Ops On-Call

I.   Purpose:

The purpose of this procedure is to provide instructions on how to inform personnel of who is on-call for the week.

II.   Cautions and Hazards:

None.

III.   Requirements:

The on-call schedule is updated every Monday.

IV.   Procedure:

A.   Steps:

1.   Find out from Larry Jones who will be the person on-call for the week.

2.   Retrieve the "Ops duties and personnel" document in the "Ops on-call" folder.

- Document is located in the "TWPPO Admin" folder on the TWP server.

3.   Update the following fields:

- Date: this will be the current date

- Date the on-call schedule begins

- The person on-call during working hours, after working hours and the technical person

4.   Verify that the personnel information is up-to-date.

5.   Update the Answering Service schedule.

6.   Retrieve the Answering Service folder from the "Answering Service Schedule" folder.

- Folder is located in the "TWPPO Admin" folder under the "Ops on-call" folder.

7.   Retrieve the document of the person who is on-call after hours.

- It is named according to the initials of the on-call personnel

8. Scroll down about half way down the page to the "Personnel on-call for the week" and update the date and time the on-call schedule begins.

9. Verify that all the information is up-to-date.

10. Print document and fax.

11. Retrieve the "fax sheet" document from the "Ops on-call" folder.

12. Folder is found in the "TWPPO Admin" folder on the TWP server.

13. Update the date to the current date.

14. Print.

15. Fax the on-call schedule to New Mexico Communications at 1-800-821-9338.

16. Update the Manus fax .

17. Retrieve the fax template from the "Ops on-call" folder from the "TWPPO Admin" folder in the TWP server.

18. Update the date to current date.

19. Update the date and time the on-call schedule begins.

20. Update the person on-call during working hours, after working hours and the technical person.

21. Copy, save and print.

22. Fax to Manus. Use speed dial button on fax machine.

23. Paste into an email message

24. Send to Nauru at madjaries13@hotmail.com

V. References:

None.

VI. Attachments:

None.