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# Mean Green Ready Continuity Planning Interview Form - Contacts Department, Key Institution, and Key External Contacts

## Department Contacts:

### Guidance

* It is important to list all department staff who will have a role during a recovery effort.
* Smaller departments can add all staff members while for larger departments a current department staff listing with all contact information should be attached as a document to the Mean Green Ready Planning site (Consult Liaison if this is the chosen option).

For additional sections, click on the table, then the (+) at the bottom right. To remove extra fields that were added, right click on the added table, and click delete item.

|  |  |
| --- | --- |
| **Name** | **Title** |
| **Phone** | **Office Email** |
| **Alternate Phone** | **Alternate Email** |
| **Comment** | **Special Skill** |
| **Successorship**[ ]  **Not a successor** | [ ]  **Holds formal delegation(s) of** **authority (describe below)** |
| [ ]  **First leadership successor** |  |
| [ ]  **Second leadership successor** |
| [ ]  **Third leadership successor** |
|  |  |

**Key Institution Contacts:**

**Guidance**

Key institution contacts are those people ***outside of your department but within the institution*** that you may need to contact during an emergency. Here are some examples:

* Student Residential may need to contact the Procurement or Vender Management departments to get an emergency delivery of food to the residential halls.
* Public Safety may need to contact a direct HR representative to quickly hire some temporary staff to control the parking lots.
* The Communications department may need to contact the Legal department to ensure they are distributing the correct message to the public.

For additional sections, click on the table, then the (+) at the bottom right. To remove extra fields that were added, right click on the added table, and click delete item.

|  |  |
| --- | --- |
| **Name** | **Title** |
| **Email** | **Dept./Organization** |
| **Alternate Email** | **Work Phone** |
| **Address** | **Mobile Phone** |
| **Fax** | **Comment** |
|  |  |

**Key External Contacts:**

**Guidance**

Key External Contacts are those outside of the institution. These include vendors, clients, grantors/donors, sponsors, etc., that you may need to contact during an emergency. For example:

* Calling a vendor to notify them to deliver to a different address or to cancel a delivery.
* Contacting a grantor to notify them of the emergency and to inform them of the impact to the project
* If you prefer, existing lists can be uploaded to the Mean Green Ready website (please consult with Liaison for upload, if this is preferred).

*Note:* if a vendor is in your local area, you may want to have an alternate or secondary vendor’s information available in the event the emergency has also impacted your vendor.

For additional sections, click on the table, then the (+) at the bottom right. To remove extra fields that were added, right click on the added table, and click delete item.

|  |  |
| --- | --- |
| **Company or Organization** | **Address** |
| **Name** | **Fax** |
| **Work phone** | **This is a:** [ ]  client [ ]  donor [ ]  sponsor [ ]  vendor [ ]  project partner [ ]  other stakeholder [ ]  other |
| **Mobile phone** | **Products/services supplied (if vendor)** |
| **Email** | **Alternate vendors: (If vendor, name one or two alternatives** |
| **Comment** |
|  |  |