UPitt Ready

As we review our Business Continuity Plan, the **Staff Basics** section under **Key Resources,** plays a pivotal role in identifying individuals responsible for essential tasks.

The Staff Basics component addresses critical questions like:

Emergency Contact List: Confirm the designated person responsible for maintaining the emergency contact list for faculty and staff.

Phone Line Messages: Identify individuals familiar with checking messages on the main phone line to ensure efficient communication channels.

Website Management: Clearly define those responsible for posting messages on the department's website and managing the mechanics of the process.

By completing the Staff Basics section we not only fortify the staff's understanding of their roles but also bolster our overall preparedness for potential incidents, ensuring a resilient response.

Tip of the Month

Under the Key Resources section, the Staff Basics Section offers guidance on key roles during an emergency.

Feel free to contribute additional considerations in the comments section.

Proper planning is crucial for any emergency. However, it is equally important to ensure that everyone involved is aware of their role.

Key Resources: Staff Basics

Does your unit have a (printed) emergency contact list for faculty & staff?
Other (please comment)

Who holds copies of the emergency contact list? (Be specific)

Who updates the emergency contact list?

Who knows how to check messages on your department's main phone line?

UPitt Ready
https://pitt.kuali.co/ready/

Charlyn J. Loera
Email: cjl124@pitt.edu