

Drill Management helps District Administrators establish Drill requirements and allows them to set e-mail notifications. Through the CrisisGo Console, released Alerts can be marked as completed Drills and reports are downloaded. When you use CrisisGo to perform a Drill, start by sending an Alert. Once the Drill is over, release the Alert. The steps below detail the process of marking this released Alert as a completed Drill.

### To Mark a Drill as Complete:

- 1) Log into the Crisis Console. From the Dashboard, select the Alert tab.
- 2) Select "View All Events" from the bottom of the screen.
- 3) From the Alert List, select "Released Alert" tab.
- 4) Select the Alert that is a drill and change the drop down to "Yes."
- 5) Complete the Drill Details form including Number of Persons Evacuated, Number of Supervising Staff, and a Drill Log where you can note what occurred during the drill. This information will be automatically shared with District Administrators.

