

PACIFIC TRAINING SOLUTIONS

BUSINESS CONTINUITY PLANNING TEMPLATE

Prepare your business for disasters, disruption and crises.

Vanuatu businesses live with real risk — cyclones, earthquakes, volcanic activity and outages are a matter of when, not if. This template helps you prepare now, so a disruption doesn't become a disaster.

1 KEY RISKS TO PLAN FOR

- ☐ Cyclone
- ☐ Earthquake
- ☐ Tsunami
- ☐ Volcanic activity / ashfall
- ☐ Extended power or water outage
- ☐ Illness or loss of a key person
- ☐ Major supplier failure

2 CRITICAL BUSINESS FUNCTIONS

Function	Why It's Critical	Backup Plan



TIP:
Review and update this plan regularly.

*Be Prepared
Stay Resilient*



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EMERGENCY CONTACTS



Contact	Name	Phone
National Disaster Management Office		
Police		
Nearest Hospital / Clinic		
Insurance Provider		
Landlord / Property Owner		
Key Supplier		
Bank		

4

CONTINUITY CHECKLIST



- ☐ Important data backed up off-site or to the cloud
- ☐ Key documents (registration, insurance) copied and stored safely
- ☐ A cash reserve set aside for emergencies
- ☐ Staff know the emergency plan and their role in it
- ☐ A simple communication plan ready for customers

AFTER THE EVENT



- Check on staff safety first, always
- Assess damage before resuming operations
- Contact your insurance provider promptly
- Communicate your reopening date to customers
- Review and update this plan with what you learned

*Plan Today
Recover Tomorrow*

How to Access the **Product Link**

Follow the simple steps below to access and customize the template with ease.



1



Click the Link

Click on the provided **Product Link** to open the template.



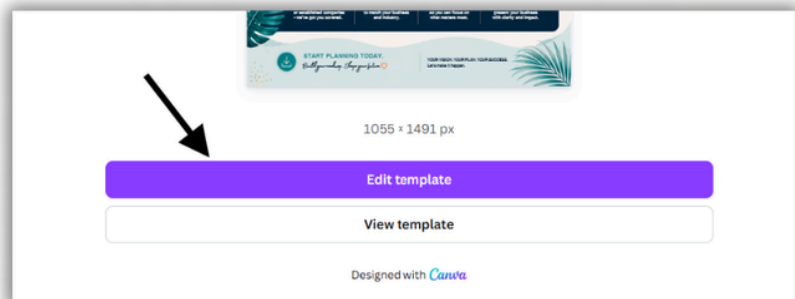
2



Click on

Edit Template

Once the template opens, click on the **Edit Template** button.

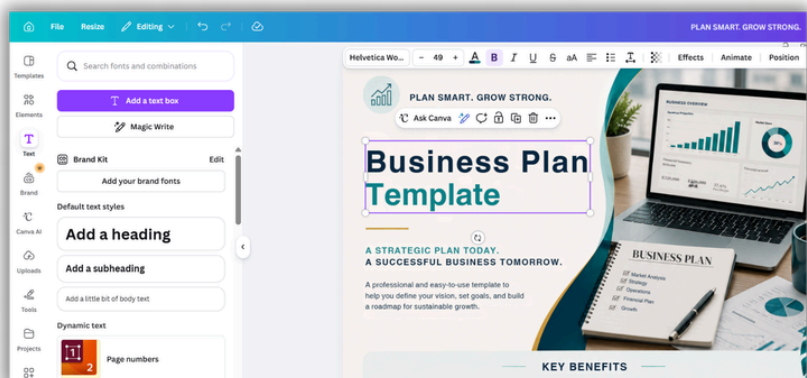


3



Edit the Template as you want

Customize the text, images, colors, and elements to make it your own.



Tip: Make sure you are signed in to save your changes.

Thank you!