

Archibus® Sustainability & Risk

# EMERGENCY PREPAREDNESS

Ensure business continuity and expedited recovery in the event of a disaster

## Activities and Reports include:

- Egress and Occupancy Plans
- Comprehensive Hazards Overview
- Hazardous Material Plans Advisory Bulletin for Employees Emergency Notifications
- Contacts by Employee Emergency Contacts
- Recovery Team Escalation Contacts Update
- System, Room, or Equipment Status
- Update Room Status Update Equipment Status
- Employee Status by Building Status Summary
- System Dependencies

Plus Many More...

Every year, natural and man-made disasters cause tremendous dislocation and financial loss to organizations. Archibus Emergency Preparedness allows you to plan for potentially disastrous situations and effectively respond and quickly recover in the event of an actual disaster. It helps provide rapid access to critical facility, infrastructure and occupant information to ensure life safety procedures are followed, property is protected, and disruption to normal operations is minimized. Archibus Emergency Preparedness can serve as your primary tool for maintaining and providing accurate information to those who need it most in the event of a disaster.

## BENEFITS

- Provides a proactive emergency operations management posture that can potentially save lives, protect property, and reduce insurance costs
- Enables quick access of accurate information to make critical life-safety decisions during a disaster
- Organizes information to implement disaster recovery plans and quickly resume normal operations
- Assists in expediting insurance claims and negotiating more favorable coverage terms

Floor Code	Drawing Name	Building Code	Floor Code	Room Code	Employee Code	Division Code	Department Code	Name - First	Name - Last
11	Nq11								
15	Nq15	HQ	17	103	ADAMS, CHRIS	ELECTRONIC SYS	ENGINEERING		
17	Nq17	HQ	17	115	APM	ELECTRONIC SYS	ENGINEERING		
18	Nq18	HQ	17	126	AI	ELECTRONIC SYS	ENGINEERING		
19	Nq19	HQ	17	101	ARRESTUWART	SOFTWARE APP.	SALES	STUART	ARTE

Emergency Preparedness lets users view egress and occupancy plans, as well as chemical, material, and facility hazards, and safety and system zones within floor plans to provide critical safety information to emergency responders

For more information, visit [www.archibus.com](http://www.archibus.com)



## Establish Proactive Readiness

Developing an emergency preparedness system is vital to ensuring the protection of life and minimizing damage during a disaster. Take stock today of the data you currently track to determine its value during a crisis situation. For example, fire, police, and other emergency “first responders” will need information about your facilities to help them perform their duties.

- Provide reports on employee locations, buildings’ means of egress, and where hazardous materials are kept
- Define critical systems, dependent systems, and their zones
- Identify equipment, systems and their interdependencies to quickly determine the chain effect of failures
- Ensure all data and applications will be accessible in times of emergency, whether via the Internet or another remote method
- Update facilities’ egress plans and hazardous material plans on a regular basis, especially after a facilities project or move
- Negotiate more favorable insurance coverage based on pro-active planning

## Ready to Make Critical Decisions

The Archibus Emergency Preparedness application allows you to prepare your facility and your staff to respond to and manage all types of emergencies, from a non-life threatening flood in your data center, to a potentially more serious event such as a chemical spill in a biotechnology lab. In the event that disaster strikes, first priorities include ensuring life safety, protecting property, limiting disruption to critical operations, and reducing financial losses. Archibus Emergency Preparedness can help ensure that you have the information you need at your fingertips, and the ability to communicate this information during a workplace emergency.

- Gain access to your data from a remote location via Archibus Web Central® or off-site backups
- Use reports on evacuation plans, employee locations, and locations of hazardous materials to make quick, informed, and life-saving decisions
- Collect information using wireless devices and provide status updates, as available
- Generate and e-mail emergency advisory bulletins for employees and managers

## Assess Conditions

Condition assessments will determine the extent of the damage as a result of the crisis event. Using the application you can apply a status or condition to any person, place or asset tracked within the database.

- Determine whether assets are repairable and which need to be replaced by comparing existing inventory data to current conditions
- Record and evaluate the condition of structures, utilities, systems, and equipment

## Resume Normal Operations Quickly

Begin preparing the affected facilities to resume operations. Comparisons of “before and after” will ensure that the organization is properly outfitted with its required systems and equipment.

- Create work orders in the Archibus Corrective Work application to schedule equipment repairs
- Use vacancy reports in Archibus Occupancy to make provisions for relocating employees
- Consult existing inventories maintained in the Archibus Asset Portal
- Create an escalation contact list so recovery team members can quickly approve decisions and purchases necessary for returning the division to normal operations