**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: |
| **Title:**  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: |
| **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) 785-3550  Cell phone:  EMERGENCY: (203) 785-3555 |
| **ITS Support Provider**  Name:  Email: | Business phone:  Cell phone:  After hours phone: |
| **Yale ITS Help Desk** | [helpdesk@yale.edu](mailto:helpdesk@yale.edu)  (203)-432-9000 |