

### Contingency arrangements for unavailability of staff

Function/role	Incumbent (and number of people in role)	Priority	Understudy(ies)	Emergency cover personnel
For example, front desk	Liz Julia Lim Maria Tristan Jules (6 p/t)	High	Michael Jones (from pathology) Carol Lee	Amy Johnson (casual employee) Cecilia Smith (volunteer)

Contact details of all understudies and emergency personnel need to put onto a list:

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