

Organisation name

Business Continuity Plan



STEP 1

Your staff:

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

- All staff members have been provided with Make a Plan (aem.org.nz/resources) 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 |
|------|-------------------------|----------------------|---------------------|
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STEP 4

Essential supplies:

| Task | Supply | Alternative options |
|------|--------|---------------------|
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| | | |

Core product or service 1



STEP 5

Essential equipment:

| Task | Equipment | Alternative options |
|------|-----------|---------------------|
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STEP 6

Key customers/clients:

| Company | Main contact | Contact number(s) | Email | Address |
|---------|--------------|-------------------|-------|---------|
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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 |
|------|-------------------------|----------------------|---------------------|
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STEP 4

Essential supplies:

| Task | Supply | Alternative options |
|------|--------|---------------------|
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Core product or service 2



STEP 5

Essential equipment:

| Task | Equipment | Alternative options |
|------|-----------|---------------------|
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STEP 6

Key customers/clients:

| Company | Main contact | Contact number(s) | Email | Address |
|---------|--------------|-------------------|-------|---------|
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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 |
|------|-------------------------|----------------------|---------------------|
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STEP 4

Essential supplies:

| Task | Supply | Alternative options |
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Core product or service 3



STEP 5

Essential equipment:

| Task | Equipment | Alternative options |
|------|-----------|---------------------|
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STEP 6

Key customers/clients:

| Company | Main contact | Contact number(s) | Email | Address |
|---------|--------------|-------------------|-------|---------|
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Core product or service 3



STEP 7

Relocation options:

| Location options | Advantages | Disadvantages |
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STEP 8

Insurance requirements:

| Insurance type | Provider | Policy number |
|----------------|----------|---------------|
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STEP 9

Delegation of authority:

| Person with delegated authority | Delegations | Contact details (phone & email) | Relationship to business |
|---------------------------------|-------------|---------------------------------|--------------------------|
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STEP 10

Back up your records:

| Information type | Method | Location |
|------------------|--------|----------|
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STEP 11

Save this plan:

| Format | Location | Who has access |
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STEP 12

Plan, Prepare and Practise:

- Our staff understand our business continuity plan and their role during a disruption.
- 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 organisation has **stored water and emergency supplies** and has scheduled an annual stock-take.

Scheduled practice dates:

- Date

- Date

- Date

Business Continuity Plan completed and backed up:

- Date




- Review

For more information: aem.org.nz

About Auckland Emergency Management:

Auckland Emergency Management is a part of Auckland Council and works in partnership with emergency services and other organisations to ensure effective coordination of civil defence and emergency management within its area.

Contact us

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-  [@Auckland CDEM](https://twitter.com/AucklandCDEM)

Source material provided by the Wellington Region Emergency Management Office

