

Public Safety Drills: Reporting and Compliance Tool

The public safety drill application offers a series of helpful reports.

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 **Reports Tab** at the top of the page.



4. Click the **Drill Schedules Tab** to the left to view various available reports.

- **Export Schedules(Default Setting):**
 - Search for drill records using the desired filters (e.g., school year from/to, date from/to, county, drill type, drill status, first responder, or building).
 - Download data to **Excel**, or **iCal** (for Outlook/Google Calendar).
- **Compliance Audit:**
 - View current and historical Public Safety Compliance Analysis data. Non-compliant items are highlighted in red. Add/update any missing drill records and run the compliance audit again to resolve any identified issues.
 - Select the desired **year** and click **Go**.
 - Click **Print**.

Public Safety Compliance Analysis 2026 - 2027 School Year

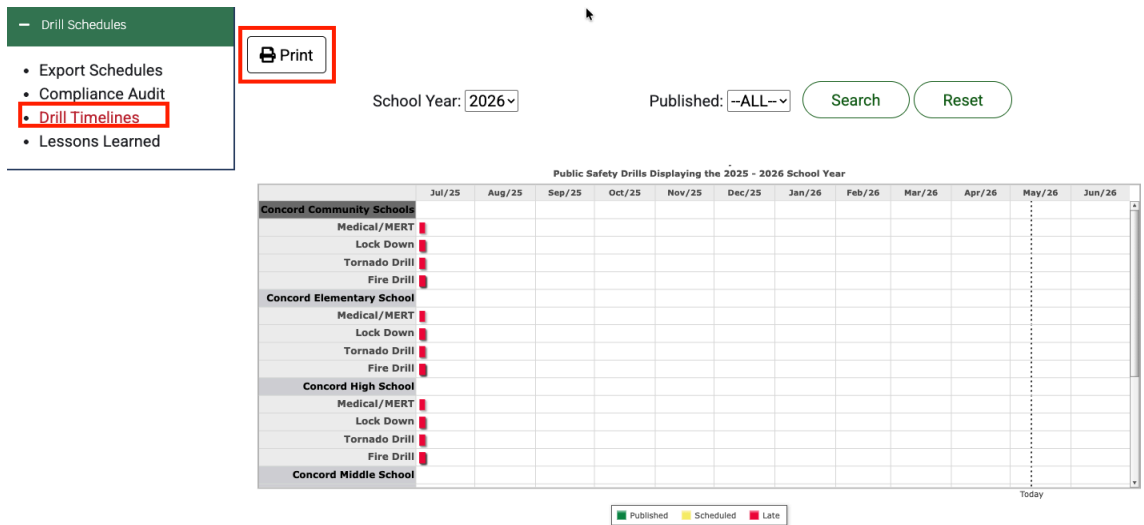
| Building | Drill Type | Scheduled | Required | Completed |
|--|----------------------|-----------|-----------|-----------|
| Concord Community Schools | | | | |
| | ALICE/Active Shooter | 0 | 0 | 0 |
| | Evacuations | 0 | 0 | 0 |
| | Fire Drill | 0 | 5 | 0 |
| | Lock Down | 0 | 3 | 0 |
| | Medical/MERT | 0 | 1 | 0 |
| | Tornado Drill | 0 | 2 | 0 |
| Subtotals for Concord Community Schools | | 0 | 11 | 0 |

● **Drill Timelines:**

- Select the **School Year** and then click **Search**.
- Additional filters can be sussed to display only published or unpublished drill records.
- The Gantt chart will show the timeline for all drills, published and unpublished. Timelines will display in chronological order. School names will be listed on the left of the chart, with each drill type displayed.
- Note the different colors for each drill category.

| | |
|--------|-----------|
| Green | Published |
| Yellow | Scheduled |
| Red | Late |

- Select **Print**.



● **Lessons Learned Report:**

- Aggregates feedback from all drills to identify district-wide safety gaps.
- Filter for specific criteria (e.g., substitute, rescheduled, issues, time) and click **Search**.

