# **Communications PLAN**

***Explain how your office will issue initial notification to staff that an incident has occurred. This might include emails, phone calls, or other methods of communication.***

In the event of a potential or actual disruption, **[insert office/title]** will take the following steps to communicate the organization’s operating status:

1. The **[Organization Head]** or designated successor will notify **[insert office/title]** of the Continuity Plan activation.
2. **[Insert notification steps here. Include methods of notification and required responses to verify that personnel have received the notification. If the organization maintains an advance team to prepare the continuity site for arrival, include here].**
3. **[Insert office/title]** will notify family members, next of kin, and/or emergency contacts of Continuity Plan activation.
4. **[Insert office/title]** will notify external stakeholders of activation.

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| **Key Contact Information** | | | |
| **Name** | **Primary Phone** | **Alternate Phone** | **Email** |
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