

# 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.

## Facilities Management Department

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## Space Management System

We have purchased a new Space Management application called Archibus. The Business Intelligence platform is called OSIS. Archibus and OSIS will manage space, provide business intelligence and deliver critical information for emergency response.

### What are some features of OSIS?

This new system is a central repository for facilities to track critical information associated with space from University systems of record.

- This is a web based system that you can access anytime, anywhere.
- The system will be accessible using your WUSTL Key login.
- Customized dashboards allow business management to view metrics and space drawings of areas belonging to your business units.
- Easy to access floor plans with detailed information at the room level.

### Space Management System - OSIS

OSIS URL:

<https://wusmspace.wustl.edu>

The OSIS application can run on Internet Explorer (IE). Please note that when using IE, you may not be able to access many of the robust features of this application.

Using FireFox or Chrome as your browser will enable you to utilize all features.

[OSIS Executive Summary Information and Sources](#)

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”.



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User  
Name: 133

Launch osis...

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OSIS © 2000-2013 Business Resource Group  
www.brg.com/osis  
Version: OEE.3.42.01 build:1115  
Licensed To: Idisis, Inc.

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](mailto:wusmspace@wusm.wustl.edu) or by  
phone at 362-6646.

Michelle Gubin | [ My Settings ] [ About ] [ Log ]

myWeb myQGIS Floors Maps Reports Forms

Search for a building and floor.

**By Building**

- › @4240 ( 00537 ) ...
- › 1110 Highlands Plaza Drive E ( 00548 ) ...
- › 13303 Tesson Ferry Rd ( 00561 ) ...
- › 1415 Elbridge Payne ( 00569 ) ...
- › 22 N Euclid ( 00508 ) ...
- › 324 Debaliviere Place ( 00563 ) ...
- › 400 N Lindbergh ( 00564 ) ...
- › 4169 Laclede ( 00520 ) ...
- › 4200 Sarpy ( 00560 ) ...
- › 4353 Duncan ( 00518 ) ...
- › 4363 Duncan ( 00517 ) ...
- › 4400 Chouteau Ave ( 00571 ) ...
- › 4444 Forest Park Blvd ( 00066 ) ...
- › 4480 Clayton ( 00045 ) ...
- › 4488 Forest Park ( 00076 ) ...
- › 4500 Parkview ( 00080 ) ...
- › 4511 Forest Park ( 00064 ) ...
- › 4533 Clayton Ave ( 00027 ) ...
- › 4560 Clayton Ave. ( 00026 ) ...
- › 4625 Lindell Blvd ( 00501 ) ...
- › 5240 Oakland Ave. ( 00544 ) ...
- › 605 Old Ballas Rd ( 00510 ) ...
- › 825 S. Taylor Ave. ( 00024 ) ...
- › 969 Mason Rd ( 00523 ) ...
- › Annex Bldg ( 00060 ) ...
- › Barnard Hospital ( 00050 ) ...
- › Bernard Becker Medical Library ( 00013 ) ...
- › Big Brothers-Big Sisters ( 00572 ) ...
- › Biomedical Computer Lab ( 00007 ) ...
- › Biotechnology Center ( 00181 ) ...
- › BJC Institute Of Health @ WUSM ( 00004 ) ...
- › ...
- › BJH West County Pob #1 ( 00502 ) ...
- › BJH West County Pob #2 ( 00503 ) ...
- › BJH West County Pob #3 ( 00522 ) ...
- › BJH-West County ( 00579 ) ...
- › BJHN-Center For Advanced Medicine ( 00035 ) ...

**My Pods**

NASF - Medical Site

<b>3,357,130sf</b>	<b>430,978sf</b>	<b>285,706sf</b>	<b>53bldgs</b>	<b>940,242sf</b>
› NASF - WUSM	› NASF - Non WUSM	› NASF - Joint	› Building Count - WUSM	› Organized Research NASF (82)

Clinical

<b>473,739sf</b>
› Clinical NASF (95)

\* daily trend, \*\* monthly trend, \*\*\* yearly trend, › Click Cell For More Info.

**My Shortcuts**

**NASF by IDC**

Sum of NASF where the Site is Medical

IDC	Sum of NASF
80-UNASSIGNED	2,980.00
81-INSTR & DPT RSRCH	8,647.88
82-ORG RESEARCH	940,241.72
83-OTHER SPONS ACT	33,180.78
84-OTHER INST ACT	76,694.86
85-SPEC SERVICE FACS	71,576.84
86-OP/MAINT OF PLANT	995,383.00
87-GEN ADMIN/GEN EXP	7,056.92
88-LIBRARY	60,067.00
89-DPT ADM & SUPPORT	330,727.67
90-SPONS PROJ ADMIN	22,965.95
91-STUDENT SERVICES	7,069.72
92-IND OPS/EXT	227,489.63
93-INACT/ALTER/UNFIN	202,141.17
95-Patient Care/CS/CME	473,739.19
96-NON-CLC INSTR(MD)	159,040.52
97-DPT RESEARCH (MD)	249,283.01
JU-JOINT USE	117,350.35
NO-ADDITIONAL SURVEY	60,470.00

**Top 10 Main Dept / Division**

[ Top 10 Main Dept - NASF ] [ Top 10 Divisions - NASF ]

Main Department	NASF	Count
Medical Parking Facilities		27.00
		934,977.00
Internal Medicine	534,183.21	3,993.00
Surgery	179,581.88	1,359.00
Pediatrics	148,787.58	1,473.00
Pathology and Immunology		939.00
		145,263.18
Radiology	119,201.10	952.00
Psychiatry	115,951.28	814.00
Neurology	111,301.19	965.00
Compliance Areas	96,821.31	1,555.00
Barnes-Jewish Hospital		313.00
		79,529.11

Chart Showing: NASF

It should bring you to a page similar to this. Click on “reports” above.

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs for 'Floors', 'Maps', 'Reports', 'Forms', 'Search', and 'Help'. Below this, there is a secondary navigation bar with 'myWeb', 'myOSIS', and 'Forms' tabs. The main content area is divided into two sections. On the left, a 'Reports' panel contains a search box with the text 'Find a report by name or number.' and a 'Search' button. Below the search box is a list of report categories and sub-items:

- ▾ Lease ...
  - Lease Reports ...
  - Not Classified ...
- ▾ Space ...
  - Background Data ...
  - Bench Space Analysis ...
  - Building Reports ...
  - Clinical Space Chargeback ...
  - Departmental Reports ...
  - Emergency ...
  - Rent for Space ...
  - Rent For Space: Analysis ...
  - Rent For Space: Exclusion Reports ...
  - Space Planning ...
  - Not Classified ...

A large red arrow points to the 'Emergency ...' item in the 'Space ...' category. On the right side of the main content area, there is a message:

No form has been chosen.

---

Please select a form from the **Forms** list accessible from the **Main Menu** or click [[here.](#)] to load the list.

Click on “emergency”.

Find a report by name or number. Search

[ Print ] [ Refresh ] [ Quick Filter ] [ Advanced Filter ] [ To Shortcut ] [ New Window ] [ Email Me ]

- ▼ Lease ...
  - ▶ Lease Reports ...
  - ▶ Not Classified ...
- ▼ Space ...
  - ▶ Background Data ...
  - ▶ Bench Space Analysis ...
  - ▶ Building Reports ...
  - ▶ Clinical Space Chargeback ...
  - ▶ Departmental Reports ...
  - ▼ Emergency ...
    - Emergency Contacts
    - Emergency Contacts by Location
  - ▶ Rent for Space ...
  - ▶ Rent For Space: Analysis ...
  - ▶ Rent For Space: Exclusion Reports ...
  - ▶ Space Planning ...
  - ▶ Not Classified ...



Report ID: 210

## OSIS - Production Emergency Contacts



Click on “emergency contacts by location”.

Production  
Emergency Contacts By Location

Report ID: 211

Create Excel Download

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Building Name	Building Code	Floor Code	Room Number	Emergency Contact	Emergency Contact Type	First Name
@4240	00537	01		Emergency Prep Coordinator	Alternate 1	
@4240	00537	01		Emergency Prep Coordinator	Alternate 1	
@4240	00537	01		Emergency Prep Coordinator	Alternate 1	
@4240	00537	01		Emergency Prep Coordinator	Alternate 1	
@4240	00537	01		Emergency Prep Coordinator	Alternate 2	
@4240	00537	01		Emergency Prep Coordinator	Primary	
@4240	00537	01		Emergency Prep Coordinator	Primary	
@4240	00537	01		Emergency Prep Coordinator	Primary	
@4240	00537	01		Emergency Prep Coordinator	Primary	
@4240	00537	03	00301	Key Management Contact	Alternate 1	
@4240	00537	03	00301	Key Management Contact	Alternate 2	
@4240	00537	03	00301	Building/Lab Liaison	Primary	
@4240	00537	03	00301	Building/Lab Liaison	Primary	
@4240	00537	03	00301	Building/Lab Liaison	Primary	
@4240	00537	03	00301	Emergency Prep Coordinator	Primary	
@4240	00537	03	00301	Emergency Prep Coordinator	Primary	
1110 Highlands Plaza Drive E	00548			Building/Lab Liaison	Primary	
1110 Highlands Plaza Drive E	00548	02		Building/Lab Liaison	Alternate 1	
11188 Tesson Ferry Rd	00516	01	00100	Building/Lab Liaison	Primary	
276 N. Skinker	00390			Emergency Prep Coordinator	Alternate 1	
276 N. Skinker	00390			Emergency Prep Coordinator	Alternate 1	
276 N. Skinker	00390			Key Management Contact	Alternate 1	
276 N. Skinker	00390			Building/Lab Liaison	Primary	
276 N. Skinker	00390			Building/Lab Liaison	Primary	
276 N. Skinker	00390			Building/Lab Liaison	Primary	
276 N. Skinker	00390			Building/Lab Liaison	Primary	
276 N. Skinker	00390			Emergency Prep Coordinator	Primary	
276 N. Skinker	00390			Emergency Prep Coordinator	Primary	
276 N. Skinker	00390			Emergency Prep Coordinator	Primary	

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.



## Report Quick Filter For: Emergency Contacts by Location

Apply Filter

Building Name

[invert] [clear]

Emergency Contact Type

[invert] [clear]



Please choose at least 1 and no more than 100 item(s) from the following list.

showing 100 of 170 possibilities

- @4240
- 1110 Highlands Plaza Drive E
- 11188 Tesson Ferry Rd
- 276 N. Skinker
- 4169 Laclede
- 4200 Sarpy
- 4444 Forest Park Blvd
- 4480 Clayton
- 4488 Forest Park
- 4500 Parkview
- 4511 Forest Park
- 4533 Clayton Ave
- 4560 Clayton Ave.
- 4625 Lindell Blvd
- 560 Building
- 825 S. Taylor Ave.
- 969 Mason Rd
- Alumni House
- Annex Bldg
- Barnard Hospital
- Beaumont Resid Hall, Dorm F
- Bernard Becker Medical Library
- Biomedical Computer Lab
- Biotechnology Center
- BJC Institute of Health @ WUSM
- BJH - PROGRESS WEST
- BJH West County POB #1

Please choose at least 1 and no more than 5 item(s) from the following list.

showing 5 of 5 possibilities

- Blank --
- Alternate 1
- Alternate 2
- Other
- Primary

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.

Report ID: 211

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Building Name	Building Code	Floor Code	Room Number	Emergency Contact	Emergency Contact Type	First Name	Last Name	Email
Taylor Avenue Building	00094			Building/Lab Liaison	Primary			
Taylor Avenue Building	00094			Building/Lab Liaison	Primary			
Taylor Avenue Building	00094			Building/Lab Liaison	Primary			
Taylor Avenue Building	00094			Building/Lab Liaison	Primary			
Taylor Avenue Building	00094			Emergency Prep Coordinator	Primary			
Taylor Avenue Building	00094			Emergency Prep Coordinator	Primary			
Taylor Avenue Building	00094			Emergency Prep Coordinator	Primary			
Taylor Avenue Building	00094			Emergency Prep Coordinator	Primary			
Taylor Avenue Building	00094	01	00120J	Building/Lab Liaison	Primary			
Taylor Avenue Building	00094	01	00120J	Emergency Prep Coordinator	Primary			
Taylor Avenue Building	00094	01	00136	Building/Lab Liaison	Primary			
Taylor Avenue Building	00094	02	02400	Building/Lab Liaison	Alternate 1			
Taylor Avenue Building	00094	02	02400	Emergency Prep Coordinator	Alternate 1			
Taylor Avenue Building	00094	02	02400	Emergency Prep Coordinator	Alternate 2			

Emergency Contact	Emergency Contact Type	First Name	Last Name	Email	Campus Phone	Cell Phone
Building/Lab Liaison	Primary					
Building/Lab Liaison	Primary					
Building/Lab Liaison	Primary					
Building/Lab Liaison	Primary					
Emergency Prep Coordinator	Primary					
Emergency Prep Coordinator	Primary					
Emergency Prep Coordinator	Primary					
Emergency Prep Coordinator	Primary					
Building/Lab Liaison	Primary					
Emergency Prep Coordinator	Primary					
Building/Lab Liaison	Primary					
Building/Lab Liaison	Alternate 1					
Emergency Prep Coordinator	Alternate 1					
Emergency Prep Coordinator	Alternate 2					

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.