

MEMORANDUM

3 February 1983

From: Foreman, Water Treatment Plant

To: Water Treatment Plant Personnel

Subj: Call-in Procedures for all on Duty Water Treatment Plant Personnel

1. To promote safety in all water treatment plants, the following call-in procedure will be followed:

a. All on duty personnel will call the Holcomb Blvd. Water Treatment Plant, phone 5988 every two hours from 1600 to 0800 daily, Monday through Friday. Weekends and Holidays the call in procedures will also include the 0800 to 1600 shift.

b. The Water Plant Foreman or Operator will immediately contact any Operator who fails to call in at the two hour interval to insure that no accident has occurred. If the Operator cannot be contacted by phone, the Foreman or Operator on duty will be dispatched and will, upon arrival at the unreporting plant, phone Bldg. 670 and report their findings. If no Foreman or Operator are available to be dispatched, the Foreman will call the Provost Marshall's Office, Phone #2555, and ask to have someone check on the unreported Operator.

c. In the event of an accident involving injury, the Holcomb Blvd. Shift Foreman will call the Base Medical Department, and have an ambulance dispatched to the scene. The Operator will then notify Water Treatment Plant Operator Foreman at Holcomb Blvd. 670. Serious accidents will be reported to Supervisory Personnel, i.e., employ hospitalized, etc.

d. The Holcomb Blvd. Foreman will enter in the log the time calls are received and the person calling. Calls must be brief.

