**Yale Business Continuity Planning**

**Important Contacts Worksheet**

***Instructions:*** *List key emergency contacts on the worksheet below. Give a copy to everyone on your emergency team.*

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| **Important Contacts Worksheet** |
| Department / Unit Name: |
| Street Address: |
| **Department Chair**Name: Email:  | Business phone: Cell phone: After hours phone:  |
| **Department Director**Name: Email:  | Business phone: Cell phone: After hours phone:  |
| **Department Manager**Name: Email:  | Business phone: Cell phone: After hours phone:  |
| **Lead Administrator**Name: Email:  | Business phone: Cell phone: After hours phone:  |
| **Business Office Manager**Name: Email:  | Business phone: Cell phone: After hours phone:  |
| **Title:** Name: Email:  | Business phone: Cell phone: After hours phone:  |
| **Title:** Name: Email:  | Business phone: Cell phone: After hours phone:  |
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| **Title:** Name: Email:  | Business phone: Cell phone: After hours phone:  |
| **Title:** Name: Email:  | Business phone: Cell phone: After hours phone:  |
| **Facilities Superintendent**Name: Email:  | Business phone: Cell phone: After hours phone:  |
| **Environmental Health and Safety Advisor**Name: Email:  | Main Number: (203) 785-3550Cell phone:EMERGENCY: (203) 785-3555 |
| **ITS Support Provider**Name: Email:  | Business phone: Cell phone: After hours phone:  |
| **Yale ITS Help Desk** | helpdesk@yale.edu(203)-432-9000 |