

# EXAMPLE - Airport Operations BCP COVID 19 Status Update Report

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



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

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

