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**

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.