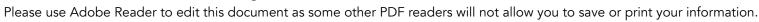
Company name here.

## **Business Continuity Plan**

Core products and/or services





1					
Core product or service 1		This I	oox refers to the essential role	es, equipment	and supplies for this core product or service
Essential roles and skills					
Task	Skill set / qu	alification	Staff with skill set		Alternative options
Task	1	Equipment	I	Alternative	options
					<u>.                                      </u>

Task		Supply			Alternative	options
Core product or service 2			This box refers	to the essential roles	s, equipment :	and supplies for this core product or service
Essential roles and skills						
Task	Skill set / qu	alification	Staff wit	h skill set		Alternative options
	-		_ _			
	-		—   —			
	-		<u> </u>			
Task		Equipment			Alternative	options

Task				Alternative	options
Core product or service 3		This I	oox refers to the essential role	s, equipment	and supplies for this core product or service
Essential roles and skills					
Task	Skill set / qua	alification	Staff with skill set		Alternative options
Task		Feedingson		^   <b>+ +</b> i	
lask		Equipment		Alternative	options

Task	Supply	Alternative options
		l ———
Relocation options		
Location	Advantage	Disadvantage
Insurances		
Insurance type	Provider	Policy Number

Delegated auth	nority				
Person with delegat	ted authority		Relationship to business		
Contact details		_	_	_	
Contact details					
All staff	l p. I.	Mobile Phone	Others Bleen	l ea	Address
Name	Role	Mobile Phone	Other Phone	Email	Address
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			_	_	
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lame	Role	Mobile Phone	Other Phone	Email	Address
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ey Customers	Main Contact	Main Phone	Other Phone	Email	Address
	Main Contact	Main Phone	Other Phone	Email	Address
	Main Contact	Main Phone	Other Phone	Email	Address
	Main Contact	Main Phone	Other Phone	Email	Address
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	Main Contact	Main Phone	Other Phone	Email	Address
	Main Contact	Main Phone	Other Phone	Email	Address
	Main Contact	Main Phone	Other Phone	Email	Address
	Main Contact	Main Phone	Other Phone	Email	Address
ey Customers	Main Contact	Main Phone	Other Phone	Email	Address
	Main Contact	Main Phone	Other Phone	Email	Address

FOR MORE INFO

Company	N	lain Contact		Main Phone		Other Pl	none	Email		Address
	-									
	-									
	-									
Key Suppliers										
	Com	oany	Main (	Contact	Main Pho	ne	Other Phone	1	Email	Address
	Com	oany	Main (	Contact	Main Pho	ne	Other Phone	I	Email	Address
	Com	oany	Main (	Contact	Main Pho	ne	Other Phone		Email	Address
	Com	Dany	Main (	Contact	Main Pho	ne	Other Phone		Email	Address
	Com	oany	Main (	Contact	Main Pho	ne	Other Phone	I	Email	Address
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	Com	pany	Main (	Contact	Main Pho	ne	Other Phone		Email	Address
Key Suppliers Supply	Com	pany	Main (	Contact	Main Pho	ne	Other Phone		Email	Address
	Com	pany	Main	Contact	Main Pho	ne	Other Phone		Email	Address
	Com	pany	Main	Contact	Main Pho	ne	Other Phone		Email	Address

Role	Contact	Main Phone	Other Phone	Email	Address
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Providers of alter	native equipment				
Equipment	Company	Main Phone	Other Phone	Email	Address
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Dravidara af rala	antina antina				
Providers of relo	1	1	1	1	1
Equipment	Company	Main Phone	Other Phone	Email	Address
			_	_	
			_	<u> </u>	
			_	_	

Insurance providers ar	nd brokers					
Company	Address	Mobile Phone		Other Phon	ie	Email
			_			
		-				
People with delegated	d authority					
Company	Address	Mobile Phone		Other Phon	ie	Email
		-				
Utility providers						
Туре	Company	Main Phone	Other P	hone	Email	Address
Electricity						
Gas						
Phone						
Mobile						
Internet						
Software						

FOR MORE INFO

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	Scheduled practice dates
Date C	Date
С	Date
	Date

















