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| **Purpose** | This plan seeks to provide a roadmap for continuing operations and services under adverse conditions (i.e. interruption from natural or man-made hazards). Business continuity planning is an on-going state or methodology governing how our business is conducted. (Service delivery continuity during a pandemic is documented in the ‘Pandemic Plan’) |
| **Scope** | This plan includes all operations and services of our organisation. |
| **References** |
| **Standards** | [ISO 22301:2019 Security and resilience — Business continuity management systems — Requirements](https://www.iso.org/standard/75106.html)  |
| **Guidelines** | [business govt nz](https://www.business.govt.nz/risks-and-operations/planning-for-the-unexpected-bcp/continuity-and-contingency-planning/) Managing business continuity [Protective security GOVT.nz](https://www.protectivesecurity.govt.nz/guidance/security-governance/managing-business-continuity) [Resilient organisations](https://www.resorgs.org.nz/resources/resilience-booklets/) |
| **Organisation’s****Policies and Procedures** | Organisational Risk ManagementPandemic PlanHealth and Safety Delegations of DutyStaff Levels and Skill Mix (in Workforce and Structure Policy) |

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| **BUSINESS CONTINUITY** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **planning** | **recovery** | **management** | **ongoing operation** | **risk** | [**resilience**](https://www.resorgs.org.nz/resources/resilience-booklets/) | **procedures** |
| Treatment Plan Clipart, Download Free Images, Free Clip Art on Clipart.Email | 54,368 Disaster Stock Illustrations, Cliparts And Royalty Free Disaster  Vectors | 10 Business Clipart management pics to free download on Animal Maker | Operation project icon in flat style. Gear process vector illustration on white isolated background. Technology produce business | Library of banner free risk management png files ▻▻▻ Clipart Art 2019 | Free resilience Images, Pictures, and Royalty-Free Stock Photos -  FreeImages.com | Wisconsin Innovation Service Center (WISC) |

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| **Services and contingency arrangements** |
| **Name of Building/Service** | Nature of service/activities provided in the building | Can this service be provided in an emergency? | **Re-location options** |
|  |  | yes | no |  |
|  |  |[ ] [ ]   |
|  |  |  |  |  |
| **Key personnel and Backup** |
| **Title of Role** | **Functions/Tasks** | **Back-up – Person/Role** |
| Administrator |  |  |
| Board Chair  |  |  |
| Chief Executive Officer |  |  |
| Clinical Lead |  |  |
| Finance Manager |  |  |
| Health and Safety Representative |  |  |
| HR Manager |  |  |
| Information Technology Manager |  |  |
| Maintenance Manager |  |  |
| **Personnel able to work from home** |
| **Service/department** | **Staff role** | **Requirement to set-up working from home** | **Tasks that can be done from home** |
| Human Resources |  |  |  |
| Information Management |  |  |  |
| Administration |  |  |  |
| Operational Management |  |  |  |
| Clinical Management |  |  |  |
| Support Services |  |  |  |
| Health and safety |  |  |  |

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| **Cover of rosters/working hours if up to 40% of staff are not able to work** |
| **Day programs** | **Minimum staff needed** | **Roster arrangements** |
|  |  |  |
| **Community support** | **Minimum staff needed** | **Roster arrangements** |
|  |  |  |
| **Services that operate 24/7** | **Minimum staff needed** | **Roster arrangements** |
|  |  |  |
| **External Contractors – Funding and Subcontracts** |
| **Funding agency****Subcontractor agency** | **Contact person and contact details** | **Specify situations when and what to contract.** |
| **When** | **What** |
| Health NZ/Te Whatu Ora |  |  |
| General Practitioner |  |  |
| Psychologist |  |  |
| Psychiatrist |  |  |
| Infection prevention and control specialist |  |  |
| Bureau staff |  |  |
| **External Contractors – Utilities and Services** |
| **Area** | **Business/Name** | **Contact details** | **Situation when to call/access** |
| Information Technology |  |  |  |
| Salaries and Wages  |  |  |  |
| Telecommunication |  |  |  |
| Electricity provider |  |  |  |
| Bank |  |  |  |
| Company lawyer |  |  |  |
| Water supply |  |  |  |
| Council |  |  |  |
| Electrician |  |  |  |
| Plumber |  |  |  |
| Building maintenance |  |  |  |
| Civil Defence |  |  |  |
| **Critical equipment** |
| **Equipment**  | **Contingency**  | **Service/Person responsible for arrangements** |
| Computers | * Backed-up daily
* Laptops/i-pad/mobile
 |  |
| Company cars |  |  |
| Landline phones |  |  |
| Mobile phones |  |  |
| Peoples records(service provision) |  |  |
| Medication |  |  |
| Food |  |  |
| Water |  |  |
| Disaster kit |  |  |
| First aid kit |  |  |
| **Critical documents** |
| **Document** | **Purpose** | **Held and managed by** | **Held where & copy available** |
| Company Deed | Legal requirement |  |  |
| Insurance | ReplacementGeneral IndemnityProfessional IndemnityBuildingsCarPublic LiabilityContents |  |  |
| Mortgage |  |  |  |
| Utility bills | Payment for essential utilities |  |  |
| Building lease | Place where the service operates from |  |  |
| HR records | Continue with employment conditions |  |  |
| Accounts and Finances | Paying tax, kiwi saver, ACC, GST |  |  |
| Car Lease |  |  |  |
| Loans |  |  |  |
| **Infection outbreak – isolation premises** | **Contingency Locations** |
|  |  |
|  |  |
| **Communicating the business continuity plan** |
| **Copies of the plan:** | Displayed at each service. |
| Each person named in this plan will have a copy. |
| Available on the organisation’s website. |
| This plan will be discussed with staff. |