

Personnel Cabinet Emergency Call Process

Cabinet Secretary, Executive Director of the Office of Administrative Services (OAS), and/or Cabinet CIO receives notification that there is an emergency or other information that warrants activation of the Personnel Cabinet Business Continuity Plan (The Plan).

1. The executive who activates The Plan (Secretary, OAS Executive Director, or CIO) will update the others and establish the Emergency Command Center.
2. Secretary, OAS Executive Director, CIO and/or their designee to report to the Emergency Command Center.
3. The OAS Executive Director will contact all executive staff of the Personnel Cabinet, explain the situation, and provide direction.
4. The CIO will contact the DTS Business Continuity Coordinators, explain the issue, and provide direction.
5. The Secretary, OAS Executive Director, and CIO will discuss and decide the correct action plan.
6. The CIO and the DTS Business Continuity Coordinators will begin implementation of The Plan as needed.
7. All executive staff will call their respective directors, branch managers, and/or supervisors as appropriate to update and provide direction.
8. Directors, branch managers, and supervisors to update all staff and provide direction.

See Emergency Contact Information for employee contact information.

