

BCP Guide 2012

Guide for business emergency planning

If you haven't made plans for how you will cope during and recover from an emergency, then there is a good chance your business will fail which can also have an affect on your local communities' resilience and on-going sustainability.

As a guide in to developing your plan, you should have considered:

Hazards

Do you understand their general impacts and which ones will affect;

- your site, including the building and what's inside it
- access to and from your site
- your suppliers and utilities

The Gisborne District has vulnerabilities to volcanic ash, earthquakes, tsunami, floods, strong winds and lifeline utility failure. Plans should also take into account other hazards such as Pandemic.

Identify your vulnerabilities

Are you reliant on particular suppliers, utilities, contractors, staff, equipment or records??

- have you considered alternatives
- do your suppliers/service providers have plans in place to guarantee continuity of supply
- have you backed up records – computer and paper and whether you need back ups off site
- is your site at risk from a particular hazard
- has the buildings earthquake vulnerability been checked
- what processes/resources are critical to your business being able to operate
- considered, that if you operate from the CBD it may be closed after a major earthquake and you may not be allowed in for sometime
- done a 'hazard hunt' and secured office and other equipment that could cause injuries or be damaged in an emergency
- are you insured and do you understand what your policy covers you for

Staff

Consideration should be given to;

- do they have 'issues' that may make them unavailable in an emergency
- are they familiar with your emergency plan and procedures
- have some trained in first aid

- have some good walking shoes, consider having a bottle of water or an empty bottle that can be filled and a couple of muesli bars in a draw
- do you have staff with 'special needs' and are there plans in place for their support

Responsibilities

- who is in charge in an emergency
- nominate people as building wardens
- liaison with the emergency services
- turning off power, water and gas (need to understand when and how)
- in charge of first aid

Planning considerations

Does your plan;

- address business resumption
- loss or unavailability of key staff
- considered staff management
- address operating from different premises
- if you are a branch/regional office have you a robust procedure for 'reporting up'
- have a process for managing distressed staff
- describe testing regime for emergency drills for staff and backup systems
- if you are an accommodation provider have you addressed their management during an emergency
- who is going to 'cleanup' after an event
- identify safe areas and places to assemble if evacuating the premises

For further information contact Richard Steele at Council 867 2049 ext 8435

Useful websites:

<http://www.gdc.govt.nz/civil-defence/>

<http://www.business.govt.nz/>

http://www.civildefence.govt.nz/memwebsite.nsf/wpg_URL/Being-Prepared-How-to-be-prepared-in-your-business-Index?OpenDocument