



OPD FORM – 009
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UNIVERSITY CONTINUITY PLAN

Office/Department Information			
Department/Office:			
Head of Office:			
Office Tel. No.:		Official Email Address:	
Emergency Contacts			
Name and Position	Home Address	Email Address	Cell Phone No.
Name and Position	Home Address	Email Address	Cell Phone No.

Emergency Internal Communication Plan
<p><i>[Describe how your organization will communicate with one another in the event of an emergency. Describe as well the organization's 'phone tree' if any and e-mail; instant messaging; web pages; telephones; among others.]</i></p>

