



# 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.](#)

