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| **Insert name of organisation** |
| **Business Continuity and Planning for Disasters Policy Template** |

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| Policy number: Date adopted: | | | |
| Authorised by: | | | |
| Date last reviewed: | Reviewed by **insert name of officer, position title** | Date of next review: |

Refer to Section 6 below for information on the process for policy review.

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| **Policy context:** This policy relates to: | |
| Legislation or other requirements | **Insert legislation that applies** |
| Other standards | **Insert other accreditation systems that apply** |
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***1. Purpose: Why do we have a Business Continuity and Planning for Disasters policy?***

Business continuity and planning for disasters policy guides how **insert organisation name** assesses and responds to risks associated with disasters in a way that minimises disruptions to our business and delivery of services to our clients. Planning for possible disasters may also assist in reducing losses and costs incurred, protecting the safety of our staff, volunteers and clients, and facilitate the recovery process for the organisation and individuals involved. This policy forms part of our overall risk management process and follows the same principles.

***2. Scope***

This policy will apply to **indicate which clients, stakeholders and staff the policy will apply to.**

**Are there any limits or conditions on the way the policy will apply to some aspects?**

***3. Policy statement: Our commitment***

**Insert organisation name** is committed to planning for the possibility of disasters, acting where possible, to minimise the disruption to our services and impacts on our staff and volunteers. Within the limits of our resources, we will work with other agencies and organisations to facilitate community responses and recovery, and take what opportunities we can to inform and assist clients to prepare for disasters.

Specifically, we will:

**What will your organisation do to implement this policy? List your actions below.**

***4. Procedures***

*4.1 Business Continuity and Disaster Preparedness Plan*

A Business Continuity and Disaster Preparedness Plan Plan is maintained for our organisation which lists potential risks and impacts for various types of disaster, any actions we take to prepare for or minimise those impacts. The Plan also details procedures we follow in the event of a disaster to protect our assets and the safety of staff and volunteers. Also included are procedures regarding our contact and dealings with our clients, and processes to restore services as quickly as possible following a disaster. The Plan includes the following information:

**List the information categories you include in the Business Continuity and Disaster Preparedness Plan.**

The following staff are responsible for developing and maintaining the Business Continuity and Disaster Preparedness Plan:

**List those staff positions responsible for developing and maintaining the Plan.**

4.2 *Reviewing the Plan*

Reviews of the Plan occur annually as part of our planning cycle and risk management process. We also review the Plan following any disasters, as we assess the effectiveness of procedures and identify any additional actions or needs we have identified.

**Detail who is responsible for updating the Plan following reviews**

***5. Other related policies and procedures***

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| **Documents related to this policy** | |
| Related policies | **List related policies** |
| Forms or other organisational documents | **List other organisational documents** |

***6. Review processes***

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| Policy review frequency: **Indicate how often the policy will be reviewed** | Responsibility for review**: Indicate who will review the policy** |
| Review process: **Describe how the policy will be reviewed** | |
| Documentation and communication: **Describe how the policy decisions will be documented and communicated** | |