



Company name here.

Business Continuity Plan

Please use Adobe Reader to edit this document as some other PDF readers will not allow you to save or print your information.

Core products and/or services

- 1 _____
- 2 _____
- 3 _____

Core product or service 1

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Task	Equipment	Alternative options
_____	_____	_____
_____	_____	_____
_____	_____	_____

Task	Supply	Alternative options

Core product or service 2

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

Task	Equipment	Alternative options

Task	Supply	Alternative options

Core product or service 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

Task	Equipment	Alternative options

Task	Supply	Alternative options

Relocation options

Location	Advantage	Disadvantage

Insurances

Insurance type	Provider	Policy Number

Delegated authority

Person with delegated authority

Relationship to business

Contact details

All staff

Name	Role	Mobile Phone	Other Phone	Email	Address

Name	Role	Mobile Phone	Other Phone	Email	Address

Key Customers

Company	Main Contact	Main Phone	Other Phone	Email	Address

Company	Main Contact	Main Phone	Other Phone	Email	Address

Key Suppliers

Supply	Company	Main Contact	Main Phone	Other Phone	Email	Address

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

Insurance providers and brokers

Company	Address	Mobile Phone	Other Phone	Email

People with delegated authority

Company	Address	Mobile Phone	Other Phone	Email

Utility providers

Type	Company	Main Phone	Other Phone	Email	Address
Electricity					
Gas					
Phone					
Mobile					
Internet					
Software					

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 _____



Thank you to our funding and content partners

A special thank you to