



# Emergency Preparedness

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

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.

## Activities and Reports include:

- Egress Plans
- Hazardous Material Plans
- Advisory Bulletin for Employees
- Emergency Contacts by Employee
- Recovery Team Escalation Contacts
- Update System Status
- Update Room Status
- Update Equipment Status
- Employee Status by Building
- Status Summary
- System Dependencies
- Regulatory Compliance
- Equipment & Dependent Systems
- Plus Many More...**

## Benefits

- Provides a proactive readiness posture that can potentially save lives, protect property, and reduce insurance costs
- Enables quick access of accurate data 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

The screenshot displays the ARCHIBUS Web Central interface. On the left, there is a navigation pane with 'Risk Management' and 'Assessment Team' sections. The main area is titled 'Systems and Zones Highlight' and shows a floor plan with several zones highlighted in green, orange, and red. A 'Zone Details' table is visible at the bottom of the main area, listing zone codes, descriptions, building codes, and floor codes.

Zone Code	Description	Building Code	Floor Code
FIRE-HQ19-01	HQ 19th Fire Zone 1 - Covers West Wing	HQ	19
FIRE-HQ19-02	HQ 19th Fire Zone 2 - Covers Bldg Core	HQ	19
FIRE-HQ19-03	HQ 19th Fire Zone 3 - Covers East Wing	HQ	19
SP-HQ19-01	HQ 19th Floor Sprinkler Zone 1 - Covers the West Wing	HQ	19
SP-HQ19-03	HQ 19th Floor Sprinkler Zone 3 - Covers the East Wing	HQ	19
SP-QH19-02	HQ 19th Floor Sprinkler Zone 2 - Covers the Core	HQ	19

*Emergency Preparedness lets users view systems and zones within floor plans to provide critical safety information to emergency responders*

### 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 work-place 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 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 Building Operations Management or On Demand Work applications to schedule equipment repairs
- Use vacancy reports in ARCHIBUS Space Management to make provisions for relocating employees
- Consult existing inventories maintained in the ARCHIBUS Furniture & Equipment Management or Telecom & Cable Management applications to determine new equipment, supplies, and systems needs
- Create an escalation contact list so recovery team members can quickly approve decisions and purchases necessary for returning the division to normal operations

### Assist in Financial Recovery

Plan for long-term recovery (including capital spending) for new facility and infrastructure requirements.

- Prepare insurance claims using the data collected during your recovery process
- Compare the options of rebuilding versus purchasing or leasing new space using the ARCHIBUS Real Property & Lease Management application
- Identify, track, document and summarize relocation/recovery costs for insurance carriers, tax authorities, and other external or internal entities

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

