# Reporting on Business Continuity Management in Situation Reports during Day One

## Purpose

The purpose of this document is to provide guidance for staff developing organisation situation reports (Sitreps) during Exercise Tangaroa. In particular this guidance is designed to ensure Sitrep writers cover the impacts the tsunami has on their organisation, including the organisation’s ability to continue functioning and its plans to restore any disrupted critical business functions.

This guidance is in addition to any other information and considerations used when developing an agency’s Sitrep.

**Note**: This guidance assumes that Sitreps will follow the format given in CIMS 2nd edition, which is very similar to the NCMC Sitrep. It is still applicable to Sitreps not using the CIMS format.

### Summary of incident

* Write this from the organisation’s point of view; there is no need to report the national picture.
* The main question is, “How much has the tsunami impacted your organisation?” Significantly, moderately, not at all? Give one sentence up front to describe this.
* Next, provide a short summary of the impact on:
	+ Staff (were any staff affected – were any injured?)
	+ Property (were any of your offices/facilities impacted and, if so, to what extent? How long could they be impacted for? What does this mean for the organisation?)
	+ Critical business functions (what functions have been affected and to what extent? How long before they can be restored? What resources have been impacted?)

### Action carried out

* State the actions the agency has taken (not those of the wider response).
* Were worksites evacuated, were staff and equipment dispatched in response, were staff sent home?
* Is the organisation responding to the event, and if so how?
* Were business continuity plans activated?
* Were critical activities relocated to non-affected areas?
* Were communications released to key stakeholders?

### Predicted incident progression

* Describe how the next 24-48 hours are likely to progress. Will the impacts continue to affect the agency’s functions and ability to operate? How are response actions likely to change the situation?
* In considering all of these things, what is the likely impact to your organisation’s ability to contribute to the wider collective response?

### Resources in place

* What resources from your organisation are currently supporting the continuation of business functions in affected locations? What can be expected to be available in the next 24-48 hours (e.g. as staff become available, returning from leave or from inspecting their homes.)

### Resources required

* What resources are required from outside your organisation to maintain/ restore business functions in affected locations?
* What are the timeframes these would be needed in?

### Limiting factors

* What factors are limiting the organisation’s response? (e.g. lack of staff, damage to IT and communication systems, damage to worksites, damage to critical partner agencies and suppliers)
* Are you dependant on another organisation in order to maintain any essential business functions?

### Assessment

* What is the overall assessment of the organisation’s ability to function? Is this at a normal level (or very close to it), at a reduced level or below a pre-defined minimum level of service?

### Options

* If there are different options being considered, describe how each option will restore the organisation’s critical functions, especially if the options are quite different in how this will happen (e.g. Option 1 will focus on re-establishing the national office in a new location in Wellington, while Option 2 will see national office functions move to the regional office in Palmerston North and focus on re-establishing service in the affected regions)

### Intended actions

* What are the organisation’s plans for restoring affected critical functions over the next 24-48 hours, and the next week?