INSARAG Coordination & Management System Training Session

Online Team Training Session

INSERT DATE

Survey123 for ArcGIS

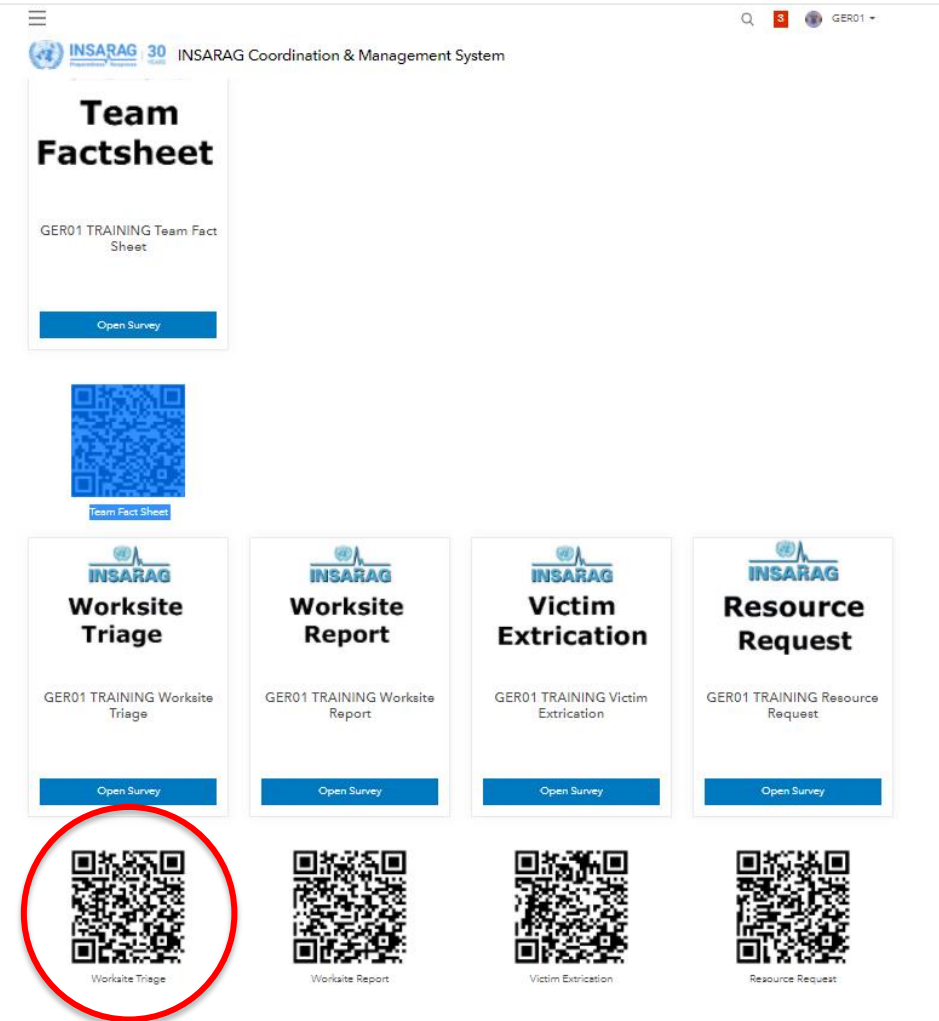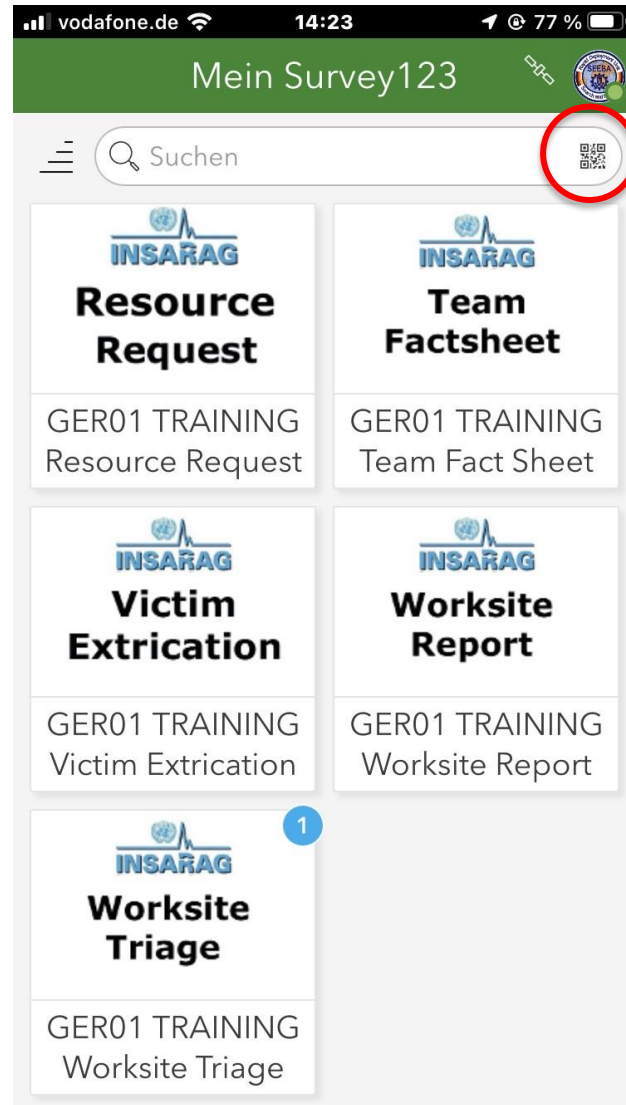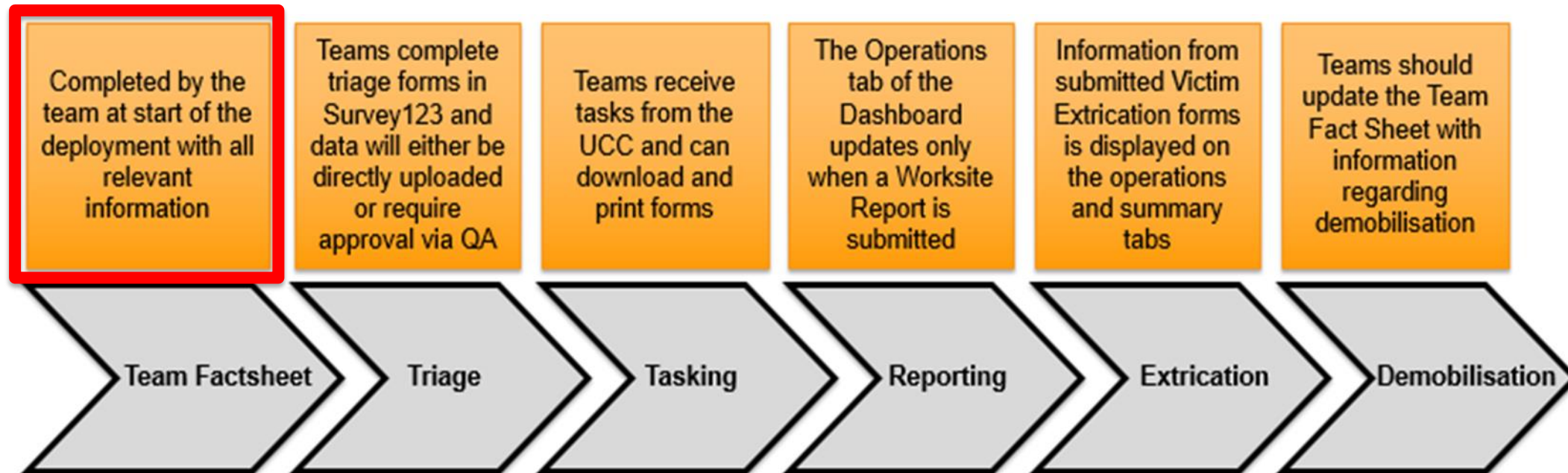**Explorer for ArcGIS**

https://icms-insarag.hub.arcgis.com

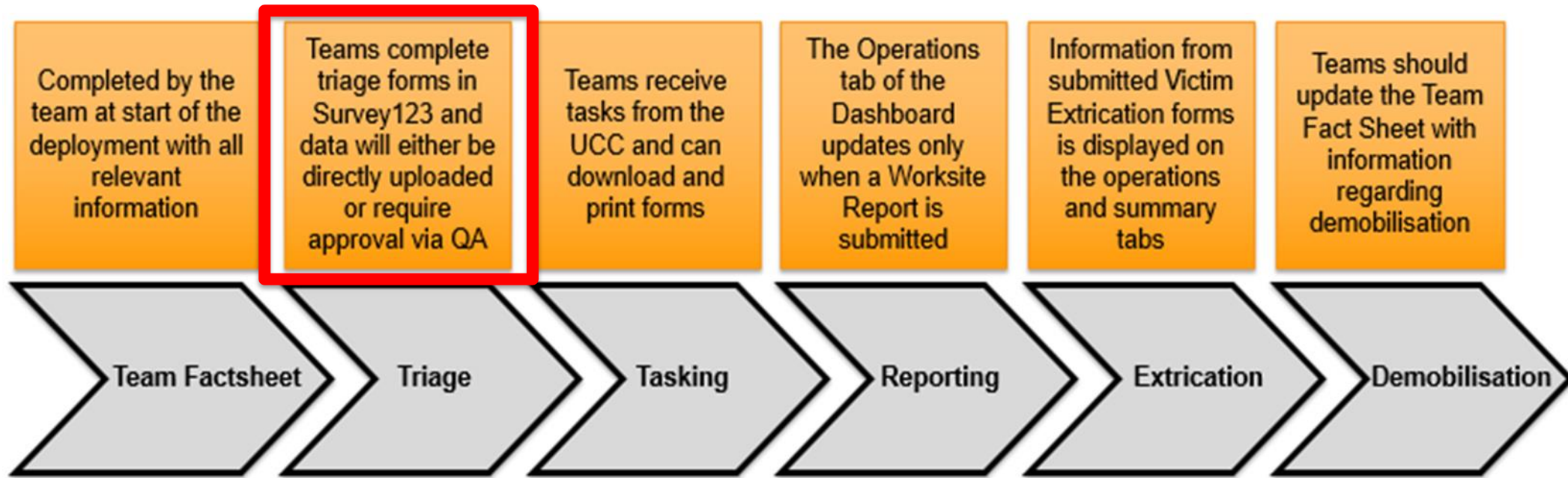**Team should preferably download the forms via the QR code functionality of Survey 123**

- Team should preferably download the forms from the ICMS Team Hub via the QR code functionality
- Select the form you wish to download via the QR functionality
- You will find pre-filed Team information at the forms
- Complete the form as per normal

Team Activity within ICMS

Process flow diagram:

Team Factsheet	Triage	Tasking	Reporting	Extrication	Demobilisation
Completed by the team at start of the deployment with all relevant information	Teams complete triage forms in Survey123 and data will either be directly uploaded or require approval via QA	Teams receive tasks from the UCC and can download and print forms	The Operations tab of the Dashboard updates only when a Worksite Report is submitted	Information from submitted Victim Extrication forms is displayed on the operations and summary tabs	Teams should update the Team Fact Sheet with information regarding demobilisation

- Initial completion of Team Fact Sheet - carried out as part of Pre-Course task using Survey123
  - This would be initiated by the team directly when deploying
  - The Team factsheet can be updated through the Survey123 app, or Survey123 Online

- Team Status information can also be updated from a link on the RDC/Team tab of the Dashboard
  - This would usually be done by the RDC upon arrival of the Team as 'UCC access' is required

- Reference material – ICMS Team Guide; Page 12

Completed by the team at start of the deployment with all relevant information	Teams complete triage forms in Survey123 and data will either be directly uploaded or require approval via QA	Teams receive tasks from the UCC and can download and print forms	The Operations tab of the Dashboard updates only when a Worksite Report is submitted	Information from submitted Victim Extrication forms is displayed on the operations and summary tabs	Teams should update the Team Fact Sheet with information regarding demobilisation
Team Factsheet	Triage	Tasking	Reporting	Extrication	Demobilisation

- Worksite Triage is one of the field forms accessed directly using Survey123
  - Once complete, the form asks for the Approval Status to be updated before it is submitted.
  - If review is required by the Team Management, the form will show as awaiting QA on the Dashboard
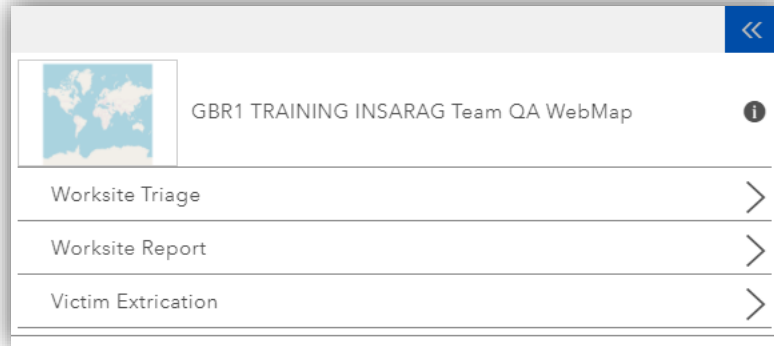
- The video shows the Worksite Triage form being completed, including the form Approval Status needing to be updated.

- The Quality Assurance (QA) process is accessed via the HUB Landing page "Team QA Application"

  o UCC has access to the QA system to ensure that a delay in TEAMS QA process does not unduly impact on the assignment of USAR Teams to worksites.

  o Ideally the Teams will QA their own Triage and worksite reports.

- Reference material – ICMS Team Guide; Page 16 – with an overview given on the next side

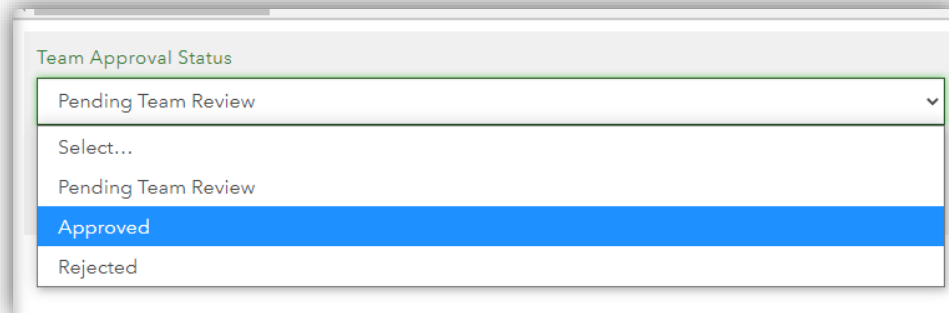1. Open the **Team QA application** from the Hub, and select the form type that requires QA approval
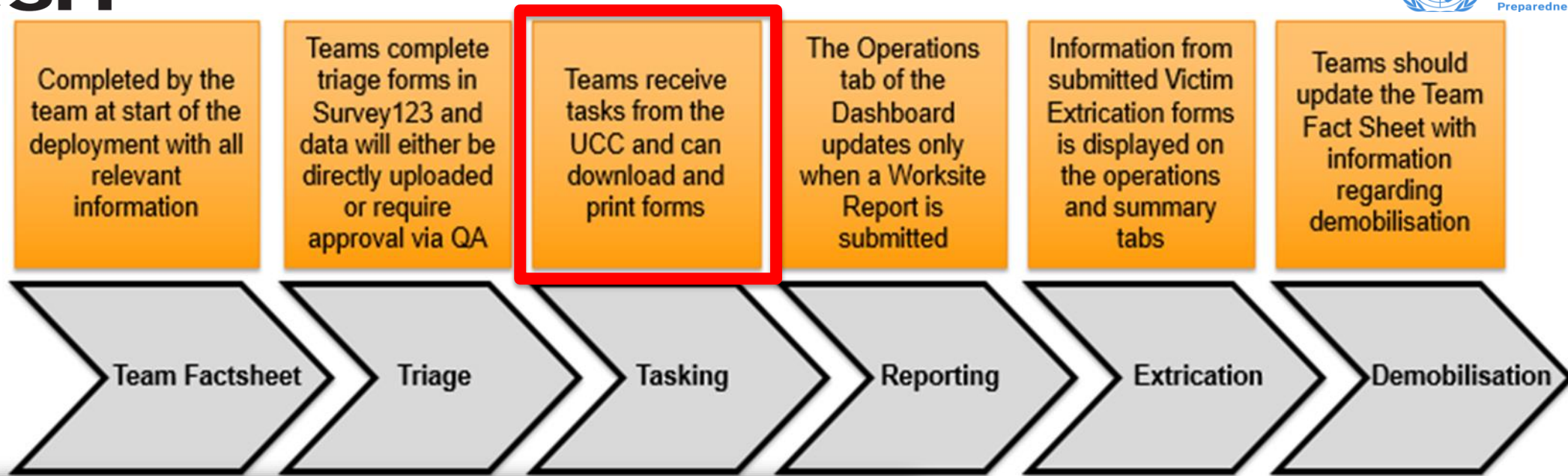
2. Select the relevant form and click the pencil icon to change its status

3. Once the form has been reviewed, select the required option from the drop-down list, and press the Save button to update the information to the Dashboard.

- Reference material – ICMS Team Guide; Page 16

Flow chart steps:

| Completed by the team at start of the deployment with all relevant information	Teams complete triage forms in Survey123 and data will either be directly uploaded or require approval via QA	Teams receive tasks from the UCC and can download and print forms	The Operations tab of the Dashboard updates only when a Worksite Report is submitted	Information from submitted Victim Extrication forms is displayed on the operations and summary tabs	Teams should update the Team Fact Sheet with information regarding demobilisation
Team Factsheet	Triage	Tasking	Reporting	Extrication	Demobilisation

Generate a report (Word or PDF)

- Survey123 for ArcGIS, online platform, can be accessed through the team Hub. The UCC will do this, and send taskings to Teams directly

- Forms can be printed in Word or PDF

- Reference material – ICMS Team Guide; Page 24
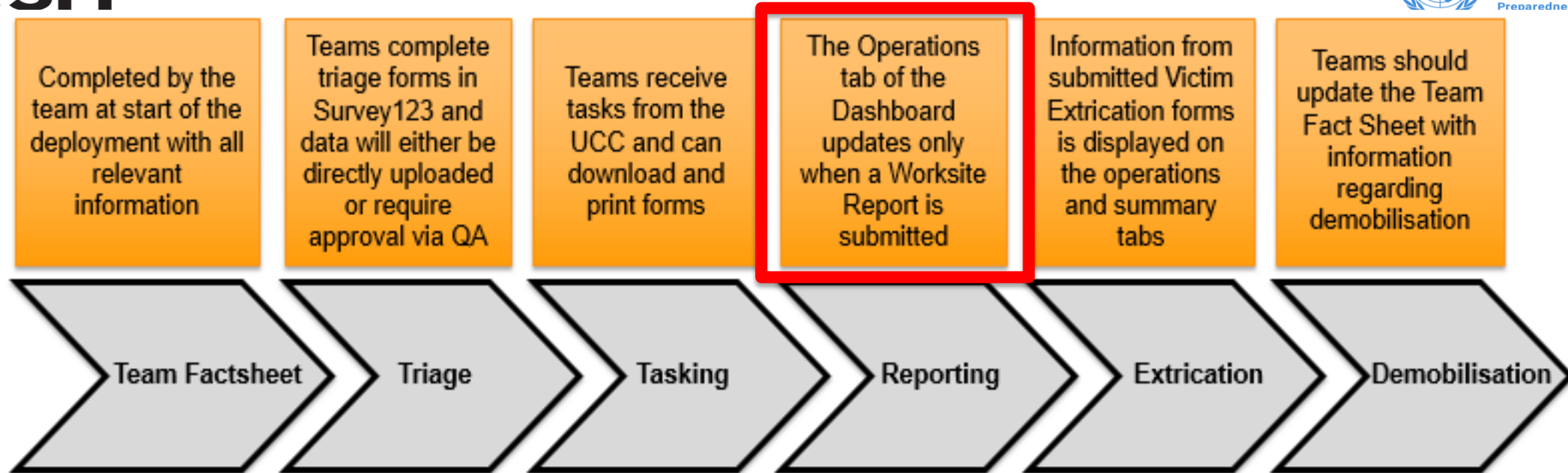
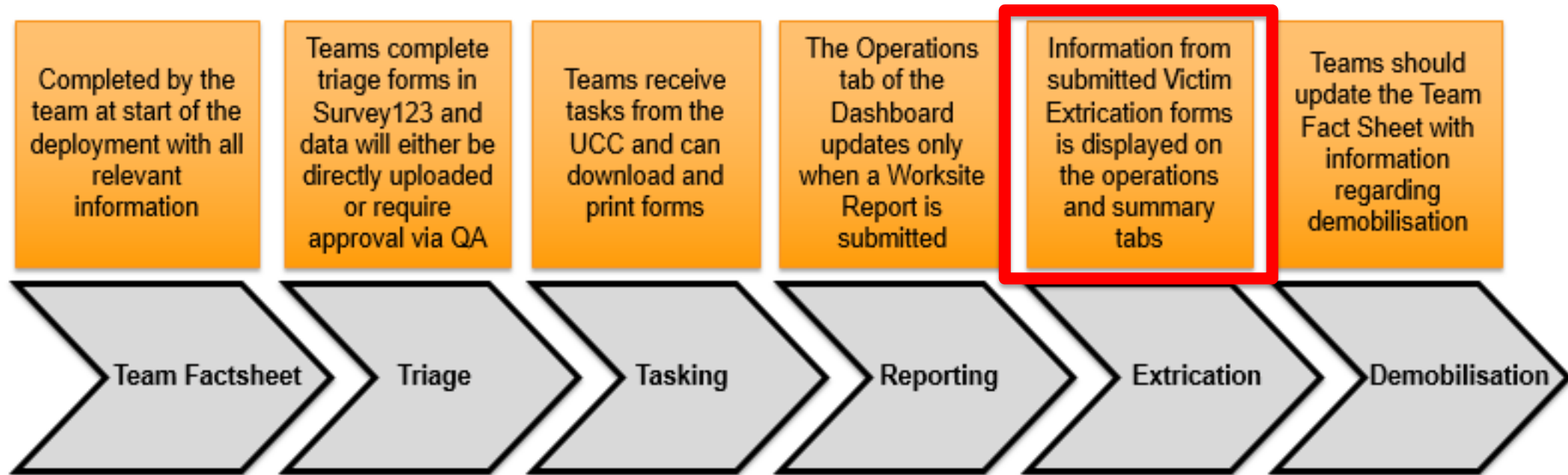- The Explorer application is designed for submitting data from the field. It ensures that all previous information held by the system for a worksite is pre-populated onto reports, saving time, and ensuring accuracy.

- 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.
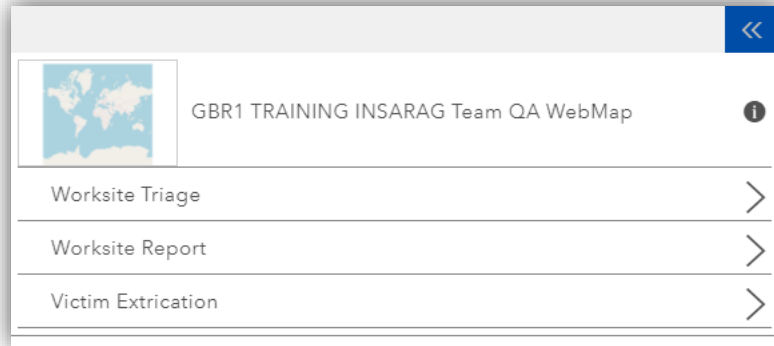
- Reference material – ICMS Team Guide; Page 10
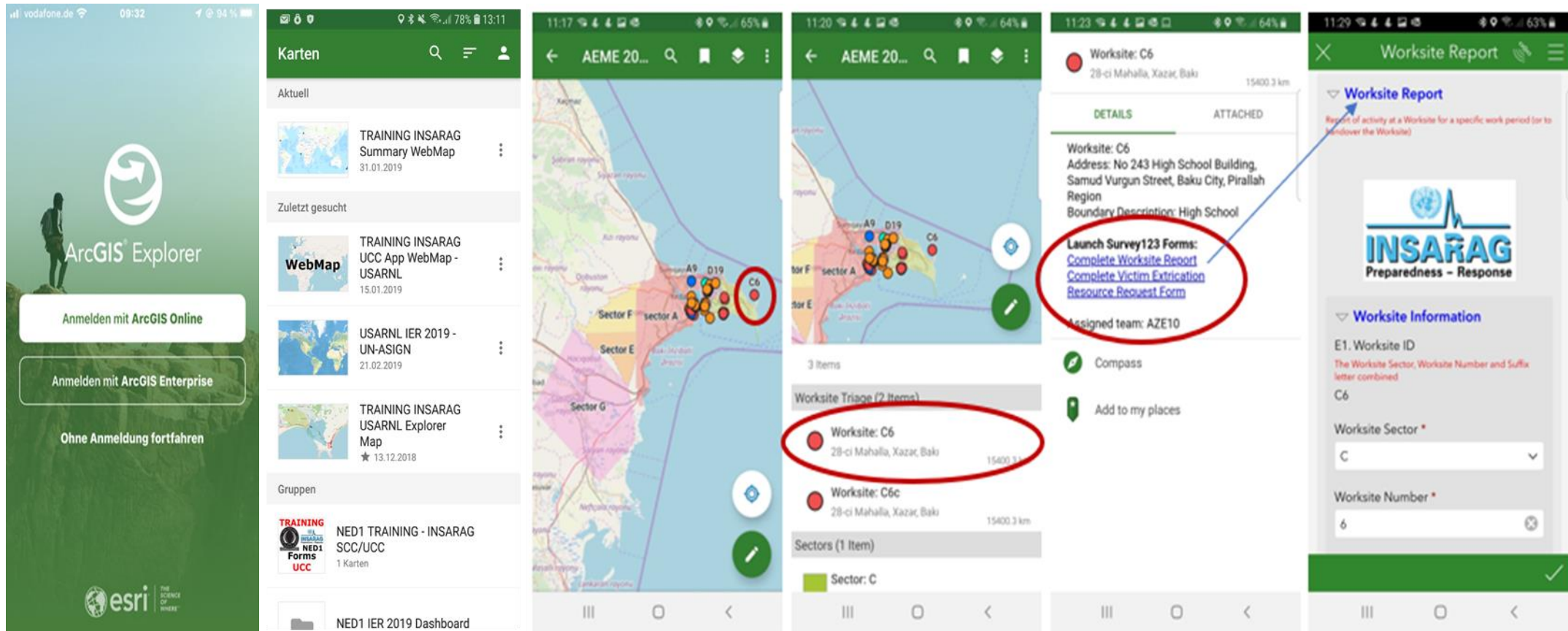
- Within the Explorer App, select your assigned worksite (C6)
- Select the form you wish to complete (Worksite report)
- a pre-populated Survey123 form will open
- Complete the form as per normal

Team Activity within ICMS

Team Factsheet	Triage	Tasking	Reporting	Extrication	Demobilisation
Completed by the team at start of the deployment with all relevant information	Teams complete triage forms in Survey123 and data will either be directly uploaded or require approval via QA	Teams receive tasks from the UCC and can download and print forms	The Operations tab of the Dashboard updates only when a Worksite Report is submitted	Information from submitted Victim Extrication forms is displayed on the operations and summary tabs	Teams should update the Team Fact Sheet with information regarding demobilisation

- Victim extrication forms should also be submitted through the Explorer application, as this ensures that all previous information held by the system for a worksite is pre-populated onto reports, saving time, and ensuring accuracy regarding the extrication

- As with other reports, Victim Extrication forms, once complete, will be submitted for QA approval by the Team Management. The form will show as awaiting QA on the Dashboard.

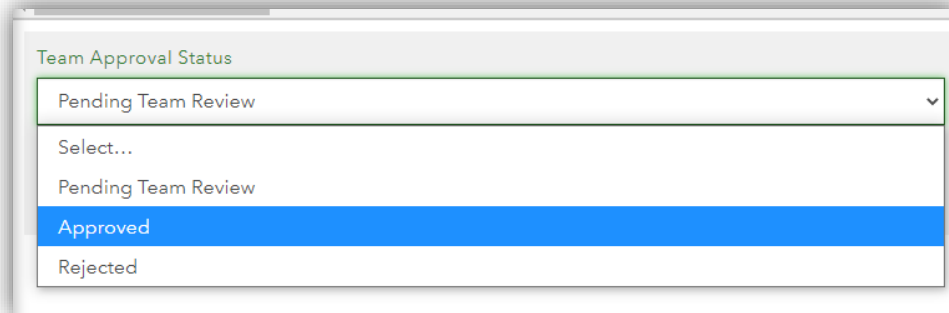- Reference material – ICMS Team Guide; Page 16

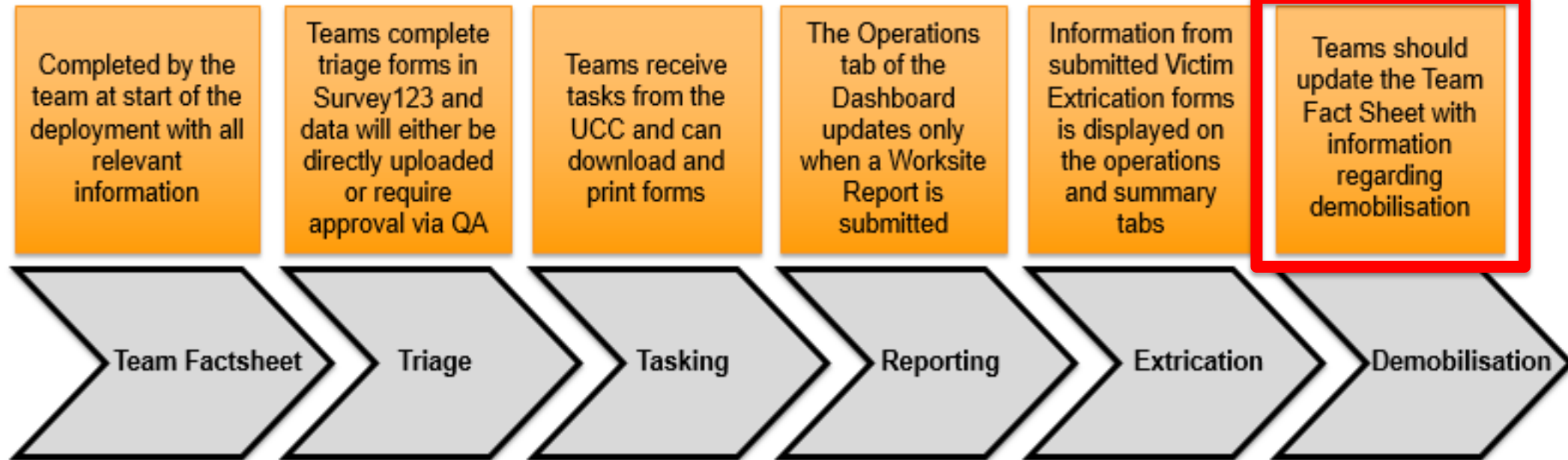1. Open the **Team QA application** from the Hub, and select the form type that requires QA approval

2. Select the relevant form and click the pencil icon to change its status

3. Once the form has been reviewed, select the required option from the drop down list, and press the Save button to update the information to the Dashboard.

- Reference material – ICMS Team Guide; Page 16

Process flow:
- **Team Factsheet** — Completed by the team at start of the deployment with all relevant information
- **Triage** — Teams complete triage forms in Survey123 and data will either be directly uploaded or require approval via QA
- **Tasking** — Teams receive tasks from the UCC and can download and print forms
- **Reporting** — The Operations tab of the Dashboard updates only when a Worksite Report is submitted
- **Extrication** — Information from submitted Victim Extrication forms is displayed on the operations and summary tabs
- **Demobilisation** — Teams should update the Team Fact Sheet with information regarding demobilisation

- Teams are asked to update the UCC as soon as possible with Demobilisation information, as part of the USAR Coordination methodology.

- Previously, this consisted of a separate form, which was used only for Demobilisation information.

- Demobilisation information has now been added to the Team Fact Sheet, and should be added as soon as it is available.

- This can be updated on the original Team Fact Sheet that was submitted, through the Sent/Outbox in the Survey123 app, or by accessing it through the Survey123 website via the Hub

Are there any Questions?

http://www.unocha.org

http://www.insarag.org/

The International Search
and Rescue Advisory Group