

APPENDIX 8

SAMPLE KEY PERSONNEL EMERGENCY CALL LIST

It is recommended that this list be developed based upon the Business Resumption organization with the BRP Team Leader responsible for calling key management personnel and the BRP Team Coordinator responsible for calling Team Leaders. Team Leaders will then call each Team Member until all personnel have been notified.

The list should contain work, home and beeper telephone numbers with space to record the time of contact. The process must include telephone numbers for fire, police, ambulance services and procedures for notifying these agencies.

In addition, the User Liaison Team members will notify the Users. This process should be reviewed to determine that all appropriate personnel have indeed been notified.

Team Member Name	Team	Home Phone	Work Phone	Work Hrs.	Contact Date/time
---------------------	------	---------------	---------------	--------------	----------------------

(U) = Unlisted/unpublished phone number. Care should be taken when distributing such telephone numbers.