

Public Safety Drills: View Buildings and Building Maps

Generally, all buildings in a school district are preloaded into the Public Safety Drill Application. There are occasions where a district opens a new building/schools or annexes a building from another entity. In these cases, manual adjustments may be needed in the **Building Manager Application**.

Please contact your assigned **Munetrix Implementation Manager or Help Desk** for assistance with updating the Public Safety Drill App for **combined or closed buildings**. Additional steps may be needed in other areas/features of the system to ensure everything is properly updated.

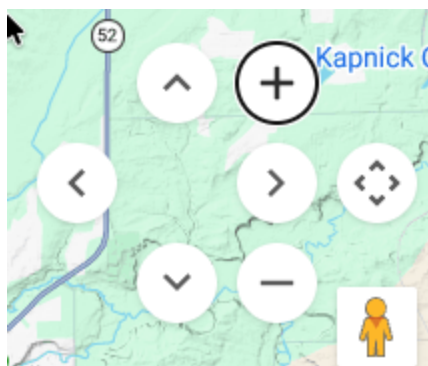
1. To access full data and administrative features, you must be logged in at www.munetrix.com with specific permissions issued by your district office.
2. In the **My Apps** drawer to the left or at the bottom of the **Munetrix Homepage**, click the **Public Safety Drills** icon.



3. At the top of the page, you will see various subpages (tabs). Click one of the following:



- a. **Buildings Tab:** Here, you can view a data table of all building names, codes, reporting groupings, statuses, childcare, counts, total square footage, and capacity percentages.
 - i. Use the **filters** at the top of the page to narrow your view by building name, district, status, and reporting group.
- b. **Building Map:** The Building Map provides a geographic view of all buildings in the district listed in the public safety drill application.
 1. To view building locations on the map, zoom in and out with **+ and - signs** in the lower right corner, or use the mouse.



2. Use the **filters** at the top of the page to narrow your view by building type (All, District Administration, Elementary, Middle School, High School, Virtual), status (All, Closed, Open-Active), or enrollment size.
3. Hover over any circle for further information.
4. The circles indicate the locations of the school buildings, and the colors denote their types. The size of the circle represents enrollment sizes.

Orange	Elementary
Red	Middle School
Green	High School
Brown	District Administration Offices
Purple	Not Identified

