

## Sample email to Department Head requesting that they assign a function representative for the department's plan development interviews

*Dept. head name,*

As part of the business continuity planning process at our facility, the plan development team is seeking to identify a representative from your department to participate in a plan development interview. The person selected should be somewhat knowledgeable or be able to obtain information about the department's mission critical services and processes and the key services that support them.

The in-person interviews will take approximately 60 - 90 minutes. If needed, we may need to conduct follow up phone interviews to clarify or verify data gathered during the interview.

Our team will capture all the information from the interviews to assist in the development of the business continuity plan. During the interview we will have 3 of our team members participate to facilitate the interview as well as document the information from our meeting.

In preparation for the interview, we will ask the departmental representative to take a few minutes to consider the following:

1. If your primary workspace (offices, patient care area, research area, etc.) were unavailable for 5 days, what services and processes would need to be resumed at an alternate location? In 4 hours? In 24 hours?
2. What IT applications, supplies and equipment you would need to resume those services and processes at an alternative location?
3. Does your department have any pre-existing policies, procedures or other documents that should be incorporated into your plan (e.g. downtime procedures, supply par level lists, department-specific emergency procedures)

Although one person should be chosen to represent the department, that person can, if desired, bring other department personnel to the interview to support them in providing information to the plan development team.

Please provide us with the name of the individual you have selected, by **date**

For questions regarding our project or the interview, please contact me anytime at **phone number**