INSARAG Coordination & Management System (ICMS)

RDC Based Field Operations Guide/Technical Manual

ICMS – RDC/Teams

Introduction

When to use	Use this guide to manage and perform the functions of RDC during USAR operations using ICMS
Role	RDC Manager/RDC staff
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RDC Function

The RDC is designed to receive USAR teams into theatre and provide them with instructions for their next steps.

This will normally be how to find UCC and any contact details and information from LEMA that is relevant.

ICMS provides RDC with an up-to-date (live) status of all teams responding based on the information entered on the ICMS team fact sheet. At this time this information will also be attached to the Virtual OSSOC (VO).

In an ideal world RDC would only need to check that the arriving team(s) have changed the status from "Responding" to "In Country", however RDC may also need to change this status if teams have not done so.

This information can be saved to a drive or shared location or can be printed out if required using the Survey 123 web service. (This is also likely to be completed by UCC)

** Note RDC will also manage non INSARAG Classified Teams as they arrive in country. RDC will also need to complete team fact sheets and in some cases enter the detail into ICMS.
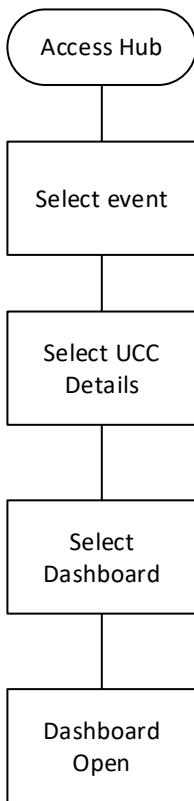
Access to ICMS Functions

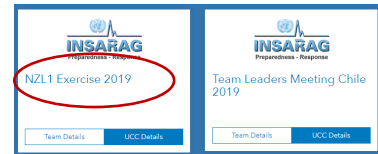Access to ICMS functions is the INSARAG HUB. (https://icms-insarag.hub.arcgis.com/)

All functions in this manual are available from the HUB with a valid login and password.

Any questions or queries can be sent to IMWG on: insarag.imwg@gmail.com
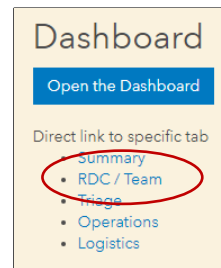
Workflow

Access Hub

Either from VO
Or via a direct link

Select event

Select UCC Details

UCC Access is required

Select Dashboard

Or select the RDC/Team TAB

Dashboard Open

RDC/TEAM TAB

The RDC /Team TAB will usually be managed by RDC, however in some instances there may be a requirement for UCC to update the information on TEAMS.

This TAB shows:

1. Action: Ability to change the status and update team fact sheet
2. Capability Info: Information around the capabilities of teams and what is available to UCC
3. Demob: Demob: Team demobilisation details from DEMOB/TEAM FACT Sheet
4. Team information: Team Fact sheet information (includes BoO location when supplied)
5. status of "response: How many teams are Mobilising, enroute and how many have arrived
6. ETA Demob: Graphically shows ETA and DEMOB timelines for Teams
7. Map info: Shows local area, sectors and team BoO locations
8. BoO info: Shows BoO locations
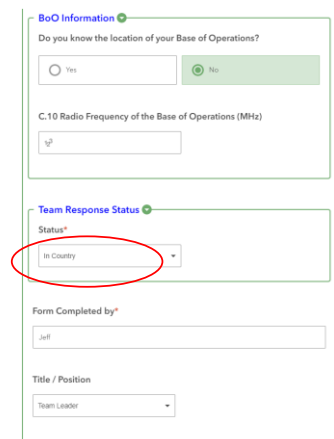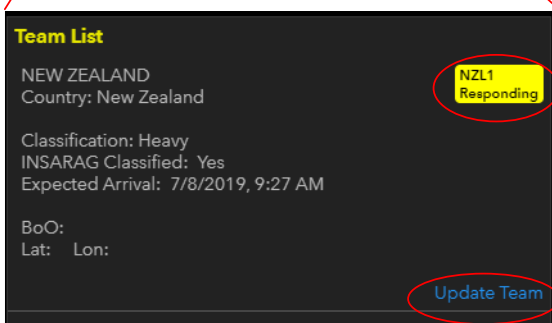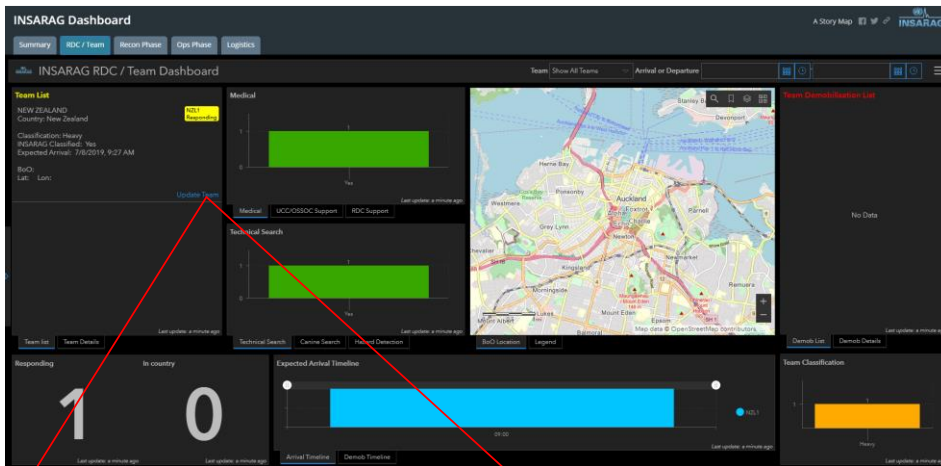9. Classification: Classification teams by type and numbers

Key function of RDC/UCC on this TAB is to ensure that the teams are updating their response status and also to ensure that when they have a BoO location it is entered into the system.

ETA and Demobilisation timelines are generated from information on TEAM FACT Sheet and DEMOB form, as is the information on the DEMOB section.

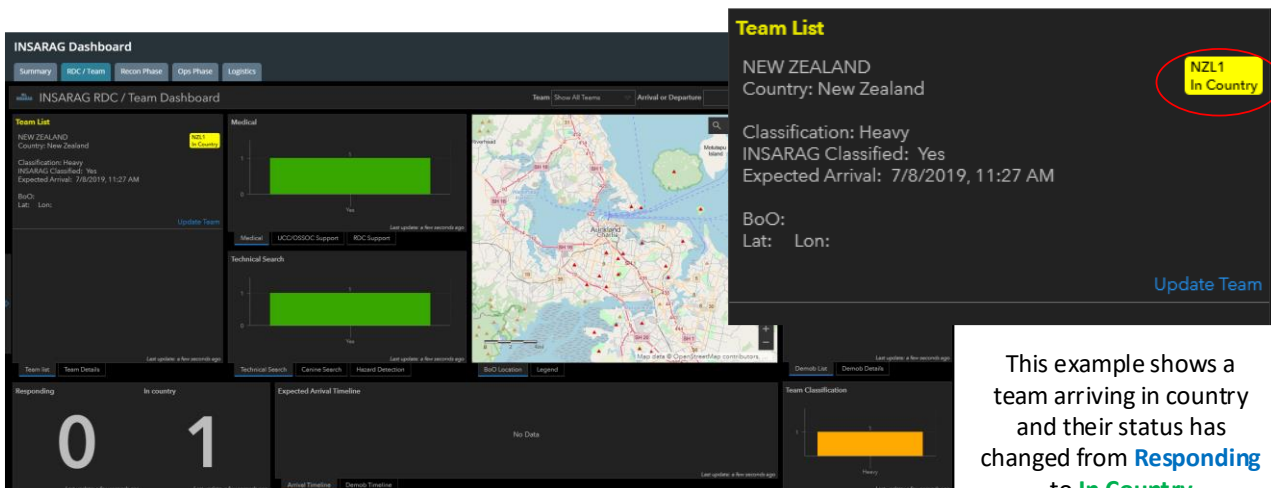There are two actions that take place on this TAB

1. Amend Team status and information
2. Print out Team Fact sheets (This task is not actionable from the TAB)

Amend Team Status (RDC)

To update or change a team status click on update team
(This is actually amending the team fact sheet entered by the team)

On click the system will open up a web based Survey123 form which will allow the edit of the existing data: (BoO location, team status etc)

This example shows a team arriving in country and their status has changed from **Responding** to **In Country**

Saving/Printing Team Fact sheets

2. Feature report

1. Select Team

3. Name report

4. Click Generate

5. Open Show in..

6. save to...

Document information

Owner	IMWG
Last reviewed	23 February 2020
Review period	Yearly

Record of amendments

Date	Brief description of amendment
10/2019	Initial Issue
02/2020	Review of draft