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<i>Issued By</i>	BCP Manager
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RP05A – Recovery Procedures Employee Notification Form

Use this form to provide BCP CALLERS with information about the emergency/disaster so that they can update employees on the situation and provide further recovery response instructions.

Occurrence (Date/Time): _____

Type of Emergency: _____

Areas Affected/Damages: _____

Employee Hotline #: _____

Hotsite(s) & Phone #: _____

Media Policy Statement: _____

Recovery Plan(s): _____

Meeting Place/Time: _____

Required Materials: _____

- Use the back of this form if additional space is required -