**EMERGENCY CONTACTS**

The key people/emergency contacts in your unit should be able to contact each other and their colleagues as necessary in the event of an incident or emergency.  Below are some suggested categories of contacts, but you may want to make more categories, e.g. who to call in the event of an LSE Network problem both during and out of office hours, who to call in Estates during and out of office hours, or include designated deputies for key staff members, etc.

The principles of the **Data Protection Act** make it essential that an individual’s personal information can be used only with their express permission and only for a pre-defined purpose.

When adding contact details to this plan, you must be sure that the individual concerned has been informed to whom these details will be circulated, and for what purpose.  If that purpose changes or the circulation list changes you should let them know.

It is recommended that the contact person’s agreement be gained in writing/by email so that everyone is clear about the circumstances under which they may be contacted or their details circulated.

A column has been provided to outline the contact’s role/responsibilities in the event of an incident – this is optional.

A key person/emergency contact should be willing to provide ways to contact them when they are off campus and offline, i.e. a mobile number, and to be contacted out of hours.

**Emergency notification:**

*(who HAS to know, e.g. head of department/division, departmental manager, business continuity Rep)*

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| **Name** | **Address** | **Home & Work** | **Mobile phone** | **Role event of an incident** |
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**Key People:**

*(Key colleagues who have a role to play should an incident occur)*

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| **Name** | **Address** | **Home & Work** | **Mobile phone** | **Role in event of an incident** |
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**Other relevant internal contacts / recovery team contacts:**

*(who needs to know or who can provide help or more information, e.g. a departmental / divisional administrator, key academics, IT, Estates or Security contacts*)

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| **Name** | **Address** | **Home or work** | **Mobile phone** | **Role in event of an incident** |
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**External contacts:**

***(are there any external agencies that might need to be contacted? E.g. neighbouring organisations, contractors etc)***

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| **Name** | **Address** | **Home or work** | **Mobile phone** | **Role in event of an incident** |
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