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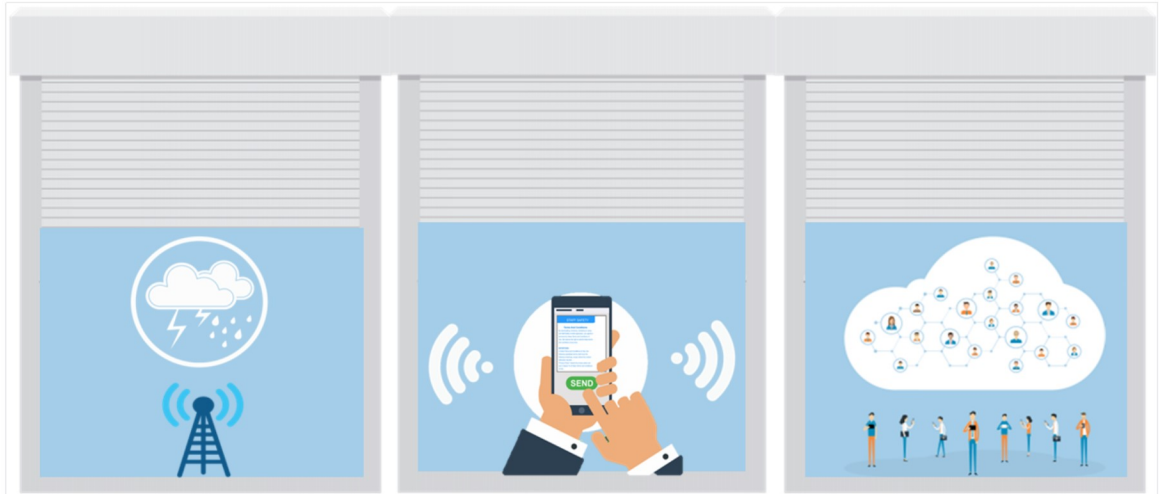


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Staff-Safety Confirmation System



MOL Information Technology



Enabling Business to Connect with Employees at the Time of Emergency

The **Staff Safety Confirmation System (SSCS)** enables the organization ensure the well-being of the employees and their families at the time of emergency such as fire, flood, earthquake etc.

It provides an online platform through which the System Administrator of an organization can invite all employees to report their safety status using the application by sending email, SMS or mobile app notifications. Employees, in turn, can also confirm if they are safe along with their family members and will be able to work. Developed as part of the Business Continuity Plan (BCP), this application helps ensure that business processes can continue during crisis.

It is available both as web application and mobile app.

How does it work?

Connect with all employees during crisis at once — *System Administrator*

- The System Admin will create **predefined subscription groups and alert messages** to notify employees of an impending natural disaster or emergency.
- The Admin can alert the employees of safety threats through **multiple channels of notification** (SMS, Email or App notification) using the application.
 - ◆ The notification need not always be sent through all the channels; it will be the Admin's prerogative to decide based on the subscription and situation.
 - ◆ The Admin will have the facility to eliminate an employee from receiving a notification based on an individual's specific situation (for example, business tour, illness etc.).

Coordinate crisis response — *Employees*

- All the employees registered in a subscriptions group will receive the alert notification sent by Admin, even if they are located outside the country at the time of alert being sent.
- Employees can **reply to the notification via any channel** (Mobile App, E-mail or SMS) and can respond more than once.
- The **latest response** received from an individual across all the channels (SMS/ E-mail/App) will be considered as the final response for the particular event.
- Typical responses can be: **Employees Safe/Not Safe, Family/House Safe, Employee Can Work Fully/Partially/ Cannot Work, Location where staff replied from** etc.
- SSCS will process the staff responses received and display the consolidated response on the Admin's Dashboard.

Manage safety confirmation — *Administrator and Employees*

- An **Intelligent Dashboard** will render a one-shot view of the collated response received from all the employees to the Admin and restricted view to the other staffs of a particular event.
- The Admin can take quick action, such as, call the employee, based on the **staff response grouped for an event**: Staff who reported 'Not Safe', followed by who 'Has not Reported', and who reported 'Safe' in the order of latest response received.

- The Dashboard will display active event notification data of the current active notification data.
- Admin can **make an event inactive** at any time if no event response is expected from the employees.
- The notification history and staff response data will be retained in the SSCS system for any **historical reporting**.
- The Admin will have the privilege to mark an event as closed as per his/her discretion.

