Template 1: BCP Internal Team Contact List for Planning Emergency Services and Support

Role	Name	Current Position/ Function	E-mail	Phone #	Emergency #
BCP Coordinator			Bus: Home:	Bus#: Home#: Cell#:	
Backup Coordinator			Bus: Home	Bus#: Home#: Cell#:	
Planning Team Leader	-		Bus: Home	B Bus#: Home#: Cell#:	
Planning Team Members	-		Bus: Home	Bus#: Home#: Cell#:	
Backup Team Members	-		Bus: Home	Bus#: Home#: Cell#:	
	-		Bus: Home	Bus#: Home#: Cell#:	
	-		Bus: Home	Bus#: Home#: Cell#:	
Local Site Managers			Bus: Home	Bus#: Home#: Cell#:	
			Bus: Home	Bus#: Home#: Cell#:	

Template 1: BCP Internal Team Contact List for Planning Emergency Services and Support

Department/Business Unit:			
Essential Service Identify and provide brief description	- - - - - -		
Individual(s) Responsible for implementing the action plan	(Name) - - -	(Phone numbers)	(Email addresses)
Back Up Individual(s) for implementing the action plan	- - - - - -		
Expected Business Impacts (list any)	- - - - - - - - - - - -		

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Action Plan(s) List all, including: Notification Plan, Internal/External Communications Strategy, Staff Reallocation Plan, Other Services, Special Exception Reporting Plan, etc. **Identify where can be accessed.**	- - - - - - - - - - - - - - - - - - -

Resource Needs List needs and contact information for other resources – staffing, equipment, other services…	- - - - - - - - - -		

Template 2: BCP – Partner Contact List Template
For Maintaining Essential Services: Business Partners or Support Providers

Service or Support:	
Business Partner or Support Provider Name:	
Street Address:	
City/State/Zip Code:	
Contact Person: **Alternate Contact:**	**Phone#:** **24-hour#:** **Fax#:** **Other#:** **Email:**
Instructions/Comments:	

Product/Service:	
Vendor Name:	
Street Address:	
City/State/Zip Code:	
Contact Person: **Alternate Contact:**	**Phone#:** **24-hour#:** **Fax#:** **Other#:** **Email:**
Instructions/Comments:	

Template 3: BCP Critical or Essential Departments
Work from Home (WfH) Enabled.

Last Update:_____

Essential Department/Service	Degree of Department Importance	Department Staff Name	Essential Staff Business Provided Telephone Number	Essential Staff Email or SMS	Work From Home Equipped (Yes or No?)
A.					
B.					
C.					

Level of importance
   A. Crucial service. Cannot be interrupted or suspended.
   B. Services/functions that can be suspended for a short period of time (e.g. a month).
   C. Services/functions that can be suspended for a long period of time.