



# UPitt Ready

## Newsletter

### Winter Weather

With inclement weather on the horizon, it is a good idea to understand which employees have to remain on campus during an emergency. Who are those designated as Essential Personnel in your department?

**Essential Personnel:** An individual officially designated, in accordance with this Pitt policy, as critical to the operations of a particular unit, such that their presence is required regardless of an emergency situation and/or closure.

Before a disruption occurs, discuss with your department who might be essential personnel.

## Tip of the Month



Under the Key Resources section, the Documents tab is available for you to add in any documents that are very important, such as policy manuals, vendor contacts, templates, etc.

Make a list of Essential Personnel and add it to the document section. Keep it updated, and make sure your department is aware of expectations.

**University-wide Closure  
and Class Cancellation  
Policy.**

UPitt Ready: <https://pitt.kuali.co/ready/>  
Charlyn J. Loera - Business Continuity Coordinator  
Email: [cjl124@pitt.edu](mailto:cjl124@pitt.edu)