

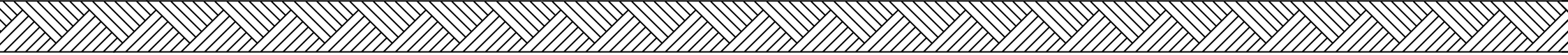
VANUATU BUSINESS
RESILIENCE COUNCIL

Business Preparedness Plan



Take one now and get
your business prepared





Business Preparedness Plan

It is important for you to make a business preparedness plan so that your business is ready in case of earthquakes, floods, power outages etc...

1. Core products and/or services

Firstly list down one, two, or three core products and/or services.

Core product or service 1	
Core product or service 2	
Core product or service 3	

Core product or service 1

This box refers to step 2 - 5 in the guide which mentions the essential roles, equipment and supplies for this core product or service

Essential roles and skills

Task	Skill set / qualification	Staff with skill set	Alternative options

Essential equipment

Task	Equipment	Alternative options

Essential supplies

Task	Supply	Alternative options

Core product or service 2

This box refers to step 2 - 5 in the guide which mentions the essential roles, equipment and supplies for this core product or service

Essential roles and skills

Task	Skill set / qualification	Staff with skill set	Alternative options

Essential equipment

Task	Equipment	Alternative options

Essential supplies

Task	Supply	Alternative options

Core product or service 3

This box refers to step 2 - 5 in the guide which mentions the essential roles, equipment and supplies for this core product or service

Essential roles and skills

Task	Skill set / qualification	Staff with skill set	Alternative options

Essential equipment

Task	Equipment	Alternative options

Essential supplies

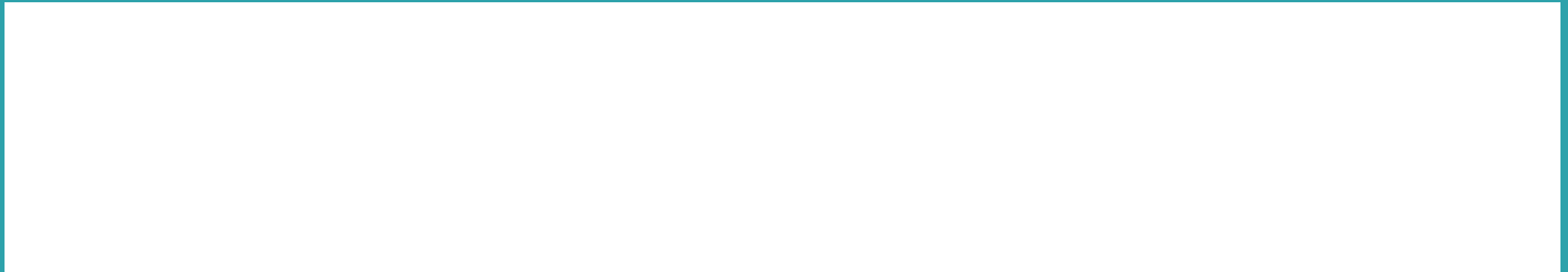
Task	Supply	Alternative options



6. Key customers/clients



7. Relocation options



8. Insurance requirements

Type of insurance	Provider	Policy Number

9. Delegation of authority

Person with delegated authority	Relationship to business

10. Information Backup formats

Information type	Method	Location

11. Save this plan

It is important that this plan is available to all critical staff, and is accessible in as many ways as possible. Save your business continuity plan multiple locations that can be accessed in different ways.

Contact details

Delegated authority

Name	Role	Mobile	Other phone	Email	Address

Utility providers

Type	Company	Main Phone	Other phone	Email	Account number
Electricity					
Gas					
Phone					
Mobile					
Internet					
Software					

