

Our Department's Staff Emergency Plan

When disruptions happen, our team stays connected, our work continues, and our mission doesn't stop!

Primary Contacts

(During Business Hours)



Name and Title/Role

Phone and Email



After-Hours Emergency Contacts

Name and Title/Role

Phone and Email

Alternate Work Location



Location Name

Address

Notes

Remote Capabilities



Technology Backup Plan

Primary Systems and Access

Physical Technology Needs

Connectivity Requirements

IT Contact Info

Essential Functions



What Must Happen & When

Who is Responsible

How We'll Adapt and Change

Alternative Processes



Communication Plan

Who Needs To Be Notified

How Staff Will Be Notified and Check-In

Who and How Will We Notify Our Partners

Location of Contact Lists

Resource Checklist:

Tools to keep with this plan



- ✓ Organization Contact Lists
- ✓ Spare Equipment and Supplies
- ✓ Organization Chart & Staffing List
- ✓ Go-Kit and First Aid Supplies

- ✓ Maps and Floors Plans
- ✓ Essential Forms & Templates
- ✓ Insurance Information

Start Your Plan - Strengthen Your Mission
Prepared Today For A Stronger Tomorrow

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