

SOP

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The **SOP** panel allows you to:

- View procedure descriptions;
- Check off a list of steps to be completed;
- Send emails or mass notifications through Everbridge with instructions or important information;
- View documents, files, or images related to the SOP; and
- Open attached URLs related to the SOP.

Mass notifications are available through the **Everbridge** tab of this panel (this tab will be visible only if the appropriate configurations have been made by a Perspective administrator). The associated dispatch's number at the top left and the call category in the top right of window. SOPs can be created in Perspective or Dispatch.

This panel can be accessed by clicking  **SOP** in the ribbon or clicking the  icon in the **SOP** column in the **Dispatches** panel. If a dispatch does not have an SOP associated with it, the panel will not contain any data and the  icon will not appear in the **SOP** column.

SOP - Caissa Fischer

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Plumbing Issue

Procedure Description

Procedure for plumbing-related building issues/emergencies

Checklist

Email

SOP Checklist

☐ Verify location and nature of issue

☐ Dispatch Facilities Management and Security

☐ Determine if floor/area closure is necessary

☐ Notify Emergency Services if necessary

☐ Cordon off effected area.

☐ If full or partial evacuation is necessary, use public address system to coordinate

☐ Where possible, verify nature and expected duration of area closure with facility management.

Auto-Focus

The SOP panel.