

## 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

<u>Details</u>	<u>Name</u> ↑	<u>Start Date</u>	<u>End Date</u> ↑	<u>Planned Date</u> ↑	<u>Actual Date</u>	<u>Status</u>	<u>Status Description</u>
▶	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).

Building Schedule Compliance		2017-2018 Drill Schedule	All Buildings
Emergency Type:	Evacuation		
Sub-Type:	Fire		
Start Date:	11/14/2017		
End Date:	05/31/2018		
Frequency:	1/month		
		<a href="#">Details</a>	
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:

	<b>Not Planned</b>	The drill requirement is assigned to the school for completion but is currently not planned, completed, or is out of compliance.
	<b>Planned</b>	The school has identified a target date to complete the drill.
	<b>Complete</b>	The school has successfully completed the drill.
	<b>Out of Compliance</b>	The end date for the drill requirement has passed and the school has not completed the drill.
	<b>Approved Exception</b>	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	End Date	Frequency					
11/14/2017	05/31/2018	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