



RMS-PARS

Personnel Accountability Reporting System

Training Manual ©2014

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Running for the first time

Step 1: Log into RMS-PARS using the “RMS-PARS Start” icon on your desktop, or from the RMS-PARS link on the SOCPORTAL under informational links. If you don't have these links, the address is <https://prolog.hhs.gov/pars/index.php>

If you are having problems accessing RMS-PARS, you may have to make an adjustment to your browser's security setting. In either Windows Explorer or Firefox, you need to make sure that the security setting TSL 1.0 is set to disabled. On the IRCT laptops the COML will have to make this change as an administrator for Internet Explorer, for the Firefox browser, the user has this access right.

When you reach the RMS-PARS site, you will see the following page displayed:



RMS - PARS
Personnel Accountability Reporting System

Login with Username and Password

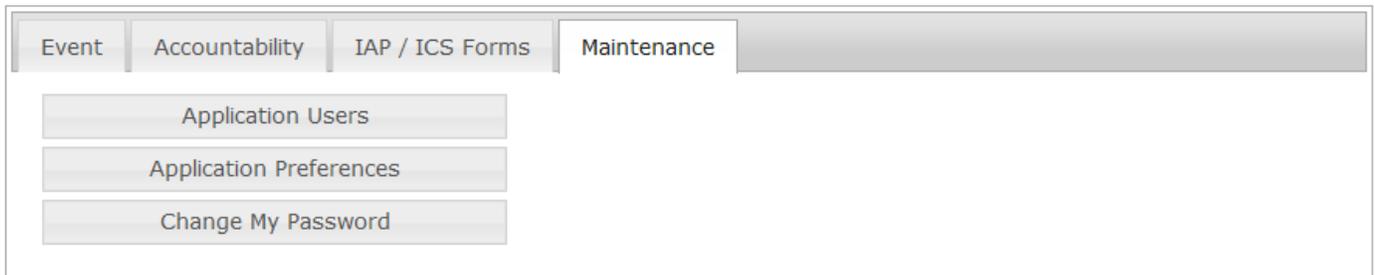
Please login with your username and password to continue.

Username:

Password:

[Forgot your Username or Password?](#)

If you have an email address associated with your account and have forgotten your PARS username or password, you can retrieve your username and reset your password by selecting “[Forgot your Username or Password?](#)” link. In keeping with HHS guidelines, all passwords will expire and you will not be able to use the previous password when it does. All users can change their passwords by going to the “[Maintenance Tab](#)” and select “[Change My Password](#)”



Event | Accountability | IAP / ICS Forms | **Maintenance**

If a user fails to enter the correct username and password 5 times, the account will be locked. The user can self-reset the password by selecting the "forgot password" link from the login screen. If the user doesn't have an address listed in their user account, you will have to have it added by the PSC who is on the deployment or John Caprio, john.caprio@hhs.gov. There is also an additional security feature where you will be automatically logged out of the system after 30 minutes of inactivity.

If you have a PARS username and password, you would enter it here. If you don't have a PARS username and password, you must have the Planning Section Chief create this for you. When the account is created, you can have an email address associated with your account. If you have an HHS email address you must use this address, if you do not have an HHS email any address can be used, but if and when you acquire an HHS address, it should be changed to that address. Once this is created, the first time you log in you will be prompted to change your password. This is necessary to meet the security guidelines and you must ensure that you do not share this information. Everything you do in RMS-PARS is time stamped and the user is recorded.



Password Reset

Before continuing, you must reset your password.

New Password:

Re-enter Password:

Your password needs to be 7 characters or more, you must use at least one **upper** case letter, and you must have at least one special character. As you type your new password, the screen will let you know when it is strong, and you will see a green check mark and an indicator that your password is acceptable. When you re-enter the password, it must match exactly.

Password Reset

Before continuing, you must reset your password.

New Password:

Re-enter Password:

✘ Passwords need to be 7 characters or more
You must have at least one lower case letter
You must have at least one special character

Password Reset

Before continuing, you must reset your password.

New Password: ✔ Your password is good

Re-enter Password:

Your user defined access level (Appendix A) determines which tasks you will be able to perform. The following screens and duties are set up for a member of the Planning Section at the User level of access.

The First time you log into RMS-PARS, you will see the following screen with **Event Not Set** highlighted in red.

U.S. Department of Health & Human Services

RMS - PARS

Personnel Accountability Reporting System



atest atest
Online

PAR Timer Disabled

Event Not Set

Local: Sun Aug 07, 2011 10:31:54 / DC: Sun Aug 07, 2011 10:31:54 Last Sync: 08/07/2011 09:43:49 EST

Event
Accountability
IAP / ICS Forms
Maintenance

Global Message

If you encounter any issues, please email Andy Greene (andy.greene@hhs.gov) and John Caprio (john.caprio@hhs.gov) and we will work to get them fixed ASAP.

You have to be working on an event to work in RMS-PARS. Every user has to select the correct event applicable to your deployment To do this, you will click the "Select Event" button and you will see a list of all active events

Events

You can select your current event or edit a local event.

The "Count" column shows the total count of Team Members assigned to this event (including demobilizing).

X Clear Event

Show entries Search:

Event Name	Count	Event Type	Server	Start Date	
2011 NMRT-NCR August Training		Training	RMS	09/16/2011	Set as Current
2011 Northeast Mid-Atlantic Flooding		Disaster or Emergency	RMS	09/14/2011	Set as Current
.2. 2011POHDV_9 Sep		Disaster or Emergency	RMS	09/09/2011	Set as Current
.2. 2011 Joint Session of Congress_8SEP11	14	Other	RMS	09/05/2011	Set as Current
.2. 2011 MLK Memorial Dedication	3	National Security Event	RMS	08/25/2011	Set as Current
.2. 2011 Hurricane Irene	20	Disaster or Emergency	RMS	08/22/2011	Current Event
.2. 2011 Recovery Missions Support		Other	RMS	08/08/2011	Set as Current
2011 NMRT-NCR Leadership Meeting		Other	RMS	08/07/2011	Set as Current
2011 D MO Training		Other	RMS	08/04/2011	Set as Current
2011 PDB Training- MAC-ST Basic Course		Training	RMS	08/01/2011	Set as Current
2011 On-Call (September 2011)		Disaster or Emergency	RMS	08/01/2011	Set as Current
2011 On-Call (August 2011)		Disaster or Emergency	RMS	08/01/2011	Set as Current
2011 July Midway Islands, Haiti Humanitarian Mission		Disaster or Emergency	RMS	07/29/2011	Set as Current
2012 NSSE RNC		Other	RMS	07/26/2011	Set as Current
.2. 2011 ESF-8 Training- FY11-FTX #2R	3	Training	RMS	07/22/2011	Set as Current
2011 Battle of First Manassas		Other	RMS	07/21/2011	Set as Current
POB Training- VA FMS EMR Training		Training	RMS	07/18/2011	Set as Current
.2. 2011 HQ Activity	4	Other	RMS	07/11/2011	Set as Current
2011 Minot, NO Flooding		Disaster or Emergency	RMS	07/09/2011	Set as Current
2011 Independence Day		Disaster or Emergency	RMS	07/01/2011	Set as Current
2011 On-Call (July 2011)		Disaster or Emergency	RMS	07/01/2011	Set as Current
2011 ESF-8 Training - FY11 - FTX #4		Training	RMS	06/25/2011	Set as Current
2011 ESF-8 Training - FY11 - FTX #3		Training	RMS	06/20/2011	Set as Current
2011 Missouri River Flooding (Pierre, SO)		Disaster or Emergency	RMS	06/02/2011	Set as Current
2011 June 01 New England Severe Weather Event		Disaster or Emergency	RMS	06/02/2011	Set as Current
2011 On-Call (June 2011)		Disaster or Emergency	RMS	06/01/2011	Set as Current
2011 Severe Weather Tornado Joplin, MO		Disaster or Emergency	RMS	05/23/2011	Set as Current
2011 CANX ROSTERS		Other	RMS	05/23/2011	Set as Current
2011 POB Training - NMRT May Training		Training	RMS	05/23/2011	Set as Current
2011 Mississippi River and Tributary Flooding		Disaster or Emergency	RMS	05/12/2011	Set as Current
2011 ESF-8 FTX Task Force Group		Training	RMS	05/12/2011	Set as Current
2011 On-Call (May 2011)		Disaster or Emergency	RMS	05/01/2011	Set as Current
2011 Region IV Severe Weather		Disaster or Emergency	RMS	04/28/2011	Set as Current
2011 Region IV Severe Weather.		Disaster or Emergency	RMS	04/28/2011	Set as Current
2011 Field Operations Log		Other	RMS	02/22/2011	Set as Current
2010 HQ Activity		Other	RMS	10/15/2010	Set as Current
2010 Haiti Earthquake		Disaster or Emergency	RMS	01/12/2010	Set as Current
.2. logistics Events (2009-2012)	9	Logistics Travel	RMS	05/31/2009	Set as Current

Showing 1 to 38 of 38 entries 1 Next Last

If you can't find a particular event, please check to see if it is on another page. As you can see in the illustration above, there are 2 additional pages that have events listed. You can also use the Search box to narrow down your results. To select your correct event, click the "Set as Current" link in the far right column. This only has to be done once for the duration of the event and the event name will appear at the top of your page

Events

You can select your current event or edit a local event.

The "Count" column shows the total count of Team Members assigned to this event (including demobilizing).

Show entries Search:

Event Name	Count	Event Type	Server	Start Date	
2011 NMRT-NCR August Training		Training	RMS	09/16/2011	Set as Current
2011 Northeast Mid-Atlantic Flooding		Disaster or Emergency	RMS	09/14/2011	Set as Current
2011 POHDV_9 Sep	1	Disaster or Emergency	RMS	09/09/2011	Set as Current
2011 Joint Session of Congress_8SEP11	14	Other	RMS	09/05/2011	Set as Current
2011 MLK Memorial Dedication	3	National Security Event	RMS	08/25/2011	Set as Current
2011 Hurricane Irene	20	Disaster or Emergency	RMS	08/22/2011	Current Event
2011 Recovery Missions Support	1	Other	RMS	08/08/2011	Set as Current
2011 NMRT-NCR Leadership Meeting		Other	RMS	08/07/2011	Set as Current
2011 DIMO Training		Other	RMS	08/04/2011	Set as Current
2011 PDB Training- MAC-ST Basic Course		Training	RMS	08/01/2011	Set as Current

Showing 1 to 10 of 38 entries First Previous 1 2 3 4 Next Last

The events that are **bolded** are events that have personnel assigned to them and the count column lists how many personnel are still assigned to the event, including demobilizing.

Next, you will need to click on the "BACK" button, which will take you to the main screen. It is essential that you have selected the correct event to ensure that you are updating the correct personnel into the correct event. The name of the event is always listed on the top left in **bold**.

If you are the first person to sign into the event, you will be prompted to set the Event Time Zone. This will enable you to see both the Event Time Zone and DC Time Zone from the main screen; this will assist you with planning your meetings and conference calls.

2011 APPRIO TEST EVENT (GREENE)

Local: Fri Aug 12, 2011 08:22:41 / DC: Fri Aug 12, 2011 08:22:41 Last Sync: 08/11/2011 10:57:49 EST

Event | Accountability | IAP / ICS

Event Defaults

Application Users

Application Preferences

Set Event Timezone ✕

The Event Timezone needs to be set.

Would you like to set it now?

Click the "SET" button to select the Event Time Zone.

Event Time Zone

The event time zone can be set here (automatically adjusted for Daylight Savings)

(GMT -8:00) Pacific Time (US & Canada) ▼

Select the correct Time Zone and click the “**SAVE**” button. From this point forward, both the Event time and DC time will be displayed.



RMS - PARS
Personnel Accountability Reporting System

PAR Timer Disabled

John Caprio
Online

2011 Hurricane Irene

Event: Thu Sep 15, 2011 14:36:39 / DC: Thu Sep 15, 2011 14:36:39

Last Sync: 09/15/2011 12:18:29

Event	Accountability	IAP / ICS Forms	Maintenance
<p>Team Member Search / Non-Roster Check-In:</p> <input type="text"/> <input type="button" value="Go"/>			
<input type="button" value="Roster Check-In"/>			
<input type="button" value="Operational Periods • Time Zone"/>			
<input type="button" value="PAR Timer • Event Defaults"/>			
<input type="button" value="Locations"/>			
<input type="button" value="Event List"/>			
<p>Global Message</p> <p>If you encounter any issues, please email Andy Greene (andy.greene@hhs.gov) and John Caprio (john.caprio@hhs.gov) and we will work to get them fixed ASAP.</p>			
<p>Event Message</p> <p>When you set personnel to Demobilizing, an automated email will be sent to Field OPS advising them of the change of Status.</p> <p>PSC's Please make sure the control in the user accounts for all your IRCT specific personnel are set to the correct IRCT. All your "user" accounts should be set to IRCT-NCR or IRCT-NE or IRCT-SE</p>			

As you can see from this screen, the Event name is “2011 Hurricane Irene”. The User is listed in bold on the top right under the RMS logo. Under the name you can see there is a green circle which indicates a current connection with the RMS server. If the circle is red, it means that there is no communication with the RMS server.

The current tab selected is Event tab. From this tab you can see the following:

- Global Message – This is set for all events by the System Administrator
- Event Message – This is set by the PSC and gives an event-specific message
- Team Member Search – As the number of deployed personnel grows, it will become harder to find specific personnel. By using this search tool, you can find a person based on where they are located at the incident or on their initial deployment roster. If a person reports to the Event and is not found on any deployment roster, you can add them as a Single Resource. This should rarely be done. (Note: if a person is not on a deployment roster, contact HHS Field Operations to see why. If the person is approved to attend the event, EMG will create a new roster with the person's name included).

- Sync Data – This button syncs the data in PARS with RMS to ensure that PARS has the latest data set. As many users will be using the system, you should check the Last Sync time listed under this button to see how current your data is.
- Roster Check-In – This will display all of the approved deployment rosters currently assigned to the selected event and will allow you to check teams and personnel into the event and assign them to a location.
- Operational Periods / Time Zone – Explained under Appendix B Administrator Functions
- Event Defaults - Explained under Appendix B Administrator Functions
- Locations – Lists all the locations for the event. Editing and adding new locations is an administrator function assigned to specific users and is listed in Appendix B Administrator Functions.
- Event List – This is a list of all events listed in RMS-PARS

Roster Check-in Defined

2011 APPRIO TEST EVENT (GREENE)

[Back](#)

[Logoff](#)

Roster Check-In

Available rosters for the current event

[Show Checked-In Rosters Only](#)

▶ Apprio 10-0002 IMSuRT-E [IMSuRT-E - 08/05/2011]	Team Members: 51 / Checked-In: 0
▶ Apprio 10-0004 NJ1 DMAT [NJ1 - 08/05/2011]	Team Members: 32 / Checked-In: 0
▶ Apprio 10-0007 FL1 DMAT [FL1 - 08/05/2011]	Team Members: 31 / Checked-In: 0
▶ Apprio 10-0012 IRCT Haiti/Command Staff [IRCT-A - 08/05/2011]	Team Members: 15 / Checked-In: 0
▶ Apprio CDC Roster [Other Agency - 08/01/2011]	Team Members: 1 / Checked-In: 0
▶  Apprio Multi-Agency Test Roster [Other Agency - 07/22/2011]	Team Members: 5 / Checked-In: 0
▶ Apprio Reload Test [IRCT-A - 08/01/2011]	Team Members: 1 / Checked-In: 0
▶  Apprio Single-Agency Test Roster [NMRT-CENTRAL - 07/22/2011]	Team Members: 3 / Checked-In: 0
▶  Apprio Test Roster [MD1 - 07/28/2011]	Team Members: 10 / Checked-In: 0

When you select the "Roster Check-In" button, any rosters that are active for the event will be downloaded to your view. You will notice above the roster list on the right, you have the option to view rosters that have been fully checked in and closed from your view as shown below.

Roster Check-In

Available rosters for the current event

[Show Checked-In Rosters Only](#)

- Apprio 10-0002 IMSuRT-E [IMSuRT-E- 08/05120111
Team Members: 51 / Checked-In: 51
- Apprio 10-0004 NJ1DMAT [NJ1 - 08/05120111
Team Members: 32 / Checked-In: 32
- Apprio 10-00121RCT Haiti/Command Staff[IRCT-A- 08/05120111
Team Members: 15 / Checked-In: 15
- Apprio CDC Roster [Other Agency- 08/01120111
Team Members: 1 / Checked-In: 1
- Apprio Reload Test [IRCT-A- 08/01120111
Team Members: 1 / Checked-In: 1
- Apprio T **st** Rostr [MD1 - 071281201
Team Members: 10 / Checked-In: 8

When you select a roster from the list, all members who have not been checked in will be highlighted and the check box will be available for check-in. Any person who has already been checked in will be grayed out. The following is an example of a roster that is **fully open with no members** checked in:

▼ **RRCC - Atlanta, GA [IRCT-A - 08/24/2011]** Team Members: 5 / Checked-In: 3

-- Select Location -- -- Select Status --

Name	Agency	Deployment Position	Status	Team Name	Comment
<input type="checkbox"/> Eckes, Jeanne	ASPR	Other	Arrived	(If Applicable)	
<input type="checkbox"/> Lightner, Louis	NDMS	Other	Arrived	IRCT-A	
<input checked="" type="checkbox"/> Loustalot, Fleetwood	ASPR	Other	Demobilized (Demobilized (Home))		
<input checked="" type="checkbox"/> Toussaint, Esra	ASPR	Other	Demobilized (Demobilized (Home))		
<input checked="" type="checkbox"/> Wetter, Donald	NDMS	Team Leader	Demobilized (Demobilized (Home))	IRCT-A	

As you see from the counts on the top right, there are 5 team members on this roster and 3 have checked in. You can select the individuals that you want to check in. If they are non-NDMS members and are part of a team, you can add the team name (for this example, RIST or NIST can be added). You also have the option to add a comment that can be added to their record. Once all the members are selected for check in, you select a **“Location”** and a **“Status”** and hit the **“Check-In”** button (see below). Any record with a red star next to their status indicates that there is a note attached. Mouse over the star to view the note.

▼ **Apprio Multi-Agency Test Roster [Other Agency - 07/22/2011]** Team Members: 5 / Checked-In: 0

-- Select Location -- -- Select Status --

Check All

Name	Agency	Deployment Position	Status	Team Name	Comment
<input type="checkbox"/> Barnes, Chloe	OFRD	Communications Technician	Released to IRCT 		
<input type="checkbox"/> Bauer, Jack	OFRD	Safety Officer	Released to IRCT		
<input type="checkbox"/> Brooks, Gayle	NDMS	Admin Assistant	Not set in RMS	AK1	
<input type="checkbox"/> Caprio, John	NDMS	Team Leader	Released to IRCT	IRCT-A	
<input type="checkbox"/> Garrett, Andrew	NDMS	Medical Officer	Released to IRCT	NDMS HQ Staff	

The next screen shot shows a roster that has some members already checked in. Those not checked in are highlighted and are available to be checked in.

Team Members: 5 / Checked-In: 2

-- Select Location -- -- Select Status -- Check-In

<input type="checkbox"/> Check All	Name	Agency	Deployment Position	Status	Team Name	Comment
<input checked="" type="checkbox"/>	Barnes, Chloe	OFRD	Communications Technician	On Site (FEMA)	RIST	
<input checked="" type="checkbox"/>	Bauer, Jack	OFRD	Safety Officer	On Site (FEMA)	NIST	Traveled 14 hours
<input type="checkbox"/>	Brooks, Gayle	NDMS	Admin Assistant	Not set in RMS	AK1	<input type="text"/>
<input type="checkbox"/>	Caprio, John	NDMS	Team Leader	Demobilized (Home)	IRCT-A	<input type="text"/>
<input type="checkbox"/>	Garrett, Andrew	NDMS	Medical Officer	Released to IRCT	NDMS HQ Staff	<input type="text"/>

The procedure for checking in a "Single Resource" is as follows. From the "Event" tab, you will enter the resource's name in the "Team Member" Search box:

Event Accountability IAP / ICS Forms Maintenance

Team Member Search / Non-Roster Check-In:

Global Message

If you encounter any issues, please email John Caprio (john.caprio@hhs.gov) and we will work to get them fixed ASAP.

Event Message

When you set personnel to Demobilizing, an automated email will be sent to Field Ops advising them of the change of status. PSC's Please make sure the control in the user accounts for all your IRCT specific personnel are set to the correct IRCT. All your "user" accounts should be set to IRCT-NCR or IRCT-NE or IRCT-SE

Then, click "Go". If the person is in RMS or PARS, you will see the following screen:

Search Results
X

Event Attendance

Member Name	Control	Agency	Team	Location	Status	Last Update
No Results						

Event Rosters

Member Name	Roster Name	Deployment Position	Status
No Results			

RMS Team Members (Non-Rostered)

Member Name	Agency	Team	State	Position	
® Bates, Robin	NOMS		AL	Nurse Practitioner	
® Bates, David	NOMS		NM	Emergency Planning Analyst	
® Bates, Dale	NOMS	CRC-S	10	N/A	

No search results found in Event Attendance or Rosters.
 If the Team Member is in RMS, please click on their name to check them in.
 Otherwise, would you like to check-in a Non RMS Single Resource?

Check-In Non-RMS Single Resource
Cancel

From here, you can see that the person is currently not assigned to the event (Event Attendance), not listed on a roster for the event (Event Rosters), and there are three personnel listed in RMS that match the criteria set "Bates". If one of the people listed is the person you are looking for, you would click on that "person's name" to check them in. Then you assign them to a location, give them a status and click "Check-In".

Resource Check-In

Existing resource.

Please verify all information below, and if applicable, set their IRCT position.

First Name:	<input type="text" value="Robin"/>
Middle Name:	<input type="text" value="E"/>
Last Name:	<input type="text" value="Bates"/>
Agency:	<input type="text" value="NDMS"/>
Team:	<input type="text"/>
Position:	<input type="text" value="Nurse Practitioner"/>
Home City:	<input type="text" value="Mobile"/>
Home State:	<input type="text" value="AL"/>
Primary Airport:	<input type="text" value="MOBILE E"/>
Phone:	<input type="text" value="(251)604-4287(C)"/>
Email:	<input type="text" value="rports3@aol.com"/>
Comment:	<input type="text"/>
IRCT Position:	<input type="text" value="None / Non-applicable"/>

-- Select Location -- -- Select Status --

If there are no matches in any of the 3 lists, Event Attendance, Event Rosters or RMS Team Members, you will get the following screen (Note: it should be a rare occurrence that a person shows up to check in to the Event and is not on an approved deployment roster. Before you check in a person as a single resource, you should call HHS Field Operations at 1-800-USA-NDMS and inquire if this person has been approved to be at this event. If they are approved, Field Operations should add them to a roster and push the roster to RMS. You should click the "Sync Data" button to import the roster from RMS into PARS. Then, check in the resource from the new roster. (If the person was not being added to a roster, you would click the "Check-In Single Resource" button at the bottom of the search results. However, this will be very rare.)

Search Results ✕

<i>Event Attendance</i>						
Member Name	Control	Agency	Team	Location	Status	Last Update
No Results						

<i>Event Rosters</i>			
Member Name	Roster Name	Deployment Position	Status
No Results			

<i>RMS Team Members (Non-Rostered)</i>				
Member Name	Agency	Team	State	Position
No Results				

No search results found in Event Attendance, Rosters or RMS.
Would you like to check-in a Non-RMS Single Resource?

Once you click the **“Check-In Non-RMS Single Resource”** button, you will type in the resource’s name:

2011 Hurricane Irene

Resource Check-In

Begin by entering a name. As you type, the application will cross-reference the local Team Member database to see if that person is already there. If they are not, you will be able to add them.

Full Name:

Click **+ Add As New** and you will see the following:

Resource Check-In

New resource.

Please enter all information below, and if applicable, set their IRCT position.

First Name:

Middle Name:

Last Name:

Agency:

Team:

Position:

Home City:

Home State:

Primary Airport:

Phone:

Email:

Comment:

IRCT Position:

-- Select Location -- -- Select Status --

You should add as much information as is available. Select the Agency and Team Name. If they are on the IRCT, you should select their IRCT Position, select their Location and Status, and click the **“Check-In”** button. (Remember that if you do not use the search function first, you may be entering a duplicate name, which can only be removed by the PSC).

If you hit the search button and the person is listed under **“Event Attendance”** that indicates that the person has already been checked in to the event; selecting that name will take you to that person’s personnel record in PARS.

Search Results ✕

<i>Event Attendance</i>						
Member Name	Control	Agency	Team	Location	Status	Last Update
Caprio, John	EMG	NDMS	IRCT-A	Demobilized (Home)	Demobilized	09/03/2011 16:23:18

<i>Event Rosters</i>			
Member Name	Roster Name	Deployment Position	Status
Caprio, John	IRCT NCR - Advance Hurricane Irene	Operations - Section Chief	Demobilized (Home)

• Caprio, John J

[Deployed Time: 16 days, 18 hours, 34 minutes / Time at event: 2 days, 8 hours, 12 minutes]

Location & Status: IRCT (On Site)

First Name: John

Middle Name:

Last Name: **caprio**

Agency: NOMS

Position: **Team Commander**

Home City: Palm Coast

Home State: **FL**

Primary Airport: MCO

Team: IRCT-A

Phone: (123)456-7890(C)

Email: ndmshelpdeskChhs.gov

Comment:

IRCT Position: OPERATIONS SECT. CHIEF

[Remove Team Member From Event](#)

Or Location

IRCT -- Status -- Set Status

<input type="checkbox"/>	Check All						All Teams
	Name	Agency	Team Name	Location	Status	Last Status Check	
<input type="checkbox"/>	Alarid, Carrie	NOMS	NMRT-CENTRAL	IRCT	On Site	08/05/2011 10:41:36	
<input type="checkbox"/>	Amrhein, John	NOMS	MOI	IRCT	On Site	08/05/2011 10:04:16	
<input type="checkbox"/>	Barber, Guy	NOMS	MOI	IRCT	On Site	08/05/2011 10:04:16	
<input type="checkbox"/>	Bongiovanni, Diane	NOMS	MOI	IRCT	On Site	08/05/2011 10:04:16	
<input type="checkbox"/>	Boone-guercio, Pamela	NOMS	MOI	IRCT	On Site	08/05/2011 10:04:16	
<input type="checkbox"/>	Bowman, Thomas	NOMS	IRCT-A	IRCT	On Site	08/05/2011 09:50:27	
<input type="checkbox"/>	Brast, Shawn	NOMS	MOI	IRCT	On Site	08/05/2011 10:04:16	
<input type="checkbox"/>	Brown, Jimmy	CDC		IRCT	On Site	08/05/2011 09:50:45	
<input type="checkbox"/>	Camp, Dwight	NOMS	IRCT-A	IRCT	On Site	08/05/2011 09:50:27	
<input type="checkbox"/>	Caprio, John	NOMS	IRCT-A	IRCT	On Site	08/05/2011 10:22:12	
<input type="checkbox"/>	Carlson, Karol	NOMS	NVRTS	IRCT	On Site	08/05/2011 09:50:27	
<input type="checkbox"/>	De Marco, Patrick	NOMS	IRCT-A	IRCT	On Site	08/05/2011 09:50:27	
<input type="checkbox"/>	Fair, Donald	NOMS	IRCT-A	IRCT	On Site	08/05/2011 09:50:27	
<input type="checkbox"/>	Farkas, Iii, Ernest	NOMS	MOI	IRCT	On Site	08/05/2011 10:04:16	
<input type="checkbox"/>	Garrett, Andrew	NOMS	NOMS HQ STAFF	IRCT	On Site	08/05/2011 09:50:27	
<input type="checkbox"/>	Goemann, Gerhardt	NOMS	NVRTS	IRCT	On Site	08/05/2011 09:50:27	
<input type="checkbox"/>	Greim, William	NOMS	IRCT-A	IRCT	On Site	08/05/2011 09:50:27	
<input type="checkbox"/>	Kleinman, Gary	NOMS	IRCT-A	IRCT	On Site	08/05/2011 09:50:27	
<input type="checkbox"/>	Leach, Joanne	NOMS	IRCT-A	IRCT	On Site	08/05/2011 09:50:27	

Making a selection from the "Event Rosters" will take you to the actual roster they are listed on and then you can check them is as you would normally do. The roster that the person is on will be highlighted in "blue".

▶ AR1 [AR1 - 08/26/2011]	Team Members: 52 / Checked-In: 48
▶ EMG PLANNING (NIST Member) [Other Agency - 08/24/2011]	Team Members: 2 / Checked-In: 1
▶ ESF #8 RIST 1 (Reg 1) [Other Agency - 08/31/2011]	Team Members: 1 / Checked-In: 0
▶ Field Ops Support - 2011 Hurricane Irene [NDMS-1 - 08/25/2011]	Team Members: 1 / Checked-In: 0

Then selecting that blue roster will give you the person you are looking for, already checked.

▼ **ESF #8 RIST 1 (Reg 1) [Other Agency - 08/31/2011]** Team Members: 1 / Checked-In: 0

-- Select Location -- -- Select Status -- Check-In

Name	Agency	Deployment Position	Status	Team Name	Comment
<input checked="" type="checkbox"/> Emerson , Debra	OFRD	Other	<input type="checkbox"/> Not set in RMS	<input type="text" value="(If Applicable)"/>	<input type="text"/>

Accountability Tab

The “Accountability Tab” is the main location that Users will access to maintain accurate accountability of all deployed personnel.

PAR Timer Disabled

RMS - PARS
Personnel Accountability Reporting System

John Caprio
Online

2011 Northeast Mid-Atlantic Flooding
Event: Tue Sep 20, 2011 14:51:08 / DC: Tue Sep 20, 2011 14:51:08

Sync Data Logoff

Last Sync: 09/20/2011 14:48:38

Event Accountability IAP / ICS Forms Maintenance

Locations Counts Resources Demobilizing IRCT Map Attendance

Search Go

Excel Control: All Include Empty Locations Include Demob All Teams

Location Name	On Site	Enroute	Staged	Billeting	Total
Event Center	11				11
Holiday In Billeting				10	10
Totals	11			10	21

The first tab is “Locations”, and this will list all of the locations for the event that have personnel assigned. You can show all the locations for the event by selecting the “Include Empty Locations” button. It is broken down by column as follows:

- Location Name – This is the name of the Location
- On Site – This is the status used to list a resource as physically being at the site and is listed as a total number for each site in this status.
- Enroute – This is either going to a location or coming from a location, and is listed as a total number for each site in this status.
- Staged – This is used for a resource who is staged in a reserve status and ready to be utilized. The list shows the total number for each site in this status.
- Billeting – This is used for a resource that is off duty and subject to recall. The list shows the total number for each site in this status.
- Total – This is the total number of resources in all Statuses for a given location. At the bottom of this column is the total number of resources in all statuses for all sites.
- Include Demob – Adds in the members that are in a Demobilizing Status. (Note, this will affect your onsite counts)
- All Teams Dropdown – using this function will allow you to filter records by team
- Search Function – This search feature has been added to all views to allow you to find a resource from virtually any screen
- Excel – By clicking this button, the current view will be exported to an Excel file.

As you work with locations, you can hover your cursor over a location name and view the latest weather update for that location, based upon the physical address and geocoding for the location. Below is a snapshot of this (Weather information can be toggled on or off for an event).

The screenshot shows a web application interface with several tabs: Event, Accountability, IAP / ICS Forms, and Maintenance. Below these are sub-tabs: Locations, Counts, Resources, Demobilizing, IRCT, Map, and Attendance. A search bar and a 'Go' button are present. A table displays location data with columns: Location Name, On Site, Enroute, Staged, Billeting, and Total. A tooltip for 'Event Center' shows weather information: Cloudy, Temp: 62 °F, Humidity: 86 %, Wind: NW 5 mph.

Location Name	On Site	Enroute	Staged	Billeting	Total
Event Center	11				11
Holiday In Billeting				10	10
Totals	11			10	21

Also, when you select a location, you will see the current weather for the location under the Local and DC Times. Here is a snapshot of that view:

The screenshot shows a web application interface for a specific event: 2011 APPRIO TEST EVENT (GREENE). It displays local and DC weather information: Local: Sat Aug 13, 2011 05:58:47 / DC: Sat Aug 13, 2011 08:58:47. Weather: Cloudy • Temp: 76 °F • Humidity: 71 % • Wind: S 8 mph. Below this is an 'Accountability for: FEMA' section with a dropdown menu. A 'Location personnel accountability page' is shown with a 'FEMA' dropdown, a '-- Status --' dropdown, and a 'Set Status' button. An 'Include Demob' button is also present. A table lists personnel with columns: Name, Agency, Team Name, Location, Status, and Last Status Check.

Name	Agency	Team Name	Location	Status	Last Status Check
Adkins, David	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15
Allen, Jonathan	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15
Bishop, Robert	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15
Brooks, Kay	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15
Brosnan, James	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15

When you select a location, you can see all the following:

- Name
- Agency
- Team Name
- Location
- Status
- Last Status Check

You can update personnel by checking all or individually, sort by any column, filter by specific teams, and also include members who are in a demobilizing status.

Status Changes

There are 5 statuses for personnel in PARS. Every time there is a status update or status change, a record is created for every person and lists the date, time, and who made the update.

- On Site – This indicates that a resource is on site at a location. It is also the status we use when a PAR check is done.
- Enroute – This indicates that a resource is traveling to or returning from an operational location. This is not the status for resources that are traveling to or returning from the event.
- Staged – This indicates that resources are at a location while awaiting a tactical assignment. Resources in this status are ready to be utilized by Operations.
- Billeting – This indicates that the resources are out of service and may or may not be subject to recall.
- Demobilizing – This indicates that the resource has started travel from the event to their home station or other location out of the event. When this status is used, the control of the resource is automatically switched from IRCT to EMG. When you make this change, you will see the following warning message before you make the change:

Accountability for: FEMA

Location personnel accountability page

FEMA Demobilizing Set Status Include Demob

<input type="checkbox"/>	Check All						All Teams
	Name	Agency	Team Name	Location	Status	Last Status Check	
<input type="checkbox"/>	Adkins, David	NDMS	FL1	FEMA	On Site	08/15/2011 11:22:56	
<input checked="" type="checkbox"/>	Allen, Jonathan	NDMS	FL1	FEMA	On Site	08/15/2011 11:22:56	
<input type="checkbox"/>	Briggs, Susan	NDMS	IMSuRT-E	FEMA	On Site	08/15/2011 11:22:56	
<input type="checkbox"/>	Brooks, Kay	NDMS	FL1	FEMA	On Site	08/15/2011 11:22:56	
<input type="checkbox"/>	Brosnan, James	NDM				08/15/2011 11:22:56	
<input type="checkbox"/>	Budden, Malinda	NDM				08/15/2011 11:22:56	
<input type="checkbox"/>	Butz, Linda	NDM				08/15/2011 11:22:56	
<input type="checkbox"/>	Carbo, Mary	NDM				08/15/2011 11:22:56	
<input type="checkbox"/>	Gallagher, Michael	NDM				08/13/2011 08:46:15	
<input type="checkbox"/>	Heller, Linda	NDM				08/13/2011 08:46:15	
<input type="checkbox"/>	Kruschke, Gary	NDM				08/13/2011 08:46:15	
<input type="checkbox"/>	Lester, Arthur	NDM				08/13/2011 08:46:15	
<input type="checkbox"/>	Matthews, Angela	NDM				08/13/2011 08:46:15	
<input type="checkbox"/>	Mccann, David	NDM				08/13/2011 08:46:15	
<input type="checkbox"/>	Mccann, Jeffrey	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	
<input type="checkbox"/>	Mergy, Steven	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	

Demobilize Team Members ✕

Are you sure that you want to demobilize Team Member(s)?

This will transfer control to EMG and you will no longer be able to make changes to the Team Member(s).

OK Cancel

Accountability Tab, Event Counts

This view shows resources broken down by Agency, Team, and Roster. As with the location view, this function can be sorted on any column, **can include resources demobilizing**, allows you to search for a resource, or can be printed. Like the locations tab, only Controller, Agency Count, Team Count and Roster Counts that have personnel will be shown, you can include all of the counts by hitting the **"Include Empty Counts"** Button. (Note: There is an additional group that can be viewed by the Administrators called Controller Counts. This gives a total count for personnel under the control of the IRCT and the EMG)

RMS - PARS

Personnel Accountability Reporting System



John Caprio
Online

PAR Timer Disabled

2011 Northeast Mid-Atlantic Flooding
 Event: Tue Sep 20, 2011 15:27:35 / DC: Tue Sep 20, 2011 15:27:35

[Sync Data](#) [Logout](#)

Last Sync: 09/20/2011 14:48:38

Event Accountability IAP / ICS Forms Maintenance

Locations Counts Resources Demobilizing IRCT Map Attendance

[Go](#)

Excel Control: All Include Empty Counts Include Demob

Controller Count

Control Name	On Site	Enroute	Staged	Billeting	Total
IRCT-NE	11			10	21
Totals	11			10	21

Agency Count

Agency Name	On Site	Enroute	Staged	Billeting	Total
NDMS	7			6	13
OFRD	4			4	8
Totals	11			10	21

Team Count

Team Name	On Site	Enroute	Staged	Billeting	Total
NDMS / IRCT-A	1				1
NDMS / LRAT	1				1
NDMS / MD1				1	1
NDMS / PA1	5			5	10
OFRD / None	4			4	8
Totals	11			10	21

Roster Count

Roster Name	On Site	Enroute	Staged	Billeting	Total
CA-9 Strike Teams	1				1
IRCT NE flooding	2				2
MD-1 support for NE flooding				1	1
OFRD RN's For NE Flood Mission	4			4	8
PA-1 Support Northeast Mid-Atlantic Flooding	4			5	9
Non-Rostered Single Resource					0
Totals	11			10	21

Accountability Tab, Event Resources

From this tab, you will see a breakdown of all deployed resources. The default view is set with the control to your username so if you are on the IRCT, the control will be IRCT.

Event Accountability IAP / ICS Forms Maintenance								
Locations Counts Resources Demobilizing IRCT Map Attendance								
Search <input type="text"/> <input type="button" value="Go"/>								
Excel Control: All Count: 21 Show Position Include IRCT Include Demob All Teams								
Member Name	Control	Agency	Team Name	Location	Status	Last Update	Time@Evt	
Ahwesh, Mary	IRCT-NE	NDMS	PA1	Event Center	On Site	09/20/2011 07:39:23	3d 5h	
Anderson, Sara	IRCT-NE	OFRD		Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h	
Anderson, Kimberly	IRCT-NE	NDMS	PA1	Event Center	On Site	09/20/2011 07:39:23	3d 5h	
Byman, Kristopher	IRCT-NE	OFRD		Event Center	On Site	09/20/2011 07:39:23	3d 5h	
Cohen, Rebecca	IRCT-NE	OFRD		Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h	
Conover, Keith	IRCT-NE	NDMS	PA1	Event Center	On Site	09/20/2011 07:39:23	3d 5h	
Feld, Francis	IRCT-NE	NDMS	PA1	Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h	

Everyone has access to change the control view. This will allow you to see resources under the control of the EMG or ALL will show total resources. The next two screens are examples of this:

Event Accountability IAP / ICS Forms Maintenance								
Locations Counts Resources Demobilizing IRCT Map Attendance								
Search <input type="text"/> <input type="button" value="Go"/>								
Excel Control: IRCT-NE Count: 21 Show Position Include IRCT Include Demob All Teams								
Member Name	Agency	Team Name	Location	Status	Last Update	Time@Evt		
Ahwesh, Mary	NDMS	PA1	Event Center	On Site	09/20/2011 07:39:23	3d 5h		
Anderson, Sara	OFRD		Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h		
Anderson, Kimberly	NDMS	PA1	Event Center	On Site	09/20/2011 07:39:23	3d 5h		
Byman, Kristopher	OFRD		Event Center	On Site	09/20/2011 07:39:23	3d 5h		
Cohen, Rebecca	OFRD		Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h		
Conover, Keith	NDMS	PA1	Event Center	On Site	09/20/2011 07:39:23	3d 5h		
Feld, Francis	NDMS	PA1	Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h		

Event Accountability IAP / ICS Forms Maintenance													
Locations Counts Resources Demobilizing IRCT Map Attendance													
Excel		Control: All		Count: 21		Show Position		Include IRCT		Include Demob		All Teams	
Member Name	Control	Agency	Team Name	Location	Status	Last Update	Time@Evt						
Ahwesh, Mary	IRCT-NE	NDMS	PA1	Event Center	On Site	09/20/2011 07:39:23	3d 5h						
Anderson, Sara	IRCT-NE	OFRD		Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h						
Anderson, Kimberly	IRCT-NE	NDMS	PA1	Event Center	On Site	09/20/2011 07:39:23	3d 5h						
Byman, Kristopher	IRCT-NE	OFRD		Event Center	On Site	09/20/2011 07:39:23	3d 5h						
Cohen, Rebecca	IRCT-NE	OFRD		Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h						
Conover, Keith	IRCT-NE	NDMS	PA1	Event Center	On Site	09/20/2011 07:39:23	3d 5h						
Feld, Francis	IRCT-NE	NDMS	PA1	Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h						
Keifer, Estelle	IRCT-NE	NDMS	PA1	Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h						
Kihl, John	IRCT-NE	NDMS	PA1	Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	3d 5h						
Kochersberger, Donald	IRCT-NE	NDMS	IRCT-A	Event Center	On Site	09/20/2011 07:39:23	3d 5h						
Lloyd, Tyquitta	IRCT-NE	OFRD		Event Center	On Site	09/19/2011 07:52:06	3d 5h						
Lodini, Lewis	IRCT-NE	NDMS	LRAT	Event Center	On Site	09/20/2011 07:39:23	3d 5h						
Matlock, Ann	IRCT-NE	OFRD		Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:50:00	3d 5h						
Motta, Christopher	IRCT-NE	NDMS	PA1	Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:50:00	3d 5h						

You can change the views to Show Position, which will display the rostered positions for each resource. This view can also include the IRCT resources **and can include resources that are demobilizing**. Any view that is selected can be printed by clicking the **Print** button. You can search for any resource using the Search function in the upper right.

Accountability Tab, Demob Resources

From the Demob Resources tab, you can view all resources that are currently in a demobilizing status. Once the resource returns to their home and are demobilized, they will be removed automatically from PARS, and can only be viewed from the Attendance tab under the Demobilized Home Report. When a person is placed in the Demobilizing Status, the Control changes from IRCT to EMG. This is a very powerful function as it changes the responsibility for the person from IRCT to EMG Control. Once a user is placed in the demobilizing status, only the Event Administrator can change them back to the control of the IRCT.

Event Accountability IAP / ICS Forms Maintenance									
Locations Counts Resources Demobilizing IRCT Map Attendance									
Excel		Control: All		Count: 15		All Teams			
Member Name	Control	Agency	Team Name	Location	Status	Last Update	Time@Evt		
Anahory, Lisa	EMG	NDMS	MA1	Holiday In Billeting	Demobilizing	09/20/2011 07:47:04	3d 5h		
Belzberg, Howard	EMG	NDMS	CA9	Holiday In Billeting	Demobilizing	09/20/2011 07:47:04	3d 5h		
Botsch, Susan	EMG	NDMS	MA1	Holiday In Billeting	Demobilizing	09/20/2011 07:47:04	3d 5h		
Cashion, Linda	EMG	NDMS	NDMS HQ Staff	Holiday In Billeting	Demobilizing	09/20/2011 07:44:59	3d 5h		

Accountability Tab, IRCT

Selecting this tab will give you the view of all IRCT personnel. IRCT personnel will be under this view once they are assigned an IRCT position

Event Accountability IAP / RES Forms Maintenance

Locations Counts Resources Demobilizing IRCT Map Attendance

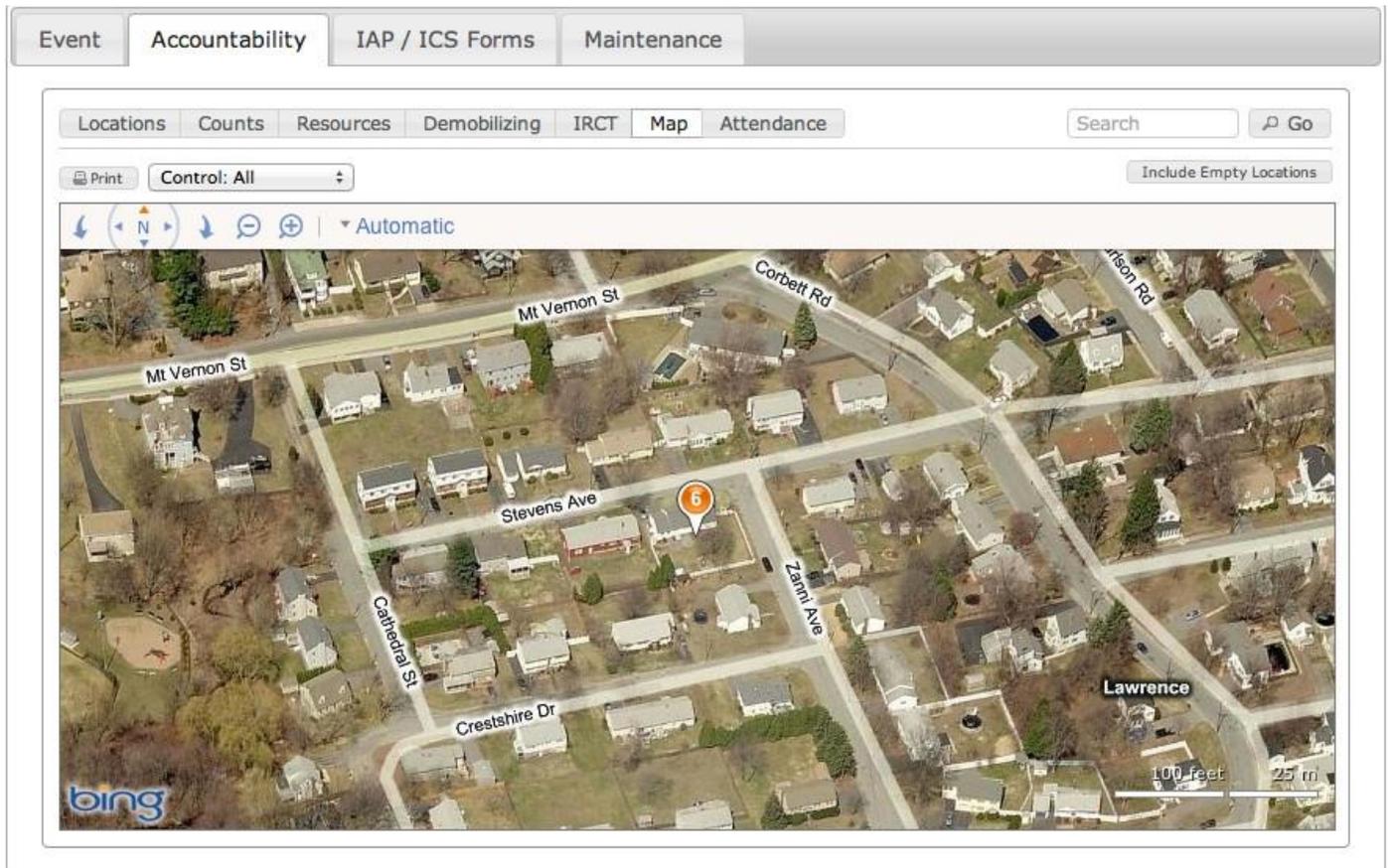
Search P Go

Print Control: IRCT Count: 16 All Teams

Member Name	Agency	IRCT Position	Location	Status	Last Update	Time@Event
Amrhein, John Philip		COMMUNICATION UNIT LEADER	IRCT	On Site	08/18/2011 10:39:57	2d 0h
Camp, Dwight C		OPERATIONS BRANCH DIRECTOR	IRCT	On Site	08/18/2011 10:39:57	5d 21h
Caprio, John J		OPERATIONS BRANCH DIRECTOR	IRCT	On Site	08/18/2011 10:39:57	1d 1h
Carlson, Karol Jean		LOGISTICS DEPUTY SEC. CHIEF	IRCT	On Site	08/18/2011 10:39:57	5d 21h
De Marco, Patrick Francis		RESOURCE UNIT LEADER	IRCT	On Site	08/18/2011 10:39:57	5d 21h
Gallagher, Michael		STAGING AREA MANAGER	FEMA	On Site	08/18/2011 10:39:48	5d 2h
Garrett, Andrew L		CHIEF MEDICAL OFFICER	IRCT	On Site	08/18/2011 10:39:57	5d 21h

Accountability Tab, Map

The Map Tab gives you all of the locations for the Event, in a map view that have personnel assigned. You can view all of the locations for the event by hitting the “**Include Empty Locations**” button. The PSC has the ability to adjust the locations under the “Location” tab in Events.



When you click on a location icon, the following will be displayed:

- Location Name
- Address with LAT & LNG:
- Updated weather information with 5 Day forecast (can be turned on and off via Event Defaults)
- Number of Resources assigned to the location

Locations Counts Resources Demobilizing ! RCT-'- 'M.:P-'- Attendance Search P Go

Print Control: All Automatic

FEMA

Madison Dr NW
Washington, DC 20004
LAT: 38.8904 / LNG: -77.0328

Team Members

On Site: 34
Enroute: 0
Staged: 0
Billing: 0

Mostly Cloudy

Temp: 82 °F
Humidity: 65 %
Wind: SSE 10 mph

Mostly Cloudy

Temp: 82 °F
Humidity: 65 %
Wind: SSE 10 mph

5-Day Forecast

Mon: Partly Cloudy, High: 91 / Low: 71
Thu: Isolated Thunderstorms, High: 88 / Low: 73
Fri: PM Thunderstorms, High: 90 / Low: 72
Sat: Scattered Thunderstorms, High: 91 / Low: 75
Sun: Scattered Thunderstorms, High: 89 / Low: 75

100 feet 25 m

Accountability Tab, Attendance

This tab gives you the following reports:

- Current Attendance Record – This is the last status change for all resources
- All Attendance Records – This lists all the status changes for a resource for the entire event. As the Event progresses, this list will become very long as every movement is listed.
- Check-in Record (Order by Date) – This provides a list by date of when resources were checked in
- Check-in Record (Order by Team Member) – This provides a list of check-in records in alphabetical order
- Demobilized (Home) – This view lists all resources who have demobilized.
- Historical Report – This view lists all resources from previous days in a deployment.

Control	Location	Status	Last Update	Updated By
IRCT-NE	Event Center	On Site	09/20/2011 07:39:23	Donald Kochersberger
EMG	Holiday In Billeting	Demobilizing	09/20/2011 07:47:04	Donald Kochersberger
IRCT-NE	Event Center	On Site	09/20/2011 07:39:23	Donald Kochersberger
IRCT-NE	Holiday In Billeting	Billeting (from: Event Center)	09/19/2011 07:49:59	Donald Kochersberger
EMG	Holiday In Billeting	Demobilizing	09/20/2011 07:47:04	Donald Kochersberger

Accountability Tab, Historical Report

The Historical Report allows you to retrieve information from previous days of the deployment and not just current information. It is set up by day/date/24 hour period. When you change the time in the calendar, the number of team members changes (if applicable).

- Click Run Historical Report
- Click in the Choose date field
- Select a date/time from the calendar
- Click Done on the calendar
- Click Run Report

Locations Counts Resources Demobilizing IRCT Map Attendance Search Go

Excel Control: All Include Empty Locations Include Demob Run Historical Report All Teams ▼

Location Name	On Site	Enroute	Staged	Billeting	Total
Work	8	1			9
Totals	8	1			9

Choose date... 2014-04-30 12:00 Run Report

April 2014

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Time 12:00
 Hour
 Minute

Now Done

Include Empty Locations Include Demob Run Historical Report All Teams ▼

	On Site	Enroute	Staged	Billeting	Total
	8	1			9
Totals	8	1			9

Choose date... 2014-04-30 07:00 Run Report

Historical Report

April 2014

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Time 07:00
 Hour
 Minute

Now Done

	On Site	Enroute	Staged	Billeting	Total
	3	1			4
Totals	3	1			4

IAP Module

The IAP module allows the planning section to create an IAP using up to date, approved ICS forms. Before you begin working on the IAP, the PSC must define the initial operational period(s). The first operational period is always turned on, as you have to have at least one operational period to start the IAP Process. From the Events tab select the Operational Periods – Time Zone button:

Event Time Zone

The event time zone can be set here (automatically adjusted for Daylight Savings)

(GMT -5:00) Eastern Time (US & Canada), Bogota, Lima

Operational Periods

Operational Periods defined for the current event.

First Op Period	0700-1900	<input checked="" type="checkbox"/> ON
Unused 1	0000-2400	<input type="checkbox"/> OFF
Unused 2	0000-2400	<input type="checkbox"/> OFF
Unused 3	0000-2400	<input type="checkbox"/> OFF

From this screen you can name the operational period (Day Shift, Night Shift, Swing Shift) and set the time for that period. As you define and turn on additional periods, the system will add additional IAPs.

To start the IAP, select the **"IAP/ICS Forms"** tab from the main screen. The first time you go to this tab, you will see the following screen:

Event Accountability **IAP / ICS Forms**

Event Incident Action Plans

To start the Incident Action Plan (IAP) for this Event, enter the IAP start date below, and click on the "Start IAP" button. (The IAP will usually start on *tomorrow's* date)

08/14/2011

You can edit the Operational Periods from the "Event / Operational Periods & Timezone" screen.

As you can see from this screen, you must first select the date for the first operational period. Be careful to select the actual date that the IAP is covering. As we normally create the IAP for the next operational period, it "usually" will be the next day's date. Once the first IAP is created, the date will automatically change to the next day when the IAP is published and rolled over.

After you select the correct date, click the **"Start IAP"** button and you will be presented with a final message asking if you are sure you want to start the IAP.

2011 APPRIO TEST EVENT (GREENE) Sync Data Logoff
 Local: Sat Aug 13, 2011 08:16:19 / DC: Sat Aug 13, 2011 11:16:19 Last Sync: 08/13/2011 10:58:41 EST

Event Accountability IAP / ICS

Event Incident Action Plans

To start the Incident Action Plan (IAP) (The IAP will usually start on tomorrow)

08/14/2011 Start IAP

You can edit the Operational Periods from the "Event / Operational Periods & Timezone" screen.

Start IAP ✕

Are you sure you want to start the IAP for this Event?

OK Cancel

When you click "OK", you will navigate to the following page. You will see that the Operational Period is selected and the only form that is turned on is the ICS-202. This form, when selected, allows you to choose the forms that you want completed for the event.

2011 APPRIO TEST EVENT (GREENE) Sync Data Logoff
 Local: Sat Aug 13, 2011 08:24:21 / DC: Sat Aug 13, 2011 11:24:21 Last Sync: 08/13/2011 10:58:41 EST

Event Accountability IAP / ICS Forms

Event Incident Action Plans

08/14/2011 First Op Period 0700-1900 Create PDF DEBUG: WebEOC Export

08/14/2011 Change Date This is the first IAP for this Operational Period. You may change the start date if it is incorrect or has changed.

IAP Cover	ICS-211 Check-In List
ICS-201 Incident Briefing	ICS-213 General Message
ICS-202 Incident Objectives	ICS-214 Unit Activity Log
ICS-203 Organization Assignment List	ICS-215 Operational Planning Worksheet
ICS-204 Assignment List	ICS-215a IAP Safety Analysis
ICS-205 Radio Communications Plan	ICS-218 Support Vehicle Inventory
ICS-206 Medical Plan	ICS-220 Patient Movement
ICS-208 Safety Message / Plan	ICS-221 Demobilization Plan
ICS-209 Incident Status Summary	Publish Completed IAP

You will also notice that there is a "change date" button below the Operational Period selection box. This will appear for the first operational period only in case a mistake was made when the "Create IAP" button was clicked. It will also appear again when a new operational period is added by the PSC.

Another important task that has to be completed, especially as you start completing forms, is that the positions of your IRCT personnel have to be assigned, since those positions will be used on the forms. To assign a position for a person, go to the "Event Resources" tab, select the person that you want to assign an IRCT position for, and click on their name to bring up the Team Member Detail:

Event Accountability IAP / ICS Forms

Locations Event Counts **Event Resources** Demob Resources IRCT Map Attendance Search Go

Print Control: IRCT Count: 28 Show Position Include IRCT Include Demob All Teams

Member Name	Agency	Team Name	Location	Status	Last Update	Time@Evt
Adkins, David Lee	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 41m
Allen, Jonathan	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 41m
Bishop, Robert Vince	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 41m

Click on the person that you want to assign the position to:

Print Control: IRCT Count: 28 Show Position Include IRCT Include Demob All Teams

Member Name	Agency	Team Name	Location	Status	Last Update	Time@Evt
Adkins, David Lee	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 41m
Allen, Jonathan	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 41m
Bishop, Robert Vince	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 41m

Click on the name and you will be at the Team Member Detail Screen:

Team Member Detail

Individual team member summary and attendance records.

▼ **Adkins, David Lee** [Deployed Time: 8 days, 14 hours, 28 minutes / Time at event: 5 hours, 42 minutes]

Location & Status: FEMA (On Site)

First Name: David

Middle Name: Lee

Last Name: Adkins

Agency: NDMS

Position: Registered Nurse

Home City: Gulf Breeze

Home State: FL

Primary Airport: PNS

Team: FL1

Phone: (123)456-7890(C)

Email: ndmshelpdesk@hhs.gov

Comment:

IRCT Position:

From this screen, you will select the position that you want to assign from the "IRCT Position" dropdown box

Email: ndmshelpdesk@hhs.gov

Comment:

RCT Position:

None / Non-applicable

- INCIDENT METEOROLOGIST
- INFORMATION OFFICER
- INFORMATION TECHNOLOGY SPECIALIST
- INFORMATION TECHNOLOGY TECHNICIAN
- INFRASTRUCTURE
- INTERAGENCY RESOURCE REPRESENTATIVE
- INVENTORY MANAGER
- IRCT - OTHER
- LIAISON OFFICER
- LOGISTICS COORDINATOR
- LOGISTICS DEPUTY SEC. CHIEF
- LOGISTICS DRIVER
- LOGISTICS RESUPPLY SURVEY
- LOGISTICS SECT. CHIEF**
- LOGISTICS SPECIALIST
- LOGISTICS SUPPORT
- MAINTENANCE
- MEDICAL UNIT LEADER
- MILITARY CREW LIASON
- None / Non-applicable

Then click the "Update" button and a confirmation message will appear. Click "OK", and you will be taken back to the Event Resources Page as shown in the next two screenshots:

Team Member Detail

Individual team member summary and attendance records.

Adkins, David Lee [Deployed Time: 8 days, 14 hours, 28 minutes / Time at event: 5 hours, 42 minutes]

Location & Status: FEMA (On Site)
 First Name: David
 Middle Name: Lee
 Last Name: Adkins
 Agency: NDMS
 Position: Registered Nurse
 Home City: Gulf Breeze
 Home State: FL
 Primary Airport: PNS

Team: FL1
 Phone: (123)456-7890(C)
 Email: ndmshelpdesk@hhs.gov

Comment:

IRCT Position: LOGISTICS SECT. CHIEF

Confirm ✕

Are you sure you want to update this Team Members information?

Event Accountability IAP / ICS Forms

Locations Event Counts Event Resources Demob Resources IRCT Map Attendance Search Go

Print Control: IRCT Count: 27 Show Position Include IRCT Include Demob All Teams

Member Name	Agency	Team Name	Location	Status	Last Update	Time@Evt
Allen, Jonathan	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 50m
Bishop, Robert Vince	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 50m
Brooks, Kay Saxon	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 50m
Brosnan, James Robert	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 50m
Brown, Peter Benjamin	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 50m
Budden, Malinda Carder	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 50m
Butz, Linda Gail	NDMS	FL1	FEMA	On Site	08/13/2011 08:46:15	5h 50m

You will notice that the person you just changed will no longer be in this view unless you click the "Include IRCT" button. Or, you can view them under the IRCT Tab. You should continue to do this for all IRCT personnel, or can come back to the screen at a later time. We recommend you assign these positions right after these personnel are checked in to the IRCT.

IAP (Incident Action Plan)

To start an IAP, select the "IAP / ICS" Forms Tab, and you will see the following page:

2012 IRCT PARS Training Hurricane

Event: Wed Jul 11, 2012 17:46:51 / DC: Wed Jul 11, 2012 17:46:51
9 Location(s) need to be pushed to RMS

Sync Data

Logoff

Last Sync: 07/09/2012 14:23:18

Event Accountability **IAP / ICS Forms** Maintenance

-- Select Controller --

Unit Activity Logs *ICS-214*

-- Select Log -- Edit Complete New  -- Completed Activity Logs --

Demobilization Plans *ICS-221*

-- Select Plan -- Edit Complete New  -- Completed Demob Plans --

Event Incident Action Plans *IAP*

To start the Incident Action Plan (IAP) for this Event, enter the IAP start date below, and click on the "Start IAP" button.
(The IAP will usually start on *tomorrows* date)

07/12/2012  Start IAP for

You can edit the Operational Periods from the "Event / Operational Periods & Timezone" screen.

Insert the date of the operational period the IAP is being created for then hit the "Start IAP" button. You will notice that the IRCT that you are on will be listed on the button automatically based on what your control is set for. You will a pop-up box asking if you are sure that you want to create the IAP. If you are an "Admin" you will have to select your controller.

Hit the "OK" button to get to the first IAP screen.

The screenshot displays a web application interface with a top navigation bar containing 'Event', 'Accountability', 'IAP / ICS Forms', and 'Maintenance'. Below the navigation bar, there is a 'Control: IRCT-NCR' dropdown menu. The main content area is divided into three sections:

- Unit Activity Logs ICS-214**: Includes a '-- Select Log --' dropdown, 'Edit', 'Complete', and 'New' buttons, and a '-- Completed Activity Logs --' dropdown.
- Demobilization Plans ICS-221**: Includes a '-- Select Plan --' dropdown, 'Edit', 'Complete', and 'New' buttons, and a '-- Completed Demob Plans --' dropdown.
- Event Incident Action Plans IAP**: Includes a date dropdown '07/06/2012 Day Shift 0700-1900', 'Preview PDF', 'DEBUG: WebEOC Export', and a '-- Completed IAPs --' dropdown. Below this, there is a 'Change Date' button and a message: 'This is the first IAP for this Operational Period. You may change the start date if it is incorrect or has changed.' A grid of buttons for various ICS forms is displayed, with 'ICS-202 Incident Objectives' highlighted.

Publish Completed IAP & Extract	ICS-209a Incident Sit-Rep
IAP Cover	ICS-209b Agency Sit-Rep
ICS-201 Incident Briefing	ICS-209c Section Sit-Rep
ICS-202 Incident Objectives	ICS-211 Check-In List
ICS-203 Organization Assignment List	ICS-213 General Message
ICS-204 Assignment List	ICS-215 Operational Planning Worksheet
ICS-205 Radio Communications Plan	ICS-215a IAP Safety Analysis
ICS-206 Medical Plan	ICS-218 Support Vehicle Inventory
ICS-208 Safety Message / Plan	ICS-220 Patient Movement

You will notice that for the first IAP you have the option to change the date for the first IAP. This is there in case the wrong date was used when you hit the "Start IAP" button. Once the first IAP is published, the date cannot be changed. To start the IAP hit the "ICS-202 Incident Objectives" button.

In designing the IAP portion of the software, we had to select a form that would be the launching pad for all the other forms; the ICS 202 was chosen for this purpose. The ICS-202 is shown below:

2011 APPRIO TEST EVENT (GREENE)

[Back](#) [Save](#) [PDF](#) [Logoff](#)

ICS 202 • Incident Objectives

The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Additional PDF to include: [Choose File](#)

ICS-202: INCIDENT OBJECTIVES

Incident Name: 2011 APPRIO TEST EVENT (GREENE)	Date / Time Prepared: 08/13/2011 15:27:36	Operational Period: 08/14/2011 First Op Period 0700-1900
--	---	--

Objective(s):

Operational Period Command Emphasis:

General Situational Awareness:

Site Safety Plan Required?: (' Yes r.' No
 Approved Site Safety Plan(s) located at:

Incident Action Plan (the items checked below are included in this Incident Action Plan):

- | | |
|---|---|
| <input type="radio"/> IAP Cover
<input type="radio"/> ICS 201 • Incident Briefing
<input type="radio"/> ICS 202 • Incident Objectives
<input type="radio"/> ICS 203 • Organization Assignment List
<input type="radio"/> ICS 204 • Division Assignment
<input type="radio"/> ICS 205 • Radio Communications Plan
<input type="radio"/> ICS 206 • Medical Plan
<input type="radio"/> ICS 208 • Safety Message / Plan
<input type="radio"/> ICS 209 • Incident Status Summary | <input type="radio"/> ICS 211 • Check-in List
<input type="radio"/> ICS 213 • General Message
<input type="radio"/> ICS 214 • Unit Activity Log
<input type="radio"/> ICS 215 • Operational Planning Worksheet
<input type="radio"/> ICS 215a • IAP Safety Analysis
<input type="radio"/> ICS 218 • Support Vehicle Inventory
<input type="radio"/> ICS 220 • Patient Movement
<input type="radio"/> ICS 221 • Demobilization Plan |
|---|---|

IRCT Phone Directory	Position	Name	Cell Phone	Desk Phone
	ESF 8 Lead :	_____	_____	_____
	Commander :	_____	_____	_____
	Deputy Commander :	_____	_____	_____
	Operations Desk :	_____	_____	_____
	Planning Desk :	_____	_____	_____
	Logistics Desk :	_____	_____	_____
	Admin / Finance Desk :	_____	_____	_____
	Safety Desk :	_____	_____	_____

IRCT staff				
Position	Name	Phone	Email	

Prepared by: _____ Submitted for Review Approved

ICS 202 Elements

At the very top is a way to add PDF's to your IAP. As you receive the HASP and HERA documents, weather forecasts, etc. you should save the document in a location on your computer. Click the "Choose File" button, navigate to and select the file, select "Open", and the file will be uploaded. The filename will be listed under the last form added under the ICS-221. As seen below, we added a document called Screen Shot. If that form needs to be removed, there is a button next to the form check box to accomplish this.

- ICS 211 - Check-In List
- ICS 213 - General Message
- ICS 214 - Unit Activity Log
- ICS 215 - Operational Planning Worksheet
- ICS 215a - IAP Safety Analysis
- ICS 218 - Support Vehicle Inventory
- ICS 220 - Patient Movement
- ICS 221 - Demobilization Plan
- Screen Shot

- On the first row, Incident Name, Date/Time Prepared, and the Operational Period are automatically completed.
- Objectives, Operational Period Command Emphasis, General Situational Awareness, and Site Safety Plan are all fillable fields.
- The Incident Action Plan check boxes turn on access to the forms for the IAP. All the forms necessary to complete a basic IAP are completed, with a few still remaining to be developed. So as you check the boxes, the IAP menu selections will be turned on. (See Below)

Incident Action Plan (the items checked below are included in this Incident Action Plan):	
<input checked="" type="checkbox"/> IAP Cover	<input checked="" type="checkbox"/> ICS 209a - Incident Sit-Rep [Used for WebEOC]
<input type="checkbox"/> ICS 201 - Incident Briefing	<input checked="" type="checkbox"/> ICS 209b - Agency Sit-Rep [Used for WebEOC]
<input checked="" type="checkbox"/> ICS 202 - Incident Objectives	<input checked="" type="checkbox"/> ICS 209c - Section Sit-Rep [Used for WebEOC]
<input checked="" type="checkbox"/> ICS 203 - Organization Assignment List	<input checked="" type="checkbox"/> ICS 211 - Check-In List
<input checked="" type="checkbox"/> ICS 204 - Division Assignment	<input checked="" type="checkbox"/> ICS 213 - General Message
<input checked="" type="checkbox"/> ICS 205 - Radio Communications Plan	<input type="checkbox"/> ICS 215 - Operational Planning Worksheet
<input checked="" type="checkbox"/> ICS 206 - Medical Plan	<input type="checkbox"/> ICS 215a - IAP Safety Analysis
<input checked="" type="checkbox"/> ICS 208 - Safety Message / Plan	<input checked="" type="checkbox"/> ICS 218 - Support Vehicle Inventory
	<input type="checkbox"/> ICS 220 - Patient Movement

These are checked and below is the activated menu.

Publish Completed IAP & Extract	ICS-209a Incident Sit-Rep
IAP Cover	ICS-209b Agency Sit-Rep
ICS-201 Incident Briefing	ICS-209c Section Sit-Rep
ICS-202 Incident Objectives	ICS-211 Check-In List
ICS-203 Organization Assignment List	ICS-213 General Message
ICS-204 Assignment List	ICS-215 Operational Planning Worksheet
ICS-205 Radio Communications Plan	ICS-215a IAP Safety Analysis
ICS-206 Medical Plan	ICS-218 Support Vehicle Inventory
ICS-208 Safety Message / Plan	ICS-220 Patient Movement

- IRCT Phone Directory – This is the list of Personnel who are assigned to each section for this operational period. The Name, Cell phone and actual Desk phone numbers should be added.
- IRCT Staff Positions – This is automatically completed for you and lists everyone that has an IRCT position. (See Below) They are sorted alphabetically by name.

IRCT Staff Position	Name	Phone	Email
INCIDENT COMMANDER, DEPUTY	Mayer, Harry	(123)456-7890(C)	ndmshelpdesk@hhs.gov
OPERATIONS SECT. CHIEF	Mccoy, Michael	(123)456-7890(C)	ndmshelpdesk@hhs.gov
ADMIN/FINANCE SECTION CHIEF	Myers, Marsha	(123)456-7890(C)	ndmshelpdesk@hhs.gov
INCIDENT COMMANDER	Stevermer, Andrew	(123)456-7890(C)	ndmshelpdesk@hhs.gov

- The Prepared by and Approved by are Drop Down Box selections

Once the person who prepares the form has completed it, and the form has been saved, the “Submitted for Review” button is checked and saved.

Prepared by: [PSC1] Greim, William Submitted for Review

Approved by Incident Commander: [ICT1] Stevermer, Andrew Approved

When a form is submitted for review, the IAP menu shows a circle on the form tab.



Approval of the form is at the Incident Commander's discretion. Some ICs want a printed copy that they sign off on, in that case the PSC can check the "Approved" check box and save the form. Others may want to go into PARS and approve the forms themselves. Either way, there is a timestamp of who approved the IAP and when. Once a form is approved, a checkmark appears on the IAP menu form button.



This allows the Planning Section to visually see where the IAP is in the Review/Approval process.

IAP Cover

As the name implies, the IAP cover is the cover page of the document. We have added the ability to insert a graphic on the page that can be changed every operational period. You can differentiate the IAPs and add your own touch to the IAP. As in the 202, you just click the choose file button, attach your file, and it will be placed on the page. There is also a Notes area to add any comments, select the Prepared by and Approved by names from the drop down boxes, save it, save it for review, and have it approved.

IAP Cover - Incident Action Plan Cover Sheet

IAP Cover Image: (No file selected | Choose File) File Successfully Uploaded

IAP-Cover: INCIDENT ACTION PLAN COVER SHEET		
Incident Name: 2011 APPRIO TEST EVENT (GREENE)	Date / Time Prepared: 08/18/2011 13:30:11	Operational Period: 08/19/2011 First Op Period 0700-1900
		
Notes: This is where you can add comments		

ICS-203

The 203 should be easily completed by going through the form and just selecting the names to build the command structure. This form is driven by the personnel in the accountability module who are assigned IRCT positions, so as stated earlier, all IRCT personnel must be assigned a position so they will be able to be on this form.

As you go through the form and make your choices, the personnel in that section will be at the top of the dropdown box. So for the command area, if we click on the IC position, the choices will be on top, with everyone else listed below.

ICS 203 - Organization Assignment List		
The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit.		
ICS-203: ORGANIZATION ASSIGNMENT LIST		
Incident Name: 2011 APPRIO TEST EVENT (GREENE)	Date / Time Prepared: 08/14/2011 10:36:54	Operational Period: 08/14/2011 First Op Period 0700-1900
Incident Commander(s) and Command Staff:		Operations Section:
ESF-8 Lead:	<input type="text"/>	Chief: <input type="text"/>
IC/UC:	<input type="text"/>	Deputy: <input type="text"/>
Deputy:	[ESF8] Bowman, Thomas	Staging Area: <input type="text"/>
Chief Medical Officer:	[CMO] Garrett, Andrew	Branch I Director : <input type="text"/>
Safety Officer:	[DPIC] Mayer, Harry	Supervisor: <input type="text"/>
Public Info Officer:	[ICT1] Stevermer, Andrew	Division 1 / Group 1 : <input type="text"/>
Liason Officer:	[RESL] De Marco, Patrick	Division 2 / Group 2 : <input type="text"/>
	[PSC1] Greim, William	Division 3 / Group 3 : <input type="text"/>
	[OSC1] Mccoy, Michael	Division 4 / Group 4 : <input type="text"/>
	[AFSC] Myers, Marsha	
Agency / Organization Representatives:		
Agency / Organization	Name	
<input type="text"/>	<input type="text"/>	

In this example, you would choose the ICT1 Andrew Stevermer for the IC. You will do this for all the sections in the same manner. When you get to the Operations Section, you will see that there are 4 branches that can be set up, with 3 being definable and one, the Patient Movement Branch, being defined. As you set up the operational structure from the ICS-215 (which is still being developed), you will define the names for each branch, division or group. This is important as each of these names will be listed on the ICS 204 form(s) as each will have a 204. Here is an example:

Incident Commander(s) and Command Staff:		Operations Section:	
ESF-8 Lead:	[ESF8] Bowman, Thomas ▾	Chief:	[OSC1] Mccoy, Michael ▾
IC/UC:	[ICT1] Stevermer, Andrew ▾	Deputy:	[ODSC] Kleinman, Gary ▾
Deputy:	[DPIC] Mayer, Harry ▾	Staging Area:	[STAM] Gallagher, Michael ▾
Chief Medical Officer:	[CMO] Garrett, Andrew ▾	Medical Branch :	[OPBD] Camp, Dwight ▾
Safety Officer:	▾	Supervisor:	[DIVS] Morrison, John ▾
Public Info Officer:	▾	NJ-1 DMAT :	Wolfe, David ▾
Liason Officer:	▾	Ghescio :	Briggs, Susan ▾
Agency / Organization Representatives:		FL-1 DMAT :	Kruschke, Gary ▾
Agency / Organization	Name	FL-4 DMAT :	Goemann, Gerhardt ▾
▾	▾	FL-5 DMAT :	Barnes, Chloe ▾
▾	▾	Fatalities Managemer:	▾
▾	▾	Supervisor:	▾
▾	▾	DMORT I :	▾
Planning Section:		DMORT II :	▾

You will continue with all the sections in the same fashion until the form is completed, submitted for review, and approved. In addition, the Technical Specialist fields are now editable. .

Tester 1 :	▾
Tester 2 :	▾
Technical Specialist 3 :	▾
Technical Specialist 4 :	▾

ICS-204

The 204 ties into the 203 and Accountability to allow selections for your locations, Branch Division and Group names, and Operational staff. It will lay out the assignments for each of these units. For the first operational period, this will take longer, but as the IAP is rolled over, all this information will be populated with just the assignments and special instructions requiring editing, until the operation changes. To create the form, click the New 204 button and select the Branch, Division, or Group you want to create the assignment for:

ICS 204 - Assignment List

The Assignment List (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree on the assignments, the assignment information is given to the appropriate Divisions and Groups.

Select a 204: [1. Medical Branch] [1. Florida Hospital Flagler]

ICS-204: ORGANIZATION ASSIGNMENT LIST		
Incident Name [Controller]: 2012 IRCT PARS Training Hurricane [IRCT-SE]	Date / Time Prepared: 07/11/2012 12:17:30	Operational Period: 07/12/2012 Day Shift 0700-1900
<ul style="list-style-type: none"> ✓ 1. Medical Branch 2. Branch II Director 3. Branch III Director 4. Patient Movement 	Division / Group: [1. Florida Hospital Flagler]	Location: [Florida Hospital Flagler]
Model:		
Operations Section Chief:	[OSC1] Caprio, John	
Branch Director:	[OPBD] Morrison, John	
Division / Group Supervisor:	[DIVS] Camp, Dwight	

Select Command Structure:

Operations Personnel:					
Operations Section Chief:		[OSC1] Caprio, John			
Branch Director:		[OPBD] Morrison, John			
Division / Group Supervisor:		[DIVS] Camp, Dwight			
<input type="button" value="Add"/> Resources Assigned:					
	Resource Identifier	Leader	# of Personnel	Contact	Location / Notes
-	OH-1	[Anderson-schwartz, Mary]	34	123-123-1234	

A new feature on this form is the use of dynamic fields. If you want to add a resource, you will hit the "Add" button and it will add a line under the resources assigned. You can add as many as you want, so if you want to add 1 resource, you hit the add button once, and then hit save. If you want to add 5 resources, you hit the "Add" button 5 times and then hit save.

Insert the work assignments, special instructions, and radio information (radio channel selections will be tied into ICS-205 in version 2), save it, submit it for review, and approve it.

Work Assignments: Travel from Atlanta to Florida Hospital Flagler, 60 Memorial Medical Parkway Palm Coast, FL 32164, to arrive July 5, 2012 by 0500 hours. Upon arrival, assist LRAT with completing BoO and be ready to see patients by 0700 hours. Will assume all control of emergency room patients.								
Special Instructions: Ensure personnel are rested and ready to work upon arrival at work site. Hospitals X-Ray Department is operational and will be used for all xrays needed Hospital Lab is down, must do all labs at BoO Review HASP and HERRA								
Division / Group Communications Summary								
Function		Channel	Frequency	Assignment	Function	Channel	Frequency	Assignment
COMMAND	LOCAL	K-6	HHS-234	Logistics	SUPPORT	LOCAL	L-3	Florida Hospital Memorial
	REPEAT	L-1	HHS-234	Operations		REPEAT	L-4	Halifax Hospital
DIV /GROUP TACTICAL		L-1	HHS-234	Operations	GROUND TO AIR		L-3	Florida Hospital Memorial
Prepared by: [PSC1] Wood, Dennis						Submitted for Review <input checked="" type="checkbox"/>		
Approved by Incident Commander: [ICT1] Formanski, Stephen						Approved <input checked="" type="checkbox"/>		

You would then create the next 204 until you have completed all that are needed. The Division /Group Communications Summary is now tied directly to the ICS 205. When you select a Channel dropdown, and select a channel, the additional information will be filled in automatically when you hit the "Save" button

ICS 204 - Assignment List					
The Assignment List (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree on the assignments, the assignment information is given to the appropriate Divisions and Groups.					
Select a 204: [1. Medical Branch] [1. Florida Hospital Flagler] <input type="button" value="New 204"/> <input type="button" value="Delete"/>					
ICS-204: ORGANIZATION ASSIGNMENT LIST					
Incident Name [Controller]: 2012 IRCT PARS Training Hurricane [IRCT-SE]		Date / Time Prepared: 07/11/2012 12:17:30		Operational Period: 07/12/2012 Day Shift 0700-1900	
Branch: [1. Medical Branch]		Division / Group: [1. Halifax (Decomp)]		Location: [Florida Hospital Flagler]	
Operations Personnel:					
Operations Section Chief:		[OSC1] Caprio, John			
Branch Director:		[OPBD] Morrison, John			
Division / Group Supervisor:		[DIVS] Camp, Dwight			
<input type="button" value="Add"/> Resources Assigned:					
	Resource Identifier	Leader	# of Personnel	Contact	Location / Notes
	- OH-1	[Anderson-schwartz, Mary]	34	123-123-1234	

This form and its contents will roll over when the next IAP is created.

ICS-205

The 205 form should be completed by the Communications personnel in Logistics. You have to ensure that they have access to the form and have permission to edit the form. This process is explained in Appendix A, Setting up Users. This has also been changed to a dynamic form and as stated above is tied into the ICS 204. You can now add as many channels as you need.

ICS 205 - Radio Communications Plan

The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders.

ICS-205: RADIO COMMUNICATIONS PLAN

Incident Name [Controller]:

2012 JRCT PARS Training Hurricane
1900 [RCT SE]

Date / Time Prepared:

07/11/2012 18:07:28

Operational Period:

07/12/2012 Day Shift 0700

Add **Radio Assignments:**

Radio ID	Channel	Frequency TX	Frequency RX	Function	Assignment	Remarks
Motorola XTS-5000	L-1	HHS-234		Operations	Operations	Repeater
Motorola XTS-5000	L-2	HHS-234		Team Command	Florida Hospital Flagler	Simplex
Motorola XTS-5000	L-3	HHS-234		Team Command	Florida Hospital Memorial	Simplex
Motorola XTS-5000	L-4	HHS-234		Team Command	Halifax Hospital	Simplex
Motorola XTS-5000	K-5	HHS-234		Logistics	Logistics	Repeater

ICS-206

The 206 form should be completed by the Medical Unit Leader or Chief Medical Officer. You have to ensure that they have access to the form and permission to edit the form. This is explained in Appendix A, Setting up Users. You will notice that this form has also been changed to dynamic fields.

ICS 206 - Medical Plan

The Medical Plan (CS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

ICS-206: MEDICAL PLAN		Incident Name [Controller]: 2012 JRCT PARS Training Hurricane [RCT SE]		Date / Time Prepared: 07/11/2012 18:08:16		Operational Period: 07/12/2012 Day Shift 0700 1go0		
Add Incident Force Health Protection Stations:								
Station / Level		Location		FHP Contact Name		Phone # / Contact		
IRCT Med Station		IRCT						
Add Ground Ambulance Services:								
Name		Address		Phone # / Contact		Paramedics		
Flagler County Fire Rescue				g11		<input type="button" value="Yes"/>		
Daytona Beach Fire Rescue				g11		<input type="button" value="Yes"/>		
Add Air Ambulance Services:								
Name		Address		Phone # / Contact				
Flagler County Fire Rescue				gn				
Add Hospitals and Clinics:								
Name		Address		Air Time	Ground Time	Phone # / Contact		
Florida Hospital		60 Memorial Medical Parkway Palm Coast, FL 32164						<input type="button" value="No"/> Trauma Center <input type="button" value="No"/> Burn Center <input type="button" value="Yes"/> Helipad
Florida Hospital		224 Memorial Medical Parkway Daytona Beach, FL 32117						<input type="button" value="No"/> <input type="button" value="No"/> <input type="button" value="Yes"/>
Halifax Memorial		303 N. Clyde Morris Blvd. Daytona Beach, FL 32114						<input type="button" value="Yes"/> <input type="button" value="Yes"/> <input type="button" value="Yes"/>
Medical Emergency Procedures: Access EMS System if an emergency arises and if EMS systems is intact (NOTE: ANY INDIVIDUAL SENT TO AN URGENT CARE/HOSPITAL MUST HAVE A CA 16 FORM SIGNED, AUTHORIZING TREATMENT) Complete notification and reporting procedures below : Reporting Procedures: 1. Safety Officer: Complete Accident Investigation and NOMS/OSHA Form 301 and forward to JRCT Safety Officer. Notify JRCT Safety Officer IMMEDIATELY of OSHA Reportable Incidents. The JRCT Safety Officer will maintain the OSHA 300 Injury and Illness Log of OSHA recordable incidents for each deployment. 2. Team Medical Office/Administrative Officer: Complete CA-1/CA-2 and CA-16 forms & submit to the JRCT Admin/Finance, as well as attached to the EMR for the employee. Complete the EMR for the incident. 3. USPHS Commissioned Corps: Access TriCare at www.tricare.mil								

ICS-208

The 208 form should be completed by the Safety Officer. You have to ensure that they have access to the form and permission to edit the form. You have to ensure that they have access to the form and permission to edit the form. This is explained in Appendix A, Setting up Users. Note The HASP and HERA can be added to the IAP by using the "Attach PDF" feature on the ICS-202.

ICS 208 - Safety Message / Plan		
The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.		
ICS-208: SAFETY MESSAGE / PLAN		
Incident Name [Controller]: New James Event [EMG]	Date / Time Prepared: 06/10/2014 14:06:24	Operational Period: 05/02/2014 Day Shift 0700-1900
Site Emergency Action Plan (Alarm and Evacuation Signal, Route and Rally Point, Accountability and Critical Material/Process Actions):		
Hazardous Areas/Work Prohibitions (Prohibited Areas or Activities):		
Sanitation (Toilets, Hand Washing, Shower, Waste Locations or Protocol):		
Security (Control Point and Site Security Protocol):		
Prepared by: <input type="text"/>		Submitted for Review <input type="checkbox"/>
Approved by Incident Commander: <input type="text"/>		Approved <input type="checkbox"/>

ICS-209a

It is critical to the functioning of the IRCT to eliminate the duplication of effort between creating the IAP and also populating the WebEOC Situation Report and IAP. The ICS 209 is the major conduit for this task. The 209 is the Incident Status Summary, and has been tailored to encompass updates from all of the ESF-8 agencies working within the IRCT during an event, and also all of the sections within the IRCT. All personnel who will work on this form need to have access to it and the ability to edit the form, as explained in Appendix A, Setting up Users. It will be necessary to ensure that during the creation of the IAP, all users who have input to the Sit Rep and IA, must log into the 209 and complete their area of documentation. Once the IAP is published, a data file is created and sent to WebEOC. This data is then imported into WebEOC and the current Sit Rep and IAP in Web EOC will be completed. This data comes from the entire IAP and from the 209. Once imported, the Planning Section should review the data, make any additions that are needed, and save the Sit Rep and IAP. This process should minimize the time spent in WebEOC by the Planning section.

The 209 has been split into 209a, b and c. A and C should be done every operational period, B is really an agency reporting tool and can be used when Agency LNO's are working in the IRCT. REMEMBER, this form is the main source of data for your WEB EOC sit rep, so if you enter the data here, you won't have to enter it in WEB EOC Sit Report. All you will have to do is verify the data after it has been imported into Web EOC.

ICS 209 - Incident Situation Report

This report is for informational purposes only. It is not intended for use in any legal proceeding. It is not intended to be used as evidence. It is not intended to be used for any other purpose. It is not intended to be used for any other purpose. It is not intended to be used for any other purpose.

ICS-209a: INCIDENT SITUATION REPORT		
Incident Name [Controller]: 2012 RCT PARS Training Hurricane (IRCT-SE)	Date / Time Prepared: 07/11/2012 18:10:51	Operational Period: 07/12/2012 Day Shift 0700-1900
Incident Number: 4936	Incident Type: Disaster or Emergency	Incident Commander: Formanski, Stephen
<p>Current Situation: Hurricane Skip has made landfall and is moving west across North Florida as a Cat III. Florida has requested DMAT and ER augmentation support for 3 hospitals. Currently all logistical are in theater and a BoO is being set up by LRAT at Florida Hospital Flagler. The RCT is sheltering in place at Flagler EOC and is fully Operational. Teams are currently en-route from Atlanta and are scheduled to arrive on assigned locations by 0500.</p>		
<p>Priorities: To maintain 100% accountability of all ESF-8 assets Ensure all Teams travel safely to their work locations Ensure day shift personnel are ready for work upon arrival to work location</p>		
<p>Challenges: Weather is hampering BoO set up at Florida Hospital Flagler</p>		
<p>Fatalities / Casualties: 10/200</p>		
<p>Extent of Damage: Extensive damage to Flagler and Volusia counties Florida Hospital sustained moderate damage, and has flooded in areas Water is shut down in Palm Coast All bridges closed over intercostal waterway</p>		
<p>Evacuation Details: Flagler and Volusia County east of the intercostal Waterway</p>		
<p>Critical Resources Needs: Need 2-12 person Task Forces deployed to augment decompression teams Need 2-12 person Task Forces deployed to be staged for potential missions Need to order 2 additional DMATs to be sent to staging in Atlanta</p>		
<p>Hospitals Reporting: 3</p>		
<p>Hospitals on Grid: 0</p>		

ICS-209b

ICS 209 - Agency Situation Report

The CS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention.

ICS-209b: AGENCY SITUATION REPORT

Incident Name [Controller]: 2012 RCT PARS Training Hurricane (JRCTSE]	Date / Time Prepared: 07/11/2012 18:12:11	Operational Period: 07/12/2012 Day Shift 0700-1900
Incident Number: 4936	Incident Type: Disaster or Emergency	Incident Commander: Formanski, Stephen
CDC: No Report this OP Period		
FDA: No Report this OP Period		
NIH: No Report this OP Period		
ACF: No Report this OP Period		
AOA: No Report this OP Period		
CMS: No Report this OP Period		
SAMHSA: No Report this OP Period		
IHS: No Report this OP Period		
HRSA: No Report this OP Period		
DOD: No Report this OP Period		
USCG: No Report this OP Period		

ICS-209c

ICS 209 - Section Situation Report

The CS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention.

[ICS-209c:SECTION SITUATION REPORT]		
Incident Name [Controller]: 2012 RCT PARS Training Hurricane (JRCT-SE]	Date / Time Prepared: 07/11/2012 18:13:14	Operational Period: 07/12/2012 Day Shift 0700-1900
Incident Number: 4936	Incident Type: Disaster or Emergency	Incident Commander: Formanski, Stephen
Operations: Our main focus for this period is to ensure that all three sites are operational by 0700 hours on July 5th Requested 1 additional DMAT and 2-12 person Task Forces to be sent directly to our staging Requested 2 additional DMATs to be sent to Mob Center MA being generated for another hospital ER replacement in St Augustine Working 215 for future needs.		
Planning: Working on AP and Sit Rep Assisting Operations with additional MAs Started Contingency Planning		
Logistics: Building Florida Hospital Flagler BoO Possible request for another hospital support mission, will have to use reserve DMAT cache Request coming for additional full DMAT and Resupply cache No other shortfalls		
Safety: Created ICS-208 Did site visit of all locations we will be working on		
Admin / Finance: Establish Cost tracking Receiving Travel documents from travel		
Remarks:		
Prepared by: ([PSC1] Wood, Dennis ;)		Submitted for Review
Approved by Incident Commander : ([ICT] Formanski, Stephen ;)		Approved

ICS-211

The 211 Check-in form is automatically generated and will provide a list of every person who checked in as of the time that the IAP is published. All the planning section needs to do is Submit it for review, have it approved, and the form will be added to the IAP. When you publish the IAP the latest location and status will be updated to everyone's current record.

ICS211 - Check-In List

Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (CS 211). The CS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel etc., for resources checked in.

0

Name	NOMS / Unit	Agency / Team	Location	Status	Check In Date	Check In By
Adkins, David Lee	Registered Nurse	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User
Allen, Jonathan	Medical Officer	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User
Barnes, Chloe	N/A	OFRD	Apprio	On Site	08/12/2011 08:43:48	John Caprio
Bauer, Jack	N/A	OFRD	Apprio	On Site	08/12/2011 08:43:49	John Caprio
Bishop, Robert Vince	Supply Management Officer/Logistics Section Chief	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User
Bowman, Thomas	N/A	NOMS / RCT-A	FEMA	On Site	08/12/2011 14:09:14	John Caprio
Briggs, Susan M	Supervisory Medical Officer	NOMS / MSURT-E	FEMA	On Site	08/14/2011 10:45:46	John Caprio-User
Brooks, Kay Saxon	Deputy Unit Commander	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User
Brosnan, James Robert	Deputy Unit Commander	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User
Brown, Peter Benjamin	Hazardous Materials Specialist	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User
Budden, Malinda Carder	Supervisory Clinical Nurse	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User
Butz, Linda Gail	Registered Nurse	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User
Camp, Dwight C	Deputy Unit Commander	NOMS / RCT-A	FEMA	On Site	08/12/2011 14:09:14	John Caprio
Carbo, Mary Lou	Supervisory Clinical Nurse	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User
Carlson, Karol Jean	Administrative Officer	NOMS / NVRT5	FEMA	On Site	08/12/2011 14:09:14	John Caprio
Chiasson, Tammy Henslee	Registered Nurse	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User
De Marco, Patrick Francis	Emergency Planning Analyst	NOMS / RCT-A	FEMA	On Site	08/12/2011 14:09:14	John Caprio
Fair, Donald Richard	Emergency Planning Analyst	NOMS / RCT-A	FEMA	On Site	08/12/2011 14:09:14	John Caprio
Gallagher, Michael	Physician Assistant	NOMS / FL1	FEMA	On Site	08/13/2011 08:46:15	John Caprio-User

ICS-214

Each section can access and complete its own 214 form. This form has been moved out of the IAP process and placed directly on the IAP main screen. The planners can pull any information needed to be saved and roll over each form when it is completed for the operational period. To use this function, any 214s that have been added for the operational period will be in the “Select Log” drop down. To create a new one, click the “New” button, and click the Unit/Division/Group drop down. If your section is not listed, just type it in and click the save button. You can add the members of your section from the add Resources button. So if you have 5 people in your section, click the add resources button 5 times, select the names from the dropdown list, and click the Save button.

Unit Activity Logs ICS-214

-- Select Log --

Edit
Complete
New

-- Completed Activity Logs --

For Activities, click the “Add Activity” button. Click on the date and time and adjust as necessary, add the activity and click save. You have to click save after each activity you add. It will automatically sort by time, so if you forget something, just add an activity, put the time in and it will fall in line.

ICS 214 - Unit Activity Log

The Unit Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any afteraction report.

ICS-214: UNIT ACTIVITY LOG

Incident Name [Controller]: 2012 IRCT PARS Training Hurricane [IRCT-SE]	Date / Time Prepared: 07/13/2012 11:35:39	Operational Period: Day Shift 0700-1900
Unit / Division / Group: 0. Logistics		

Add Resources Assigned:

Name	ICS Position	Agency
- Cartwright, Wesley		
- Gildersleeve, Eric		

Add Activity Log:

Date / Time	Notable Activities
- 07/13/2012 08:00:00	Commanders meeting
- 07/13/2012 09:00:00	Ops/Logs Call
- 07/13/2012 10:00:00	ESF8 Call

Prepared by: [COST] Droege, Marla Submitted for Review

Back Save

When a user has completed their specific 214, they will need to check the “Submitted for Review box”. The PSC will be able to see which 214’s have been submitted for review as there will be a circle next to the report in the “Select Log” dropdown box.

The PSC will then have to select the 214 that they want to complete, hit the “Edit” button to open the form and review it to ensure it is complete. Once they are satisfied that it is completed, they will go back to the list and select the form again.

With the correct form selected, hit the “Complete” button and a pop-up will come up to make sure you want to complete it. When you hit ok, it will move the form to the “Completed Activity Logs” dropdown box and it will roll over the report to the next operational period that will be found under the “Select Log” dropdown box. It will have the next operational period date.

You will have to refresh the screen to get the forms to show in the selected 214 dropdown boxes.

Please note that 214’s can now be done independent of the IAP process. So, even if you have not started the IAP process, everyone can do the shift 214’s so this process can be started as soon as an event is created.

ICS-215

The 215 Operational Planning Worksheet communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Chief for ordering resources for the incident.

- The kinds of resources can be selected from the drop down arrow. The number of resources can also be entered into the appropriate columns (need, have, req).
- Location information can be entered
- Additional rows can be added

ICS 215 - Operation Planning Worksheet

The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Chief for ordering resources for the incident.

ICS-215: OPERATIONAL PLANNING WORKSHEET																	
Incident Name [Controller]: WebEOC Test Event [IRCT-A]				Date / Time Prepared: 06/30/2014 14:27:04				Operational Period: 01/31/2014 Day Shift 0700-1900									
Division/ Group/ Other Location	Work Assignments	Kinds of Resources	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	Overhead	Special Equipment and Supplies	Reporting Location	Requested Arrival Time
Totals		REQ															
		HAVE															
		NEED															
<input type="button" value="Add Line"/>																	
Prepared by: <input style="width: 100px;" type="text"/>															<input type="checkbox"/> Submitted for Review		
Approved by Incident Commander: <input style="width: 100px;" type="text"/>															<input type="checkbox"/> Approved		
<input type="button" value="Back"/> <input type="button" value="Save"/>																	

ICS-215: OPERATIONAL PLANNING WORKSHEET															
Incident Name [Controller]: WebEOC Test Event [IRCT-A]			Date / Time Prepared: 06/30/2014 14:27:04								Operational Period: 01/31/2014 Day Shift 0700-1900				
Division/ Group/ Other Location	Work Assignments	Kinds of Resources	T-Task Force-6	T-DMAT	L-Comm							Overhead	Special Equipment and Supplies	Reporting Location	Requested Arrival Time
Test Location	REQ	6	10	5											
	HAVE	5	10	7											
	NEED	1	0	2	0	0	0	0	0	0	0	0			
Totals		REQ	6	10	5	0	0	0	0	0	0	0			
		HAVE	5	10	7	0	0	0	0	0	0	0			
		NEED	1	0	2	0	0	0	0	0	0	0			

Add Line

Prepared by: Submitted for Review

Approved by Incident Commander: Approved

ICS-215a

The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. The user can add mitigations, and division, groups and units.

IAP Safety Analysis

The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls.

Select a 215a: New 215a Delete

ICS-215a: IAP SAFETY ANALYSIS														
Incident Name [Controller]: WebEOC Test Event [IRCT-A]			Location: <input type="text"/>				Date / Time Prepared: 06/30/2014 14:36:55				Operational Period: 01/31/2014 Day Shift 0700-1900			
#	Mitigations													
Add Mitigation														
5. Division, Group, Unit	6. Hazards/Risks												Applicable Mitigations	
	1	2	3	4	5	6	7	8	9	10	11	12		
Add Division, Group, Unit														
NOTE: More than one (1) remedy may be provided for each identified hazard.														
Prepared by: <input type="text"/>														Submitted for Review <input type="checkbox"/>
Approved by Incident Commander: <input type="text"/>														Approved <input type="checkbox"/>

Back Save

ICS-218

The 218 Support Vehicle Inventory provides an inventory of all transportation and support vehicles. You have to ensure that Logistics has access to the form and permission to edit the form. This is explained in Appendix A, Setting up Users. This is another dynamic form, so to add a new vehicle hit the "Add" button, fill out the information and hit the "Save" button.

ICS 218 - Support Vehicle Inventory

The Support Vehicle/Equipment Inventory (ICS 218) provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident.

ICS-218: SUPPORT VEHICLE INVENTORY																	
Incident Name [Controller]:						Date / Time Prepared:						Operational Period:					
2012 IRCT PARS Training Hurricane [IRCT-SE]						07/12/2012 20:00:31						07/13/2012 Day Shift 0700-1900					
Add Vehicle / Equipment Information:																	
Status	Tag	Make	Model	Color	Capacity	Comments	Date Rented	Rental Due Date	Rented by Name & Contact #	Card Used	Agency Name	Agency Returned	Agency Code	Issued to: Team	Issued to: Date / Time	Issued to: Name	Issued to: Contact #
-	1234	Ford	Van	White	12		07-04-12		John Siddions	G	Hertz			IRCT	07-04-12	LRAT	
Engaged																	
-	14444	Chevy	Susurban	Black	6		07-04-12		John Caprio	G	Enterprise			IRCT	07-04-12	OPS	
Engaged																	
-	2344	Chevy	Suburban	White	6		07-04-12		John Siddions	G	Enterprise			LRAT	07-04-12	LRAT	
Engaged																	
-	FL333	Chevy	Suburban	Gray	6		07-04-12		John Siddions	G	Hertz			IRCT	07-04-12	Safety	
Engaged																	
-	FL456	Ford	Pickup	White	4		07-04-12		John Siddions	G	Hertz			IRCT	07-04-12	LRAT	
Available																	
-	FL777	Ford	Excursion	Green	6		07-04-12		Bill Gates	P	Dollar			IRCT	07-04-12	Bill Gates	
Engaged																	
-	FI678	Ford	VAN	White	15		07-04-12		John Siddions	G	Dollar			OH-1	07-04-12	OPS	
Available																	
-	FL555	Ford	Van	White	15		04-04-12		John Siddions	G	Dollar			TX-4	07-04-12	OPS	
Available																	
Prepared by: [GSUL] Lowman, Donna												Submitted for Review <input checked="" type="checkbox"/>					
Approved by Incident Commander: [ICT1] Formanski, Stephen												Approved <input checked="" type="checkbox"/>					

ICS-223

The 223 is the Safety and Health Bulletin. This form allows users to enter detailed information regarding the safety and health hazards for the National Disaster Medical System (NDMS) responders.

ICS 223 - SAFETY AND HEALTH BULLETIN		
Select a 223: <input type="text"/> <input type="button" value="New 223"/> <input type="button" value="Delete"/>		
ICS-223: SAFETY AND HEALTH BULLETIN		
Incident Name [Controller]: WebEOC Test Event [IRCT-A]	Date / Time Prepared: 06/30/2014 14:51:02	Operational Period: 01/31/2014 Day Shift 0700-1900
Safety and Health Hazards for National Disaster Medical System (NDMS) responders to this incident are covered in this bulletin. This BULLETIN specifically covers:		
<input type="text"/>		
This bulletin is issued by: <input type="text"/>		
Bulletin: <input type="text"/>		
FOR ADDITIONAL INFORMATION CONTACT YOUR SAFETY OFFICER. The IRCT SAFETY OFFICER can be contacted at:		
<input type="text"/>		
The IRCT Chief MEDICAL OFFICER can be contacted at:		
<input type="text"/>		
Prepared by: <input type="text"/>		Submitted for Review <input type="checkbox"/>
Approved by Incident Commander: <input type="text"/>		Approved <input type="checkbox"/>
<input type="button" value="Back"/> <input type="button" value="Save"/>		

Publish IAP

When an IAP is complete and forms are staged for publishing, a user can uncheck forms that are not appropriate prior to publishing.

- a. Start an IAP and approve forms
- b. Click Publish Completed IAP and Extract

Publish Completed IAP & Extract	ICS-209a <i>Incident Sit-Rep</i>
IAP Cover	ICS-209b <i>Agency Sit-Rep</i>
ICS-201 <i>Incident Briefing</i>	ICS-209c <i>Section Sit-Rep</i>
✓ ICS-202 <i>Incident Objectives</i>	ICS-211 <i>Check-In List</i>
✓ ICS-203 <i>Organization Assignment List</i>	ICS-213 <i>General Message</i>
ICS-204 <i>Assignment List</i>	✓ ICS-215 <i>Operational Planning Worksheet</i>
ICS-205 <i>Radio Communications Plan</i>	✓ ICS-215a <i>IAP Safety Analysis</i>
ICS-206 <i>Medical Plan</i>	ICS-218 <i>Support Vehicle Inventory</i>
✓ ICS-208 <i>Safety Message / Plan</i>	✓ ICS-223 <i>Safety and Health Bulletin</i>

- c. Uncheck the desired forms (that you do not wish to publish). Click Publish.
- d. Only the checked IAP/ICS forms display in the list of Completed IAPs

Publish IAP

- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-208 Safety Message / Plan
- ICS-215 Operational Planning Worksheet
- ICS-215a IAP Safety Analysis
- ICS-223 Safety and Health Bulletin

Are you sure you want to publish the IAP? Once published, you will no longer be able to make any change.

After publishing, the PDF and CSV extract files will be emailed to WebEOC to be posted.

Publish IAP

- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-208 Safety Message / Plan
- ICS-215 Operational Planning Worksheet
- ICS-215a IAP Safety Analysis
- ICS-223 Safety and Health Bulletin

Are you sure you want to publish the IAP? Once published, you will no longer be able to make any change.

After publishing, the PDF and CSV extract files will be emailed to WebEOC to be posted.

Demobilization Plan

The ICS-221 is the approved format for initiating the demobilization process. To start the process, from the IAP /ICS Tab, hit the **"New Demob Plan"** button.

The screenshot shows a web application interface with a top navigation bar containing tabs for "Event", "Accountability", "IAP / ICS Forms", and "Maintenance". Below the navigation bar, there is a "Control: EMG" dropdown menu. The main content area is divided into two sections. The first section, titled "Demobilization Plans", contains a dropdown menu with "-- Select Plan --", an "Edit Plan" button, a "Complete (PDF)" button, and a "New Demob Plan" button. The second section, titled "Event Incident Action Plans", contains a dropdown menu with "09/26/2011 First Op Period 0700-1900" and a "Create PDF" button. Below these are two columns of buttons representing various ICS forms: IAP Cover, ICS-201 Incident Briefing, ICS-202 Incident Objectives, ICS-203 Organization Assignment List, ICS-204 Assignment List, ICS-205 Radio Communications Plan, ICS-206 Medical Plan, ICS-208 Safety Message / Plan, ICS-209 Incident Status Summary, ICS-211 Check-In List, ICS-213 General Message, ICS-214 Unit Activity Log, ICS-215 Operational Planning Worksheet, ICS-215a IAP Safety Analysis, ICS-218 Support Vehicle Inventory, ICS-220 Patient Movement, and Publish Completed IAP & Extract.

You will get a pop up box asking you to confirm that you want to start a new plan.

This screenshot shows the same interface as the previous one, but with a confirmation dialog box overlaid. The dialog box is titled "Create New Demob Plan" and contains the text "Are you sure you want to create a new Demobilization Plan?". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

When you select "OK", it will create a new plan. Next, you will need to name the plan and enter the date and time that you will be releasing the resources. Once these two fields are completed, you will need to hit the "Save" button. This will automatically place the date and time in the appropriate fields along with the IRCT that is doing the plan.

2011 IRCT PARS Training 01

ICS 221 - Demobilization Plan



Public Health and Medical Services (ESF#8)
Incident Response Coordination Response Team

*United States Department of Health & Human Services
Office of the Assistant Secretary of Preparedness and Response*

IRCT-SE

2011 IRCT PARS Training 01 Demobilization Plan
10/01/2011 12:00:00



As you scroll through the plan you will see that the plan is a standard template that has been approved. Anything that needs to be added in addition to the standard language can be added to the "Special Demobilization Instructions" field at the end of the report. After these instructions are added, you can start adding the personnel that will be demobilized to the report. From the example below, you will see that ten names have been added. Once a person is added to a demobilization plan for the event, they cannot be added again. You can edit their tentative release date and time and save the form.

Add Personnel Demobilization:		
Name	Position	Tentative Release Date
- Aghababian, Richard	Supervisory Medical Officer	10/01/2011 12:00:00
- Bad, Barney	< Auto-Lookup after Save >	10/01/2011 12:00:00
- Baughman, Thomas	Supply Management Officer/Logistics Section Chief	10/01/2011 12:00:00
- Bill, Gates	< Auto-Lookup after Save >	10/01/2011 12:00:00
- Christie, Rita	Registered Nurse	10/01/2011 12:00:00
- Chryssovergis, Christine	Registered Nurse	10/01/2011 12:00:00
- Cox, Justin	Logistics Coordinator	10/01/2011 12:00:00
- Daley, Robert	Supply Management Officer/Logistics Section Chief	10/01/2011 12:00:00
- Domino-snyder, Valerie	Supervisory Nurse Specialist	10/01/2011 12:00:00
- Drew, James	Equipment Specialist/Maintenance Worker	10/01/2011 12:00:00

UPON DEMOBILIZATION OF THE IRCT ALL FUNCTIONS WILL REVERT TO THE EMG OR OTHER PRE-DESIGNATED ENTITY

If you need to remove a person added in error, hit the "-" next to their name and a message box will pop-up asking you if you are sure you want to delete them.

The **IRCT-SE**, as a r
NOMS Logi stics

**UPON DEMOBILIZATION C
OTHER**

Confirm X

Are you sure you want to remove this resource?

[] | Cancel

18/2012 09:33:01.
order/mission.

**REVERT TO THE EMG OR
RESS**

Add
Personnel Demobilization:

Delete

Name	Position	Tentative Release Date
- Formanski, Stephen	A u Lf\":up ai o SavP	07/18/2012 09:33:01
- Morrison, John	Deputy Unit Commander	07/18/2012 09:33:01
- Scyphers, Bryan	Emergency Planning Analyst	07/18/2012 09:33:01

UPON DEMOBILIZATION OF THE IRCT ALL FUNCTIONS WILL REVERT TO THE EMG OR OTHER PRE-DESIGNATED ENTITY

To add additional personnel, you will hit the "Add" button for each new person you want to add. So if we want to add an additional 3 people to this plan, hit the "Add" button 3 times.

Add Personnel Demobilization:		
Name	Position	Tentative Release Date
- <input type="text"/>	< Auto-Lookup after Save >	10/01/2011 12:00:00
- <input type="text"/>	< Auto-Lookup after Save >	10/01/2011 12:00:00
- <input type="text"/>	< Auto-Lookup after Save >	10/01/2011 12:00:00
- Bill. Gates	< Auto-Lookup after Save >	10/01/2011 12:00:00
- Christie, Rita	Registered Nurse	10/01/2011 12:00:00

You will then select the names that you want to add from the dropdown list, then when they are all added, you hit the "Save" button.

Add Personnel Demobilization:		
Name	Position	Tentative Release Date
- Jones, Jerry	< Auto-Lookup after Save >	10/01/2011 12:00:00
- Gray, Christie	< Auto-Lookup after Save >	10/01/2011 12:00:00
- <input type="text"/>	< Auto-Lookup after Save >	10/01/2011 12:00:00
- Aghababian, Richard	< Auto-Lookup after Save >	10/01/2011 12:00:00
- Bad, Barney	Registered Nurse	10/01/2011 12:00:00
- Baughman, Thomas	Registered Nurse	10/01/2011 12:00:00
- Gray, Christie	Registered Nurse	10/01/2011 12:00:00
- Hutchins, Jeffrey	Registered Nurse	10/01/2011 12:00:00
- Jones, Jamie	Logistics Coordinator	10/01/2011 12:00:00

Once all of the personnel have been added to the form for this Demobilization, the last process will be for all of the sections to read and approve the plan. Each Section Chief will have to electronically sign the plan. To do this, the Section Chief has to be logged into the system, when they hit the "Sign" button. their user information is placed in the signature box based on their user login in, is time stamped, and automatically saved.

Approved By:		
Date / Time	Position	Signature
	Planning Section Chief	<input type="button" value="Sign"/>
9/29/2011 10:55	Operations Section Chief	Digitally Signed: John Caprio <input type="button" value="Un-Sign"/>
	Logistics Section Chief	<input type="button" value="Sign"/>
	Administration / Finance Chief	<input type="button" value="Sign"/>
	Incident Commander	<input type="button" value="Sign"/>
	EMG Operations	<input type="button" value="Sign"/>
<i>About Digital Signatures:</i> If a name appears in the signature column, it has been digitally verified by Username and Password to be the signing individual.		

When all of the Section Chiefs have signed the report, the Incident Commander will add the final signature. When the IC signs this, an email is automatically sent to EMGOPS notifying them that the plan is ready for their approval.

From: OS NDMSHelpdesk <ndmshelpdesk@hhs.gov>
Subject: PARS Demobilization Plan Approval Needed for: 2011 IRCT PARS Training 01
Date: September 29, 2011 11:25:35 AM EDT
To: Greene Andy
Cc: Greene Andy , Caprio, John (HHS/ASPR) <John.Caprio@hhs.gov>



Event: 2011 IRCT PARS Training 01
Control: IRCT-NCR
Incident Commander Digitally Signed: Andrew Greene

The Demobilization plan for IRCT-NCR needs your approval:

09/29/2011 13:00:00 First Demob

Please login to PARS to review and sign the Demobilization Plan.

Time Approval Requested: 09/29/2011 11:25:35

— THIS IS AN AUTOMATED EMAIL, DO NOT REPLY —

At this point EMGOPS will log into PARS, review and approve the plan or if there are changes needed to the plan, EMGOPS will notify the PSC and have the necessary changes made, then EMGOPS can approve. After this an email will be sent to the IRCT notifying them to publish the plan.

Appendix A..... Setting Up Users

One of the Administrator's main tasks is to properly set up User accounts and to provide the access rights that each individual User will have in order to enter data into PARS. This is a very important function and User Rights must be set according to the functions that a User is expected to perform in RMS-PARS. The Planning Section Chief (PSC) is the only user who will be set as an All Access User on an Event. Therefore, it is the PSC's responsibility to add Users throughout the event and ensure that Users are only given access to the views and IAP forms that they will need. In RMS-PARS there are three categories of Users: Admin, User, and Read-Only.

- Admin – Has full access to all features in PARS.
- User – Has access to do all necessary functions in PARS and selected items in IAP if access is given
- Read-only – Can view everything in PARS but cannot save any changes and selected items in IAP if access is given.

Within each user category, there are different levels which can be assigned, based upon the role you want the individual user to have. Another important level of the user definition is the "Control" that the user will have. Control defines who "owns" accountability for the user; currently there are two choices a user can have-- IRCT or EMG. Once the IRCT is established, all users with the exception of the PSC should have their Control set to IRCT. This allows the user to only see and work with personnel assigned to the IRCT. The same can be said for personnel in Field Operations or the SOC; their control must be set to EMG, as they will not be working with the personnel under the control of the IRCT. Since this is a major change to RMS-PARS, the Control must be set up correctly for every user so we do not have Users "controlling" or being accountable for personnel that do not fall under their area of responsibility.

RMS-PARS currently serves two functions; Accountability and IAP creation. As a general rule, the Planning Section should be able to access both functions as the section can be tasked with handling accountability and working on the IAP forms. All the other sections will only need to view the accountability portion of RMS-PARS and work on their specific portions of the IAP. The following Screens are examples of how Users in each section should be configured.

Account Locked: OFF

First Name: PSC

Last Name:

User Name: PSC

Email: (optional)

Team / Org: (optional)

Temp Password:
The user will have to change their password on first login.

User Type: Admin

Control: All

Location Editing: ON
Allow this user to Create / Edit locations

IAP Editing: ON
Allow this user to edit the IAP

Demob Plan: ON
Allow this user to edit the Demob Plan

Groups: ON
Allow use of Strike Teams / Groups to manage Team Members

IAP Forms

ICS Forms the user has the ability to edit
(NOTE: You can grant a "Read-Only" user the ability to edit the IAP)

- IAP Cover
- ICS 201
- ICS 202
- ICS 203
- ICS 204
- ICS 205
- ICS 206
- ICS 208
- ICS 209a
- ICS 209b
- ICS 209c
- ICS 211
- ICS 213
- ICS 214
- ICS 215
- ICS 215a
- ICS 218
- ICS 220

Account Locked: **L OFF 1**

First Name:

Last Name:

User Name:

Email: (optional)

Team 1 Org: (optional)

Temp Password:

The user will have to change their password on first login.

User Type:

Control:

Location Editing: **ON**
Allow this user to Create / Edit locations

IAP Editing: **ON**
Allow this user to edit the IAP

Demob Plan: **ON**
Allow this user to edit the Demob Plan

Groups: **ON**
Allow use of Strike Teams / Groups to manage Team Members

Account Locked: **4 OFF 1**

First Name:

Last Name:

User Name:

Email: (optional)

Team 1 Org: (optional)

Temp Password:

The user will have to change their password on first login.

User Type:

Control:

Location Editing: **OFF 1**
Allow this user to create / edit locations

IAP Editing: **ON**
Allow this user to edit the IAP

Demob Plan: **ON**
Allow this user to edit the Demob Plan

Groups: **OFF**
Allow use of Strike Teams / Groups to manage Team Members

IAP Forms

ICS Forms the user has the ability to edit
(NOTE: You must be a 'React-Only' user to be able to edit the IAP)

- .f IAP Cover
- .f ICS 201
- [.f] ICS 202
- [.f] ICS 203
- [.f] ICS 204
- .f ICS 205
- .f ICS 206
- .f ICS 208
- .f ICS 209a
- .f ICS 209b
- .f ICS 209c
- .f ICS 211
- .f ICS 213
- .f ICS 214
- [.f] ICS 215
- [.f] ICS 215a
- [.f] ICS 218
- [.f] ICS 220

IAP Forms

ICS Forms the user has the ability to edit
(NOTE: You must be a 'Read-Only' user to be able to edit the IAP)

- IAP Cover
- [] ICS 201
- [] ICS 202
- [] ICS 203
- [.f] ICS 204
- ICS 205
- ICS 206
- ICS 208
- .f ICS 209a
- .f ICS 209b
- .f ICS 209c
- ICS 211
- ICS 213
- .f ICS 214
- [.f] ICS 215
- [.f] ICS 215a
- [] ICS 218
- [] ICS 220

Account Locked: OFF ¹

First Name: Logistics User

Last Name: _____

User Name: Logistics User

Email: (optional)

Team 1 Org: (optional)

Temp Password:
The user will have to change their password on first login.

User Type:

Control:

Location Editing: OFF ¹
Allow this user to edit locations

IAP Editing: ON
Allow this user to edit the IAP

Demob Plan: ON
Allow this user to edit the Demob Plan

Groups: OFF
Allow use of Strike Teams / Groups to manage Team Members

IAP Forms

ICS Forms the user has the ability to edit
(NOTE: You can grant a "Read-Only" user the ability to edit the IAP)

- IAP Cover
- ICS 201
- ICS 202
- ICS 203
- ICS 204
- ICS 205
- ICS 206
- ICS 208
- ICS 209a
- ICS 209b
- ICS 209c
- ICS 211
- ICS 213
- ICS 214
- ICS 215
- ICS 215a
- ICS 218
- ICS 220

Account Locked: OFF ¹

First Name: Admin Finance User

Last Name: _____

User Name: Admin Finance User

Email: (optional)

Team 1 Org: (optional)

Temp Password:
The user will have to change their password on first login.

User Type:

Control:

Location Editing: OFF ¹
Allow this user to edit locations

IAP Editing: ON
Allow this user to edit the IAP

Demob Plan: ON
Allow this user to edit the Demob Plan

Groups: OFF
Allow use of Strike Teams / Groups to manage Team Members

IAP Forms

ICS Forms the user has the ability to edit
(NOTE: You can grant a "Read-Only" user the ability to edit the IAP)

- IAP Cover
- ICS 201
- ICS 202
- ICS 203
- ICS 204
- ICS 205
- ICS 206
- ICS 208
- ICS 209a
- ICS 209b
- ICS 209c
- ICS 211
- ICS 213
- ICS 214
- ICS 215
- ICS 215a
- ICS 218
- ICS 220

Account Locked: **C OFF 1**

First Name: Safety User

Last Name:

User Name: Safety User

Email: (optional)

Team / Org: foptk>niiiJ

Temp Password:

The user will have to change their password on first login.

User Type: Read-Only

Control: (IRCT-NCR = |

Location Editing: **C OFF 1**

AI:Jwthis user to Owe:•I Edt A::lcMOts

IAP Editing: ON
Allow this user to edit the IAP

Demob Plan: ON
Allow this user to edit the Demob Plan

Groups: **D OFF 1**
Allow use dStrike TNml //Gro4JP1 to manage Team Members

IAP Forms

ICS Forms the user has the ability to edit
(NOTE: Y<N c.'\ gtW'tt ii •fted.(.nt(' user the abiRy toed& the IAP)

- IAP Cover
- ICS 201
- ICS 202
- ICS 203
- 1 ICS 204
- [] ICS 205
- [| ICS 206
- [.r ICS 208
- ICS 209a
- ICS 209b
- .(ICS 209c
- ICS 211
- ICS 213
- .(ICS 214
- ICS 215
- .(ICS 215a
- ICS 218
- ICS 220

Appendix B-- Administrator Functions

Operational Periods -Time Zone- Allows you to set the time zone for the event you are deployed to and will display on the left side of the times listed under the event name. It also allows you to define the operational periods for the IAP. This should be set up before you enter the IAP for the first time. You can define up to four operational periods

Event Time Zone

The event time zone can be set here (automatically adjusted for Daylight Savings)

(GMT -5:00) Eastern Time (US & Canada), Bogota, Lima =)

Operational Periods

Operational Periods defined for the current event.

[First Op Period	[0700-1900	<input checked="" type="checkbox"/>	ON
[Unused 1	[0000-2400	<input type="checkbox"/>	OFF
[Unused 2	[0000-2400	<input type="checkbox"/>	OFF
[Unused 3	[0000-2400	<input type="checkbox"/>	OFF

Event Defaults

- Allows you to turn on/off the **PAR Timer**. The PAR timer is usually defined by the OSC as the Ops Section should give you the time they want PAR checks to be completed by the RUL.
- The **Automatic Roster Updates** function allows you to control the software's ability to "Sync With" and automatically make updates with RMS. This should normally be set to ON, unless there are bandwidth problems; then it can be turned off. If it is set to off, manual updates will be needed and you must inform all of the users.
- **Show Weather** allows you to show the current weather and 5 day forecast for the event at each of your locations under the Map Tab in Accountability. This can be turned off if you are on a low bandwidth connection, as it may slow down the rendering of some of the screens.
- **Event Message** allows creation of a message that you want all users to see from the main screen. Using this function is your choice and does not affect system performance.

PAR Timer

Control if PAR checks are enabled, and how often they occur

PAR Time (in minutes) Next PAR: 2011-08-12 10:33:30

OFF PAR Timer

Automatic Roster Updates

Turn off if on a slow connection, but the most current roster data from RMS may not be shown.

ON OFF Automatically check for roster updates (recommended)

Show Weather

Show weather information for sites. Can be turned off if on a slow connection.

OFF Show weather information (recommended)

Event Message

This message is displayed on the main screen to all users logged into this Event

ON OFF

This is the Event Message, This is where the PSC can give event specific messages.

PAR Timer

The PAR Timer is used to set the frequency of when Operations wants PAR checks completed. This is a very important part of documenting the accountability of our personnel in the field. When the PAR timer is set and reaches the next cycle, it will automatically launch and give the user a visual notification. When the PAR timer is off, it will be indicated on the main screen (PAR Timer Disabled).

U.S. Department of Health & Human Services

RMS - PARS

Personnel Accountability Reporting System

John Caprio-User
Online

PAR Timer Disabled

2011 APPRIO TEST EVENT (GREENE)
Local: Wed Aug 17, 2011 09:05:50 / DC: Wed Aug 17, 2011 12:05:50

Sync Data Logoff

Last Sync: 08/17/2011 12:05:06

When the PSC has the timer turned on, it will note the time of the last PAR and the time of the next PAR.

U.S. Department of Health & Human Services

RMS - PARS

Personnel Accountability Reporting System

John Caprio-User
Online

Last PAR: 08/17/2011 11:59:57 | Next PAR: 08/17/2011 14:09:36

2011 APPRIO TEST EVENT (GREENE)
Local: Wed Aug 17, 2011 09:11:40 / DC: Wed Aug 17, 2011 12:11:40

Sync Data Logoff

Last Sync: 08/17/2011 12:09:46

When the PAR timer reaches the next period, it will activate the PAR by showing a Pop-Up screen and turning the timer and all locations that have Team Members who the PAR Check effects to a Red color on the screen (also, a count of how many Team Members who still need to have their check completed will be displayed):

Personnel Accountability Reporting System

Andrew Greene
Offline

Last PAR: 2011-09-16 10:25:42 | Next PAR: 2011-09-16 10:25:44

2011 Hurricane Irene
Event: Fri Sep 16, 2011 10:25:47 / DC: Fri Sep 16, 2011 10:25:47

Sync Data Emergency PAR Logoff

Last Sync: 09/14/2011 13:35:54

Event Accountability IAP / ICS Forms Maintenance

Locations Counts Resources Demobilizing IRCT Map Attendance Search Go

Print Control: All Include Empty Locations Include Demob All Teams

Location Name	On Site	Enroute	Staged	Billeting	Total
C-R3 RRCC (3)	4				4
EMG (SOC) Washington DC (3)	11				11
MSC Frederick (2)	5				5
Totals	20				20

At this time every deployed Resource's location will have to be verified and accounted for. This can be done by having the sites check in at the designated time period or you will need to contact the site directly and verify that everyone at the site is accounted for. After the PAR is completed, the timer will reset for the next scheduled time. In the event that there is a situation that requires an immediate PAR (for example, a report of a tornado or explosion), a user can click the "Emergency PAR" button. This will activate the need for a PAR check independent of the normally scheduled PAR check.

When you click the **Emergency PAR** button, a pop-up will appear to confirm that you want to activate the PAR. Click "OK" to continue.

Last PAR: 08/17/2011 13:03:19 | ttext PAR: 08/17/2011 13:21:39

Online

2011 APPRIO TEST EVENT (GREENE)

Local: Wed Aug 17, 2011 10:16:55 / DC: Wed Aug 17, 2011

Sync Data
Emergency PAR
Logoff

13:16:55

Last Sync: 08/17/2011 12:56:40

Event
Accountability
IAP 1 res Forms

["LOCations Event Counts Event

Attendance

Print

Location Name

Apprio				30
FEMA				25
HHS				
IRCT	15			15
Totals	70			70

Emergency PAR Check? X

Perform an Emergency PAR Check?

OK Cancel

All Teams

Staged	Billering	Total
		30
		25
		15
		70

Locations – lists all the locations for the Event. This is where each location used during the event is created. You will first give the location a name, followed by the full address. The Lat / Long should automatically be coded for you based on the location address. Under the Lat/Long, there will be two check boxes. One is to make the location active and the other allows it to show on the map from the Accountability tab. Next, you will see the location plotted on the map. From this area, you can move the pushpin, as needed, to the exact location of the site. It is important to enter the full address of the location as it will be viewed by all who have access to RMS-PARS and will be automatically imported to Med Map in the future. Note: The location address is a required field. Unless absolutely necessary, try not to enter a fictional address, such as 123 Main St., since this will create an inaccurate location of a Resource. If the address is truly unknown, you must return and make the correction as soon as possible.

As you add new locations, PARS will display a list of all the current event locations to help ensure you are not creating a duplicate location. View the list, and scroll to its end. Once you Save the location, you must then “Push the Location to RMS.” As a reminder, a message will display on the main screen that the location needs to be pushed to RMS.

Edit Local Location

Location Name:

Address 1:

Address 2:

City:

State:

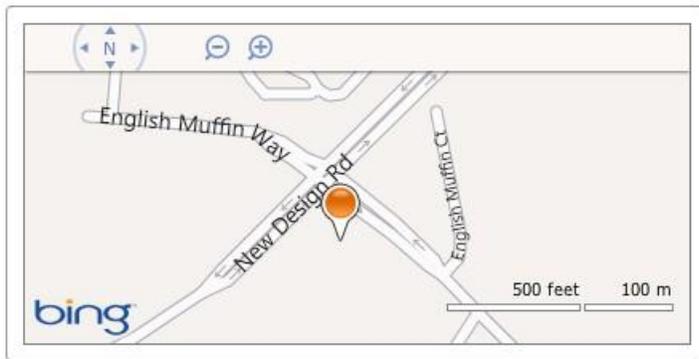
Zip: -

Lat / Lng: /

Location: Active Show on Map

Assigned Team Members

This location has 28 Team Member(s) assigned to it.



Point of Contact:

Phone Number: Ext.:

Created By: 3462

Created Date: 07/29/2011 00:00:00

Updated By: John Caprio

Updated Date: 08/03/2011 09:45:19

Delete a Person from the Event (ADMIN ONLY).

If an individual has been duplicated at an event, the following procedure will be used to delete the individual who was added as a single resource. (Reminder: All approved personnel should be listed on a deployment roster).

1. Determine which person was added as a single resource and which person was added from a roster. To do this, go to the "Event Resource" Tab and make sure that you can see both instances of the name that has been duplicated. (If the person has an IRCT position, you can either go to the IRCT tab or just click "include IRCT" button on the Event Resources tab)

Print Control: All Count: 19 All Teams

Member Name	Control	Agency	IRCT Position	Location	Status	Last Update	Time@Ev
Amrhein, John Philip	IRCT		COMMUNICATION UNIT LEADER	IRCT	On Site	08/17/2011 09:39:52	22h 57m
Bowman, Thomas I	EMG		ESF-8 LEAD	IRCT	On Site	08/17/2011 09:39:52	4d 20h
Brown, Peter Benjamin	EMG		SAFETY OFFICER	FEMA	On Site	08/15/2011 13:25:11	4d 1h
Camp, Dwight C	IRCT		OPERATIONS BRANCH DIRECTOR	IRCT	On Site	08/17/2011 09:39:52	4d 20h
Caprio, John J	IRCT		COST UNIT LEADER	IRCT	On Site	08/17/2011 09:54:14	0h 28m
Caprio, John J	IRCT		OPERATIONS BRANCH DIRECTOR	IRCT	On Site	08/17/2011 10:04:07	0h 28m
Carlson, Karol Jean	IRCT		LOGISTICS DEPUTY SEC. CHIEF	IRCT	On Site	08/17/2011 09:39:52	4d 20h

2. Determine which entry is the one that was entered from the "Single Resource Check In" function. To do this, click on one of the duplicate names and find the one that has "Single Resource: Yes - Added in the field, not on a Roster" note under IRCT position field on Team Member Detail view.

▼ **Caprio, John J** [Deployed Time: 28 days, 14 hours, 25 minutes / Time at event: 0 hours, 31 minutes]

Location & Status: IRCT (On Site)

First Name: John J

Middle Name:

Last Name: Caprio

Agency: NDMS

Position:

Home City:

Home State:

Primary Airport:

Team: IRCT-A

Phone:

Email:

Comment:

IRCT Position: COST UNIT LEADER

Single Resource: Yes - Added in the field, not on a Roster

Once you find the record that has "Single Resource Yes - Added in the field, not on a roster", this will be the record that you will delete. To delete this record, select the "Remove Team Member" button at the bottom of the record under Admin Functions. A warning will appear-- "Destructive The team member and all associated records (attendance and location) will be removed from this event." Click "OK" and the record will be deleted. This action cannot be undone. If you are unsure about this process, contact john.caprio@hhs.gov.

3.

Team Member Detail
Individual team member summary and attendance records.

- Caprio, John J [Deployed Time: 28 days, 14 hours, 25 minutes / Time at event: 0 hours, 31 minutes]

Location & Status: **!RCT (On Site)**

First Name: John J
Middle Name:
Last Name: Caprio
Agency: NOMS
Position:
Home City:

Confirm X

Are you sure you want to remove this Team Member and all attendance records from this event?

There is NO undo for this action.

Cancel

Team: **!RCTA**
Phone:
Email:
Comment:

!RCT Position: COST UNIT LEADER

Single Resource: Yes - Added in the field, not on a Roster

Admin functions

RMS Team Member ID: 1000000

Delete Roster Record **NonDestructive:** The Roster Record will be re-synced next full synchronization (this can alleviate some demobilizing issues).

Remove Team Member **Destructive:** The Team Member and all associated records (Attendance and Location) will be removed from this Event.

- Event Attendance Records