How to Populate the 24/7 Contact Role
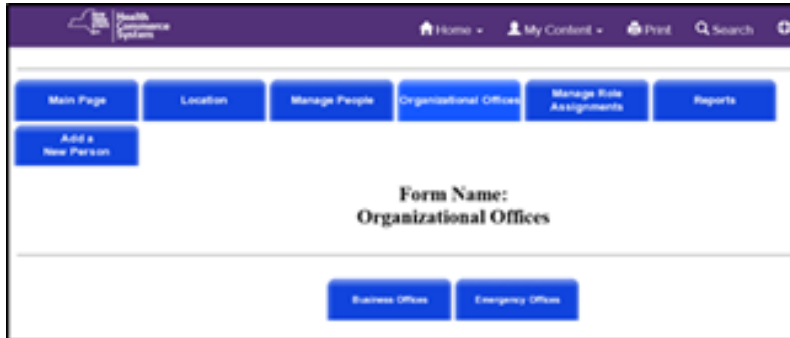
The HCS Coordinator at the facility should use The Coordinator's Update tool as they do for all their person-based roles.
The 24x7 Emergency Contact is considered a location or office, so is grouped differently.
When the coordinator goes into this tool, instead of choosing the "Manage Role Assignments" tab as they usually do for adding role info, they should click on the "Organizational Offices" tab as below:

And then click on the Emergency Offices tab to get this next screen where they can make the role assignments as they do for person based roles: