



4.2 STRATÉJIAS DI KONTINUIDADI Y RESTAURASON

Selesiona um funson esensial ki sta priuritizadu komu “Kritiku” y ki ten un Objektivu di Ténpu di Rikuperason di ménus di 1 óra ô 1-8 óras. Kunpleta kes informason siginti sobri es funson esensial y kria stratéjias di kontinuidadi y restaurason pa kada tipu di disrupson.

Funson Komersial Esensial	
Prioridadi di Rekuperason • Kritiku • Altu • Médiu • Baxu	Objektivu di Ténpu di Restaurason: <i>Kantu ténpu másimu ki es funson podi fika fora di operason antis di un inpaktu operasional y/ô finanseru kontise?</i> • < 1 óra • 1 - 8 óra • 8 - 24 óra • 24 - 72 óra • 72+ óra
Kenha ki ta realiza es funson? <u>Jerenti/Supervizor:</u> <u>Pesoal Adisional:</u> <u>Fornesedoris/Vendedoris:</u>	Kenha ki podi sirbi komu alternativa/substitutu? <u>Jerenti/Supervizor:</u> <u>Pesoal Adisional:</u> <u>Fornesedoris/Vendedoris:</u>
Diskrison kurtu di manera di realiza es funson.	



Formason obrigatóriu	Kuzé k'é nesesáriu pa realiza es funson? <u>Ekipamentu:</u> <u>Rejistus/Relatórius:</u> <u>Suprimentus:</u> <u>Utilidadis:</u> <u>Spasu:</u>
Inputs/Interdependências:	Kenha ki ta uza saída di kel funson?
Lokal Prinsipal	Alterna Lokal
Obrigason • Ninhun • Legal • Kotratual • Rigulatóriu • Finanseru	Dinheru perduidu (ô multas aplikadu) sin es funson:
Stratéjias di kontinuidadi	
Negason di Asesu pa un Instalason:	
Negason di Servisu pamodi sta ménu mon di obra:	
Negason di Servisu pamodi un ekipamentu ô sistema ki fadja:	



Stratéjias di Restaurason
Negason di Asesu pa un Instalason:
Negason di Servisu pamodi sta ménus mon di obra:
Negason di Servisu pamodi un ekipamentu ô sistema ki fadja:

Example Continuity Strategies: **Bakery**

ESSENTIAL FUNCTION	POTENTIAL DISRUPTION	EXAMPLE CONTINUITY STRATEGIES
Payroll	Denial of access to facility <i>(e.g. area flooded, cannot access street/building for several days)</i>	• 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 <i>(e.g. pandemic, infectious disease outbreak)</i>	• 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 <i>(e.g. unable to access online payroll system)</i>	• 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