



Core Activity 3

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 |
|------|---------------------------|----------------------|---------------------|
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Essential equipment

| Task | Equipment | Alternative options | Key Contact |
|------|-----------|---------------------|-------------|
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Essential supplies

| Task | Supply | Alternative options | Key Contact |
|------|--------|---------------------|-------------|
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Relocation Options

| Location | Advantages | Disadvantages |
|----------|------------|---------------|
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Providers of Relocation Options

| Facility | Company | Main phone | Other phone | Email | Address |
|----------|---------|------------|-------------|-------|---------|
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| Insurances | | |
|----------------|----------|---------------|
| Insurance Type | Provider | Policy Number |
| | | |
| | | |
| | | |

| Insurance Provider and Brokers | | | | |
|--------------------------------|------------|-------------|-------|---------|
| Company | Main phone | Other phone | Email | Address |
| | | | | |
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| Delegated Authority | |
|---------------------------------|--------------------------|
| Person with delegated authority | Relationship to business |
| | |
| | |
| | |

| People with Delegated Authority | | | | |
|---------------------------------|--------------|-------------|-------|---------|
| Name | Mobile phone | Other phone | Email | Address |
| | | | | |
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| Contact Details | | | | | |
|-----------------|-------|--------------|-------------|-------|---------|
| All staff | | | | | |
| Name | Role | Mobile phone | Other phone | Email | Address |
| | | | | | |
| | | | | | |
| | | | | | |
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Utility Providers

| Type | Company | Main phone | Other phone | Email | Account Number |
|-------------|---------|------------|-------------|-------|----------------|
| Electricity | | | | | |
| Gas | | | | | |
| Phone | | | | | |
| Mobile | | | | | |
| Internet | | | | | |
| Software | | | | | |
| Security | | | | | |

Information Backup formats

| Information type | Method | Location |
|------------------|--------|----------|
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Emergency Response Plan

- Our business has an 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 their own household preparedness plan template.

Business Continuity Plan completed and backed up

Date

Scheduled practice dates

Date.....

Date.....

Date.....

MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding between:

and

have agreed to provide support under such circumstances and subject to the terms of this agreement.

This agreement sets out the responsibilities of both parties in an event posing a risk to business continuity.

Agreement

- In an event posing a risk to business continuity, the Parties agree to support each other, where possible, with the provision of facilities and/or equipment.
- The Parties will pay each other for this support at reasonable rates. Due to the urgency of the situation, it may be necessary to negotiate payment after support has been provided.
- Support may be provided without charge.
- Agreement to use each other's services/facilities will be between Managers of the facilities named or respective Incident Controllers during an event.
- The Parties will treat each other's facilities and equipment with care and respect and to a standard reasonably expected in the circumstances.
- The Parties will comply with all relevant law and professional standards when using the other's facilities and equipment.

Signed Manager Date

Signed Manager Date