Organisation name

Business Continuity Plan

Follow the 12 easy steps in the **business continuity planning guide** to help you complete this plan. Your completed plan will identify the essential actions required to ensure your organisation is prepared to get through a disruption.

Download and save this document before you begin editing. Please use Adobe Reader to edit this document as some other PDF readers will not allow you to save or print your information.

STEP 1

Your staff:

Potential vulnerabilities or commitments that might impact staff availability after a disruption:

_____

☑ All staff members have had a discussion about personal preparedness.

☑ Our organisation has emergency supplies and we have set a calendar reminder to restock them once a year.

☑ Our organisation has next of kin contacts for each staff member located in their personal file.

Core product or service 1:

_____

Essential roles and tasks:

Task	Skill set/qualification	Staff with skill set	Alternative options

Essential supplies:

Task	Supply	Alternative options

Core product or service 1

Essential equipment:

Task	Equipment	Alternative options

Key customers/clients:

Company	Main contact	Contact number(s)	Email	Address

Core product or service 1

Core product or service 2:

_____

Essential roles and tasks:

Task	Skill set/qualification	Staff with skill set	Alternative options

Essential supplies:

Task	Supply	Alternative options

Core product or service 2

STEP 5

Essential equipment:

Task	Equipment	Alternative options

STEP 6

Key customers/clients:

Company	Main contact	Contact number(s)	Email	Address

Core product or service 2

STEP 2

Core product or service 3:

_____

STEP 3

Essential roles and tasks:

Task	Skill set/qualification	Staff with skill set	Alternative options

STEP 4

Essential supplies:

Task	Supply	Alternative options

Core product or service 3

Essential equipment:

Task	Equipment	Alternative options

Key customers/clients:

Company	Main contact	Contact number(s)	Email	Address

Core product or service 3

Relocation options:

Location options	Advantages	Disadvantages

Insurance requirements:

Insurance type	Provider	Policy number

Delegation of authority:

Person with delegated authority	Delegations	Contact details (phone & email)	Relationship to business

Back up your records:

Information type	Method	Location

STEP 11

Save this plan:

Format	Location	Who has access

STEP 12

Plan, Prepare and Practise:

✓ Our staff know **where to evacuate to during a fire.**

✓ Our staff know to **Drop, Cover and Hold** during an earthquake.

✓ If our business is located in a tsunami zone, our staff **know where to evacuate to after feeling a long or strong** earthquake.

✓ Our staff **have Grab'n'Go bags**.

✓ Our organisation has **stored water and emergency supplies** and has scheduled an annual stock-take.

Scheduled practise dates:

✓ Date
_____

✓ Date
_____

✓ Date
_____

Business Continuity Plan completed and backed up:

✓ Date
_____

✓ Review
_____

For more information:

Emergency Management Southland's role is to lead and coordinate the effective delivery of Civil Defence Emergency Management (CDEM) for the Southland Region. It is funded by the region's four councils.

For more information about how to be better prepared for an emergency, visit **cdsouthland.nz**

For information during an emergency, visit **cdsouthland.nz**

Organisation name

Sensitive Business Information

Key instructions for opening and running this business: (eg: Instructions for accessing the workplace (location of keys, lock box and alarm codes)

Bank account and investments – access information

Accounts:	Account numbers:	Login details:

Customer database – access instructions