

# Create an Incident Type

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Incident type "templates" streamline the incident creation process by providing basic details that are appropriate to the type. The user creating the incident can accept this default information or change it. A description can help users determine the appropriate type to choose when an incident occurs.

The type can specify incident sites, such as triage tents and transport centers. In addition, it can define sublocations, such as particular bed in the triage tent. This helps you better track the exact location of a client. Refer to [Locations, Sites, and Sublocations](#) for more details.

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Incident Types

Create incident type

|     | Name ↑                  | Description                |
|-----|-------------------------|----------------------------|
| ✕ ✎ | AFB Mass Casualty Event |                            |
| ✕ ✎ | Decon Operations        | 3 Corridor Decon Ops       |
| ✕ ✎ | Generic Tracking        | Generic tracking incident  |
| ✕ ✎ | Hospital Evacuation     |                            |
| ✕ ✎ | Multi Casualty Incident | Multi Casualty Incident    |
| ✕ ✎ | POD Site                |                            |
| ✕ ✎ | Public Health           | To be used for public heal |
| ✕ ✎ | Shelter Management      | Shelter Management         |
| ✕ ✎ | Special Event           | Special Event              |

Providers are the facilities and mobile providers that are likely to be involved in the incident. With some incident types, default providers are included. However, you can add to or change these providers.

Creating an incident type includes the following steps:

- Name and describe the type
- Add sites and sublocations
- Add providers

## To name the type

1. On the upper right, click **System Settings**.
2. On the left, under *Other Settings*, click **Incident Types**. The *Incident Types* page opens.
3. Click **Create incident type**. The *Create incident type* window opens.
4. Enter the **Name**.
5. If appropriate, enter a **Description**.
6. Continue to add sites and providers.

## To add sites and sublocations

1. If it is not already selected, click the **Incident Sites** tab.
2. To add a site:
  - a. Click **Add Site**. A row is added to the list.
  - b. On that row, click the **Name** area and enter the site name.
  - c. Similarly, click the **Address** area and enter the location details.
  - d. Repeat these steps for each site you want to add.
3. To add a sublocation:
  - a. On that row, click the edit icon. The *Edit Sub-Locations* window opens.
  - b. Click **Add Sub-Location**. A row opens in the window.
  - c. Enter the **Name**.

- d. Repeat these steps to add another sublocation.
- e. Click **OK**. The *Edit Sub-Locations* window closes.  
**Tip:** Click the plus icon in front of the site to view its sublocations.

## To add providers

- 1. Click the **Providers** tab.
- 2. To locate and add providers:
  - a. Click **Add Provider**. The *Search Providers* window opens.
  - b. Specify search criteria in the left pane.
  - c. Click **Search Providers**. The right pane shows the results.
  - d. Select the check box for each provider you want to include.
  - e. On the lower right, click **Add Provider**.
  - f. Repeat these steps to add more providers.
- 3. As appropriate, to change a provider's access level, click the access level column and select the appropriate level.  
**Tip:** Point to the Access Help icon to view a description of access levels.
- 4. Click **Save**.