

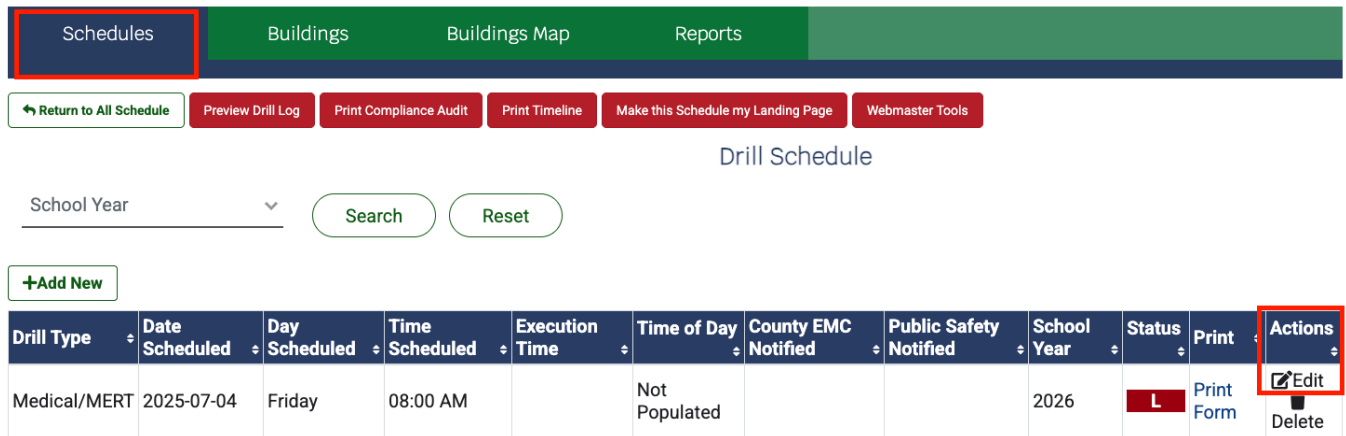
Public Safety Drills: Completing and Publishing a Drill

Once a drill is finished, the building or district administrator should update the record to ensure public transparency and compliance.

1. To access full data and administrative features, you must be logged in at www.munetrix.com with specific permissions issued by your district office.
2. In the **My Apps** drawer to the left or at the bottom of the **Munetrix Homepage**, click the **Public Safety Drills** icon.



3. Click the **Schedules Tab** at the top of the page.



Drill Type	Date Scheduled	Day Scheduled	Time Scheduled	Execution Time	Time of Day	County EMC Notified	Public Safety Notified	School Year	Status	Print	Actions
Medical/MERT	2025-07-04	Friday	08:00 AM		Not Populated			2026	L	Print Form	Edit Delete

4. Click the name of the desired building, locate the drill, and click **Edit** in the **Actions** column to complete the remaining fields.

- Execution Duration (mm: ss):** Enter the time in minutes and seconds it took to evacuate or lock down the building.
- Number of Participants:** Enter the total count of students, staff, and visitors present.

Execution Duration (mm:ss)

Number of Participants

- If you previously did not enter the name of the **Emergency Management Coordinator** and the **Public Safety Officer** that was notified, enter it now.
- Authorizer's Title and Name:** Enter the Title (e.g., Principal) and Name.
- Authorizer's Signature:** (The system will then automatically generate an electronic signature for the authorizer.)

Name of EMC Notified

Name of Public Safety Officer Notified

Authorizer's Title

Authorizer's Name

Authorizer's Signature

- f. Check the box that states "***The above name authorizes the completion of the drill.***"

The drill will not be displayed on the public report unless the scheduled drill date has passed AND the publish field is set to Yes.

The above named authorizes the completion of the drill. *(Please note, the drill will not be displayed on the public report unless the date of the scheduled drill has passed AND the publish field is set to yes.)*

- g. Use the **Lessons Learned** field for notes (e.g., "Substitute lacked exit keys") to identify training gaps.

Lessons Learned

- h. Click **Save**. The newly scheduled safety drill has been saved and updated to the following in the **Status column** of the Drill data table:

Note: Automatic courtesy emails are sent to all users with Public Safety Drill editor rights for the appropriate school or district on the Friday before the drill.