

Appendix 5 – Key Contacts

No.	Role during disruptive incident	Name						
1.	Database recovery	John Doe	DBA specialist / Systems support	00 00 0000 0000	00 00 2222 2222	jdoe@domain	ABC street, number 123, zipcode 5678	2
10.								
11.								
12.								
13.								
14.								
15.								

Commented [270011]: The key contacts are:

persons in individual activities are listed in activity recovery plans.

Commented [270012]: 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/enabling-communication-during-disruptive-incidents-according-to-iso-22301/>

Commented [270013]: In case there is no business mobile phone, use private one.

Commented [270014]:

Commented [270015]: These are examples. Change them using your own data.

Commented [270016]:

If the data cannot be stored on mobile phones, it is recommended to print it on small size paper sheets and distribute to all key persons to be carried in their wallets.

Note: this form must be stored at all locations where the Business Continuity Plan is stored, but this data must also be stored on the key contacts' mobile phones.