Getting Started with Drill Manager-District Admin

Drill Manager

With Drill Manager, district personnel can create and publish a schedule of district drill requirements and distribute it to all school buildings. School personnel can view the requirements, update Raptor when a drill is completed, and upload any supporting documentation required. District personnel can then easily view the status of drills for any one building or all buildings combined. In addition, automated reminders and summary notifications are sent to designated district and school personnel.

Locating Drill Manager

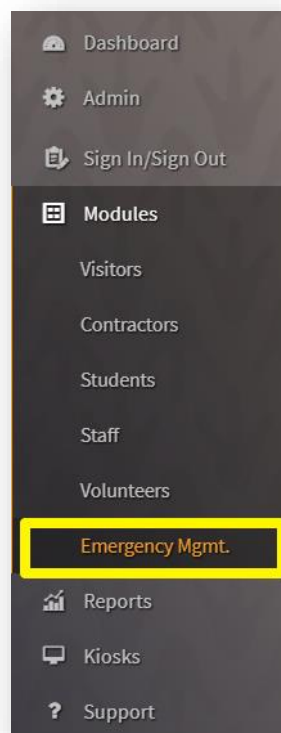Drill Manager is under the *Emergency Mgmt.* sub-menu within the *Module*s area of the Navigation Menu (see Figure 1).

Figure 1

Publishing A Drill Schedule

1. Add Drill Schedule

The first tab in the *Emergency Mgmt.* sub-menu is named *Drill Schedules.* Under *Drill Schedules* you can create and publish drill schedules. To get started, select the *+Add Drill Schedule* (see Figure 2).
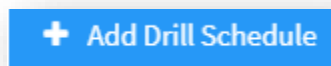

Figure 2

Once you have selected *+Add Drill Schedule* you will then determine the drill schedule details. These details include the following:

- Schedule Name
- Start Date
- End Date

The start and end dates refer to the timeframe within which schools must comply with all your district drill requirements.

Once you've completed the details, select *Save.*

2. Add Drill Requirement

Adding a drill requirement allows you to select the type of drill and the building(s) that must comply with the drill requirement. You can start creating drill requirements by selecting *+Add Drill Requirement* (see Figure 3).
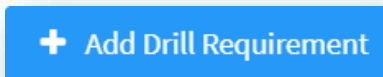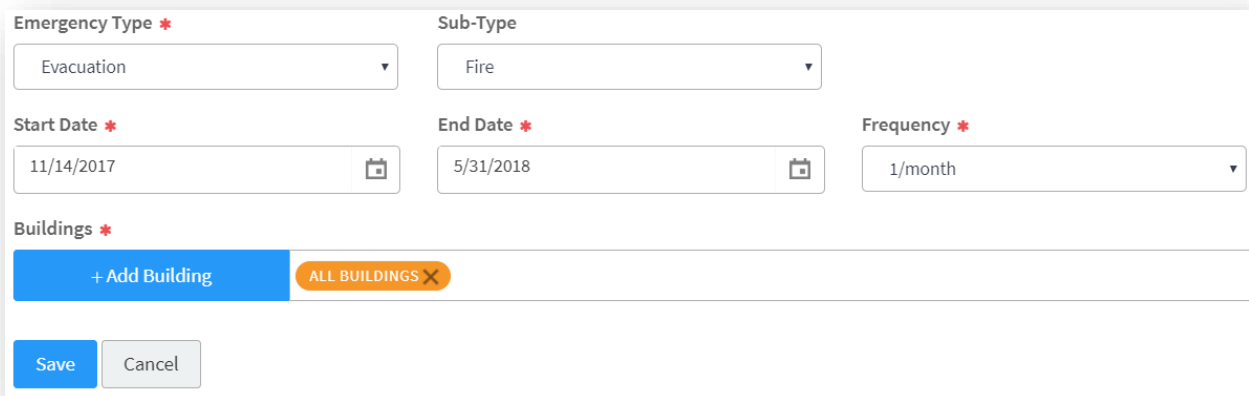

Figure 3

First you will need to select the *Emergency Type*. Then you will select the emergency *Sub-Type.* Next, you will select a start and end date, as well as the frequency you would like the drill to be completed within the start and end dates you have selected. Finally, you will select the building(s) that must comply with the drill requirement. Once you have reviewed the information and verified that it is correct you can select *Save.* For example, in Figure 4, I am requiring all my schools to conduct a fire drill every month until the end of the school year.

Figure 4

You would continue the process of adding drill requirements until you've added all the drill requirements for your district.

3. Publish Drill Schedule

After you have entered all of your drill requirements, your drill schedule is ready to be published and pushed out to your *Building Admins*. To publish your drill schedule, select *Publish* from your *Drill Schedule Details* page (see Figure 5).
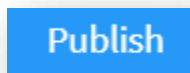
Figure 5

After selecting *Publish* you will be presented with an onscreen notification informing you that once published, no changes can be made to drill requirements in the drill schedule aside from adding or removing drill requirements. If you need to review the schedule, select *Cancel*, but if you are ready to publish, select *Continue.*

Site Based Drill Management

After publishing your drill schedule, your *Building Admins* can now manage their compliance with the drill requirements. *Building Admins* can navigate to the *Emergency Mgmt.* sub-menu to view the drill requirements and update each drill requirement when necessary. Follwing the drill example in Figure 4, our *Building Admin* can view each individual drill requirement from within the *Emergency Mgmt.* sub-menu (see Figure 6)

Drill Requirements

Emergency Type ↑	Sub-Type ↑	Frequency	Start Date	End Date ↑
Evacuation	Fire	1/month	11/14/2017	05/31/2018

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			○	Not Planned
▶	Evacuation (Fire) - December 2017	12/01/2017	12/31/2017			○	Not Planned
▶	Evacuation (Fire) - January 2018	01/01/2018	01/31/2018			○	Not Planned

Figure 6

Completing a Drill Requirement

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

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

Monitoring Drill 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).
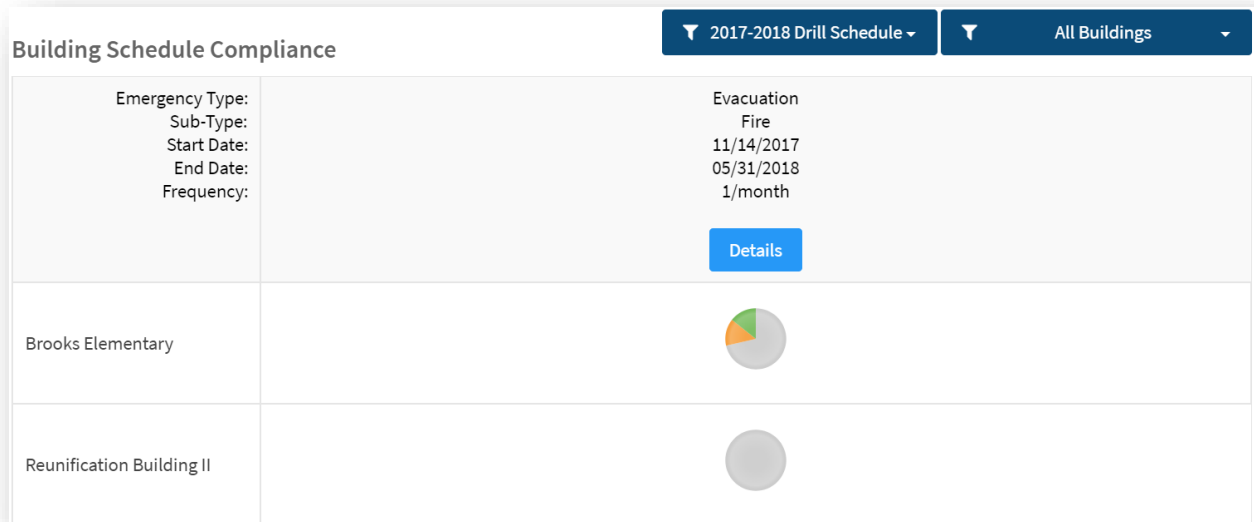

Figure 8

From this dashboard, you can 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.

Figure 9

Drill Notification Reminders

As a *District Admin,* you can send *Building Admins* or any *Contact* of your choice automated notifications. *Building Admins* can also send automated notifications to any *Contact* of their choice. To set up these automated notifications you will need to navigate to the *Emergency Mgmt. Drill Manager Settings* located in the *Modules Settings* of the *Admin* menu in the Navigation Menu.

Once at the Drill Manager Settings you will see the *Notification Management* area. Let's dive into these notifications:

Notification Name	Purpose	Delivery Date	Recommend Recipient
Upcoming Drill Summary (Per Building)	To provide *Contact(s)* with a summary of a building's upcoming drill requirements for the month and beyond.	Sent on the first day of the month	Building Admin District Admin
Drill Reminder (Per Requirement)	To remind *Contact(s)* of a single upcoming drill requirement that has yet to be completed.	Sent five days prior to drill due date	Building Admin
Summary of Drill Reminders	To provide *Contact(s)* with a building summary of upcoming drill requirements that have yet to be completed.	Sent five days prior to drill due date	District Admin
Prior Month Summary	To provide *Contact(s)* with a building summary of drill requirements that were due the previous month.	Sent on the first day of the month	District Admin

To add a *Contact* to a Drill Manager Notification you will need to select the details of the notification. Next you will need to enable the notification. The *Email Text* contains the default message that your *Contacts* will receive. To add a *Contact,* select *+Add Contact* and a drop-down list of all your *Contacts* will appear; from there, just select the appropriate contacts. Once you have selected the *Contacts,* select *Save*, and now your notification is set up and aligned with your drill schedule (see Figure 10).

Name

Upcoming Drill Summary (Per Building)

Description

Enabled

Yes

Email Notifications

Email Text

To Whom It May Concern,

This is an automated message from Raptor Technologies providing your building's customized upcoming drill summary.

+ Add Contact | Click here to select one or more contacts

Save | Cancel

Figure 10