Plan ahead: Get your operations ready for whatever the future holds

With Brightly in your corner, you can prepare for any natural disaster — before it strikes.

Your disaster preparedness checklist with CMMS:

- **Create a general disaster response plan**
  - Ensure a united front: Assemble a team of internal stakeholders across multiple departments.
  - Put safety measures in place: Create SOPs with “if-then” scenarios, so people know what to do if something goes wrong.
  - Prep for specific scenarios: Whether your region is subject to tornados, floods, hurricanes, floods or a combination of natural disasters.

- **Establish a communication plan**
  - Set up a “phone tree”: Make sure everyone can get informed if a disaster strikes.
    - Designate a communication leader to start the chain.
    - Alert team members and contractors with mobile communications to allocate separate responsibilities so that repairs are managed optimally.
    - Set expectations, so employees know how to respond and what to do when tasks are completed.

- **Build a dedicated emergency response team**
  - Assign dedicated personnel for specific tasks: Establish back-ups for essential personnel.
  - Trust your CMMS partner to coach you through the emergency response process: Schedule periodic check-ins between primary users and vendors to ensure disaster preparedness aspects are covered.

- **Train your staff**
  - Define the roles and responsibilities of each staff person: Once ready to “go live” in a disaster event, ensure everyone on your M&O team has access to proper training (including technology and systems).

- **Document everything**
  - Develop a documentation structure for the recovery process: Create a coding and labeling protocol for work orders and repairs on assets. Include your communication plan, dedicated emergency response team, and roles and responsibilities in your documentation.
  - Store documents and other information, including details for insurance purposes: Review vendors (specifically their contact information) and have asset documents readily available.
    - Ensure you have digital copies that your team can easily access.
  - Take inventory of your assets: Generate inspection checklists to quickly analyze which assets are secured and ready for emergency use.
    - Determine which assets are most vulnerable.

Getting a CMMS set up and using it correctly can streamline work order management, reduce energy expenses and protect technology — helping you to recover operations and get back to peak efficiency.

To discover how Brightly can uplevel your maintenance and operations before it’s too late, **book a demo today**.