

### Appendix 5 – Key Contacts

No.	Role during disruptive incident					E-mail		No. of substitute
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

Notes: This form must be signed and distributed when the Business Continuity Plan is issued. For this form, you must also be signed in the contact sheet.

**Commented [27A1]:** To learn how to fill out this document, and to see real-life examples of what you need to write, watch this video tutorial: "How to Write a Business Continuity Plan According to ISO 22301".

To access the tutorial, choose one of the following options (depending on how you received the document):

- a) For document(s) delivered via Conformio: log into Conformio, click "Helpful materials" in the top menu, choose your language, and open the folder "Video tutorials".
- b) For document(s) delivered via email: in your Inbox, find the email that you received at the moment of purchase - there, you will see a link that will enable you to access the video tutorial.

**Commented [27k2]:** To learn more about this topic, read these articles:

- Beyond the BCM Manager: Additional roles to consider during the disruptive incident  
<https://advisera.com/27001academy/blog/2016/12/05/beyond-the-bcm-manager-additional-roles-to-consider-during-the-disruptive-incident/>
- Enabling communication during disruptive incidents according to ISO 22301  
<https://advisera.com/27001academy/blog/2016/12/19/enabli...>

**Commented [27A3]:** The key contacts are:

**Commented [27A4]:** use private one.

**Commented [27A5]:** Who from the list will act as substitute in

**Commented [27A6]:** It is important that all key persons have