



Administration and Finance
Operations Detail: #11-02

FACILITIES PLANNING & MANAGEMENT

Emergency Contact List

August 2, 2021

1.0 PURPOSE

This document provides after-hours contact information for the University Police Department (UPD) to reach Facilities Planning & Management (FP&M) employees to respond to routine, non-routine and critical after-hours emergencies.

2.0 BACKGROUND

FP&M recently updated its emergency contact list to include primary and secondary rotating contacts as well as a Level 1 and Level 2 escalation contact after an event when UPD was unable to contact an FP&M employee for an after-hours emergency.

3.0 OVERVIEW

All FP&M employees on the Emergency Contact List are expected to respond to calls from UPD after hours. If an employee is not available (i.e.: on vacation) and unable to take calls, it is the primary contact's responsibility to notify the secondary contact and UPD of the absence. All employees on the emergency contact list will be offered cell phone reimbursement as defined by the Campus Mobile Communication Device Policy. In addition, non-exempt staff will be paid overtime for hours spent responding to after-hours emergencies, per the unit's collective bargaining agreement.

4.0 CITATIONS

[mcd_policy_faq_march2021](#)
[non-exempt_exempt_status-2019.pdf](#)

5.0 PROCEDURES

At the beginning of every month the administrative analyst supporting the SAVP or delegee will provide UPD dispatch an updated duty roster for that month.

FACILITIES PLANNING & MANAGEMENT

EMERGENCY CONTACT LIST

Customer Service Center

Business hours: Monday through Friday, 8 a.m. to 5 p.m.
909-869-3030

AFTER HOURS

WEEKNIGHTS 5 P.M. TO 8 A.M., WEEKENDS AND HOLIDAYS

CONTACT: UNIVERSITY POLICE DEPARTMENT DISPATCH AT 909-869-3070

In the event of a fire or explosion, call 911 then contact the [State Fire Marshal](#) at 916-323-7390

In the [event of an earthquake](#), contact campus Seismic Review Board member Barry Schindler 213-610-7559 with John A. Martin & Associates and Campus Deputy Building Official Aaron Klemm to assess the campus per [earthquake emergency response protocol](#).

FP&M's primary and secondary contacts will rotate monthly among managers.

August 2021

Primary contact: George Lwin	909-455-8846
Secondary contact: Brian Lake	814-883-6084
Level 1 escalation: Aaron Klemm, Senior Associate Vice President of FP&M & Campus Deputy Building Official	714-308-4804
Level 2 escalation: Ysabel Trinidad, Vice President of Administrative Affairs	253-279-5651

CC: University Police Department: Amanda Elias
police@cpp.edu

FP&M EMERGENCY CONTACT MONTHLY ROTATION

August 2021

Primary contact: George Lwin	909-455-8846
Secondary contact: Brian Lake	814-883-6084

September 2021

Primary contact: Mark Miller	909-282-7925
Secondary contact: Jhowel Mercado	562-303-6303

October 2021

Primary contact: Humberto Arias	951-421-9693
Secondary contact: Danny Wu	626-464-6520

November 2021

Primary contact: Kennedy Vu	559-960-6493
Secondary contact: Wendy Slood	714-488-4894

December 2021

Primary contact: George Lwin	909-455-8846
Secondary contact: Brian Lake	814-883-6084

6.0 DEFINITIONS

For non-exempt employees, overtime must be paid for hours worked in excess of 40 in a work week. The overtime rate is time and one-half times the “regular rate of pay” as defined by the FLSA. Work week is defined by Sunday 12:01 a.m. to Saturday 12 midnight. Pursuant to CSU policy and collective bargaining

agreements, holiday, sick and vacation leave pay are considered hours worked for the purpose of overtime calculation.

7.0 CONTACTS

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8.0 REVISION TRACKING

Revision History

Revision Date	Revised by	Summary of Revision	Section(s) Revised
08/03/2021	Klemm	Initial Draft	All

Review/Approval History

Revision Date	Revised by	Summary of Revision	Section(s) Revised