



DEFINITIVE GUIDE TO

ELECTRONIC EMERGENCY MUSTERING



Savance's complete guide to electronic emergency mustering will show you how to transform your emergency accountability plan to quickly and efficiently account for all staff and visitors in the event of an emergency.

Contents

Worst Case Scenario	3
A Better Way	4
The Ins and outs	6
Access Control Integration	7
Kiosks	8
Desktop/Mobile	9
The Roll Call	10
Multiple Muster Points	12
Offline Mode	14
Mustering Displays	14
Paper List +	15
What About Visitors?	16
Making a Statement	18
Access Integration	19
Accounting for Visitors	19
Case Studies	20
Getting Started	21

Worst Case Scenario

It's like a nightmare. Smoke billows from top of the warehouse...

There was a small explosion 13 minutes ago and the fire department is now arriving on the scene. You're standing in a parking lot surrounded by 125 nervous and shaken employees, clipboard in hand, doing your best to account for everyone that made it safely outside.

"Michael Carter", one employee says. You quickly flip through your paper list of employee names trying to check him off.

"Sarah Mitchell", says another. But you still haven't found Michael's name.

15 minutes have now elapsed since the evacuation. A firefighter approaches and asks if there's anyone still trapped inside. You quickly scan your list. It looks like you've only checked off 30 or 40 names at this point.

"I'm still doing roll call" you explain. "There's no quick or easy way to do this".

20 minutes have now elapsed. 25. 30. It seems like hours. Eventually, you've finally accounted for all staff in the parking lot...you think.

There's three names still not checked off. You're calling out.

"Barry Clark?! Is Barry Clark here?!".

No answer. Barry clearly isn't outside. Questions race through your head. Did Barry come in today? Did he call out sick? Is he on vacation? Did he leave early? Or, **worst case scenario, is he trapped inside?**

You'll check with Barry's manager. Someone explains that Barry's shift-lead, Carl, is on PTO today. That's one of the missing names. You check them off your list. But it doesn't help you find Barry.

"Does anyone know if Barry Clark was here today?" you yell. Nobody is sure. Now you're really nervous. What do you do? On top of Barry, you still have one other unaccounted for name. The firefighter approaches again. "Is there anyone still inside?", he barks...

The Occupational Safety & Health Administration (OSHA) requires all organizations to have a plan for workplace emergencies & evacuations.

Are you able to account for all employees in the case of a catastrophic event?



A Better Way

From 2014 to 2016, an estimated 100,300 nonresidential building fires were reported to United States fire departments each year and caused an estimated 90 deaths and 1,350 injuries according to FEMA and the U.S. Fire Administration.

Ask yourself, how prepared are you?

As a company that takes safety seriously, how prepared are you to account for all staff in a quick and efficient manner in the event of a fire or the aftermath of a tornado or earthquake?

Many companies use personnel paper logs to take roll call during an evacuation. Would you stake your life on a manually-updated paper log or, worse yet, a simple print-out of all employees?

In the earlier scenario, you did your best to account for as many employees as possible. But, in the end, you were left with uncertainty. In this case, an employee was still missing and you had no idea whether they were out sick, on vacation, or trapped inside.

Now imagine standing in the parking lot confidently knowing that Barry had, in fact, never come to work today. Imagine knowing for certain that you had accounted for all on-site staff in a matter of minutes, and eliminated those that were not in your facility at the time of the incident. Imagine the relief of knowing everyone you are responsible for is safe.

So how do you improve?

Savance Emergency Mustering software was designed with business emergency situations in mind. Using a Windows tablet or laptop device, a designated safety officer has a simple, up-to-the minute tool for roll call during safety drills or emergency evacuations.

In a true emergency, lives are at stake. Each and every person must be accounted for quickly and accurately. The EIOBoard emergency management system is designed to enable you to do so with 100% accuracy. This is critical to enable firefighters and EMTs to do their job effectively.

With EIOBoard Emergency Mustering, you can:

- Conduct a standard accountability reporting roll call, with real-time data.
- Get immediate access to employee personal emergency contact information.
- Filter employees based on status (in the office, on break, on vacation, offsite, off work, etc.). *Note: Requires status updates via kiosk or desktop/mobile.*
- Track each person's location when the emergency occurred (building, floor, room, etc.).
- Give your employees the peace of mind that you will have them 100% accounted for, should an emergency occur.

Are you ready to drastically improve your emergency accountability plan? Continue on to discover how Savance Electronic Emergency Mustering can help you improve.

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We need to know when they're here, and when they're gone. If someone is logged in but not actually on the property, it could be a disaster in an emergency situation.

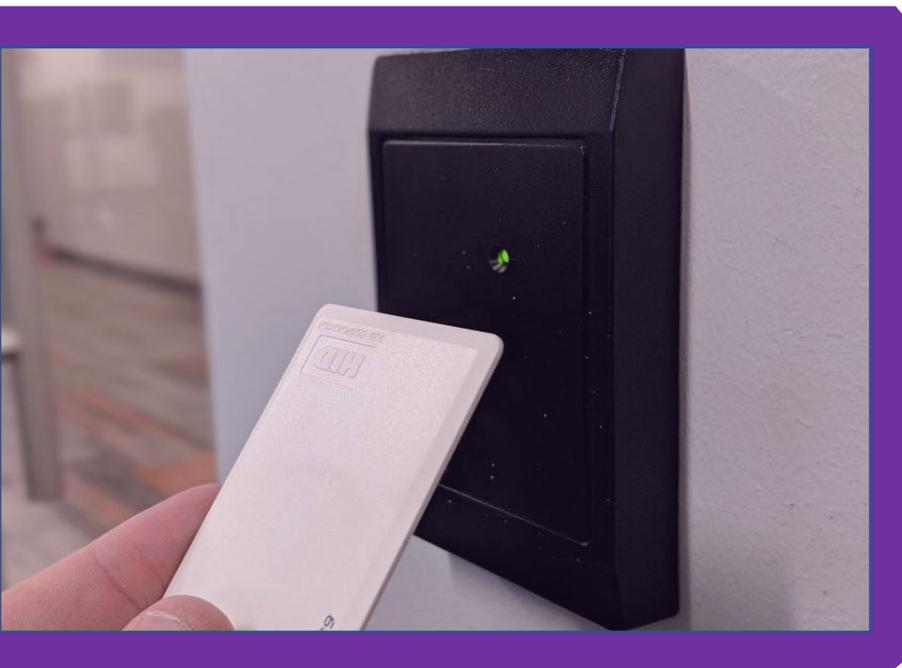
Martin Rowland - Safety & Training Coordinator
Westmoreland Mining Co.

The Ins and Outs

Accurate roll calls start with an accurate list of who is “In” and who is “Out”. When it comes time for an emergency roll call, knowing who is in your facility is just as important as knowing who is out.

The Savance system starts by keeping an up to date list of employees that have entered a facility or area. When an employee enters your office, warehouse, or manufacturing facility, they check “in”. When they exit, they check “out”. This allows full visibility of all staff on-site at any given time for safety and security purposes. With Savance’s desktop and web interfaces, you’ll always have a view of this information in real-time. Savance also feeds this information over to mobile mustering tablets in the event of an emergency (covered further in the next section).

Savance provides several options for employees to sign in and out via access control integration, kiosks, and desktop/mobile apps.



Access Control integration provides an easy to use, yet extremely accurate method of employee check-ins and outs.

Access Control Integration

Savance integrates with your existing access control system to provide the simplest and most effective way for staff to check in and out.

When staff scan their access badges entering and exiting designated doors, their status is automatically updated to "In" or "Out" for communication and accountability purposes. This happens via a normal access swipe, greatly reducing learning and training curves.

With Savance Access Control Integration, each reader is assigned either an "In" or an "Out" status, along with a status location.

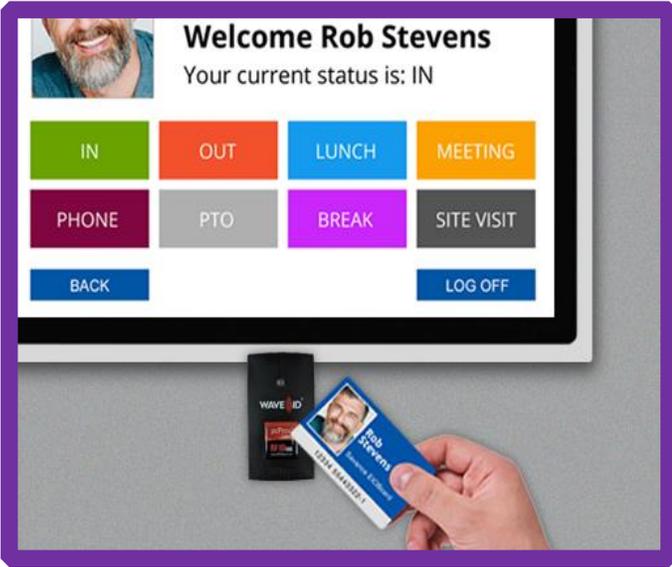
Access control integration is most beneficial when you need to cover several entrance and exit points. Integrations are licensed by number of doors, allowing you to affordably scale up as you grow.

***Note:** Most companies have access readers on the outside of a facility coming in. This is great for allowing employees to check "in". Keep in mind, it's also important to allow employees a way to check "out". If you do not have readers on the inside of exit doors, you may need to contact your security integrator to have these installed. Savance can help facilitate this.*

Savance proudly integrates with the following access control partners.



KIOSKS



Staff kiosks are a great way to allow easy sign “ins” and “outs”.

Because touch-screen hardware is typically involved, kiosks are most beneficial when there are only one or two entrance and exit points in a facility.

Kiosks also provide the benefit of adding additional context to “Out” statuses. Because you can add additional statuses beyond “In” and “Out”, you can give your employees the ability to select statuses like “Lunch”, “PTO”, “Working Offsite”, etc. as they exit the facility.

To update a status, employees simply touch on their name or, by adding one of Savance’s USB proximity card readers, employees can scan their existing access control cards, which serves as their check-in and out credential.

Kiosks, like access reader integration, work great because they serve as a visual reminder to update your status as you enter and exit a door.

Rio Tinto Rio Tinto Exploration - Belmont Office Thursday, 10 October 2019 | 14:00

All	APAC	Commercial	CSP	DIM	Finance	Generative	HSEC	Ops Support	Paterson	PGG & RKD	Pilbara	Support
Anders, Tom In the office	Bollywood, Tina Site A Returning 14 October	Chembong, Edith In the office	Corky, Mason In the office	Easter, Jenny Site B Returning 7 October	Gale, Kate Site A Returning 29 October	Grinks, Ronald In the office						
Arkon, Ravi In the office	Bower, Brett In the office	Claver, Matt In the office	Davies, Kate Site B Returning 14 October	Enderson, Manny In the office	Gallverston, Gulliver In the office	Hampton, Loise In the office						
Aster, Kelly On leave Returning 7 October	Brents, Cathy In the office	Clayton, Grant Site C Returning 7 October	Davis, Harold Out sick	Entworth, Anthony Site C Returning 7 October	Galverston, Harold In the office	Hart, Nathan In the office						
Bash, Anton In the office	Brettwood, Lisa In the office	Coddsworth, Peter In the office	Daws, Lisa In the office	Esconce, Philippa In the office	Garth, Brian Out sick	Haverston, Elias On leave Returning 7 October						
Batumon, Peter In the office	Campton, Darren Out of the office Returning 7 October	Connors, Sarah In the office	Dendrobe, Peter In the office	Ewinton, Troy Out of the office Returning 7 October	Glee, Bree In the office	Hawk, Trmainne In the office						
Beantworthe, Sienna In the office	Caton, Stephen In the office	Cooper, Takenoko In the office	Dragizov, Alehandro Site B Returning 14 October	Farhington, David In the office	Griffin, Joseph Site C Returning 7 October	Heaver, James Site A Returning 7 October						
Blair, Adrianna Out sick	Centaur, Simon Site C Returning 7 October	Coopson, Collin In the office	Duffin, Shane In the office	Freebird, Aaron In the office	Grimm, Trinity Site B Returning 7 October	Johnson, Burt In the office						
Brown, Anna In the office	Charles, Lisa In the office	Coring, Milly In the office	East, Lana In the office	Fridler, Steve In the office	Grimster, Bo In the office	Jones, Frank In the office						

Kiosk Home screens can be customized with employee names, statuses, and other relevant information.

DESKTOP/MOBILE

Savance also offers the option of simple desktop and mobile updates.

As this method typically results in a slightly less accurate list, it is typically only recommended for small companies or those on a tight budget who still want to improve on their paper list method.

With Savance's web and desktop app interfaces, employees check "In" and "Out" via their PC's at their desk or on laptop. Like the kiosk, additional status options can be offered.

Making updates via these PC interfaces is simple. Employees simply click on their name or "Status" button at the top of the app. They then make a status selection, fill in any additional info like a comment or return time, and confirm.

Note that the Savance PC and mobile applications can be used in conjunction with access control integration and employee kiosks. On top of the safety factor, the ability to view all employees on and off-site in real-time for security and efficiency purposes is an added benefit provided by Savance.



Note: As previously mentioned, the only slight downfall to relying solely on this method is it sometimes leads to a less accurate overall list of who is actually in and out. You may run into scenarios where an employee forgets to sign out before they shut down their computer for the day and, since they don't have a visual reminder like an access reader or kiosk at the door, may leave the building when they're still marked "In". Other scenarios may include an employee being dropped off early before they start work. Instead of going straight to their desk and signing in, they may sit in the lunch or break room for a while. In this case, you have an employee marked "Out", when they're actually on-site.

These scenarios are things to consider when trying to determine the best way for your organization to maintain the most accurate emergency list as possible.

The Roll Call

You've won the first half of the battle, maintaining an accurate list of on-site staff. You're now keeping track of all employees that come and go via Access Control Integration, Kiosks, or Desktop/PC updates. You have a real-time view of that information at your fingertips via the Savance Desktop or PC applications. But how do you use that information in the event of a real incident?

It's time to replace your paper list with a Savance Emergency Mustering mobile tablet.



Savance Mustering tablets allow employees to scan their access control credential to quickly be accounted for. This highly efficient and accurate method of roll call can potentially save you 10, 15, even 20 additional minutes when literally seconds matter. Watch the video to learn more!

Savance's Emergency Mustering software maintains your list of on and off-site personnel on a mobile, grab-and-go tablet for quick and efficient roll calls in the event of an emergency. As status updates take place via access control, kiosks, or desktop/mobile updates, Savance's emergency mustering software updates in realtime. This ensures that when you begin a roll call, the most accurate information is displayed, showing you only the staff members that need to be accounted for and eliminating those off-site, out sick, or on vacation.

Additionally, gone are the days of searching for employee names. Because the mobile tablet comes equipped with its own USB proximity card reader, employees simply use their existing access cards to scan in and be accounted for. With each staff member taking only one second to check in, you will achieve roll call completion times you may never thought possible.

Typical Roll Call Process



Incident or drill: Evacuation is initiated and personnel exit your facility.



Staging: Personnel form a clear, orderly line and wait their turn to check in



Check-in: Employees simply scan their card at mustering tablet to be accounted for.



Complete Roll Call: When all employees have checked-in, the roll call is complete.



All Clear or Further Action: If the muster tablet indicates all employees have been accounted for, an all clear is given. If the tablet indicates certain employees have not checked-in, further action can be taken.

MULTIPLE MUSTER POINTS



If your organization is a large company with a vast facility or campus, you'll most likely have multiple muster points that employees report to during an evacuation.

For this reason, Savance's mobile mustering tablets are able to connect via WIFI or cellular connection to update a staff member's accounted-for status across all tablets no matter which muster point they physically check-in at.

For example, an employee in HR may be assigned to report to Muster Point 1 on the south side of a facility. If, during an evacuation, it is more convenient for the staff member to report to Muster Point 3 on the north side, Muster Point 1's tablet will update to reflect that the member has been accounted for at Muster Point 3 once they physically check-in there.

This unique and powerful feature allows you to account for all staff quickly and efficiently during even the most intense incidents which may reroute employees from their normal travel points.

Note: There are several factors which may affect the mobile mustering tablets' ability to communicate with each other. During an incident, your network may be up but WIFI may be down. Depending on the location of your muster points, WIFI connection may also not be an option. If relying on the ability of the tablets to communicate, we always recommend backup measures beyond relying on WIFI itself. This may mean using a tablet equipped with a cellular connection or supplying a cellular hotspot device. Cellular hotspot can typically be procured through your corporate cellular provider. Sometimes, hotspotting from a personal mobile device can work in a pinch as well. In the event of a tornado or earthquake, you should also be prepared for cellular connections to be down. It also may be possible that, during a fire, your entire network may be down as well. In these cases, we always recommend two-way communication radios as part of your mustering kit.

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My relief and I have both had emergency musters since the installation of the system, and on both occasions we had musters in under 10 minutes. One of those emergencies took place at 0200 in the morning and involved significant emergency response and the confusion that comes along with it. Still, muster was completed in about 8 minutes. If you would have told me this before the installation of the E-Muster system, I would have thought you were lying.

Brandon Hargreaves- Captain/OIM
Transocean Discoverer Inspiration

OFFLINE MODE

By now you may be thinking, “In the event of an emergency, I can easily print out a list of “in” employees via our access control system.” However, in a time of crisis, is that really a task you want or need to be focusing on when seconds are ticking off the clock? More importantly, what if your power or network goes down and you lose the ability to print the roster list you need?

One of the key features of Savance’s Emergency Mustering software is its Offline Mode.

With Offline Mode, you never need to worry about an internet, WIFI, or cellular connection to complete a roll-call.

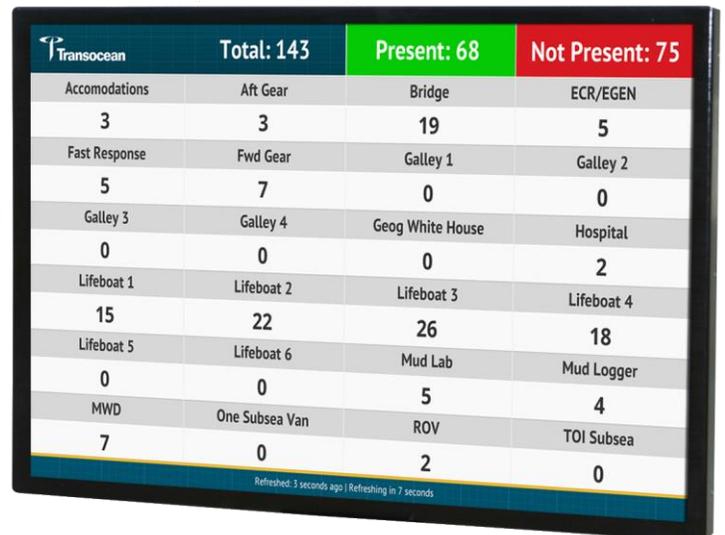
In the event of a power or network outage during an evacuation, the software will automatically initiate Offline Mode. This allows the software to capture a snapshot of the current roster list at the last known software sync (which typically occurs every 20 seconds). When you begin a roll-call in Offline Mode, you are still able to complete a full roll-call without the requirement of any internet connection.

This provides reassurance and guarantees that no matter the situation, you’ll always have your active roster list at your fingertips and can safely account for all employees.

MUSTERING DISPLAYS

Custom large screen display boards are designed to provide real-time muster status updates at a glance. Typically housed in a safe area, or even offsite, these large format displays allow you to monitor current roll call information for a facility as it happens. This provides the benefit of letting offsite personnel coordinate efforts where they are needed most.

In addition to the large displays, real-time roll call information is always available via the EIOBoard application as well.



Transocean		Total: 143	Present: 68	Not Present: 75
Accommodations	Aft Gear	Bridge	ECR/EGEN	
3	3	19	5	
Fast Response	Fwd Gear	Galley 1	Galley 2	
5	7	0	0	
Galley 3	Galley 4	Geog White House	Hospital	
0	0	0	2	
Lifeboat 1	Lifeboat 2	Lifeboat 3	Lifeboat 4	
15	22	26	18	
Lifeboat 5	Lifeboat 6	Mud Lab	Mud Logger	
0	0	5	4	
MWD	One Subsea Van	ROV	TOI Subsea	
7	0	2	0	

Refreshed: 3 seconds ago | Refreshing in 7 seconds

PAPER LIST +

You might be wondering how you can improve your safety and mustering processes without having employees sign in and out of your facility. Perhaps you're concerned about too much of a cultural change or access integration and/or kiosks simply isn't in your budget.

While keeping an accurate muster list is highly recommended, it is not required. You can still reap the benefits of the Savance system by improving on your paper list process.

The Savance Emergency Mustering tablets do have the capability of being configured to display a list of all staff, regardless of whether or not they are current on or off-site.

If configured in this manner, the mustering tablet simply replaces your paper list of all employees.

The key benefit of replacing your paper list with a mustering tablet is it still allows you to drastically cut the time it takes to complete a roll call.

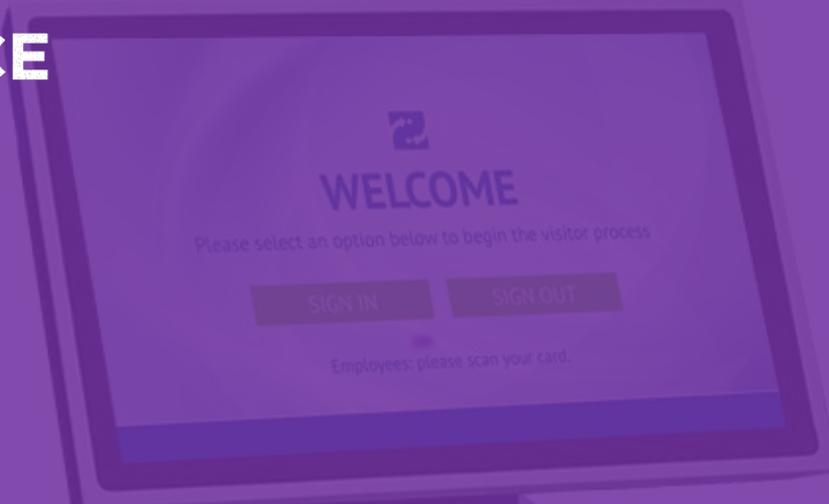
By allowing employees to swipe their access cards to check-in, you don't need to spend the time searching for names or flipping through sheets of paper.

Since each employee takes only a second to check-in and be accounted for, this method still allows for much improved mustering completion times compared to your traditional paper process.

Once all employees have checked-in, you will still find yourself in the same situation you would if using a paper sheet. You will inevitably have employees that have not been accounted for and you will need to take the proper action to find out if they are simply out sick, off-site, on vacation, or stuck inside.

The good news is you'll have those individual's contact information at your fingertips via the tablet, allowing you to reach out via cell phone to try and verify the individual's status.

While it isn't the ideal scenario, it is still proven to be much quicker and more efficient than a paper log when time is of the essence.



What About Visitors?

According to OSHA's [Emergency Action Plan Checklist](#), establishing a way to account for on-site visitors should be included in your evacuation policies and procedures.

If your organization is like most, you have visitors and temporary contractors sign in on a paper sheet, capturing information like name, company, host, sign-in time, etc.

With Savance's Visitor Management module, you can now convert your paper sign-in process to a digital one, while simultaneously integrating it with your Savance Emergency Mustering system.

Savance provides two methods for visitor check-in.

1. Manual visitor entry by front desk or security personnel.
2. Self sign-in kiosks for visitors to enter their own information.



Savance Visitor Management allows you to replace your paper visitor log with a digital process that integrates seamlessly with Savance Emergency Mustering, allowing you to account for visitors during an emergency. Watch the video to learn more!



Savance Visitor Management Kiosks allow you to convert your paper sign-in process to a digital one while simultaneously integrating with your Savance Emergency Mustering system.

Each method allows you to capture information already gathered with your paper-list process.

The manual method is typically configured to capture name, company, and host. It automatically captures sign-in and out times as well. Additionally, you can configure unlimited custom questions to gather specific information such as ‘Are you a U.S. citizen?’, or ‘Reason for Visit?’. You can also capture a visitor photo.

Self-service kiosks allow you to take the check-in process one step further by allowing visitors to scan an ID, review and sign documents, and watch a

welcome, safety, or training video.

Upon check-in completion, a text message and/or email can be sent to the host, notifying them that the visitor has arrived to see them.

Each method also allows you to print out a visitor badge that can be worn on a shirt or placed in a plastic label holder to be worn with a lanyard.

With Savance’s real-time interface, you’ll always have a view of visitors signed-in and out across multiple locations. An easy to use reporting engine also allows you to pull visitor reports on-demand.

MAKING A STATEMENT

Making safety and security look great, Savance's fully customizable kiosks allow you to make a statement in your lobby.

Savance's in-house team of designers work directly with you to design kiosk screens and matching podium or curved kiosk decals to create a custom, branded look that is sure to impress visitors and contractors alike.

As an added benefit, security and safety auditors will immediately know that you take safety and security seriously when checking in on your custom kiosk.

Read more about our [customization process here](#).



Savance's podium (pictured above) and curved kiosks (pictured left) make an impressive statement in any lobby, while simultaneously letting visitors and contractors know that you take safety and security seriously.

ACCESS INTEGRATION

In addition to a typical sticky label visitor label, Savance's Access Control integration also allows you to issue visitors and contractors access control credentials, assign access levels, and expiration dates directly from the Savance interface.

After an access card has been issued, visitors and contractors are able to sign-in and out quickly and in the same manner as employees, via access control swipes at the doors or at kiosks. This reduces the need for visitors and contractors to check-in at the visitor kiosk or desk day after day if they are on-site for a week, month, or even a year.

ACCOUNTING FOR VISITORS

Because the Savance Visitor Management module integrates seamlessly with the Savance Emergency Mustering system, visitors and contractors are added to your active emergency roster upon check-in.

This means that during an evacuation roll call, you'll have an accurate list of all employees, visitors, and temporary contractors that need to be accounted for.

If a visitor has been issued an access credential, they can use it to be accounted for at a mustering tablet in the same manner that an employee can, by simply swiping their card.

If a visitor has not been issued an access credential, the employee taking roll call can quickly find the visitor's name and mark them present manually.

Just like normal staff, when a visitor signs out, their name is removed from the emergency roster so that you do not spend time and resources trying to account for someone who is no longer on-site.



Visitors are added to your emergency roster upon check-in.

Case Studies

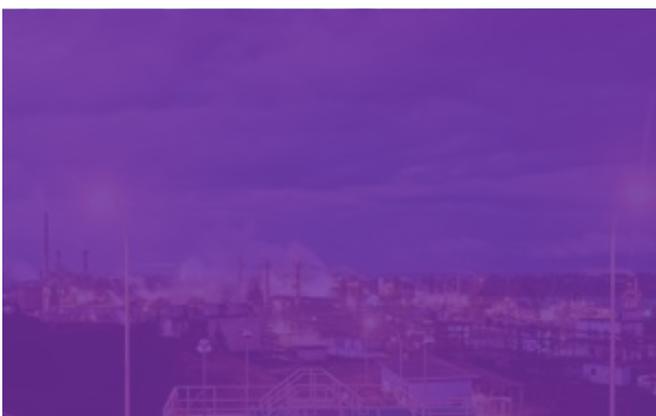
Explore the following case studies to see how Savance has helped companies similar to yours drastically improve their emergency accountability plans.



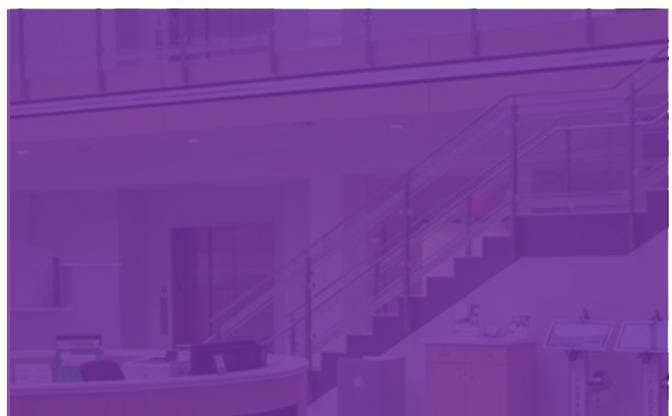
American Packaging



Transocean



Westmoreland Mining



Ariel

Getting Started

Now that you've seen the dramatic improvements Savance Emergency Mustering can help your organization make when it comes to staff and visitor emergency accountability, you may be ready to make the switch from your dated processes to a technology-driven Savance system.

So how do you get started?

Contact Sales today to schedule a discovery consultation. During this call we will gather information about your current mustering processes, your needs and requirements, and use that information to schedule a free, tailored web demonstration so that you can see how the product can transform your mustering capabilities.

Our Sales team is available M-F 9AM-6PM ET and by appointment anytime upon request.

We truly look forward to hearing from you, helping you improve, and earning your business.

Stay safe,

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