

BUSINESS CONTINUITY PLAN TEMPLATE

FOR THE SEAFOOD SECTOR,
FISHERS, MARINE FARMERS
AND PROCESSORS

New Zealand has always faced adverse weather events, but there is evidence to show that they are becoming more devastating, impacting areas that previously were less affected and the timing of impact is changing.

What are adverse events?

The government classifies adverse events (which include natural disasters, severe weather, and biosecurity incursions) as either localised, medium, or large-scale events.

They may include:

- » storms
- » droughts
- » floods
- » snow storms
- » volcanic eruptions
- » earthquakes
- » biosecurity incursions.

Recent events such as Cyclone Gabrielle have highlighted how the seafood sector can be impacted by these events in many different ways, often severely.

FirstMate has a role to make sure that the impacts of adverse events on our community are seen and appreciated – and that our sector has the support they need to rebuild.





Business Continuity Planning

One easy way to help reduce the impacts of an adverse event is prior planning, such as creating a business continuity plan to follow and help guide you to recovery.

A Business Continuity Plan (BCP) pinpoints the most important parts of your business to focus on and prepares you to recover as quickly and easily as possible.

Having a Plan B, C and D can mean that your business is more viable in the long run as your first plan may not work out.

Your business continuity plan shouldn't be limited to what to do after a natural disaster or crisis. It should cover any risks or threats that could disrupt your most important business activities.

Remember no two crises are the same. But together, you may find similar solutions to different situations. Your plan will change as your business evolves, so make sure you debrief after each event and update the plan if necessary.

Staff/crew need to know what to do even if you're not available. Make sure your plan is easily accessible.

Why should your business have a Continuity Plan:

Business owners aren't legally required to do business continuity planning but there are many reasons to put time and energy into it.

- » Many small businesses struggle to reopen after a disaster. Planning greatly improves the likelihood that your business will survive – so it should be on your must-do list.
- » It shows you've thought about other scenarios than simply business-as-usual. It gives your staff confidence, especially if you get them involved in planning.
- » It helps you spot good opportunities for your business now, for example, having alternative Ace for relocation if needed, having access to alternative places to work from, having items available such as generators.
- » It could help you negotiate lower business insurance premiums – the more resilient you are, the more likely insurers will consider you a lower risk.

Complete these ten easy steps to create your Business Continuity Plan

Step 1 Identify key products or services

Complete the sections	
What are the biggest risks to your most profitable part of the business? How can you reduce these risks?	
What is essential to carry out these profitable parts of your business, for example, product, fuel, logistics, clean water, power, staff?	
Can you get by without all of, or some of, these things?	
What is the least profitable part of your business? Can you pause or stop this until you get back on your feet?	

Step 2  **Identify key people**

These might be staff/crew or business partners or anyone you think is key to your business being able to continue operating.

Complete the sections	
<p>If you have staff/crew, could your business continue without some or all of them?</p>	
<p>Does your business rely heavily on one person for key tasks? What happens if this person is unavailable?</p>	
<p>How might you get temporary staff/crew at short notice?</p>	
<p>How can you support staff/crew and their families if they are affected?</p>	

Step 3 Identify key connections

These might be suppliers, service providers, fishers, marine farmers, LFR clients, or regular customers.

	Complete the sections
How robust is your supply chain, market?	
If your business relies on external suppliers or manufacturers, contractors, do you have a backup if something goes wrong?	
If your business uses transport to deliver or move products, what are your alternatives if something goes wrong? Can you rent vehicles? What if the port, airport, road, wharf or rail system is disrupted?	
Who might help you get back on your feet? Do you have good relationships with your bank, landlord, contractors, LFR?	
Who can help if you can't get access to your business, vessel or required online systems and documents?	

Step 4  **Identify essential equipment and supplies**

Complete the sections

<p>If you rely on your own equipment e.g processing equipment, marine farms, fishing gear, vessels, vehicles, wharves, cranes and it's damaged or unavailable post-event, could you borrow, lease or rent alternative equipment to continue your operation?</p>	
<p>Could your staff/ crew use their own devices, such as phones, computers if business systems are unavailable? Find out who has suitable devices – the business can help pay for internet and calls.</p>	

Step 5  **Consider relocation options**

Complete the sections

<p>If you couldn't use your usual premises or vessel unexpectedly, how can you keep your business ticking along?</p>	
<p>Could staff/crew work from an alternative site, or from home, or from another vessel or marine farm if yours can't be used? You may want to ask your main suppliers, LFRs, customers – even competitors – if they could spare some space or resources in an emergency.</p>	
<p>If you need to relocate or use alternative resources, how can you best communicate with your customers, suppliers about your new set-up?</p>	

Step 6  **Consider insurance options**

Complete the sections

What could go wrong with my business?

Blank area for notes or answers.

Have I got it covered by insurance?

Blank area for notes or answers.

Is business interruption insurance, which covers against losses after an emergency, a good option?

Blank area for notes or answers.

Step 7  **Identify who can run the business in your absence**

Complete the sections

<p>If something takes you or another important staff or crew member away from the business, who can take over important tasks?</p>	
<p>If there's a major disruption, what is each staff/crew member's role in getting the business back on its feet?</p>	

Step 8  **Keep contact details handy**

Complete the sections

<p>Do you have emergency contact details handy? This list may include staff, emergency services, clients, LFRs, marine farm owners and contract vessels and suppliers. You may also include your insurance details, and neighbouring businesses.</p>	
<p>When were contact details last updated – is it time to check for any changes?</p>	

Step 9  **Back up important data**

Complete the sections

<p>What data – customer details, emails, files, spreadsheets, soft and hardware systems – are critical to your business?</p>	
<p>What sensitive data – personnel files, bank details, tax documents, MOSS, Health and Safety material and certificates – do you need to keep safe?</p>	
<p>Do you regularly back up data on a hard drive, server or in the cloud? Do you have other copies if essential compliance documentation is stored in another location?</p> <p>It's time to start if you don't do this already.</p>	

Step 10  **Put it into practice**

Much like emergency plans, a Business Continuity Plan shouldn't sit on the shelf. It needs to be tried and tested with relevant staff at least once a year. This doesn't need to be expensive or time-consuming.

Run 20-minute stress test exercises where you give staff/crew a scenario to plan for. Rather than fixating on the cause of the disruption, e.g. a natural disaster or power cut, flood or storm, focus on how to manage the consequences:

- » What will they do if essential equipment isn't available or working?
- » What options do they have if the workplace is closed for a week or longer?

Have you done the following?



We have tested our Business Continuity Plan	
We have placed a date to review our plan	
We have organised training dates to educate team/crew members so that they are aware of the most recent plan	
Drills and performance on drills are reviewed	



Notes

Notes



For more information:



For a general purpose (not fisher related) business continuity plan and guide, visit Wellington Emergency Management Office's website:

www.getready.govt.nz/en/prepared

Contact FirstMate for support:

www.firstmate.org.nz

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