

## Essential Information Checklist

This template is designed to create a checklist of printed information, equipment and services to have on hand and in place in order to maintain essential office operations in the event of suspended operations, inclement weather or when electronic information is not accessible. Please refer to the *Suspending University Operations* policy (POL-U5400.04) and the *Taking Leave During Inclement Weather* policy (POL-U5400.03).

It is recommended that copies of the information identified on this checklist are maintained both in the office and at the supervisor's and appropriate employee's home residences in the event it becomes necessary to perform functions from home. Security issues must be taken into consideration for sensitive or confidential information which should only be maintained securely in the office.

The following are suggestions. Other things to consider when customizing this list are policies, procedures, reports, other printed information, equipment and services that may be needed direct and answer questions from staff and provide service to customers.

### Essential Staff/University Information:

What	Name Of Staff That Need To Have
<input type="checkbox"/> Employee home and cell contact information	
<input type="checkbox"/> Employee emergency contact information	
<input type="checkbox"/> Taking Leave During Inclement Weather Policy	
<input type="checkbox"/> Suspending University Operations Policy	
<input type="checkbox"/> Teleworking Policy/Procedures	
<input type="checkbox"/> Phone number to access voice mail from off campus	
<input type="checkbox"/> Passwords	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Essential Customer Information/Reports:**

What	Name Of Staff That Need To Have
<input type="checkbox"/> Essential contact information (vendors, clients, etc)	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Essential Equipment and Services:**

What	Name Of Staff That Need To Have
<input type="checkbox"/> Home computer	
<input type="checkbox"/> Appropriate software programs	
<input type="checkbox"/> Internet access from home	
<input type="checkbox"/> Required electronic security provisions	
<input type="checkbox"/> Printer	
<input type="checkbox"/> Remote access service (access to work computer from home)	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Other Essentials:**

<b>What</b>	<b>Name Of Staff That Need To Have</b>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	