Business Continuity Plan

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Core products and/or servic	es			
1				
2				
3				
			This box refers to the essentia	al roles, equipment and supplies for this core product or service
Essential roles and skills				
Task	Skill set / qua	lification	Staff with skill set	Alternative options
Essential equipment		I		
Task		Equipment		Alternative options

Facential assembles						
Essential supplies Task		Supply		Alternative o	otions	
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Essential roles and skills						
Task	Skill set / qua	lification	Staff with skill set		Alternative options	
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Essential equipment Task		F		A I A A ·		
Task		Equipment		Alternative options		

Essential supplies		1		ı	
Task		Supply		Alternative	options
			This box refers to the essentia	l roles, equipm	ent and supplies for this core product or service
Essential roles and skills					
Task	Skill set / qual	ification	Staff with skill set		Alternative options
Essential equipment Task		Environant		A ltawa atiwa a	
Task		Equipment		Alternative o	ptions

Essential supplies	I	
Task	Supply	Alternative options
Delegation outions		
Relocation options		
Location	Advantages	Disadvantages
Insurances		
ilisulatices		
Insurance type	Provider	Policy Number

Delegated author	ity							
Person with delegated author	ority		Relationship to bus	Relationship to business				
Contact details								
All staff	1	ı	ı	ı	ı			
Name	Role	Mobile Phone	Other Phone	Email	Address			

dress
dress

Company	Main contact		Main Phone		Other Phone		Email		Address	
Key suppliers			<u> </u>		I					
Supply	Company	Main c	ontact	Main	phone	Other	phone	Email		Address

Sources of replacen		AA '. Dh	Out Disame		
Role	Contact	Main Phone	Other Phone	Email	Address
Providers of alterna	tive equipment				
Equipment	Company	Main Phone	Other Phone	Email	Address
Providers of relocat	ion options	1			
Equipment	Company	Main Phone	Other Phone	Email	Address

Company		Address		Mobile Pho	one	Other Phone		Email
People with deleg	gated authorit	у						
Name		Mobile Phone		Other Phon	e	Email		Address
Jtility providers								
Туре	Com	npany	Main Phone	:	Other Phone	Email	Ac	count Number

Information Backup formats								
Information type	Method		Location					
Emergency Response Plan								
Our staff know where to evacuate to during a fire. Our staff know to Drop, Cover and Hold during an earthquake, before assessing the situation and taking appropriate actions. If our business is located in a tsunami zone, our staff know where to evacuate to after feeling a long or strong earthquake. Our staff have get-away kits to assist them evacuating for a tsunami or walking home after an earthquake. Our organisation has stored water and emergency supplies. Our staff have been provided with copies of It's Easy: Prepared Households, and It's Easy: Prepared Neighbours for their own household preparedness.								
Business Continuity Plan completed ar	nd backed up	Scheduled practice	e dates					
Date		Date						
		Date						
		Date						

