CRISIS GO

Prior to Running a Drill (only for building leaders with Web Console access)

- Schedule the drill based on the district's viewable plan and choose to notify group users or not.
- Choose to add drill email notifications or not.
- View the Pre-Drill Report for the drill you just scheduled. Ensure that the data shown on the report is what you expected. If not, use the web console to make changes. Contact any users that have no data showing up in the "Last Online Time" column because these users have never logged into the CrisisGo App. Assist them with downloading the CrisisGo App and logging in.

Time of Drill - Step 1: Send an Alert

- Select the Message Group you are drilling in.
- Select the Alert type that corresponds to your drill.
- In the Alert information box, select the "Drill" radio button.
- Optional - Just below, in the text field, enter additional information.
- Send the Alert.

Time of Drill - Step 2: View Checklist

- Message all staff to review their in-app Checklist.
- During the alert, staff can get to their checklist by:
  - Computer App: Click into the group, then click on "Checklist" under the Alert List tab in the right panel.
  - Mobile App: Press the right side of the red bar, then press "Checklist"

Time of Drill - Step 3: Messaging

- Messaging is available for all staff to communicate any questions, comments, or concerns that arise during the drill.
- Messaging can be used to communicate the status of the situation and any updates.
- Group Managers should practice chatting with just the other Managers.
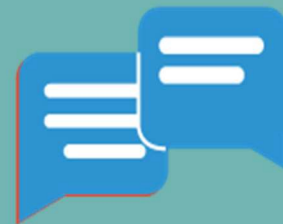
Time of Drill - Step 4: Send a Check In

- Use the Check In tool to quickly poll staff for a real-time status update, such as to confirm they are in a safe location.
- Regardless of the question you ask, staff will select the most applicable option and some may provide additional information and/or concerns in the comment section.

Time of Drill - Step 5: Activate Roster Event

- Activate the Roster Event tool, but enter an introductory message before selecting "Start".
- Staff account for students with applicable status and each selects "Mark my roster as complete" when finished.
- Managers use the Roster Event "Statistics" tab as the live dashboard to ensure accountability.

Time of Drill - Step 6: End the CheckIn & Roster Event, Release the Alert

- End the CheckIn from the live response view.
- End the Roster Event from the dashboard view.
- Release the Alert, but enter additional information regarding next steps in the comment box before selecting release.
  - Computer App: Click into the group, then click on "Checklist" under the Alert List tab in the right panel.
  - Mobile App: Press the right side of the red bar, then press "Checklist".

After the Drill is Released:

Manager who released the drill:

- In the red Alert Released Notice Box, select "Post Drill Details" and enter post drill details.

Manager with Web Console Access:

- Log into the CrisisGo Web Console, Drill Management>>View Drill Record>>click on the value (ex: "1/1") for the drill you just ran>>under "Action" column, export the Post Drill Report.