

# • Severe Weather •

# Business Continuity Plan

**Company name**

**Address**

**ABN**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Objectives of this plan

Objectives clarify the purpose of your plan and should describe the intended result.



















Why are you completing this plan?

# Business risks

Identify the possible risks to your business (these may include flooding, severe storms, bushfire, and/or other hazards relating to civil/political/economic unrest) and complete this table to create a risk management plan.

It is also recommended that you familiarise yourself with Brisbane City Council's *Local Disaster Management Plan*. You can use Council's Flood Awareness Maps and FloodWise Property Report to see whether your business is at risk of flooding.

**Key:**  = Very high       = High       = Medium       = Low

Risk description	Likelihood	Impact	Priority	Preventative action	Contingency plans
					
					
					
					
					
					

# Business impact analysis

Identify the possible impacts to your key business functions including:

- your critical business activities that must continue in order to support your business
- what the impact to your business would be in the event of a disruption
- how long could your business survive without performing this activity.

Be sure to consider all aspects of your business including services and products, customer service, staff and suppliers.

Critical business activity	Description	Priority	Impact of loss (describe losses in terms of financial, staffing, loss of reputation etc.)	Recovery time objectives (critical period before business losses occur)
		●		
		●		
		●		
		●		
		●		

# Emergency kit checklist

It is important to prepare your business and employees by having an emergency kit and plan. Store this kit in a waterproof container on site and also in a secure off-site location. Do you have:

## Location of emergency kit

## Evacuation plan

Ensure you have an evacuation plan in an easily accessible position.

**The evacuation plan should include:**

- a floor plan of the site (with emergency exits clearly identified as well as electricity, water and gas mains)
- strategies for providing assistance to persons with disabilities
- an evacuation point (meeting place) away from the site.

## Evacuation location(s)

# Insurance

Ensure you have adequate insurance to cover your business for different types of disaster, e.g. premises, equipment, loss of revenue for storm, bushfire and flooding.

Insurance type	Policy coverage	Policy exclusions	Insurance company

# Data security and backup strategy

How have you protected your data and your network (e.g. virus protection, secure networks and firewalls, secure passwords and data backup procedures)? Detail your backup procedures in the table below.

Data for backup	Frequency of backup	Backup media/service	Person responsible	Backup procedure steps

# Incident response plan

Immediate response checklist.

Incident response Have you:	✓	Actions taken

# Event response log

Use the event log to record information, decisions and actions in the period immediately following the critical event or incident.

Date	Time	Information/decisions/actions	Initials

# Recovery

Recovery is the return to your pre-emergency condition. Performing your critical activities as soon as possible after a critical incident is your primary focus.

## Recovery plan

Critical business activities	Preventative/recovery actions	Resource requirements/outcomes	Recovery time objective	Responsibility	Completed



# Incident recovery checklist

Customise this list to include information specific to your business.

<b>Incident response</b> Now that the crisis is over have you:	✓	<b>Actions</b>

# Key contact list

Ensure you have a current list of emergency contacts for all key employees as well as contacts for emergency services, insurance, bank and suppliers.

## Internal contact list

Person	Contact number/s	Email	Responsibilities	Emergency contact	Phone

## External contact list

Key contacts	Contact number/s