

# **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.

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STEP 1

#### Your staff:

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



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

#### **Essential roles and tasks:**

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



# **Core product or service 3:**



#### STEP 2



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  $\it 3$ 



#### **Essential equipment:**

Task	Equipment	Alternative options



# **Key customers/clients:**

Company	Main contact	Contact number(s)	Email	Address

Core product or service 3



# **Relocation options:**

Location options	Advantages	Disadvantages



# Insurance requirements:

Insurance type	Provider	Policy number



# **Delegation of authority:**



Delegations	Contact details (phone & email)	Relationship to business
	Delegations	Delegations Contact details (phone & email)



# **Back up your records:**

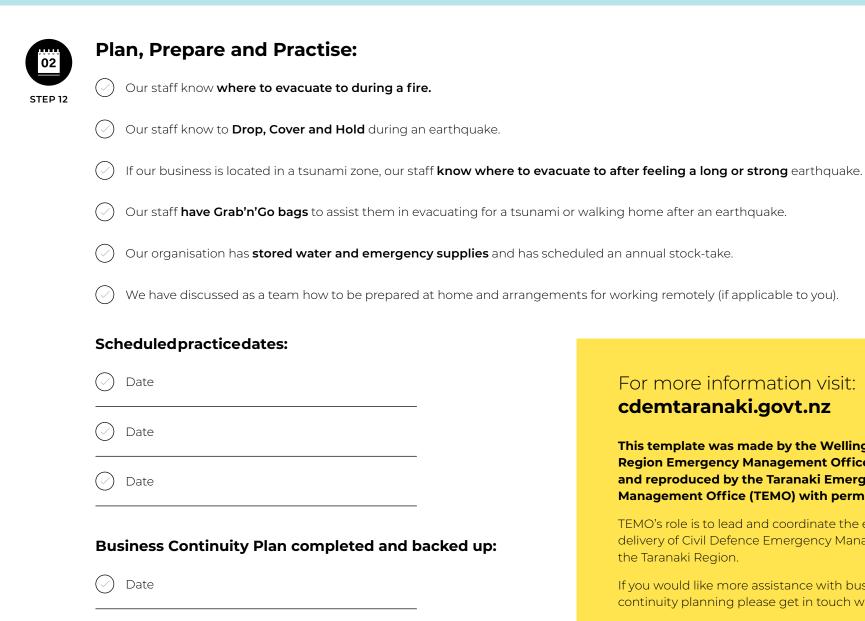
Information type	Method	Location



# Save this plan:



Format	Location	Who has access



Review

#### For more information visit:

### cdemtaranaki.govt.nz

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If you would like more assistance with business continuity planning please get in touch with us:

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