

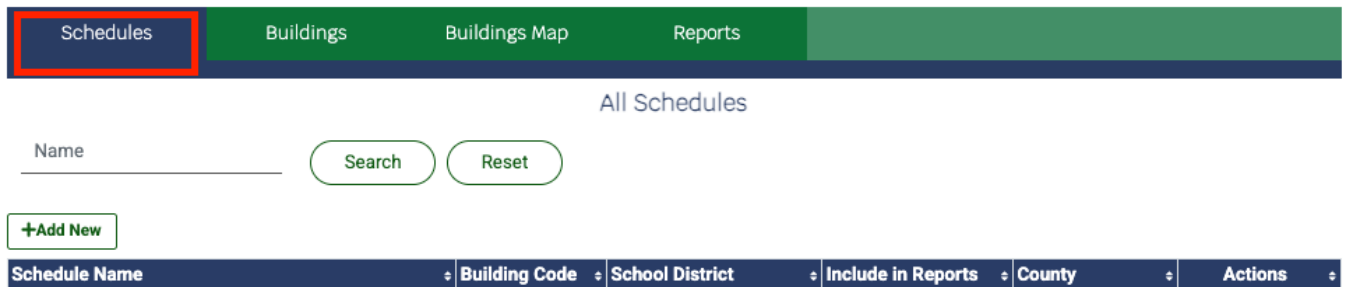
## Public Safety Drills Schedules

Here, you will learn how to use the Public Safety Drills application to manage and report safety drill records for compliance.

1. To access full data and administrative features, you must be logged in at [www.munetrix.com](http://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.



All Schedules

Name

Schedule Name	Building Code	School District	Include in Reports	County	Actions
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4. You will see a list of each building in the School District.
5. Use the Name field and click **Search** to locate a particular building.
6. To view the prepopulated placeholder records for a building's public safety drill schedule, click the **building name**. Scheduled drill placeholders are automatically configured to meet the state's minimum safety-drill requirements and are private to authorized users. (Records become visible to the public only after they are marked **Complete** and **Published**.)

Munetrix automatically generates new drill schedules with drill placeholders each July for the next school year. Users may edit the scheduled drill dates, times, and other details.

7. Additional scheduled or unscheduled drill records can be manually added by clicking the **+ Add New button**. To schedule a drill, complete each of the required fields (marked with an asterisk).

- If adding a drill placeholder for a **planned drill** (e.g., a performance issue or additional drill practice), be sure to complete the drill record **AFTER** the drill.
- If adding a drill placeholder for a **false alarm**, the entire drill record must be completed.

**Helpful Resource:** [Public Safety Drills: Completing and Publishing a Drill](#)

Schedules Buildings Buildings Map Reports

Return to All Schedule
Preview Drill Log
Print Compliance Audit
Print Timeline
Make this Schedule my Landing Page
Webmaster Tools

Drill Schedule

School Year ▼
Search
Reset

+Add New

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
Lock Down	2025-07-04	Friday	08:00 AM		Not Populated			2026	L	Print Form	Edit Delete

- a. Click the **Return to All Schedule** button in the top left to return to the **Schedules** tab page.
- b. **Drill Type:** Select the type of drill from the dropdown menu.
- c. **Publish:** Select **Yes** or **No** from the dropdown menu. The log will not appear in public reports until the Publish field is set to Yes and the Date scheduled is less than the current date.
- d. **Date Scheduled/Time Scheduled:** Enter the Date and Time (hh: mm) the drill is scheduled.

Return to Drills

ADD

Drill Type:\* Evacuations x v

Publish:\* Yes x v  
i

Date Scheduled:\* 2026/05/02 📅

Time Scheduled (hh:mm)\* 09:00 am x  
i

- e. Wait to complete the **Execution Duration** and **Number of Participants** until you are ready to complete and publish the drill.
- f. **When Executed:** Select whether this drill was during regular class time, at lunch, recess, or between classes from the dropdown menu. Some states require that a safety drill be conducted outside regular class time.

When Executed\*  x v

- g. If appropriate, enter the **Emergency Management Coordinator (EMC)**, who will be notified, or the **Public Safety Officer (i.e, Fire Marshall, Police Chief)** if known. If not, you may wait until the drill is complete and then update the record.


Name of EMC Notified  i
Name of Public Safety Officer Notified  i

**Important:** Do not enter the **authorizer's name and title**, or check the **"Authorization" box**, yet—this will prematurely mark the drill as complete and make it publicly visible to anyone accessing the drill homepage report on the Munetrix District Homepage.

\*The System will automatically generate a signature based on the Authorizer's Name.

Authorizer's Title  




Authorizer's Name  

Authorizer's  
Signature 

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.)*

h. Scroll to the bottom of the screen and click **Save**.

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

	Scheduled.
	Late (the date has passed without data entry.
	Performed and Published.

9. Click **Edit** or **Delete** in the Actions column.