

# **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 **OtagoCDEM.govt.nz.** 

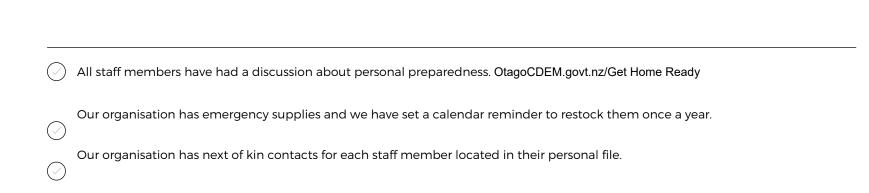
Download and save this document before you begin editing. Please use Adobe Reader to edit this document as some other PDF readers will not allow you to save or print your information.



STEP 1

### **Your staff:**

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





# **Core product or service 1:**



STEP 2



STEP 3

### **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

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
--------	--------	--------	--------	--------	--------	--------	--------	--------	---------	---------	---------



# **Core product or service 2:**



STEP 2



STEP 3

### **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



### **Essential equipment:**

Task	Equipment	Alternative options



### **Key customers/clients:**

Main contact	Contact number(s)	Email	Address
	Main contact	Main contact Contact number(s)	Main contact Contact number(s) Email

Core product or service 2

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
--------	--------	--------	--------	--------	--------	--------	--------	--------	---------	---------	---------



# **Core product or service 3:**





STEP 3

### **Essential roles and tasks:**

Task	Skill set/qualification	Staff with skill set	Alternative options



# **Essential supplies:**

Task	Supply	Alternative options

Core product or service  $\it 3$ 



### **Essential equipment:**

Task	Equipment	Alternative options



# **Key customers/clients:**

Company	Main contact	Contact number(s)	Email	Address

Core product or service 3

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
--------	--------	--------	--------	--------	--------	--------	--------	--------	---------	---------	---------



# **Relocation options:**

Advantages	Disadvantages
	Advantages



# Insurance requirements:

Insurance type	Provider	Policy number



# **Delegation of authority:**





# **Back up your records:**

Information type	Method	Location



# Save this plan:



Format	Location	Who has access

02	Pla	an
STEP 12	$\bigcirc$	0
	$\bigcirc$	0
	$\bigcirc$	lf
	$\bigcirc$	0
	$\bigcirc$	0
	$\bigcirc$	0
	Sch	1e
	$\bigcirc$	D

Plan, Prepare and Practise:				
Our staff know where to evacuate to during a fire.				
Our staff know to <b>Drop, Cover and Hold</b> during an earthquake.				
Of our business is located in a tsunami zone, our staff <b>know where to evacuat</b>	e to after feeling a long or strong earthquake.			
Our staff <b>have Grab'n'Go bags</b> to assist them in evacuating for a tsunami or w	valking home after an earthquake.			
Our organisation has <b>stored water and emergency supplies</b> and has schedu	led an annual stock-take.			
Our staff have been provided copies of the Earthquake Planning Guide to e	ensure they are personally prepared at home.			
Scheduled practice dates:				
O Date	For more information:			
O Date	OtagoCDEM.govt.nz - Get Work Ready			
O Date	For information during an emergency, visit			
	OtagoCDEM.govt.nz			
Business Continuity Plan completed and backed up:				
O Date				
Review				

STEP 12 STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6 STEP 7 STEP 8 STEP 9 STEP 11 STEP 10