

EXAMPLE - Airport Operations BCP COVID 19 Status Update Report

Airport	STATUS (BRAG)	Operation Name		Date	
XXX	●	XXX Fuel Co	J.Smith	19/3/20	
Summary		Status Update			
Health	●	Number with COVID-19 (confirmed)	0	%	<i>Approximate percentage of workforce in each category</i>
		Number Self Isolating (Self)	0	%	
		Number Self Isolating (Family)	0	%	
		Number classified Vulnerable	0	%	
		Number classified Vulnerable in Critical Roles.	0	%	
		Number in Critical roles absent.	0	%	
		Operational Impact due to Absence	0	%	
Liaison / updates from National / Regulator / Authority / Airport	●	<ul style="list-style-type: none"> No change. 			
HSSE Incidents (LTI, MVC, HIPOs)	●	<ul style="list-style-type: none"> [No incidents] 			
Operational Impacts / ability to meet demand	●	<ul style="list-style-type: none"> % fuellings vs normal. % volume vs. normal. X days stock cover (current stock / current daily demand). Product quality all OK. Shift plans resourcing – OK meeting 100% demand. 			
Operational Assurance / Plant Integrity / Legal Compliance	●	<ul style="list-style-type: none"> Able to continue compliance with minimum operating standards. Critical equipment maintenance up to date. Critical training up to date. [staff mental wellbeing being monitored e.g. fatigue, stress] 			
Operating Standards Waivers	●	<ul style="list-style-type: none"> None required at this time. 			
Non routine activities / Engineering projects	●	<ul style="list-style-type: none"> Non essential work stopped / MOCs for essential non routine activities. 			
Press and PR issues	●	<ul style="list-style-type: none"> No media contact. Holding statement prepared. Lead media company identified. 			
BCP / Recovery Planning Actions	●	<ul style="list-style-type: none"> 1 month 2 month 3 month 			
Finance / cash flow outlook	●	<ul style="list-style-type: none"> Week 1 - OK Week 2 - OK Week 3 - OK Week 4 - OK 2 month - OK 3 month – [e.g. additional funding will be required] 			
Management of Change issues (emerging issues/risks to manage)	●	<ul style="list-style-type: none"> 			



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Supplementary Information	BRAG	Status
Insurance Issues	●	<ul style="list-style-type: none"> No reason to call on policy yet
Legal support	●	<ul style="list-style-type: none"> (access to legal support for advice e.g. Force Majeure)
Shareholder Support Requests	●	<ul style="list-style-type: none"> None at this stage
BCP Response (the Basics)	●	<ul style="list-style-type: none"> Preparation Procurement of supplies – Pandemic Flu kits, masks, anti-bac gels, cleaning fluids etc. Hygiene – provision of suitable supplies, site hygiene activities, personal hygiene promotion and regular reminders. Induction messages and declaration for visitors and contractors Closely monitoring staff absences and return to work reviews. Requesting notification on staff/close family members travel and holidays Provision of regular advice and updates to employees. Everyone who can, should now work from home (or be home based rather than site based) wherever practical. Virtual meeting set as standard No visitors to your office or operational site Restrictions on contractors to operational sites Control Rooms in “lock down” No non-essential travel for work.

BRAG	BRAG Status Description
●	Black: completely unable to perform critical operations
●	Red: critical operations severely impaired with significantly reduced output
●	Amber: some critical operations impaired but still able to function at reduced output.
●	Green: critical operations not impaired.

