

# Hamilton County Facilities Department

Available Support Services - IWMS  
(Integrated Workplace Management System)



## Risk Management

The Risk Management modules handle the Facilities department's Risk Management drawings and information. It includes the following Modules:

### Emergency Contacts

This module tracks all Emergency contacts in the County. There are Primary and Secondary contacts for each department, per building they are located in. In case of an emergency, the Building Managers, Director of Facilities, and the Assistant Directors have access to a call list per buildings. This is the top of the call tree.

### Life Safety Plans & Emergency Equipment Locations

One the floor plans for each building, the Facilities department has designated the location of all emergency equipment maintained by the department (fire alarms, fire extinguishers, AED's, smoke detectors, sprinkler systems, etc.). Additionally, the egress routes have been laid out in the drawings, per our Architectural Partner, and information supplied by the Fire Department and Risk Manager.

### TEAMS - Clean Buildings

This module is for tracking known locations of Asbestos and lead-based paint in the buildings.

### TEAMS - MSDS Management

This module is tracking the supplies purchased by the facilities department, that have MSDS sheets. The MSDS sheet is attached (uploaded to the server), and we have designated where they are stored within the buildings. In case of an emergency, this information can be provided to the emergency responders.



### What is the Emergency Contacts Activity

### Emergency Contacts Activity (Risk Management)

In recent months the media has broadcast several events that involved violence on college campuses where gunmen went on random killing sprees by entering and locking down campus facilities, and senselessly shooting students. Studies in the aftermath of these emergencies have shown that immediate communication with key personnel across the college campus while the emergency is in progress, is key to containing the situation and minimizing additional loss of life.

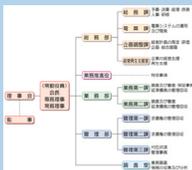
Of course, emergencies can involve a whole host of other events including natural disasters such as tornadoes, hurricanes, and floods, as well as power outages, snow emergencies, and bomb threats. The key question every organization needs to ask itself is how would they effectively deal with an emergency, such as those referenced above? More specifically, how would they communicate and contact key personnel in multiple locations across the organization, business, or campus?

In Hamilton County, the County Facilities Department utilizes the Emergency Contact Activity developed within ARCHIBUS. This Activity consists of a “call tree” for upper management and the County’s Building Managers. The “call tree” is a hierarchal list of contacts provided for the users to access when emergencies occur. The “call list” consists of a sequential list of key contacts, and lists who those individuals should contact, and so on, down the call tree list. The “call list” is building specific. Approved users can go online to view their call list by building, and access phone numbers, email addresses, and cell phone numbers for both work and home. This information is updated annually by the County Facilities department, with the assistance of other county departments.

### Benefits

Benefits of the Activity:

- Quick access to contact information
- Details necessary to contact people at work or home
- Distribution of responsibilities to speed up contact process
- Clear responsibilities are displayed, so that personnel know who they need to call, and who is taking care of contacting others on the list
- Updated at least once a year, so that the information is current
- Secondary contacts are available, in case someone can not contact one of the Primary contacts





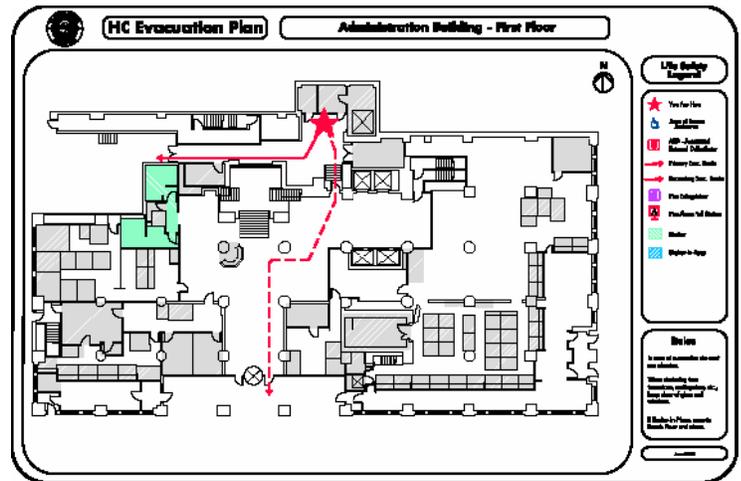
## What is the Life Safety Plans & Emergency Equipment Mgmt Module

### Life Safety Plans & Emergency Equipment Management (Risk Management)

County Facilities has organized and disseminated emergency preparedness information to County employees in the event of a disaster. Using software applications, we have leveraged the facility information in a CAFM system to provide access to critical life safety plans, equipment, and procedures. Utilizing existing AutoCAD drawings as a base, life safety plans were compiled to include egress plans, safe areas, pull stations, fire equipment, alarms, smoke detectors, defibrillators, and other emergency equipment. The County Risk Manager has been an active partner in this effort. Floor plans can be accessed via web screens, and are printed for display in public hallways and corridors. Integration with CAFM work order functionality and asset management capabilities allows our building managers to maintain audit trails of maintenance performed on safety equipment, and schedule future preventative maintenance requirements.

We have developed an effective life safety plan that is supported by a CAFM system which:

- Keeps egress plans up to date as floor plans change
- Identify impacts of space layout changes on life safety plans
- Identify and communicate safe areas
- Tracking fire and safety data
- Publish and print fire safety plans for display on walls
- Maintain fire and life safety equipment
- Integration with work order system



### Benefits

### Advantages



County Facilities' staff and our CAFM Partner gathered the necessary life safety information to be included in the CAFM system. The proper egress routes for each building were studied and determined by a code specialist, and members of our CAFM Partner updated the drawings. Drawings were printed and posted in specially designed signage for public display throughout the County's facilities. The project has resulted in the:

- Standardization of life safety signage throughout the County's facilities
- Documentation of locations of all life safety equipment and safe rooms
- Review of all egress routes by a code specialist
- Increased visibility of life safety and egress impacts from project work and reconfiguration of space



## What is the Clean Buildings Activity

### TEAMS - Clean Buildings (Risk Management)

County Facilities has initiated an asbestos material and Lead-Based Paint identification and tracking program to ensure the safety of the general public, County employees, and emergency responders. This activity was acquired to provide quick and easy access to comprehensive information regarding the location and condition of asbestos, lead-based paint and other hazardous materials.

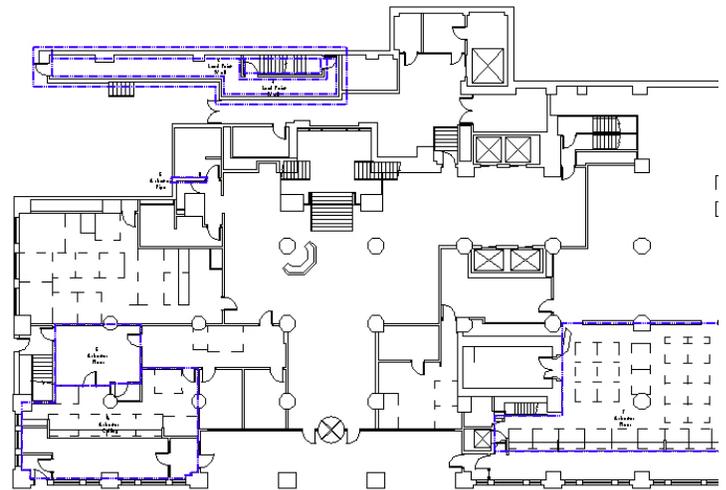
It does the following:

Manages our regulatory obligations for assessment, abatement, monitoring and reporting.

Avoid project delays and cost overruns by giving your facility managers concise and complete information early in the planning process for capital improvements and renovation projects.

The ARCHIBUS TEAMS Clean Building module focuses on the management of asbestos, lead-based paint, industrial hygiene (indoor air quality) and other hazardous materials. As with other ARCHIBUS TEAMS modules, information is associated with locations, drilling down to building, floor, room and equipment level of detail. For each material, you define your material type(s) and associated locations. You then can add information for material samples, locations, results and documentation.

You can also manage renovation projects to incorporate information regarding all hazardous materials within the scope of the renovation. In this way, your facility managers can quickly and comprehensively account for scope development, cost, health & safety, training and other considerations related to hazardous materials when planning a project.



## Benefits

Benefits of this Activity:

- Clear understanding of where materials are located
- Detailed information available for projects and for removal of the material
- Available online for:
  - Maintenance and trades staff
  - Architect's and Engineer's managing projects with outside vendors
  - Emergency Responders
  - Employees and tenants within the buildings

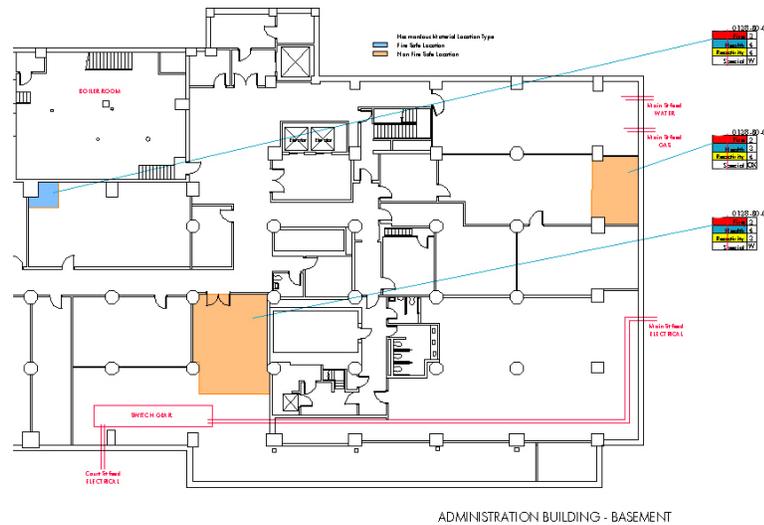




## What is the MSDS Management Activity

### TEAMS - MSDS Management (Risk Management)

County Facilities has initiated a hazardous material-tracking program to ensure the safety of the general public, County employees, and emergency responders. This activity consolidates all of your Material safety data sheets (MSDS) into a web-based application that provides access to up-to-date chemical and hazard information.



Manage your chemical storage information by location, including drill-downs to building, floor, room and equipment level of detail.

Personalize your application to include individual chemical ingredients, hazard rankings and volumes to facilitate effective management and reporting.

The ARCHIBUS TEAMS MSDS Management module creates a centralized, web-based repository of information for your MSDS management. The application includes the ability to link directly

to the manufacturer's MSDS on the Internet, or post internal files. Users can then search for information by manufacturer, product name and/or keywords. The filter search also enables users to search and sort information by location. The application links all locations to a single set of MSDS data, so you won't have to update every area individually when a change occurs.

Using the functionality of the application, you can quickly and easily provide information to first responders regarding the location and type of chemical storage at a specific location.

#### Features

- Central repository allows for easy and effective updates of information
- Eliminates misplaced or out-of-date binders
- Access MSDSs using a graphic interface

#### Benefits of this Activity:

- MSD Sheets available for maintenance, trades, and housekeeping staff
- Quick information in the drawings to assist in emergency situations
- Drawings and MSD Sheets are available online for:
  - Building Managers and Supervisors
  - Outside Vendors
  - Emergency Responders



## Features & Benefits