FACILITIES MANAGEMENT DEPARTMENTAL CONTACT LIST

Purpose: Facilities Management maintains a departmental contact list as a part of their required department-specific emergency operations sub-plan.

Process:

FM leaders use the contact list to call staff back into work for emergency and/or disaster purposes.

Specific Information:

A. Accessibility:

The FM departmental contact list is maintained on the Facilities Management server. A printed copy is maintained in the Delta Operations Center.

\vfiler\vandbirt.edu\FacilitiesMgmt\PLS\Management\ContactLists

B. Updates:

The contact list is updated routinely when staff are hired or when they terminate their employment. Semi-annually, managers review the current contact numbers with each staff member for accuracy and update as necessary.

C. Confidentiality:

The contact list is a confidential document accessible to managers and supervisors via the shared server. It may be printed by the shop leaders for personal use but is not printed and/or shared amongst staff.

Lead Author and Content Experts:

Lead Author: Mandy Hayes

References:

SA 10-10.12 Emergency Operations (EOP) Activation