Accessing HRMS Emergency Preparedness Contacts Through OSIS

Revised 10/12/17
Important Reminders:

• Do not share your WUSTL Key with anyone.
• **Do not call any emergency preparedness contacts unless a supervisor has authorized you to do so.**
• Calling emergency preparedness contacts should only be done in rare, emergency type situations, such as a major flood or electrical outage impacting the whole building for an extended period of time, etc. Gain approval from your supervisor before calling any emergency preparedness contacts.
• When making phone calls, please be brief and provide all pertinent information to the customer. If you are making phone calls at 3am, for example, please be aware of timing, etc. and keep calls short.
• Remember to still send out an outage communication through email. This should be done **first**, prior to calling any emergency preparedness contacts.
• **DO NOT** contact the emergency prep. coordinators. **ONLY** contact the building lab liaisons and key management contacts.
To get to OSIS, visit https://wusmspace.wustl.edu. From the FMD website, go to http://facilities.med.wustl.edu/planning-construction/physical-planning/space-management-system/ and click on the link. Or visit the main page of the FMD website at http://facilities.med.wustl.edu/ and click on “Planning & Construction”.
Once you get to OSIS, you will need to log in with your WUSTL Key. Then, it will bring up your user name. Click “launch OSIS”.

Welcome to the Washington University in St Louis Space Management System. Please contact support with any issues or questions via email: wusmspace@wusm.wustl.edu or by phone at 362-6646.
It should bring you to a page similar to this. Click on “reports” above.
Click on “emergency”.
Click on “emergency contacts by location”.
This will bring you to a full list of names. **DO NOT** do anything with this list yet. Click on “Quick Filter” at the top of the page.
Choose a building from the list or search for a building (i.e. Taylor Avenue Building) by typing in a key word (i.e. Taylor).

Then, choose all 4 items on the right-hand side.

Finally, click “apply filter” at the top of the page.
Now, you will see the HRMS contacts for this building. It lists the building name, type of emergency preparedness contact, the contact type, first name, last name, email, office phone and cell phone. **DO NOT** contact the emergency prep coordinators. **ONLY** contact the **building lab liaisons and the key management contacts.** If someone doesn’t answer, please leave a voicemail with the pertinent information.