

Create Incidents

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Authorized users can create incidents in EMTrack by designating details such as the Incident Type and whether participant staging is allowed, as well as the location, contact information, incident sites, and provider settings.

Carolyn Groessl | Springfield, USA | Profile | Log Out | Search

Create Incident

Incident Type: Multi Casualty Incident

Name: Incident 2B Stanley High

Description:

General Information | Incident Sites | Providers

Contact Information

Contact Name: Carolyn Groessl | Contact Phone: 407-709-1234

Email: carolyn.groessl@juvare.com | Contact Title:

Location Information

Street Address: 123 Main St.

City: Atlanta | State: GA | Zip code: 30309

Latitude: | Longitude: | Use WKT: ☐

Phone Number	Description
<button>Add Phone Number</button>	

Settings

Allow participant staging: ☐

Application: ☐ Actual ☒ Exercise/Drill ☐ Test

Start Time: 2020-08-17 | 12:45

End Time: ☒ Continue Until Ended Manually ☐ End Automatically at: |

Save Cancel

When you create an incident, the system automatically fills in certain information, which you can add to or change. This information includes:

- Contact fields, such as your name and email
- Settings, such as the start date and time
- Default incident sites (depending on the incident type)
- Default providers and their access level

Refer to Incidents for details on default information and user roles that can create and edit incidents.

To create an incident, complete these procedures:

- Select the incident type
- Specify general information
- Specify incident sites and sublocations
- Work with providers

To select the type

1. Click the **Incidents** tab.
2. Click **Create Incident**. The *Create Incident* window opens.
3. In the **Incident Type** list, click the type of incident you want to create.
4. If appropriate, select the **Allow participant staging** check box.
5. Click **Next**. Another *Create Incident* window opens.
6. For **Name**, enter the name of the incident.
7. For **Description**, enter basic details about the incident.

To specify general information

1. If it is not already selected, within the *Create Incident* window, click the **General Information** tab.
2. In the **Contact Information** section, edit and/or enter the **Contact Name**, **Contact Phone**, **Email**, and **Contact Title**.
3. In the **Location Information** section:
4. If appropriate, enter the **Street Address**, **City**, **State**, and **ZIP Code** of the incident.
5. To add a phone number, click **Add Phone Number**.
6. Enter the **Phone Number** and **Description**.
7. Repeat these steps to add another phone number.
8. In the **Settings** section:
9. If appropriate, select the **Allow participant staging** check box.
10. For **Application**, click **Actual**, **Exercise/Drill**, or **Test**.
11. If appropriate, add or change the **Start Time**:
 - a. Change the default value to the appropriate date and time.
 - b. Set the date and time the planned event will start.
 - c. Remove the default date and time.

Tip: You do not have to specify a start date and time for pending incidents.
12. Indicate the **End Time** by clicking and/or specifying one of these options:
 - a. **Continue Until Ended Manually**
 - b. **End Automatically at:** (date) (time)

To specify incident sites and sublocations

1. Within the *Create Incident* window, click the **Incident Sites** tab. Depending on the selected incident type, some sites may be provided by default.
2. To edit an incident site:
 - a. Click the **Name** and make your changes.
 - b. Click the **Address** and make your changes.
 - c. To find the site **Latitude** and **Longitude**, click the map icon. The map opens.

Note: The map opens unless the address was incomplete or more than one location was returned for the address. In that case, the *Select Address* window opens. Locate and select the correct address. Click **OK**. The map opens.
 - d. Verify that the address marker is correctly located on the map. If necessary, drag the marker to reposition it.
 - e. In the upper right, click the close icon to dismiss the map. The **Latitude** and **Longitude** have been entered for the mapped location.
 - f. Click **Status** and in the list, click **Not Started**, **In Progress**, or **Complete**.
3. To delete an incident site, on that row, on the right, click the delete icon.
4. To add an incident site:
 - a. Click **Add Site**. A row is added to the list.
 - b. On that row, enter the **Name** and **Address**.
 - c. If appropriate, click the map icon to identify the site **Latitude** and **Longitude**.

Note: The map opens unless the address was incomplete or more than one location was returned for the address. In that case, the *Select Address* window opens. Locate and select the correct address. Click **OK**. The map opens.
 - d. Verify that the address marker is correctly located on the map. If necessary, drag the marker to reposition it.
 - e. In the upper right, click the close icon to dismiss the map. The **Latitude** and **Longitude** have been entered for the mapped location.
 - f. If appropriate, click **Status** and in the list, click **Not Started**, **In Progress**, or **Complete**.
 - g. Repeat these steps to add other sites.

Tip: To view a map that shows all incident sites, click **Map Sites**.
5. To add a sublocation:
 - a. Locate the site and on that row, on the right, click the edit icon. The *Edit Sub-Locations* window opens.
 - b. Click **Add Sub-Location**. A row appears.
 - c. For **Name**, enter the name of the sublocation.
 - d. Repeat these steps to add additional sublocations.

- e. Click **OK**. The *Edit Sub-Locations* window closes.
Tip: Click the plus icon to the left of a site name to view its sublocations.
- 6. To edit a sublocation:
 - a. Locate the site and on that row, on the right, click the edit icon. The *Edit Sub-Locations* window opens.
 - b. Click a sublocation name to edit it.
 - c. Click **OK**. The *Edit Sub-Locations* window closes.
- 7. To delete a sublocation:
 - a. Locate the site and on that row, on the right, click the edit icon. The *Edit Sub-Locations* window opens.
 - b. On that row, click the delete icon.
 - c. Click **OK**. The *Edit Sub-Locations* window closes.

To work with providers

- 1. Within the *Create Incident* window, click the **Providers** tab.
Tip: For a brief description of the access levels you can assign to providers, click the Help icon located near the Access column.
- 2. To add or change providers:
 - a. Click **Add Provider**. The *Search Providers* window opens.
 - b. On the left, select the check box for all or each individual *Provider Facility and Mobile Provider Organization*. If you select **Unspecified**, enter the **Provider Name, City, and/or ZIP Code**.
 - c. Click **Search Providers**. The right pane shows the results.
 - d. On the right, select the check box for all or each individual provider you want to include on the incident.
 - e. On the lower right, click **Add Providers**.
 - f. If necessary, repeat these steps to add more providers.
- 3. If you want to change a provider's access, click their current access and select a different level.
Tip: Use the search field at the top of the **Participants** tab to quickly locate a particular participant. Enter all or part of the participant name in the field. The system automatically returns all matching providers.
- 4. To delete a provider, click its delete icon on the right.
- 5. Click **Save**.