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| **Purpose** | This plan seeks to provide a roadmap for continuing operations under adverse conditions (i.e. interruption from natural or man-made hazards). Business continuity planning is an on-going state or methodology governing how business is conducted. (Service delivery continuity during a pandemic is documented in the ‘Pandemic Plan’) |
| **Scope** | This plan includes all operations and services of **name of service**. |
| **References** |
| **Standards** | [AS/NZS 5050:2010 Business Continuity](http://shop.standards.co.nz/catalog/5050%3A2010%28AS%7CNZ%29/view)[AS/NZS ISO 31000:2009 Risk management - Principles and guidelines](https://www.standards.govt.nz/search-and-buy-standards/standards-information/risk-managment/) |
| **name of service Policies and Procedures** | Organisational Risk ManagementPandemic PlanHealth and Safety ManualService Management DelegationsStaff Levels and Skill Mix |
| **Key personnel and Backup** |
| **Title of Role** | **Functions/Tasks** | **Back-up – Person/Role** |
| Administrator |  |  |
| Board Chair Person |  |  |
| Chief Executive Officer |  |  |
| Clinical Lead |  |  |
| Finance Manager |  |  |
| HR Manager |  |  |
| Health and Safety Representative |  |  |
| Information Technology Manager |  |  |
| Maintenance Manager |  |  |
|  |  |  |
| **Services Personnel able to work from home** |
| **Service/department** | **Staff role** | **Tasks to be done from home** |
|  | Team Leader |  |
|  | Health Professional |  |
|  | Support Worker |  |
|  |  |  |
| **External Contractors – Funding and Subcontracts** |
| **Funding agency****Subcontractor agency** | **Contact person and contact details** | **Specify situations when to contract.** |
| **…District Health Board** |  |  |
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| **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/
 |  |
| Company cars |  |  |
| Landline phones |  |  |
| Mobile phones |  |  |
| Service user records |  |  |
| Medication |  |  |
| Food |  |  |
| Water |  |  |
| Disaster kit |  |  |
| First aid kit |  |  |
| **Critical documents** |
| **Document** | **Purpose** | **Held and managed (paid) by** | **Held where & copy available** |
| Company Deed | Legal requirement |  |  |
| Insurance | ReplacementGeneral IndemnityProfessional IndemnityBuildingsCarPublic Liability |  |  |
| 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 |  |  |  |
| **Contingency Locations – Office and Service Delivery** |
| **Building** | **Contingency Location** |
|  |  |
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| **Communicating the business continuity plan** |
| **Copies of the plan:** | Displayed at each service |
| Each person named in this plan will have a copy. |

# Consultation

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| --- | --- |
| Group/Role | Date |
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