Welcome to NC4 Training

Module: Incident Report

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1 Module: Incident Report

The Incident Report consolidates critical information about an incident and tracks ongoing updates and additional information about an incident as it becomes available. This form provides the basis for many of the response elements found in other system forms.

Upon completion of this module, participants will be able to create and update Incident Reports, identify and explain key report elements and apply common functions in creating an Incident Report.

Note: All person names and corresponding titles used in this document are fictitious. The names and titles are being used for the sole purpose of illustrating the systems' features and functionalities in an instructional environment.

Learning Objectives

After completing this module, you will be able to:

- Create and update an Incident Report Form.
- Explain key report elements.
- Use common functions.

1.1 About the Incident Report

Incident Reports are used to report and maintain information on important occurrences within your jurisdiction. Incidents recorded on this system can range in significance from a terrorist attack to a tree down in the street. The Incident Report form consolidates critical information associated with an incident and tracks ongoing updates about an incident as they become available. This form provides the basis for many of the response elements that are pervasive in other system forms. In this module, we will work with the data fields contained in an Incident Report. Not all agencies and jurisdictions use all the data fields. This is determined by your agency management or command structure. Managers and command staff will be able to make the best use of these forms if they are filled out with as much information as possible. However, the form allows you to enter only minimal information initially, in order to get data into the system quickly. Additional fields can then be filled in as the incident unfolds and more information becomes available. The information needs of an incident are based on your organization’s requirements. Your organization may have specific rules regarding the source, format or use of specific information or may choose not to use certain information fields.

ICON KEY

- Valuable information
- Test your knowledge
- Keyboard exercise
- Review

1.2 What is an "Incident"

In contrast to an event (earthquake, hurricane, tornado), an incident is an occurrence which requires an emergency response to protect life or property. Incidents can include: floods, accidents, public health and medical emergencies, hazardous material spills and trees and wires down.

1.3 What is an "Event"

Events are major occurrences that often spawn incidents, though incidents also occur independently of events. Incidents caused by an event can be easily grouped and sorted under the event.

There are two types of events: Emergency and Planned.

- Emergency Events include earthquakes, hurricanes and tornadoes. In the system, various forms such as Resource Requests and Incident Reports are associated to events. The proper association is important because the information is categorized to support the incident management process and concurrently the FEMA reimbursement process.

- Planned Events are comprised of multiple planned activities. Examples are the Super Bowl, presidential inauguration, World Cup Athletic tournaments, and the Olympics. These events embody a number of planned activities such as various venue parties, news conferences, practice sessions and geographically dispersed surveillance.

2 General Overview of Incident Reports

This section of the module provides an overview of an Incident Report's key highlights. You will become familiar with the layout of the Incident Report form and understand the type of information that it can contain.

Incident Report: Designed to provide critical information within the EOC, operating units, and support agencies.

2.1 Viewing Existing Incident Reports

In the Module: Common Functions, you became familiar with how to login to the Incident Management System. After going through the login process, and reviewing your Personal Profile, Duties Checklist and Alert Bulletins, you will be presented with the main screen showing your default view in the center view frame, as shown in Figure 1.

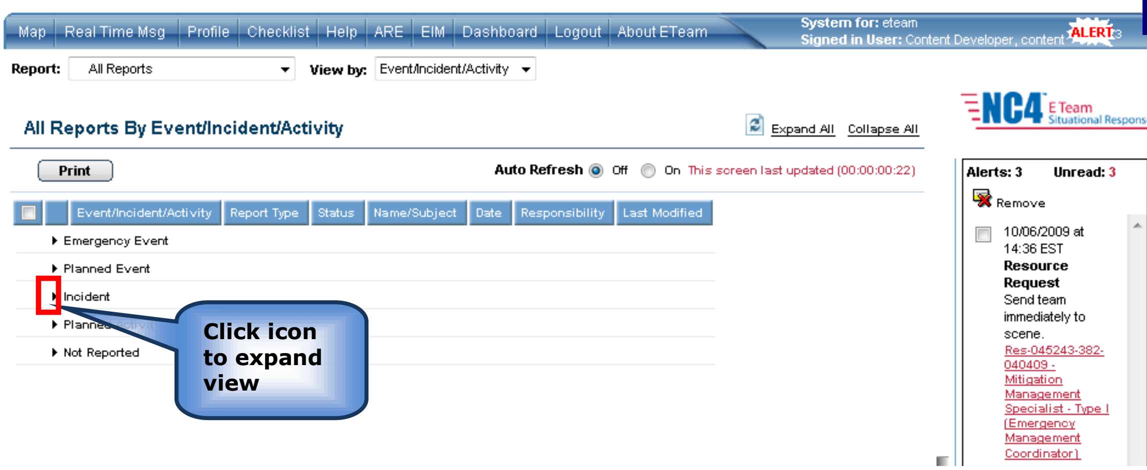


Figure 1 All Reports Summary Screen

In the example here, the default shows **All Reports By Event/Incident/Activity**. Existing Incident Reports are presented to you alphabetically when you expand the **Event/Incident/Activity** section in the report summary screen, as shown in Figure 2.

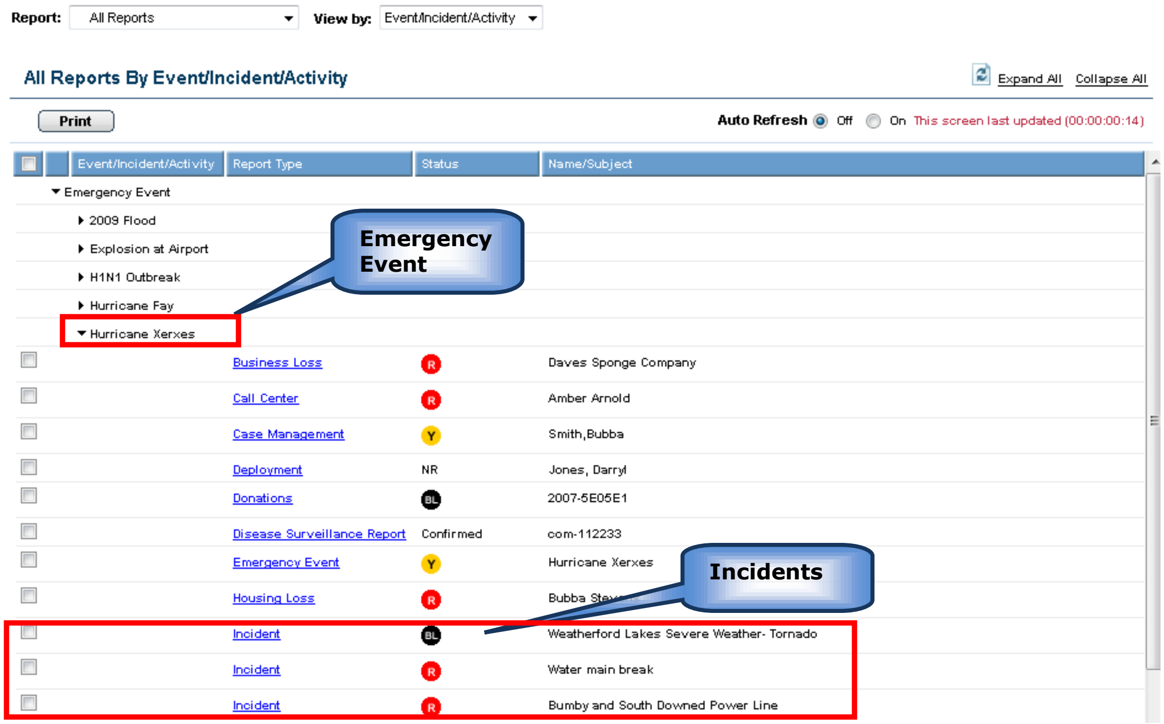


Figure 2 All Reports By Event/Incident/Activity (Expanded)

2.1.1 Locating an Incident Report

Select **Incident** from the **Report** navigation drop down menu as shown in Figure 3.

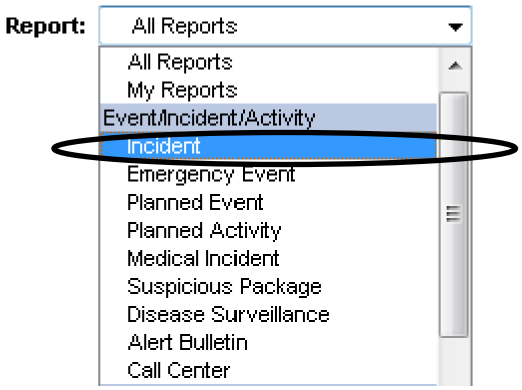


Figure 3 Report Navigation Drop Down Menu

This action displays the **Incident Report** summary screen which can be sorted by selecting a display order from the **View by** drop down menu as shown in Figure 4.

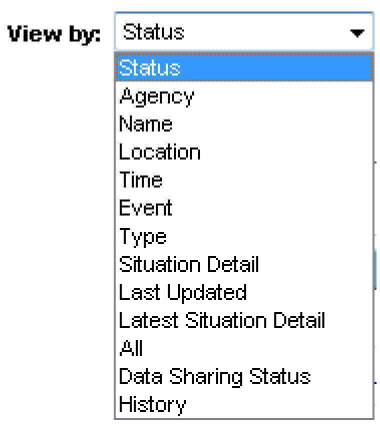


Figure 4 Incident Report View by Drop Down Menu

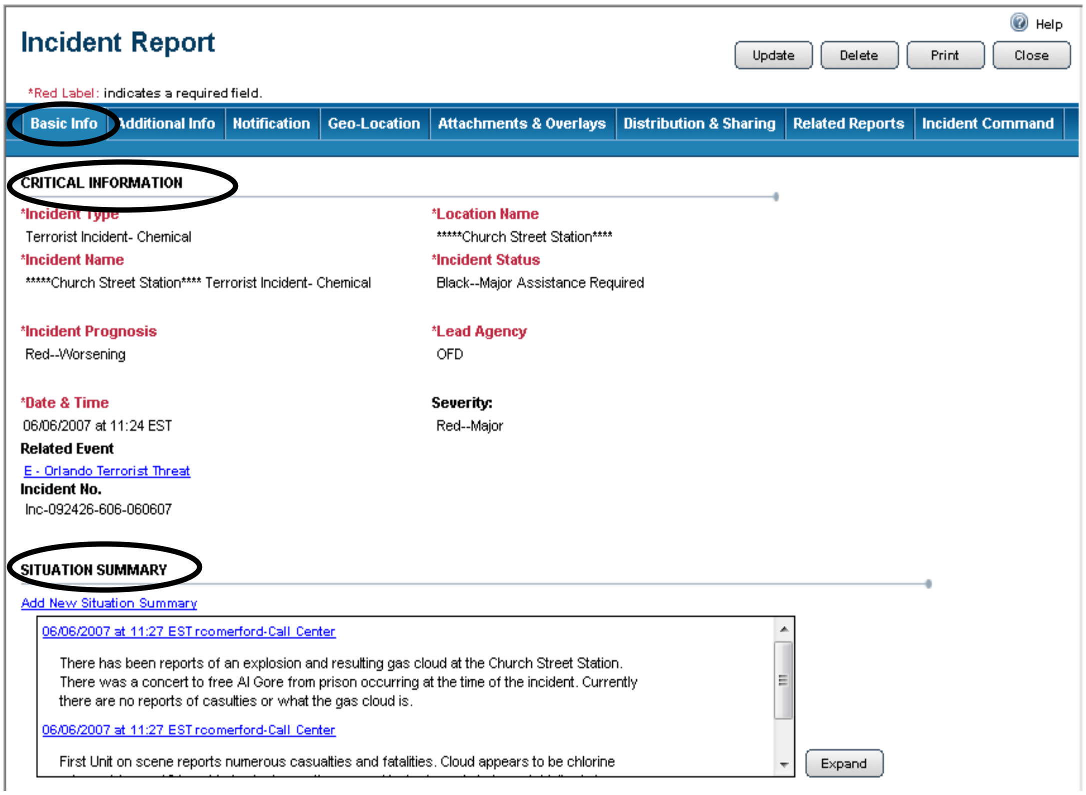
2.2 Viewing an Existing Incident Report

The default Incident summary screen is sorted by Status.

To *View* an existing Incident Report, click the Incident's Name link as shown in Figure 5. In this case, the underlined Name link is the **Incident Name**.

Figure 5 Incident Name Link

This opens the report in a new window and brings you to the **Basic Info** tab on the Incident Report as shown in Figure 6.



The Basic Info tab contains the Critical Information fields and the Situation Summary.

Figure 6 Incident Report - Basic Info Tab

The **Basic Info** tab contains the **Critical Information** fields pertaining to the incident as well as the **Situation Summary**. As the name implies, these fields provide the most important information relating to the incident, such as type, location, time, lead responding agency and related event. **The Basic Info**, **Additional Info, Notification** and **Attachments** tabs will be detailed in this module when we create and update Incident Reports. The Geo-Location, Overlays, Distribution & Sharing and Related Reports tabs are covered in the Module: Common Functions. The **Incident Command** tab is covered in Section 5 of this module.

2.2.1 Related Event Link

Click the Related Event link to expand and view any **Event** Report associated with this incident, as shown in Figure 7.

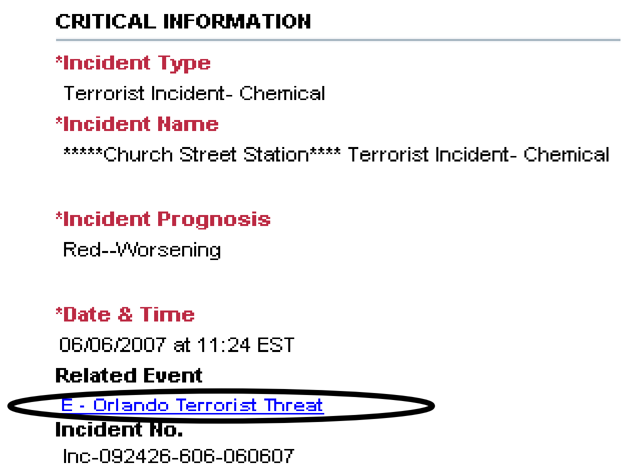


Figure 7 Related Event Link

The related event report opens in a new window as shown in Figure 8.

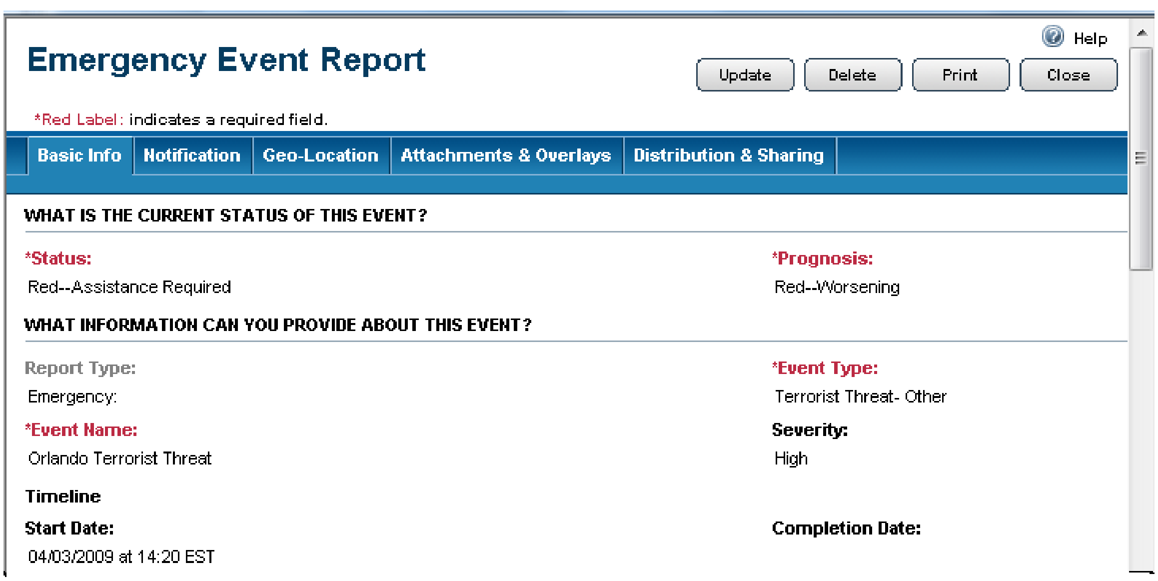


Figure 8 Related Event Report

2.2.2 Situation Summary

The Basic Info tab also contains the **Situation Summary** section. These Situation Summary updates provide a timeline of events associated with the incident (see Figure 6). To add a situation summary entry, click the Add New Situation Summary link in the **Situation Summary** section. This opens a Situation Summary window, as shown in Figure 9.

Multiple simultaneous users can access the situation summary, but only one user can use the update button to update the entire form at the same time.

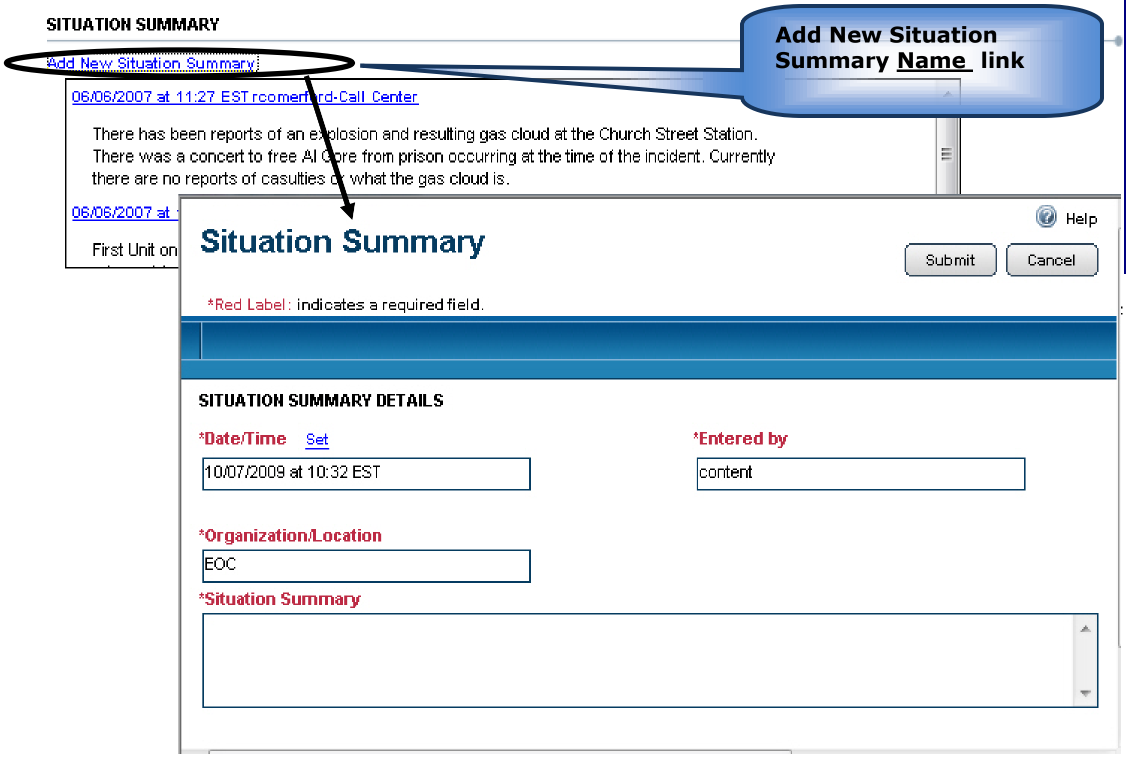


Figure 9 Add New Situation Summary form

Click the 

button to save the Situation Summary.

3 Let's Get Familiar with an Incident Report

In this section of the module, you will follow a step-by-step walk through of creating an Incident Report. You will become familiar with the details of the Incident Report form and gain practical experience with the type of information that an Incident Report can contain.

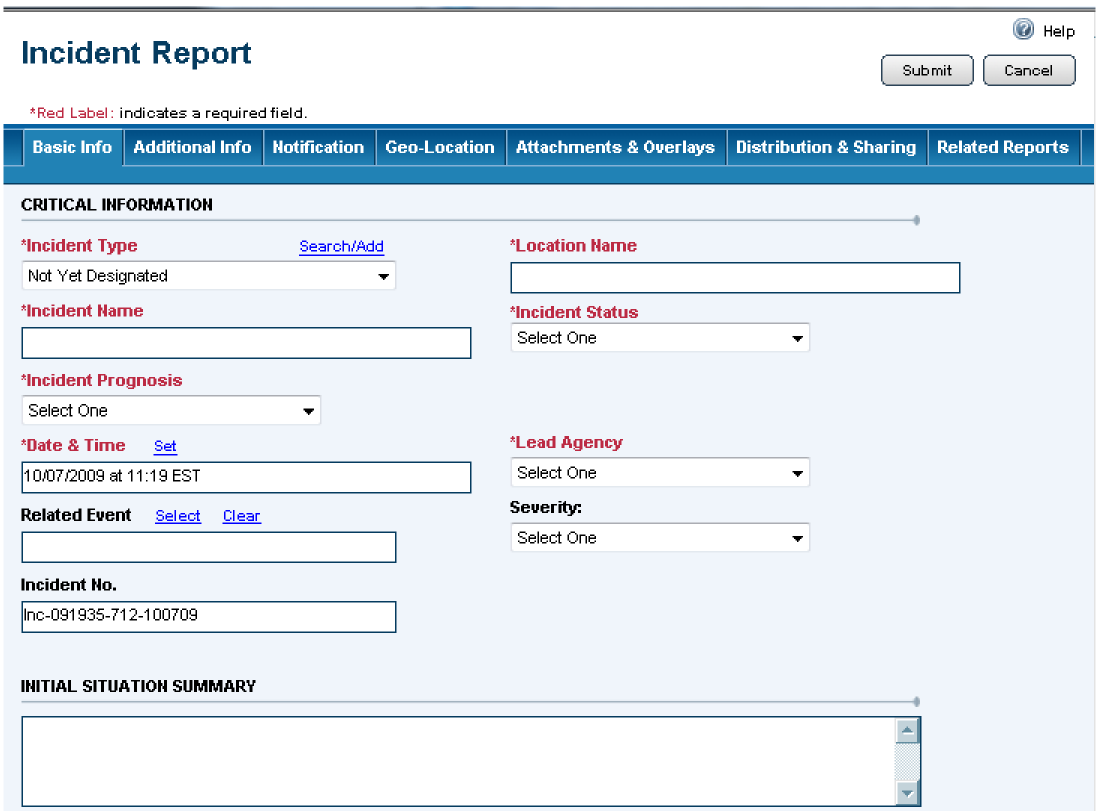
All class participants should log on to the NC4 Application and follow along step-by-step with the workbook.

3.1 Creating Incident Reports

To create a new Incident Report, perform the following steps:

1 Select **Incident** from the **Report** navigation drop down menu.

2 Click the Create button on the summary screen to open an **Incident Report** in a new window, as shown in Figure 10.



*Red Label indicates a required field.

Figure 10 New Incident Report

3.2 Incident Report Tabs – Basic Info

3.2.1 Basic Info - Critical Information

The **Basic Info** tab contains **Critical Information** fields, including the Incident Report's required fields noted by a red asterisk (*), as shown in Figure 10. As the name implies, these fields provide the most important information relating to the incident, such as status, type, location, time and lead responding agency.

3.2.1.1. INCIDENT TYPE

Select from the choices under the **Incident Type** drop down menu shown in Figure 11 such as "Airplane Crash," "Earthquake," "Fire," "Flood," "Terrorist Incident," etc or"**Not Yet Designated**."

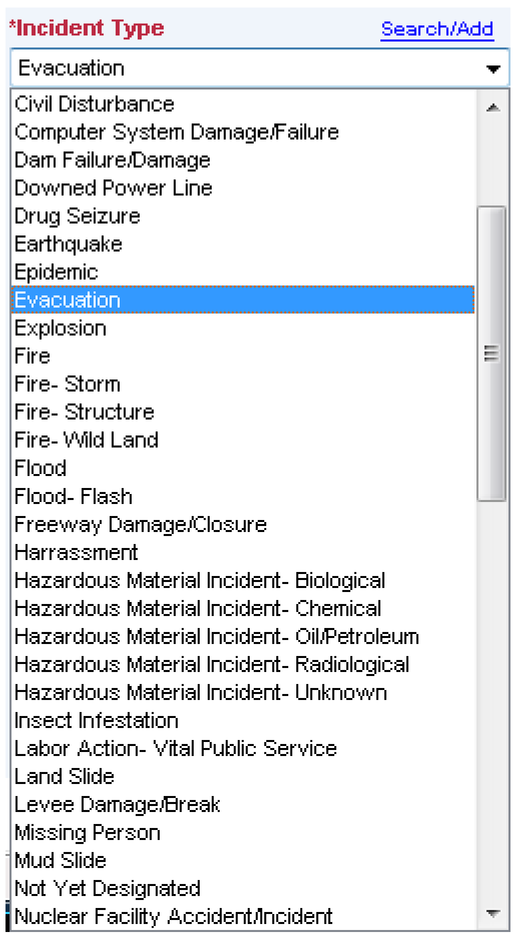


Figure 11 Incident Type Drop Down Menu

Incident Report Tabs

- Basic Info
- Additional Info
- Notification
- Geo Location
- Attachments & Overlays
- Distribution & Sharing
- Related Reports

Alternately, you can click the **Search/Add** link to open the **Incident Type** window, as shown in Figure 12.

Here you can select an appropriate type by keying a word into the **Search** field. Click the **Select** button to populate the **Incident Type** field with your selection or create an incident type by keying the information in the **Other** field and clicking the **Add** button. If you do not use the **Add** function, click the **Cancel** button to exit this screen.

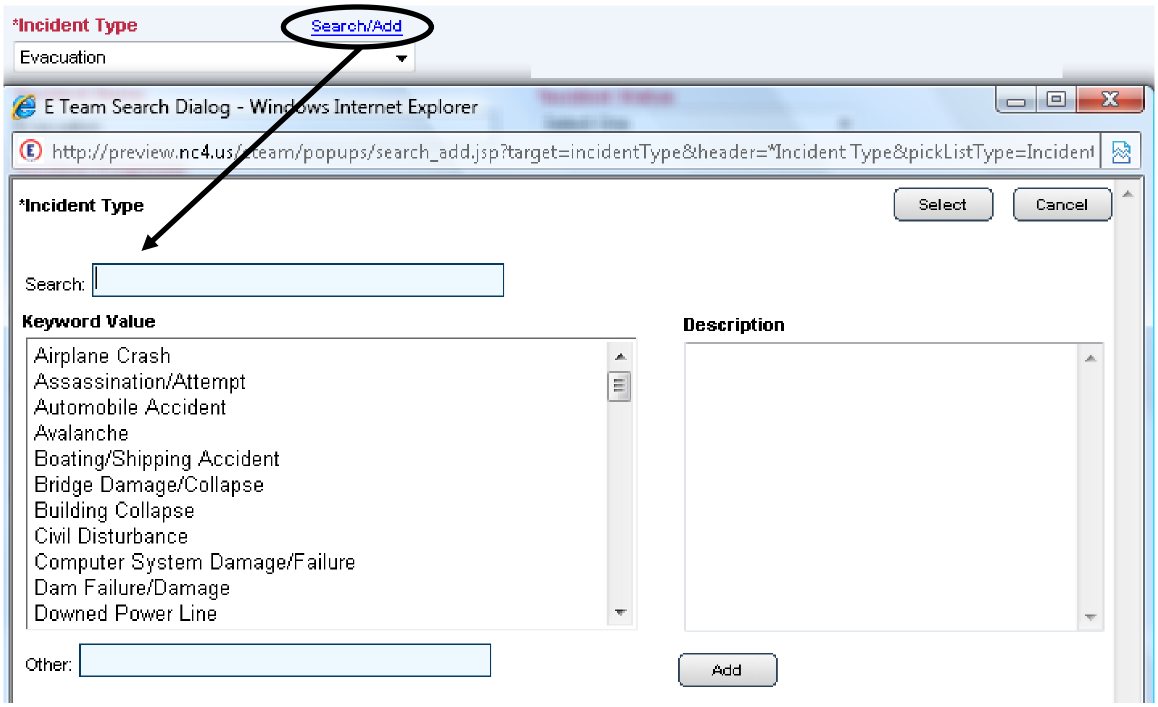


Figure 12 Adding an Incident Type

3.2.1.2. LOCATION NAME

In the Location Name field, shown in Figure 13, key in the location of the incident.

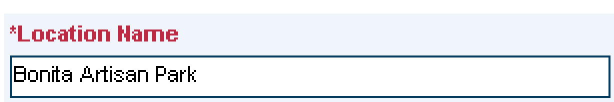


Figure 13 Incident Location Name Field

3.2.1.3. INCIDENT NAME

The **Incident Name** field shown in Figure 14 auto populates based on the location name and incident type or you can key in a short, concise description of the incident, such as "Bonita Artisan Park Evacuation."

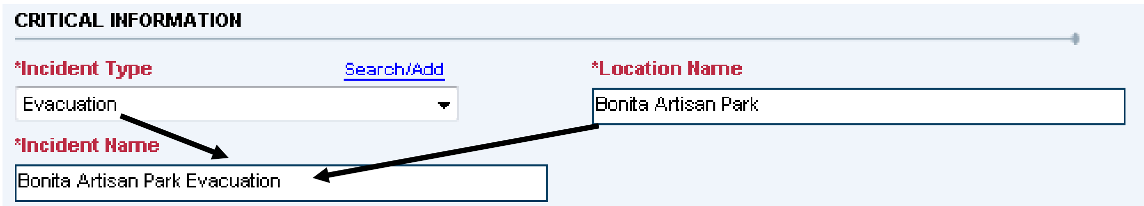


Figure 14 Incident Name Field

3.2.1.4. INCIDENT STATUS

Select from the choices under the **Incident Status** drop down menu, such as "Black – Major Assistance Required" or "Green – Resolved", as shown in Figure 15. These status levels correspond to the color coding system seen in the Incidents list in the center view frame.

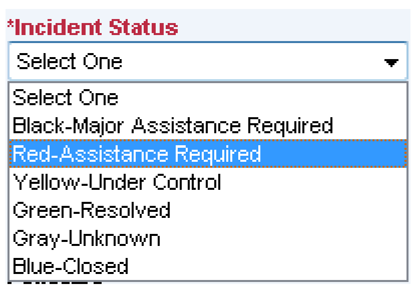


Figure 15 Incident Status Drop Down Menu

3.2.1.5. INCIDENT PROGNOSIS

Select from the choices under the **Incident Prognosis** drop down menu, such as "Red – Worsening" or "Green – Improving."

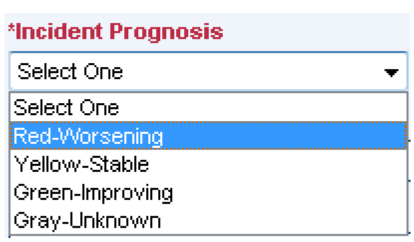


Figure 16 Incident Prognosis Drop Down Menu

3.2.1.6. DATE & TIME

If the date that has been populated in the **Date & Time** field is appropriate, continue. If the date needs to be changed, click the **Set** link to open the **Date and Time** dialog box, as shown in Figure 17.

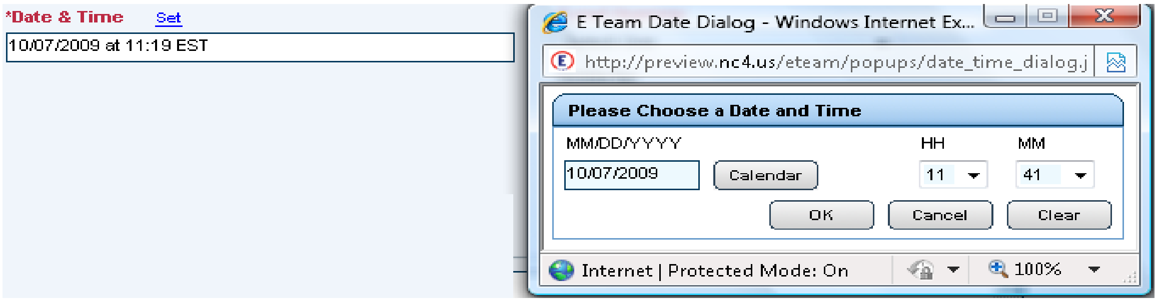


Figure 17 Setting Incident Date and Time

3.2.1.7. LEAD AGENCY

Select from the choices under the **Lead Agency** drop down menu, shown in Figure 18, to identify the organization responsible for responding to the incident.

The System Administrator maintains the list of agencies.

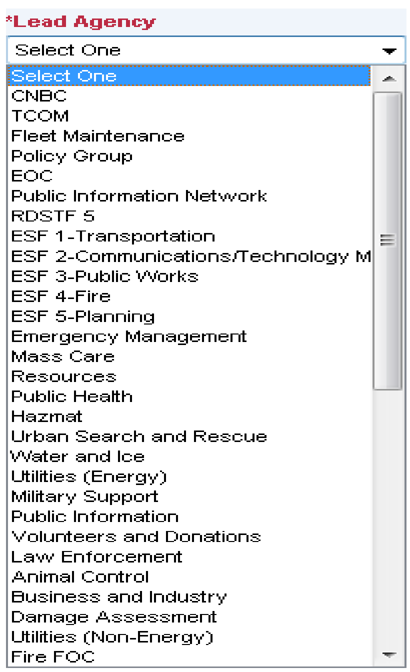


Figure 18 Lead Agency Drop Down Menu

3.2.1.8. RELATED EVENT

To relate an event already in the system to the incident you are creating, (e.g. linking Bonita Artisan Park Evacuation (the new incident) to Hurricane Fay (an existing event)); click the Select link above the **Related Event** field. The **Event** dialog box will open, as shown in Figure 19. Select the event that is associated with the incident by clicking the event Name link.

Relating events will augment situational awareness and assist management in deciding whether these incidents are part of an event.

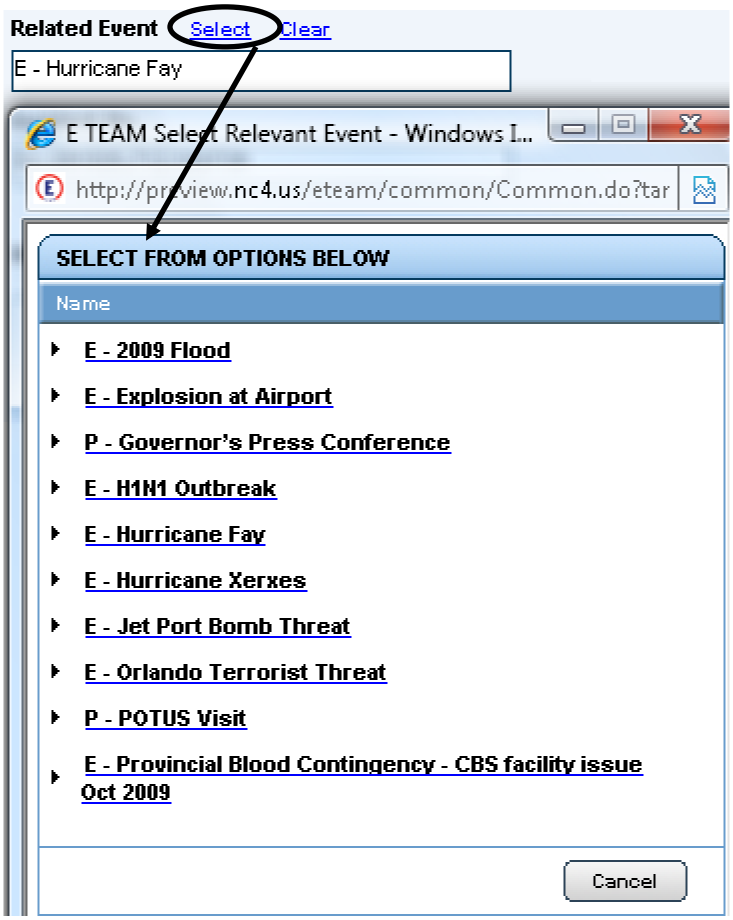


Figure 19 Selecting a Related Event

3.2.1.9. SEVERITY

Select from the choices under the Incident **Severity** drop down menu, shown in Figure 20, such as "Red – Major" or "Gray – Unknown."

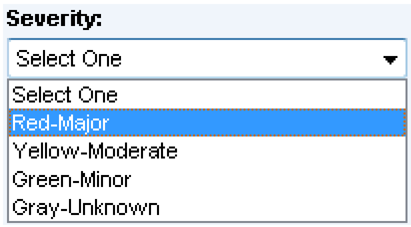


Figure 20 Severity Drop Down Menu

3.2.1.10. INCIDENT

The number in the **Incident No**. field, shown in Figure 21 is system generated. You can modify it by deleting the system generated number and keying in a more appropriate number for your jurisdiction, if necessary. For example, your agency may use other systems that provide case, dispatch or incident numbers.

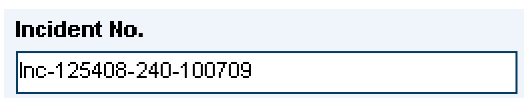


Figure 21 Incident Number Field

3.2.1.11. INITIAL SITUATION SUMMARY

Use the **Initial Situation Summary** field to accurately, but briefly describe the incident as it has evolved thus far, as shown in Figure 22.

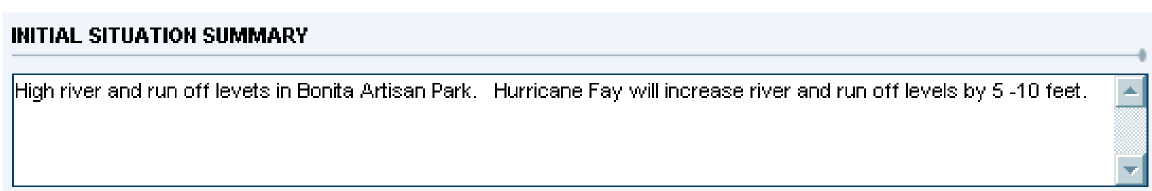


Figure 22 Initial Situation Summary Field

3.2.2 Completing the Basic Info Tab

When you are finished entering the information in the **Basic Info** tab, click the Submit button in the upper right to enter the form into the system, thus saving your created incident. You may also choose to enter additional information by clicking one of the other section tabs, as shown in Figure 23. After any additional information has been entered, you must click the Submit button to save changes into the system.

Click on the Update button to make changes to the report at any time.

When creating an Incident Report, keep the information as accurate and as brief as possible.

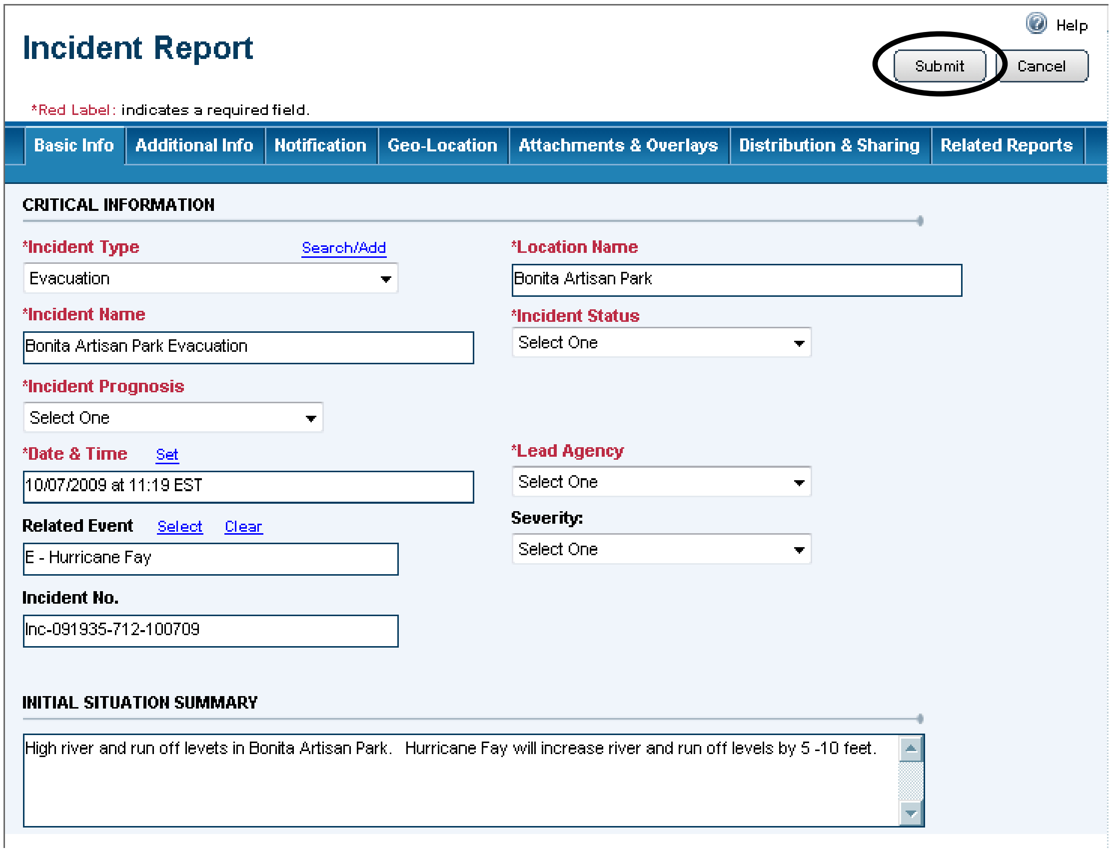


Figure 23 Completing the Basic Info Tab

3.3 Additional Info

Under the **Additional Information** tab, you can add supplemental data about **Casualties and Infrastructure** as well as **Other** information that may be important, as shown in Figure 24.

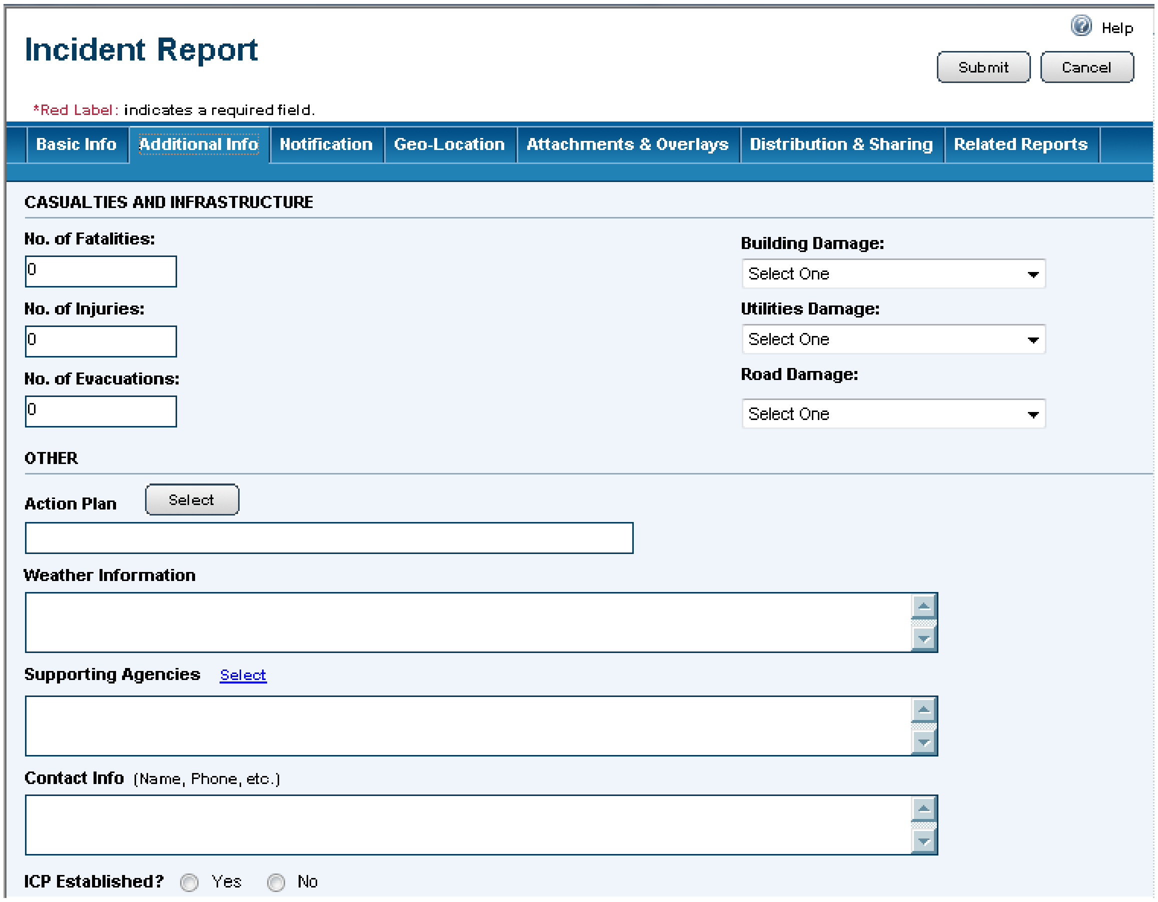


Figure 24 Additional Info Tab

3.3.1 Casualties and Infrastructure

Under the **Casualties and Infrastructure** section, shown in Figure 25, the following fields are listed:

- No. of Fatalities
- No. of Injuries
- No. of Evacuations
- Building Damage
- Utilities Damage
- Road Damage

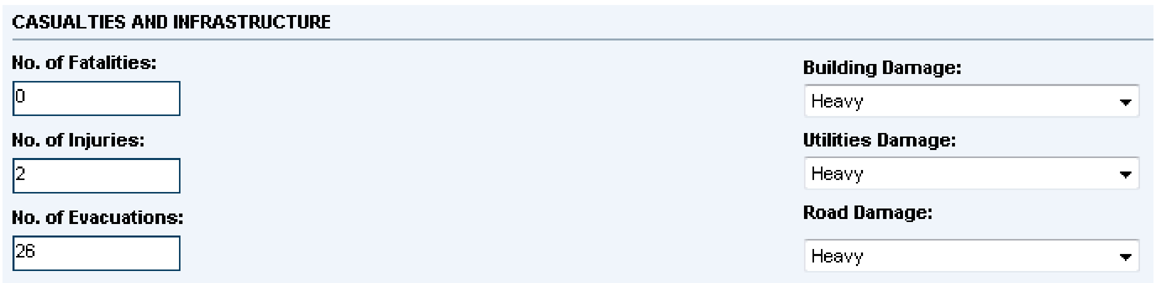


Figure 25 Casualties and Infrastructure Fields

3.3.2 Other

The **Other** section, shown in Figure 26, allows you to include more information that may be needed depending on the circumstances of the incident. Action Plans, Weather Information, Supporting Agencies, or contact information can be added here.

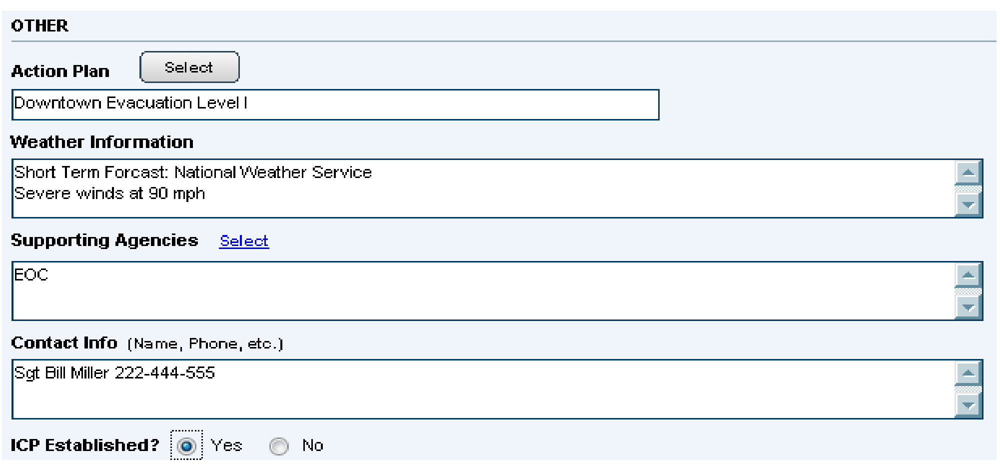


Figure 26 Other Fields

3.3.2.1. ACTION PLAN

Attach an Action Plan by clicking the **Select** button to open the dialog box, as shown in Figure 27.

Figure 27 Selecting an Action Plan

Click the Name link to attach a specific plan or plans to the incident. The selection in this menu is created in **References-Task Template**. The documentation to create a task template is located in the Configuration module. Click the **Cancel** button to exit this screen.

3.3.2.2. WEATHER INFORMATION

If weather is a factor in operations, you can copy and paste in the latest weather information here (shown in Figure 28). You can also include an Internet URL such as: http://www.erh.noaa.gov/ifps/MapClick.php?CityName=Washington&state=DC&site=LWX.

This address will provide the NOAA weather forecast for Washington, DC.

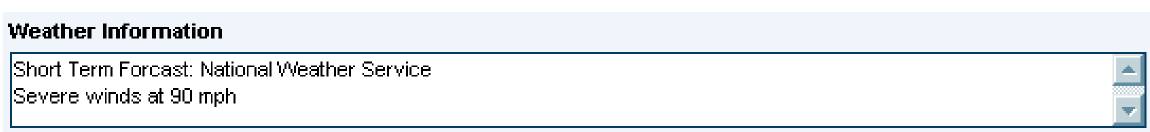


Figure 28 Weather Information Field

3.3.2.3. SUPPORTING AGENCIES

To identify additional agencies that are responding to the incident, click the Select link to open the **Select Agencies** dialog box, as shown in Figure 29.

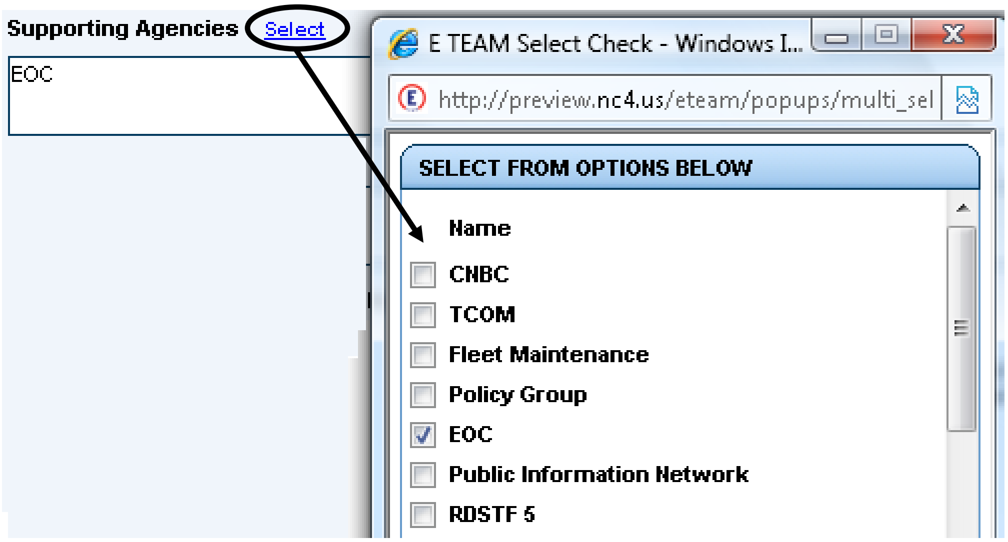


Figure 29 Selecting Supporting Agencies

Click the checkbox(s) to select the appropriate agency or agencies, scroll down to the bottom of the window and click the **OK** button. Those agencies selected will appear in the Supporting Agencies field.

3.3.2.4. CONTACT INFORMATION

Contact Info, shown in Figure 30, is used to record the Contact Information for relevant personnel, such as those on the scene. To add names, phone numbers, pager numbers, etc., use the common functions of keying in or copying and pasting.

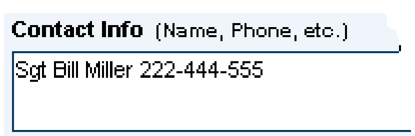


Figure 30 Contact Info Field

3.3.2.5. ICP ESTABLISHED

You can click the **Yes** or **No** radio button to make note of whether or not an Incident Command Post (ICP) has been established by using the ICP Established radio buttons. If you click **Yes**, then the ICP for this incident will be reflected as an **Organization/Location** choice when users log into the system.

Figure 31 ICP Established Field

3.4 Notification

Notification is used to inform other users that they need to view or take action on a report, as shown in Figure 32. The Notification functionality can be accessed through the **Notification** tab, or in an embedded section in the form.

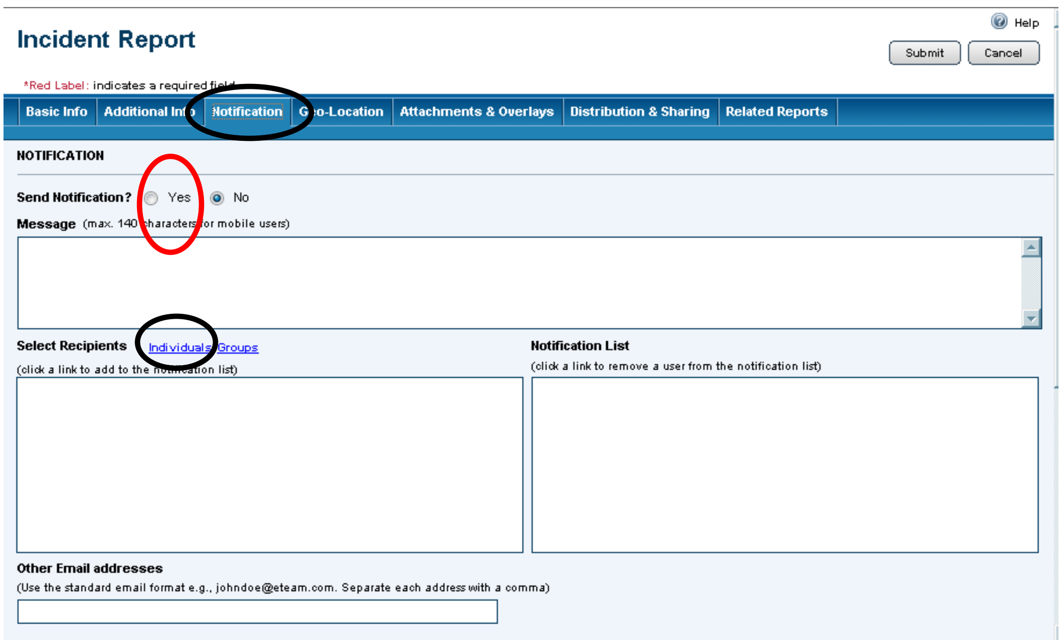


Figure 32 Notification Fields in Create Mode

🗁 Use Notification to notify both users and non-users about a report in the system.

🗁 To include the URL link in the email, an (E) must appear before the recipients email address. Without the (E), the recipient will receive the email message without the link.

This feature sends messages to an email account, pager, phone or Personal Digital Assistant (PDA). Email messages can contain either your keyed in message or the message with the URL link that, when clicked, will bring the recipient to the application’s login screen and open the report which you sent them. A short message without the URL link is sent to other devices.

3.4.1 Using Notification

The Notification feature is used if you elect to inform other individuals that they need to view or take action on a report. Click the **Notification** Tab or go to the **Notification** section within the report to complete the following sections.

3.4.1.1. SEND NOTIFICATION

To use notification, while in *create* or *edit* mode, enable the **Yes** radio button in the **Send Notification** field. The notification will appear in each of the categories selected in the Personal Profile form notification section.

If you choose **NOT** to use notification, while in *create* or *edit* mode, enable the **No** radio button in the Send Notification field. The message entered in the report will travel with the report and be maintained in the application, but no one will be specifically notified.

3.4.1.2. MESSAGE

Enter a short message of 140 characters or less in the **Message** field (for digital devices). You may copy and paste information from the report into the Message box.

3.4.1.3. SELECT RECIPIENTS

Next, select the recipients of the message by using the **Individuals** and/or **Groups** links above the **Select Recipients** field. Populate the Select Recipient's field by clicking the Individual or Group Name links next to the **Select Recipients** pane. The Select Recipient's pane will populate with the application users who have completed a Personal Profile form. Select recipients by clicking their Name link. The individual or group selected will appear in the **Notification List** pane. To avoid duplication, the application allows selecting a user once. You can deselect a user from the **Notification List** pane by double clicking the users Name link. The user will be returned to the **Select Recipients** pane. To validate message transport, check to ensure that the selection has tag lines such as a valid email address (E), or other notification information that resides in their Personal Profile form.

3.4.1.4. OTHER EMAIL ADDRESSES

You can add other addresses that are not already in the system via the **Other Email addresses** field. Validate that the email address is in the correct address format (e.g., "you@youragency.gov"). Recipients who do not have access to the application will receive your email message, but will not be able to access the application to view the report.

3.4.1.5. COMPLETED NOTIFICATION REPORT

A completed Notification report prior to clicking **Submit** is shown in Figure 33.

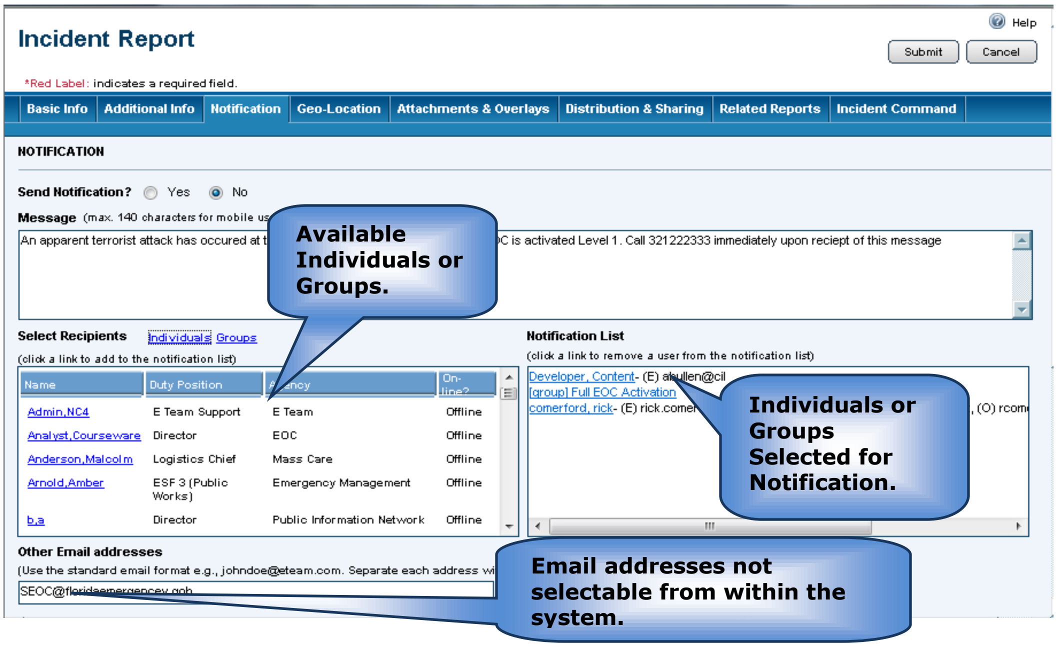
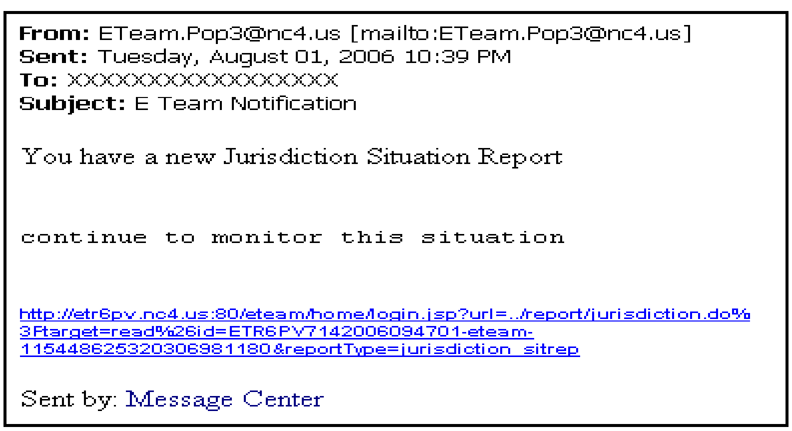


Figure 33 Completed Notification Report

Distribution groups are discussed in detail in the Application Administration class.

After clicking the **Submit** button, recipients will receive email alerts similar to the one in Figure 34. The email may also contain a link to the report.



From: ETeam.Pop3@nc4.us [mailto:ETeam.Pop3@nc4.us]
Sent: Tuesday, August 01, 2006 10:39 PM
To: XXXXXXXXXXXXXXXXXX
Subject: E Team Notification

You have a new Jurisdiction Situation Report

continue to monitor this situation

http://etr6pv.nc4.us:80/eteam/home/login.jsp?url=../report/jurisdiction.do%3Ftarget=read%26id=ETR6PV714200609470l-eteam-1154486253203069811808&reportType=jurisdiction_sitrep

Sent by: Message Center

The email notification or targeted alert will be sent when you click the **Submit** button on the report you are creating or updating.

Figure 34 Sample E-Mail Alert

In addition to the email alert, users will receive “target alerts” when a user is selected as a notification recipient for a document AND has checked Targeted Alerts as a preferred method of notification on their Personal Profile document. Targeted Alerts are discussed in the Module:Common Functions.

3.4.1.6. NOTIFICATION STATUS

To followup on the status of your Notification, perform the following:

Open the Incident report by clicking the Incident Name link as shown in Figure 35.

Click the **Notification** Tab as shown in Figure 35.

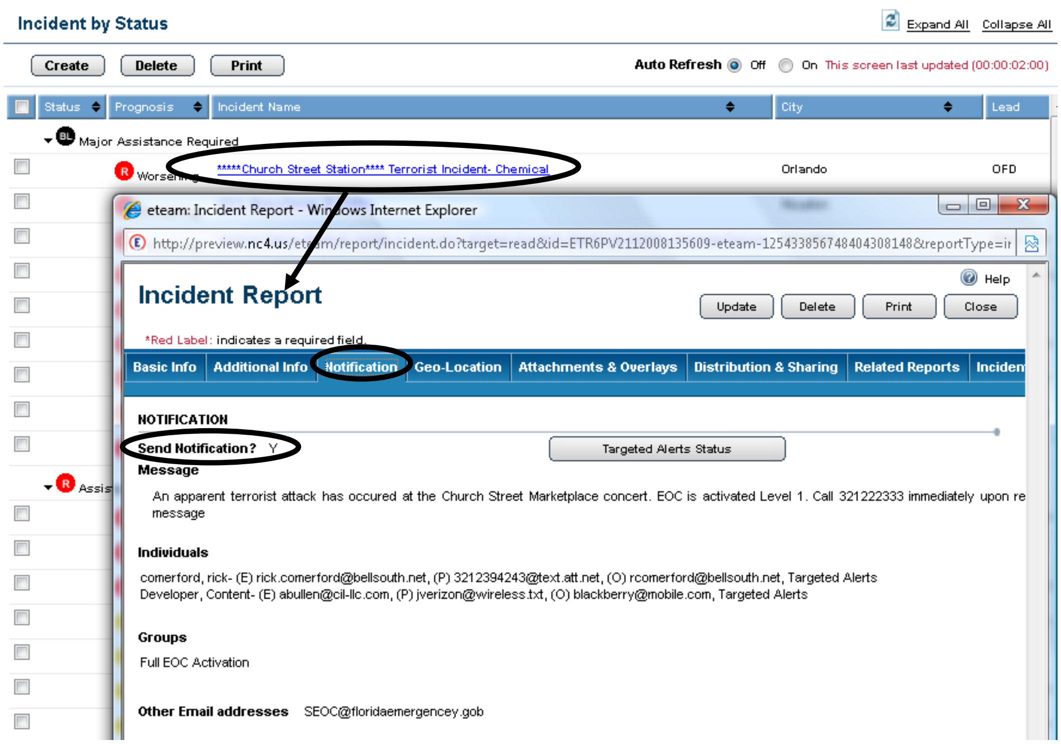


Figure 35 Checking the Notification Status

Check to view that a “Y” is in the **Send Notification** category a shown in Figure 35. If the **Send Notification** category displays an “N”, the notification was not sent to any of the individuals. However, an individual opening the report will be able to read the notification message in the report.

Click the **Targeted Alert Status** button as shown in Figure 36 and a pop up window will display the status, as shown in Figure 37.

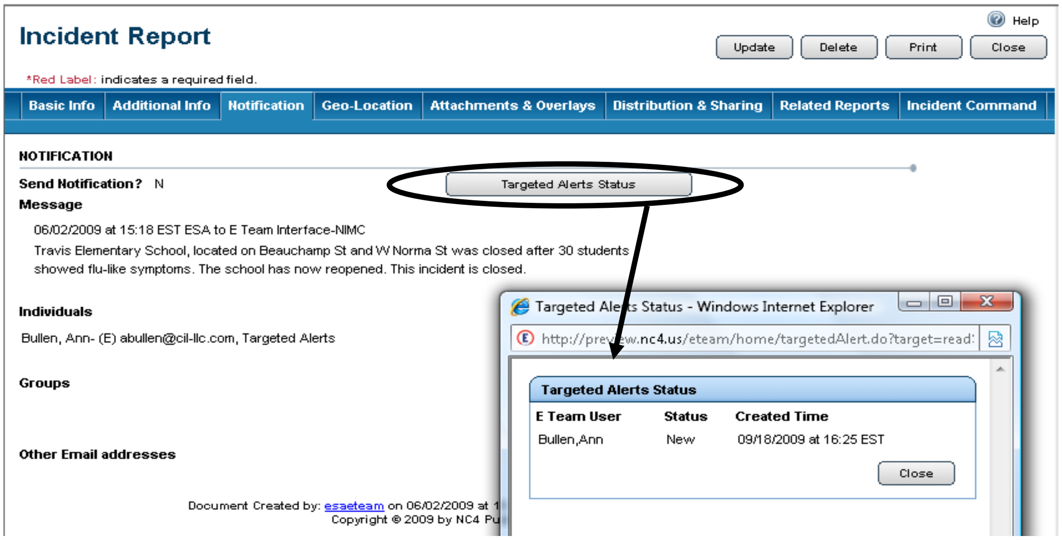


Figure 36 Locating Targeted Alert Status

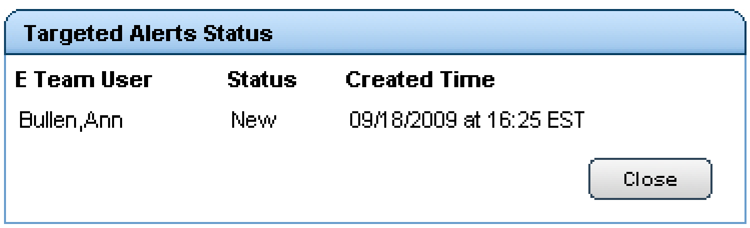


Figure 37 Targeted Alert Status window

3.5 Attachments & Overlays

Using the Attachments & Overlays tab, you can associate any electronically formatted information that may be useful in providing more information regarding an incident, as shown in Figure 38.

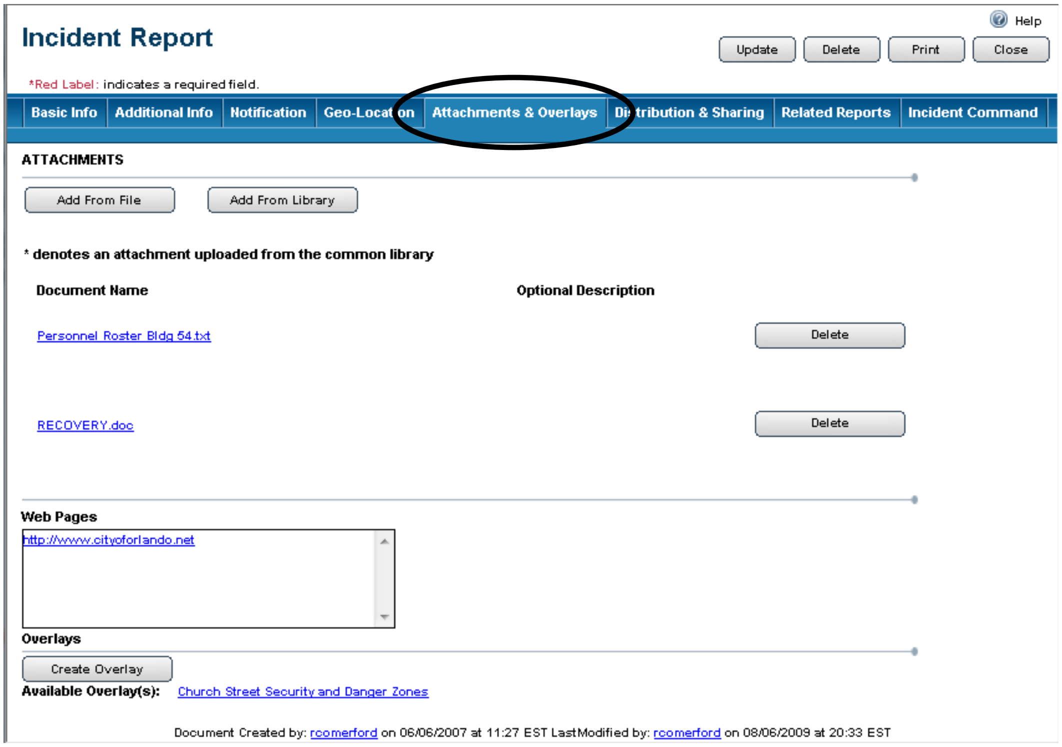


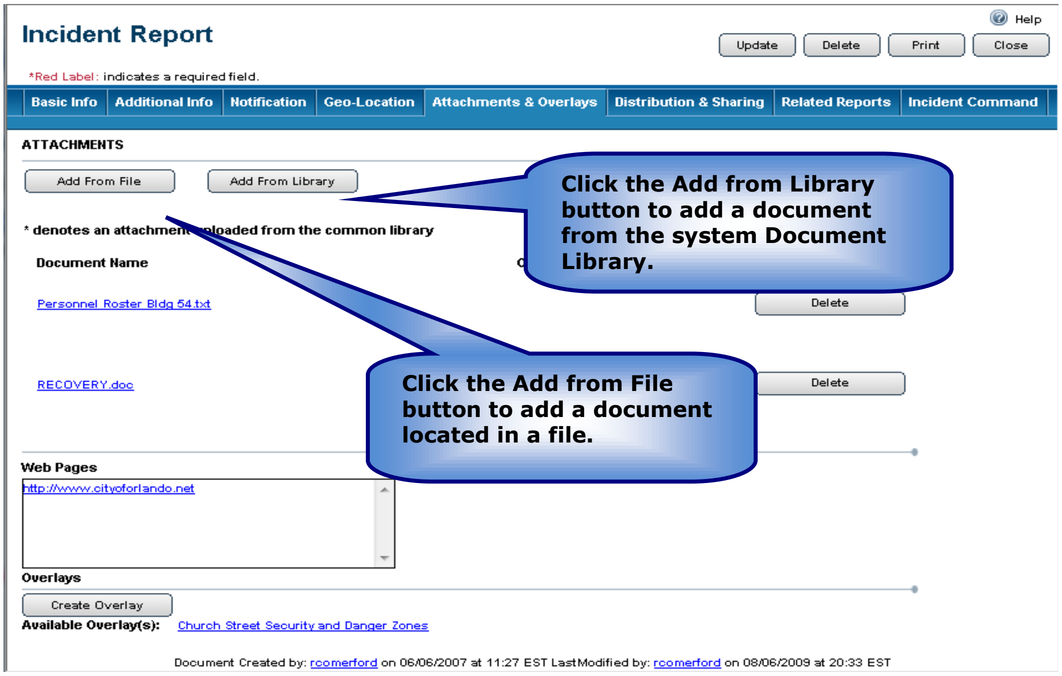
Figure 38 Attachments & Overlays Fields

This information can include maps, plans, video and recorded sounds.

In this section, we will explore **Attachments**; the section regarding **Overlays** is discussed in the Module: Common Functions Section 3.8.

3.5.1 Attach Files

To add a file to a report, click the **Add From File** or **Add From Library** button (in *View* mode) as shown in Figure 39.



Attachments can only be added in *View* mode.

Figure 39 Attachments Location

Clicking the **Add From File** button opens the Attachments dialog box, as shown in Figure 40.

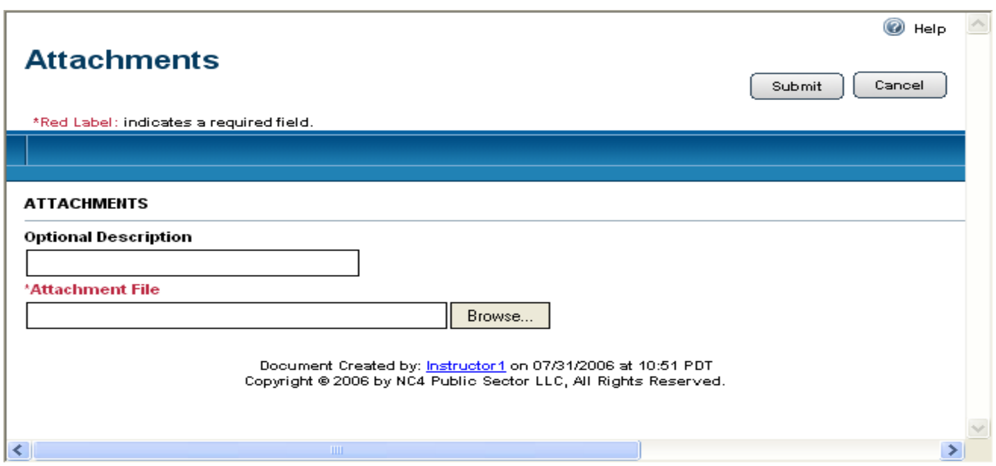


Figure 40 Attachments From File window

Enter an Optional Description then, click the **Browse** button to open the standard **Choose File** dialog box and navigate to the location where the desired file is stored on your computer or file server, as shown in Figure 41.

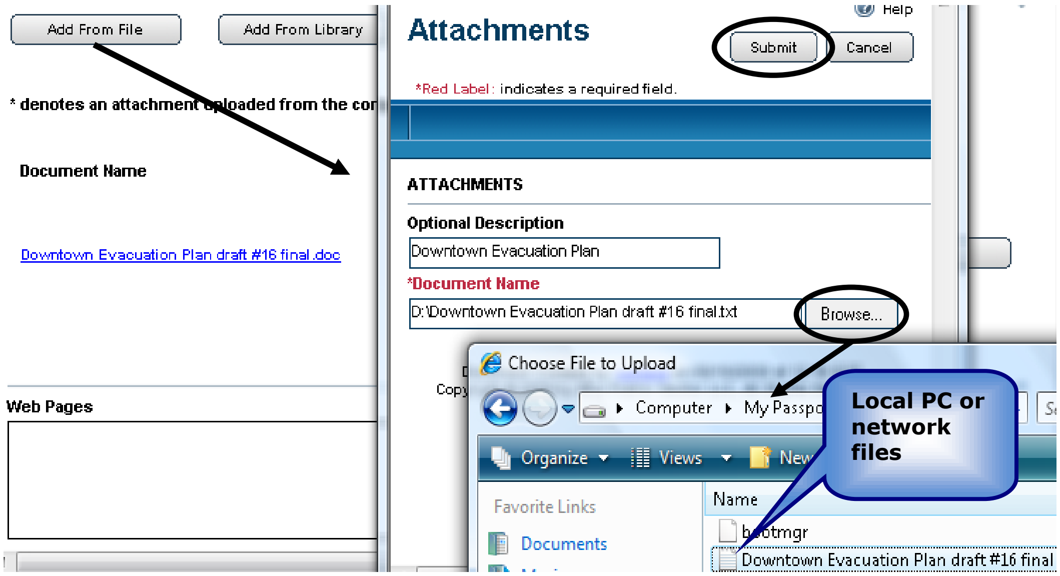


Figure 41 Locating a File for Attachment

The Report Attachment with a description and attached file will appear as shown in Figure 41. Click the **Submit** button when finished.

Alternately, clicking the **Add From Library** button opens the Document Library window, as shown in Figure 42.

Click the checkbox to select the document you wish to attach and click the **Select/Attach** button to add the document as shown in Figure 42.

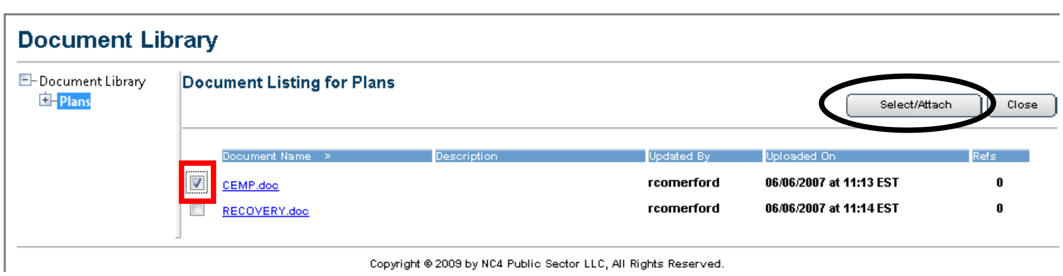


Figure 42 Document Library window

The **Document Library** window will immediately close and return you to the **Basic Info** tab in *View* mode. Click the **Attachments** tab to view the document Name link.

3.5.2 View Attachments

To view an attached file, click its Name link (in *View* or Update mode) to open the attachment in the software in which the document was published, as shown in Figure 43.

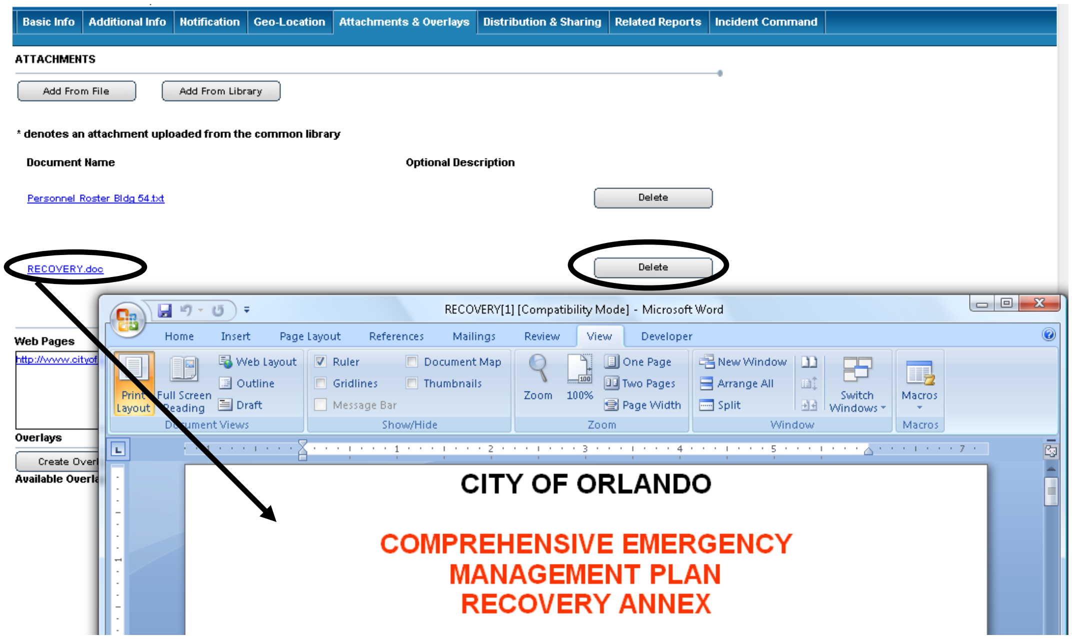


Figure 43 Opening an Attachment

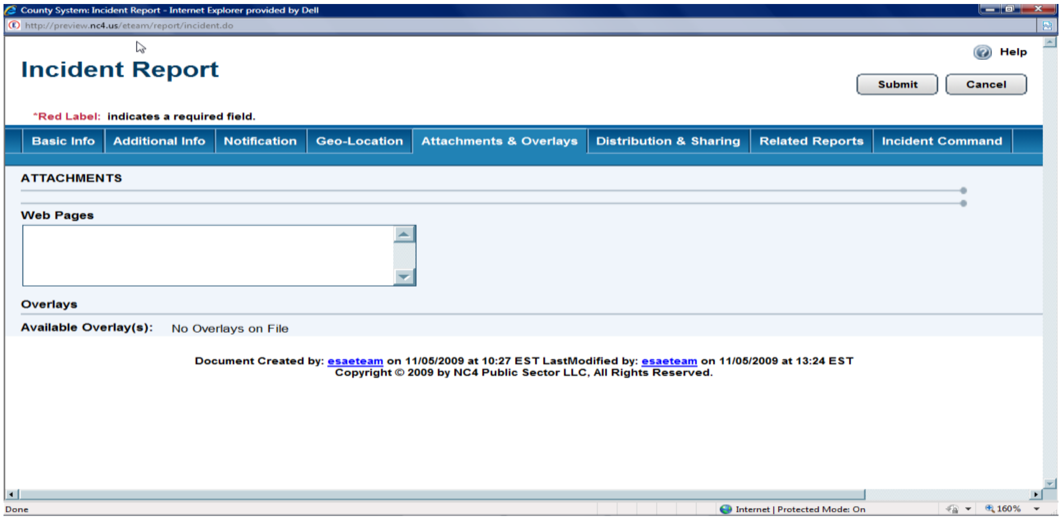
To remove an attachment, click the **Delete** button next to the Name link as shown in Figure 43.

Deleted attachments no longer appear in the form but are still available in history.

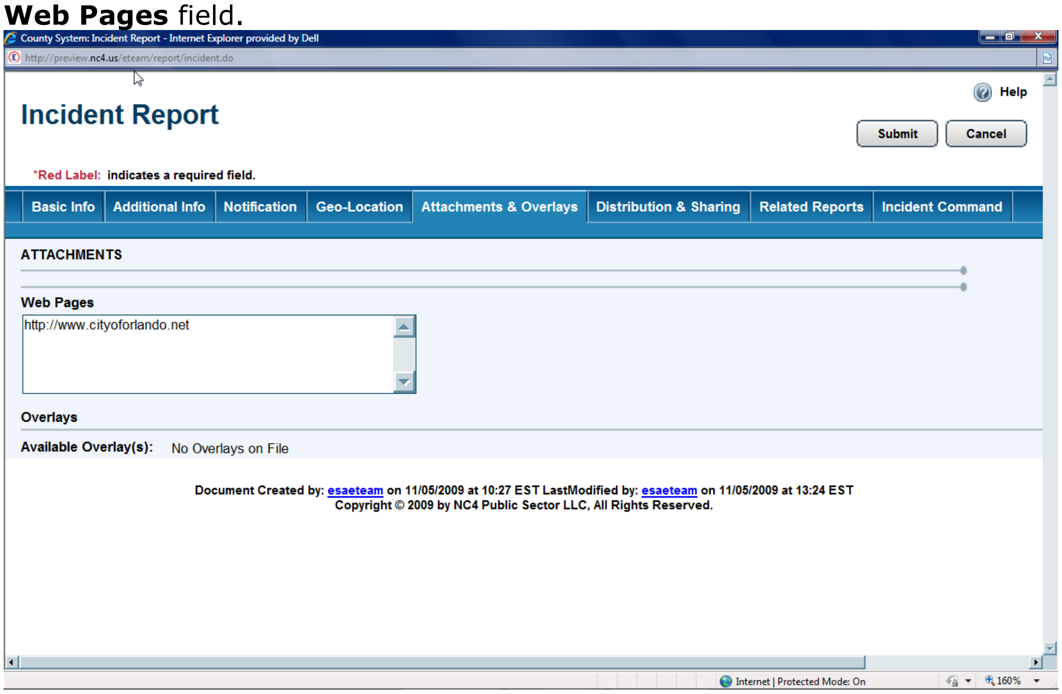
3.5.3 Add Web Links

Links to Web-based resources are added via the Web Pages field (in *create* or *update* mode) as shown in the phased images in Figure 44.

The Web link must be start with 'http: //'.



Key in the URL entry, separating multiple entries with a comma or line break in the **Web Pages** field.



Separate web URL entries with a comma or a line break.

Click the  button to save the information.

The report will be presented to you with info in the **Basic Info** tab. Click the **Attachment** tab and the URL that was entered in the **Web Pages** field should be in similar format as the picture in the next image.

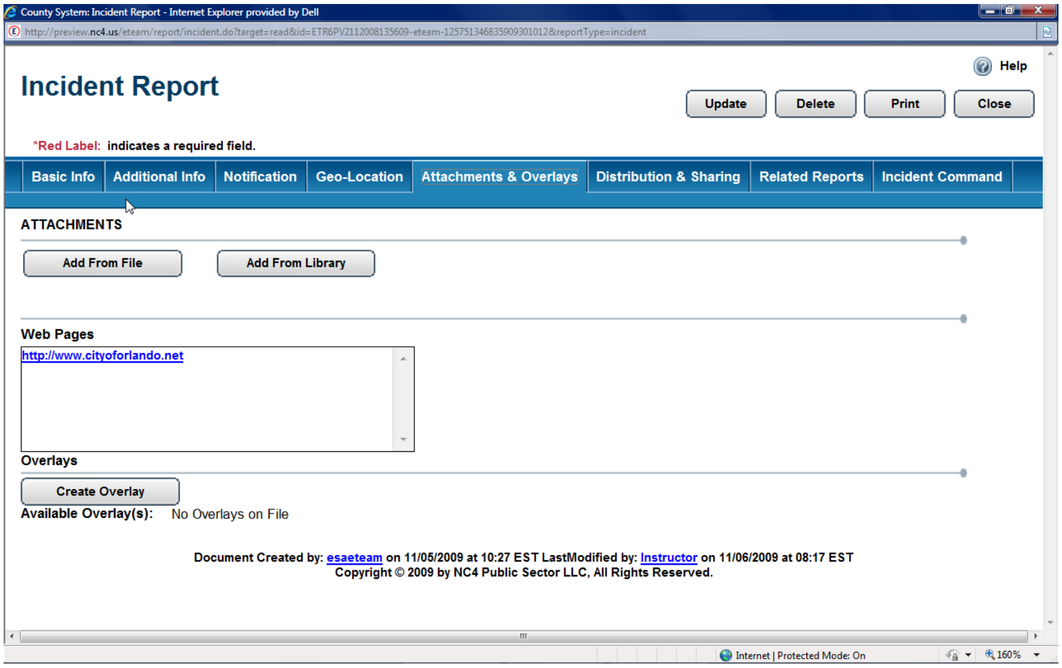


Figure 44 Web Links

3.6 Completing an Incident Report

After you have completed the Incident report's **Basic Info** and **Additional Info** tabs, you can continue with the other Common Function tabs or you can save the Incident Report by clicking on the Submit button. After clicking the **Submit** button, the Incident Report opens in *View* mode in a new window as shown in Figure 45.

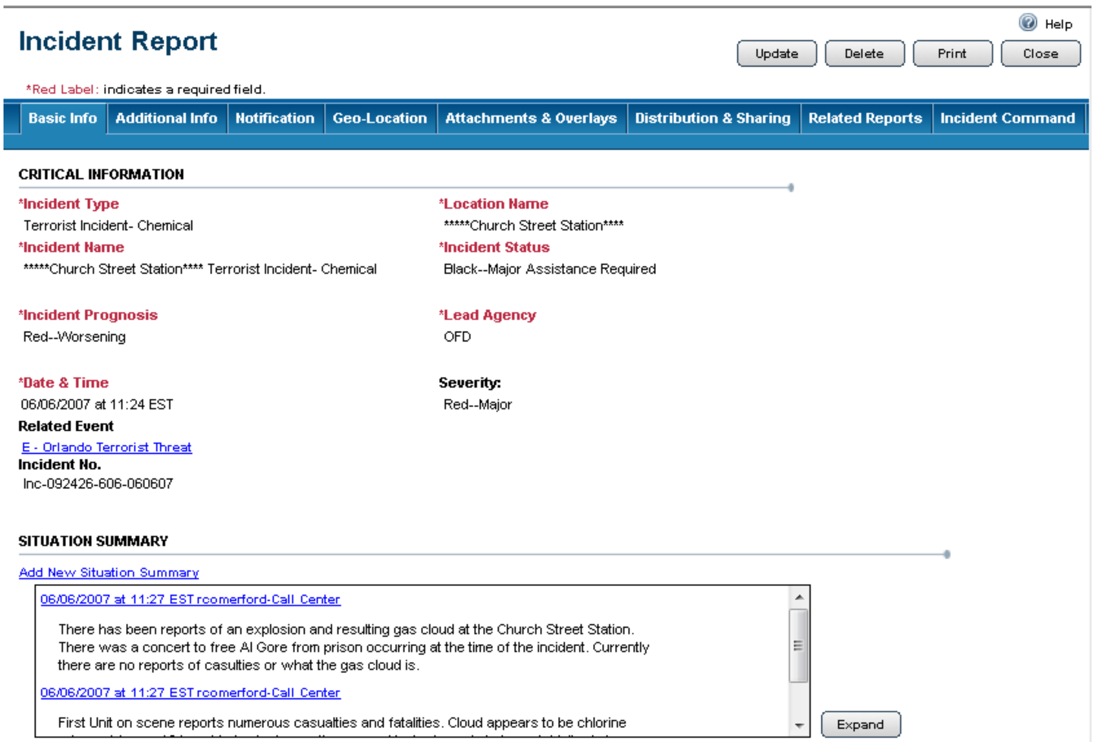


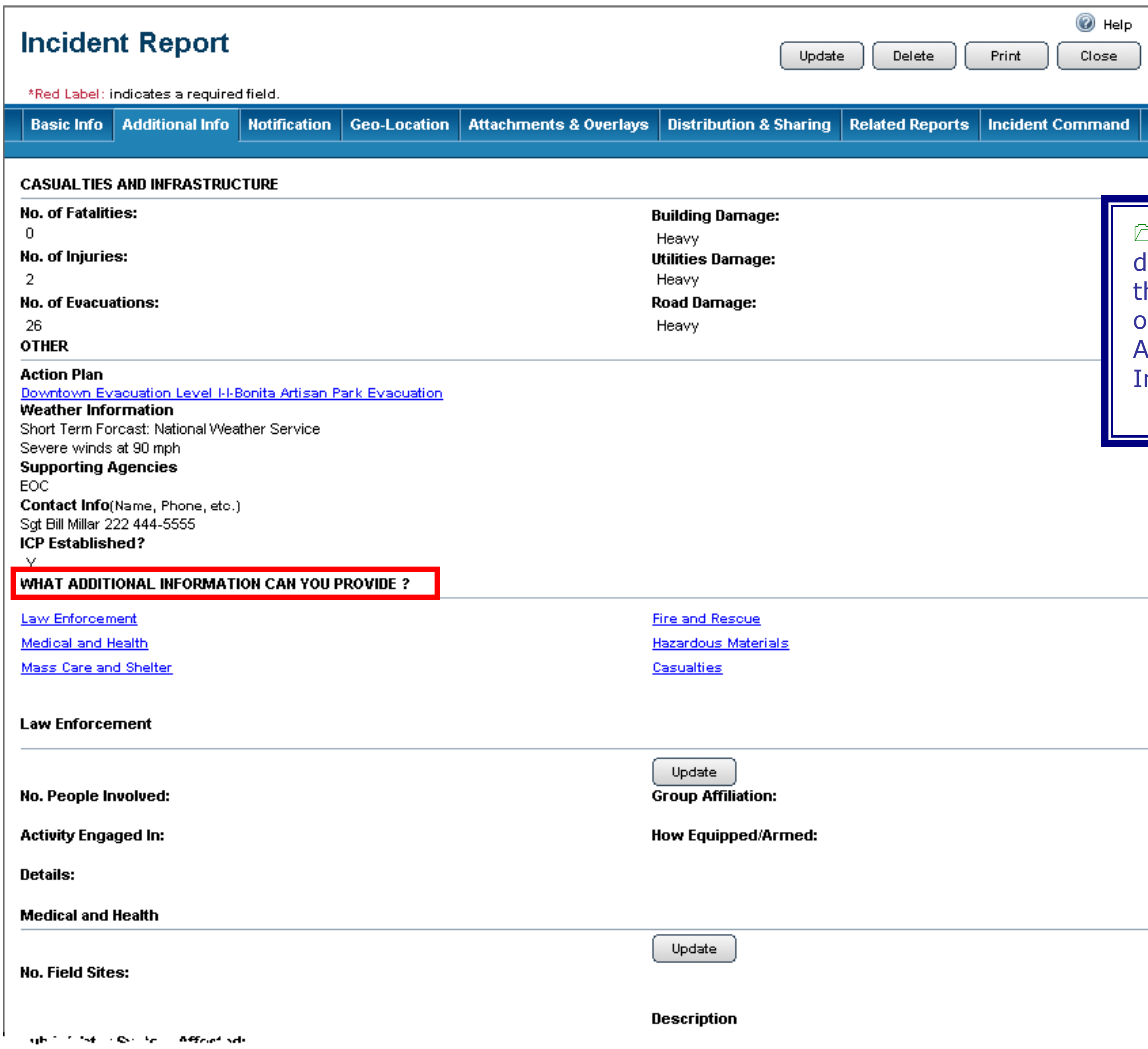
Figure 45 Incident Report in *View* Mode

> Deleted reports are removed from active lists but are maintained in history.

You will see the Update Delete Print Close buttons in the upper right of the Incident report screen depending on your access level and discretion of the System Administrator. Use the **Update** button to add to or edit information in the report. Note: You should use the Add Situation Summary link instead of the **Update** button if you are just updating the Situation Summary. This allows multiple users to update the incident simultaneously. Use the **Delete** button to remove the report from the active view, the **Print** button to print a copy, and the **Close** button to close the report window. The Incident Command tab is covered in Section 5.

4 Additional Info – What Additional Information Can You Provide?

After the form has been submitted and saved, the screen changes to *View* mode and provides sections for additional agency specific information, as shown in Figure 46.



Incident Report

Help

Update | Delete | Print | Close

*Red Label: indicates a required field.

Basic Info | Additional Info | Notification | Geo-Location | Attachments & Overlays | Distribution & Sharing | Related Reports | Incident Command

CASUALTIES AND INFRASTRUCTURE

No. of Fatalities:
0
No. of Injuries:
2
No. of Evacuations:
26

Building Damage:
Heavy
Utilities Damage:
Heavy
Road Damage:
Heavy

OTHER

Action Plan
Downtown Evacuation Level I-I-Bonita Artisan Park Evacuation
Weather Information
Short Term Forcast: National Weather Service
Severe winds at 90 mph
Supporting Agencies
EOC
Contact Info(Name, Phone, etc.)
Sgt Bill Millar 222 444-5555
ICP Established?
Y

WHAT ADDITIONAL INFORMATION CAN YOU PROVIDE ?

Law Enforcement
Medical and Health
Mass Care and Shelter
Fire and Rescue
Hazardous Materials
Casualties

Law Enforcement

Update

No. People Involved:
Group Affiliation:
Activity Engaged In:
How Equipped/Armed:
Details:

Medical and Health

Update

No. Field Sites:
Description

Scroll down to see the bottom of the Additional Info tab.

Figure 46 Additional Info Tab in *View* Mode

4.1 Additional Information Sections

These additional sections allow you to capture mission-specific agency information that can assist in the distribution and acquisition of resources and augment situational awareness. The discipline-specific areas are as follows:

- Law Enforcement
- Medical and Health
- Mass Care and Shelter
- Fire and Rescue
- Hazardous Materials
- Casualties

You locate discipline-specific fields by either scrolling the window or by clicking the links at the top of the area.

The Update button alongside the discipline-specific information allows the users to update the report simultaneously.

4.1.1 Law Enforcement

To enter data in the **Law Enforcement** fields, click the Update button next to the **Law Enforcement** category and the **Law Enforcement** dialog box will open. A completed dialog box is shown in Figure 47.

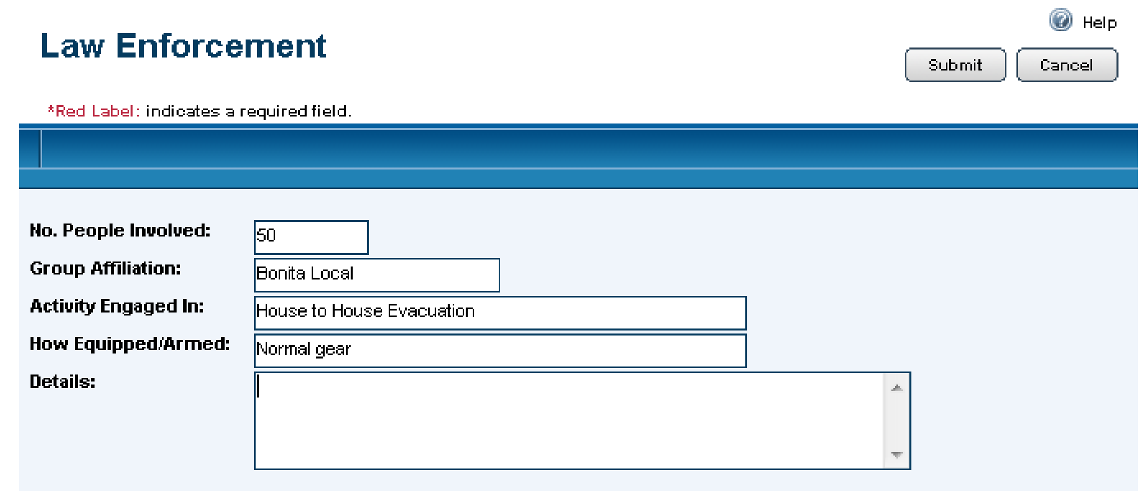


Figure 47 Law Enforcement Dialog Box

These fields let you capture information relative to a specific law enforcement units or about a particular criminal group involved with the incident, such as the following:

- No. of People Involved
- Group Affiliation
- Activity Engaged In
- How Equipped/Armed
- Details

Click the Submit button to save the additional information or click the **Cancel** button to exit from this form.

4.1.2 Medical and Health

To enter data in the **Medical and Health** fields, click the Update button to open the **Medical and Health** dialog box, as shown in Figure 48.

Figure 48 Medical and Health Dialog Box

These fields let you capture specific Medical Health data, such as the following:

- No. of Field Sites:
- Public Water System Affected:
- Food Contamination:
- Sewage/Solid Waste Problems:
- Quarantine Area:
- Animal Control Problem:
- Infectious Disease:
- Mental Health Issues:
- HazMat Issues:
- Evacuation Issues:
- Shelter Issues:

These fields include **Yes** or **No** radio buttons as well as **text fields** to key in a description for recording additional detail.

Click the Submit button to save the additional information or click the **Cancel** button to exit from this form.

4.1.3 Mass Care and Shelter

To enter data in the **Mass Care and Shelter** fields, click the Update button to open the **Mass Care and Shelter** dialog box, as shown in Figure 49.

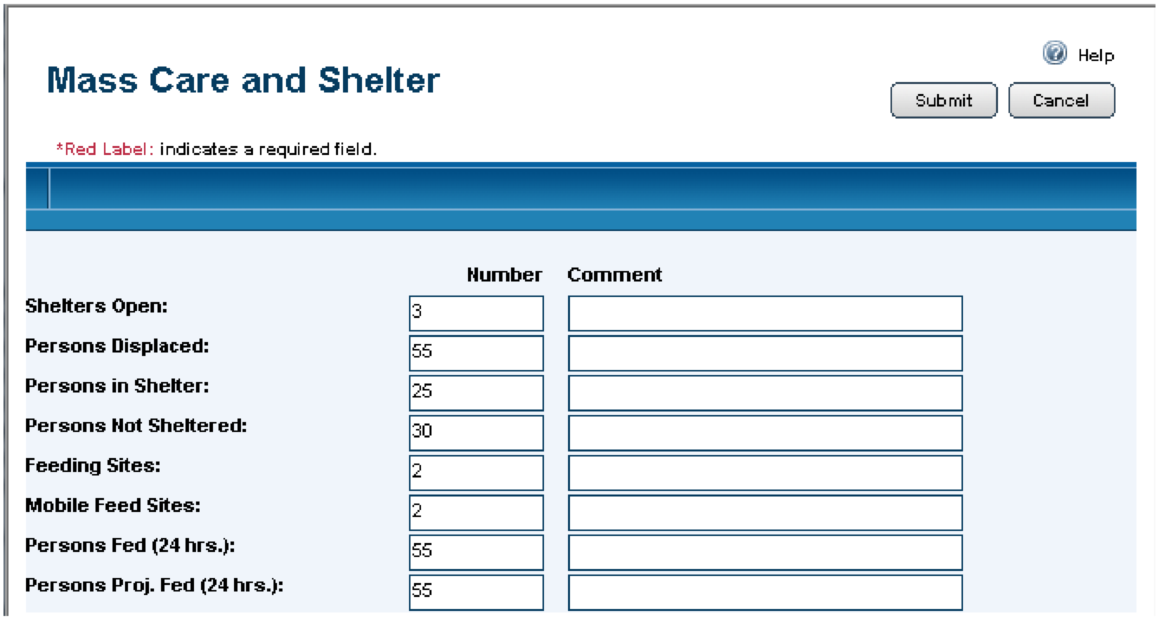


Figure 49 Mass Care and Shelter Dialog Box

These fields let you key in information to capture specific Mass Care and Shelter data, such as the following:

- Number and Comments about Shelters Open
- Number and Comments about Persons Displaced
- Number and Comments about Persons in Shelter
- Number and Comments about Persons Not Sheltered
- Number and Comments about Feeding Sites
- Number and Comments about Mobile Feed Sites
- Number and Comments about Persons Fed (24 hrs.)
- Number and Comments about Person Projected Fed (24 hrs.)

Click the Submit button to save the additional information or click the **Cancel** button to exit from this form.

4.1.4 Fire and Rescue

To enter data in the **Fire and Rescue** fields, click the Update button to open the **Fire and Rescue** dialog box, as shown in Figure 50.

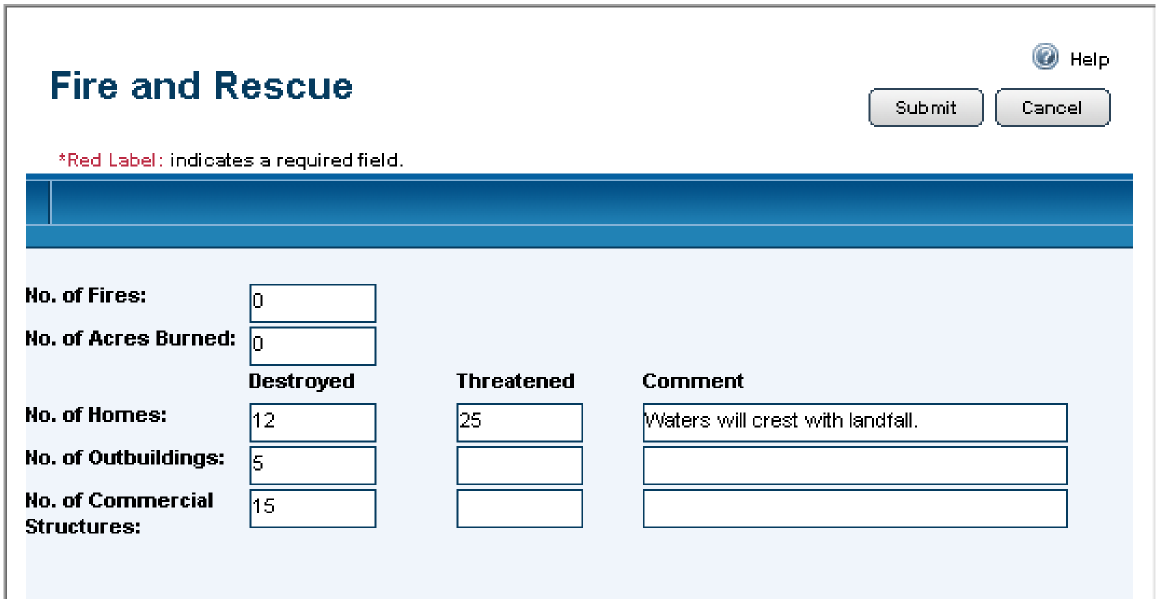


Figure 50 Fire and Rescue Dialog Box

These fields let you key in specific **Fire and Rescue** information, particularly for wild fires. It includes the following fields:

- Number of Fires
- Number of Acres Burned
- Number of Homes Destroyed and/or Threatened and Comments
- Number of Outbuildings Destroyed and/or Threatened and Comments
- Number of Commercial Structures Destroyed and/or Threatened and Comments.

Click the Submit button to save the additional information or click the **Cancel** button to exit from this form.

.

4.1.5 Hazardous Materials

To enter data in the **Hazardous Materials** fields, click the Update button to open the **Hazardous Materials** dialog box, as shown in Figure 51.

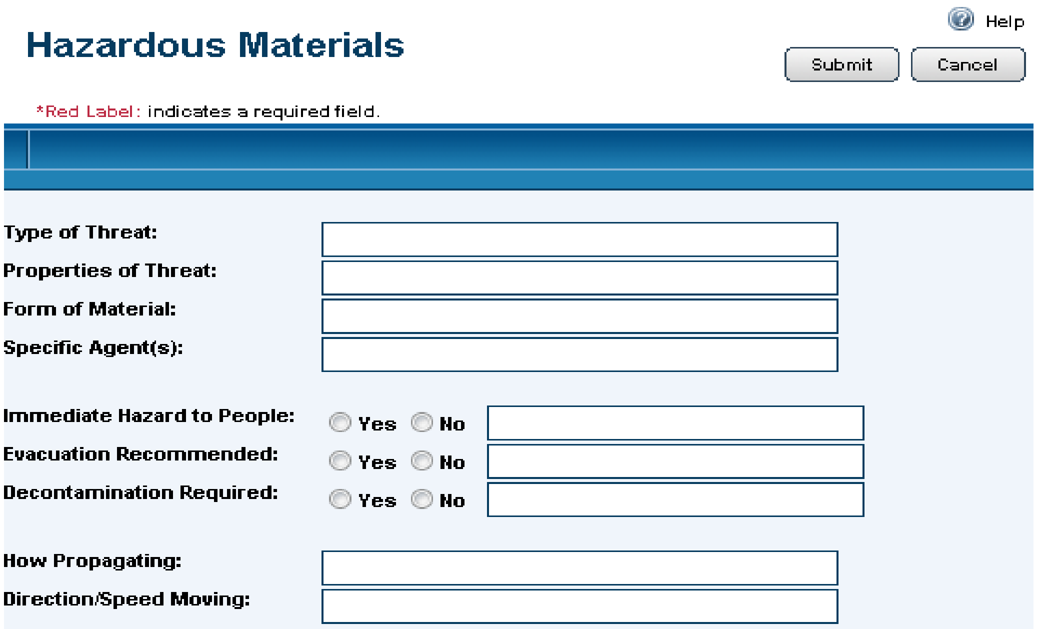


Figure 51 Hazardous Materials Dialog Box

With the assistance of radio buttons and text fields, you can key in specific **Hazardous Materials** incident data as the following:

- Type of Threat:
- Properties of Threat:
- Form of Material:
- Specific Agent(s):
- Immediate Hazard to People: (Yes/No, Comment)
- Evacuation Recommended: (Yes/No, Comment)
- Decontamination Required: (Yes/No, Comment)
- How Propagating:
- Direction/Speed Moving:

Click the Submit button to save the additional information or click the **Cancel** button to exit from this form.

4.1.6 Casualties

To enter data in the **Casualties** fields, click the 

button to open the **Casualties** dialog box, as shown in Figure 52.

Figure 52 Casualties Dialog Box

This section allows you to key in specific data on **Casualties**, such as the following:

- Number of Fatalities among Civilians and Responders
- Number of Injuries among Civilians and Responders
- Number Missing among Civilians and Responders
- Comments that are pertinent

Click the 

button to save the additional information or click the **Cancel** button to exit from this form.

5 Incident Command

Incident Command (ICS Reports) forms, part of the Incident Reports, provide an interface between the EOC and the incident scene.

The ICS Reports are electronically captured, traced and stored so this critical information and all related incident and event documents are available in one place.

The Incident Report form contains selected standard ICS Reports. Your jurisdiction's SOPs and policies govern the instructions on how to complete specific reports, what information the reports must contain, who is responsible for each report and the procedures by which each report is governed.

5.1.1 Viewing Incident Command reports

In order to view an ICS report, click the Name link of an **Incident** you wish to review. Click the **Incident Command** tab as shown in Figure 53. If an ICS report exists for the incident, a Name link will be available for the operational period posted. Click the Name link to open the report as shown in Figure 53.

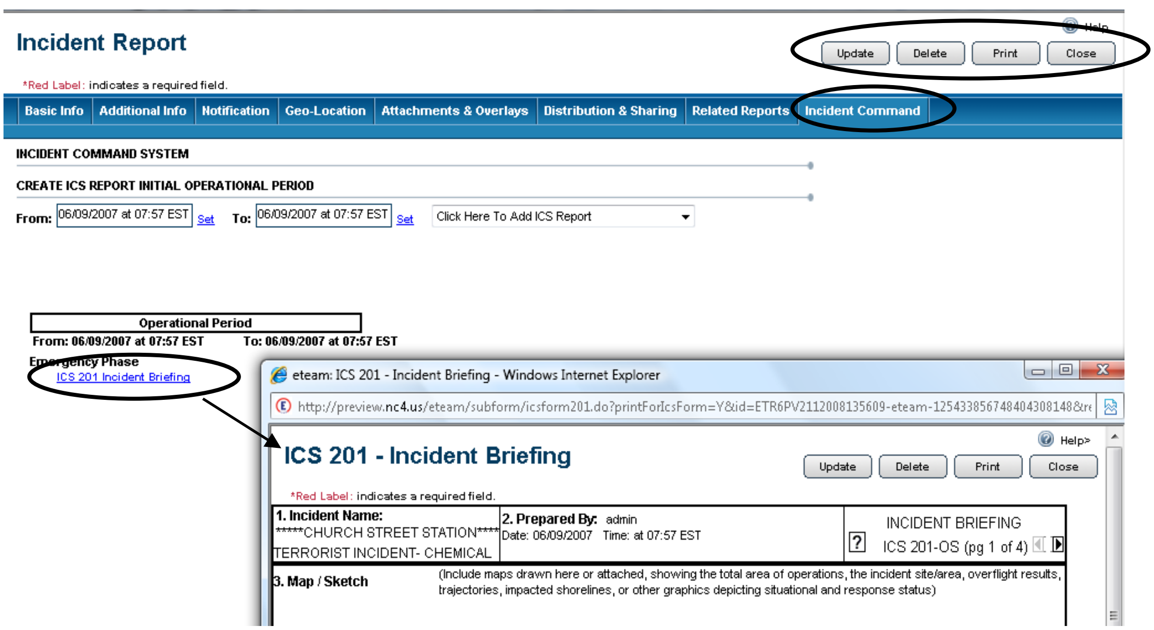


Figure 53 ICS report view

Click the **Update** button to make changes to the existing report. Click the **Submit** button to save your changes to the report. Click the **Delete** button to remove the ICS report from the Incident. The **Print** button will print the report. Click **Cancel** to exit the report.

5.1.2 Creating Incident Command reports

In order to create an **ICS** report for an existing **Incident** report, choose the **Incident** report in *View* mode, and click the **Incident Command** tab, you will be presented with an image as shown in Figure 54.

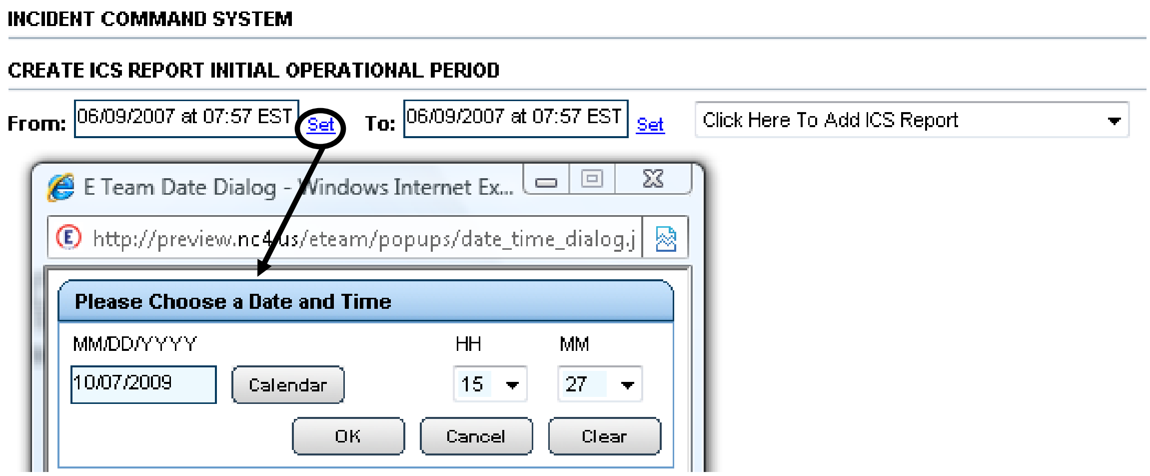


Figure 54 Creating an ICS report

An operational period must be visible or entered before the **ICS** info is added to the report. Click the **Set** Name link as shown in Figure 54 to select the appropriate date and time for the **From** and **To** fields.

To locate the **ICS** report that you will be adding, click the drop down to select from the available reports as shown in Figure 55 and select the desired report.

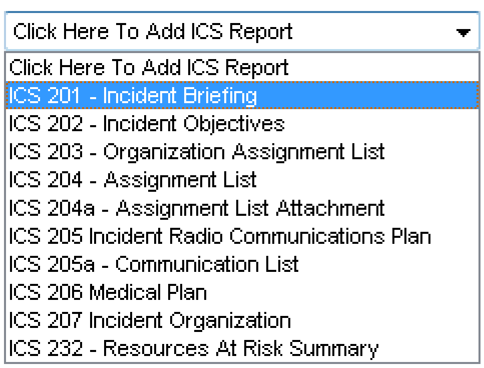


Figure 55 ICS Report Dropdown menu

Complete the reports selected, and click the **Submit** button to attach the report to the Incident.

Review Exercise 1 - Putting it Together

This exercise is for class participants to login and create an Incident Report.

In this Incident form exercise you will login to the system and navigate to create a new Incident Report.

Remember, all * red label fields are required. To complete the Incident Report form, please follow the steps below:

1. Login to the NC4 Application.

2. Select **Incident** from the Report navigation drop down menu.

3. Click the **Create** button on the center view frame.

Remember the Incident form appears with the **Basic Info Tab** open.

4. Go to the **Critical Information** section and locate the **Incident Type field**:

    a. Select an **Incident Type** from the Incident Type drop down menu.

Remember that you can click the Search/Add link to add a new incident type into the Other field and add it to the Incident Report by clicking the **Add** button.

5. Go to the **Location Name** field to the right of the Incident Type field:

    a. Key in the location of the Incident.

6. Go to the **Incident Name** field and note that it is populated with a combination of the Incident Type and the Location Name.

7. Go to the **Incident Status** field located below the Location Name field:

    a. Select the **Incident Status** from the Incident Status drop down menu.

8. Go to the **Incident Prognosis** field located under the Incident Name field:

    a. Select the **Incident Prognosis** from the Incident Prognosis drop down menu.

9. Go to the **Date & Time** field located under the Incident Prognosis field:

    a. Click the Set link to open the Date dialog box.

    b. Set the date and time to last night at 3:22 a.m.

    c. Click the **OK** button

10. Go to the **Lead Agency** field to the right of the Date & Time field:

    a. Select the **Lead Agency** from the Lead Agency drop down menu.

11. Go to the **Related Event** field below the Date & Time field:

    a. Click the Select link to open the Select Event dialog box.

    b. Click the Event Name link to enter it into the Related Event field.

12. Go to the **Severity** field below the Lead Agency field:

    a. Select the **Severity** of the Incident from the Severity drop down menu.

13. Go to the **Incident No.** field located under the Related Event field and note system generated Incident Number.

14. Go to the **Initial Situation Summary** section of the Incident Report:

    a. Key in a brief summary of the current situation, such as "Area evacuation in process".

15. Click the **Submit** button in the upper right of the form to enter the report into the system and you will be presented with the complete incident report in *View* mode.

16. Click the **Update** button in the upper right of the form to add information to the Additional Info tab.

17. Click the **Additional Info Tab** and go to the **Casualties and Infrastructure** section.

18. Go to the **No. of Fatalities** field in the Casualties and Infrastructure section:

    a. Key in the number of known fatalities.

19. Go to the **No. of Injuries** field located below the No. of Fatalities field:

    a. Key in the number of known injuries.

20. Go to the **No. of Evacuations** field located below the No. of Injuries field:

    a. Key in the number of known evacuations.

21. Go to the **Building Damage** field on the right side of the No. of Fatalities field:

    a. Select the type of building damage sustained from the Building Damage drop down menu.

22. Go to the **Utilities Damage** field under the Building Damage field:

    a. Select the type of utilities damage sustained from the Utilities Damage drop down menu.

23. Go to the **Road Damage** field under the Utilities Damage field:

    a. Select the type of road damage sustained from the Road Damage drop down menu.

24. Go below the Casualties and Infrastructure section to the **Other** section.

25. Go the **Action Plan** field:

    a. Click the **Select** button above this field to open the select task dialog box.

    b. Click a Name link to select a task to enter into action plan field.

26. Go to the **Weather Information** field in the Other section:

    a. Key in the full URL for your favorite internet weather web page, such as http://www.erh.noaa.gov/ifps/MapClick.php?CityName=Washington&state=DC&site=LWX.

b. Key in the forecast, such as “dangerous wind to continue for the next 36 to 48 hours”.

27. Go to the **Supporting Agencies** field under the Weather Information field:

    a. Click the Select link to open the Select Agencies dialog box.

    b. Click in the checkboxes to select the supporting agencies.

    c. Click the **OK** button.

28. In the **Contact Info** field:

    a. Key in the contact information of the person in charge on the scene. For this exercise you may make up a name & phone number.

29. In the **ICP Established** field:

    a. Click the **Yes** radio button to indicate that your ICP is established.

30. Click the **Submit** button in the upper right to update the report in the system and you will be presented with the Incident Report in *View* mode.

31. Go to the **What Additional Information Can You Provide?** section under the Additional Info tab.

32. Go to the **Mass Care and Shelter** section by clicking on the Mass Care and Shelter link.

    a. Click the **Update** button to open the Mass Care and Shelter dialog box.

    b. Go to **Shelters Open:** and key ‘5’ into the Number field.

    c. Go to **Persons Displaced:** and key ‘2,200’ into the Number field.

    d. Go to **Persons in Shelter:** and key ‘729’ into the Number field; Key “registration in process – numbers expected to increase rapidly” into the Comments field.

    e. Go to **Feeding Sites:** and key Qty into the number field and key “in preparation to open for dinner” into the Comments field.

f. Go to **Mobile Feed Sites:** and key "3" into the Number field and "Red Cross ERVs moving into position" in the Comments field.

33. Click the **Submit** button to close the Mass Care and Shelter form.

34. Click the **Close** button to close the Incident Report.

Well done! Remember to log out of the application using the Log out button.

Review Exercise 2

This exercise is for class participants to login and create an Incident Report based on information you provide.

The following information will be developed by the class participants with guidance from the Instructor. Once the variables are decided upon, all class participants should login to the NC4 Application. Navigate to create a new Incident Report based on this information.

Determine the:

1. Incident Type
2. Incident Name
3. Location Name
4. Incident Status
5. Incident Prognosis
6. Date & Time of the incident
7. Lead Agency
8. Relevant Event
9. Severity
10. Incident No. (Each class participant should have a unique incident number)
11. Initial Situation Summary
12. No. of Fatalities
13. No. of Injuries
14. No. of Evacuations
15. Type of Building Damage that was sustained
16. Type of Utilities Damage that was sustained

17. Type of Road Damage that was sustained

18. Relevant Action Plan

19. Weather Information

20. Supporting Agencies

21. Contact Info for field personnel

22. Whether or not the ICP is Established

23. What Additional Information is most relevant for the scenario

24. The Law Enforcement, Fire and Rescue, Medical and Health, Hazardous Materials, Mass Care and Shelter, or Casualties details that are pertinent

Well done! Remember to log out of the application using the Log out button.