

Business Continuity Planning

Securing You & Your Business



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Objective: Continue critical business operations during the covid-19 shutdown and return to normal operations as efficiently as possible

Business Impact Analysis: Identify Critical Functions & Systems

- Human resources – staff performing business critical functions
- IT systems – move to a virtual office (being cognizant of IT security)
- Physical assets – what assets support business critical functions, what can you relocate?
- Documents – business affidavit/license/registration, salaries, tax, invoicing, banking, work permits etc



Critical Functions & Systems Solutions

- Identify sustainable solutions for each function
 - Replicate business critical functions to the greatest extent possible
- Test solutions
 - Ensure systems and processes will work when you need them
- Transition
 - Phased transition if possible – partial work from home to full WFH operations
- Remember:
 - *All battles are fought up hill, in the rain, on the corner of four maps!*



- Prepare for the long haul: 3-6 months plus
- Scenarios:
 - 'normal' operations to full shutdown
 - fluid situation with varying application of restrictions
- **Secure:** attractive assets, cash, documents and **your people**
- **Risk-based:** proportionate risk-based measures adjusted in line with changes in the security environment
- **Confirm:** **office security** arrangements and contact with building management – **personal security** for you & staff
- **Photograph:** assets before vacating office – date/time stamp
- **Photograph:** locked docks/security systems



- Security environment – stay informed: **reliable sources & facts!!!**
 - Confirmed **cases** tracking: <http://covid19.ddc.moph.go.th/en>:
<https://covidtracker.5lab.co/>
 - **Travel** disruptions:
<https://www.khaosodenglish.com/news/transpo/2020/03/26/a-mega-list-for-travel-disruptions-during-state-of-emergency/>
 - **90 Day** Online Reporting advice:
<https://forum.thaivisa.com/topic/1155936-how-to-do-90-day-reporting-online-and-by-post/>
 - General **Situation Updates** & Govt Announcements: Follow **Richard Barrow** on Facebook or Twitter
 - **Beware** of **scams!!** <https://www.cyber.gov.au/>