**Yale Business Continuity Planning**

**Key Emergency Contacts Worksheet**

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

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| **Key Emergency Contacts** | |
| Primary Location (Building & Rooms #s): | |
| Street Address: | |
| **Principal Investigator**  Name:  Email: | Business Phone:  Cell Phone:  After Hours Phone: |
| **Laboratory Manager or Senior Researcher:**  Name:  Email: | Business Phone:  Cell Phone:  After Hours Phone: |
| **Lead Administrator:**  Name:  Email: | Business Phone:  Cell Phone:  After Hours Phone: |
| **Business Manager:**  Name:  Email: | Business Phone:  Cell Phone:  After Hours Phone: |
| **Facilities Superintendent:**  Name:  Email: | Business Phone:  Cell Phone:  After Hours Phone: |
| **EHS Safety Advisor:**  Name:  Email: | Business Phone:  Cell Phone:  After Hours Phone: |
| **ITS Specialist:**  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: |
| **Other:**  Name:  Email: | Business Phone:  Cell Phone:  After Hours Phone: |
| **Other:**  Name:  Email: | Business Phone:  Cell Phone:  After Hours Phone: |