

Date Issued	March 2001
Issued By	BCP Manager
Revision Date	05/13/2004
Approved By	Board of Directors

## RP02 – Recovery Procedures Emergency Notification

This procedure has been developed to ensure the timely notification of all required/affected parties in the event of an emergency.

### Sequence of Events

Immediately upon notification of an emergency, the following sequence should be activated. **NOTE:** In the event that there is not sufficient, qualified staff to appoint a BCP MANAGER, the MANAGER/CEO will assume the role of BCP MANAGER.

1. The BCP MANAGER (or the officer-in-charge as detailed in the “Emergency Chain-of-Command” section of the BCP document) should activate the full emergency notification procedure for required internal (“Telephone Tree”) and external (“External Teams”) resources by contacting:
  - Board of Directors
  - Hotsite provider(s)
  - BCP Management Team Members → See Item A below
  - Assigned External Teams/Vendors → See Item B below
2. BCP MANAGEMENT TEAM MEMBERS should contact (as assigned):
  - Assigned External Teams/Vendors → See Item B below
  - All Non-Required Employees

*Contact Information (Steps #1-5) | “Hotsites” & “Telephone Tree” & “Team Leaders” reports Supporting Documentation | RP05-EmployeeNotification.doc*

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- A. *Team Member Notification* | TEAM LEADERS should print the “Telephone Tree” report from the BCP-CD and use it to track the progress of calls. Once all notifications have been made, they should return a signed copy of the report/notes to the BCP MANAGER.  
*Contact information* → “Telephone Tree” report
  - B. *External Resources Notification* | TEAM LEADERS should print the “External Teams” report from the BCP-CD and use it to track the progress of calls. Once all notifications have been made, they should return a signed copy of the report/notes to the BCP MANAGER. Non-required vendors can be contacted and notified of recovery status, as necessary and as time permits.  
*Contact information* → “External Teams” report
  - C. *CAPlus Updates* | The BCP MANAGER should forward reports to **MM&T**, who will update the CAPlus database accordingly.

### Responsibilities & Authority

The following details the responsibilities and authority that various internal/external resources have in the administration, implementation, and maintenance of this procedure.

BCP MANAGER is/are responsible for:

- Ensuring the emergency notification checklist and all associated documentation is developed and maintained to a current status. This includes implementing a regular maintenance schedule for the review, testing, and update of the emergency notification procedure and associated reports.
- Ensuring that current copies of all supporting documentation and required materials are readily available from their assigned storage location(s).
- Updating the CAPlus database to indicate that vendors/locations/personnel have been contacted.