

# DISASTA-PRUFUM BISNIS BLONG YU

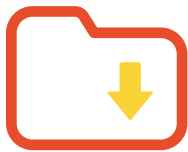
12 ISI STEP



75%

Risej i soem se blong ol kampani we i nogat **Bisnis Kontinuiti Plan (BKP)** oli brok daon insaed long 3 yia afta long wan disasta.<sup>2</sup>

Taem yu gat wan plan, bae bisnis i save adap, laef, mo stanap strong iven taem samting i go rong. Wan bisnis kontinuiti plan hemi stamba blong bisnis i laef so, no dilei blong krietem wan plan. Rimemba se ol disasta oli stræk long eni taem, mo yumi no stap long gud taem oltaem.



## Mekem wan kwik **Bisnis Kontinuiti Plan (BKP)**

Daonlodem fri, mo isi-blong-yusum **Bisnis Kontinuiti Plan (BKP)** templet long [piso.org.fj/stayopen](http://piso.org.fj/stayopen) mo folem ol step ya:

1

## STAMBA PRODAK/SEVIS



*Wanem nao ol mein  
prodak/sevis blong yu?*

*Wanem prodak/sevis nao oli  
stamba blong mekem bisnis  
blong yu i laef?*



**Wokem aot top tri mo raetem daon.**

**YU SAVE SE...**

**1 long 4 bisnis oli no save stanap bakegen afta wan bigfala disasta i stræk?**  
*I gat wan wei we i save mekem sua se bisnis blong yu i open long taem blong disasta o nogud taem:*



Yusum neks fiu minit blong daonlodem fri, mo isi-blong-yusum **Bisnis Kontinuiti Plan (BKP)** templet long [piso.org.fj/stayopen](http://piso.org.fj/stayopen) mo krietem wan blong yu taem yu yusum 12-step gaed ya. Oli krietem hemia from i stret long yu, i nogat ol bigfala wod mo enikaen fasfas samting. Yumi jam stret go long bisnis!



**Yu save komplitim wan plan long 12 minit mo putum i go long aksen sem taem.**

**RIDIUSIM RISK, REDI  
OLTAEM, RISPON STRET  
MO RIKAVA KWIK LONG  
ENI DISASTA.**

**BLONG MOA INFO**

**MEKEM BISNIS BLONG YU I DISASTA-REDI**

**PIPSO.ORG.FJ/STAYOPEN**

2

## WANEM NAO OL STAMBA ROL MO SKIL WE OLI IMPOTEN LONG BISNIS BLONG YU?



*I gat eni long ol wok ya i dipen long wan man/woman nomo?*

*I gat eni man/woman insaed o aotsaed long bisnis i save tekem ples blong narafala blong mekem wok i ran?*



**Aidentifayem ol task mo ol pipol we oli nid blong karemaot ol mein rol ya mo raetem insaed long bisnis plan.**



*Trenem sam nara staf blong oli save karem aot ol wok ya olsem bakap.*

4

## OL SAPLAE WE OLI STAMBA BLONG BISNIS BLONG YU



*Wanem nao sam stamba saplae yu nidim blong yu save diliverem mein prodak o sevis blong yu?*

*Hu nao i saplaem ol risos ya mo i gat sam narafala saplaea bakegen we yu save yusum?*

*I gat eni nara prodak yu save yusum blong tekem ples blong hemia we yu yusum oltaem?*



**Aidentifayem ol stamba saplae yu nidim mo ol nara prodak yu save yusum spos mein risos ya i nogat.**

3

## OL IKWIPMEN WE BISNIS I NIDIM



*Wanem ikwipmen nao yu yusum we hemi stamba long bisnis blong yu?*

*Wanem nao bae yu mekem sapos oli damej long wan disasta?*

*Hao nao bae yu riplesem blong mekem sua se yu operet nomata disasta i straek?*



**Aidentifayem ol ikwipmen we oli stamba blong diliverem ol prodak mo/o sevis. Wea nao yu save kasem ol riplermen ikwipmen.**

5

## OL PLES BLONG RILOKESEN



*Sapos yu mas muv, wea nao yu save muvum bisnis blong yu i go long hem long taem blong disasta?*

*Bae yu wantem serem wan bilding wetem ol nara bisnis we i olsem blong yu?*

*Bae yu save wok long hom blong yu o yu rent smol taem long wan nara lokesen?*



**Aidentifayem sam posibol lokesen wea yu save muvum bisnis i go long hem mo hu blong kontaktem. Traem blong raetem sam gud mo nogud poen abaot ol difren lokesen ya.**

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6

## OL DIFREN INSURENS



*Bisnis blong yu i gat akses long insurens mo yu save protektem yu wan agens los blong bisnis long taem blong wan disasta?*

*Sam eksampol blong insurens yu save askem ol lokol insurens provaeda:*

*Some examples of insurances you may want to ask local insurance providers:*

- *Business interruption insurens*
- *Income Protection insurens*
- *Public Liability insurens*
- *Contents insurens*
- *Life insurens*



**Faenem aot gud ol difren insurens we i stap from sam polisi oli no kavremap saeklon o flas flad so yu mas pripea gud blong protektem bisnis mo ol aset.**

7

## DELEGETEM OTORITI



*Taem maneja o daarekta i no stap long taem blong kraesis hu nao i save delegetem ol rol o wok?*

*I gat wan asisten maneja o famli memba we i save mekem disisen olsem saenem jek, pem staf? Faenem wan, mo infomem ol staf blong oli save.*



**Aedentifayem wan o tu we yu trastem blong ranem bisnis taem yu no stap. Eksplenem long olgeta wanem nao yu ekspektem mo mekem sua oli save aksesem ol bakap infomesen.**



Karem advaes blong wan loea abaot hao blong givim raet long ol asisten blong yu. Kontaktem Jemba blong Komes o bisnis kaonsel blong askem sam fri advaes.

8

## KONTAKT INFOMESEN



**Karem evri ditel blong ol wokman, mein saplaea, insurens provaeda mo olgeta we yu nidim long taem blong disasta long plan blong yu.**



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9

## BISNIS REKOD



Bakem ap ol bisnis rekod. Yu save putum ol kastoma rekod, email, mo ol kaen infomesen olsem. Yu mas mekem bak ap oltaem, mo kipim ol bakap rekod long wan nara sef ples blong protektem.



**Aidentifayem sam posihol lokesen wea yu save muvum bisnis i go long hem mo hu blong kontaktem. Traem blong raetem sam gud mo nogud poen abaot ol difren lokesen ya.**



Yusum ol 'off-site' bak ap olsem ol onlaen storej long ol klaod, potobol had draev we yu tekem hom evri dei o putum long wan faeapruv sef. I gat ol profesonal bakap sevis i stap, kontaktem wan IT provaeda blong moa opsen.

10

## SEVEM PLAN



Sevem plan blong yu mo mekem sua se yu mo staf blong yu save aksesem long laptop, tablet o mobael fon long eni taem. Printim sam kopi mo kipim long ples we eni staf i save aksesem.

11

## PRIPEA FROM IMEJENSI



Mekem sua se ol staf blong yu oli gat ol imejensi kit mo tren blong save ol prosidja blong wan imejensi olsem ivakiuesen, ol faea eksit, ol sef eria blong go long hem long taem blong sunami, ol ples blong mit long hem mo ol imejensi saplae.



Long taem blong wan disasta, ol staf blong yu bae oli wantem jekem ol famli blong olgeta. Enkarejem olgeta blong priperem olgeta tu long wan imejensi. Hemia bae i helpem evriwan i sef mo i isi blong ol staf i kam bak long wok.

12

## PRAKTISIM MO APDETEM PLAN YA



Praktisim plan ya. Putum long skedjul ol deit blong ran tru long plan ya step-bae-step wetem ful tim blong yu mo apdetem evri yia.

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# Yu save komplitim plan ya long 12 minit mo putum long aksen.

Evri step bae i askem yu sam kwesten we yu mas ansarem mo taepem i go long BKP templet ([pipso.org.fj/stayopen](http://pipso.org.fj/stayopen))



Taemem yu wan long 1 minit blong go tru long wanwan step



Yu aotlaenem nomo ol poen we i impoten long bisnis fastaem. Bae yu save putum moa infomesen afta.

## Taem yu fulumap templet finis, yu mas



Sevem BKP dokumen long ol difren ples olsem yu save aksesem eniwea.



Sevem BKP dokumen long ol fri onlaen storej olsem Google Drive o Dropbox

Yu save aksesem mo iven serem wetem staf blong yu tru long laptop, smatfon o tablet we i konekt long intanet. I gud tu sapos yu printim sam kopi blong BKP dokumen mo pestem long wol long ofis mo desk blong yu.

### Endnotes:

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

<sup>2</sup> Civil Defence Wellington Region Emergency Management Office. (2017).

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Tangk yu i go long ol fanding mo infomesen patna

Wan spesel tangk yu

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