Standard Operating Procedure

DATA COLLECTION JUST BECAME EASIER

Survey 123\Explorer\Dashboard

Reference document

Contents

Background

This document is designed to show the INSARAG workflow using the ArcGIS Survey123, Explorer and Dashboard apps.

It is intended as a reference guide for all users of INSARAG workflow from UCC Executives and Rescue Technicians to supporting and non-deployed personnel.

This guide does not require ICT specialist knowledge or any previous experience with the above applications.

Workflow

The below workflow explains each phase of the INSARAG process and who completes the appropriate forms. As a Squad Leader you will be focusing on the Triage, Worksite reports and Extraction forms as indicated below.

UMT INSARAG Form workflow
Steps involved in the INSARAG process for submitting data via Survey 123

| Team Factsheet	Triage	Worksite tasking	Worksite reports	Extrication	Demobilisation
Filled out at the start of a deployment. Contains information about personnel, equipment and resources being deployed.	Forward squads begin triage of sector(s). Teams fill out Triage form in Survey 123.	Triage forms submitted. Use Dashboard Triage data to determine worksite priority. Use Tasking form in Survey 123 to task teams based on priority.	Squads provide one or many updates on progress depeding on duration on site and update frequency. Figures may dynamically change on the dashboard dependant on any changes submitted.	Squads provide information on the status of persons extricated from a site. This data updates the dashboard with victim information such as status, injuries sustained etc..	Form is to be filled out at time of demobilisation. Provides overview and accountability of personnel, equipment and resources used.
UMT	SQUAD LEADER	UMT	SQUAD LEADER	SQUAD LEADER	UMT

Survey 123

What is it?
Survey123 is in essence a digital replacement for paper based forms. It allows a user to collect data on a variety of categories and then link that collected information back to a dashboard where decision makers can then use that information to make more informed decisions.

How to use it
Survey123 has been designed to be very simple to use. Firstly the Survey123 app should be downloaded from the app store for your particular device (Apple Store for iOS devices and Google Play store for Android).

Survey123 for ArcGIS
Esri
★★★★☆

Next, log into the app using the credentials provided prior to deployment.
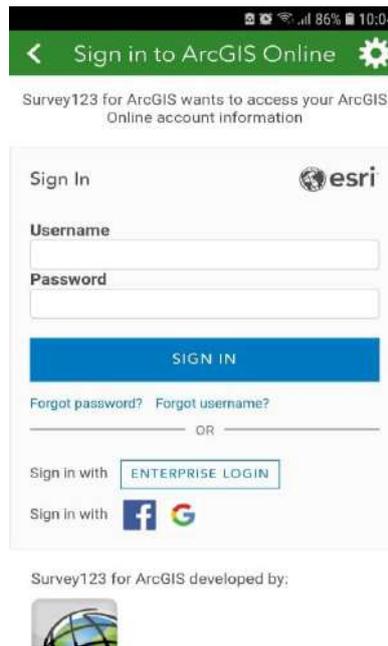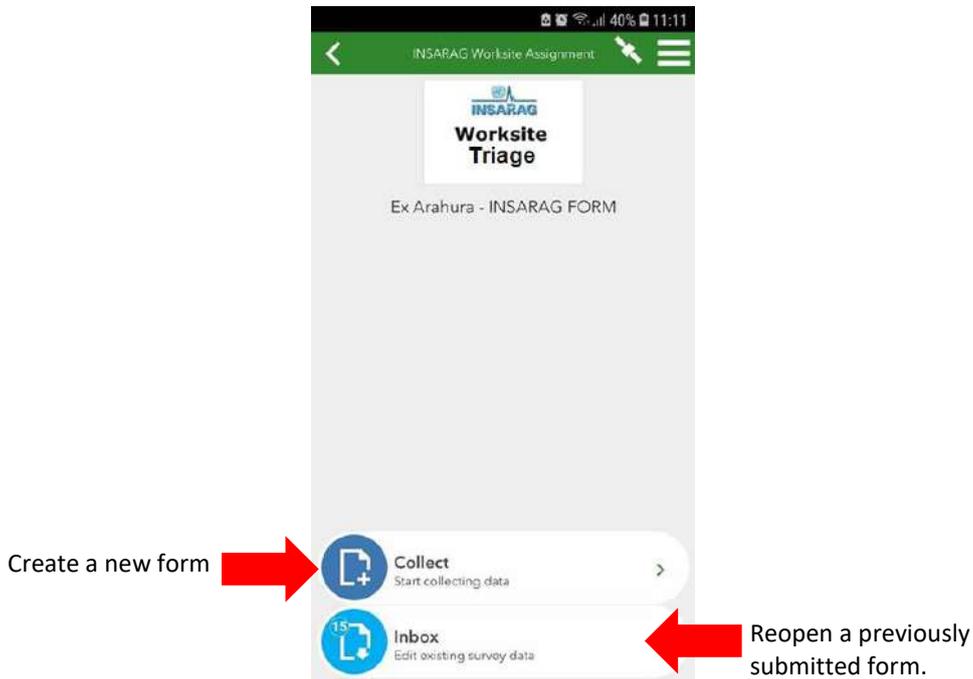

Once logged in, tap on the three bars in the top right corner and download the required forms by tapping on the download icon on each form.

With the forms downloaded, users can then select an appropriate form, fill out the fields within the form and submit the completed form.

Once a form is completed, users can either reopen the submitted form to review or make changes or can create a new form to complete.

Create a new form →

Reopen a previously submitted form.

INSARAG FORMS

The below image describes the available INSARAG forms.

The **Team Demobilisation** form is used at the end of a deployment and is completed by a **UCC Executive.**

The **Team Factsheet** is completed at the start of a deployment by a **UCC Executive**.

The **Victim Extrication** form is completed whenever a victim is extracted from a worksite by the **rescue team.**

The **Worksite Assignment** form is completed by a **UCC Executive** as triages are submitted to task teams to appropriate worksites.

The **Worksite Report** form is completed at specified intervals to report on worksite progress by the **rescue team**.

The **Worksite Triage** forms are completed by **rescue teams** during the recon phase and are used to determine where to commit rescue resources.

Tasking via Survey123 (UCC EXECUTIVE)

With the priority worksites identified, you can task them to the squads using the Survey123 app on your mobile device.

Open the **Worksite Assignment** form found in your Survey123 app.

Next, click on the inbox at the bottom.

IMPORTANT NOTE:
When assigning worksites **DO NOT** select collect.

You MUST start via the inbox as the system is searching for submitted forms
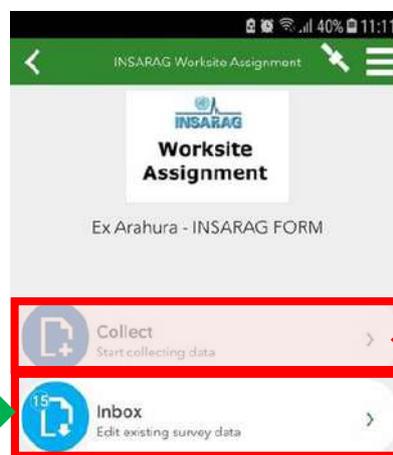
Ensure **Inbox** is selected to assign a worksite

Select one of the items from the list of submitted Triages. If none appear, use the **Refresh** button found in the bottom right.
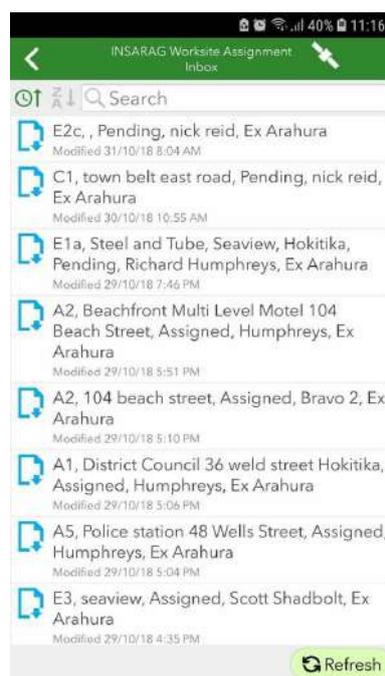
This will open the submitted the Worksite Assignment form, prepopulated using data from the original Worksite Triage form. Completing the unpopulated fields within the Worksite Assignment form, will assign the worksite to an appropriate squad to begin working.

To submit the assignment, complete the fields and click on the green tick found at the bottom right of the screen.

Note how the worksite ID is already populated from the form selected from the inbox

Use your Olympic code here, for example, New **Zealand Team** 1 would be NZL1

Click here to submit the assignment

You can confirm that you have successfully assigned a worksite by either viewing the Summary tab on the Dashboard where you should see the assigned worksite and unassigned worksite values change.

You can see ever more detailed worksite information by viewing the Ops Phase tab in the dashboard. Note how the list of worksites show information gathered from the Worksite Triage form.

Summary Tab

Ops Phase Tab

Explorer

What is it?

Explorer for ArcGIS is a mobile app that allows users to see a map either remotely or based on their location using their mobile devices GPS.

It also allows users to view information about land parcels such as boundaries, building footprints and addresses, as well as allowing them to search for places or features within the map.

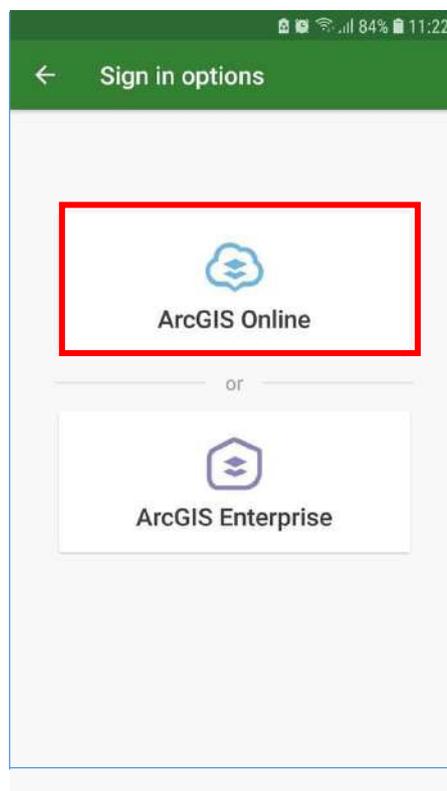Explorer also links with both Survey123 and Dashboard.

How to use it

Firstly the Explorer for ArcGIS app should be downloaded from the app store for your particular device (Apple Store for iOS devices and Google Play store for Android).
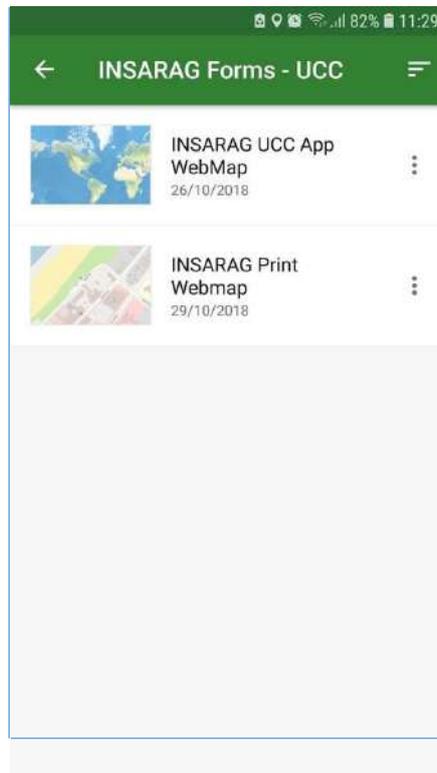

Tap on the Explorer for ArcGIS icon to open the application.

When prompted, choose ArcGIS Online.

On deployment, a specific map of the area will be made available to you.

From the list, select the most appropriate map by tapping on it.

Zoom into the desired area on the map. If sectors have been designated, these will be displayed on the map. If Worksites have been identified they will appear on the map as dots.

The coloured dots represent identified worksites.

The coloured area shows a designated sector
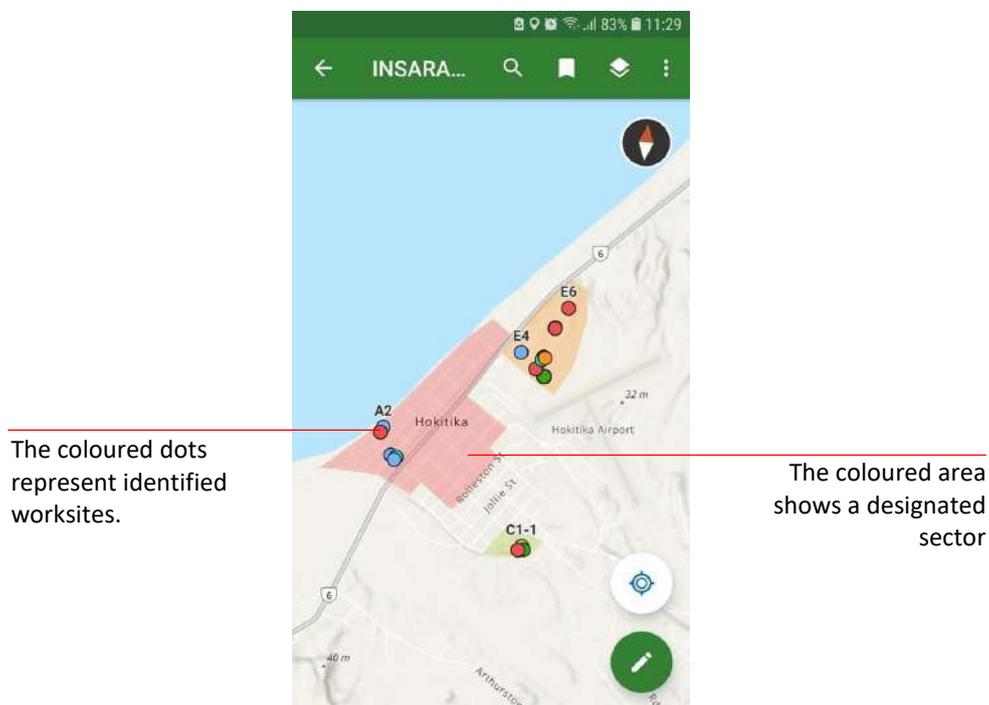
Tapping on a dot will bring up the already collected data on that worksite. Scroll through this information and you will see two links where you can create either a worksite report or extrication form.

The advantage of using these links is that it will prepopulate the worksite and extrication forms with already established data so a user doesn't have to rewrite all the details from scratch.
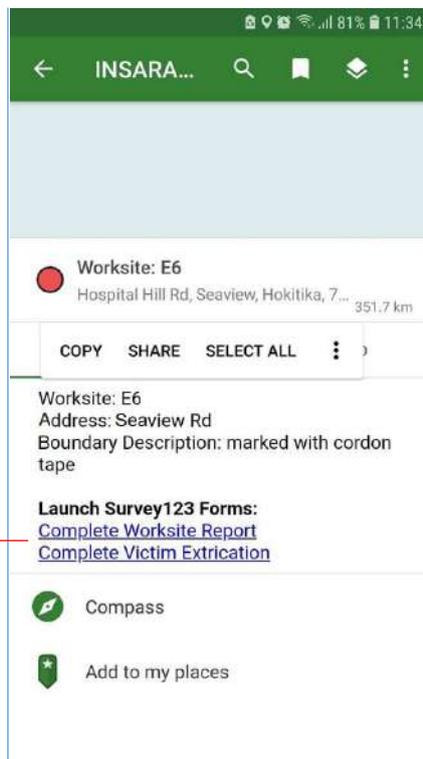
Tapping on either of these links will open the respective form and automatically populate some of the common fields with data from the Triage form.
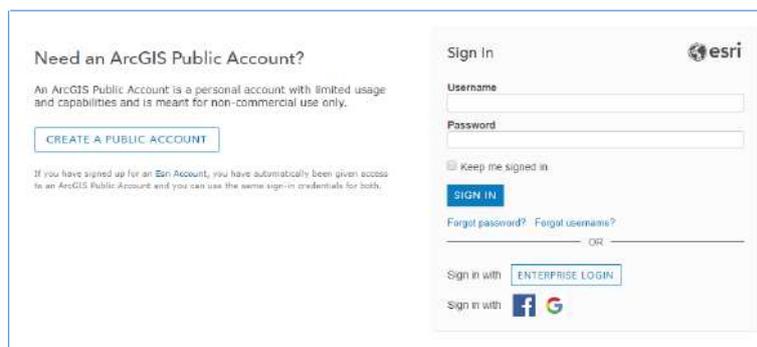
Dashboard
What is it?
The ArcGiS Dashboard is a visual representation of all the data that has been collected using Survey123. It assists UCC Executives to make more informed tactical decisions and allows them report quickly and effectively to local or national government.
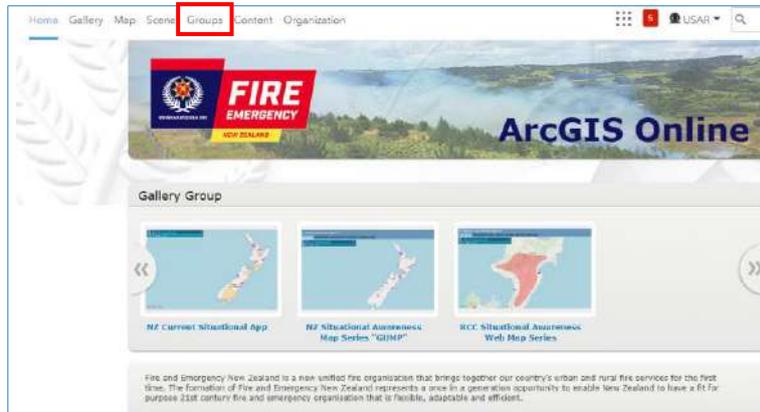
How to use it
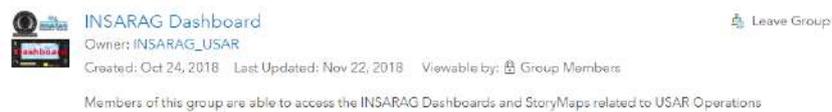On any internet browser go to:

www.ArcGIS.com

Sign in using the provided credentials.

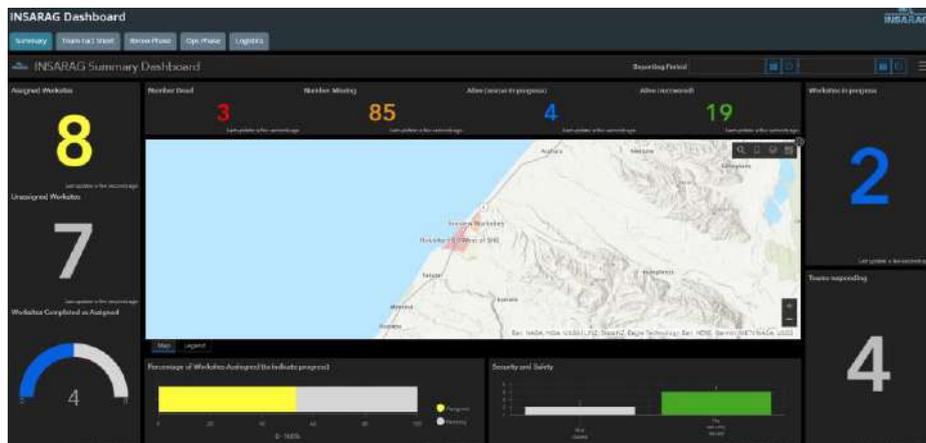Once logged in, click on **Groups** found in the top menu.

Scroll the page until you find INSARAG Dashboard.

Finally click on the INSARAG Dashboard Icon.

If prompted to log on, simply use the previously used credentials as provided. On successful logon the Dashboard will be displayed.

Using the Dashboard to assist decision making

One logged on to the Dashboard, clicking on the **Recon Phase** tab will allow you to see the Triage data as it comes in.

In the bottom right of this screen, you will see **Triage Category by Sector**. This section uses INSARAG Triage categorization and should be used to assist with making decisions on what worksites should be attended to as a priority.

From here, once the priority worksites have been identified, tasking can be performed by using the Worksite Assignment form in the Survey123 application.

Tapping on the Recon tab will allow UCC Executives to see the Triage information as it comes in.
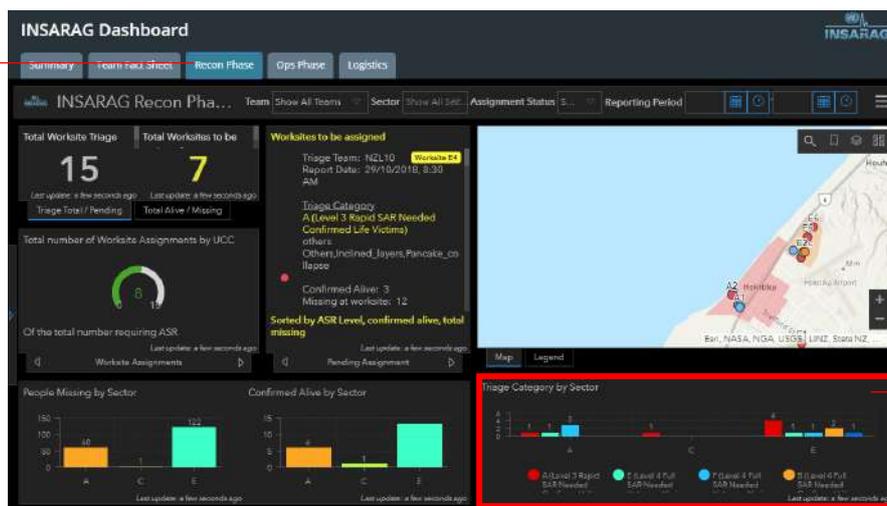
This section shows the Triage data sorted to INSARAG triage classifications.

Creating Sectors

What are Sectors?

Sectors are defined areas that assist USAR management with knowing where teams could operate in.

Before you can create sectors for use you need to know the following:

- Where they are geographically.
- What format the data been made available in.

Sectors can be provided in a number of different ways. Depending how they are sourced will determine the method they can be added for use in the INSRAGA workflow.

GIS sectors could be provided to UCC in any of the following ways:

- Emailed, a mapping file supled as .shp file or .geodb
- Thumb drive, a mapping file supled as .shp file or .geodb
- A paper product handed over
- A photograph, printed or digital

In an ideal world a mapping file will be the best method as the files have already been created. If the files are available then UCC can use the file and append it to the feature class in AGOL. This method will need a GIS specialist to manage.

If the sectors have only been provided by paper, physical map or photo, an online web application is available. A trained UCC member using a provided web app can manually add the Sectors. Below is the way to add the sectors manually.
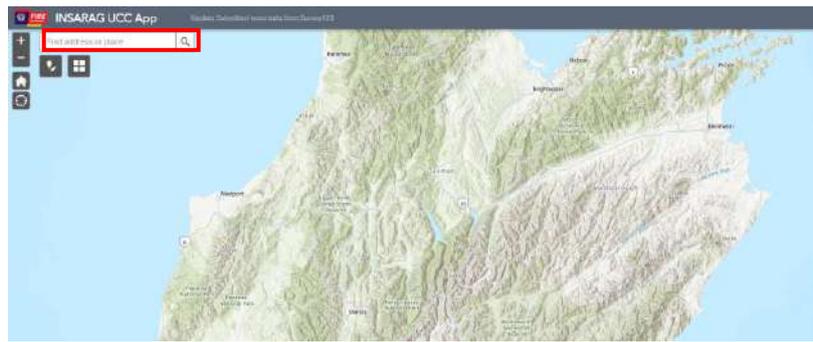
Adding Sector via Web Browser Application INSARAG UCC App

To start the process you will need the required login details, then navigate to ***** UCC group and the left click on view the INSARAG UCC App which will open the app.
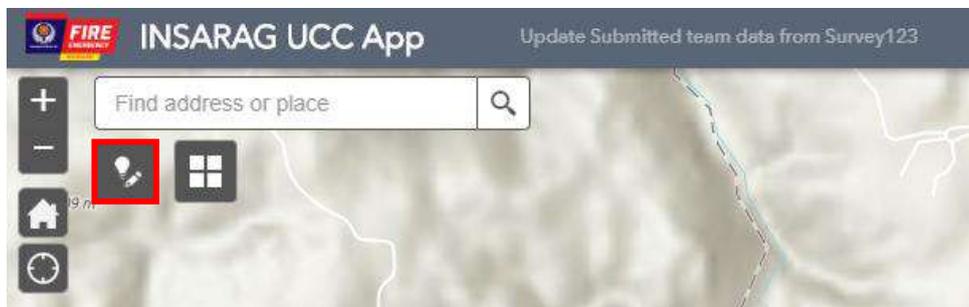


Follow the steps below to create polygon sectors.

Once the application is open search and navigate to the area of interest.

Once you have located your area of interest you can then open a widget to start creating the sectors. The widget is located just below the Find Address


Once the Widget opens, left click on the sector letter to start the process. Depending on what icon you select will determine the sector created. The curser will change highlighting the fact you are now editing.
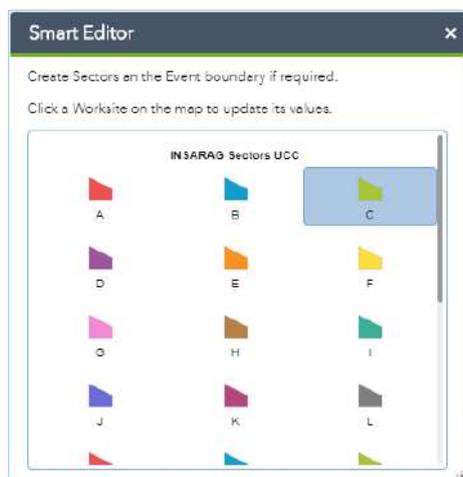
To start creating the polygon, left click on the area of the map where you are going to start drawing. Then move your curser and left click at each point to start defining an edge.

Using the information made available to you, whether that be a picture photograph, GPS coordinates or street names you have as your guide. You may need to change the base map from street view to satellite view etc. to help you designate accurate sectors.

 If you wish to snap to the edge of an existing polygon press and hold ctrl. **It could take a few attempts to understand how to drive the Tool.**
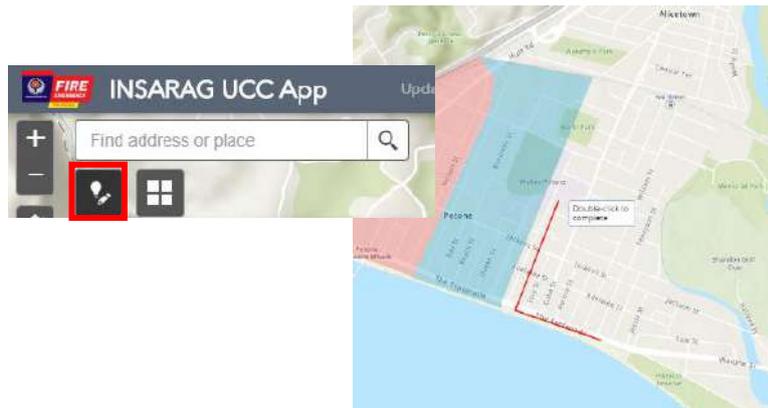

To finish the drawing double click within the created sector. A Smart Editor dialogue box opens where you can further details to the sector, this been Sector label. **You may need to add the Event Name**
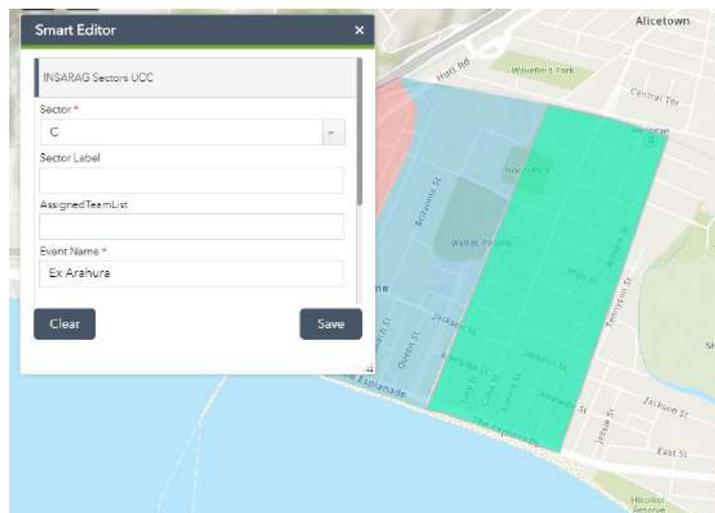
Once you have added further details to the dialogue box, click on **save.**
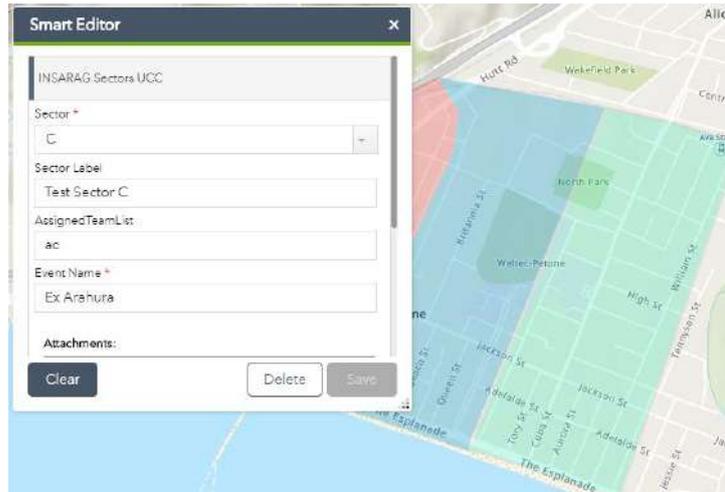
To continue adding additional sectors left click on **Clear** which reverts you back to where you started.
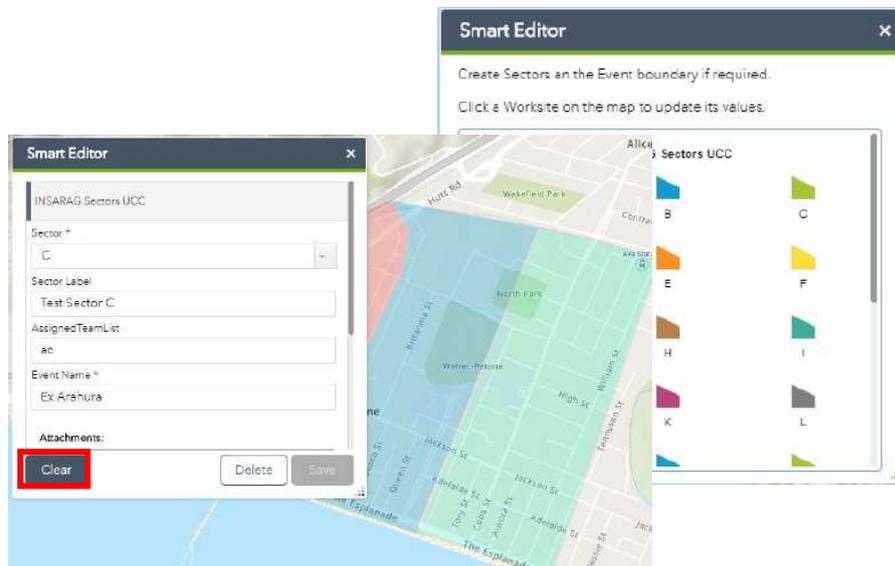
Now you can select the next sector you wish to add, and follow the steps you have just completed.

Once all sectors have been added to close the Smart Editor tool left click on the X in the top right corner of the window.

All sectors that have been added will now be visible in the maps and dashboards connected to the edited dataset.