

GUIDELINES:

Issued: October 21, 2013

Revised: November 19, 2015

PURPOSE:

The purpose of this emergency contact procedure document is to define a clear process to contact key subject matter experts in the event of emergencies related to projects.

DEFINITIONS:

FO = Facilities Operations (FO Computer Room is located in the Basement of the North Building)

PS= Protective Services (PS Dispatch Center is located in the Metro garage)

CP= Capital Projects (CP Administration area is located in the HAP Building, located at 4547 Clayton Ave.)

SharePoint Site= A web-based application platform associated with intranet and document management

FISC= Facilities Integrated Service Center

PM= Project Manager

AC= Administrative Coordinator

PROCESS:

Project Managers

1. For all constructions projects, the Project Manager will develop an EMERGENCY CALL LIST.
 - The call list will include: Project Number, Project Name, Location (including building and floor), Duration (start date and end date), Key Contact information (including, numbers for home, office, cell as well as an email address).
 - Below is a list of the potential contacts who should be on the emergency call list:
 - WUSM Project Manager
 - WUSM Senior Project Manager
 - Director of Capital Projects
 - General Contractor Superintendent (if applicable)
 - General Contractor Project Manager (if applicable)
 - All Subcontractors' Onsite Foremen
 - All Subcontractors' Onsite Project Managers
 - Facilities Operations' assigned Technician(s)
 - Facilities Operations' assigned back-up Technician(s)
 - Facilities Operations' Zone Supervisor
 - Facilities Engineering Assistant Director
 - Senior Director of Facilities Operations
 - WUSM Environmental Health and Safety
 - Division of Comparative Medicine, if applicable.
2. The Project Manager will develop and distribute the call list to all the contacts on the list.
3. The Project Manager will also provide the Capital Projects Administrative Coordinator a copy of the call list. Upon receipt of the Emergency Contact List from the PM, the Administrative Coordinator will notify FO (Facilities Supervisor of Computer Room), PS (Emergency Management & PS Program Coordinator) and the FISC (wusmfacilities@wusm.wustl.edu) of the project via email and will include a copy of the contact list.
4. The PM will post the Project Name and 362-HELP at every project that they are managing.

5. Project Closeout - When the project is complete, the Project Manager will communicate to the CP Administrative Coordinator that the project is complete. The Administrative Coordinator will notify FO (Facilities Supervisor of Computer Room), PS (Emergency Management & PS Program Coordinator) that the project is complete and that they can remove the call list.

FO Computer Room and PS Dispatch Center

- Facilities Operations will maintain a 3-ring binder that has a building tab for every building on campus.
- Protective Services will maintain a file on the Share Point site where the call lists will be maintained.
- When the project is complete, the call list will be removed from the binder and the Share Point site.
- On the 1st of every month, Administrative Coordinator will review the Project Emergency Call List forms based on "Estimated End Dates". The AC will send a follow-up call/email will be sent to the Project Manager for any call lists that have an expired completion date.