**SOP 1**

**Contacts & Callouts**

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| **NAME** | **JOB TITLE** | **TELEPHONE** |
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| **SERVICE** | **NUMBER** |
| POLICE, FIRE, AMBULANCE | 999 |
| INTRUDER ALARM (Via Engineer) |  |
| FIRE ALARM (Via Engineer) |  |
| GAS(Via Engineer) | 0800 111 999 |
| ELECTRICITY(Vial Engineer) | 0800 328 1111 |
| WATER(Via l Engineer) | 0800 783 4444 |
| VSG CONTROL | 0845 8387601 |

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|  **Engineers** | **JOB TITLE** | **NUMBER** |
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| **SECURITY CONTACTS** | **JOB TITLE** | **NUMBER** |
| Tim Isaac | National Security Manager | 07795813031 |
| VSG | VSG Control Room Manager | 01604 744003 |

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| **Building Services** | **NUMBER** |
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All building Faults should be reported via the National Grid Help Desk

Duty Property Manager (DPM) out of hours to be contacted. Call out rota situated in Security Control Room.

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| SPECIFIC INSTRUCTIONS RELATING SOP1 |
| On the dates below I certify that I have received and fully understand the training in the correct use of the instructions specific to contract as specified by this procedure.  |

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| OFFICERS NAME | PIN NUMBER | DATE TRAINING COMPLETE | OFFICER SIGNATURE | MANAGER SUPERVISOR NAME  | MANAGER SUPERVISOR SIGNATURE |
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