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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 45998-2025

**Facility management - Guidance on emergency preparedness
and management of an epidemic**

设施管理 疫情应急准备与管理指南

(English Translation)

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Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

This document is equivalent to ISO 41017:2024 "Guidelines for facility management - Epidemic emergency preparedness and management".

0.1 Purpose

To protect facility users and other stakeholders, as well as to provide assurance and protect the assets and reputation of the organization, the organization should include in its overall emergency preparedness Incorporate plans to mitigate the impact of the outbreak into your equipment and business continuity plans.

This document provides guidance for organizations to prepare for and manage an epidemic effectively. Organizations should develop their own formal documents detailing What measures should be taken and what response should be made.

By implementing this document, organizations can.

- Take effective measures to protect facility users and other relevant parties from risks associated with epidemic events;
- Confirm that it is using a systematic approach to address risks associated with the outbreak;
- Establish a framework that can effectively and timely adapt to evolving circumstances;
- Develop emergency response plans for the epidemic and integrate them into overall risk management, emergency preparedness and business continuity plans.

NOTE: This document is not intended to replicate ISO 31000:2018, but rather to provide a framework for identifying and assessing processes, particularly to reduce the impact of pandemics on facility management.

Influence.

0.2 Principles

The safety and quality of life of facility users and other stakeholders are requirements for the demand organization and the organization.

Organizations should protect facility users and other stakeholders in a responsible manner. Specifically, when responding to an infectious disease outbreak or epidemic, Consider the following principles.

- Require organizations to assess their requirements and capabilities during an infectious disease outbreak or epidemic event;
 - Anticipate and identify risk factors and impacts before infectious disease outbreaks or epidemic events are confirmed by authoritative agencies;
 - Once an infectious disease outbreak or epidemic event is confirmed by an authoritative agency, re-evaluate the risk factors and impacts;
 - Quickly identify gaps and address them;
 - Plans are developed and approved by the relevant parties of the organization and implemented and updated as needed;
 - Use verified evidence, data, and facts when developing facility policies and guidelines. Use unverified information from rumors or speculation.
- Information should not be used in any decisive manner;
- Clearly define the leadership and management chain in the organization's emergency response plan;
 - Support collaboration between organizations and departments starting from the planning stage and maintained during the epidemic event;

- Provide regularly updated information to relevant parties as soon as possible;
- Communicate information to the appropriate parties. Some sensitive information can only be sent to approved personnel;
- Implement temporary protocols at the onset of an infectious disease outbreak or epidemic event to promote the safety of facility users;
- Provide training and education to ensure effective implementation;
- Consider regulatory differences.

0.3 Exposure Risk

During a normal workday, facility users and other stakeholders may be exposed to pathogens both before entering the building and while inside the building.

This document addresses pathogens to which facility users and other interested parties may be or may be exposed in the course of normal business activities (e.g., through direct/indirect contact, airborne, droplet transmission).

0.4 Challenges

Organizations may face challenges if they need to continue operating or resume work during or after an epidemic event.

This document can enable organizations to prepare for outbreak events and provide reasonable certainty regarding the safety conditions of facilities by.

- Protect facility users of managed facilities;
- Maintaining used and unused buildings;
- Contact facility users who are reluctant to return to the building;
- Manage the economic impact of the business;
- Communicate with internal and external stakeholders;
- Carry out cleaning and disinfection activities;
- Provide isolation/quarantine facilities as required or directed;
- Maintain the availability of personal protective equipment (PPE) (which may be uncertain);
- Screen people before they enter the building;
- Maintain supply chain and logistics;
- Control communications to avoid multiple communications or conflicting information, or both.

0.5 Structure

Figure 1 illustrates the framework structure of Chapters 4 to 10 and its relationship to the stages of epidemic development.

Figure 1 Framework of this document

Facility Management Epidemic Emergency Preparedness and Management Guide

1 Scope

This document provides general guidance on how organizations can plan, mitigate and/or manage the risks and impacts of outbreak events to protect their Health, safety and welfare related to the facility.

This document applies to all organizations (including those that are fully or partially operating, resuming or newly operating) and is intended to address the emergency preparedness of facilities management during an epidemic.

Equipment and management.

2 Normative references

The contents of the following documents constitute the essential clauses of this document through normative references in this document.

For referenced documents without a date, only the version corresponding to that date applies to this document; for referenced documents without a date, the latest version (including all amendments) applies to this document.

ISO 41011 Facility management - Vocabulary Note. GB/T 36688-2018 Facility management terminology (ISO 41011:2017, IDT)

3 Terms and Definitions

For the purposes of this document, the terms and definitions defined in ISO 41011 and the following apply.

organization

A person or group of people whose functions consist of responsibilities, authorities and relationships to achieve goals.

Note: The concept of organization includes but is not limited to agencies, companies, groups, firms, enterprises, institutions, administrative agencies, partnerships, charities or research institutions, or Parts or combinations of the above organizations, whether corporate or not, public or private.

[Source. GB/T 36688-2018, 3.3.1] 3.2 the entity responsible for facilities management.