

Action Plan Template for Maintaining Essential Service/Activity

Department/Business Unit:			
Essential Service (Identify and provide brief description from Appendix 2.1.)			
Individual/Position Responsible for implementing specific action plan	(Name)	(Phone numbers)	(Email addresses)
Back Up Individual/Position Responsible for implementing specific action plan			
Business impact issues (list any)			
Action Plan (List action plan including, notification plan, communications strategy, staff reallocation plan, use of other sector services, any change in scope of service delivery, monitoring and reporting needs, etc.)			
Resource Needs (List needs and contact information for resource needs – staffing, equipment, contracting out services.)			