Incorporate Into Your Drill & Exercise Program

OVERVIEW OF DRILL	INTEGRATE VECTOR LIVESAFE
1 Make your plan	Review Vector LiveSafe tip submissions to identify any existing concerns or hazards that need to be addressed before a safety exercise or incorporated into drill procedures.
2 Communicate your plan	Send a Broadcast message to get the word out a week before your drill. Make sure your community knows what is expected of them. Upload relevant policies and procedures (ex: evacuation routes) into the Resources section of the Vector LiveSafe Mobile App.
3 Create a way to measure / capture feedback	Work with your Vector LiveSafe Account Manager to insert a temporary drill tip type (ex: 'Fire Drill') into your Mobile App configuration.
4 Execute your plan	Send a Broadcast Check-In message announcing the start of the drill.
	Suggest people respond with: • "I'm Okay" when they are safely at their assembly point • "I Need Help" if they require assistance from emergency personnel (followed up by an Emergency Message with more details about their situation and why they need help).
	As people are evacuating, have floor/fire wardens document areas of improvement via a "Drill" tip submission. Look for: • People who express confusion about what's going on, where their assembly point is, etc. • Hazards or obstacles that could slow evacuation down (e.g. cluttered hallways or stairways, desks/tables that are too close together) • Large groups moving slowly or ignoring the drill • Challenges for people with disabilities, such as hard-to-open doors, slippery stairs, or a lack of areas of refuge
5 Review and revise	Work with your Vector LiveSafe Account Manager to export and analyze the "Drill" tips.
	Replace your temporary "Drill" tip type with a general safety exercise tip type, such as "Evacuation Safety Concern."

BEFORE — steps 1–3

DURING — step 4

AFTER — step 5