale kisi vekti ko sampark karen.

10 IS PLAN KO SAVE KAR LEN YAA USE SURAKSHIT KAR LEN

Is plan ko save yaa surakshit kar len aur yah sunishchit kar len ki use laptop, tablet yaa mobile phone par aap yaa aapke karamchaari kisi bhi samay aasaani se dekh saken yaa access kar saken. Kuch copiyan print bhi kar len aur woh uplabd tatha haasil ki jaa saken, iska khayaal rakhen.

11 AAPAAT SAMAY KI TAIYAARIYAN

Yah sunishchit karen ki aapke sabhi karamchaariyo ke paas getaway kits hain aur weh aapaat prakriyaaon ko lekar prashikshit hain. Sunishchit karen ki weh yah jaane ki aag waale samay mein weh kis sthaan se nikal sakte hain aur Tsunami ke samay mein kis surakshit sthaan par weh ikatta ho sakte hain. Aapaat supplies ke baare mein bhi weh jaane.

JALID TIP

Yah samajdaari ki baat hai ki aapaat sthiti ke dauraan aapke karamchaari ki prathmikta hai ki wah apne paariwaarik sadasyo ke baare mein pata lagaayen, isliye unhein prothsaahit karen ki kisi bhi vipatti ke dauraan unke pariwaar taiyaar rahen. Isse sabhi ki suraksha sunishchit hogi aur aapke karamchaari ko kaam par lautne mein aasaani hogi.

12 IS PLAN KO ASAR MEIN LAAYEN AUR USE UPDATE KAREN

Plan asar mein laayen. Tareekh tay karen taaki niyamit roop se use poori team ke saath baari-baari se pada jaa sake aur plan ko har warsh naween yaani naya karen.

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Aap plan ko 12 minuto mein taiyaar kar ke use turant asar mein laa sakte hain

Har kadam par aapse kuch sawaal pooche jaayenge jinka jawaab aapko dena hoga aur use hamaare BCP template par electronically record karen (sawadaatmak pdf download kiye jaa sakte hain pipso.org.fj/stayopen).

Har kadam se jaane ke liye apne aapko 1 minute ka samay den.

Aapko filhaal bahut zyada vistrit nahi hona hai, yahan mukhye yah hai ki aapko yah rooprekha taiyaar karna hai ki aapke vyapaar ke liye kya kaam karega aur uske liye kya mahatwapoorn hai.

Template ko bharne ke baad aapko

BCP kaagzaat ko kai sthaano par save kar len taaki kahin se bhi aap use prapt kar saken.

BCP lekh yaa kaagzaat ko muft online storage yantra mein save kar len, jaise Google Drive yaa Dropbox.

Fir aap lekh yaa kaagzaat ko apne laptop, smartphone yaa tablet jo internet ke saath connect huwe hain, ke maarfat apne karamchaariyo ke saath share kar sakte hain. Hum aapko sujhaao dete hain ki aap BCP kaagzaat ki kuch copiyan print kar le taaki unhein office staff wall aur aapke mez ke paas lagaaya jaa saken.

Endnotes:

[1] Civil Defence Wellington Region Emergency Management Office. (2017). Retrieved February 24, 2017, from Wellington Region Emergency Management website, http://www.getprepared.org.nz/
[2] Civil Defence Wellington Region Emergency Management Office. (2017).

Aarthik sahayeta aur jaankaari pradaan karne waale saajedaaron ko dhanyewaad.

Aapko khaas dhanyewaad.

BSRP
ACP-EU Building Safety and Resilience in the Pacific

Pacific Community
Communauté du Pacifique

PIPSO

FBDRC
Fiji Business Disaster Resilience Council

EUROPEAN UNION

NEW ZEALAND

UNISDR
The United Nations Office for Disaster Risk Reduction

CIVIL DEFENCE
WELLINGTON REGION
EMERGENCY MANAGEMENT OFFICE

AUR JAANKAARI KE LIYE

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