

Quick Start – Drill Compliance

How Do Building Admins Comply with Drill Requirements?

By selecting the arrow of a drill requirement under the *Details* column, a *Building Admin* can both record and plan drills in advance (see Figure 6). The *Building Admin* will need to enter in the following details of the drill:

- Planned Date (if a *Building Admin* is scheduling a drill, this will be the only required detail)
- Actual Start Date/Time
- Actual End Date/Time
- Duration
- Initiated By
- Ended By

In addition, *Building Admins* can upload a PDF document or capture notes related to the drill. *Building Admins* can also download a calendar reminder if they have planned the drill in advance. As *Building Admins* plan and complete drills, their *Individual Drill Requirements* will update (see Figure 7).

| Individual Drill Requirements | | | | | | | |
|-------------------------------|-----------------------------------|------------|------------|----------------|-------------|--------|--------------------|
| Details | Name ↑ | Start Date | End Date ↑ | Planned Date ↑ | Actual Date | Status | Status Description |
| ▶ | Evacuation (Fire) - November 2017 | 11/14/2017 | 11/30/2017 | 11/14/2017 | 11/14/2017 | ✔ | Complete |
| ▶ | Evacuation (Fire) - December 2017 | 12/01/2017 | 12/31/2017 | 12/13/2017 | | 🕒 | Planned |
| ▶ | Evacuation (Fire) - January 2018 | 01/01/2018 | 01/31/2018 | | | ○ | Not Planned |

Figure 7

How Do District Admins Monitor Drill Requirement Compliance?

As a *District Admin*, you will have total visibility over building drill compliance. You have a *Drill Compliance Dashboard* in the *Emergency Mgmt.* sub-menu within the Modules area of the Navigation Menu under the second tab titled *Drill Compliance Dashboard* (see Figure 8).

The screenshot shows a dashboard titled "Building Schedule Compliance". At the top right, there are two dropdown menus: "2017-2018 Drill Schedule" and "All Buildings". The main content is a table with three rows. The first row shows details for an "Evacuation Fire" drill, including start and end dates and frequency, with a "Details" button. The second row shows "Brooks Elementary" with a pie chart representing compliance status. The third row shows "Reunification Building II" with a grey circle representing compliance status.

| Building Schedule Compliance | | 2017-2018 Drill Schedule | All Buildings |
|--|--|---|-------------------------|
| Emergency Type: Sub-Type: Start Date: End Date: Frequency: | | Evacuation Fire 11/14/2017 05/31/2018 1/month | Details |
| Brooks Elementary | | | |
| Reunification Building II | | | |

Figure 8

From this dashboard, you view each building's compliance status, which will fall into one of five status categories:

| | | |
|--|---------------------------|--|
| | Not Planned | The drill requirement is assigned to the school for completion but is currently not planned, completed, or is out of compliance. |
| | Planned | The school has identified a target date to complete the drill. |
| | Complete | The school has successfully completed the drill. |
| | Out of Compliance | The end date for the drill requirement has passed and the school has not completed the drill. |
| | Approved Exception | District user has intervened with the building's status and has marked it as an approved exception; the building did not complete the drill, but the district acknowledges the missed drill. |

To view building compliance in greater detail, select *Details* (see Figure 8) and you will be taken to the *Requirement Detail* page (see Figure 9). You can view the details about a specific drill at a specific building by selecting the icon under the date column and along the school row.

Evacuation

Fire

Start Date
11/14/2017

End Date
05/31/2018

Frequency
1/month

Select a status icon below for more information.

▼ All Buildings

| Building | Nov 2017 | Dec 2017 | Jan 2018 | Feb 2018 | Mar 2018 | Apr 2018 | May 2018 |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|
| Brooks Elementary | | | | | | | |
| Reunification Building II | | | | | | | |

Figure 9