Drills or Events

Legal Requirements for recording Emergency Drills or Events

People cannot be relied upon to behave predictably and take effective actions to preserve life, when emergencies such as fire or natural disasters occur. For this reason, routines such as trial evacuations and crisis mitigation need to be practiced regularly, so that people take appropriate action en masse when a real emergency happens.

Records of the results of emergency drills provide evidence of compliance and reveal opportunities for improvement

Procedure for recording Emergency Drills or Events

Record the outcome of all emergency drills and any actual events and schedule further drills to confirm the procedures are *workable and understood*

How to complete a record of Drills or Events

Open a **Drills or Events** file under the **Emergencies** heading. SafetyBase provides a checklist to assess the effectiveness of the drill (or actual event)

If you have advanced versions of SafetyBase, they prompt you to assess a number of further indicators and inform the result to more affected parties

Using Tasks while reporting Drills or Events

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting serious injuries to the statutory authority). *These cannot be deleted.*

SafetyBase Tips and Tricks for reporting Drills or Events

If the file status is left as **"Unsatisfactory result - under action"** , the file will show on the Dashboard list, to alert key users it needs following up to closure. This is important, as a means of ensuring visibility to all affected parties

Consider associating an electronic document (example, a trial evacuation report by your external provider, or any other pdf, spreadsheet, document, video etc), using the **"Attach Documents"** tab, or inline toolbar at the bottom of your screen while entering data. Record the document's details by completing the appropriate data fields, then click Attach Document. The document will upload and be available for viewing. Many file types will display as a thumbnail

You can associate a SafetyBase file using the **"Link Files"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Tasks tab (example, Safety Meeting Minutes, Fault Report, Accident Investigation or similar file that has direct relevance): Record the file's details by completing the appropriate data fields, then click ADD. Use the progressive filtering of the drop lists and ADD the file you want. The file will be linked. If you follow the link, the linked file will automatically have a link back to the file you came from

Remember you can link People with this file type, using the **"Associate People"** inline button on the toolbar at the bottom of the screen while entering data, or afterwards, using the Associate People tab. Doing this will build an automatic safety history for each person, which you can view by clicking on the person's name anywhere in the account