## **Business Continuity Plan**

This plan has been developed to protect staff, clients and suppliers. This plan will be implemented following an emergency event that disrupts our business as usual. It will be reviewed annually and a hard copy kept off premises

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Core activities		Maximum acce	Maximum accepted outage			
Core activity 1						
Core activity 3						
Core Activity 1		This box refers to the essential roles, equip	ment and supplies for this core activity			
Essential roles and skills						
Task	Skill set / qualification	Staff with skill set	Alternative options			
Essential equipment						
Task	Equipment	Alternative options	Key Contact			
		, internative options	,			
Essential supplies						
	Committee	A 14	Voy Courts at			
Task	Supply	Alternative options	Key Contact			
	T .	ı				

Core Activity 2		This box refers to the essential roles, equipment and	supplies for this core activity
Essential roles and skills			
Task	Skill set / qualification	Staff with skill set	Alternative options
Essential equipment			
	le :	Lati	L Van Cambart
Task	Equipment	Alternative options	Key Contact
Essential supplies			
Task	Supply	Alternative options	Key Contact
		-	

Core Activity 3  This box refers to the essential roles, equipment and supplies for this core activity						
Essential roles and s	ikills					
Task		kill set / qualification	Staff with skill set		Alternative options	
1031					/ Contract of the contract of	*****
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	I					
Essential equipment	t					
Task	Ec	quipment	Alternative option	าร	Key Contact	
Essential supplies						
Task	l Su	upply	Alternative optio	nc	Key Contact	
ldSK	34	трый	Alternative optio	ns	Ney Comaci	
						******
Relocation Op	otions					
				. 2		
Location		Advantages		Disadvanta	ages	
Providers of F						
Facility	Company	Main phone	Other phone	Email	Address	
						, <b></b>
						, <b></b>
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						, <b></b>

Insurance	es						
Insurance Type		F	Provider			Policy Numbe	er
<mark>Insuranc</mark> e	e Provider a	<mark>nd Broke</mark>	rs				
Company	Main ph		Other phon	e	Email		Address
Dologato	d Authority						
	d Authority elegated authority			Relationship	to husiness		
				Ticiación sin.p	to business		
<u></u>							
People w	<mark>ith Delegat</mark>	ed Autho	rity				
Name	Mobile	phone	Other phone	Email		Addre	SS
Contact I	<b>Details</b>						
All staff							
Name	Role	Mol	bile phone	Other phone	Er	mail	Address

All staff continued						
Name	Role	Mobile phone	Other phone	Email	Address	

Key Customers						
Company	Main Contact	Main phone	Other phone	Email	Address	

Supply	Company	Main Contact	Main phone	Other phone	Email	Address

Neighbouring Businesses	5				
Company	Main Contact	Main phone	Other phone	Email	Address

quipment	Company	Main phone	Other phone	Email	Address

Utility Prov	viders						
Туре	Company	Main phone	Other phone	Email	Account Number		
Electricity							
Gas							
Phone Mobile							
Internet							
Software							
Security							
	ı	'	ı	ı			
	5 1 /						
	ation Backup f			le e			
Information	ı type	Method		Location			
Emerge	ency Response	Plan					
_		gency response plan					
Our st	taff know where to e	vacuate to during a fire.					
Our st	taff know to Drop, Co	over and Hold during an ea	arthquake, before as	sessing the situation	and taking		
appro	priate actions.						
	business is located i quake.	n a tsunami zone, our staff	know where to evac	cuate to after feeling	a long or strong		
Our st	Our staff have get-away kits to assist them evacuating for a tsunami or walking home after an earthquake.						
O Our o	Our organisation has stored water and emergency supplies.						
Our staff have been provided with their own household preparedness plan template.							
Busines	ss Continuity F	Plan completed an	d backed up	Scheduled	practice dates		
5	,						
Date				Date			
				Date			
				Date			

Further Information
Congratulations on completing your Business Continuity Plan.
The next step is to reduce the risks your business faces. Please list five things that you will do to make your staff and business more resil-
ient in an emergency. Some ideas are back up your data and documents in the cloud, fix fasten and forget items in your workplace, do a
tsunami evacuation practice, check your insurance cover, purchase a generator.
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MEMORANDUM OF UNDERSTANDING		
Memorandum of Understanding between:		
	_	
and		
	-	
have agreed to provide support under such circumstan	ices and subject to the terms of th	s agreement.
This agreement sets out the responsibilities of both par	rties in an event posing a risk to bu	isiness continuity.
Agreement		
<ul> <li>In an event posing a risk to business continuity, th provision of facilities and/or equipment.</li> </ul>	e Parties agree to support each ot	her, where possible, with the
<ul> <li>The Parties will pay each other for this support at r necessary to negotiate payment after support has</li> </ul>		ncy of the situation, it may be
<ul> <li>Support may be provided without charge.</li> </ul>		
<ul> <li>Agreement to use each other's services/facilities w Incident Controllers during an event.</li> </ul>	vill be between Managers of the fa	cilities named or respective
<ul> <li>The Parties will treat each other's facilities and equexpected in the circumstances.</li> </ul>	uipment with care and respect and	d to a standard reasonably
<ul> <li>The Parties will comply with all relevant law and pequipment.</li> </ul>	rofessional standards when using	the other's facilities and
Signed	Manager	Date
Signed	Manager	Date