

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](https://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



STEP 4

## Essential supplies:

Task	Supply	Alternative options

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



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 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 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 1

STEP 2

STEP 3

STEP 4

STEP 5

STEP 6

STEP 7

STEP 8

STEP 9

STEP 10

STEP 11

STEP 12



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 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 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 1

STEP 2

STEP 3

STEP 4

STEP 5

STEP 6

STEP 7

STEP 8

STEP 9

STEP 10

STEP 11

STEP 12



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 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 1

STEP 2

STEP 3

STEP 4

STEP 5

STEP 6

STEP 7

STEP 8

STEP 9

STEP 10

STEP 11

STEP 12





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

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 11

Save this plan:

Format	Location	Who has access



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 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](http://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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Source material provided by the  
Wellington Region Emergency  
Management Office

