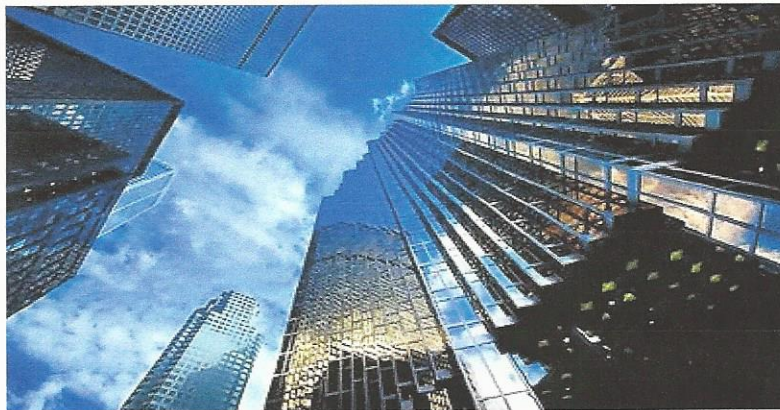


Subject: Is Your Facility Secure?
From: Facilities Management Solutions, LLC (david.kaye@facilities-management-solutions.com)
To: david.kaye@facilities-management-solutions.com;
Date: Thursday, September 18, 2014 6:01 AM



October 1, 2014

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GREETINGS

This is the first of our periodic Blog publications and we hope you find it informative. We want this Blog to appeal to all who read it so if any of you would like to contribute articles or ideas, please feel free to contact us.

Upcoming Events

**Immunogenicity and Bioassay Summit 2014 - 17-19 November 2014
Bethesda, MD**

Immunogenicity Prediction & Mitigation is designed to help investigators design and select non-immunogenic products for early-stage decision making, while Immunogenicity Assessment & Clinical Relevance and Optimizing Bioassays for Biologics will enable investigators to overcome the complexities of bioassays and immunoassays and develop programs that ensure their products are safe and

efficacious, and satisfy regulatory requirements. To learn more or to register, please click [here](#).

**NFMT 2015 -
March 10-12, 2015 | Baltimore Convention Center**

NFMT is a 3-day conference and trade show for Facilities professionals that delivers customizable facilities management training, product discovery and unlimited networking. Your only investment is time. Your take-away will be new best practices, tricks of the trade, operational strategies, relationships, fresh ideas and innovative solutions. It's all in one place, at one time. To learn more about this **free** event see: <http://www.nfmt.com/baltimore/>

Emergency Planning & Security

Facility Security...a subject that has come to mean more since 9/11/2001. Everyone has a different view of security, but not everyone relates it to emergency planning.

As a matter of routine, our security practices include turning off the lights, shutting down computers, locking doors, and arming security systems at the end of the day. But for manufacturing, research, technology or academic facilities you must develop a detailed plan. Security systems and SOP's cover the basics, but when we talk about security it is difficult to separate the topic from "EMERGENCIES"; emergency events are more likely to affect the security of your facility than any other factor.

Complex facilities (for example laboratories, large academic campuses or data centers) are vulnerable to a variety of problems that require immediate action by staff after-hours. It is essential that they be responsive and take immediate action to protect resources, restore operations, and mitigate damage to the facilities and their contents and ensure that assets and people are protected.

One thing I always recommend is an After Hours Emergency Procedures Plan. This plan will provide a centralized volume describing all of the requirements necessary to ensure the safety of staff and to sustain and/or restore operations. The plan does not contain detailed operational instructions for restoration of specific systems. Rather it addresses whom to contact, what actions are to be taken by security staff, facilities staff as well as other key staff and, where appropriate, procedures for evacuation and re-entry into the facilities. A critical aspect of the plan is immediate notification of appropriate personnel so that emergency procedures can be initiated as quickly as possible.

It is important to note that any after-hours emergency can evolve after it occurs. In the event of a facility's critical systems failure, power failure, or HVAC system failure it may be several hours (or even days) before service is restored. As soon as it has been determined that there is an after-hours emergency, appropriate staff must be notified.

Some important topics to cover are: **Plan Initiation, Emergency Procedures, Sustained Power Outages, Fire Alarm, Bomb/Terrorist Threats, Gas Leaks, Water Leaks, Flooding, and Medical Emergency, and Re-Entry Procedures**. Depending on the complexity of your facility there may be many more sub-headings, but it's important to address all areas of vulnerability. Each procedure should address who to contact, how to contact them (primary and mobile phone numbers) describe their responsibilities, which (if any) outside agencies to contact and what to do once the emergency condition has been resolved.

In every business the facilities staff and senior/executive management need to decide which emergencies and which systems affect the safety and security of their facilities, their people and their work and develop a plan that addresses these areas.

If you would like help developing your plans, please click on "contact us" at: www.facilities-management-solutions.com.

As always, we have tried to offer information that is useful to all of our subscribers and hope you found this valuable. We welcome your feedback through the "Contact Us" heading on our [website](#).

Sincerely,



David P. Kaye
President
Facilities Management Solutions, LLC

Facilities Management Solutions, LLC | 301-639-5954 | david.kaye@facilities-management-solutions.com | <http://www.facilities-management-solutions.com>
2428 Stoney Creek Rd.
Frederick, MD 21701

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Facilities Management Solutions, LLC | 2428 Stoney Creek Rd. | Frederick | MD | 21701