

Business continuity plan

Prepare • Plan • Recover

- Use this plan to identify what could disrupt your farm business, record your response options, and reduce the impact on your people, animals, and operation.

Know what matters most

Plan for disruptions

Record your options

Recover and improve

Plan details	Complete for your farm
Farm name:	
Dairy Supply Number:	
Person responsible for this plan:	
Date completed / last reviewed:	

Using this plan

This plan is designed to help your farming business prepare for, respond to and recover from adverse or unplanned events. It does not need to cover every possibility. Focus on disruptions that could significantly affect people, livestock, critical farm activities or the ability to continue operating.

The planning approach

- Know what resources your farm relies on most to keep operating.
- Identify disruptions that could have a significant impact on your farming business.
- Use the scenario pages to record priorities, responses and key contacts.
- Keep the plan accessible, ensure the farm team understands it, and review it regularly to keep it relevant and accurate.

Keep responses practical and farm-specific. Record useful options rather than trying to predict every detail.

Getting the most from this plan:

- Complete the plan with the people who know the farm system.
- Use plain language that the farm team will understand.
- Keep key contacts and alternative arrangements up-to-date.
- Review the plan after a disruption, major farm change or team change.

PART A



Your Farm BCP

→ Complete these pages so the information is readily available.

Farm overview	Your farm details
Farm name	
Farm location <i>Include the physical address and any useful access information.</i>	
Owner(s)	
Farm manager / person in charge	
People normally working on the farm <i>Include regular employees, contractors or family involvement where useful.</i>	
Milk processor	
Milking system	
Refrigeration system	
Backup power arrangements <i>Record what is available, where it is located or who could assist.</i>	
Times when disruption may have greater impact <i>For example, seasonal or farm-specific pressure points.</i>	
Water source(s)	
Effluent system	

PART B



Important Contacts

→ Record the people and organisations most important to your farm.

Contact or organisation	Name	Primary contact	Alternative contact
Emergency services			
Farm owner			
Farm manager			
Emergency services			
Milk processor			
Electricity company			
Electrician			
Plumber / water support			
Generator / power support			
Relief staff			
Rural contractor			
Insurance adviser			
Accountant / rural adviser			
Regional council			
Rural Support Trust			
Other			
Other			

PART B



Events That Could Disrupt Our Farm

- Think about events that could significantly affect people, animals, infrastructure, access, supplies or normal farm activities. Examples may include loss of power or water, dairy shed failure, severe weather, fire, access disruption, staff shortage, feed disruption, disease or technology failure.

Event or disruption	What is the impact on our farm?

Select the events that would benefit most from a scenario planning page. The aim is useful discussion, not a score or ranking.



→ Record practical priorities and options for a disruption relevant to your farm.

Things to consider	Your farm response
The event or disruption we are planning for is... <i>Briefly describe what has happened or what is unavailable.</i>	
This could impact our farm by... <i>Think about people, livestock, milking, water, feed, access, effluent, infrastructure, records, suppliers and business commitments.</i>	
Our immediate priorities would be... <i>Think about what may need attention first and who could coordinate the response.</i>	
While the disruption continues, our options could include... <i>Think about alternative ways to maintain the most important farm activities and the support that may be available.</i>	
As conditions improve, we would consider... <i>Think about returning to normal operations, ongoing impacts, records, financial implications and lessons learned.</i>	
People or organisations we may need to contact/notify <i>Record the contacts most relevant to this scenario.</i>	



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PART B



Farm Continuity Map

→ *Optional: attach or draw a map that supports continuity planning.*

Use this space, or attach an existing farm map, to identify information that may be useful during a disruption. This could include emergency assembly area, access routes, water sources, isolation points, fuel, backup power, staff accommodation, critical equipment, stock areas or locations vulnerable to disruption.

Draw or attach map here



→ *Considerations following an adverse or unplanned event.*

Recovering from an adverse or unplanned event can take time and may involve balancing immediate priorities with the longer-term needs of the farm business. Focus on what is most critical, seek support early where needed, and work with your team, advisers, community networks and relevant agencies.

Explanation - use the most relevant section/s below to assist reflection after a significant event. See space provided on the next page to capture updates/changes to your plan.

Safety

As recovery activities begin, consider the safety of everyone involved. Damage, fatigue, unfamiliar tasks and pressure to restore normal operations can increase risk.

- Hazards created by the event.
- Whether people have the skills, experience and equipment required.
- Work that may benefit from specialist support.

Farm Operations and Biosecurity

Restoring normal farm operations may take time. Consider impacts on livestock, feed, milking, water, effluent and other critical functions. Movement of livestock, feed, contractors, machinery or visitors may also increase biosecurity risk.

- Additional biosecurity risks created by the event.
- Livestock movements, temporary arrangements or shared facilities.
- Visitor and contractor management during recovery.

People and Wellbeing

Adverse events can affect people differently. Recovery can be physically and emotionally demanding for farm teams, families and support networks.

- How people are coping.
- Whether workloads, responsibilities and expectations are realistic.
- Where support may be available if required.



Communication and Record Keeping

Clear communication can reduce uncertainty and help keep recovery efforts aligned.

- Who needs to be kept informed and how
- How decisions, information and responsibilities will be communicated.
- What records may be useful for insurance, financial, regulatory or future planning purposes.

Financial Recovery

Damage, disruption and lost production can affect the business immediately and over the longer term.

- The potential physical and financial impact.
- Implications for cashflow, budgets or financial commitments.
- Whether insurers, lenders, advisers or support providers may assist.

Review and Build Future Resilience

Once the immediate recovery phase has passed, reflect on what worked well and what could be improved.

- Lessons learned from the event.
- Opportunities to improve preparedness or resilience.
- Updates to the BCP, contacts, arrangements or infrastructure.

Recovery is often gradual. Focus first on people, livestock and critical farm operations, then work through wider business impacts and opportunities to improve future resilience.

PART C



Recover and Improve

Capture your reflections below. Use the prompts provided to help guide your thinking.

PART C

 Keeping the Plan Useful

→ Update the plan when farm arrangements, people or key dependencies change.

Review date	Reviewed by	What changed or was learned	Action(s)	Next Review