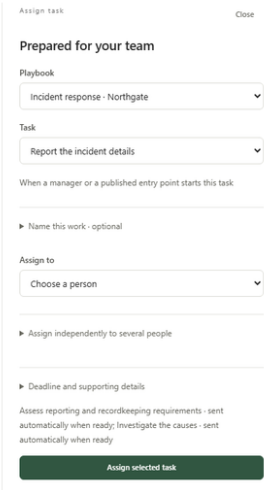
RUN AN EMERGENCY DRILL AND ACT ON WHAT IT SHOWS

Give drill reviewers a concrete account of what took place

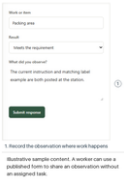
Record the scenario, start and all-clear times, muster count, issues and photos. The reviewer gets a common account of the exercise, including any planned part that still needs to be exercised.

Run the drill and record it > Confirm participation (when selected) > Evaluate and assign corrective actions

SkillSmith · Choose prepared work and its recipient — incident-response example



SkillSmith · Share an observation through a published form



SkillSmith · Carry the earlier incident response into the investigation



Choose prepared work and its recipient - incident-response example

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Team lead	Run the drill and record it	Respond with issues, muster count, photos and scenario.
Assigned team member	Confirm participation	Respond with drill, member and timestamp.
Designated specialist	Evaluate and assign corrective actions	Respond with corrective actions (cases opened), evaluation and next drill date.

Identify the planned activity still to be exercised

In a worked example, a planned part of the drill was not exercised; record that gap so the evaluation does not treat unobserved performance as demonstrated.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Scenario and Drill record	Open the selected material for this occurrence.
Recorded response	scenario, start/all-clear times and muster count	Save the response with its work context.
Review point	issues and photos	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Run an emergency drill and act on what it shows

Bring scenario and drill record into the prepared work. Team lead, Assigned team member and Designated specialist each receive the context needed for their part.

01 Run the drill and record it

Record scenario, start/all-clear times, muster count, issues and photos.

02 Confirm participation

When the individual confirmation variant is selected, record member, drill and timestamp.

03 Evaluate and assign corrective actions

Record evaluation, corrective actions (cases opened) and next drill date.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Run an emergency drill and act on what it shows

The emergency plan is exercised on schedule with a scenario, timed and recorded; what went wrong becomes corrective work.

Fire evacuation drill · Plant A (all)

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Scenario The task uses this material	The scenario playbook to exercise (evacuation, spill, severe weather, medical).
Drill record The task uses this material	Timed drill checklist with issues and photos.
Confirmation The task uses this material	Optional per-person participation confirmation; binding it turns the 'individual confirmation' variant on.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose scenario and drill record from the resources your team uses.

02 Agree the responsibilities

Confirm team lead, assigned team member and designated specialist for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Confirm participation”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains scenario, start/all-clear times, muster count, issues and photos. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring scenario and drill record. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when the individual confirmation variant is selected. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

Drill evaluated; corrective actions exist as cases; next drill scheduled.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
The person has to leave the work to find its instructions or help.	Open the selected resources with the task, and keep a question attached when help is needed.
The current status hides which response or version came before it.	Keep scenario, start/all-clear times and muster count with the work, with recorded history available for later review.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Which observations and participation records will make this drill review useful?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact