



*A safe, strong Bay of Plenty, together
Te Moana a Toi kia kaha mā tātou katoa*

Appendix 7.2

Business Continuity Plan

Template



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. Use this plan to prepare your Action list.

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 had a discussion about personal preparedness.

☒ Our organisation has emergency supplies essential for running our business and we have set a calendar reminder to restock them once a year.

☒ Our organisation has our Staff contact list located _____ and next of kin contacts for each staff member located _____.

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 Business activity or service 1:

This should be in order of your most important time critical service and also include a description of the service



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 business activity or service 1



STEP 5

Essential equipment:

Task	Equipment	Alternative options

This should also include key priority business equipment such as IT, eftpos terminals, machinery, vehicles etc



STEP 6

Key customers/clients:

Customers/Clients	Main contact	Contact number(s)	Email/Facebook/other	Address

This should be prioritised and include who you should notify and how (social media, phone, prepared statements)

Core business activity or service 1





STEP 2

Core Business activity or service 2:

This should be in order of your most important time critical service and also include a description of the service



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 business activity or service 2



STEP 5

Essential equipment:

Task	Equipment	Alternative options

This should also include key priority business equipment such as IT, eftpos terminals, machinery, vehicles etc



STEP 6

Key customers/clients:

Company	Main contact	Contact number(s)	Email	Address

This should be prioritised and include who you should notify and how (social media, phone, prepared statements)

Core business activity 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



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 and key information:

Information type	Method and alternatives	Location

This should include alternative backup (cloud, paper, secure USB, etc) and contact lists, forms, booking systems etc



STEP 11

Save this plan:



Format	Location	Who has access



STEP 12

Plan, Prepare and Practise:

- ☒ **Complete and regularly review this plan (at least annually)**
- ☒ Our staff know where this plan is located and understand what their roles and responsibilities will be before a disruptive event occurs.
- ☒ Regularly practice your business's emergency response plans such as tsunami evacuation, earthquake and fire drills
- ☒ Practice BCP with staff through scenarios such as loss of internet, communications, worksite accessibility. Talk through what's missing.
- ☒ Customer, clients, suppliers, and your staff contacts are up to date

Practice the development of an action list and return to work protocols

Scheduled practice dates:

☒ Date

☒ Date

☒ Date

Business Continuity Plan completed and backed up:

☒ Date

☒ Review

About the Bay of Plenty Emergency Management Group:

The Bay of Plenty Emergency Management Group role is to lead and coordinate the effective delivery of Civil Defence Emergency Management (CDEM) for the Bay of Plenty Region. The Bay of Plenty CDEM Group is made up of the seven (7) Local Authorities within the region.

For more information about how to be better prepared before and during emergency, visit:

www.bopcivildefence.govt.nz



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