***\*\*\*\* EMERGENCY PHONE NUMBERS \*\*\*\****

|  |  |  |
| --- | --- | --- |
| ***PROJECT DESCRIPTION:*** |  | **«Controlling\_Project\_ID»**  **«Controlling\_Description\_Line\_1»**  **«Controlling\_Description\_Line\_2»**  **«Highway», «County»** |
|  |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | NAME | OFFICE PHONE | | | MOBILE PHONE | **HOME/HOTEL PHONE** |
| ***Field Office*** | | |  |  | | |  |  |
| ***Prime Contractor/ Superintendent*** | | |  |  | | |  |  |
| ***Contractor’s Foreman*** | | |  |  | | |  |  |
| ***Erosion Control Contact*** | | |  |  | | |  |  |
| ***Traffic Control (24- hour contact)*** | | |  |  | | |  |  |
| ***Project Leader/ Consultant Name*** | | | *«PE\_Name»/* «PE\_Company» | *«PE\_Office\_Phone»* | | | *«PE\_Mobile\_Phone»* |  |
| ***Project Manager*** | | | *«PM\_Name»* | *«PM\_Office\_Phone»* | | | *«PM\_Mobile\_Phone»* |  |
| ***Area Maintenance Coordinator*** | | |  |  | | |  |  |
| ***Area Supervisor*** | | | *«Supervisor\_Name»* | *«Supervisor\_Office\_Phone»* | | | *«Supervisor\_Mobile\_Phone»* |  |
| ***Chief Construction Engineer*** | | |  |  | | |  |  |
| **COPIES TO:** | | * Construction Supervisor * Maintenance Supervisor * Area Maintenance Coordinator (For All Counties in Project) * \*County Commissioner * \*\*State Patrol | | | ***POST ONE COPY IN FIELD OFFICE WINDOW***  ***Return one copy to NWR Contracts Specialist*** | | | |
| \*County Commissioner to distribute to Patrol Superintendent & County Sheriff  \*\*Required to distribute to State Patrol when project is on interstate | | | | | | | | |
| **INSTRUCTIONS FOR USE – Call in order listed:** | | | | | | | | |
|  | **During standard working hours:** | | | | | **During non-standard working hours:** | | |
|  | 1. Field Office | | | | | 1. \*\*\*Project Foreman or Prime Contractor | | |
|  | 2. Prime Contractor | | | | | 2. Project Manager | | |
|  | 3. Project Manager | | | | | 3. Consultant Project Manager | | |
|  | 4. Area Maintenance Coordinator | | | | | 4. Area Supervisor | | |
|  | 5. Area Supervisor | | | | | 5. Chief Construction Engineer | | |
|  | 6. Chief Construction Engineer | | | | |  | | |
| *\*\*\* NOTE: For traffic control related problems during non-standard working hours call the Traffic Control 24 hr. contact first.* | | | | | | | | |