

<Business Name>

Business Continuity Plan





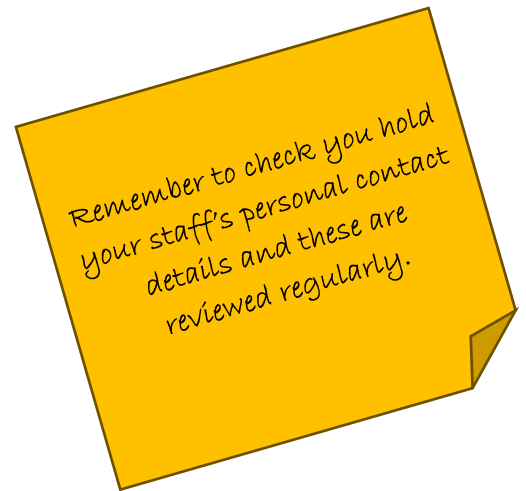
Staffing

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

STEP 1

Checklist

- All staff have been engaged with regarding our emergency plans and we have had a discussions about personal preparedness
- Our organisation has appropriate 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.





Core Product or Service: 1

STEP 2

Essential Roles and Tasks to complete core product

Task	Skill set/ qualification	Staff with skill set	Alternative options

Essential Supplies for core product

Task	Supply required	Alternative options

Essential Equipment needed for core product

Task	Equipment required	Alternative options



Core Product or Service: 2

STEP 2

Essential Roles and Tasks to complete core product

Task	Skill set/ qualification	Staff with skill set	Alternative options

Essential Supplies for core product

Task	Supply required	Alternative options

Essential Equipment needed for core product

Task	Equipment required	Alternative options



Core Product or Service: 3

STEP 2

Essential Roles and Tasks to complete core product

Task	Skill set/ qualification	Staff with skill set	Alternative options

Essential Supplies for core product

Task	Supply required	Alternative options

Essential Equipment needed for core product

Task	Equipment required	Alternative options



Key customers/ clients

STEP 3

Company	Main Contact	Contact Number	Email	Address



Relocation Options

STEP 4

Location Option	Access Arrangements	Key Considerations

Insurance Requirements



STEP 5

Insurance Type	Provider	Policy Number

Delegation of Authority



STEP 6

Person with Delegated Authority	Delegations	Contact Details	Relationship to Business



STEP 7

Data Backups

Information Type	Method	Location



STEP 8

Plan Authorisation and Review

Completed by	
Approved by	
Date Approved	
Next Review Due	