

Newsletter

Identifying Stake Holders

Departments on campus do not work in a vacuum. What are the ripple effects from having to delay, reduce or stop services? Who do the interruptions impact? Answering these questions will help you identify your departments stake holders. We should capture these lists in the contact section of the Plan.

Key Institution Contacts are those people outside of your department but within the university that you may need to contact during an emergency.

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.

Tip of the Month



Under the Contact section we have 3 tabs. Please fill out all sections.

If you prefer, existing lists can be uploaded in the Document Section.

Sample Plan | In Progress

Plan Details	Contacts	Critical Functions	Key Resources
Department Contacts			
Key Institution Contacts			
Key External Contacts			
Contacts: Key External Contacts			
First name	Last name	Department/Organization	Email
Janice	Hill	Carnegie Mellon University	123@email.com