



4.2 ESTRATEJI KONTINYITE AK RESTORASYON

Idantifye yon fonksyon ki klase kòm “kritik”. Sa vle di se yon fonksyon ki pa dwe kanpe lè gen yon kriz. Li genyen yon objektif tan restorasyon ki kout: li kapab mwens ke in 1 èdtan, oswa ant youn 1 a 8 uit èdtan. Pou chak fonksyon sa yo, detaye kijan l ap travay, ki resous li bezwen, ak ki moun ki an tèt.

Fonksyon esansyèl biznis:	
Priyorite restorasyon • Kritik • Wo • Mwayen • Ba	Objektif tan restorasyon: <i>Ki valè maksimòm tan pou fonksyon sa a fè san mache anvan l ka fonksyone ankò ak/oswa anvan gen enpak finansye?</i> • < 1 èdtan • 1 - 8 èdtan • 8 - 24 èdtan • 24 - 72 èdtan • 72+ èdtan
Kiyès k ap egzekite fonksyon sa a? <u>Responsab/Sipèvizè:</u> <u>Estaf adisyonèl:</u> <u>Founisè/Vandè:</u>	Kiyès k ap kapab aji kòm yon altènatif/ranplasan? <u>Responsab/Sipèvizè:</u> <u>Estaf adisyonèl:</u> <u>Founisè/Vandè:</u>
Deskripsyon brèf sou kijan pou ranpli fonksyon sa a	



Fòmasyon ki nesèsè	Kisa w ap bezwen pou egzekite fonksyon sa a? <u>Materyèl:</u> <u>Dosye/Rapò:</u> <u>Materyèl:</u> <u>Sèvis piblik:</u> <u>Espas:</u>
Antre/Entèdepandans	Kiyès k ap itilize rezilta fonksyon sa a?
Anplasman prensipal	Anplasman altènatif
Obligasyon • Okenn • Jiridik • Kontraktyèl • Regilatwa • Finansye	Lajan pèdi (oswa amann yo enpoze) san fonksyon
Estrateji kontinyite	
Refi aksè ak yon etablisman:	
Refi sèvis poutèt manke travayè:	
Refi sèvis poutèt yon materyèl oswa sistèm ki an pàn:	



Estrateji restorasyon
Refi aksè ak yon etablisman:
Refi sèvis poutèt manke travayè:
Refi sèvis poutèt yon materyèl oswa sistèm ki an pàn:

Example Continuity Strategies: **Bakery**

ESSENTIAL FUNCTION	POTENTIAL DISRUPTION	EXAMPLE CONTINUITY STRATEGIES
Payroll	Denial of access to facility (e.g. area flooded, cannot access street/building for several days)	• Conduct payroll at an alternate location • <u>Planning Considerations:</u> ◦ Ensure alternate location has the necessary equipment, software, supplies, space, utilities, etc. ◦ Ensure primary and alternate payroll employee can access the alternate location
	Denial of service due to a reduced workforce (e.g. pandemic, infectious disease outbreak)	• Alternate/backup person(s) conducts payroll • <u>Planning Considerations:</u> ◦ Identify alternate/backup person [title/position] ◦ Develop a payroll instructions document ◦ Obtain payroll system credentials for alternate person(s)
	Denial of service due to equipment or systems failure (e.g. unable to access online payroll system)	• Manual process/phone call to payroll company • <u>Planning Considerations:</u> ◦ Spreadsheet with employee payroll information ◦ Payroll company contact information ◦ Security of sensitive information (storage of physical document, transfer of information)



Example Restoration Strategies: Bakery

ESSENTIAL FUNCTION	POTENTIAL DISRUPTION	CONTINUITY STRATEGIES	EXAMPLE RESTORATION STRATEGIES
Payroll	Denial of access to facility (e.g. area flooded, cannot access street/building for several days)	• Conduct payroll at an alternate location until primary location is restored to normal operations	• Monitor emergency alerts and OEM/BPD social media for updates on regaining access to the area/property • Document property damage • File an insurance claim • Pump water out of building • Clear debris • Clean and disinfect the building
	Denial of service due to a reduced workforce (e.g. pandemic, infectious disease outbreak)	• Alternate/backup person(s) conducts payroll	• Document payroll activities for primary payroll employee • Schedule a meeting to brief the primary payroll employee
	Denial of service due to equipment or systems failure (e.g. unable to access online payroll system)	• Manual process/phone call to payroll company	• Collaborate with payroll company to ensure content in manual documents are entered into the payroll system