

FARM BUSINESS CONTINUITY PLAN



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

HOW TO BUILD YOUR PLAN

- 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, <i>M. Bovis</i>			
Fire (dairy, sheds, houses, scrub)			
Essential plant or machinery not working			

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				
<ul style="list-style-type: none"> • Supplement • Cropping 				
Tractor Repairs				
Motorbike Repairs				
Refrigeration				
Engineering				
Feed/Supplies Merchant				
Fertiliser Rep.				
QCONZ				
Effluent System				
Plumber				
Trucking/Freight				

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 <ul style="list-style-type: none"> • People • Stock 		
	Consents		
EQUIPMENT/INFRASTRUCTURE	Effluent Operation		
	Irrigation		
	Tractor/Machinery Operation and Maintenance		