

360

360EMERGENCY MANAGEMENT SYSTEM

360Emergency is a web-based tool for developing, maintaining and delivering critical components that make up an emergency / incident management process. As a web-based solution, it creates a centralized repository of emergency plans and incident management infrastructure that can be accessed from any internet browser. The system was designed to expedite compliance with the NFPA 1600 Standard.

With structured components, 360Emergency creates a standardized and consistent approach to collecting and presenting emergency and incident response information.

The solution is hosted in a Tier IV Data Center, available 24/7, and delivered via the internet for a monthly fee. There is no hardware to buy or software to maintain.

MITIGATION

PREPAREDNESS

RESPONSE

RECOVERY

Emergency Preparedness

Maintain a universally accessible and fully documented plan

Create emergency preparedness procedures using a configurable structure to document emergency planning components such as life safety assessment, first response procedures, standard communications, and post incident checklists. Maintain lists of emergency contacts, persons needing assistance, and call lists. Plans can be accessed via a standard browser or via a wireless device.

Mass Communication

Communicate predefined messages based on preset rules

Create notification rules based on building, priority, and incident type. Messages can be sent to any individual or group as an e-mail or text message. Automatically send detailed instructions based on type of incident.

Manage Contracts and COI's

Manage Vendors, Contracts and Certificates of Insurance

Track Certificates of Insurance, coverage levels and contract terms for vendors and tenants. As part of a centrally accessible system, the contract and COI information can be made available to site teams to verify and validate information in the field.

Inspection Management

Mitigate risk via inspection of conditions and behaviors

Create configurable inspections for properties, processes and life safety issues. The inspections can be entered directly using a web-enabled wireless device creating real-time responses and eliminating data entry. Follow-up corrective tickets can be created along with automated alerts for failed inspections.

Incident Management

Document the incident in real time

Provides a standardized approach to documenting incidents using a configurable format to capture individual business requirements. A fully auditable timeline assists in properly documenting the incident for insurance and legal purposes. Work orders associated with the incident can track response and recovery activity, assignments and costs.

Mitigation Tasks

Document your mitigation activities

Provides a standardized approach to documenting all preparedness activities associated with your emergency plans. Record activities such as fire warden meetings, fire drills, and life safety training. Attach scanned attendee sign-in sheets as documents.



360EMERGENCY PLANNING

Remote access to standardized emergency information

Housing your emergency information in a standardized format is key to making it easily accessible and usable by the property team or by others that may access it remotely to provide assistance. As a web-based system, all of the information is backed-up nightly off site from your property and accessible from anywhere. This gives your site teams access to their emergency information even if they can not access their property. All of the features below benefit from being part of a standardized and centrally maintained and accessible system.

"...better information means better decisions and enhanced internal controls..."

Senior Vice President
Office Asset Management
Prime Group Realty Trust

Feature	Benefit
Emergency Procedures	Create detailed emergency procedures for any type of emergency in a structured format. Utilize templates to share standards among multiple properties.
Call Lists	Pre-defined call lists enable the correct people to be called quickly in the event of an emergency.
Emergency Contacts	Have a list of all employees or tenants in a building, including their assigned emergency roles.
Persons Needing Assistance	Have a list of all persons needing assistance in the event of an emergency along with where they are located and what type of assistance they may need.
Occupancy Information	Track per suite the average occupancy information and the number of visitors.
Inspections	Create configurable inspections that can be tied to procedures to assess property life safety conditions or business processes. The inspection results can be rolled-up and summarized across all properties or regions.
Certificates of Insurance (COI) Management	Validate that proper COIs are in place for vendors doing work by making the information accessible to a site team in a centralized read-only environment. Track COI expirations to ensure proper documents are in place both for vendors and tenants.
Documents	Upload documents associated with any plan or procedure.

360INCIDENTS / 360EVENTS

While 360Incidents provides a standardized approach to documenting an incident such as a fire or a visitor injury in a lobby, 360Events aids in documenting all of the preparedness activities held to avoid such incidents. 360Events provides a standardized format for documenting activities from your 360Emergency Plan such as holding Fire Warden Meetings or Fire Drills. Both 360Incidents and 360Events utilize configurable fields to capture data related to your business processes. They can be purchased as a stand alone solution or in conjunction with 360Emergency Planning.

360Incidents

Feature	Benefit
General Information	Consistent documentation of basic information ensures nothing is missed.
Incident Summary	Configurable text areas prompt the user to provide a response to your selected questions.
Timeline	A fully auditable timeline provides a consistent and verifiable method for reporting the incident and follow-up activities.
Persons Involved	Consistent method for capturing pertinent information for all persons involved including the ability to attach individual documents.
Configurable Incident Details	User defined fields and categories enable the system to be tailored to individual business requirements and uses.
File Attachments	Files attached to the incident are centralized and safe. The audit trail ensures a tamper resistant process.
Work Orders	When used in conjunction with the 360Facility Work Order system, work orders can be associated to incidents enabling all follow-up and repair activity costs to be tracked.

“...By using 360Facility, we have been able to increase proactive internal activity and have reduced overall repairs and maintenance expenditures by 25% through the decreased use of outside contractors...”

General Manager
US Equities Realty