

Department Information

DEPARTMENT INFORMATION					
BCP Manager:					
Department Location:					
EMERGENCY CONTACT(S) AND ALTERNATES					
Name and Title	Office Address and Phone	Cell Phone	E-mail		
ADDITIONAL DEPARTMENT STAFF					
Name	Role	Office Phone	Cell Phone	E-mail	
OFFICE EQUIPMENT					
Equipment Type	Current Quantity	Minimum Quantity Needed			

DEPARTMENT'S INTERNAL COMMUNICATION PLAN IN THE EVENT OF AN EMERGENCY

[Describe how your department's faculty, staff, graduate assistants and other workers will communicate with one another in the event of an emergency. Methods used include a 'phone tree' (include information or file with details); e-mail; instant messaging; web pages; telephones; among others.

DEPARTMENT'S EXTERNAL COMMUNICATION PLAN IN THE EVENT OF AN EMERGENCY

[Describe how your department's faculty and staff will communicate with external stakeholders (students, customers, parents, state officials, etc.) in the event of an emergency. Methods used include; e-mail; instant messaging; web pages; telephones; among others. Please remember that all contact with the media will be coordinated by the University's Marketing & Communications department.]

Critical Operations

CRITICAL/ESSENTIAL DEPARTMENT OPERATIONS (IN ORDER OF IMPORTANCE)

[illegible]

Readiness Checklist

PLANNING READINESS CHECKLIST - HIGH PRIORITY ACTION ITEMS				
Action Items	Responsible Person(s)	Due Date	Plan (How this action item will be completed)	
1. [Identify those things that need to be done in order to ensure that communications plans will be effective and critical operations can continue.]				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Resources/Supplies

ESSENTIAL RESOURCES/SUPPLIES REQUIRED FOR MAINTAINING DEPARTMENT'S CRITICAL OPERATIONS				
Essential Resources/Supplies for Critical Operations	Action Plan to Stockpile Supplies	Current Supplier Name, Address, and Phone Number	Alternate Supplier Name, Address, and Phone Number	
[Specify resources and supplies that are essential to the continuation of critical operations. Consider both internal and external suppliers.]				

Services

ESSENTIAL SERVICES REQUIRED FOR MAINTAINING CRITICAL OPERATIONS				
Essential Services Required to Maintain Critical Operations during an Emergency	Current Provider/Contractor Name, Address, and Phone	Alternate Provider/Contractor Name, Address, and Phone		
[Specify services that are essential to the continuation of critical operations. Consider both internal and external service providers.]				

SIGNATURES		
Plan Approved by Department Chair/Director	Sign:	Date:
Periodic Reviews:		

Loyola University Maryland

9/19/2019