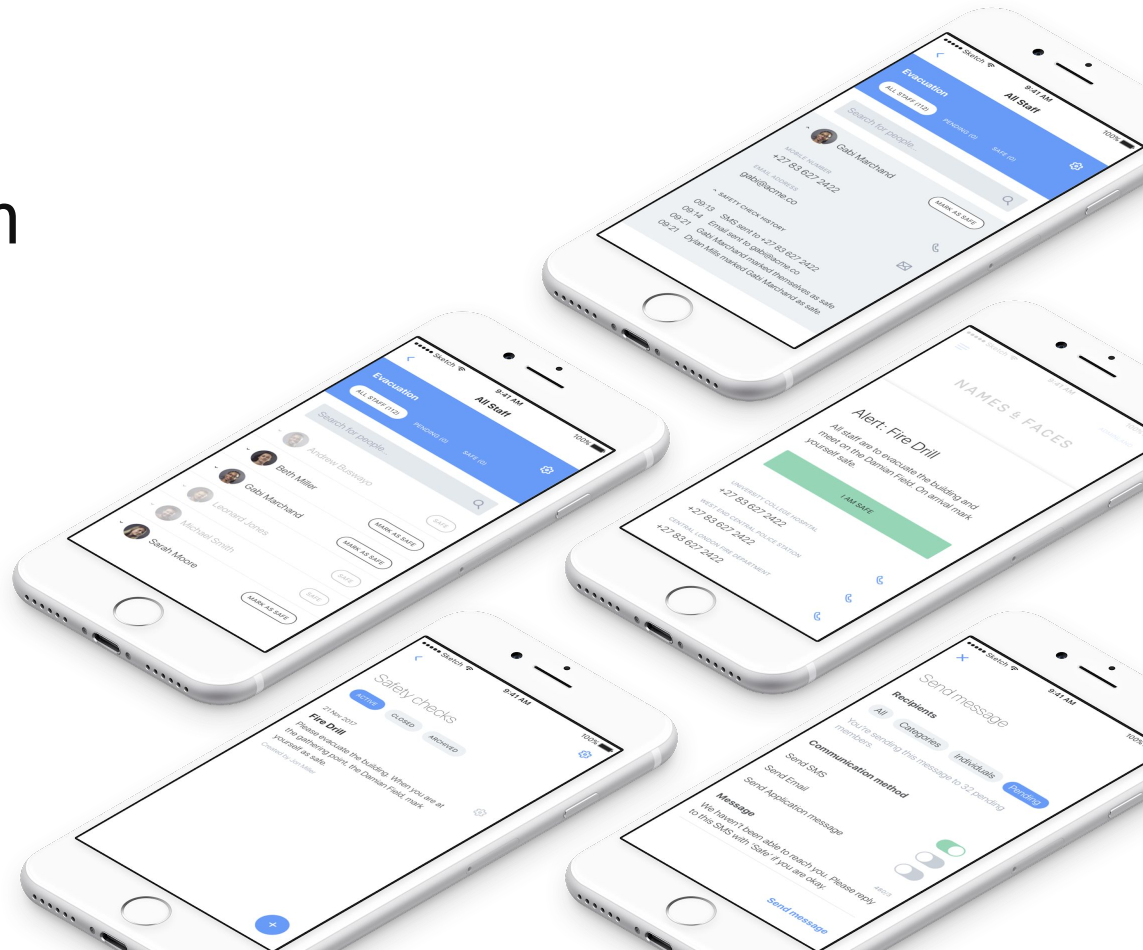


NAMES & FACES

Safety Check from Names & Faces

A guide for clients



What is Safety Check for?

Establish your staff are safe in real time while keeping your business running

There are some moments we need to be both at our most human and our most clinical. 'Safety Check' was designed with those moments in mind.

Following the Borough Market terror attacks in London a client asked for help with their Disaster Recovery process. Under the glare and pressure of a live incident their cascade process for contacting staff was exposed as slow, complex and lacking precision and accountability.

So we built Names & Faces 'Safety Check' to do just that. To help organisations establish their staff are safe in real time while keeping their business running.

Simple, precise and live.

Give me an overview of how it works?

'Safety Check' sits within an existing Names & Faces platform.

It allows nominated 'administrators' within an organisation to contact and communicate with all staff or a bespoke selection of staff across multiple channels (email, SMS, in app) and for those contacted to mark themselves as safe. It also allows designated staff ('assistants') to mark other people safe.

'Safety Check' tracks all responses and displays the information in real time. Immediate, logged information on who is accounted for and by whom. And information on who is not accounted for with their contact details displayed.

It allows you to publish reports and broadcast further updates and information and to archive all your previous reports.

Let's get you started

Step One - Switch on

Contact Names & Faces to switch on the Safety Check feature
hello@namesandfaces.com

You'll need to provide a list of who in your organisation you would like to be able to launch a Safety Check.

Once switched on you'll find Safety Check in Adminland in the top right hand corner of your Names & Faces Home Screen

Step Two - Build your templates

There will be certain instances where you know you'll need Safety Check as quickly as possible. **Build and save templates in app for these instances.** You might want to consider - Fire Alarm, Suspected Terrorist Incident, Hurricane, Evacuation, Office Closure and Test.

Enter Adminland within Names & Faces, tap Safety Check and tap settings, tap 'Add or manage templates' and tap the red circle with the + sign.

In each template you'll taken step by step through the message, who the recipients should be, whether you want a response from recipients, how you'd like to contact people and finally whether you want to include an emergency number.

In the event of a live incident you'll be able to use these templates, edit these templates for the specific incident, or draft a completely new safety check.

NAMES & FACES

Step Three - Communicate with nominated administrators

Administrators are those people who will have the ability to launch a check. They should be trained before being given access.

Step Four - Communicate with staff

Let your staff know your organisation will be using Safety Check - what it's for, when it might be used and what they need to do when it is used.

Step Five - Conduct a test

Ensure your administrators, your assistants and your staff are clear on what is required of them in the event of a Safety Check. Communicate the date and time of the the test to everyone involved and then launch a test Safety Check.

Step Six - Repeat regularly

Running a Safety Check is so simple that there's no reason not to train and test regularly. We suggest quarterly checks to ensure all parties know what to do and how.

We suggest you identify and train repeat non-responders. We welcome feedback and build in updates to our product on the back of it. Please send feedback to hello@namesandfaces.com

