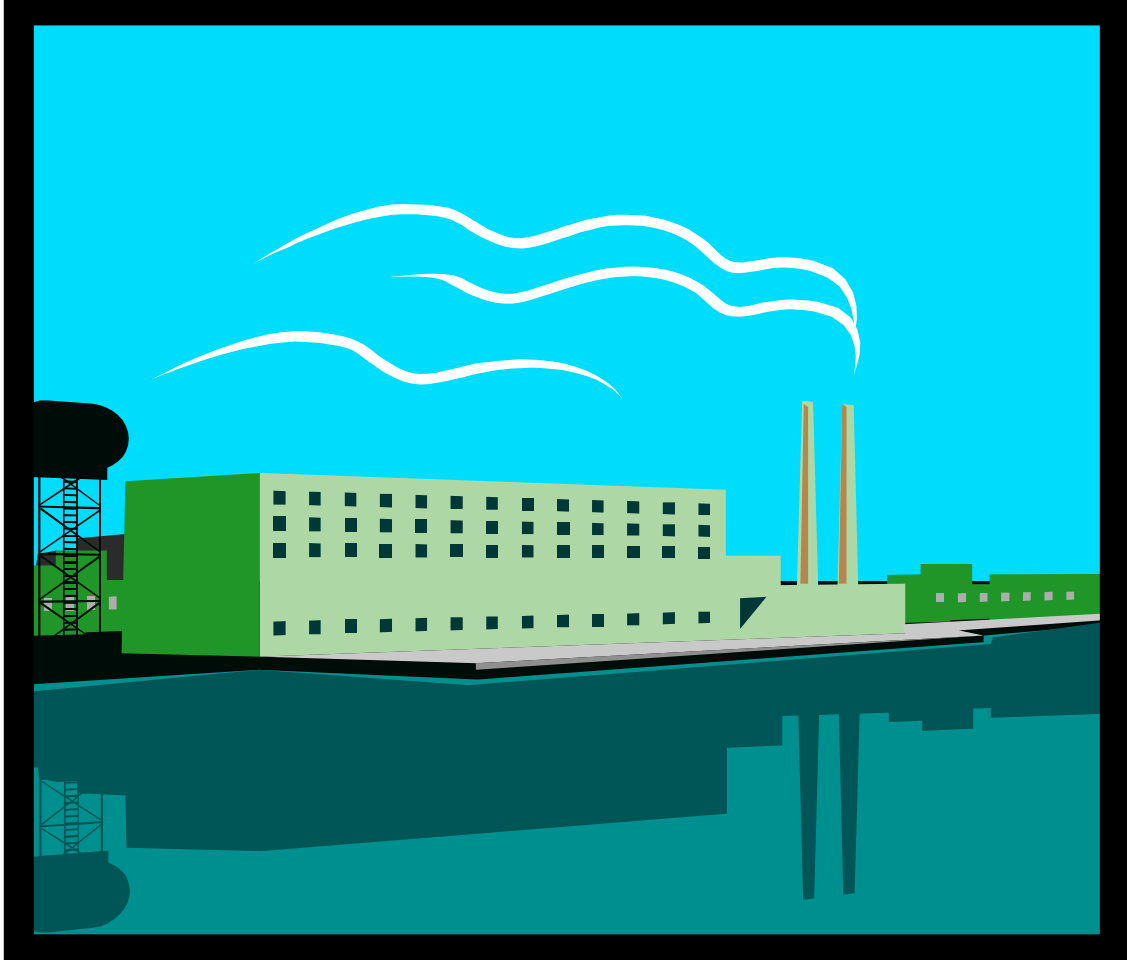


Emergency Business Continuity Plan



Name of business

[Postal Address]

[Site Address]

[Town / City]

(Date)

Each staff member should have an updated copy of this Business Continuity Plan

Introduction

Planning for an emergency (including a pandemic) provides some certainty on how we are going to cope with an emergency that is likely to affect you and your family and the running of this business.

I will take all practicable steps to ensure the safety of you, and any other people in the place of work.

Signed: _____

Dated: _____

The Manager

ACTION: Sign as The Manager / Owner

STEP 1: Looking after yourself and family

Your first priority is for the safety and welfare of your family.

Preparation for an emergency can be found on the inside cover of the yellow pages, these include:

- Earthquake, Storm, tsunami, Volcanic eruption, flood and pandemic

Once you have ensured that they are safe contact me at (phone) _____ so that we can discuss your availability to work.

ACTION: Arrange contact list of all staff including address, phone numbers, cell phone numbers and e-mail address

STEP 2: Protecting staff

Employee's Responsibilities

Every employee shall take all practicable steps to ensure:

- Their own safety while at work; and
- That no action or inaction of the employee while at work, causes harm to any other person(s); and
- That all personal protective clothing (and equipment) is worn (as identified by hazard management controls)

If you feel unwell do not come to work

Ensure you have good hygiene, especially cleaning and drying hands

Maintain customer and social distancing from people who may be sick

ACTION: Ensure all employees read and understand the emergency procedures

STEP 3: Business Continuity

The following need to be considered in ensuring the continuation of business:

- ◆ Can work be done from home?

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.....

- What key people are needed to keep the business running (including backup) – may include recent retired employees?

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.....

- What is critical in keeping the business running?

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- What is the minimum number of staff to run the business?

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.....

- Concentrate on key lines (what will be the demand for goods and services?)

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.....

- Consider supply chain disruptions – ask your supplier if they have a business continuity plan.

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- Do you have a plan to cope with reduced cash flow?

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.....

ACTION: Develop a plan to minimise the risk to the business. Complete contact list of key customers and suppliers

STEP 4: Essential Services

- What products and services are essential to your customers?

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.....

- What else do you provide that is essential to your customer? E.g. home delivery

.....
.....

ACTION: List essential products and services that you provide

STEP 5: Employment Issues

- What entitlements do you provide for, e.g. sick leave, annual leave

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.....

- Continued payment of staff

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.....

ACTION: Communicate with staff so that everyone knows their entitlements and obligations to each other

STEP 6: Where to go for more info

www.med.govt.nz

www.moh.govt.nz

www.dol.govt.nz

www.civildefence.govt.nz

www.mfat.govt.nz

www.homebizbuzz.co.nz

www.industry.gov.au

