

## Tips for Drill Efficiency

Regular drills are the best way to empower emergency or incident response to become second nature. Review these tips to help make your emergency drill as productive and efficient as possible!

- **Create a drill schedule.** Depending on the topic of the drill: monthly, quarterly and annual drill schedules are important to ensure your safety goals are met throughout the year and visited routinely!

Quick action can save lives. A clear schedule of drill events can help build confidence in your employees to know what steps to take should they ever face an emergency.

*Tip: Post your list of upcoming drill topics in a common or shared place such as a break room, kitchen, at the copy machine or on your internal intranet to give your staff the opportunity to express concerns or ask clarifying questions ahead of time.*

- **Communicate, Communicate, Communicate!** Communicating the date, time, purpose, and goal of your drills can help give your team a deeper understanding of the importance behind each one.

Understanding the reason may encourage them to be more willing to participate during, what is no doubt, their already busy day.

*Tip: Save time and schedule your drill reminders through the Titan HST scheduled broadcast message feature. Although this is just the drill reminder, it increases user engagement with your ENS and becomes a part of the actual drill. Take this one step further by adding a call to action in your reminder and asking people to confirm receipt of the message.*

*If you do not currently have the Schedule Broadcasts feature enabled, contact a member of our team at [Support@TitanHST.com](mailto:Support@TitanHST.com) to enable it for your desired role(s).*

- **Prioritize.** Is there a specific incident or situation, regardless of how big or small, that occurs commonly at your site? Has there been an accident within your community that your team can learn from?

Prioritize the subject of your monthly drill around what is most applicable for your site. Maintain a sense of flexibility with your drill topic schedule but be sure to visit highly sensitive or urgent topics on an annual basis at minimum. Repetition of weighted topics on an annual basis helps build muscle memory!

*Tip: Keep your drill topics flexible if needed and communicate to your staff via a Titan HST Broadcast Message if you encounter a need to reprioritize topics.*

- **Invite your Neighbor.** Extend an invitation to your surrounding neighbors, business partners, or building tenants to attend your drill! Sharing your plan with trusted outsiders can help ensure it is executed in a real emergency.

Planning to sound your fire alarms to simulate a lockdown or fire? Give your neighbors the date, time, and duration of your drill to ensure they don't accidentally report an emergency when they see the activity taking place at your site.

*Tip: The Titan HST support team is always available and willing to offer support, real-time platform guidance and recommendations. Support from your Titan HST team is always unlimited and free of charge.*

- **Leverage expert authority.** Invite a guest speaker to your drill to share insight and answer questions. Experts in your industry, local law enforcement, and fire department can share firsthand experience or “story” examples of action that was taken in a particular situation that may give context that your employees could remember years from now!

*Tip: Don't underestimate the power of firsthand experience! Many emergency agencies offer a representative to speak free of charge, however, always be sure to ask ahead of time if there will be any costs associated.*

- **Don't forget the small stuff.** We may think we know everything we need to know about earthquake or fire drills, but don't let “routine” emergency drills such as these be forgotten. Each organization, venue, company or supervisor could execute these slightly different. Keeping these in rotation through your drill schedule lets newer staff members become familiar with your directions or reunification location.

*Tip: Take the opportunity of a routine fire drill to also keep yourself familiar with the Titan HST mobile app. Send out a Safety Status Request that prompts your employees and staff to respond if they are safe or not safe during the drill! Safety Status history reports can be used to document the drill's occurrence for insurance or HR purposes.*