**YOUR ORGANISATION NAME**



Business Continuity Plan

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 organization is prepared to get through a disruption. To read the 12 steps, go to [**GetPrepared.nz/businesses**](http://GetPrepared.nz/businesses)**.**

*Download and save this document before you begin editing. Please use Adobe Reader to edit this document as some other PDF readers will not allow you to save or print your information.*

**Your staff:**

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

STEP 1

All staff members have been provided with WREMO’s Earthquake Planning Guide 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. Our organisation has next of kin contacts for each staff member located in their personal file.

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# Core product or service 1:

STEP 2

STEP 3

STEP 4

**Essential roles and tasks:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Skill set/qualification Staff with skill set Alternative options** | | | |
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**Essential supplies:**



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| **Task Supply Alternative options** | | |
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*Core product or service 1*

STEP 1

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

STEP 5

STEP 6

**Essential equipment:**

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| **Task Equipment Alternative options** | | |
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**Key customers/clients:**



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| --- | --- | --- | --- | --- |
| **Company Main contact Contact number(s) Email Address** | | | | |
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*Core product or service 1*

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| **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

STEP 3

STEP 4

**Essential roles and tasks:**

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| **Task Skill set/qualification Staff with skill set Alternative options** | | | |
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**Essential supplies:**



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| **Task Supply Alternative options** | | |
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*Core product or service 2*

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

STEP 5

STEP 6

**Essential equipment:**

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| **Task Equipment Alternative options** | | |
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**Key customers/clients:**



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| --- | --- | --- | --- | --- |
| **Company Main contact Contact number(s) Email Address** | | | | |
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*Core product or service 2*

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| **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

STEP 3

STEP 4

**Essential roles and tasks:**

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| **Task Skill set/qualification Staff with skill set Alternative options** | | | |
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**Essential supplies:**



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| **Task Supply Alternative options** | | |
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*Core product or service 3*

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| **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 6

**Essential equipment:**

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| **Task Equipment Alternative options** | | |
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**Key customers/clients:**



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| --- | --- | --- | --- | --- |
| **Company Main contact Contact number(s) Email Address** | | | | |
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*Core product or service 3*

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| **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **STEP 11** | **STEP 12** |

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# Relocation options:

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| --- | --- | --- |
| **Location options Advantages Disadvantages** | | |
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**Insurance requirements:**

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| **Insurance type Provider Policy number** | | |
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| **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **STEP 11** | **STEP 12** |

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# Delegation of authority:

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| --- | --- | --- | --- |
| **Person with delegated authority Delegations Contact details (phone & email) Relationship to business** | | | |
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**Back up your records:**



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| **Information type Method Location** | | |
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| **Format Location Who has access** | | |
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# Save this plan:

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# Plan, Prepare and Practise:



STEP 12

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

 Our staff know to **Drop, Cover and Hold** during an earthquake.

 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 Grab’n’Go bags** to assist them in evacuating for a tsunami or walking home after an earthquake.

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

Our **staff have been provided copies of the Earthquake Planning Guide** to ensure they are personally prepared at home.

**Scheduled practice dates:**

For more information:

[**GetPrepared.nz/businesses**](http://GetPrepared.nz/businesses)

**About the Wellington Region Emergency Management Office (WREMO):**

WREMO’s role is to lead and coordinate the effective delivery of Civil Defence Emergency Management (CDEM) for the Wellington Region. It is funded by the region’s nine councils.

For more information about how to be better prepared for an emergency, visit [**GetPrepared.nz**](http://GetPrepared.nz/)

For information during an emergency, visit [**wremo.nz**](http://wremo.nz/)

## Date

 Date

Date

**Business Continuity Plan completed and backed up:**

 Date

**STEP 12**

## Review

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