SNS Incidents

In EMSupply, incidents are a significant event or occurrence around which inventory and assets are managed. Associating inventory with an incident groups and labels that inventory to clearly identify it, which might be necessary for funding requirements, compliance, or reporting.

There are two types of incidents that can be created in EMSupply, actual incidents and Strategic National Stockpile (SNS) incidents. Both types of incidents log actions, including resource requests and shipments, and document the distribution of inventory. The main difference between these types of incidents is that SNS incidents have information about facilities, including receipt, stage, and store (RSS) and point of distribution (POD) sites, that allow you to clearly direct and monitor the movement of inventory between facilities.

You must have appropriate administrative rights to work with incidents for your domain, region, or location.

To create an incident

1. On the **Incidents** tab, click **Create Incident**. The *Create Incident* window opens.
2. For **Name**, enter the name of the incident.
3. For **Description**, enter basic information about the nature of the incident to help other people better understand the situation.
4. For **Type**, click either **Actual Incident** or **SNS Incident**.
5. Enter the **Start Date and Time**.
6. If you are creating an SNS incident, in the *Facility Settings* area, select the check box to identify the RSS and POD sites.
7. Click **Save**. The incident appears on the page.

To edit an incident

1. On the *Incidents* tab, locate the incident and click **Edit Incident**. The *Edit Incident* window opens.
2. Update the **Name**, **Description**, **Type**, **Start Date and Time**, and/or **Facility Settings**.
3. Click **Save**.

To end an incident

1. On the **Incidents** tab, locate the incident and click **End Incident**. The *End Incident* window opens.
2. Click **End**. The incident is removed from the page.