



4.2 ISTARAATIIJIYADAHA SII-WADISTA IYO DIB USOO CELINTA HAWLAHA MUHIIMKA AH EE GANACSIGA

Dooro hal shaqo ama hawl muhiim ah oo loo aqoonsaday “Muhiim” oo leh Yoolka Waqtiga Dib-usoo-celinta Hawsha oo ka yar 1 saac ama 1 – 8 saacadood. Qor faahfaahin ku saabsan hawsha muhiimka ah oo u samee istaraatiijiyadaha sii-wadista iyo dib usoo celinta nooc walba oo carqalad ah.

Hawsha Muhiimka ah ee Ganacsiga:	
Mudnaanta Dib-usoo-celinta • Aad Muhiim u ah • Muhiim ah • Dhexdhexaad • Aad Muhiim uma aha	Yoolka Waqtiga Dib-usoo-celinta Hawsha: <i>Waa intee waqtiga ugu badan ee howshaan la'aanteeda aan la ahaan karin ka hor inta aysan saameyn shaqo ama dhaqaale dhicin?</i> • Wax ka yar 1 saac • 1 - 8 saacadood • 8 - 24 saacadood • 24 - 72 saacadood • Wax ka badan 72 saacadood
Yaa qabta howshaan? <u>Maamulaha/Hor-joogaha:</u> <u>Shaqaalaha dheeriga ah:</u> <u>Shirkadda Kuu Keenta Badeecada/Alaabta:</u>	Qofkaas markii laga soo tago, yaa kale oo qaban kara howsha? <u>Maamulaha/Hor-joogaha:</u> <u>Shaqaalaha dheeriga ah:</u> <u>Shirkadda Kuu Keenta Badeecada/Alaabta:</u>
Sharaxaad kooban oo ku saabsan sida loo qabto hawshaan	



Tababarka Loo Baahan Tahay	Maxaa loo baahan yahay si hawshaan loo qabto? <u>Qalabka:</u> <u>Diiwaanada/Warbixinnada:</u> <u>Alaabta:</u> <u>Adeegyada Muhiimka ah sida Biyaha, iwm:</u> <u>Goobta:</u>
Wax galinta/Ku-tiirsanaan	Yaa isticmaala wax-soo-saarka hawshaan?
Meesha Lagu Qabto Howsha:	Meesha kale ee lagu qaban karo howsha
Waajibaadka • Waxna • Sharciga • Qandaraas/Heshiis Shaqo • Xeer/Nidaam Dowladeed • Dhaqaale	Lacagta qasaartay (ama ganaaxyo lagu soo rogay) howshaas la'aanteed:
Istaraatiijiyadaha Sii-wadista	
In La Awoodi Waayo In la Galo Goobta:	
In Adeeg La Bixin Waayo Shaqaale Yari Wwgeed:	
In Adeeg La Bixin Waayo sababo la xiriirta siistem ama qalab halaaway dartiis:	



Istaraatiiyyadaha Dib usoo Celinta
In La Awoodi Waayo In la Galo Goobta:
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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