

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



With the right tools in your corner, you can prepare for any natural disaster — before it strikes. Get your CMMS ready with your disaster preparedness checklist.

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.

Discover how Siemens Asset Management Software can uplevel your maintenance and operations before it’s too late.

[Book a demo](#) today.

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