

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. To read the 12 steps, go to **GetPrepared.nz/businesses**.

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.



Your staff:

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

STEP 1

- All staff members have been provided with WREMO's Earthquake Planning Guide and we 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.



STEP 2

Core product or service 1:



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 1



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 1



STEP 2

Core product or service 2:



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 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



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 3



STEP 7

Relocation options:

Location options	Advantages	Disadvantages



STEP 8

Insurance requirements:

Insurance type	Provider	Policy number



STEP 9

Delegation of authority:

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



STEP 10

Back up your records:

Information type	Method	Location



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** to assist them in evacuating for a tsunami or walking home after an earthquake.
- Our organisation has **stored water and emergency supplies** and has scheduled an annual stock-take.
- Our **staff have been provided copies of the Earthquake Planning Guide** to ensure they are personally prepared at home.

Scheduled practice dates:

- Date

- Date

- Date

Business Continuity Plan completed and backed up:

- Date

- Review
