

TAPENA LAU PISINISI MO FAALAVELAVE

12 SITEPU FAIGOFIE



75%

O su'esu'ega o loo faailoa mai ai o le 75% o kamupani e leai ni fuafuaga faaaauau o le Pisinisi (FFP) e tapunia i totonu o le tolu tausaga talu mai se faalavelave faanatura.²

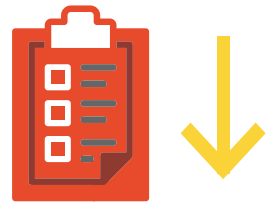
O le faia o se fuafuaga faaaauau, e mafai ai e pisinisi ona fetuutuuna'i, olaola lelei ma faaaauaina e ui lava ina feagai ma faigata. E taua le fuafuaga faaaauau o le pisinisi i le ola lelei ai o le pisinisi, ma e tatau ai ona fai se fuafuaga faataatia ae 'aia le fai mea tuu.

Ia manatua o faalavelave e ono tupu i soo se taimi lava, ma ina nei e manatu ailoga a tupu ia te oe, ae e tei i le tupu.



Fai vave se Fuafuaga Faaauau o le Pisinisi (FFP)

Tō atu loa la matou ata ta'iala o le FFP e faigofie lava ona fai mai le pipso.org.fj/stayopen ma mulimulita'i i vaega poo sitepu ua ta'ua atu i lalo.



e 1 mai le 4 pisinisi ua tapunia i le mavae ai o se mala faanatura matautia.¹ E tasi lava le auala e faamautinoa ai le olaola tumau pea o lau pisinisi i ni taimi o faalavelave faanatura poo ni faigata.

1

OLOA MA AUAUNAGA TĀUA



O a au oloa oloa ma auaunaga tāua?

O a ni oloa ma auaunaga e tāua tele i le faagaioiga poo le faatinoga o lau pisinisi?

O a ni oloa ma/poo ni auaunaga e mafai ona e taofi le kilivaina ma o loo faaaauaina pea fefaatauaiga a lau pisinisi?



Oloa e pito sili ona tāua e tolu ma tusi loa i lalo.

Faaaoga loa ni nai minute e tō fua ai la matou ata ta'iala e 12 sitepu ma e faigofie lona faaaogaina auā se Fuafuaga Faaauau o le Pisinisi (FFP) mai le pipso.org.fj/stayopen ma fai ai loa sau fuafuaga faataatia.

Na faia lenei ta'iala ma le manatu ia faigofie ia te oe ona faaaoga ma e lē faigata. Matou te tuu sa'o atu lava le 'auga auā le pisinisi!



E mafai ona e faia i le 12minute se fuafuaga faataatia ma faagaioi vave loa.

NO NISI FAAMATALAGA

IA AVEA LOA MA PISINISI SAUNIUNI MO FAALAVELAVE.

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2

TOFI MA TOMAI FAAPITOA



O a ni tofi ma ni tomai tāua i le faatinoga o lau pisinisi? O nei tulaga e patino i se tagata e toatasi?

E mafai e nisi mai le pisinisi poo fafo foi mai le pisinisi ona faatinoina nei tofi ma tomai faapitoa ina ia mafai ai ona faauma lelei ni galuega?



Faailoa tiute ma tagata e mafaia ona latou faia nei tiute autu ma tusi i latou i totonu o lau fuafuaga faataatia.



Aoaoina lau 'aufaigaluega ina ia mafai ona o latou suitulaga i ni tofi ma tomai faapitoa.

4

OLOA GAOSI E TAUA



O a ni oloa ma ni mea tāua e te manaomia ona sapolai auā le faatinoga o lau pisinisi i au oloa 'ma auaunaga autu?

O ai na te sapolaiina nei oloa ma punaoa ma o iai nisi 'ausapolai oloa e mafai ona maua mai ai oloa masani lava ia?

O iai nisi oloa e sui a'i lau filifiliga ma faagasologa o au fuafuaga?



Faailoa meafaigaluega tāua i le gaosiga poo le faiga o au oloa tāua ma/poo auaunaga ma ni filifiliga foi o le a e faia e sui a'i meafaigaluega.

3

MEAFAIGALUEGA TAUA



O a ni meafaigaluega e te faaaogaina e tāua tele i lau pisinisi?

O le ā sau mea e fai pe afai ua faaleagaina nei meafaigaluega i se faalavelave?

E faapefea ona e toe suia nei meafaigaluega ina ia mafai ai ona e faaauuina le faatinoga o au galuega pe afai e feagai ma se mala?



Faailoa meafaigaluega tāua i le faiga o au oloa tāua ma/poo auaunaga ma ni filifiliga foi o le a e faia e sui a'i meafaigaluega.

5

FILIFILIGA MO LE TOE SIITIA O LE NOFOAGA



Afai e tatau ai, ua iai se nofoaga e toe siitia i ai lau pisinisi i taimi o faalavelave?

E mafai ai ona e fefaasoa'i poo le galulue faatasi i lea lava nofoaga ma nisi o pisinisi e tutusa ma lau pisinisi?

E mafai ona e galue mai lou aiga, poo lou lisiina lea mo sina taimi puupuu pe afai o se isi lea filifiliga?



Faailoa ni nofoaga e mafai ai ona filifili e toe siitia i ai lau pisinisi ma o ai foi e faafesootai i lea tulaga. Ia faamauina ni tulaga lelei ma ni lamatiaga e ono tulai mai i nei filifiliga.

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6

FILIFILIGA MO INISIUA



O iai se inisiua a lau pisinisi ma o mafai ona e puipuia oe mai aafiaga tugā e ono oo i ai ona o se faalavelave? O ni faataitaiga o inisiua e te ono fesiligia ai ni kamupani inisiua o:

- inisiua o tupe gau a le pisinisi ona o faalavelave faafuasei
- inisiua puipui tupe maua
- inisiua puipui ai le pisinisi mai faasagatau ma aafiaga o tagata lautele
- inisiua o meatotino ma mea uma o le pisinisi ma le aiga
- inisiua o le ola



Su'esu'e kamupani inisiua eseese e te filifili i ai auā o nisi o latou faiga faavae poo polisi e le kavaina ai ni faalavelave faanatura e pei o afā poo lolovaia ma lologa, ma e tatau lava ona sauniuni pea ina ia puipui ai lau pisinisi ma aseta.

7

SUITULAGA I LE PULE O



ai e suitulaga pe a leai le pule ma le faatonu i le taimi o faalavelave?

O iai se sui pule, poo se sui o le aiga e mafai ona suitulaga ma faia ni faaiuga e pei o le saina siaki, totogi le 'aufaigaluega ma isi lava mea?

Filifili iai ma faamautinoa ia malamalama tagata faigaluega uma.



Faailoa pe filifili se tasi poo se to'alua o ni tagata e te talitonuina e mafai ona la vaaia le pisinisi pe afai e te lē o i ai. Talanoa i ai ma faamatala ia i laua ni faamoemoega ma faamautinoa lelei e mafai ona la mauaina uma faamatalaga tusitusia.

E te ono manaomia lava ni fautuaga mai lau loia ina ia mafai e tagata ua e talitonuina poo ua filifilia e suitulaga ia te oe i le vaaiga o le pisinisi pe a leai i taimi o faalavelave faafuasei.

Faafesootai lau pulega o le faalapotopotoga o pisinisi poo faufautua mo pisinisi mo ni fautuaga faaletulafono e taugofie pe lē totogia foi mo lenei tulaga.

8

FAAMATALAGA MO FESOOTAIGAT



Ia faamautinoa o lau fuafuaga faataatia o loo ia te oe o loo iai uma faamaumauga o lau 'aufaigaluega, o le 'augaosi oloa poo le 'ausapalai oloa, o kamupani inisiua ma nisi e te ono manaomia i taimi o faalavelave faanatura.



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9

FAAMAUMAUGA O LE PISINISI



Ia teu malu faamaumauga poo faamatalaga o lau pisinisi. E aofia ai faamatalaga o tagata faatau, imeli ma isi mea. E tatau ona faia i taimi uma lea tulaga o lau pisinisi ma o nei faamaumauga uma e tatau ona teu i se isi nofoaga ese ae lē o lau pisinisi ina ia faamautinoa ai o loo malu puipuia.



Faailoa ni nofoaga e mafai ona filifili i ai e toe siitia i ai pe toe faatu ai lau pisinisi, ma o ai foi ni tagata e faafesootai i lea tulaga. Faamau ni tulaga lelei ma ni lamatiaga e ono tula'i mai nei filifiliga.

Faaaoga nisi vaega e sefe pe teu malu ai, e pei o le teuina i luga o le initaneti (cloud), o se hard drive e mafai ona feaveai atu i le fale i aso taitasi poo le teu foi i se sefe e lē mu gofie. O nei metotia o ni tulaga poo auunaga e saogalemu mo tulaga faapisinisi, ma e tatau ona faafesootai le 'aupopoto i komipiuta (IT provider) e faatulaga lea vaega e teu malu ai faamaumauga ma faila a lau pisinisi.

10

TEU MALU LENEI FUAFUAGA FAATAATIA



Sefe lenei fuafuaga faataatia ma faamautinoa e mafai ona e mauaina poo le faaaogaina mai i komipiuta feavea'i (laptops), o komipiuta tapileti (tablets) poo telefoni feavea'i ma e faigofie foi ona outou faaaogaina faatasi ma lau 'aufaigaluega. Ia fai ni kopi lolomi ma ia faigofie ona mau le avanoa e faaaogaina ai foi.

11

SAUNIUNI MO SE FAALAVELAVE FAAFUASEI



Faamautinoa ua sauni lelei lau 'aufaigaluega auā ni faalavelave faafuasei mo le sosola ese mai se fale, ia iloa faitotoa e uia i taimi o faalavelave (fire exits), o nofoaga saogalemu mo galulolo, o nofoaga e faatasi i ai ma sapalai o mea manaomia mo faalavelave faafuasei.

O le tulaga mautinoa lava e faamuamua e lau 'aufaigaluega ona siaki o latou aiga i taimi o faalavelave faafuasei ma e tatau ai ona fautuaina i latou e tatau foi ona sauniuni o latou aiga i taimi o soo se faalavelave lava. O le a faamautinoa ai le saogalemu o tagata taitoatasi ma o le a faafaigofie ai foi ona toe foi lau 'aufaigaluega i a latou galuega.

12

FAATINO MA TOE FAAFOU LENEI FUAFUAGA FAATAATIA



Faatino le fuafuaga faataatia. Faatulaga ni aso masani e faataitai ai faatinoga o lenei fuafuaga i ona sitepu poo laasaga taitasi ma lau 'aufaigaluega uma ma 'ia ta'i tausaga lava ma toe faamanatu lea fuafuaga.

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E mafai ona e faia i le 12minute ma faagaioi vave loa.

O vaega poo sitepu taitasi o le a fesiligia ai oe ma e tataua ona e tali ma faamauina i lau komipiuta (electronic) e faaogaina ai la matou ata ta'iala o le FFP (kopi o le ata ta'iala pipso.org.fj/stayopen).



Faitau le 1minute e te galueina ai vaega poo sitepu taitasi.



O le mea tūa lava o le faamauina o mea e tūa ma mafai ona galueaina mo lau pisinisi, ma aua e te popole pe afai e lē o ma'ea ona tuuina uma mai faamaumauga i le taimi nei.

A uma loa ona faatumu le ata ta'iala e tataua loa ona e



SEFE I NOFOAGA ESESE LAU FFP INA IA MAFAI ONA E FAAAOGAINA MAI I SOO SE NOFOAGA LAVA.



Sefe lau FFP i auunaga initaneti e lē totoogia e pei o le Google Drive poo le Dropbox.

E mafai ona e faaogaina mai soo se nofoaga lava ma e mafai foi ona faasoa atu le fuafuaga faataatia i lau 'aufaigaluega e faaogaina ai le komipiuta feavea'i (laptop), poo le telefoni feavea'i poo le komipiuta tapileti (tablet) e mafai ona faaogaina ai le initaneti. Matou te fautuaina ia e faia ni nai kopi lolomi o le FFP ma faamau i laupapa o faasilasilaga a le ofisa ma luga foi o lau kesi.

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).

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Faafetai ia tei latou uma lava o a matou pa'aga.

O le faafetai faapitoa ia



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