

Organisation name

Business Continuity Plan



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.



Core product or service 1:



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



Core product or service 2:



STEP 3

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:

Company	Main contact	Contact number(s)	Email	Address

Core product or service 2



STEP 3

Core product or service 3:



Task	Skill set/qualification	Staff with skill set	Alternative options



Essential supplies:

Task	Supply	Alternative options

Core product or service 3



Essential equipment:

Task	Equipment	Alternative options



Key customers/clients:

Company	Main contact	Contact number(s)	Email	Address

Core product or service 3



Relocation options:

Advantages	Disadvantages
	Advantages



Insurance requirements:

Insurance type	Provider	Policy number



Delegation of authority:

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

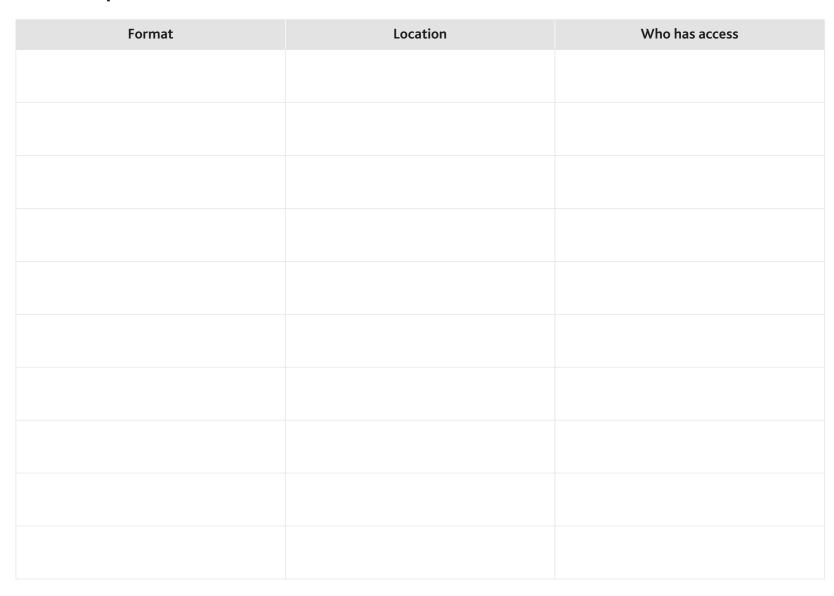


Back up your records:

Information type	Method	Location



Save this plan:





Plan, Prepare and Practise:	
Our staff understand our business continuity plan and their role during a disr	ruption.
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 evacua	ate to after feeling a long or strong earthquake.
Our organisation has stored water and emergency supplies and has sched	uled an annual stock-take.
Date	For more information: a
Scheduled practice dates:	
	About Auckland Emergency Manag
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Date Date Date	
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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

- aeminfo@aucklandcouncil.govt.nz
- @aklcdem
- @Auckland CDEM

Source material provided by the **Wellington Region Emergency Management Office**



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