

Drill Logs

How-to Guide

Table of Contents

[Set Drill Requirements](#)

[Scheduling Drills](#)

[Logging Drill Information](#)

[Printing/Downloading Drills](#)

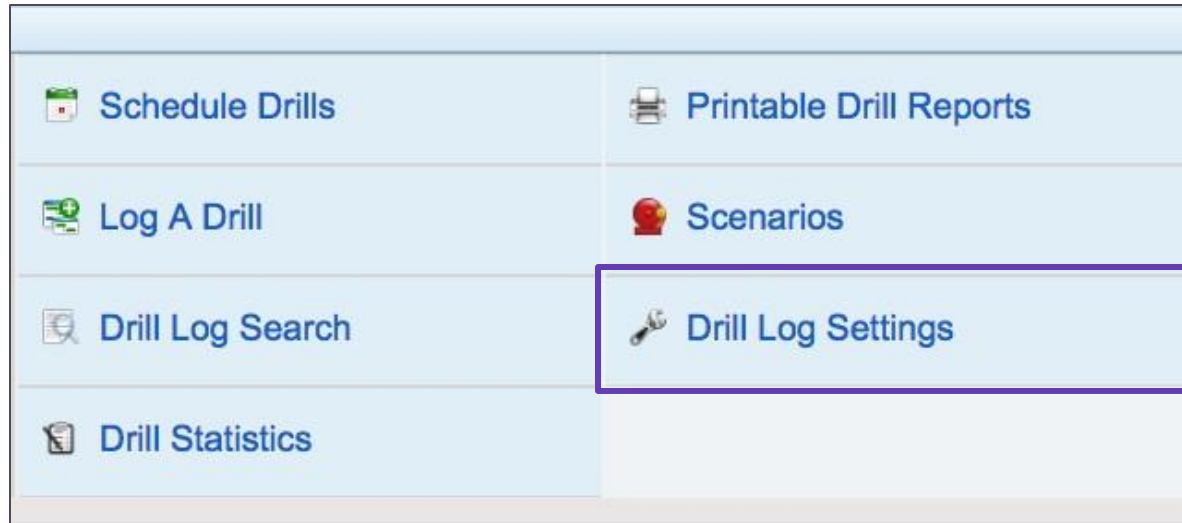
[Searching for Drills](#)

[Drill Statistics](#)

[Drill Log Email Recipients](#)



Set Drill Requirements



You can manage yearly district requirements, schedule drills, manage reminders, log drill information, search for specific drills, keep statistics, and print out completed forms all in your Navigate360 Emergency Management site.

From the Dashboard, go to the [Drill Logs](#) page. The first thing you need to do for the school year is set up your district drill requirements. To do so, select [Drill Log Settings](#).



Set Drill Requirements

Select **Manage District Drill Requirements**.

You will then choose the school year you wish to set.

Drill Log Settings

Set which drills and how many of each you would like to require for your district.

Manage District Drill Requirements

Choose what drills are publicly viewable and create a link to place on your schools' website

Public Viewable Settings

Choose who is notified when drills are re-scheduled, scheduled, and/or completed

Set First Responder Email Notifications

Select School Year

Back

2016 - 2017

2017 - 2018

2018 - 2019

2019 - 2020

2020 - 2021



Set Drill Requirements

Back Save

| | | | |
|---|--|---|--|
| 6 | Emergency Evacuation Drill Set Inactive 6 drills required by Ohio View / Edit Required Fields | 1 | Emergency Management Test (Ohio) Set Inactive 1 drills required by Ohio View / Edit Required Fields |
| 3 | School Safety Drill Set Inactive 3 drills required by Ohio View / Edit Required Fields | 1 | Theoretical School Safety Drill Activate 1 drills required by Ohio View / Edit Required Fields |
| 2 | Tornado Drill Set Inactive 4 drills required by Ohio View / Edit Required Fields | | |

Add New Drill Type
Active Shooter Drill

Add Drill Type

Back Save

Depending on your state requirements, the corresponding drill types will be listed to **Activate**. Fill in the required amounts and be sure to hit the **save** button. You can always go back and make edits to these requirements when needed.

Add extra drill types by using the drop-down menu, select the drill, and click **Add Drill Type**.

Selecting **View/Edit Required Fields** under each drill allows you to edit the information to be recorded for that drill.



Set Drill Requirements

Change Required Fields

Below are the fields available when recording a drill. Anything with a grayed out checkmark is required by the state and cannot be removed. You can checkmark additional fields you want to be required for your district.

[Reorder Required Fields](#)

| Field Name | |
|--|-------------------------------------|
| Time Required to Complete Drill | <input checked="" type="checkbox"/> |
| Accounting for Occupants | <input type="checkbox"/> |
| Building | <input type="checkbox"/> |
| Curriculum includes instruction safe bus riding practices for all students | <input type="checkbox"/> |
| Date After-Action Review Completed | <input type="checkbox"/> |
| Date Entered into SAFE | <input type="checkbox"/> |

[Save](#) [Close](#)

The **Change Required Fields** box illustrates all of the different fields that can be added for that particular drill type. This is information that users will log for a drill when entering them into the Emergency Management System. Items may already be checked and grayed out (based on requirements, these cannot be unselected), but you can check and uncheck other items as necessary.

Be sure to **save** your work.



Scheduling Drills

Scheduled Drills for NaviGate Elementary 2018 - 2019

Site: Year:

| Drill # | Scheduled Date |
|--|---|
| Drill #1 | <input type="text" value="01/25/2019 08:00 am"/> <input type="button" value="X"/> |
| Drill #2 | <input type="text" value="03/12/2019 10:00 am"/> <input type="button" value="X"/> |
| Drill #3 | |
| Drill #4 | |
| Drill #5 | |
| Drill #6 | |
| <input type="button" value="+ Add Drill"/> | |

March 2019

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Time

To schedule drills, select **Schedule Drills** from the menu. Make sure you are on the correct site and year before you start scheduling.

To schedule, click on the **scheduled date area**. This will display a calendar allowing you to choose between months, days, and time.

You can set dates for the whole year and change or remove dates as necessary. You can either click on the existing date to change it or click the red X to completely remove a date.

You are able to add additional amounts within each drill type. Simply select **+Add Drill**.

After you have scheduled dates, it is crucial that you hit **Save Schedule** to ensure all of your work has been saved and updated.



Scheduling Drills – Email Reminders

Reminders: 1 user receiving reminders [Manage Reminders](#)

[Copy Drill Schedule](#)

Copy Drill Schedule To Building: Copy this building's drill schedule to a different building.

Drill Log Email Reminders

Users receiving reminders for NaviGate Elementary [Remove Selected](#) [Add More](#)

Emails sent three days before, one day after

| Name | Title |
|-----------------|-------|
| No users found. | |

[Close](#)

Add Users to Reminders

Ways to filter users:

Site: NaviGate Prepared

First Name:

Last Name:

User Email:

[Search](#)

Search Results:

| <input type="checkbox"/> | Name | Title |
|-------------------------------------|-----------------|------------------|
| <input checked="" type="checkbox"/> | Danford, Erik | Business Manager |
| <input type="checkbox"/> | Demo, Flipchart | |
| <input type="checkbox"/> | Demo, Flipchart | |
| <input checked="" type="checkbox"/> | Dumea, Robert | |

[Add Selected Users](#) [Cancel](#)

On the schedule page, you have the option to set reminders for specific users. Use the **Manage Reminders** option to **Add More** and search your current list of users. Checkmark next to a user's name and use **add selected users** to add them to the recipient list. You may add as many to the list as needed.

Reminders are site specific, so if a user wants email reminders for multiple sites, you will need to switch between sites and repeat the process.

Users on the list to receive reminders will get email notifications sent 3 days before a scheduled drill date, as well as the day after as a reminder to log the drill or reschedule the date.



Scheduling Drills - Tracking Drills

NaviGate City Schools Upcoming Drills (30 days)

| Drill | Date | Due In |
|--------------------|------|--------|
| No Upcoming Drills | | |

District Upcoming Drills (30 days)

| Site | Date | Due In |
|--------------------|------|--------|
| No Upcoming Drills | | |

Overdue Drills

| Site | Date | Days Past |
|---|---------|-----------|
| • School Safety Drill NaviGate City Schools | 5/11/18 | -129 days |
| • Fire Drill NaviGate West Elementary | 9/12/18 | -5 days |

On the main Drill Logs page you will be able to see upcoming scheduled drills for the next 30 days. It will show the building, the drill type, the scheduled date, and in how many days it's due.

It will also display any overdue drills that haven't been marked as completed.



Logging Drill Information

| Scheduled Date | Status | Actions |
|----------------|-----------|---|
| 9/20/18 | Completed | View Unpost Print |
| 1/9/19 | Past Due | Edit |
| 5/7/19 | Scheduled | Edit |

[Schedule and Log One Drill](#)

When you conduct a drill, the information from that drill can be entered in [Log A Drill](#) from the menu.

You will see a list of all scheduled drills organized by type and date. Click [Edit](#) next to the drill.

If you conducted a drill but did not schedule the date in the Emergency Management Suite, you can use [Schedule and Log One Drill](#) to still enter information and mark as complete.



Logging Drill Information

| | |
|---|-----------------------------------|
| Back Delete | Post Log |
| Site | NaviGate West Elementary |
| Drill Type | Fire Drill |
| Drill Scheduled Date | 9/18/2018 12:00 pm |
| Status | Past Due |
| Drill Date and Time: | <input type="text"/> |
| Time Required to Complete Drill: | <input type="text"/> |
| Number of Students Participating: | <input type="text"/> Numbers Only |
| Number of Adults Participating: | <input type="text"/> Numbers Only |
| Fire Department Invited?: | Choose |
| Notes: | <input type="text"/> |
| Back Delete | Post Log |

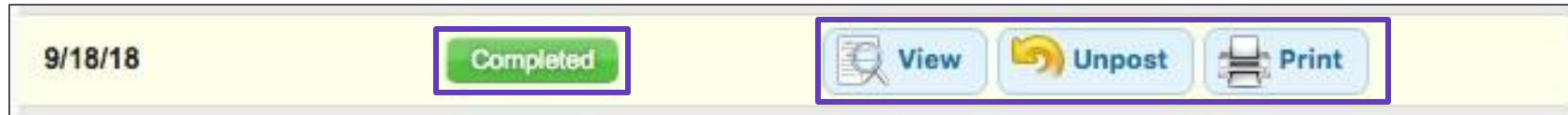
Depending on the type of drill, the information required may change. The fields displayed for the drill will be based upon what you entered in the district drill requirements page.

Enter information and click **Post Log**. This saves the information you entered and marks the drill as being complete.

Note: All fields are required to have information entered in order to mark the drill as being complete.



Logging Drill Information



Back on the Log A Drill page, the drill will now show as **Completed**.

Actions now include **View** to review the information, **Unpost**, which gives you the ability to edit information again, and the option to **Print** the drill log.



Printing/Downloading Drills

NaviGate New York Drill Log Report

Sites:

- NaviGate City Schools
- NaviGate East Elementary
- NaviGate High School
- NaviGate Middle School
- NaviGate West Elementary**

School Year: 2018 - 2019

Start Date of School Year: 08/01/2018

End Date of School Year: 06/01/2019

Include Scheduled Drills:

Print Drills for ALL schools:

Run Report **Cancel Report**

You are able to print and download your drills throughout the year using **Printable Drill Reports** from the menu.

Your state Drill Log Report will be available to select. A blue edit box will appear in the middle of your screen with different options you can select and define on your drill log report. When all fields are complete, select **Run Report** and a PDF will be generated.

Once the report is complete, the PDF will display all completed and scheduled drills (if chosen to include) organized by drill type and dates. You can print the PDF or download the file to save to your computer.



Searching for Drills

| ID | Status | Site | School Year | Drill Type | Scheduled Date | Date of Actual Drill | Date Posted | View |
|------|-----------|--------------------------|-------------|---------------------|-------------------|----------------------|-------------------|------|
| 25 | Completed | NaviGate West Elementary | 2018 - 2019 | Tornado Drill | 07/24/18 08:00 am | 07/24/18 08:00 am | 09/18/18 01:09 pm | |
| 21 | Completed | NaviGate West Elementary | 2018 - 2019 | Tornado Drill | 07/23/18 08:00 am | 07/23/18 08:00 am | 07/19/18 07:32 am | |
| 24 | Completed | NaviGate West Elementary | 2018 - 2019 | School Safety Drill | 07/27/18 08:00 am | 07/27/18 08:00 am | 09/18/18 01:08 pm | |
| 22 | Completed | NaviGate West Elementary | 2018 - 2019 | School Safety Drill | 07/26/18 08:00 am | 07/26/18 08:00 am | 07/19/18 07:32 am | |
| [50] | Scheduled | NaviGate West Elementary | 2018 - 2019 | Fire Drill | 10/23/18 11:00 am | [No Date Entered] | [Not Posted] | |

You can search for any drills from the Drill Log Search page from the menu.

Use the search criteria to specify drills by details such as Drill Type, School Year, Date Posted, etc. You can also filter drills by Completed, In Progress, Scheduled, and Overdue.

After you set your specifications, select Search Drill Logs and a list meeting those specifications will appear. The list will show initial details for the drill, you can select View to see what information was entered for that drill.

You have the ability to download these drills to an Excel file for your records. To do so, click Download Drill Logs Listed Below.



Drill Statistics

| Drill Log Site Statistics | | | | | | | | | | | | | | | |
|--|----------------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|-----------------|-----------------|----------------------|
| Drill Type: | - All Drills - | | | | | | | | | | | | | | |
| School Year: | 2018 - 2019 | | | | | | | | | | | | | | |
| Show Schools with NO Scheduled Drills for: | | | | | | | | | | | | | | | |
| Print This Page | | | | | | | | | | | | | | | |
| Site Name | July | August | September | October | November | December | January | February | March | April | May | June | Total Completed | Total Scheduled | District Requirement |
| NaviGate City Schools Schedule Log | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0/0 | 0 | 0 | 13 |
| NaviGate High School Schedule Log | 0/0 | 0/0 | 1/1 | 0/2 | 0/2 | 0/1 | 0/1 | 0/1 | 0/2 | 0/1 | 0/2 | 0/0 | 1 | 13 | 13 |
| NaviGate Middle School Schedule Log | 0/0 | 0/0 | 1/1 | 0/2 | 0/2 | 0/1 | 0/1 | 0/2 | 0/1 | 0/2 | 0/1 | 0/0 | 1 | 13 | 13 |
| NaviGate West Elementary Schedule Log | 6/6 | 1/1 | 1/1 | 0/1 | 0/1 | 0/1 | 0/1 | 0/0 | 0/1 | 0/0 | 0/0 | 0/0 | 8 | 13 | 13 |
| Completed: | 6 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 39 | 52 |
| Scheduled: | 6 | 1 | 3 | 5 | 5 | 3 | 3 | 3 | 4 | 3 | 3 | 0 | | | |
| Site Name | July | August | September | October | November | December | January | February | March | April | May | June | Total Completed | Total Scheduled | District Requirement |

To get a visual progress of each school's drill status, use [Drill Statistics](#) from the menu.

You can choose to view a specific drill type or change years from the top drop-down menus. The right side of the chart shows totals for each site and a total at the bottom for all sites.

This is a helpful way to track how many drills have been completed and scheduled compared to how many are required. Each site shows a breakdown by month.

Complete drills for a month are shown in **green**.

Red indicates that drills were scheduled but not marked as complete. This means you may need to reschedule dates or log the information.



Drill Log Email Recipients

Drill Log Settings

Set which drills and how many of each you would like to require for your district.

[Manage District Drill Requirements](#)

Choose what drills are publicly viewable and create a link to place on your schools' website

[Public Viewable Settings](#)

Choose who is notified when drills are re-scheduled, scheduled, and/or completed

[Set First Responder Email Notifications](#)

You're able to set your first responders to receive email notifications for drills. Choose **Drill Log Settings** from the menu then **Set First Responder Email Notifications**.

Drill Log Email Preferences [Save](#)

If school is not listed, confirm that Drill Logs are enabled.

| Use District List | School Name | Frequency | | | | Recipients |
|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------------------|
| | | Drill Re-scheduled: | Drill Scheduled: | Drill Completed: | Drill Reminder: | |
| <input type="checkbox"/> | NaviGate City Schools-5896 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Responders |
| <input type="checkbox"/> | NaviGate High School-5901 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Responders |
| <input type="checkbox"/> | NaviGate Middle School-5898 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Responders |
| <input checked="" type="checkbox"/> | NaviGate West Elementary-5900 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Drill Log Email Preferences [Save](#)

View email cron entries [Run Cron Test\(3 day\)](#) [Run Cron Test\(Event\)](#)

This table allows you to set your First Responders (so long as they have been added in User Setup) to receive email notifications for your drills. You can use **Responders** to add desired departments to the recipient list. You can also set the desired frequency that you would like them to receive emails for.

Need Help?

We're here for you!

330-661-0106

tech@navigate360.com

www.navigate360.com

The Path to Safety

It's time to take advantage of the latest technology, education and services and ensure you are doing everything to prevent, prepare, respond and recover.

The path to safer communities is here.