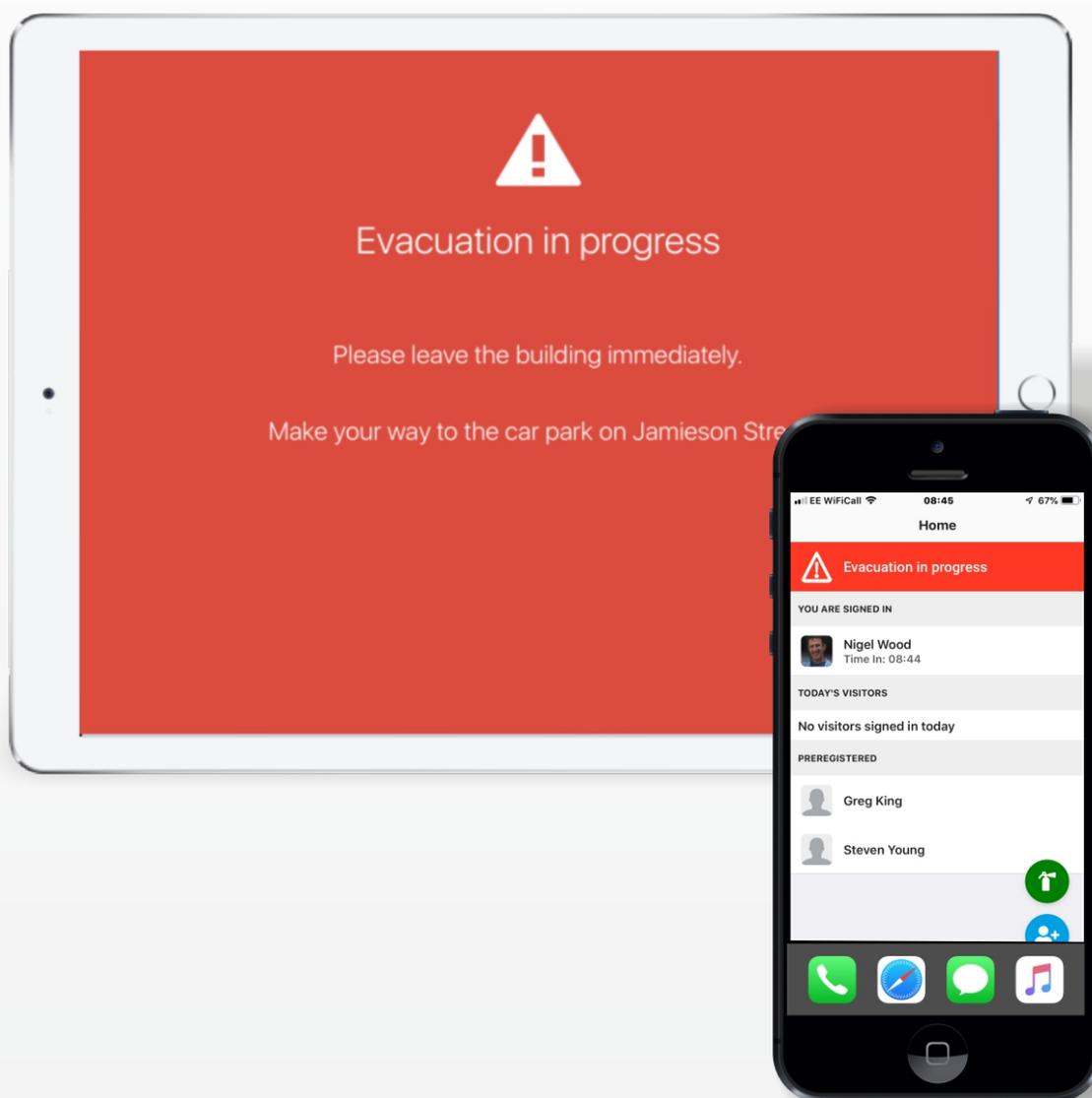




Welcome to VisitUs Reception

Enhanced Evacuation Setup Guide
with  feature





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- 2 How to set up the Evacuation Message
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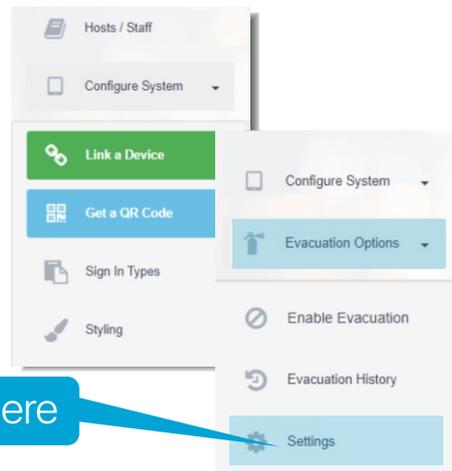
Emergency Evacuation



Adding your Personal Emergency Evacuation Plans

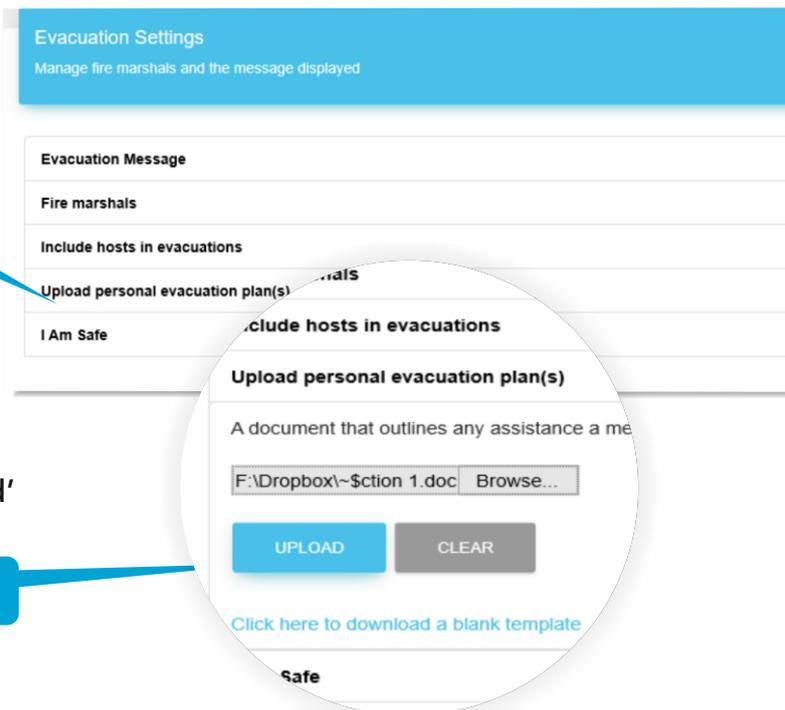
VisitUs Reception can store Personal Emergency Evacuation Plans (PEEPs) online and automatically email them to the fire marshals along with the evacuation checklist.

- 1 Click **'Configure System'** on the drop down menu on the left hand side, then **'Settings'** which is found under the **'Evacuation'** tab.



- 2 Click on the **'Upload personal evacuation plan/s'** tab on the drop down menu

Click here

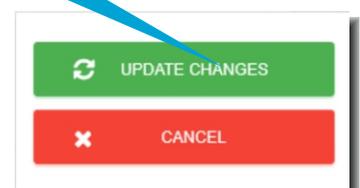


- 3 Browse for your **Personal Emergency Evacuation Plan** and then click **'Upload'**

* Alternatively, you can download a blank PEEPs template by clicking on the link shown

Click here

- 4 Once changes are complete, make sure to press the **'Update Changes'** button in the top right of the screen.



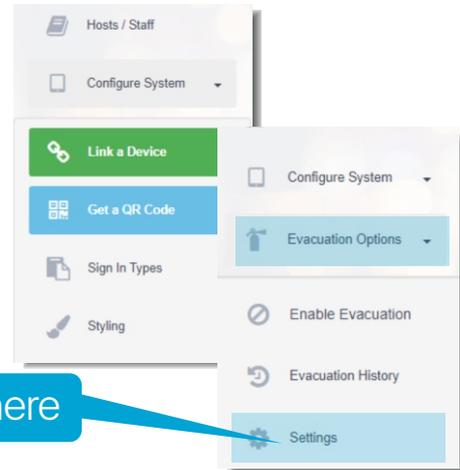
Emergency Evacuation



How to set up Evacuation Message

1

Click '**Configure System**' on the drop down menu on the left hand side, then '**Settings**' which is found under the '**Evacuation**' tab.



2

Click on the '**Evacuation Message**' tab on the drop down menu

Click here

Evacuation Settings
Manage fire marshals and the message displayed

Evacuation Message

3

Add the Evacuation message you would like displayed on your iPad when an Evacuation is enabled.

Evacuation Settings
Manage fire marshals and the message displayed

Evacuation Message

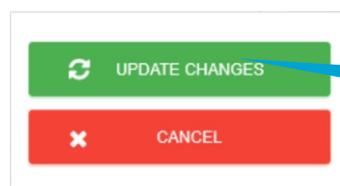
This will be displayed on the iPad during the evacuation

This is an evacuation
Please leave the building

* This message can be changed to suit your situation, Fire drill etc, as required.

4

Once you have finished changing this option make sure to press the '**Update Changes**' button in the top right of the screen.



Click here

Emergency Evacuation



Setting up a Host as a Marshal/First Aider

1

Click onto the **'Hosts/Staff'** link on the Lefthand dashboard menu bar.

Click

2

Click onto the host you wish to add as a Marshal/First Aider and their individual details tab will appear.

Click

3

To enable a host as a Marshal, just tick the **'Fire Marshal'** box as shown here.

Click

4

The dashboard now indicates that this host is now designated a Fire Marshal

Click

5

Now **'Update Changes'** button in the top right of the screen.

Click

Today

- Create Report
- Statistics
- Hosts / Staff
- Configure System
- Evacuation Options

Hosts / Staff - 7

If you cannot find a host in the list below then please try searching for them.
Click on a persons name to view further details.

All Locations Search

| Name | Information | Fire Marshal | Pin |
|-------------|------------------|--------------|------|
| David Jones | Chief of Staff | ✓ | 1656 |
| Nigel Wood | Head of Art dept | ✓ | 1894 |
| Bob King | Chef | ✓ | 1573 |

Bob King

First name: Bob, Surname: King, PIN: 15737

Information: Chef

Fire Marshal: Fire Marshal

First Aider: First Aider

UPDATE CHANGES

CANCEL

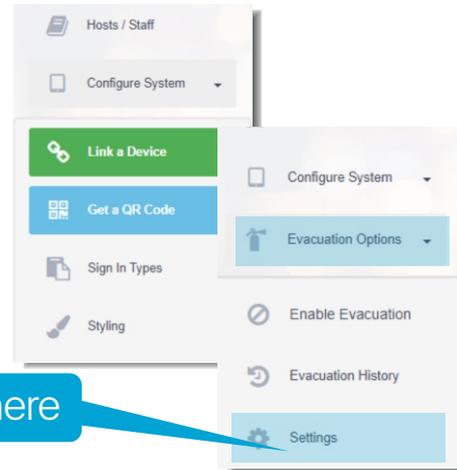
Emergency Evacuation



Adding additional Fire Marshals that are NOT Hosts

1

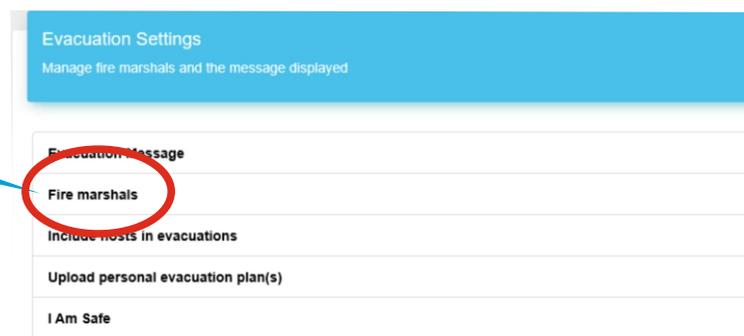
Click '**Configure System**' on the drop down menu on the left hand side, then '**Settings**' which is found under the '**Evacuation**' tab.



2

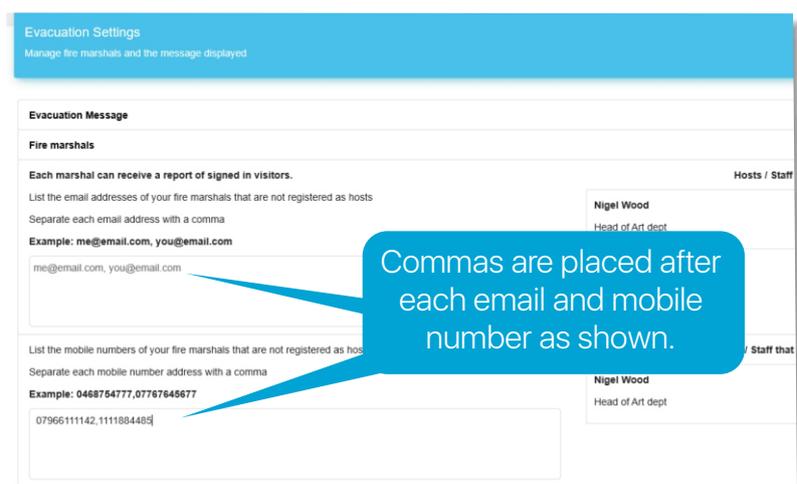
Click on the '**Fire Marshals**' tab on the drop down menu

Click here



3

Complete each section as shown here, making sure that where you have more than one marshal or mobile number, you separate the information added by using a comma.



4

Once you have finished changing this option, make sure to press the '**Update Changes**' button in the top right of the screen.



Emergency Evacuation

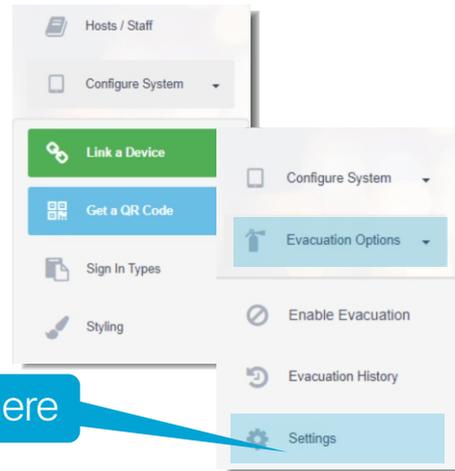


How to Include Hosts in the Evacuation process

In the event that an evacuation being triggered, Visitors and hosts can be given a warning about the event

1

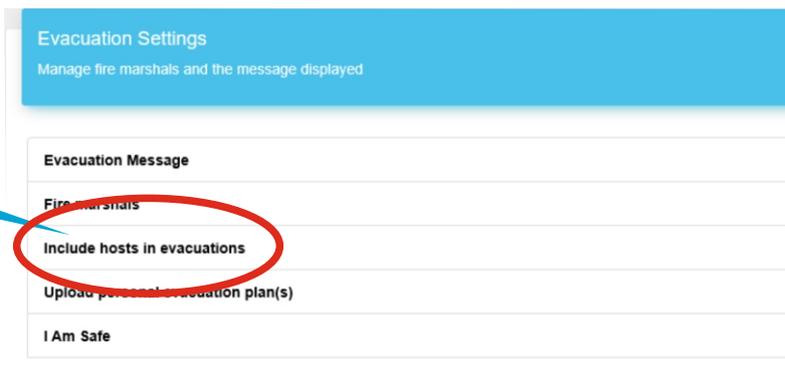
Click '**Configure System**' on the drop down menu on the left hand side, then '**Settings**' which is found under the '**Evacuation**' tab.



2

Click on the '**Include hosts in Evacuations**' tab on the drop down menu

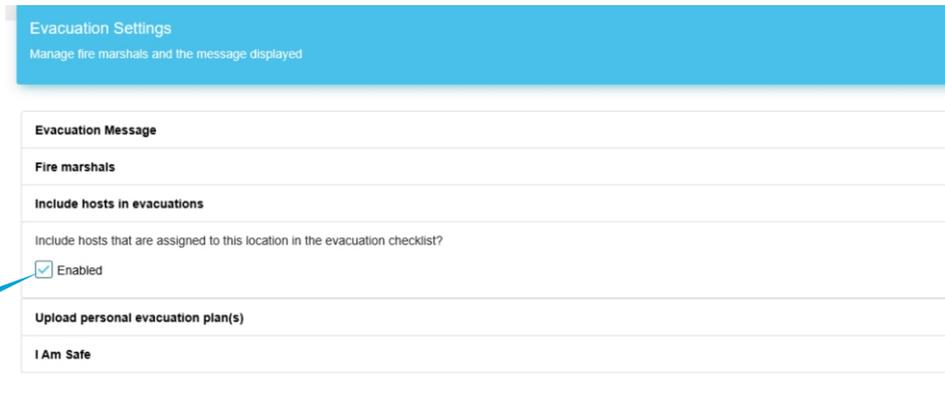
Click here



3

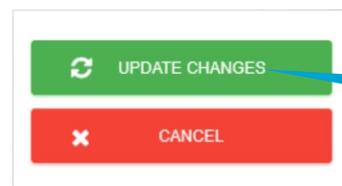
To ensure that all hosts registered on your dashboard are informed of the evacuation, tick this box under the '**Include hosts in evacuation**' drop down menu shown here.

Click here



4

Now '**Update Changes**' button in the top right of the screen.



Emergency Evacuation

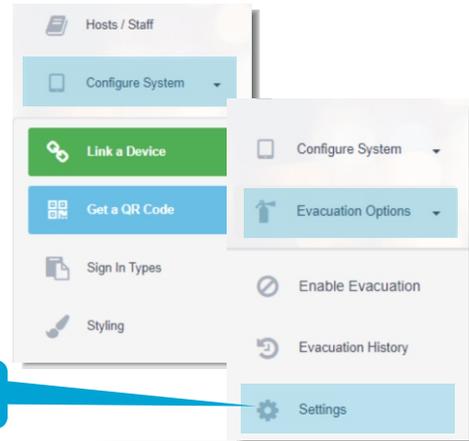


Enabling the 'I am Safe' Feature

In the event that an evacuation being triggered, Visitors and Hosts can be given a warning about the event

1

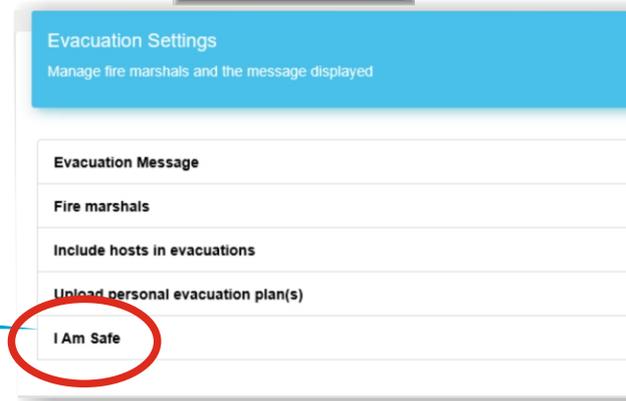
Click **'Configure System'** on the drop down menu on the left hand side, then **'Settings'** which is found under the **'Evacuation'** tab.



2

Click on the **'I am Safe'** tab in the drop down menu

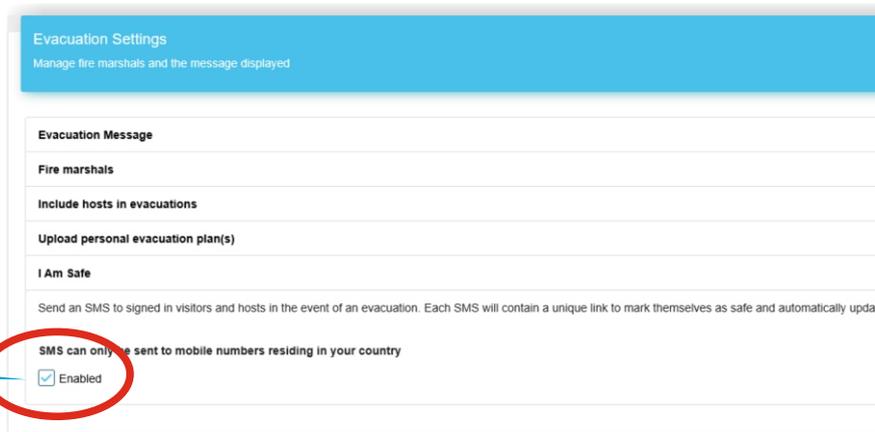
Click here



3

To ensure that all visitors and hosts registered on your dashboard are included in the **'I am Safe'** feature, tick/enable the **'I am Safe'** tab as shown here.

Click here



4

Now **'Update Changes'** button in the top right of the screen.



Emergency Evacuation



Enable an Evacuation

In the event of a major safety alert or evacuation, VisitUs can be activated to inform all visitors and Hosts of an emergency situation.

As an administrator, you are able to access the **'Enable Evacuation'** button from any wi fi connected device, mobile, tablet, laptop etc.

1

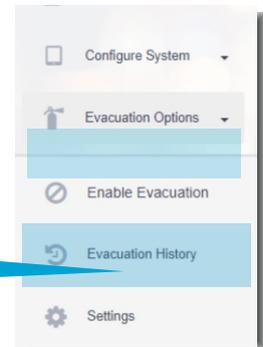
Access your dashboard and take one of two options:
Click on the **'Enable Evacuation'** Red button at the top of the dashboard,



2

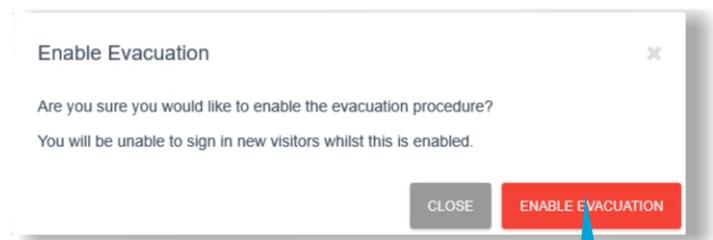
Alternatively, click on the **'Enable Evacuation'** drop down menu on the left hand side, under the **'Evacuation'** tab.

Click here



3

Click on the **'Enable Evacuation'** on the following drop down menu to trigger the action.



Click here

OR

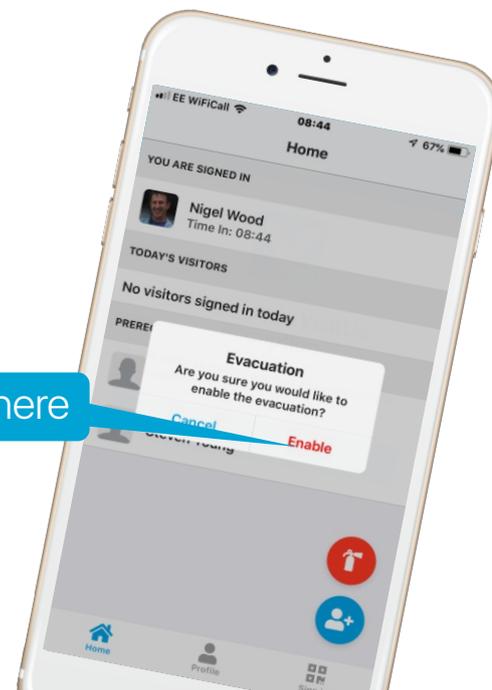
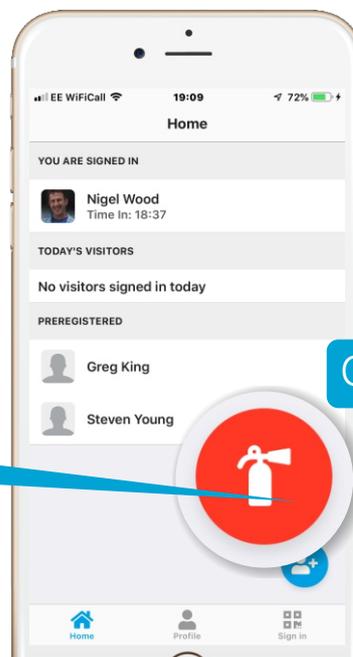
4

As a Marshal, you are able to instigate an evacuation from your mobile App

Click on the **'Evacuation'** icon on your mobile App home screen

Click here

Click here



Emergency Evacuation



The Evacuation in Action 1

In the event of a major safety alert or evacuation, **VisitUs** Reception can be activated to inform all visitors and hosts of an emergency situation. Administrators are able to access the '**Enable Evacuation**' button on your dashboard from any wi fi connected device, mobile, tablet, laptop etc.

What happens next?

1

Each Fire Marshal, Safety Officer, will receive an email/SMS announcing an evacuation is in progress. This can be accessed on any wi fi enabled device and does not require the Signing in iPad to be removed from the building.

2

They will receive an email/SMS containing a list of those who have registered into the site as visitors and hosts as shown here.

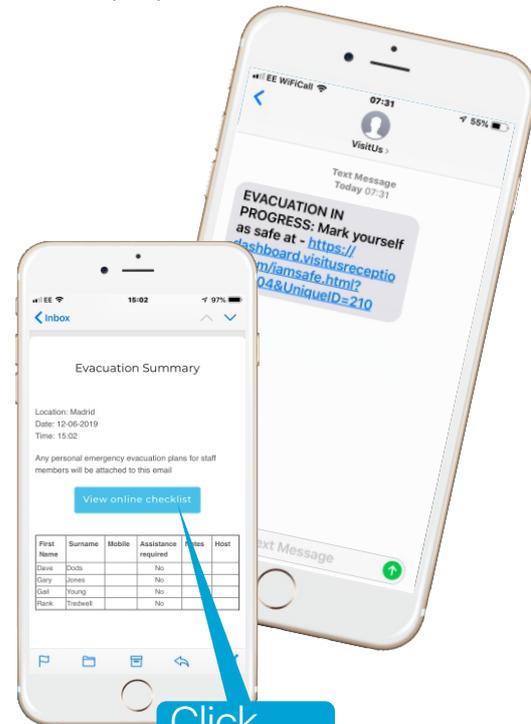
3

As part of your message, you will be given a direct link to the '**on-line**' version of the checklist. Click on this link and you will be provided with a '**LIVE**' checklist, showing all staff and visitors who have responded to their request to mark themselves as '**Safe**'. As each person is seen to be '**Safe**' a Marshal can mark the visitor as '**Safe**' on the live list.

4

During an evacuation, Wardens should click on the '**Sync with Fire Marshals**' button provided on their list to ensure that this list is maintained as up to date and accurate.

***The records of each evacuation can be drawn off from your dashboard following an evacuation.**



Click

On line Checklist

Click here





The Evacuation in Action 2

In the event of a major safety alert or evacuation, **VisitUs** Reception can send a message to all Hosts/Staff and Visitors to alert them to the evacuation, but also to provide a way of indicating each persons situation, **'Safe or Unsafe'**

How does this work?

1

Once an evacuation has been triggered, all Staff/Hosts and Visitors will be sent an SMS message to warn them of the evacuation taking place

2

When your visitor/Host has received their SMS, they are asked to click a button to alert the Marshals that **'I am Safe'**

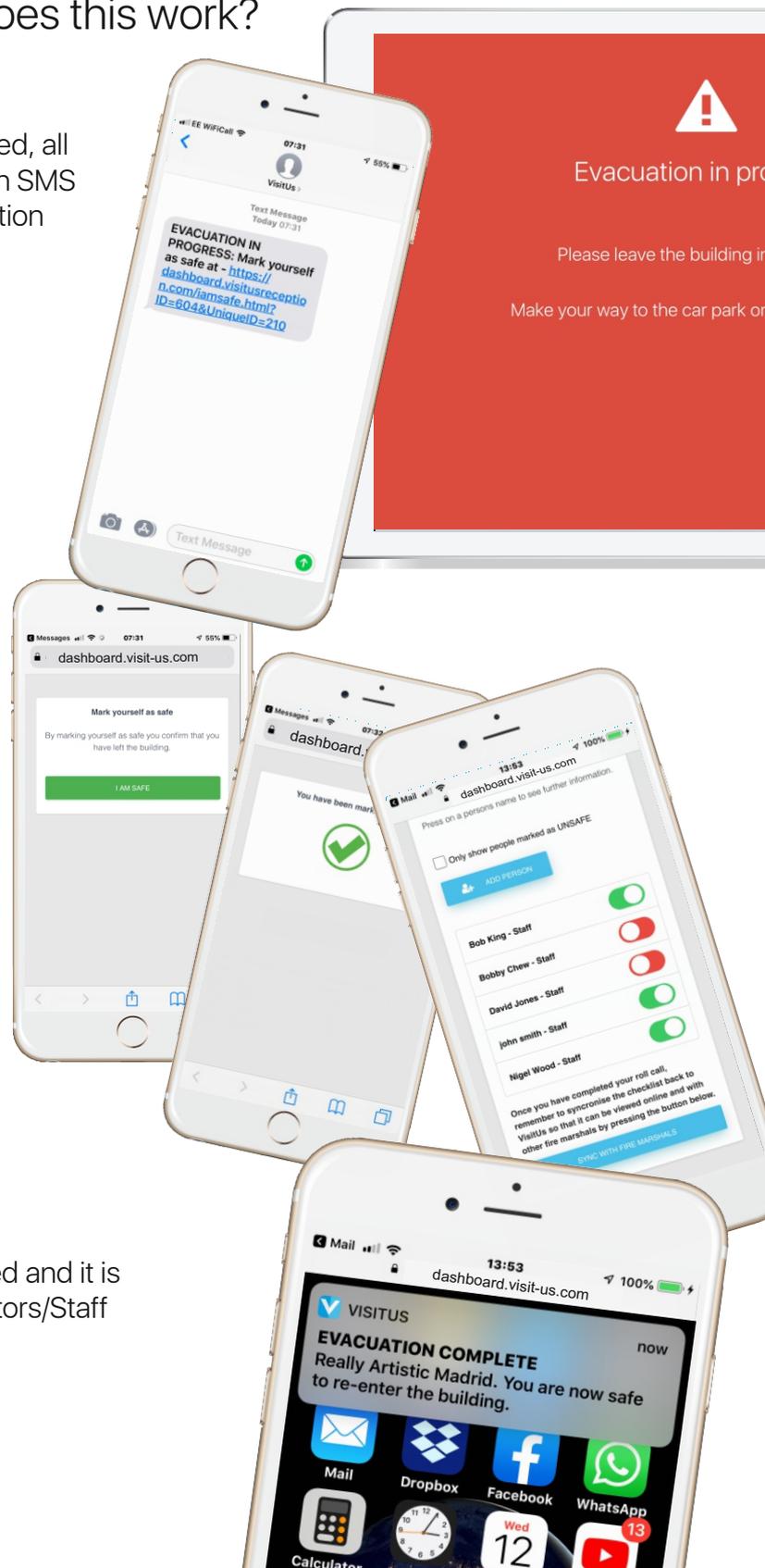


3

This will automatically update the Wardens on line checklist to have a **'Real time', 'Live'** record of who is Safe.

4

Once the Evacuation has been disabled and it is safe to return to your office, Hosts/Visitors/Staff will receive an evacuation is over SMS.



Emergency Evacuation

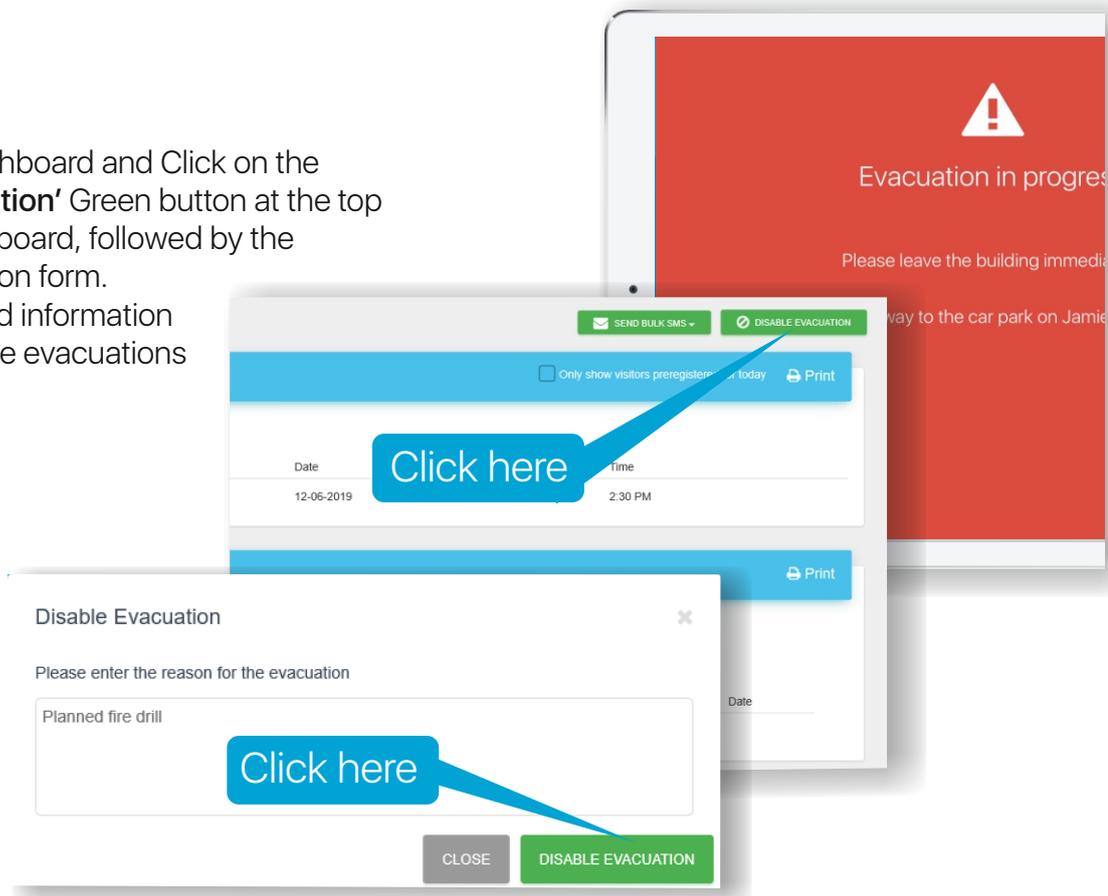


Disable an Evacuation

In the event of a major safety alert or evacuation being over, VisitUs Reception will inform all hosts, staff and visitors that it is over. This can be completed using these methods.

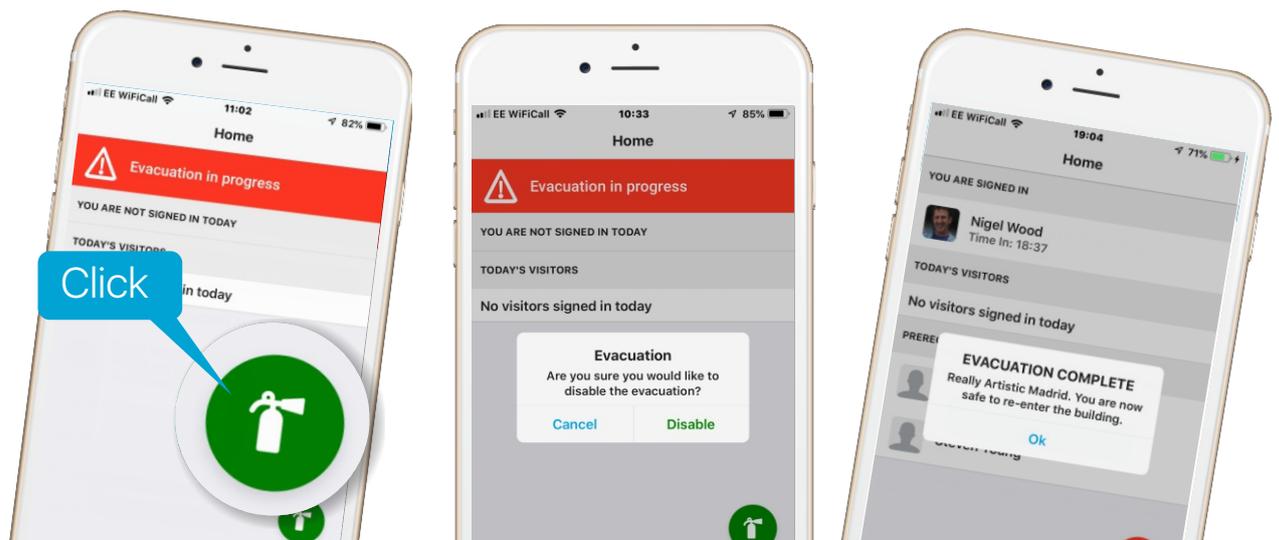
1

Access your dashboard and Click on the **'Disable Evacuation'** Green button at the top right of the dashboard, followed by the Disable Evacuation form. Here you can add information About each of the evacuations As a reference



2

If you are a Host and need to disable the evacuation, Click on the **'Disable Evacuation'** icon on the mobile App to stop the action and reset the system.



Emergency Evacuation

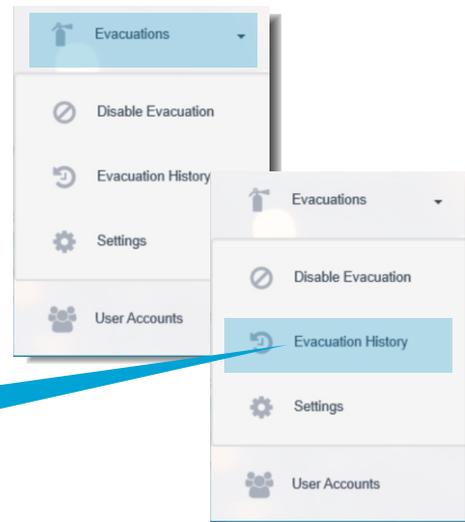


View details of a previous Evacuation

1

On the dashboard lefthand menu bar, Click on '**Evacuations**' Option then '**Evacuation History**'

Click



2

Next, click on the evacuation date from the list shown to retrieve the details of the specific evacuation carried out.

Click

| Date | Started | Ended | People Evacuated |
|------------|---------|-------|------------------|
| 22-05-2019 | 10:42 | | 0 |

3

A window will pop up displaying the details of the evacuation.

This includes: start time and finish, an area to record notes and a link to the online checklist

4

To print out the report, click the '**Print Report**' button at the bottom of the report.

Evacuation Details

Date of Evacuation: 15-06-2019

Start Time of Evacuation: 13:52

End Time of Evacuation: 13:56

People Evacuated: 5

Fire Marshall(s) Notified

nigel@realyartistic.com

796614524

Notes:

People marked as safe via SMS

DELETE PRINT REPORT SAVE NOTES CLOSE



Click here