

MEKEM BISNIS BLO IU DISASTA-PROOF

12 ISI STEPS



75%

Risej hem soum dat 75% lo kampanis wea no garem Business Continuity Plans [BCP] I feil insaed tri ias bihaen disasta kasem olketa.

Taem bisnisis garem plan, olketa save adapt, savaev an go on gudfala nomoa nomata olketa samting go rong. Business Continuity Plan [BCP] hem bara kritikol fo eni bisnis fo savaev lo hem so no foget fo mekem wanfala fo bisnis blo iu. Rimemba, disasta hem save hapen eni taem nomoa an taem iu ting bae hem no happen, hem happen.



Duim wanfala Business Continuity Plan [BCP]

Daon loudim kwuik taem easy- to-use BCP templet from pipso.org.fj/stayopen an falom olketa step andanit ia.

1

MEIN PRODAKS/SEVISIS:



Wat na olketa mein prodaks/ sevisis blo iu?

Wat kaen prodaks an sevisis nao barava Impoten fo bisnis blo iu savaev lo hem?

Wat kaen prodaks an o sevisis nao nomata iu stop fo diliva bat bae stil mekem iu waka olsem bisnis?



Praeorotaesim trifala top wan ia an raetim daon olketa.



IU SAVE TU DAT...

1 aot lo evri 4 bisnisis no save savaev afta evri biki disasta happen. Onli wanfala we fo meksua bisnis blo iu hem savaev from disasta o advesiti:

Setim asaed neks fiu minits fo daonloudim frii easy-to-use Business Continuity Plan templet from pipso.org.fj/stayopen an krietim wanfala fo iu, iusim nao 12-step gaed ia. Mifala krietim Wetem iu lo maen so hem no garem enikaen biki toktok wea bae mekem hem had fo iu. Mifala go stret lo bisnis.



Iu save komplitim wanfala plan lo tuelf minits an putim lo akson lo sem taem.

**RIDIUSIM RISK, MAS REDI
GUD, RESPON FOLOM
AND RIKAVA KWUIK
TAEM FROM ENI DISASTA.**

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2

IMPOTEN ROLS AN SET LO SKILS



Wat nao olketa impoten rol or waka wea stap?

Lo senta lo bisnis blo iu. Eni lo olketa waka ia Hem fo wanfala man nomoa fo wakem?

Eniwan insaed lo bisnis save step in nomoa fo finisim waka ia sapos man hem duduim ia no finisim?



Aedentifaem wanem fo duim an pipol wea save karem aot olketa impoten waka ia an raetim olketa insaed lo bisnis plan.



Iu mas treinim membas lo tim blo iu olowe fo givim olketa baekim ap olketa lo difren waka an skils wea bae olketa duim.

4

ISENSOL SAPLAES



Wat na olketa isensol saplaes wea lu nid fo redim fo dilivarem Ko prodaks an sevisis blo iu?

Hu nao bae saplaem olketa risosis ia? Iu garem eni atha saplaeas wea save provaedim sem prodaks an sevisis tu?

Iu garem oltaneit prodaks wea lu save sensim olketa wea iu garem finis lo prosesis blo iu?



Aedentifaem isensol ikwuipmen fo dilivarem ko prodaks an/o sevisis an olketa opson fo ripplesim ikwuipmen.

3

ISENSOL IKWUIPMEN



Wat kaen ikwuipmen iu iusim na hem kritikol tumas fo bisnis blo iu? Wat nao bae iu duim sapos olketa nogud lo eni disasta?

Hao nao bae iu save sensim olketa fo mek Sua iu go het fo oparet nomata disasta hapen?



Aedentifaem isensol ikwuipmen fo dilivarem ko prodaks an/o sevisis an olketa opson fo ripplesim ikwuipmen.

5

RILKEISON OPSON



Sapos iu mas rilokeit lo taem blo disasta, wea nao bae iu go?

Bae iu save searem premesis wetemolketa bisnis wea kolsap semsemolsem iu?

Iu save waka from homo iu save tekem Eni shot tem lis olsem wanfala opson?



Aedentifaem samfala posibol lokeison opsons fo rilokeitim bisnis o hu nao fo kontaktim sapos diswan hapen. Tek nout tu lo olketa gud an nogud samting wea asosieit wetem olketa opsons ia.

6

INSUARENS OPSONS



Bisnis blo iu garem akses lo insuarens an iu save protektim iu seleva agenstim los lo bisnis wea disasta kosim?

Samfala eksampols lo insuarensis Wea iu maet wande askem from lokol Insuaren provaedas:

- business interruption insurance
- income protection insurance
- public liability insurance
- contents insurance
- life insurance



Investigeitim lokol insuarens opsons Bikos samfala polisis no kavarem disastas olsem saeklons o flas flad so iu mas mek rere gud fo protektim gud bisnis an asets blo iu.

7

DELIGEISON LO ATOROTI

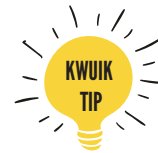


Hao nao bae iu save deligeitim rol o waka sapos maneija o daarekta blo iu no stap taem disasta hapen?

Iu garem asisten maneija o eni family memba wea save kam in fo mekem stratejik disison osem saenim cheks, peim staf an olsem? Disaedim diswan an letem evriwan lo tim blo iu andastandim.



Aedentifaem wan o tufala pipol hu iu trastim fo ranem bisnis blo iu taem iu no stap. Tok wetem olketa an talem evri ting wea iu laekem fo olketa duim taem iu no stap. Iu mas mek sua olketa save aksesim evri bakap Infomeison.



Iu maet nidim advaes from eni loea Mekem olketa frens blo iu wea iu putim waka lo olketa ia duim waka lo bihaf blo iu lo taem blo imejensis. Kontaktim lokol chemba lo komes o bisnis Kansol fo eni fri o diskaont legal advaes lo diswan.

8

KONTAK DITELS



Mek sua iu garem plande ditels lo emplois blo iu, kii saplaeas, insuarens provaedas an olketa pipol wea bae iu nidim olketa lo taem blo disasta. Putim olketa lo plan blo iu



9

BISNIS REKODS



Mekem bak ap fo bisnis rekods blo iu. Diswan bae hem inkludim rekods blo kastoma, imels an osem...lu mas duim diswan olowe fo bisnis blo iu. Mek sua iu kipim bakap rekods blo lo difren ples from wea bisnis blo iu hem stap mekem olketa save protektim data blo iu.



Aedentifaem samfala posibol lokeison opsons fo rilokeitim bisnis o hu nao fo kontaktim sapos diswan hapen. Tek nout tu lo olketa gud an nogud samting wea asosieit wetem olketa opsons ia



Iusim olketa off-site bakaps wea stoarem Infomeison onlaen osem Clouds, eni potabol had draev wea iu save tekem hom evri de afta waka o kipim from faea. Samfala profesonol bakap sevisis I stap tu, kontaktim eni IT provaeda fo setim bakap blo iu, iusim NSA draevs an olketa nara opson.

10

SEIVIN DISFALA PLAN



Seivim disfala plan an mek sua iu an olketa staf blo iu save aksesim kwuik taem lo laptop, tablet o mobael fon. Printim kopis an kipim olketa aveilabol fo pipol aksesim.

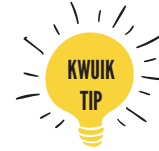


11

IMEJENSI PRIPEADNES



Mek sua evri staf blo iu garem getawe kits an treinim olketa lo imejensi prosijas fo ivakueit, lokeison blo faea eksits, seif ples fo taem blo tsunami, ples fo asembli an imejensi saplaes.



Iu mas save dat lo taem blo eni imejensi, fest praeriti blo olketa staf blo iu nao fo chekim family membas blo olketa, so emkarejim olketa fo mas redim familis blo olketa fo eni disasta. Diswan hem fo mek sua evriwan seif an bae mekem isi fo olketa staf blo iu kambaek lo waka kwuik taem.

12

PRAKTIS AN APDEITIM PLAN



Praktisim plan. Putim daon plan an deits, mekem iu ran thru steps ia olowe wetem ful tim blo iu an rivaesim plan ia evri ia.



Iu save completim plan ya lo 12 minits en putim lo action sem taem.

Everi step bae bae askem iu samfala questin wea iu mast ansarem, en recordim inside lo compiuata blo iu, iusim BCP template blo mifala (Iu save downloadim active PDF lo piso.org.fj/stayopen)



Iu save taemim u seleva 1 minit for go tru lo ota step ya.



Iu no need for wari aboutim staka samthing, hem impotrnt for iu outlinim nomoa wat na hem wok en wat na hem important for business blo iu.

Afta lu filim-Up template ya



Iu mast savim na BCP document ya lo staka ples wea iu save acesim eni ples.



Savim BCP document blo iu lo oketa free onlaen sevis osem gugol draev o drop box.

Iu save acesim and even sharem document ya wetem oketa waka man and mere blo iu from eni laptop, fons or tablet wea hemi connected lo internet. Hem gud tu, fo iu printim samfala copies and putim lo wall blo iu, and oketa waka man en mere blo iu lo ofis.

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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Tenkiu tumas lo ufala wea givim funding en oketa content partners blo mifala

Big fala tenkiu iu go lo

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