

Drill Manager Prep Work

Before you get started with publishing your first drill schedule, we strongly recommend you review the questions below to be prepared for the decisions you will need to make when adding your first drill schedule.

What timeframe do you need to provide your buildings for complying with your emergency drill requirements? *For example, if students are about to return for a new school year, creating a drill schedule from August to May will cover the time buildings need to complete each drill requirement.*

What should you name your drill schedule? *Will all your buildings follow the same drill schedule, or will you need more than one drill schedule? Do you want one emergency drill type to have its own schedule? For example, you could have one drill schedule just for fire drills.*

What types of emergency drills do you want to include in your drill schedule? *Drill Manager follows the four emergency actions of Lockout, Lockdown, Evacuate, and Shelter set forth in the Standard Response Protocol. Each action has a subset of emergencies that will define each specific emergency drill. For example, a fire drill would be an Evacuate emergency action, and fire would be the reason for the evacuation.*

How many times do you need a specific drill executed in a school year? *Do some drills need to happen more often than others? It is a good idea to have a total count of emergency drills that need to be satisfied per year.*

Which building administrators will oversee each building's emergency drills? *Raptor can send reminders to your building administrators, as well as summaries of drill compliance at your buildings. We recommend compiling a list of people who need to be contacted about upcoming drills; you will want to gather their email addresses and mobile phone numbers, as Raptor will be sending notification emails and text messages to people on your list.*