



Welcome to NC4 Training

Workbook

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Workbook

Purpose of this Workbook

- This Workbook provides participants with an overview of selected reports and highlights pertinent functionality.
- The reports are listed alphabetically.

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.

How to use this Workbook:

- This Workbook is organized alphabetically by report name.
- The report name is shown on the first line of each report page in this Workbook. The next line shows the navigation path used to access that report. For example, [Infrastructure > Shelter](#) indicates that Shelter Reports are viewed when you click Infrastructure as the top-level report type and then click Shelter in the expanded report navigation menu.
- Click the **Create** button to open a new report form in the application.
- Click the **Update** button to access an existing report in the application.
- Click the **Submit** button to save the report.
- Most reports also contain Common Functions: Notification, Geo-Location, Attachments and Overlays, and Distribution and Sharing. These functions are described in detail in the Module: Common Functions.
- Remember reports are only as good as the information they contain. Be sure to fill out reports succinctly, completely, with clear and accurate information.

Action Request Report

[Tasks > Action Request](#)

This report is designed to request a specific action in direct support of a **Task or Sub-Task**.

Action Request

Help

*Red Label: indicates a required field.

Basic Info
Notification
Attachments
Distribution

STATUS

*Status: *Progress:

ACTION DESCRIPTION

*Related Task or Sub-Task: Related Event/Incident/Activity:

Related Concern: *Action Name:

Action Requested:

Need by:

ACTION REQUESTED OF

Uncheck to send Targeted Alert ONLY to the individual selected. When checked a Targeted Alert is sent to all users whose Personal Profile matches the Org/Location and Position selected.

Individual: Organization/Location:

Position: Agency:

Actions Taken:

Action Completion Date:

	Planned		Actual
Start Date:	<input type="text"/> <input type="button" value="Set"/>	<input type="text"/> <input type="button" value="Set"/>	<input type="text"/> <input type="button" value="Set"/>
Completion Date:	<input type="text"/> <input type="button" value="Set"/>	<input type="text"/> <input type="button" value="Set"/>	<input type="text"/> <input type="button" value="Set"/>

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Figure 1 Action Request Report

NOTES:



Business Loss Report

Damage Assessment > Business Loss

The Business Loss Report is used to compile and display Damage Assessment information for businesses within an impacted area.

Damage Assessment is the process of determining the location, nature, and severity of damage sustained by the public and private sectors in a disaster situation. It includes estimating the amount of loss and the resulting impacts of those losses on the affected individuals and communities.

Business Loss Report

Help

*Red Label: indicates a required field.

Basic Info
Business Info
Notification
Geo-Location
Attachments
Distribution & Sharing

Assessment Team Member:		Related Event Incident/Activity:	
Dave Welk		E - Hurricane Xerxes	
*Damage Status:			
Red--Major			
	Replacement/ Cost/FMV(4):	Est. Loss (\$):	Insurance Coverage (\$):
Land:	23000000	0	0
Structure:	2300000	2300000	2300000
Contents:	230000	123000	120000
Other:			
Totals:	25,530,000	2,423,000	2,420,000
Uninsured Loss(%):	0	Uninsured Group:	No

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Figure 2 Business Loss Report

- The Business Loss Report shown in Figure 2 depicts damage assessments to business entities within a jurisdiction.
- Estimated dollar loss amounts are displayed and accompanying totals are provided on the summary screen.
- **Geo-Location** can be used to identify damaged businesses on the map.
- Photo images can be attached to the report in the **Attachments** tab.

NOTES:



Call Center Report – Initial Call Tab

[Event/Incident/Activity > Call Center](#)

The Call Center Report **Initial Call** tab is used by Operations personnel to route the information to the appropriate agency or function. The Call Center Report can be assigned to a Responsible Agency and is used to document agency resolution.

Call Center [Update] [Delete] [Print] [Close] [Help]

*Red Label: indicates a required field.

Initial Call | Dispatch Info | Agency Resolution | Attachments | Distribution

Caller's Information

Caller's Name:
First : Granny **Last :** Smith
Caller's Telephone:
Main : 321222333 **Alt :** 3214443333

NATURE/LOCATION & MAPPING

Nature/Category of Emergency/Need: (check all that apply)
 Power Line Down

Other:

Detail Description of Emergency/Need: (Who,What,When,Where)
 Power line is down across Gore Street, Still live and causing fire in brush pile

Call Taken By

Taken By: Rick Comerford **Location/Agency:** EOC ESF, Emergency Management
Date & Time: 06/09/2007 at 23:42 EST **Call No.:** CCR-21425606404

Related Event/Incident/Activity:
[E - Hurricane Xerxes](#)

Create/View Incident:
[Create New Incident](#)

Create Resource Request:
[Create Resource Request](#)

Related Resource Requests:
[By Related Event/Incident/Activity](#)
[Created From Call Center](#)

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Figure 3 Call Center - Initial Call Tab

- The Call Center Report shown in Figure 3 is used to create a work flow for information received within an operations center. Calls received from outside the operations center or internal messages can be routed and actions taken then documented.
- Initial Call information documents the basic data that is received in the message center, call center, etc., and can be associated with an event, incident, or activity.
- From this **Initial Call** tab, an **Incident** report or a **Resource Request** can be automatically generated with data collected in the **Call Center** report.

NOTES:



Call Center Report – Dispatch Info Tab

Event/Incident/Activity > Call Center > Dispatch Info Tab

The **Dispatch Info** tab on the Call Center Report is used to assign the call and route the information to appropriate agencies.

[Help](#)

Call Center

*Red Label: indicates a required field.

Initial Call
Dispatch Info
Agency Resolution
Attachments
Distribution

EOC OPERATIONS DESK

Date & Time:

ASSIGN RESPONSIBILITY TO

Uncheck to send Targeted Alert ONLY to the individual selected. When checked a Targeted Alert is sent to all users whose Personal Profile matches the Org/Location and Position selected.

<p>Individual: <input type="text"/> <input type="button" value="Select"/></p> <p>Position: <input type="text"/> <input type="button" value="Select"/></p> <p>Contact Information: <input type="text" value="ESF 3 4072229999"/> <input type="button" value="Expand"/></p>	<p>Organization/Location: <input type="text"/> <input type="button" value="Select"/></p> <p>Agency: <input type="text" value="Public Works"/> <input type="button" value="Select"/></p>
---	---

NOTIFICATION

Send Notification? Yes No

Message (max: 140 characters for mobile users)

<p>Select Recipients Individuals Groups</p> <p><small>(click a link to add to the notification list)</small></p> <div style="border: 1px solid gray; height: 40px;"></div>	<p>Notification List</p> <p><small>(click a link to remove a user from the notification list)</small></p> <div style="border: 1px solid gray; height: 40px;"></div>
---	--

Other Email addresses
(Use the standard email format e.g., johndoe@steam.com. Separate each address with a comma)

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Figure 4 Call Center Report - Dispatch Info Tab

- The **Dispatch Info** tab on the Call Center Report shown in Figure 4 indicates the time the Operations Desk received the information, and where the data was routed for action to be performed.
- **Notification** can be used to communicate the actions being taken.

NOTES:



Call Center Report – Agency Resolution Tab

[Event/Incident/Activity > Call Center > Agency Resolution Tab](#)

The **Agency Resolution** tab of the Call Center Report shown Figure 5 in tracks the assigned agency response with a color coded status.

Call Center Help

Submit Cancel

*Red Label: indicates a required field.

Initial Call **Dispatch Info** **Agency Resolution** **Attachments** **Distribution**

*Status: Red-In Process *Priority: High

State Message No.:

Agency Situation

Update

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Figure 5 Call Center Report - Agency Resolution Tab

- The **Agency Resolution** tab on the Call Center Report shown in Figure 5, documents the actions the assigned agency has taken. This is especially important if the message has not evolved into an **Incident** Report or a **Resource Request**.

NOTES:

Case Management Report

Disaster Relief > Case Management

The **Case Management** Report is used to record and manage information related to disaster recovery.

This information may be vital in controlling and monitoring the recovery efforts as related to individuals and families. The information in this report will come from case workers and from the affected individuals. Depending on the jurisdiction's SOPs, this report can be filled out by social service agencies or NGOs such as the American Red Cross.

Case Management Report [Help] [Update] [Delete] [Print] [Close]

*Red Label indicates a required field

Basic Info | Additional Info | Dependents and Vouchers | Notification | Geo-Location | Attachments & Overlays | Distribution & Sharing

Profile Picture

OFFICE INFORMATION

Case Status	Yellow - Verified	FEMA ID	
Case No.	2007-5R8S2A	Agency/Department	Emergency Management
Case Worker	Paul Seales	Related Event/Incident/Activity	1 - Flo-Rail Line Hazardous Material Incident- Chemical

CASE INFORMATION

First Name	Ed	Head of Household	Male
Middle Name		Citizenship	US
Last Name	Trainzz	Race	American Indian
Date of Birth		Family Size	7
Social Security Number	123-45-6789	Number of Adults	2
Case Type	Not Reported	Number of Children	5
Number Visits to Help Center	2	Contraindications	
Employed?	Yes		
Employer Name	National Widget Company		

Comments

CONTACT INFORMATION

Main Phone	407-123-4567	Emergency Contact Name	
Alternate Phone		Emergency Contact Phone	
Email Address			

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Figure 6 Case Management Report

- The **Basic Info** tab shown in Figure 6 contains information about the individual; a system generated case identification number, a profile picture and a FEMA ID.
- The **Additional Info** tab contains details about the case such as housing damage, location and recovery information.
- The **Dependents and Vouchers** tab tracks location data for all household members and allows for the logging of external vouchers for items such as clothing, shelter and food.

NOTES:

COOP Report

Situation > COOP

The **COOP** Status Reporting Form enables users to access a standardized reporting form that contains all DHS-required fields, easily mark COGCON levels achieved, address operational status, staffing levels, and communications status and quickly enter detailed COOP site information including point of contact, location, email, phone, pager, cell, fax, and secure phone numbers.

Developed in accordance with FPC 65 requirements, COOP reports enable users to quickly deliver required status reporting electronically and instantaneously to the Department of Homeland Security (DHS) upon request.

The screenshot shows a web-based form titled "Coop Status Reporting Form". At the top right are buttons for "Update", "Delete", "Print", and "Close", along with a "Help" icon. Below the title bar is a navigation menu with tabs for "Basic Info", "Notification", "Geo-Location", "Attachments", and "Distribution & Sharing". The main content area is divided into several sections:

- CURRENT COGCON LEVEL ACHIEVED (check appropriate level):** Operational
- Related Event/Incident/Activity:** Church Street Station*** Terrorist Incident - Chemical
- 1a. Organization/Location:** EOC
- 1b. Point of Contact:** Paul Stales
- 1c. Phone:** 407-123-4567
- 1d. E-Mail:** paulstales@nc4.us
- 1e. Fax:**
- 1f. Secure Fax:**
- 1g. Date & Time:** 04/27/2007 at 08:49 PDT
- 2. OPERATIONS:**
 - Are D/As essential functions able to be performed? Yes
 - Current Status of Primary Operating Facility? Yellow--Some Impediments
 - Current Status of COOP Facility? Yellow--Some Impediments
- 3. STAFFING LEVEL:**
 - Current COOP Sites staffing level? Green--Fully Capable
- 4. COMMUNICATIONS:**
 - Communications status at COOP Sites: Operational?
 - Phone: Yes
 - Satellite Phone: No
 - Secure Fax: No
 - Secure Phone: No
 - Fax: Yes
 - Email: Yes
- 5. SUCCESSION:**
 - Are succession procedures in place for appropriate COOP COGCON Level? Yes
- 6. TIME TO TRANSITION:**
 - Time to transition to fully operational COOP status. 13 (# of hours)
- 7. COMMENTS: (Explain any item that is not yes or green)**
 - sat phones and secure phones not implemented by contract vendor
- 8. COOP Site Information (if site is manned):**
 - 8a. POC: Joe Danger
 - 8b. Location: EOC Backup Site
 - 8c. Phone No.: 407-987-1234
 - 8d. Pager:
 - 8e. Cell:
 - 8f. Fax:
 - 8g. Secure Fax:
 - 8h. Email: joedanger@nc4.us

Figure 7 COOP Status Reporting Form

- The COOP Status Reporting Form shown in Figure 7 provides jurisdictions with rapid and direct COOP reporting per DHS requirements.
- The agency information in this report is pre-populated and can be changed by the user.

NOTES:

Corporate Facility Report

[Infrastructure > Corporate Facility](#)

Corporate Facility reports are designed to keep track of the status of critical private sector facilities that may be affected by an emergency. Some of the critical data elements collected by the report are (a) name of facility, (b) status, (c) contact information, and (d) estimated damage.

Corporate Facility Damage

Help

*Red Label: indicates a required field.

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

***Facility Name**
asdf

***Facility Type**
Airport

***Responsible Organization(s)**
Call Center

Contact Persons (Name, Phone, etc.)

Organization(s)

Comments (Other tenants,etc)

Critical Information

***Overall Status**
Yellow--Partially Operational

Estimated Resumption of Full Operations

Critical Comments

Figure 8 Corporate Facility Report

NOTES:



Corporate SitRep Report

[Situation > Corporate SitRep](#)

The **Corporate Situation** Report (SitRep) is designed to monitor the status of a corporate entity during an event.

The report provides an overview of an event's impact to a corporate entity's activities and needs.

Figure 9 Corporate Situation Report

- The **Corporate Situation** Report shown in Figure 9 is used to provide information on non-governmental entities within a jurisdiction.
- The report can be used to view how a corporate entity is affected by an outside incident or activity. And, the report can be used to observe the status of an incident or activity within the entity.
- Each individual corporation that might have an impact on a jurisdiction should complete this report.
- Access rights for the corporation can be restricted only to its reports.

NOTES:



Disease Surveillance Report

Event/Incident/Activity > Disease Surveillance

The **Disease Surveillance** Report contains critical information about persons seeking medical attention within a jurisdiction.

The information in this report is used for identifying trends that indicate outbreaks of specific diseases from multiple healthcare facilities.

The screenshot shows a web application window titled "Disease Surveillance Report". At the top right, there are "Submit" and "Cancel" buttons, and a "Help" icon. Below the title bar, a navigation menu includes "Basic Info", "Notification", "Geo-Location", "Attachments & Overlays", and "Distribution & Sharing". A note states: "*Red Label: indicates a required field." The main section is titled "CRITICAL INFORMATION" and contains the following fields:

- *Status**: A dropdown menu with "New" selected.
- Date of Birth**: A text input field containing "09/18/1947".
- Hospital/Clinic**: A dropdown menu with "Select One" selected.
- Age at Admission**: A text input field containing "59 years 6 months 28 days".
- Type of Visit**: A dropdown menu with "ER" selected.
- *Date and Time of Visit**: A text input field containing "04/15/2007 at 13:33 PDT".
- *Patient Identifier**: A text input field containing "ABX-1179".
- Gender**: A dropdown menu with "Male" selected.
- Related Event/Incident/Activity**: A text input field containing "I****Church Street Station**** Terrorist In", with "Select" and "Clear" buttons to its right.
- Race/Ethnicity**: A dropdown menu with "American Indian" selected.

At the bottom of the form, a footer reads: "Document Created by: courseware1 on 04/15/2007 at 13:33 PDT. Copyright © 2006 by NC4 Public Sector LLC, All Rights Reserved."

Figure 10 Disease Surveillance Report

- The **Disease Surveillance** Report shown in Figure 10 provides the ability to collect, display and maintain information about disease outbreaks. Diagnosis can be added to the report in *View* mode.
- Disease surveillance information can be related to other **Events, Incidents,** or **Activities** within the application.

NOTES:

Donations Report

Disaster Relief > Donations

The Donations Report is used to identify and track donations from corporations, public and private agencies, and individuals.

Donations are maintained by status and distribution center location during an Event/Incident from an initial pledge for ultimate use to support recovery.

The screenshot shows the 'Donations' application interface. At the top, there is a 'Help' icon and 'Submit' and 'Cancel' buttons. Below this is a navigation bar with tabs: 'Basic Info', 'Pickup Location', 'Item Detail' (selected), 'Notification', 'Attachments', and 'Distribution & Sharing'. A note states: '*Red Label: indicates a required field.' The main content area is titled 'DONATION INVENTORY ITEM 1' and contains the following fields:

- Description:** 12 tons Ice Block
- Date Of Inventory:** 06/10/2007 (with 'Set' and 'Clear' links)
- Estimated Value:** 1000
- Loaned Or Donated?:** Loaned Donated
- Return Date/Time:** (with 'Set' and 'Clear' links)
- Quantity:** 12
- Unit:** pallets
- No. Of Packages:** 1
- Packaging:** pallets
- Additional Comments:** (empty text area)
- Cubic Size:** 324
- Unit:** pallets
- Weight:** 12
- Unit:** Select One
- Perishable?:** Yes No
- Expiration Date:** 06/10/2007 (with 'Set' and 'Clear' links)

An 'Expand' button is located at the bottom left of the form area.

Figure 11 Donations Report

- The Donations Report shown in Figure 11 contains details for up to 5 donated items on the **Item Detail** tab.
- The report displays the pickup schedule and where the donation can be retrieved. The geo-locate functionality enables the process.

NOTES:



Duty Log Report

[Logs > Duty Log](#)

The **Duty Log** form is designed to record all significant happenings (i.e., events/incidents/activities, etc.) which occur during a recorder’s shift as well as the actions that were initiated.

A duty log can be a chronological log of events to include: a record of the hierarchy of command on scene, asset request and response, assignments, etc. Most law enforcement and military organizations use the duty log concept.

DutyLog

 Help

Update
Delete
Print
Close

*Red Label: indicates a required field.

Basic Info
Notification
Attachments
Distribution

<p>Name rick comerford <i>(AutoFill)</i></p> <p>*Position: Call Taker</p> <p>Shift: First 0700-1500</p> <p>Related Event Incident / Activity 1- 1st Savings and Loan Robbery</p> <p>*Subject test</p> <p>Log Entry CVXCV</p>	<p>*Organization/Location: Call Center</p> <p>*Agency: EOC</p> <p>Region/Office: Primary EOC</p> <p>*Date /Time 08/25/2009 at 12:38 EST</p>
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Figure 12 Duty Log Report

- The duty log shown in Figure 12 allows the user to associate a **Related Event/Incident/Activity** with the log entry.

NOTES:



Hazard Model Report

[Models > Hazard Model](#)

The **Hazard Model** Report provides a single location to store, monitor and manage hazard model assessments for disasters. The output from modeling tools can be stored within the application and the models can be associated with an Incident, Event or Activity.

Figure 13 Hazard Model Report

- Users will have the capability to create a Hazard Model Report as shown in Figure 13. After the report is created a model can be attached by an authorized user.
- CATS Models are not supported in this release.

NOTES:



HazMat T-II Facility Report

Infrastructure > HazMat T-II Facility

The **HazMat T-II Facility** Report maintains critical hazardous materials storage facility information and specific chemical data.

HazMat T-II Facility

*Red Label: indicates a required field.

Help
Update Delete Print Close

Basic Info	Chemical Description	Notification	Geo-Location	Attachments & Overlays	Distribution & Sharing
Report Date/Time Mon Jun 11 08:38:00 PDT 2007		Status Yellow - Non-EHS Facility			
Related Event/Incident/Activity Not Related to an Event, Incident, or Activity		Reporting Period (YYYY) 2007			
FACILITY IDENTIFICATION					
Facility Name Bill's Chemical Company		SIC Code 223344			
Dunn & Bradstreet No. 2345-orl-2006		NAICS Code 223344			
TRI No. 334455		Fire Dept. Jurisdiction Orlando			
Explosives Reported? Yes					
OWNER/OPERATOR INFORMATION					
Owner Name Bill Sentre		Land Owner Type Other			
Phone 3212223333		Fax 3213334455			
Email BSentre@billschem.com					
REGULATORY POINT OF CONTACT					
Name Bill Sentre		Phone 3212223333			
Fax 3213334444		Email bsentre@billchem.com			
EMERGENCY CONTACT INFORMATION					
Name Bill Sentre		Title Owner			
Phone 3212223333		24 Hr Phone 321223333			
Fax 3214445555					
Alternate Name Sally Sentre		Alternate Title Chief Operating Officer			
Alternate Phone 3219993344		Alternate 24 Hr Phone 3219998833			

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Figure 14 HazMat T-II Facility Report

- The HazMat T-II Facility Report shown in Figure 14 identifies HazMat and EHS hazard facilities at a location.
- Specific chemical identification information can be added to a saved HazMat Report.

NOTES:



Hospital Report

[Infrastructure >Hospital](#)

The **Hospital/Medical Facility** Report is used to record information related to hospital capabilities before and during an incident.

The information in this report may be invaluable in tracing, controlling and monitoring the health care capabilities available to victims. The information in this report will be from the hospital facility or public health services. The data in the report is entered and maintained by medical personnel.

Hospital/Medical Facility Report

Help

*Red Label: indicates a required field.

Basic Info
HAvuBED
Additional Info
Notification
Geo-Location
Attachments & Overlays
Distribution & Sharing
Hospital Status Matrix

TRIAGE STATUS

Type	Possible Patients	EMS Received	Self Referral	Total Received	Current Availability
Critical (RED):	<input type="text" value="14"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="13"/>	<input type="text" value="1"/>
Non-Critical (YELLOW):	<input type="text" value="25"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="13"/>	<input type="text" value="12"/>
Walking Wounded (GREEN):	<input type="text" value="120"/>	<input type="text" value="98"/>	<input type="text" value="9"/>	<input type="text" value="107"/>	<input type="text" value="13"/>
Dead/Dying (BLACK):	<input type="text" value="99"/>	<input type="text" value="8"/>	<input type="text" value="7"/>	<input type="text" value="15"/>	<input type="text" value="84"/>
Contaminated:	<input type="text" value="1,200"/>	<input type="text" value="778"/>	<input type="text" value="77"/>	<input type="text" value="855"/>	<input type="text" value="345"/>
TOTALS:	<input type="text" value="1,458"/>	<input type="text" value="896"/>	<input type="text" value="107"/>	<input type="text" value="1,003"/>	<input type="text" value="455"/>

BLOOD STATUS

Blood Availability	Current (No. of Units)	Current (No. of Units)
O +	<input type="text" value="24"/>	B + <input type="text" value="66"/>
O -	<input type="text" value="66"/>	B- <input type="text" value="77"/>
A+	<input type="text" value="88"/>	AB+ <input type="text" value="88"/>
A-	<input type="text" value="88"/>	AB- <input type="text" value="66"/>
Total Frozen cells O+/- :	<input type="text" value="77"/>	Total Cryoprecipitate: <input type="text" value="66"/>
Random Platelet Concentrates:	<input type="text" value="66"/>	Apheresis Platelets : <input type="text" value="77"/>

	FFP/FFH (No. of Units)	Jumbo FFP (No. of Units)
O	<input type="text" value="77"/>	O <input type="text" value="77"/>
A	<input type="text" value="77"/>	A <input type="text" value="77"/>
B	<input type="text" value="77"/>	B <input type="text" value="77"/>
AB	<input type="text" value="77"/>	AB <input type="text" value="77"/>

Figure 15 Hospital Report – Additional Info Tab

- The Hospital/Medical Facility Report shown in Figure 15 gives a view of the status and capabilities of the hospitals.
- The Hospital/Medical Facility Report data can be preloaded into the system before an event, and uploaded as required during an event to maintain situational awareness for hospitals.
- The hospital capacity information should be completed by each hospital prior to an incident.

NOTES:



Hotline Report

[Situation > Hotline](#)

The **Hotline** Report is used for intake, tracking and assignment of information that is phoned into or otherwise reported into Operations.

Hotline Report

Help

Update Delete Print Close

*Red Label: indicates a required field.

Basic Info
Notification
Geo-Location
Attachments & Overlays
Distribution & Sharing

WHAT CRITICAL INFORMATION CAN YOU PROVIDE?

<p>*Case ID: ORL-00001</p> <p>*Priority/Status: Black--Immediate</p> <p>*Method of Contact: In Person</p> <p>Source: Bill Davis, Brother-in-law of suspect</p> <p>Affiliation: Brotherhood of Occooeee</p> <p>Information Received Date: 06/15/2007 at 20:19 EST</p> <p>Vehicle Tag State: FL</p> <p>*Prepared By: Comerford</p> <p>*Last: Comerford</p> <p>*Agency/Loc: Emergency Management</p> <p>Event Narrative: Bill Davis, Brother-in-law of the supreme leader Dowage has reported his location as being at 13110 lake mary jane rd, orlando, a safe house fo brotherhood</p> <p>Event Date: 06/15/2007 at 20:20 EST</p>	<p>Central Control Number: METRO-ORL-0000234</p> <p>*Classification: Red--Confidential</p> <p>Related Event/Incident/Activity E - Orlando Terrorist Threat</p> <p>Phone Number: 3212345555</p> <p>Vehicle Tag No. : 123-gh3</p> <p>*First: Rick</p>
--	---

Figure 16 Hotline Report

- The Hotline Report shown in Figure 16 monitors the status and resolution of reported tips or leads.
- The application automatically assigns a Control Number for tracking purposes.
- Leads can be manually assigned a Lead Control number based on local SOPs.

NOTES:



Housing Loss Report

Damage Assessment > Housing Loss

The **Housing Loss** Report is used to compile and depict Damage Assessment information for private citizens housing.

Damage Assessment is the process of determining the location, nature, and severity of damage sustained by the public and private sectors in a disaster situation. It includes estimating the amount of loss and the resulting impacts of those losses on the affected individuals and communities.

Housing Loss Report Help

Submit Cancel

*Red Label: indicates a required field.

Basic Info Occupant Info Notification Geo-Location Attachments Distribution & Sharing

Assessment Team Member: Kurt Spears

Related Event/Incident/Activity: |- ****Church Street Station**** Terrorist | Select Clear

*Damage Status: Red-Major

*Replacement Cost/FMV: 145000

*Percent of Damage: 90%

*Estimated Dollar Loss: 145000

Homeowners Insurance: Yes No Unknown

Flood Insurance: Yes No Unknown

Water Level (ft): 0

Accessible: Yes No Unknown

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Figure 17 Housing Loss Report

- The Housing Loss Report shown in Figure 17 records damage and insurance status.
- Dollar Loss figures are totaled on the Housing Loss Summary screen.
- Geo-Location can be used to display damaged homes on the map.
- Photo images can be attached to the report in the **Attachments** tab.
- The **Occupant Info** tab captures resident information.

NOTES:

Intel Biography Report

Situation > Intel Biography

The Biography Intelligence Report is designed to provide current intelligence, threat and background information related to specific individuals.

Many jurisdictions consider the information in Intelligence Reports to be sensitive. The report form indicates this with **LAW ENFORCEMENT SENSITIVE** on the top left of the form.

Biography Intelligence Report

*Red Label: indicates a required field.

Basic Info | Notification | Geo-Location | Attachments & Overlays | Distribution & Sharing

LAW ENFORCEMENT SENSITIVE



MSM
Mark picture for deletion

Attach Picture: Browse...

*Last Name: Sex:

*First Name: Race:

*Entity/Organization(s): Select

*Threat Level: Hair:

*Known Areas of Operation: Eyes:

Status as of: Set

Birthdate: Set

POB:

MADDIS:

FBI:

Citizenship:

Height:

Weight:

Occupation:

Employer:

Phone(s):

Remarks: Expand

Related Event/Incident/Activity: Select Clear

VEHICLE INFORMATION

Figure 18 Biography Intelligence Report

- The Biography Intelligence Report shown in Figure 18 displays data on a particular person that may have an impact on operations within a jurisdiction.
- Specific information about the individual may be entered into the form, including a picture, location, and vehicle identification.
- This form may be held in closed distribution until needed for operational planning within a jurisdiction.

NOTES:

Intel Entity Report

[Situation > Intel Entity](#)

The **Entity Intelligence** Report is designed to provide and track current intelligence and threat information associated with specific entities/groups.

Many jurisdictions consider the information in Intelligence Reports to be sensitive. The report form indicates this with **LAW ENFORCEMENT SENSITIVE** on the top left of the form.

Entity Intelligence Report Help

Submit Cancel

*Red Label: indicates a required field.

Basic Info | Additional Info | Notification | Attachments & Overlays | Distribution & Sharing

LAW ENFORCEMENT SENSITIVE

***Entity/Organization:** Occee Brotherhood ***Threat Origin:** Domestic

***Threat Level:** Red-Severe **Status As Of:** 06/14/2007 at 00:04 EST [Set](#)

Sources:
RDSTF 5, FDLE, OPD Intel

Related Event/ Incident/Activity:
E - Orlando Terrorist Threat

ENTITY IDENTIFIERS

Other Names of the Entity:
Brotherhood of Sacred Occee Jihadists

Political Ideology?:
Radical Muslim

Command Structure and Personnel:
Cellular, with Supreme Mullah Dowser and several key lieutenants

Figure 19 Entity Intelligence Report

- The Entity Intelligence Report shown in Figure 19 is used to provide information on groups or organizations that may have an impact on operations within a jurisdiction. This could include terrorist groups, gangs, etc.
- These reports display data that may have an impact on operational planning for the jurisdiction's agencies.

NOTES:



Intel Location Report

Situation > Intel Location

The **Location Intelligence** Report indicates current location specific intelligence information where and when needed.

Many jurisdictions consider the information in Intelligence Reports to be sensitive. The application indicates this with **LAW ENFORCEMENT SENSITIVE** on the top left of the form.

Location Intelligence Report Help

Submit Cancel

*Red Label: indicates a required field.

Basic Info Notification **Geo-Location** Attachments & Overlays Distribution & Sharing

LAW ENFORCEMENT SENSITIVE

EXECUTIVE SUMMARY

Threat Level: Red-Severe Status As Of: [Set](#)
04/27/2007 at 08:40 PDT

Area of Operation: Citywide [Search/Add](#)

Newly Identified Threats
credible bomb threats to Church Street Station and vicinity Expand

Significant Threat Activity Expand

Related Event/Incident/Activity
Church Street Station Terrorist Incident- Ch Select Clear

RESPONSIBLE ENTITY:

Clear Responsibility

Individual: Select Organization/Location: EOC Select

Position: Select Agency: Emergency Management Select

Threat Course of Action

0 to 10 hours
Most Likely

Figure 20 Location Intelligence Report

- The Location Intelligence Report shown in Figure 20 contains intelligence threat information for a particular location.
- This information may be held in closed distribution, with limited or monitored access, until it is required for agencies' operational planning.

NOTES:

Intel Summary Report

Situation > Intel Summary

The **Intelligence Summary** Report summarizes at a very high level up-to-date intelligence and threat information.

Many jurisdictions consider the information in Intelligence Reports to be sensitive. The application indicates this with **LAW ENFORCEMENT SENSITIVE** on the top left of the form.

Figure 21 Intelligence Summary Report

- The Intelligence Summary Report shown in Figure 21 displays recorded intelligence information.
- This provides the intelligence staff an opportunity to cull information that Operations Center staff may not have a need to know, and disseminate to all personnel to increase their situational awareness.

NOTES:



Medical Incident Report

[Event/Incident/Activity > Medical Incident](#)

The data in the **Medical Incident** Report is used by the medical community to gather data and report symptoms and trends related to possible disease or biological weapon indicators.

The medical personnel needing this report may consist of public health authorities, hospital staff, DMATs (Disaster Medical Assistance Teams), medical strike teams, ESF 8 support agencies and other medical personnel. Some of the data fields in this form are highly specialized such as the ICD-9 code.

Medical Incident Report

Help

*Red Label: indicates a required field.

Basic Info
Notification
Geo-Location
Attachments & Overlays
Distribution & Sharing

WHAT CRITICAL INFORMATION CAN YOU PROVIDE?

<p>Severity: Yellow--Outbreak</p> <p>Prognosis: Red--Worsening</p> <p>Symptoms: Anxiety Blurred vision Chills Convulsions Cramps Diarrhea Faintness Fatigue Vomiting Weakness</p> <p>Name of Disease: Cholera</p> <p>Location Name: Hotel California Resort</p> <p>Date and Time: 06/09/2007 at 23:30 EST</p> <p>Related Event: E - Hurricane Xerxes</p>	<p>Status: Red--Uncontained - Assistance Required</p> <p>Incident No.: OCPH-00123</p> <p>ICD-9 Code: 192-1</p> <p>Incident Name: Hotel California Resort Cholera</p> <p>Related Action Plan:</p> <p>Confirmed by Laboratory?:</p>
---	---

Figure 22 Medical Incident Report

- The Medical Incident Report shown in Figure 22 identifies specific medical incidents by monitoring the activity with geo-locate features.
- Many of the fields are auto filled by the application, based upon previous information entered such as prevalence and fatality rate.

NOTES:



Organizational SitRep Report

[Situation > Organizational SitRep](#)

Organization situation reports provide users the ability to create summary reports that provide a comprehensive assessment of the overall situation. These high level reports are tailored for use primarily by executive level personnel.

Organization SitRep

[Help](#)

*Red Label: indicates a required field.

Basic Info
Additional Info
Notification
Attachments
Distribution & Sharing

OVERALL SITUATION

Reporting Organization

[Select](#) [Clear](#)

Operational Status: (Capability to perform critical functions)

Select One
▼

Status as Of [Set](#) [Clear](#)

Estimated Time of Normal Operations [Set](#) [Clear](#)

Actual Time of Normal Operations [Set](#) [Clear](#)

Related Event/Incident/Activity [Select](#) [Clear](#)

Summary

Outstanding Resource Needs(Summary)

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Figure 23 Organizational SitRep Report

NOTES:



Personnel Report

Personnel > Personnel

The **Personnel** Report depicts the operational status of particular individuals.

Personnel Reports may be completed for all personnel of interest prior to an event or emergency and updated during the activation, or the reports may be completed on an exception basis. The reports may be used in the event a person is injured, unavailable, or when a person's condition reaches some other threshold of interest.

The screenshot shows a web-based form titled "Personnel Report". At the top right, there are "Submit" and "Cancel" buttons, and a "Help" icon. Below the title, a red asterisk indicates that a red label signifies a required field. The form is organized into several sections:

- Basic Info:** Includes "ETeam User Id" with the value "courseware1".
- PERSONAL INFORMATION:**
 - Last Name:** Seales
 - Middle Name:** (empty)
 - First Name:** Paul
 - Job Title:** Capt (dropdown menu)
 - Category:** Employee (dropdown menu)
 - Organization:** EOC (with a "Select" button)
 - Position:** Emergency Services Branch (with a "Select" button)
 - Assigned Facility:** Orlando City Hall (with "Select Site" and "Clear Site" links)
 - Special Needs Comments:** (empty text area with an "Expand" button)
 - Supervisor:** (empty)
 - Associate Level:** (empty)
 - Shift Code:** (empty)
 - LG Direct Report:** (empty)
 - Second Level:** (empty)
 - Third Level:** (empty)
 - Special Needs:** No (dropdown menu)
- CONTACT INFORMATION:**
 - Work Phone:** (empty)
 - Home Phone:** (empty)
 - Cell Phone:** 772-532-0806
 - Pager:** (empty)
 - Email:** (empty)
 - Mail Stop:** (empty)

At the bottom of the form, a small text block reads: "Document Created by: courseware1 on 04/30/2007 at 07:07 PDT Last Modified by: courseware1 on 04/30/2007 at 07:07 PDT Copyright © 2006 by NC4 Public Sector LLC, All Rights Reserved."

Figure 24 Personnel Report

- The Personnel Report shown in Figure 24 displays the location, special needs, contact information and emergency contact data for any personnel within the jurisdiction.
- Information from this report can be imported into Staff Assignment Reports.

NOTES:

Plan Concern Report

[Tasks > Plan Concern](#)

This report is used to identify shortcomings or unforeseen problems with a **Task, Sub-Task, or Action Request**. This report can be enabled or disabled by your system administrator.

Action Plan Concern

Help

*Red Label: indicates a required field.

Basic Info
Notification
Attachments
Distribution

ACTION CONCERN DESCRIPTION

***Related Task or Sub-Task:**

Related Event/Incident/Activity

Related Request for Action:

***Concern Name:**

Statement of Concern:

RESPONSIBLE ENTITY:

Uncheck to send Targeted Alert ONLY to the individual selected. When checked a Targeted Alert is sent to all users whose Personal Profile matches the Org/Location and Position selected.

Individual:

Organization/Location:

Position:

Agency:

Actions Taken:

Figure 25 Plan Concern Report

NOTES:



Planned Activity Report

Event/Incident/Activity > Planned Activity

The **Planned Activity** Report is usually localized, such as a sporting event, convention, parade, street fair, or concert. The information entered into the report can be used for monitoring, controlling, and providing security for the event.

Planned Activity Report

*Red Label: indicates a required field.

Basic Info | Notification | Geo-Location | Attachments & Overlays | Distribution & Sharing

WHAT IS THE CURRENT STATUS OF THIS EVENT?

*Status: Green-Scheduled

Activity Type: Concert

*Activity Name: Westside Jazz Fest

Location Name: (Brief Description) Westside Community Center

SITUATION SUMMARY

04/14/2007 at 13:12 PDT courseware1-EOC

The 22nd annual spring jazz festival is being held this weekend. Festival boundaries run from Oak Terrace on the North, Turtle Cove to the south, Emerald Isle Dr to the east, and Steep Hill Road to the west. This area will be sealed to traffic starting 1300 on Friday.

WHO'S IN CHARGE?

Lead Agency: Select One

Contact Information: (Name, Phone, etc.)

Supporting Agencies: American Red Cross, Emergency Management, Sheriff's Office, State Police

DETERMINE TIME

Start Date: Planned 04/21/2007 at 12:00 PDT

Completion Date: Planned 04/22/2007 at 19:00 PDT

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Figure 26 Planned Activity Report

- The Planned Activity form shown in Figure 26 can be preloaded before an activity with all planned activities such as parades, motorcades, protests, and location details.
- The report can be associated with a **Planned Event** and provides access to required information for any planned activity.

NOTES:

Planned Event Report

Event/Incident/Activity > Planned Event

The **Planned Event** Report monitors all activities in a jurisdiction associated with a scheduled event such as a major sporting event, VIP visit or large concerts. These events can involve multiple agencies, jurisdictions and activities.

Figure 27 Planned Event Report

- An example of a Planned Event in Figure 27 is a major conference that has a large number of planned activities.

NOTES:



Public Entity Loss Report

Damage Assessment > Public Entity Loss

The **Public Entity Loss** Report compiles and maintains Damage Assessment information for government facilities. This report is critical when filing for reimbursements after a declared disaster.

Damage Assessment is the process of determining the location, nature, and severity of damage sustained by the public and private sectors in a disaster situation. The report's two tabs captures and records information that includes estimating the amount of loss and the resulting impacts of those losses on the affected individuals and communities.

Public Entity Loss Help

*Red Label: indicates a required field.

Submit Cancel

Basic Info Assessment Notification Geo-Location Attachments & Overlays Distribution & Sharing

PUBLIC ASSISTANCE (PA) DAMAGES (NOTE: CATEGORIES A & B - EXCLUDE NORMAL OPERATING COSTS)

	Estimated Loss	Description
CAT A: Debris Removal and Disposal	100000	debris around entrance and parking area from initial explosion
CAT B: Emergency Protective Measures	50000	protective barriers required to secure facility
CAT C: Road and Bridge Systems (non-federal)	0	
CAT D: Water Control Facilities (levees, dams, & channels)	0	
CAT E: Public Buildings and Equipment	100000	enhanced access and support resources required
CAT F: Public Utilities (water and power, etc.)	0	
CAT G: Park/Recreational/other	0	
Total Est. Damages	250,000	
Insurance Coverage Amt.	50000	
Total Est. Uninsured Amt.	200,000	

Notes Expand

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Figure 28 Public Entity Loss Report – Assessment Tab

- Public Assistance (PA) Damages are tracked on the Assessment tab of the Public Entity Loss Report shown in Figure 28 for possible reimbursement.
- PA Damages are totaled by the application.
- Geo-Location can be used to identify damaged businesses on the map.
- Photo images can be attached to the report in the **Attachments** tab.

NOTES:

Public Facility Report

Infrastructure > Public Facility

The **Public Facility** Report provides information about a jurisdiction's critical facilities that might be affected by an emergency and to monitor a facility's operational status.

The Report records a facility's name, status, contact information and estimated damage. These reports can be posted to the map, giving emergency managers an overview of the effects of an emergency on their jurisdiction's infrastructure.

Public Facility Report Help

Submit Cancel

*Red Label: indicates a required field.

Basic Info | Notification | Geo-Location | Attachments & Overlays | Distribution & Sharing

WHAT IS THE CURRENT STATUS OF THIS FACILITY?

*Overall Status:
Red-Not Operational

WHAT INFORMATION CAN YOU PROVIDE ABOUT THIS FACILITY?

*Facility Name: Orlando City Hall

Percent Damage:
 0% 25% 50% 75% 100% Unknown

Cause: [Search/Add](#)
Terrorist Incident- Bombing

Related Event/Incident/Activity: E - Orlando Terrorist Threat Select Clear

Description of Damage:
Entire front foyer, causing collapse of 2nd and third floor to include Mayor's office Expand

Estimated Damage : (\$000)
12000

PROVIDE OPERATIONAL DETAILS FOR THE FOLLOWING:

Gas: No Yes

Water: No Yes

Sewer: No Yes

Electric: No Yes

Heat/Air Cond.: No Yes

Telephone: No Yes

Figure 29 Public Facility Report

- The Public Facility Report shown in Figure 29 shows the status of essential facilities including critical infrastructure within your jurisdiction.
- Information in this report may be utilized to ascertain:
 - functionality of these vital facilities,
 - dollar cost of the damage incurred,
 - geo-location of these facilities.
- This form proves especially useful in relocating critical functions, either into or out of strategic facilities.

NOTES:



Public Info Report

Situation > Public Info

The **Public Information** Report details the status, review status, and approval of the release of public information such as press releases, official announcements and other public notifications. The report provides full document workflow with tracking and approvals.

This form can be used by a press office, the agency's Public Information Officer (PIO) or any personnel responsible for making official communications to the public.

Figure 30 Public Information Report

- The Public Information Report shown in Figure 30 provides a forum to create, edit, review and approve press releases.
- The report documents actions associated with media relations.
- To maintain an efficient process of reviews, comments, and approvals, the leadership should establish an infrastructure that supports media operations.
- The report is able to partition information for internal and external communications.

NOTES:

Rapid Damage Report

Damage Assessment > Rapid Damage

The **Rapid Damage Assessment** Report gathers initial information about damaged structures prior to full detailed assessments.

The Damage Assessment (DA) is an ongoing process that is essentially three-phased; the first phase begins immediately after the disaster, the second phase occurs just prior to a request for federal assistance and the third phase takes place if a federal declaration is received.

Rapid Damage Assessment Report

Submit Cancel Help

*Red Label indicates a required field.

Basic Info Assessment and Evaluation Notification Geo-Location Attachments & Overlays Distribution & Sharing

Areas Inspected
Exterior and Interior

1. Collapse, partial collapse or building off foundation
 Yes No More Review Needed

2. Building or wall noticeably leaning
 Yes No More Review Needed

3. Exterior walls cracked or bulging
 Yes No More Review Needed

4. Ground slope movement or displacement
 Yes No More Review Needed

5. Chimney, parapet, or other falling hazard
 Yes No More Review Needed

6. Other hazards present
 Yes No More Review Needed

SPECIAL INSTRUCTIONS:
 UNSAFE (Red) - Yes in 1, 2, 3, 4 or 5 or hazards such as a toxic spill or an asbestos release.
 RESTRICTED USE (Yellow) - More Review in 1, 2, 3 or 4.

Overall Rating
 Red-Unsafe

Comments
 serious damage incurred
 Expand

RECOMMENDATIONS

Recommendations
 No Further Action Required
 Detailed Evaluation Required

Structural Geotechnical Other (spec):

Comments
 Expand

INFRASTRUCTURE COMPONENT EVALUATION

Roof Structure Severe	Public Sewer Moderate
External Walls Moderate	Septic Tank Leachfield Minor
Interior Walls Severe	Public Water None
Floors Moderate	Well Water None
Foundation Wall Footing Moderate	Interior/Exterior Gas Line Piping None
Electrical Service	Propane Tank/LGD Fuel System

Figure 31 Rapid Damage Assessment Report – Assessment Evaluation Tab

- The Rapid Damage Assessment Report can also be created from within a Windshield Damage Assessment Report by selecting the appropriate Windshield Damage Assessment Report.
- If all items in the Infrastructure Component Evaluation section shown in Figure 31 on the Assessment and Evaluation tab have been entered, the Estimated Percent Damage and Estimated Damage Cost fields on the **Basic Info** tab will be automatically calculated.

NOTES:

Road Closure Report

Infrastructure > Road Closure

The **Road Closure** Report is used to record the status and operational readiness of roads within an area.

This information may be needed for numerous purposes for incident response. For example, the Logistics Section will need this information in order for supplies and resources to be routed efficiently.

Figure 32 Road Closure Report

- The example in Figure 32 is a Road Closure report depicting some of the critical information such as **Status of the Road** and the **Road Name** you will be asked to provide.
- The geo-location feature can assist with identifying alternate routes for traffic management.
- This report can be related to other incident activities.

NOTES:

Shelter Report

Infrastructure > Shelter

The **Shelter Report** is used to assist in managing multiple evacuation centers. The report form is used to document the status, activity and operations of shelters within a jurisdiction.

A shelter is temporary housing established in or near an affected area to provide safe, sanitary temporary living quarters which may include food, or lodging for people who have been evacuated from an impacted area. Shelters may be run by local government agencies, the American Red Cross or other agencies.

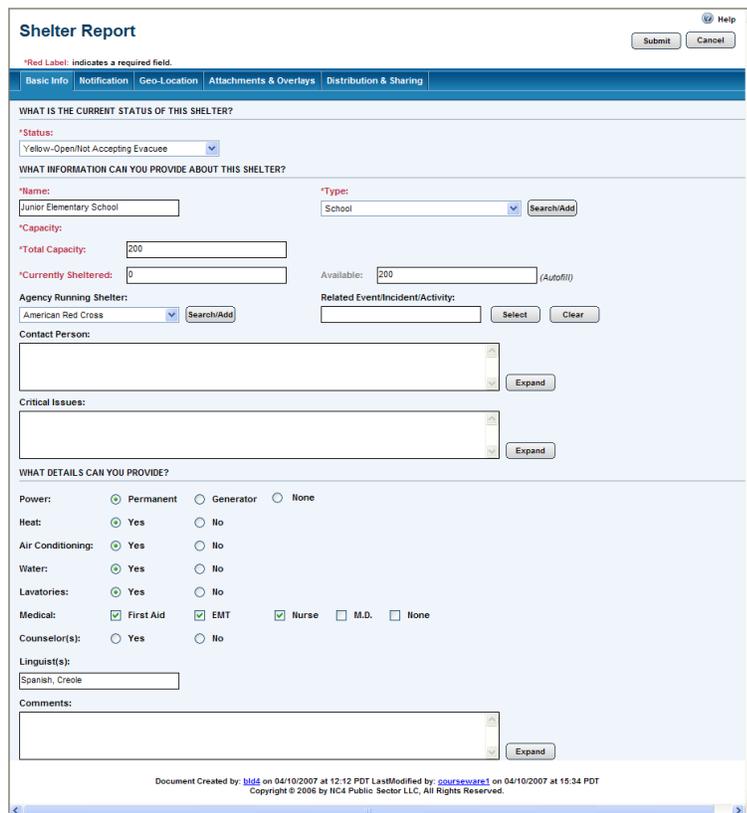


Figure 33 Shelter Report

- All shelter data can be preloaded before an event, and updated as required during an event.
- The example in Figure 33 is a Shelter report depicting some of the critical information you will be asked to provide such as the shelter name and type, its status, and the number of individuals that are currently being sheltered.
- This report can be used to manage logistics requirements and routes to and from an impacted area to shelters.

NOTES:

Suspicious Package Report

[Event/Incident/Activity > Suspicious Package](#)

A **Suspicious Package Triage** Report is used to record and track the details of unidentified packages.

Suspicious Package Triage

? Help

*Red Label: indicates a required field.

Basic Info	Sample Data	Triage & Testing	Notification	Geo-Location	Attachments	Distribution & Sharing
<p>*Report No.</p> <input style="width: 100%;" type="text" value="SPT-085240-387-091709"/>		<p>Location</p> <input style="width: 100%;" type="text"/>				
<p>*Status</p> <input style="width: 100%;" type="text" value="Select One"/>		<p>Related Event/Incident/Activity Select Clear</p> <input style="width: 100%;" type="text"/>				

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Figure 34 Suspicious Package Report

NOTES:

Task Report

[Task > Task](#)

The **Task Status** Report provides information related to a particular task, sub-task, action request, or plan concern.

The data in this report is used to assign, then track tasks assigned to agencies or individuals.

Task Status Report

Help

*Red Label: indicates a required field.

Basic Info
Notification
Attachments
Distribution

***Priority:**
Red--High

***Status:**
Approval Pending

ASSIGN TASK

Uncheck to send Targeted Alert ONLY to the individual selected. When checked a Targeted Alert is sent to all users whose Person Profile matches the Org/Location and Position selected.

<p>Individual: Arnold, Amber</p> <p>Position: Director</p>	<p>Organization/Location: EOC ESF</p> <p>Agency: EOC</p>
--	--

TASK DETAIL

<p>Requesting Agency:</p> <p>Requestor's Position:</p> <p>Due Date/Time:</p> <p>Related Event/Incident/Activity I - Weatherford Lakes Severe Weather- Tornado</p> <p>Additional Task Details: This incident could involve any number of possibilities including, but not limited to: A B-NICE threat/attack, a hazardous material incident in a fixed facility (railway) that requires a lengthy time to clean up, a suspicious package where there is the likelihood of injury or substantial property damage, or a major fire. These incidents may require the evacuation of a building or sector for a duration of over 12 hours. The Unified Command will decide whether to activate or not.</p> <p>Concerns:</p> <p>Results/Progress:</p>	<p>Requestor's Name:</p> <p>*Task: Downtown Evacuation Level II-Weatherford Lakes Sev</p> <p>*Task Category: Response</p>
---	--

RELATED SUB-TASKS

Add Sub-Task

Figure 35 Task Status Report

- The Task Status Report shown in Figure 35 monitors task, sub-task and task status across different agencies, ESFs or functions within a jurisdiction.
- This report can be used for a Task for which a Resource Request would not be created.
- The Agency or Function that was tasked can document any resulting sub-tasking by using the Sub-Task function.
- Sub-Tasks can be created within Tasks.

NOTES:



Sub-Task Status Report

Task > Sub-Task

The **Sub-Task Status** Report can break a major task or Action Plan into a series of related sub-tasks. Each sub-task item can be independently assigned and updated.

Sub-Task Status Report

Help
Update Delete Print Close

*Red Label: indicates a required field.

Basic Info
Notification
Attachments
Distribution

Related Action Plan Template:
[Downtown Evacuation Level I](#)

Related Event/Incident/Activity
[I-*****Church Street Station**** Terrorist Incident- Chemical](#)

***Related Task:**
[Downtown Evacuation Level I-I-*****Church Street Station**** Terrorist Incident- Chemical](#)

***Priority:**
 Red--High

***Status:**
 Completed

ASSIGN SUB-TASK

Uncheck to send Targeted Alert ONLY to the individual selected. When checked a Targeted Alert is sent to all users whose Personal Profile matches the Org/Location and Position selected.

Individual:

Position:

Organization/Location:

Agency:
 OPD

SUB-TASK DETAIL

Requesting Agency:

Requestor's Position:

Due Date/Time:
 08/06/2009 at 20:36 EST

Additional Task Details:
 Six patrol units, the sector sergeant, and the on-duty watch commander will respond. Officers will position themselves on safe perimeter positions. They will secure all ingress and egress to the incident scene. They will hold their perimeter positions until relieved by proper authority.

Concerns:

Results/Progress:

Requestor's Name:

***Sub-Task:**
 Secure Perimeter-I-*****Church Street Station**** Terrorist Incident- Chemical

Task Category:
 Response

Figure 36 Sub-Task Status Report

- The Sub Task Status Report shown in Figure 36 shows the individual elements of a plan or task.
- This report gives the jurisdiction a visual representation of the status and level of completion for each sub task.
- By clicking sub-task, you can explore the information at a more granular level.

NOTES:



Tip Submission Report

Situation > Tip Submission

The **Tip Submission** Report is used to identify and follow-up tips and leads that may be obtained by operational units. Tips can be categorized in a variety of ways and noted for credibility or follow-up.

TIP Submission Report

*Red Label: indicates a required field.

Basic Info	Narrative Case Info	Classification / Threat Assessment	Subjects of Interest	Source of Information	Notification	Attachments	Distribution & Sharing
CONFIDENTIAL / LAW ENFORCEMENT SENSITIVE DO NOT DISSEMINATE WITHOUT AUTHORIZATION							
OVERVIEW							
TIP No.: TIP-092044-710-081409				Date & Time: 08/14/2009 at 11:20 EST			
Submitting Agency: EOC				Submitting Agency Case No.:			
Primary Contact Name:				Primary Contact Title:			
Work Phone:				Cell Phone:			
Fax:				Email:			
Best Time to Contact: (ex: 8:00am to 5:00pm)							
Synopsis:							
Is this matter under active investigation at time of submission?				Purpose of Submission:			
ISAC ONLY							
ISAC Agent: Not Reported				ISAC No.:			
State Case No.:				FBI Case No.:			
Related Event / Incident / Activity Not Related to an Event, Incident, or Activity							
Related TIP Submission Not Related to a Tip Intel Submission Report							
Disposition:							
Document Created by: nc4admin on 08/14/2009 at 11:20 EST Last Modified by: sarnold on 09/15/2009 at 14:07 EST Copyright © 2009 by NC4 Public Sector LLC, All Rights Reserved.							

Figure 37 Tip Submission Report

- The Tip Submission Report shown in Figure 37 includes multiple sub-forms that can be created only after initial submission of the Tip Submission Report. These sub-forms provide detailed records for the following: Target of Suspicious Activity, Person of Interest, Business of Interest, and Source of Information.
- The Tip Submission Report is used to trace tips from the time received, until final disposition. The application automatically generates a Tip number.
- The report provides the capability to geo-locate the location of where the tip was received. This assists in developing trends by location.
- The search feature presents the ability to identify related information within the report.

NOTES:



Transit System Report

Infrastructure > Transit System

The **Transit System** Report is used to monitor the operational capability of transit systems within a jurisdiction. This includes bus, ferry, rail and any other mass transit systems.

Transit System Report

Help

Update

Delete

Print

Close

*Red Label: indicates a required field.

Basic Info
Notification
Attachments
Distribution & Sharing

WHAT IS THE STATUS OF THIS SYSTEM

***Status:**
Yellow--Partially Operational

WHAT INFORMATION CAN YOU PROVIDE ABOUT THIS TRANSIT SYSTEM

<p>*System Name: OIA</p> <p>*From: (Originates) Orlando</p> <p>Cause: Terrorist Incident- Bombing</p> <p>Estimated Time Operational: 06/11/2007 at 10:57 EST</p> <p>Comments: Bombing has effected ATC so all flirgts delayed some cancelled</p>	<p>Type: Air</p> <p>*To: (Ends) Elsewhere</p> <p>No. of Commuters Affected: 125000</p> <p>Related Event Incident/Activity: I - Terminal A Orlando International Airport Terrorist Incident- Bombing</p>
---	---

RESPONSIBLE ENTITY:

Uncheck to send Targeted Alert ONLY to the individual selected. When checked a Targeted Alert is sent to all users whose Personal Profile matches the Org/Location and Position selected.

Individual:	Organization/Location:
Position:	Agency:

Orlando International Airport (GOAA)

Figure 38 Transit System Report

- The Transit System Report shown in Figure 38 displays various transportation infrastructures within the jurisdiction.
- Detailed information is included to enable rerouting of major transportation systems, or redirecting of people to alternative mass transit systems.

NOTES:

Utilities Outage Report

Infrastructure > Utilities Outage

The **Utilities Outage** Report is used monitor the operational capability of utilities within a jurisdiction. This report includes water, electric, gas, sewer, telephone, and cable utilities.

Utilities Outage Report Help

Submit Cancel

*Red Label: indicates a required field.

Basic Info Notification Attachments Distribution & Sharing

WHAT IS THE STATUS OF THIS UTILITY?

*Status:
Red-Not Operational

WHAT INFORMATION CAN YOU PROVIDE ABOUT THIS UTILITY?

*Utility Type:
Electric

*Affected Area:
Terminal B OIA

City:
Orlando

Utility Provider:
OUC

Cause:
Explosion

County:
Orange County

Related Event Incident/
Activity:
- Terminal A, Orlando International Airpor

Estimated Time of Restoration:
06/11/2007 at 21:01 EST

Systems without service:

Actual
1 %

Normal (for this time of year)
0 %

Number of customers without service:

Actual
1450

Normal (for this time of year)
0

Comments:

RESPONSIBLE ENTITY:

Uncheck to send Targeted Alert ONLY to the individual selected. When checked a Targeted Alert is sent to all users whose Personal Profile matches the Org/Location and Position selected.

Figure 39 Utilities Outage Report

- The Utilities Outage Report shown in Figure 39 obtains an operational view of the utilities infrastructure within the jurisdiction.
- This report is helpful in determining high-level impacts of utility outages and shortages.
- During certain utilities outages the geo-location feature defines the areas affected and provides the capability to reroute traffic around these affected areas.
- The utility status reports should be completed by each utility thereby allowing an overall view of utility status within minutes after an event or incident strikes.

NOTES:



Volunteer Report

Disaster Relief > Volunteer

The **Volunteer** Report details the contact information, skills, functional capabilities, status, operational readiness, and agency affiliations of volunteers within an area prior to, during and post activation.

The Volunteer Record also maintains the individual's detailed deployment history and Event/Incident/Activity evaluations.

The screenshot displays a web-based form titled "Volunteer" with a "Help" icon and "Submit" and "Cancel" buttons. A red asterisk indicates required fields. The form is divided into several sections:

- Status:** "Yellow-Deployed" (dropdown), "Disaster Worker Category" (radio buttons for Permanent and Spontaneous).
- PERSONAL INFORMATION:**
 - Last Name: Dogoode, Middle Initial:
 - First Name: Mary
 - Gender: Female (dropdown)
 - Home Phone: 123-456-7788
 - Job Status: Volunteer (dropdown)
 - Cell Phone: 123-987-6543
 - Job Title/Rank: Ms. (dropdown)
 - Other Phone:
 - Work Phone:
 - Email: dogoode@ircvoad.org
 - Street Address 1: 123 Niceplace Drive
 - State: FL (dropdown)
 - Street Address 2:
 - Zip: 32968
 - City: Fellsmere
 - Country: United States (dropdown)
 - Citizenship: US (dropdown)
 - Organization/Location: American Red Cross (dropdown with "Select" button)
 - Position: ESF6 Liaison (dropdown with "Select" button)
 - Agency: American Red Cross (dropdown with "Select" button)
- DISASTER FUNCTION INFORMATION:**
 - Primary Function: Operations - Case Management (dropdown), Supervisor:
 - Secondary Function: Liaison (dropdown), Supervisor:
- EMERGENCY / MEDICAL INFORMATION:**
 - Do you have any medical or health related issues that might affect your disaster assignment? (radio buttons for Yes and No, No is selected)
 - If yes, please describe:
 - Emergency Contact Name: Sam Dogoode
 - Contact Relationship: Son (dropdown)
 - Contact Phone: 786-543-2109
 - Alternate Phone:

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Figure 40 Volunteer Report

- The Volunteer Report shown in Figure 40 displays all details for volunteers.
- The **Deployment Info** tab depicts deployment details and volunteer performance evaluations.

NOTES:

Windshield Damage Report

Damage Assessment > Windshield Damage

The **Windshield Damage Assessment** Report contains information collected by initial rapid assessment of damaged structures and is used to determine whether or not a complete damage assessment is required.

Immediately after a disaster, it is necessary to identify and quantify the physical and monetary impact and to rapidly assess possible eligibility for federal assistance.

Windshield Damage Assessment

*Red Label: indicates a required field.

Basic Info | Notification | Geo-Location | Attachments & Overlays | Distribution & Sharing

Reporting Date /Time [Set](#) [Clear](#)
04/10/2007 at 12:13 PDT

Windshield Priority Code
Black-High

Officer/Inspector First Name
Kurt

Officer/Inspector Last Name
Spears

Status
Open

Related Event/Incident/Activity [Select](#) [Clear](#)
****Church Street Station**** Terrorist Incident- C

DSN/Inspector No.

Dispatched? Yes No

STRUCTURE INFORMATION

Structure Type [Search/Add](#)
Church

Other

1. Collapse, partial collapse or building off foundation
 Yes No Unsure

2. Building or wall noticeably leaning
 Yes No Unsure

3. Exterior walls cracked or bulging
 Yes No Unsure

4. Is structure accessible?
 Yes No Unsure

5. Roof Damage
 Heavy Moderate Low None

6. Other Hazards or Comments

Expand

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Figure 41 Windshield Damage Assessment Report

- The Windshield Damage Assessment Report shown in Figure 41 identifies basic, rapidly acquired damage information.
- A Rapid Damage Assessment Report can be created from a saved Windshield Damage Assessment Report.
- The geo-location tab can be used to pinpoint and display areas to focus relief and recovery efforts.
- The initial structure assessment can be used to generate a priority system.

NOTES: