**BUSINESS CONTINUITY MANAGEMENT**

Policy Statement

The [Organisation] is committed to ensure resilience and long- term performance in the face of a major potential disruption to essential services. Business Continuity planning based on appropriate risk management practices aims to identify potential emergency situations that may arise either internally or externally in terms of consequence, exposure, probability and preventative actions. The organisation will develop and implement an appropriate emergency response system, business continuity plan and disaster recovery plan in consultation with relevant external emergency response organisations to ensure critical business objectives continue to be met in the face of any disruption.

Guiding principles

* Potential emergency situations need to be identified including examples of external emergencies. Examples or external emergencies include but are not limited to severe weather, flooding, cyclone, earthquake, major transport accident, power failure. Examples of internal emergencies include but are not limited to fire, smoke, medical emergency, bomb threat, personal threat, infection outbreak, failure of essential services, financial mismanagement
* The organisation will have three generic responses including
* Emergency response: The initial response to a disruption usually involves the protection of people and property from immediate harm. An initial reaction by management may form part of the organisations first response
* Continuity response:- Processes, controls and resources are made available to ensure that the organisation continues to meet its critical business objectives
* Recovery response: Processes, resources and capabilities of the organisation are re- established to meet ongoing operational requirements. This will often include the introduction of significant organisational improvements even to the extent of refocusing strategic or business objectives
* Effective Business Continuity Management includes
  + Senior management commitment
  + Shared care and concern for people and issues and their impacts
  + Continual reflection upon changing environments and practice through monitoring, analysis and feedback systems.
  + Ensuring all stakeholders are aware of the continuity arrangements and have had relevant training and education

*All Policy, Processes, Guidelines & Manuals are to be adhered to in accordance with [Organisation] Policy*

*Requirements*

RELEVANT LEGISLATION\BY-LAWS