

YOUR 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. To read the 12 steps, go to **OtagoCDEM.govt.nz**.

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Your staff:

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

STEP 1

- All staff members have had a discussion about personal preparedness. [OtagoCDEM.govt.nz/Get Home Ready](https://otagocdem.govt.nz/Get-Home-Ready)
- 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 1

STEP 2

STEP 3

STEP 4

STEP 5

STEP 6

STEP 7

STEP 8

STEP 9

STEP 10

STEP 11

STEP 12



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



Save this plan:

STEP 11

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** 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

For more information:
OtagoCDEM.govt.nz - Get Work Ready

For information during an emergency, visit
OtagoCDEM.govt.nz