PERSONNEL/INTERNAL RESOURCES | By Department

Clients Federal Credit Union - CAPlus BCP Reports

SAMPLE
Partial Doc - (c) MM&T, INC 2004
Strictly for demonstration purposes.

Checkmark indicates that the employee has been notified.

Administration

RECALL TIMING | Immediate

☐ **Annie Arnold - Main Office - Administration | Assistant Manager, Operations & BCP Manager**

554 Darling Lane
Springfield, CT 06000-

Work Phone: (203) 555-1444
Fax Number:

Home Phone: (203) 555-7556
Mobile Phone:

Email Address:
Reports To:
Primary Hotsite: Springfield Food Center
Secondary Hotsite: Springdale Memorial Town Hall
BCP Requirement: Required

EMERGENCY CONTACT INFO
Amy Arrows - (203) 555-8998
Aunt
Work:
Mobile:

Primary Team: BCP Management Team — Assistant BCP Manager — General/Miscellaneous
Pri/Sec Callers: Boroughs, Beth — Soares, Stephanie

☐ **Stephanie Soares - Main Office - Administration | Administrative Assistant**

101 Highland Avenue
Springfield, CT 06000-

Work Phone: (203) 555-1444
Fax Number:

Home Phone: (203) 555-1933
Mobile Phone:

Email Address:
Reports To:
Primary Hotsite: Springfield Food Center
Secondary Hotsite: Springdale Memorial Town Hall
BCP Requirement: Required

EMERGENCY CONTACT INFO
Steven Soares - (203) 555-1933
Spouse
Work:
Mobile:

Primary Team: BCP Management Team — Assistant Team Leader — Backup/Support to BCP Manager; General/Miscellaneous
Pri/Sec Callers: Boroughs, Beth — Arnold, Annie