

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 spc.int/businessresilience 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.



Setim asaed neks fiu minits fo daonloudim frii easy-to-use Business Continuity Plan templet from spc.int/businessresilience 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.**

FO PLANDE MOA INFOMEISON

BIKAM WANFALA DISASTER- READY BUSINESS.

SPC.INT/BUSINESSRESILIENCE

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.



Lu mas treinim membasa 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? Lu garem eni atha saplaeas wea save provaedim sem prodaks an sevisis tu?

Lu 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 riplesim 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 riplesim ikwuipmen.

5

RILOKEISON 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 insuarens 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.

8

KONTAK DITELS



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



7

DELIGEISON LO ATOROTI

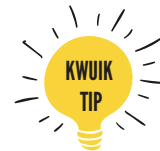


Hao nao bae iu save deligeitim rol o waka sapos maneija o daarekta blo iu no stap taem disasta hapen?

Iu garem asisten maneja 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.

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 garew 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.

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

Each step will ask you some questions that you must answer and record electronically using our BCP template (downloadable interactive PDF spc.int/businessresilience).



Time yourself 1 minute to go through each step.



You do not have to be too detailed right now, the key here is to begin outlining what works and what is most important for your business.

After filling up the template you must



SAVE THE BCP DOCUMENT IN MULTIPLE LOCATIONS that you can access from anywhere.



Save your BCP document in free online storage services like Google Drive or Dropbox.

You can then access and even share the document to your staff using any laptop, smartphone or tablet that is connected to the internet. We suggest for you to print a few copies of the BCP document to be placed on the office staff wall and on your desk as well.

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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