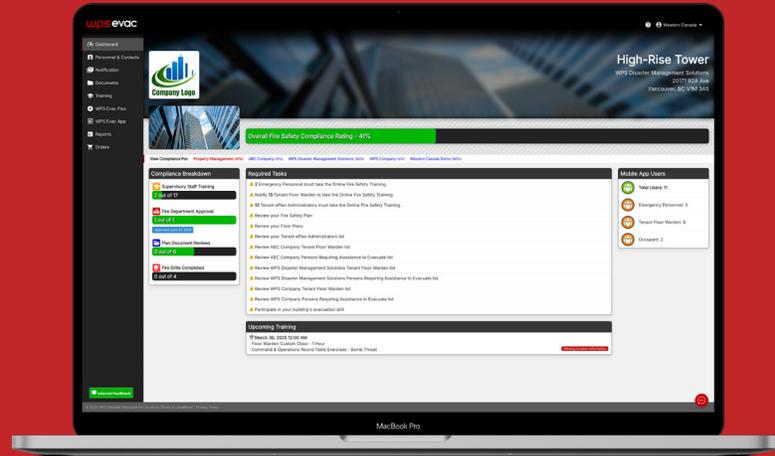# WPS

Disaster Management Solutions

WPS Evac Plus Service

The WPS Evac Plus Service is an optional service that emphasizes reducing the workload and stress of property management while strengthening the life safety of building occupants.

Benefits of WPS Evac Plus Service:

Enhanced Safety: By focusing on life safety for building occupants, the service provides an added layer of protection, ensuring that important tasks are thoroughly managed and up to date.

Reduced Workload: Property managers can offload some of the administrative and logistical responsibilities, making it easier to stay organized without feeling overwhelmed.

Ongoing Support: The program emphasizes seamless implementation and ongoing maintenance, which means property managers are backed by expert guidance and resources over time.

Peace of Mind: With less stress on property managers, they can focus on other critical aspects of managing their properties, knowing that the safety component is being professionally handled.

RESPONSIBILITIES OF THE WPS EVAC PLUS ADMINISTRATOR (WPS REPRESENTATIVE)

1. STARTUP TASKS

The following activities will be completed prior to launching the program:

Introduce the WPS Evac Plus Service to Property Management and provide login instructions to their WPS Evac Software accounts.

Provide login instructions to Tenant Administrators to their WPS Evac Software account, including roles, responsibilities, and guidelines.

Send invitations for online training to:

- Building Incident Commander (and Alternate, if applicable).
- Building Response Team Members (if applicable).
- Notify participants of upcoming training sessions and drills, ensuring email reminders are sent 30 and 7 days in advance.
- Following training, collect WPS Evac generated attendance forms and document participation for record-keeping.

2. ONGOING MONTHLY TASKS

- Review and update the Tenant Administrator list to ensure active engagement and compliance.
- Send reminders to Tenant Administrators to update Tenant Floor Warden and Persons Requiring Assistance lists for their respective companies.
- Ensure emergency personnel complete online training modules annually or as required by local regulations.

3. QUARTERLY TASKS

- Request reviews and updates of contact information from Property Management, including Tenant Administrators and emergency personnel.
- Confirm scheduled training sessions and evacuation drills.
- Encourage the download and use of the WPS Evac Mobile application for direct access to important building information including fire emergency procedures and evacuation protocols.

4. ANNUAL TASKS

Conduct a comprehensive review of the building's emergency resources, including:

- Building structure and floor plans.
- Emergency communication systems, fire alarms, and equipment.
- Stairwells, cross-over floors, and exit routes.
- Incident Command Post and designated assembly areas.
- Confirm and document the appointment of the Fire and Life Safety Director and Deputy Director.
- Update critical phone numbers and emergency contacts.
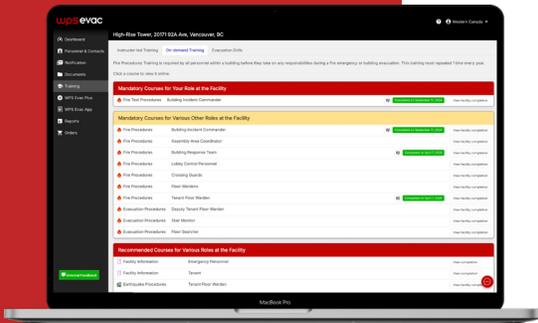
KEY PARTICIPANTS

1. Property Management:
Responsible for overseeing program implementation and ensuring tenant cooperation. Note - It is imperative that the WPS Evac Plus Administrator receives full support and cooperation from the property management team.

2. Tenant Administrators:
Administer and manage Tenant Floor Wardens and Persons Requiring Assistance for their respective organizations.

3. Emergency Personnel:
Includes the Building Incident Commander, Alternate Building Incident Commander, and Building Response Team Members.

COMMUNICATION PROTOCOLS

- All communications from the WPS Evac Plus Administrator will be limited to the tasks in this outline and with the support of the Fire and Life Safety Director of the property.
- Email templates and notifications will be approved in-advance of the on-boarding of the Tenant Administrator accounts.
- Regular reminders and updates will be sent to maintain compliance and preparedness.

Support and Contact Information
For any questions or assistance, please contact **support@wpsevac.com** or call **1 (800) 545-9028**.