**HOW TO BUILD YOUR PLAN**



**HELP ENSURE YOUR BUSINESS KEEPS RUNNING IN THE EVENT OF SOMETHING BAD OR UNEXPECTED HAPPENING**

**CONTINUITY PLAN**

**FARM BUSINESS**

* Complete this plan with your family and/or farm team to ensure everyone agrees what to do if the following scenarios occur.
* Review the scenarios below and edit or add any you think are missing. Document ‘**what to do**’, ‘**who to contact**’ and where to ‘**find more information**’ e.g. detailed procedures. Refer to the **Farm contact list** and table of **Documents, policies and procedures** if required.
* Ensure everyone has a copy and locate them on the dairy shed wall and farm office wall.
* Review at least annually or when you see large changes in your operating environment.

**PLAN TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCENARIOS** | **WHAT TO DO** | **WHO TO CONTACT** | **FIND MORE INFORMATION HERE** |
| Power cut - unable to milk and/or no water |  |  |  |
| No water for shed or stock |  |  |  |
| Key members of farm team don’t show up for work |  |  |  |
| Milk is contaminated |  |  |  |
| People are seriously injured or ill |  |  |  |
| Farm team is quarantined due to notifiable disease |  |  |  |
| Dairy stock under imminent threat due to crop  poisoning, bloat, flooding, escape from farm etc |  |  |  |
| Effluent system fails and waterway contamination  imminent. |  |  |  |
| Biosecurity outbreak occurs e.g. Foot & Mouth,  *M. Bovis* |  |  |  |
| Fire (dairy, sheds, houses, scrub) |  |  |  |
| Essential plant or machinery not working |  |  |  |
| Other (insert your own scenario here) |  |  |  |
| Other (insert your own scenario here) |  |  |  |
| Other (insert your own scenario here) |  |  |  |

**Date Reviewed: / / Signed by Farm Team:**

**FARM CONTACT LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **NAME** | **ROLE** | **PHONE/EMAIL** | **LOCATION** |
| Farm team |  |  |  |  |
| Owner |  |  |  |  |
| Sharemilker/CM/Manager |  |  |  |  |
| Team Members |  |  |  |  |
|  |  |  |  |  |
| Relief Staff |  |  |  |  |
| Backup People |  |  |  |  |
|  |  |  |  |  |
| Milk Processor |  |  |  |  |
| Vet |  |  |  |  |
| Farm Advisor |  |  |  |  |
| DairyNZ Extension Partner |  |  |  |  |
| Cowshed Plant |  |  |  |  |
| Power Company |  |  |  |  |
| Electrician |  |  |  |  |
| **CONTRACTORS**   * Supplement * Cropping |  |  |  |  |
| Tractor Repairs |  |  |  |  |
| Motorbike Repairs |  |  |  |  |
| Refrigeration |  |  |  |  |
| Engineering |  |  |  |  |
| Feed/Supplies Merchant |  |  |  |  |
| Fertiliser Rep. |  |  |  |  |
| QCONZ |  |  |  |  |
| Effluent System |  |  |  |  |
| Plumber |  |  |  |  |
| Trucking/Freight |  |  |  |  |

**FARM CONTACT LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **NAME** | **ROLE** | **PHONE/EMAIL** | **LOCATION** |
| Stocking Sales Agent/Works |  |  |  |  |
| Breeding Company |  |  |  |  |
| Dead Stock |  |  |  |  |
| Regional Council |  |  |  |  |
|  |  |  |  |  |
| Accountant |  |  |  |  |
| Lawyer |  |  |  |  |
| Bank |  |  |  |  |
| Other (insert your contact here) |  |  |  |  |
| Other (insert your contact here) |  |  |  |  |
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| Other (insert your contact here) |  |  |  |  |
| Other (insert your contact here) |  |  |  |  |

**DOCUMENT, POLICIES & PROCEDURES**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **LOCATION** | **DATE LAST REVIEWED** |
| **STAFF** | Employment Agreements |  |  |
|  | Contracts |  |  |
|  | Rosters |  |  |
|  | Timesheets |  |  |
|  | Payroll |  |  |
|  | Health & Safety |  |  |
|  |  |  |  |
| **MILKING/STOCK** | Cowshed Operation |  |  |
|  | Animal Health Procedures/Plan |  |  |
|  | Animal Breeding |  |  |
|  | Off-Farm Grazing |  |  |
|  | Replacement Rearing/Grazing |  |  |
|  | Other Stock Management |  |  |
|  | Cowshed Operation |  |  |
|  |  |  |  |
| **FARM MANAGEMENT** | Seasonal Management Plan, Targets, Guidelines |  |  |
|  | Biosecurity Procedures   * People * Stock |  |  |
|  | Consents |  |  |
|  |  |  |  |
| **EQUIPMENT/INFRASTRUCTURE** | Effluent Operation |  |  |
|  | Irrigation |  |  |
|  | Tractor/Machinery Operation and Maintenance |  |  |