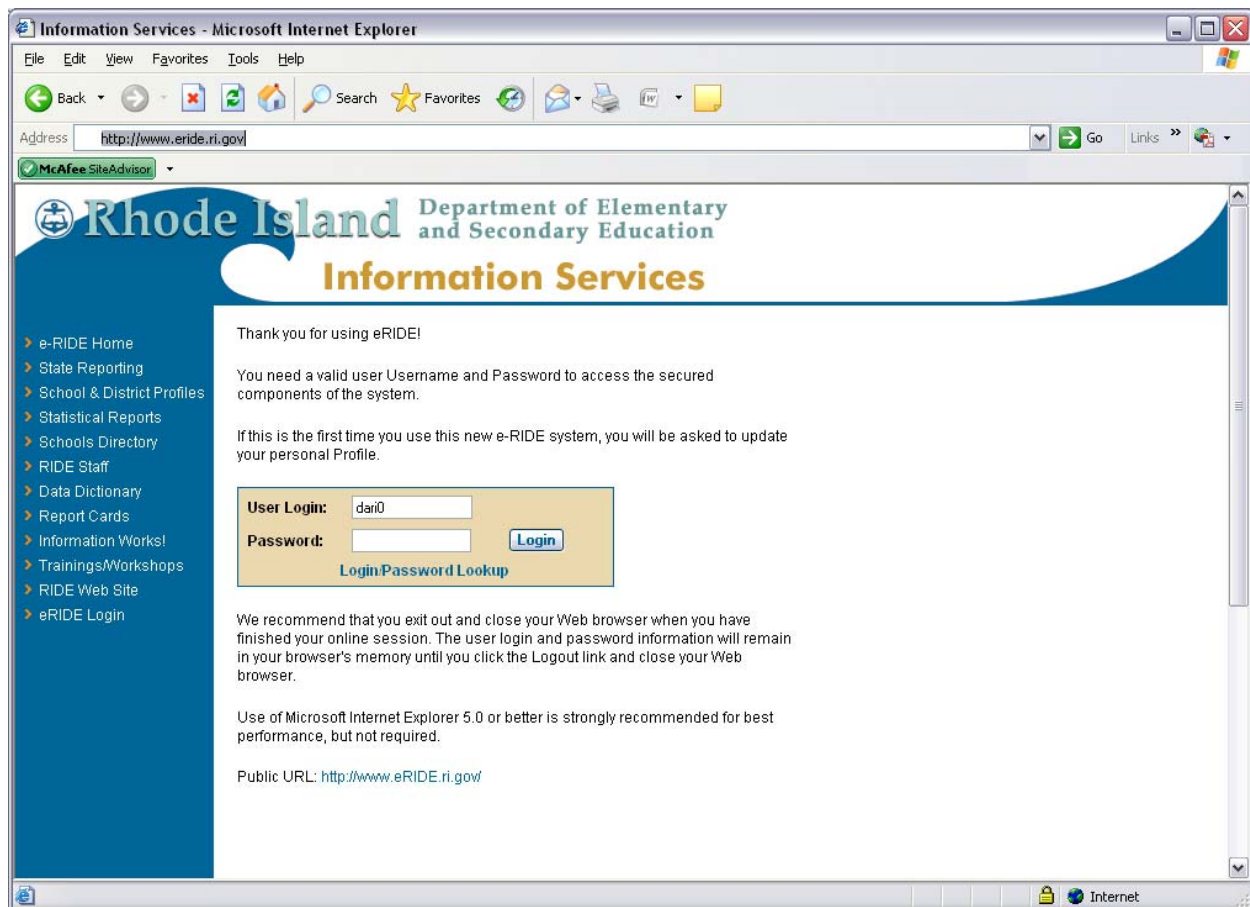


How to Submit your Emergency Drill Report to RIDE

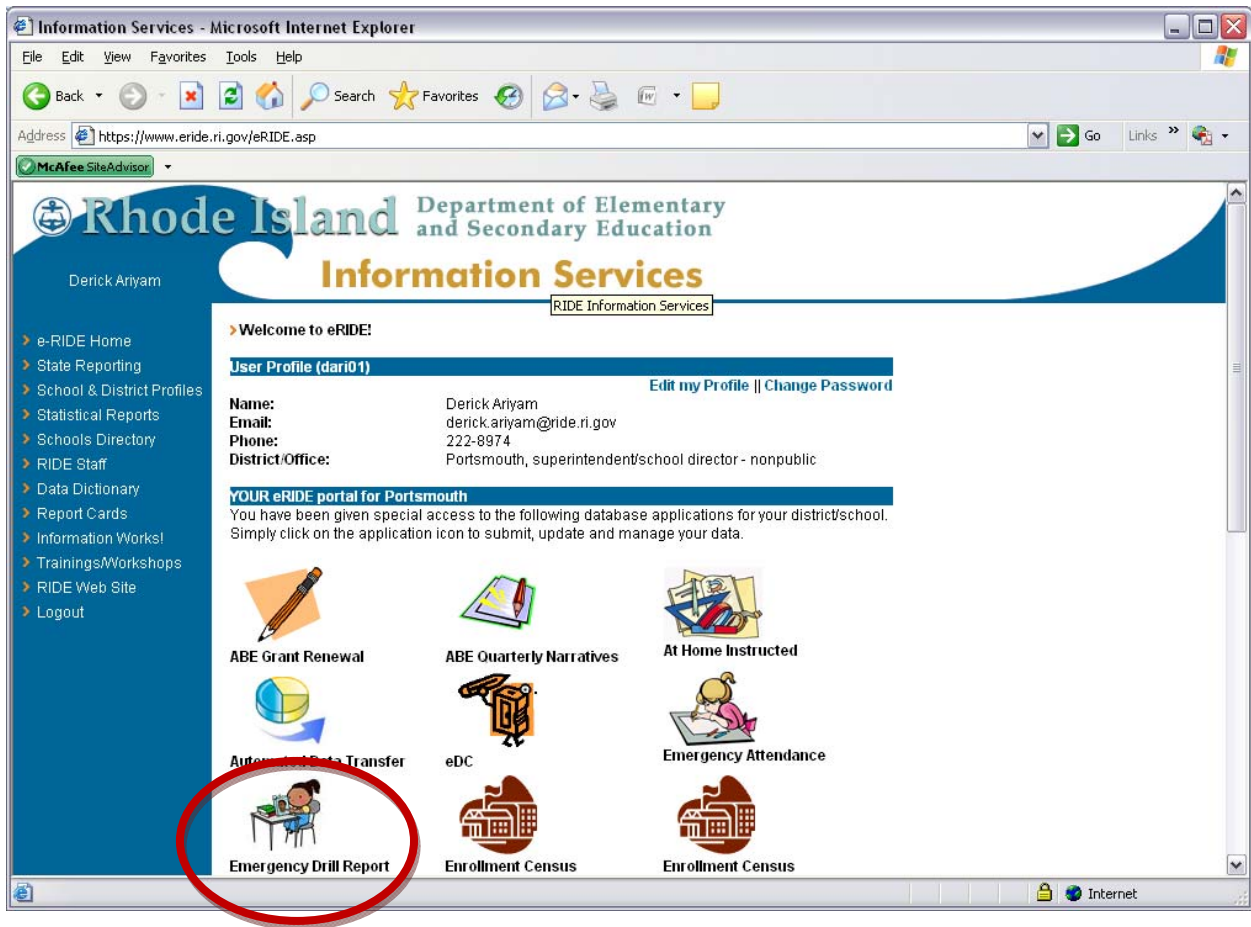
Step 1: Log on to the Department's eRIDE website by pointing your web browser to the following address:

<http://www.eride.ri.gov>

Step 2: log on to eRIDE with your username and password and click the **Login** button. (If you have forgotten your userid and/or password, click on the "Login/Password Lookup" link to have it automatically sent to your email address. If you still have trouble logging on, please contact your district's local Data Manager, or the eRIDE helpdesk at support@ride.ri.net or 401-295-9200.)



Step 3: Once you login to eRIDE you will be presented with a listing of modules that you have access to. Click on the “Emergency Drill Report” module.



If you do not see this module, please contact the local data manager for access, or the eRIDE helpdesk.

Step 4: You will then be presented with the following screen:

The screenshot shows a web browser window titled "Fire Drill Collection - Microsoft Internet Explorer". The address bar displays the URL: <https://www.eride.ri.gov/eride2K5/FireDrill/Default.aspx?tblCode=8804>. The page header features the Rhode Island Department of Elementary and Secondary Education logo and the text "Information Services" and "Derick Ariyam". The main content area is titled "Emergency Drill Reporting:" and includes a welcome message and instructions. A summary bar shows "0 out of 15 required drills were performed at this school." Below this, the school name "Portsmouth High School [27106]" is listed in blue. The form contains seven fields for reporting drill details:

1. Signals Used
2. Date of Drill (mm/dd/yyyy)
3. Time Alarm Sounded (eg: 2:30) AM
4. Type of Drill
5. Time Taken to Empty Building (minutes/seconds) Minutes Seconds
6. Total time Elapsed Before school Work is Resumed Minutes Seconds
7. Weather Conditions

Links to the state law pertaining to this collection have been provided. You will notice that your school is listed in blue. Above this, the number of drills that have been recorded is in large green letters:

0 out of **15** required drills were performed at this school.

To submit this data, simply fill out the form fields below:

At the end of the year, at least 15 drills should be performed: of this number, at least 8 to be held Sept. through Nov., at least 2 obstructed drills, 2 evacuation drills and 2 lockdown drills. The forms must be completed no later than June 30. All drill reports must be submitted through eRIDE. Paper copies will no longer be accepted by the Rhode Island Department of Education; paper copies can be printed and sent to the municipality and kept for your records.

0 out of 15 required drills were performed at this school. [Print Form](#)

Portsmouth High School [27106]

1. Signals Used
2. Date of Drill (mm/dd/yyyy)
3. Time Alarm Sounded (eg: 2:30) AM
4. Type of Drill
5. Time Taken to Empty Building (minutes/seconds) Minutes Seconds
6. Total time Elapsed Before school Work is Resumed Minutes Seconds
7. Weather Conditions
8. Temperature *F
9. No. of Fire Alarm Buttons or Stations Used (enter 0 if unknown)
10. Name of Person who Sounded Alarm
11. Optional remarks

Total Drills Performed

No Fire Drill Data Submitted

Contact: RI Department of Education, Office of Information Services, 255 Westminster Street, Providence, RI 02903-3400.
Support: 295-9200, support@ride.ri.net, or 222-8968, helpdesk@ride.ri.gov.

Fields include:

1. Signals Used: example, bell, whistle, alarm, etc.
2. Date of Drill: Click on the text box will open up a calendar for you to select a date. You may optionally type in the date, but please ensure it's in the "mm/dd/yyyy" format (eg. 10/01/2009).
3. Time Alarm Sounded
4. Type of Drill: There are four types of drills that can be submitted. Please review the State Law in the links provided on the page to determine how many of each drill type are required.
5. Time Taken to Empty Building
6. Total Time elapsed before school work is resumed
7. Weather Conditions
8. Temperate: please record this in Fahrenheit units
9. Number of Fire Alarm Buttons/Stations Used
10. Name of person who Sounded Alarm
11. Remarks: these are optional, in case you would like to provide additional information about a drill.

Step 5: After having completed filling out the details of a drill, click on the Submit button. Immediately, you will see listed below, a grid of the drill submissions you've made. Continue this process to record all 15 drills. If you need to edit, view, or delete a drill you've already submitted, click on the "edit" button on the grid.

Paper copies will no longer be accepted by the Rhode Island Department of Education; paper copies can be printed and sent to the municipality and kept for your records.

1 out of 15 required drills were performed at this school. [Print Form](#)

Portsmouth High School [27106]

Record was created successfully!

1. Signals Used

2. Date of Drill (mm/dd/yyyy)

3. Time Alarm Sounded (eg: 2:30) AM

4. Type of Drill Fire Drill: Unobstructed

5. Time Taken to Empty Building (minutes/seconds) Minutes Seconds

6. Total time Elapsed Before school Work is Resumed Minutes Seconds

7. Weather Conditions Fair

8. Temperature °F

9. No. of Fire Alarm Buttons or Stations Used (enter 0 if unknown)

10. Name of Person who Sounded Alarm

11. Optional remarks

Total Drills Performed

	Drill Date	Type	Executed By	Submitted	Last Modified	Data Submitted By
Edit	6/3/2009 8:30:00 AM	U	Derick Ariyam	6/11/2009 2:51:19 PM	6/11/2009 2:51:19 PM	dari01

Contact: RI Department of Education, Office of Information Services, 255 Westminster Street, Providence, RI 02903-3400.
Support: 295-9200, support@ride.ri.net, or 222-6968, helpdesk@ride.ri.gov.

Step 6: After having completed, you may wish to print out a hard copy of the fire drill report. To do this, click on the Print Form button located above the form fields. A report will then be generated that shows all your drills on one page in a printable format. Please orient your printer setup to landscape to print the form cleanly in one page.

Emergency Drill Report - Microsoft Internet Explorer

Address: http://localhost:49646/Printable.aspx?schCode=26102

McAfee SiteAdvisor

§16-21-4 and §16-21-5, RIGL 1956

RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Education
Emergency Drill Report Form

Original to: Department of Education
Via Superintendent
Copies to: Fire Department

Name of School: **West Broadway Elementary School**
Name of Principal/Headmaster:
Signature: _____

City or Town:
Signals Used:

The following report is to be filled out by the authorized persons in charge of a public or private school within the State of Rhode Island. Additional copies should be sent to individuals/agencies listed above.

Number of Drills	SEPTEMBER-OCTOBER-NOVEMBER							December through June 2009							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date of Drill	05/05	05/05	05/05	05/05	05/05	05/05	05/05	05/05	05/05	05/05	05/05	05/05	05/05		
Day of Week (M,T,W,Th,F)	T	T	T	T	T	T	T	T	T	T	T	T	T		
Time Alarm Sounded	08:30A	08:30A	08:30A	08:30A	08:30A	08:30A	08:30A	08:30A	08:30A	08:30A	08:30A	08:30A	08:30A		
Type of Fire Drill (Check One)	Unobstructed	X	X	X	X	X	X	X	X	X	X		X	X	X
	Obstructed														
Lockdown Drill (2)												X			
Evacuation Drill (2)															
Time Taken to Empty Building	Minutes	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Seconds	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Time Elapsed Before School Work is Resumed	Minutes	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Seconds	0	0	0	0	0	0	0	0	0	0	0	0	0	
Weather Conditions (Check One)	Fair	X	X	X	X	X	X	X	X	X	X		X	X	X
	Rain														
	Snow											X			

Done Local intranet

Please refer to the State Law, and/or the local Fire Department for policy or direction conducting emergency drills at your school. For technical issues regarding this application please contact the eRIDE helpdesk (support@ride.ri.net or 401-295-9200).