

Simulations are an important part of practicing utilizing the CrisisGo platform to maximize safety whenever an event occurs. The CrisisGo Library includes a variety of prebuilt simulation series that can be scheduled in advance. Each simulation will walk your Safety Team through the process of responding to a specific type of emergency. Scheduling a simulation series can be done in a few simple steps.

- 1) Log In to your Console, use the "Calendar" tab, and select "Library."
- 2) Select Series from this view.
- 3) Once in the Series view, use the "Filter by Category" drop-down to select "Simulation." This will pull up all available simulation series.
- 4) Using the Action Panel on the far right, you can select the eye icon to preview the simulation or select the calendar icon to open the scheduling menu.

The screenshot shows the CrisisGo interface with the 'CALENDAR' tab selected. A dropdown menu is open under 'Calendar', with 'Library' highlighted. A 'SERIES' filter is applied, and the 'Filter by Category' dropdown is set to 'Simulation'. The 'ACTION' panel on the right contains icons for a calendar, an eye, a pencil, and a close button. A table lists simulation series:

SERIES NAME	CREATOR	CATEGORY
Advanced Bomb Threat Simulation	Administrator	Simulation
Advanced Fire Simulation	Administrator	Simulation
Advanced Hard Lockdown Simulation	Administrator	Simulation
Advanced Medical Emergency Simulation	Administrator	Simulation

- 5) After selecting the desired series, enter the start date and time as well as the time interval between cards. Use the Advanced Settings option to set unique intervals between specific cards.
- 6) Next, choose the groups to send the safety card series to. Finish by clicking on "Save to Calendar." The simulation series is now scheduled. You can now view or modify this future event by selecting "Calendar" on the Calendar Tab.

The screenshot shows the scheduling interface for an 'Advanced Bomb Threat Simulation'. The 'Send Data & Time' section includes 'START DATE & TIME' (2018-07-10, 12:00 PM) and 'INTERVAL BETWEEN CARDS' (30 Minutes). The 'CONFIRM & VIEW DETAILS' section shows a grid of simulation cards. The 'Schedule' panel on the right includes 'TIMEZONE' (America/Chicago) and 'MESSAGE GROUP LIST'. A 'GROUPS TO SEND SAFETY CARD' list is visible, with 'CrisisGo - Building 1' selected. A 'SAVE TO CALENDAR' button is highlighted.