stepworks

Documenting Drills

Documents Needed

- Login to university.stepworks.com
- Go to: Resources - Forms and Surveys - Residential Operations - Daily Operations
- Find these:
  - Monthly Emergency Drill Schedule (also in your protocol manual)
  - Emergency Drill Documentation

Procedure

1. Following the Monthly Emergency Drill Schedule and Emergency Drill Documentation, conduct the appropriate drill for your shift/month. Drills shouldn't take longer than 5-10 minutes.

   If the drill requires evacuation, you do need to evacuate the building.

2. Log into Stepworks University again: university.stepworks.com
3. Go to: Resources - Forms and Surveys - Online Forms - [Your Facility] - Drills
4. Complete the form.
5. Shred the paper copy.