

How Visitor Management Systems Can Assist During Emergency Situations

It's nearly impossible to predict when an emergency or disaster is going to happen. Disasters can strike at anytime, anywhere. Organizations should establish an effective safety and health management process to prepare their employees to handle emergencies before they arise.

Here are some sound guidelines to better prepare your organization:

1. Have a plan.
 - a. Where required by OSHA, organizations with more than 10 employees must have a written emergency action plan. Organizations should initially review plans with employees and regularly re-evaluate and update them. These plans should clearly define:
 - i. Established escape paths and procedures.
 - ii. Who and how to shut down critical plant activities if required.
 - iii. Systems to account for all employees after an evacuation.
 - iv. Rescue and medical duties for employees who perform them.
 - v. A system to quickly communicate to all parties impacted.
 - vi. If specific equipment is needed, clear information on where it is located and how to access it.
2. Establish a chain of command.
 - a. Designating an emergency response coordinator and backup resources is a critical step in being prepared. Having a clear chain of command will drive consistency when managing crisis situations. In addition to providing oversight, these resources should be responsible for:
 - i. Determining what type of emergencies may be encountered and ensuring there are plans in place to address them.
 - ii. Directing all activities during an emergency.
 - iii. Ensuring the appropriate outside resources are notified if needed.
 - iv. Training all employees and ensuring they know the details of your action plan.
3. Clearly define response activities.
 - a. How your organization is prepared in times of emergencies can make the difference between life and death. It is important that organizations are prepared and can coordinate these activities:
 - i. Providing clear and effective communications, which is vital during an emergency.
 - ii. Having a defined evacuation plan if needed is essential for an expedited and organized exit.
 - iii. Having an accurate account for personnel and visitors present during an emergency or in the event of an evacuation.
 - iv. Providing prompt notification to the proper emergency response responders.
 - v. Providing responders with a list of potentially missing individuals.

Are you prepared? To better understand how a visitor management system can help you be prepared and assist in an emergency situation, please contact or schedule a [call](#) or [demo](#) with our of our Customer Success Representatives. We are here to assist and help you take an important step with your emergency preparedness plan.