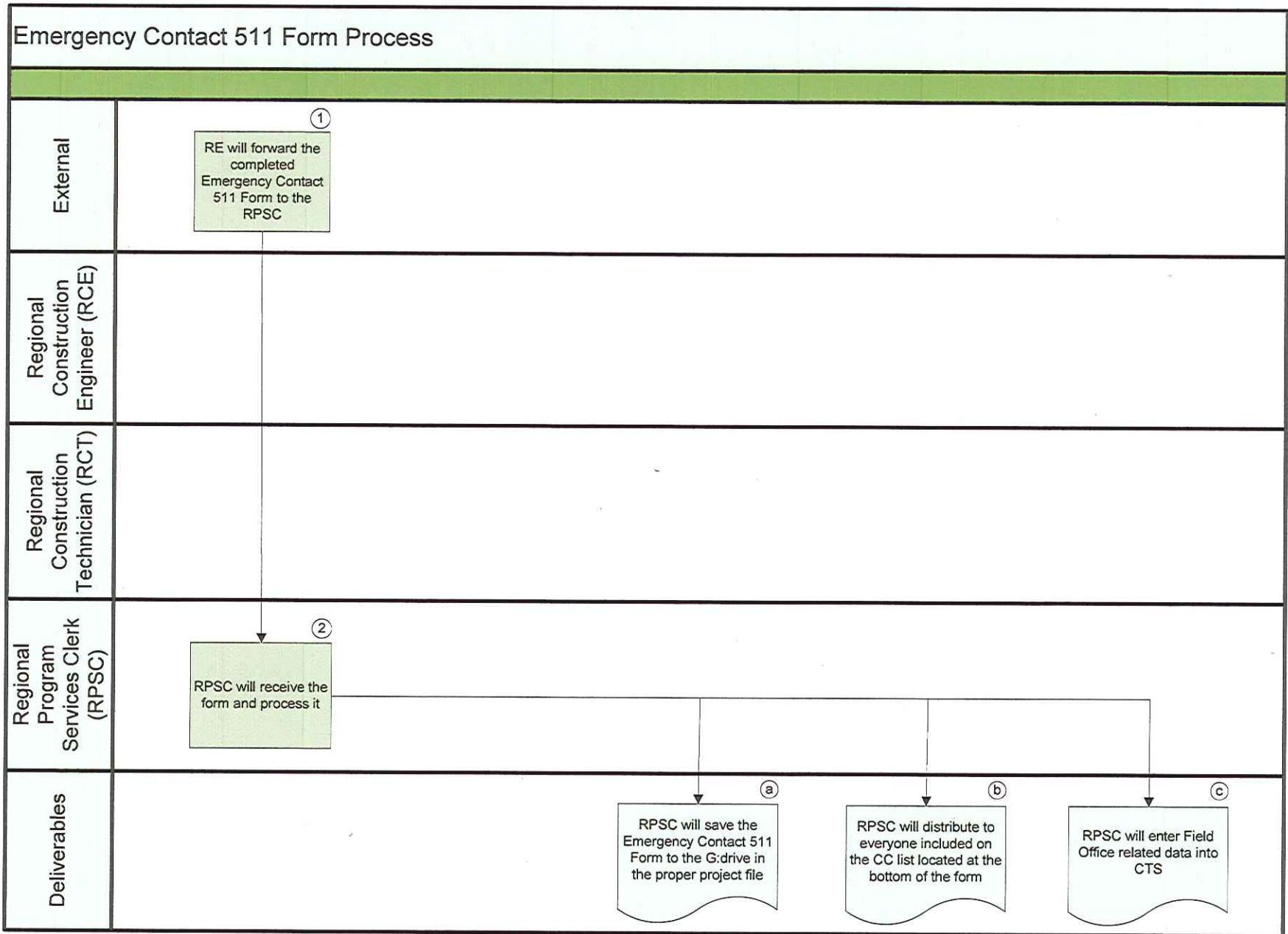


{
Tab 9
}



Emergency Contact 511 Form Process
Work Instructions

Revision Date: March 20, 2013

Revision No: 1

Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Resident Engineer (RE) will forward the completed Emergency Contact 511 Form to the RPSC		Resident Engineer (RE) will work with the Prime Contractor to complete the Emergency Contact 511 Form. Once completed the RE will forward the completed Emergency Contact 511 Form to the RPSC for further processing	
2. Regional Program Services Clerk (RPSC) will receive the completed Emergency Contact 511 Form and process it		Regional Program Services Clerk (RPSC) will receive the completed Emergency Contact 511 Form and process it	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Regional Program Services Clerk (RPSC) will save the Emergency Contact 511 Form to the G:drive	ECF1	Regional Program Services Clerk (RPSC) will save the Emergency Contact 511 Form to the G:drive	
b. RPSC will distribute to everyone included on the CC list located at the bottom of the form		RPSC will distribute to everyone included on the CC list located at the bottom of the form	
c. RPSC will enter the Field Office related data into CTS	EFC2	RPSC will enter the Field Office related data into CTS	

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

Instructional Sheet: ECF1 – How to Process an Emergency Contact 511 Form

Revision Date: March 20, 2013

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Author: NE Region

1. The Resident Engineer will send the RPSC the form shown below
2. The RPSC will save to the project file located on the G:drive

PDD - Construction Section				
Emergency Contact & 511 Information				
Input Form				
Instructions:				
Tab Through Form, completing all Gray fields that apply. When Complete please send an electronic version to your regional office.				
Project Name & Number:	Anyproject FGT (13)			
Resident Engineer:	Name	John Doe	Field Office #	N/A
	Cell #	802-555-555	Fax #	N/A
	Pager #	N/A	Reg Office #	802-555-4444
Project Field Office Address:	None			
Description of Project:	IMPROVEMENTS TO PEDESTRIAN ACCESS AT THE HOSPITAL ON VT44 IN NOWHERE TOWN, INCLUDING PEDESTRIAN SIGNAL AND POSSIBLE GEOMETRIC IMPROVEMENTS.			
State Route, Interstate, or Bridge Number(s)	VT44 IN NOWHERE TOWN			
Location Specifics: Use a MM, Exit No., or other identifier when possible. Include Town or City.	VT44 IN NOWHERE TOWN			
Lane Closure or Roadway Restrictions:	Occasional, Alternating between the hours of 9 AM and 3 PM only			
Type of Detour (Choose One)	All Traffic		Cars Only	
	Trucks Only		Other	

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

Instructional Sheet: ECF2 – How to Enter Field Office data into CTS

Revision Date: March 20, 2013

Revision No: 1

Author: NE Region

1. Log in to Construction Tracking System (CTS)
2. Click on Find Contract (highlighted in yellow) and choose appropriate project
3. Click on Field Office tab
4. Tab to each field and enter the appropriate information
5. Click on save button upper left hand corner of screen

The screenshot displays the 'Construction Tracking System - [Contracts]' window. The 'Find contract' button is highlighted in yellow. Below the button, the 'Contract Information' section is visible, showing details for a contract with the number '12022501' and the name 'WINDSOR BM DIR-124 (DISIGN BUILD)'. The 'Contractor' is listed as 'RE LANE CONSTRUCTION CORPORATION'. The 'Field Office' tab is selected, and the 'Field Office' section is expanded, showing the following information:

- Field office address: [REDACTED]
- Field office town: [WINDSOR]
- Zip code: [05093]
- Field office phone number: [802] 574-1250
- Field office fax: [802] 674-1234
- Contractor superintendent: [DENNIS HASTFORD]
- Contractor's emergency person: [BRANDON MERRICK]
- Emergency phone number: [877] 330-4000