**OIT Emergency Change Requirements:**

In order to be classified as an Emergency Change, the change must be approved by the OIT Emergency Change Advisory Board (ECAB). Any actual/potential service interruption or security breach that is classed as high impact, either on account of the number of users affected or because systems or services that are critical to the organization are involved, must be responded to immediately. The resolution or prevention of the interruption frequently requires a change, and has to be carried out following emergency procedures.

The ECAB is a dynamically convened consisting of those people who are involved in the effort to prevent service interruption or restore service during an outage.  The membership may include but is not limited to:

* Change Manager
* Service Owner
* Service Provider
* Change Implementer
* Dependent Service Techs and Managers
* Vendors

**The following is required when submitting a change to be an OIT Emergency Change:**

* Existence of an Incident record, meeting the above criteria
* All available information supporting rationale for Emergency Change
* Description of proposed Change

**While Completing Emergency Changes, consider the following items:**

* Existing Change Workflows and procedures, including proactively logging a Change Record prior to considering an Emergency Change, will be followed unless the severity and priority of the Emergency Change dictates otherwise