**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** |
| Practice / Department Name: |
| Street Address: |
| **Chief Medical Officer**Name:Email: | Business phone:Cell phone:After hours phone: |
| **Chief Operating Officer**Name:Email: | Business phone:Cell phone:After hours phone: |
| **Director of Practice Management**Name:Email: | Business phone:Cell phone:After hours phone: |
| **Director of Office Operations**Name:Email: | Business phone:Cell phone:After hours phone: |
| **Clinical Chair**Name:Email: | Business phone:Cell phone:After hours phone: |
| **Section Chief**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: |
| **Clinical Operations Manager**Name:Email: | Business phone:Cell phone:After hours phone: |
| **YNHH Counterpart**Name:Email: | Business phone:Cell phone:After hours phone: |
| **Facilities Representative** (Yale FAC, landlord, etc.)Name:Email: | Business phone:Cell phone:After hours phone: |
| **Environmental Health and Safety** | Main line: (203) 785-3550EMERGENCY: (203) 785-3555 |
| **Yale ITS Help Desk** | helpdesk@yale.edu(203)-432-9000 |
| **YNHH IT Help Desk** | helpdesk@ynhh.org (203) 688-HELP [4357] |
| **Other:**Name:Email: | Business phone:Cell phone:After hours phone: |
| **Other:**Name:Email: | Business phone:Cell phone:After hours phone: |
| **Other:**Name:Email: | Business phone:Cell phone:After hours phone: |