

# VANDERBILT UNIVERSITY MEDICAL CENTER PLANNING | DESIGN | CONSTRUCTION

## POLICIES AND PROCEDURES

**SUBJECT: CONSTRUCTION EMERGENCY CONTACT INFORMATION**

**POLICY # PDC-015**

**EFFECTIVE DATE: DECEMBER 28, 2006**

**Revised Date: 25 JUNE 2019**

### **POLICY**

Prior to the start of each new construction project, construction managers/contractors will submit their emergency (on-call) contact information to PLANNING | DESIGN | CONSTRUCTION (PDC).

### **PROCEDURE**

To establish a procedure for construction managers/ contractors working in Vanderbilt University Medical Center (VUMC) to submit their emergency contact telephone numbers to PDC.

#### **I. Specific Information**

- A. The construction manager/contractor will submit, in PDF format via email, a completed copy of the "VUMC Construction Project Contact List" to the project specific Construction Coordinator at PDC. This list includes the office, pager, mobile, and home telephone numbers for supervisory personnel and primary contacts for the construction manager and major subcontractors.
- B. Upon receipt of the completed "VUMC Construction Project Contact List" the PDC Construction Coordinator will forward this information to the project team and Plant Services.
- C. If any of the contact information changes during the course of the project, it is the responsibility of the construction manager to submit a revised "VUMC Construction Project Contact List" to the Construction Coordinator.