

## 4.7 Critical Supplies

It is necessary to prepare for emergencies where the department's supplies may be destroyed or unobtainable through usual sources. Such an occurrence could, for example, be caused through fire or flood damage.

The department / or function should decide on a suitable strategy to deal with this situation, which could include holding an emergency stock of supplies at an off-site location. Alternatively, the BCP could include a list of emergency supplies, which could be ordered on a next-day delivery basis. Details of alternative suppliers should also be included, in the event that your normal supplier is also affected by an emergency.

This section of the BCP should include information on the supplies held off-site, together with a list of items that could be ordered in an emergency at short notice. It should also list alternative suppliers.

\*\*\* *See examples from other Plans*

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## 4.7.1 Critical Supplies

In the event of an emergency where the department's supplies are destroyed, back-up stock can be obtained from off-site locations, as follows. Also listed below are details of suppliers who can provide emergency supplies on a next-day delivery basis.

### 1. CRITICAL SUPPLIES STOCK HELD OFF-SITE

ITEM	NAME OF LOCATION	ADDRESS OF LOCATION	CONTACT PERSON	CONTACT NO.

*(Use cut and paste facility to add further entries)*

### 2. SUPPLIES THAT CAN BE ORDERED ON A NEXT DAY BASIS FROM REGULAR SUPPLIER

ITEM	NAME OF REGULAR SUPPLIER	CONTACT PERSON	CONTACT NO.

### 3. ALTERNATIVE SUPPLIERS ABLE TO SUPPLY ON NEXT DAY BASIS IF REGULAR SUPPLIERS AFFECTED BY EMERGENCY

ITEM	NAME OF ALTERNATIVE SUPPLIER	CONTACT PERSON	CONTACT NO.

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