

BusinessContinuityPlan

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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Your staff:

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

STEP 1

All staff members know the emergency evacuation plans for our workplace 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.

 \rightarrow Our organisation has next of kin contacts for each staff member located in their personal file.

STEP 3



Core product or service 1:

STEP 2



Essential roles and tasks:

STEP 3	Task	Skill set/qualification	Staff with skill set	Alternative options



Essential supplies:

STEP 4	Task	Supply	Alternative options

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
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STEP

Essential equipment:

P 5	Task	Equipment	Alternative options	C



Key customers/clients:

STEP 6

Company	Main contact	Contact number(s)	Email	Address

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
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Core product or service 2:

STEP 2



Essential roles and tasks:

STEP 3	Task	Skill set/qualification	Staff with skill set	Alternative options



Essential supplies:

STEP 4	Task	Supply	Alternative options

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
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Essential equipment:

STEP 5	Task	Equipment	Alternative options	C



Key customers/clients:

STEP 6

Company	Main contact	Contact number(s)	Email	Address

STEP 1 S	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
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Core product or service 3:

STEP 2



Essential roles and tasks:

STEP 3	Task	Skill set/qualification	Staff with skill set	Alternative options



Essential supplies:

STEP 4	Task	Supply	Alternative options

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
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STEP

Essential equipment:

Task	Equipment	Alternative options	



Key customers/clients:

STEP 6

Company	Main contact	Contact number(s)	Email	Address

STEP 1 S	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
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Relocation options:

Location options	Advantages	Disadvantages

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Insurance requirements:

STEP 8	Insurance type	Provider	Policy number

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6 STEP 7 STEP 8 STEP 9	S
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Delegation of authority:

Person with delegated authority	Delegations	Contact details (phone & email)	Relationship to business



Back up your records:

EP 10	Information type	Method	Location



Save this plan:

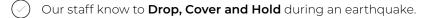
STEP 11	Format	Location	Who has access	

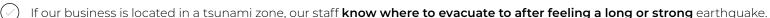
STEP 1



Plan, Prepare and Practise:

Our staff know **where to evacuate to during a fire.**





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angle$ Our staff **have Grab'n'Go bags** to assist them in evacuating for a tsunami or walking home after an earthquake.

arsigma)~ Our organisation has **stored water and emergency supplies** and has scheduled an annual stock-take.

angle We have discussed as a team how to be prepared at home and arrangements for working remotely (if applicable to you).

Scheduled practice dates:

) Date

Date

) Date

Business Continuity Plan completed and backed up:

) Date

) Review

STEP 3

For more information visit: cdemtaranaki.govt.nz

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TEMO's role is to lead and coordinate the effective delivery of Civil Defence Emergency Management for the Taranaki Region.

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

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STEP 1

STEP 7

STEP 8

STEP 10