

<b>Division Name</b>	
<b>Division Vice-President/Director</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

<b>BCP Contact</b>	
<b>Work Phone</b>	
<b>Emergency/Cell Phone</b>	
<b>Email Address</b>	

Functions, Criticality and Recovery Priority							
Department	Essential Function or Service	Maximum Interruption Tolerance (hrs)	Functional	Application(s) Required to Perform Function or Service	Functional	Essential number of staff required	Can Work Be Performed At Home?
1							
2							
3							
4							
5							

Vital Records				
	Record Name	Record Type (Electronic/Paper)	Back up or Alternate Record	Location
1				
2				
3				
4				
5				

Vital Equipment and Supplies						
	Equipment/Supplies	Details	Normal/Par Level	Post-Incident	Gap	Relocate to
1						
2						
3						
4						
5						

