

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



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



STEP 11

Save this plan:

Format	Location	Who has access





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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