

**Government of Alberta  
Business Continuity Planning Process**

**Vital Records Coordinator's Contacts**

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**Organization:** Alberta Ministry of  
**Last Update:** 2004-MM-DD  
**Completed By:**

1.1 Business Continuity Plan Coordinator	<i>Contact:</i> <sup>1</sup>
1.2 Communications Coordinator	<i>Contact:</i>
1.3 Damage Assessment / Salvage Coordinator	<i>Contact:</i>
1.4 Equipment and Supplies Coordinator	<i>Contact:</i>
1.5 Finance / Administration Coordinator	<i>Contact:</i>
1.6 Human Resources Coordinator	<i>Contact:</i>
1.7 Infrastructure / Facilities Coordinator	<i>Contact:</i>
1.8 Information Technology Coordinator	<i>Contact:</i>
1.9 Vital Records Coordinator	<i>Contact:</i>
1.10 Business Unit Coordinators <sup>2</sup>	<i>Contact(s):</i>
Contact Notes:	

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<sup>1</sup> Include: Name, location, work / cell / home phones.

<sup>2</sup> If applicable in the organization.