

}
Tab 10
}

Emergency Phone List for Construction Personnel	
External	
Regional Construction Engineer (RCE)	
Regional Construction Technician (RCT)	
Regional Program Services Clerk (RPSC)	<div> <div>①</div> <div>RPSC receives notice of new staff, transferring staff, temporary staff, or consultant inspector work station assignments</div> <div>→</div> <div>②</div> <div>RPSC enters new work assignment information into the spreadsheet located on G:drive</div> <div>→</div> <div>ⓐ</div> <div>Email is sent to Construction Executive Assistant telling them that updates to the phone list are complete</div> </div>
Deliverables	

Emergency Phone List for Construction
Work Instructions

Revision Date: March 20, 2013
Revision No: 1
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Regional Program Services Clerk (RPSC) receives notice of new staff, transferring staff, temporary staff, or consultant inspector work station assignments		Regional Program Services Clerk (RPSC) will get this "notice" information from several different documents including the Resident Engineer (RE) Assignment Letter from the Regional Construction Engineer (RCE), Consultant Inspector Notice to Proceed document, the RCE verbally telling the RPSC that a temporary employee will be starting work or that field staff are being reassigned, or from the RE submittal of an Emergency Contact-511 Sheet.	There may be additional ways that the RPSC is given Emergency Phone List data for Construction Personnel
2. Regional Program Services Clerk (RPSC) enters new work assignment information into the spreadsheet located on the G:drive	EPLC1	Regional Program Services Clerk (RPSC) enters new work assignment information into the spreadsheet located on the G:drive. The spreadsheet can be found on the G:drive at the following address G:\Administration\Addresses and Contact Numbers	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Email is sent to the Construction Executive Assistant telling them that the updates for the region have been completed in the spreadsheet		The RPSC will email the Construction Executive Assistant (CEA) telling them that the updates for the region have been completed in the spreadsheet. The CEA is responsible for section wide distribution of the Emergency Phone List for Construction Personnel	

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: EPLC1 – How to Enter Data into the Emergency Phone List

Revision Date: March 20, 2013

Revision No: 1

Author: NE Region

1. Navigate to the Emergency Phone List: G:drive → Administration → Addresses and Contact Numbers
2. Open the Emergency Phone List for Construction Personnel file
3. Tab to the appropriate region within the sheet
4. Enter temporary, consultant, and field staff assigned to various projects within the region
5. Once all fields are entered as shown in the appropriate columns save the document and overwrite all changes
6. Send an email to the Construction Executive Assistant when the respective region has been updated
7. Construction Executive Assistant sends out as an attachment to distribution list
8. Information should be updated bi-weekly for and by each region

EMERGENCY PHONE LIST FOR CONSTRUCTION PERSONNEL										
NORTHEAST REGIONAL PERSONNEL - 347 Emerson Falls Road, St. Johnsbury, VT 05219										
	Last Name	First Name	Project	Project Number	Phone	Fax	Cell	Pager	PPMS	EA & Sub Job
46	Gray	Ron	Regional Construction Engineer		751-3295	751-3297	793-3161			
47	Hastings	Cyndi	Regional Program Services Clerk		748-2447	751-3297	279-1106			
48	Codling	Brianne	Northeast Regional Technician		748-2015	751-3297	279-0504			
49	Tech	Pierce	Chup	NE Soils Lab	748-3001	751-3297	395-9512		N/A	N/A
50										
51										
52	C	Allen	Jon	Barre Town	BRF 6100(7)	476-2095	476-2098	802-498-7270	06J002	6100007-300
53	RE	Bassett	Daryl	Barre Switchback Slide	RREW(1)			279-2738		RREW404-300
54		Burchard	Matt	NE Regional Office		748-2447	751-3297			
55	Insp	Biooth	Mike	Newbury-St. Johnsbury	ACIM091-2(16)	748-2447	751-3297	498-8419	06A046	2704001-300
56	C	Bosch	Bethany	Danville	FEGC 028-3(32)	654-2232			06B010	0283032-300
57	RE	Bumps	Doug	District 9		334-7934		917-2680	742-7293	0343021-300
58										
59	RE	Codling	Brianne	Statewide NE REGION	STP HRRR(12) & MES HSTP(3)	748-2015	751-3297	279-0504	12K018 & 12K036	HRRR012-300 & HSTP003-300
60		Corkins	Ryan	NE Regional Office		748-2447		498-8357		1449025-300
61										
62	RE	Covey	Nate	Waterford-St. Johnsbury	IM MEMB(32)	751-1242	751-1242	498-7055	11A798	MEMB032-300
63	RE	Craze	Chris	Newport City	BRO 1449(23)	334-7091		371-9936	742-3909	96J314 1449025-300
64	C	Darling	Jeff	Barre Switchback Slide	RREW(1)			305-1231		
65	RE	Foster	Eric	Danville	FEGC 028-3(32)	654-2232		279-1951	06B010	0283032-300
66	C	Graham	Larry	Barre Town	BRF 6100(7)	476-2095	476-2098		343-1975	6100007-300
67	RE	Hale	Rick	Barre City	FEGC 026-1(34) C2	479-5090	479-5091	279-6162	742-0368	53B010 0261034-302