

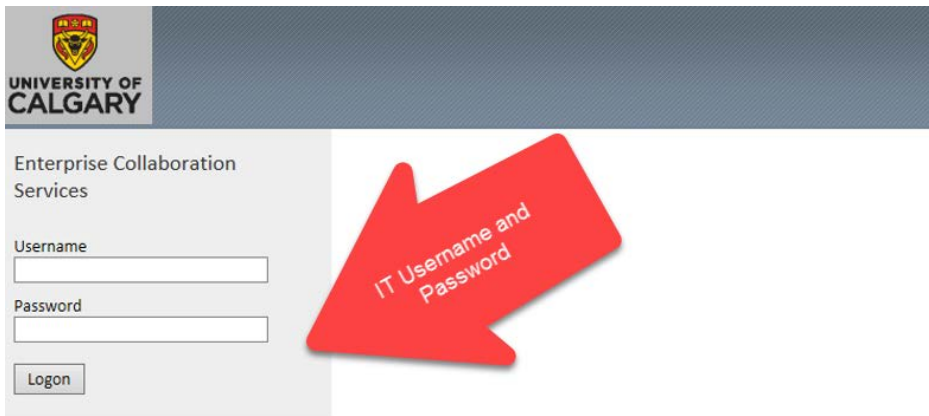


Hello,

The Emergency Management team is excited to share some great news — we’ve launched a new SharePoint site that allows us to capture your feedback from drills and alarms electronically.

In advance of your scheduled drill please review the following important steps for completing the observation forms- here’s how to do it:

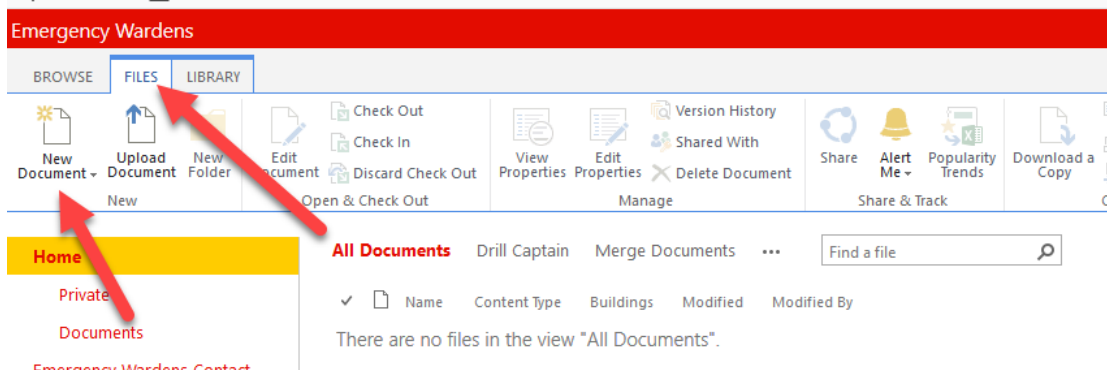
- [Go to the site now](#) and log in with your IT username and password



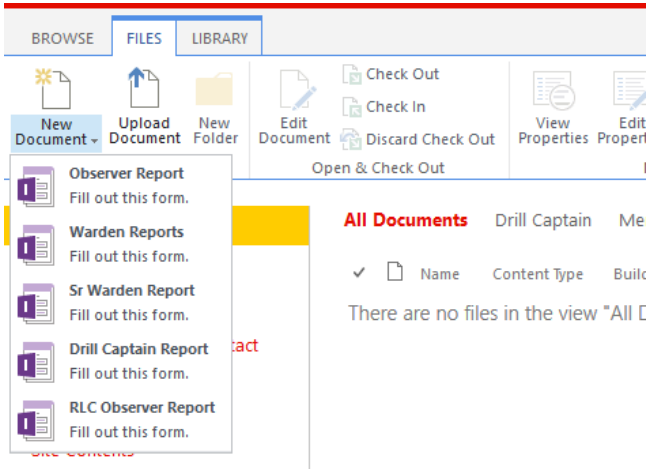
- Click on the **After Action Reports** to update your information



- Click on the **Files** then **New Document**



- Choose which type of form you require Warden, Sr Warden Report or Observer



- Complete the form and remember to **Submit**

A screenshot of an 'Observer Report' form. The form has a red header with the title 'Observer Report'. Below the header is a section titled 'General Drill Information' with fields for 'Observer Name' (Vanessa Williams), 'Building' (Administration), and 'Report Type' (Observer). The next section is 'Building Assessment', which contains 12 numbered questions with dropdown menus for answers. A red arrow points to the 'Submit / Save' button at the bottom of the form. The footer of the form reads 'Emergency Management - Evacuation Observer Report 2017'.

*Thank you*

This is also available on your smartphone, however you must use the setting of PC Mode when in-browser

If you have any questions, email us at [emergencymgmt@ucalgary.ca](mailto:emergencymgmt@ucalgary.ca).