

H-STAR

Critical Functions and programs – the following events must happen to ensure academic/business continuity:

- MediaX has several events throughout the year, but they are not always scheduled right away. Please refer to the current schedule to determine what steps are necessary for event and business continuity.

Minimal Staffing Level – the following staff members are essential for maintaining function:

- H-STAR Administration:
 - Keith Devlin, Executive Director
 - Lilian Kamal, Associate Director
 - Helen Roque, Program Manager for the Int'l Visitors
 - Susie Ng, Finance Manager
- MediaX Team:
 - Martha Russell, Executive Director
 - Jason Wilmot, Communications Manager
 - Karina Alexanyan, Benefits Program Manager
 - Adelaide Dawes, Program Manager
- ChangeLabs:
 - Shilajeet (Banny) Banerjee, Executive Director

Communications Plan:

- Lilian Kamal with Helen Roque's assistance will contact all H-STAR staff members via text message; in addition to text messages, voice calls may also be used. Should the Associate Director and Executive Director not be available, Helen Roque, Susie Ng, and Adelaide Dawes will communicate each staff member and his/her family's safety ascertained.

Key Resources, Vendors, Contractors, and Stakeholders – the following entities may need to be contacted with updates and information:

- H-STAR will communicate to important stakeholders via email, social media, or telephone