

# Business Continuity Plan

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## Core products and/or services

1	
2	
3	

This box refers to the essential roles, equipment and supplies for this core product or service

## Essential roles and skills

Task	Skill set / qualification	Staff with skill set	Alternative options

## Essential equipment

Task	Equipment	Alternative options

### Essential supplies

Task	Supply	Alternative options

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Task	Supply	Alternative options

### Relocation options

Location	Advantages	Disadvantages

### Insurances

Insurance type	Provider	Policy Number









**Sources of replacement staff**

Role	Contact	Main Phone	Other Phone	Email	Address

**Providers of alternative equipment**

Equipment	Company	Main Phone	Other Phone	Email	Address

**Providers of relocation options**

Equipment	Company	Main Phone	Other Phone	Email	Address





## 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 and backed up

Date \_\_\_\_\_

## Scheduled practice dates

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



## Additional Information

A large, empty rectangular box with a thin black border, intended for providing additional information.