

SOPs Overview

An **SOP (Standard Operating Procedure)** is a feature that provides the steps that should be taken during certain dispatches. When a dispatch with an SOP is created, the **SOP** panel displays a brief description, a task checklist, attachments and/or hyperlinks with more information. This panel also allows you to send emails or mass notifications (if configured) to provide others in your organization with instructions or important safety information.

In order for any SOP to be triggered, the dispatch must **exactly** match any call category and/or site or location criteria selected in the SOP's settings.

SOP - Caissa Fischer

RES6 Emergency Procedure Policy

Procedure Description

The Emergency Procedure policy must be followed in the case of any emergencies on the premises.

Emergency Procedure Policy

East Campus Safety Policy Emergency Contact Numbers

Checklist Email

SOP Checklist

- Activate alarm
- Evacuate occupants
- Ensure nobody is left in the building
- Meet at muster point
- Contact the police/fire department/paramedics

Auto-Focus

The SOP panel. The dispatch number is displayed in the top left of the window and the name of the SOP is displayed in the top right of the window.