



# INSARAG Coordination & Management System Training Session

Online Team Training Session

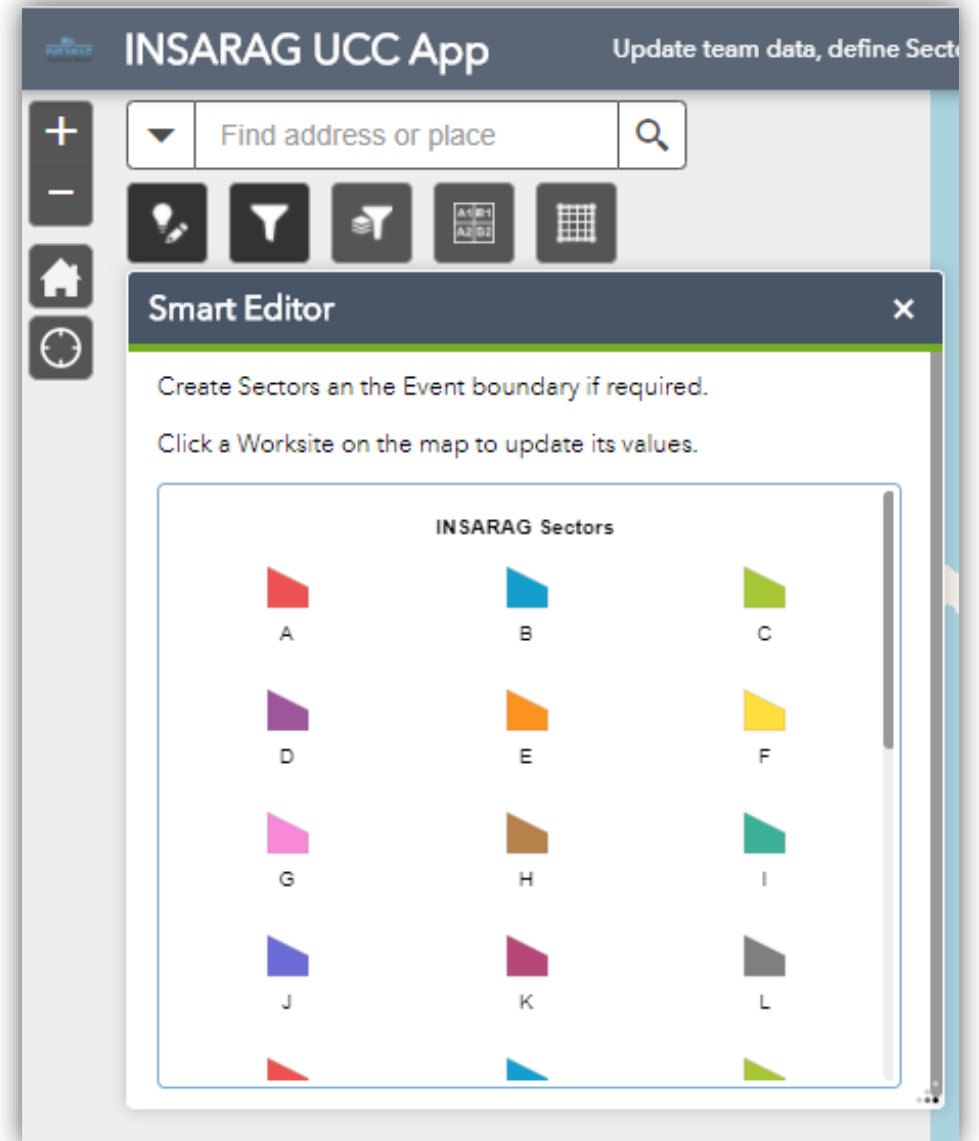
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Survey123 for ArcGIS

Explorer for ArcGIS

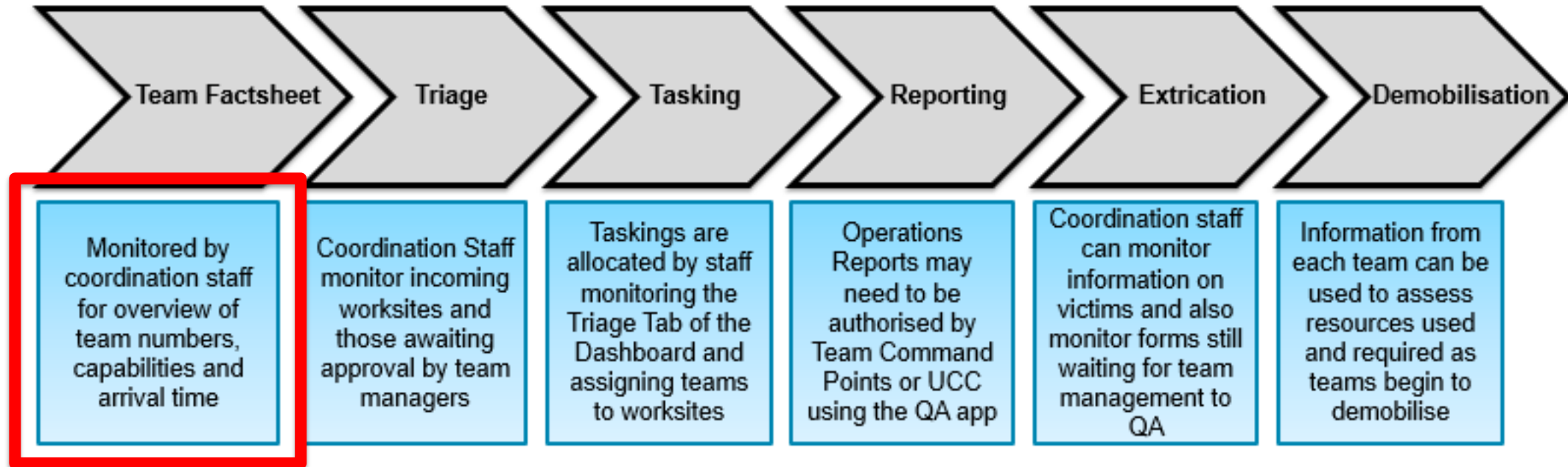
<https://icms-insarag.hub.arcgis.com>

# Coordination Activity within ICMS



- Coordination Activity commences with the UCC Application which is accessed through the Hub and is used to set the event boundary – The area of the map shown on the Dashboard.
- The Application is also used to draw Sectors onto the area of operations. These sectors will be seen on the Dashboard, and when using the Explorer App.
- Reference material – ICMS UCC Guide; Pages 6 to 9

# Coordination Activity within ICMS



- The Summary and RDC/Team tabs on the Dashboard provide an overview of teams who are responding, and access to all information that has been submitted within the Team Fact Sheets
- This will include arrival time, which will be used by the RDC to prepare for incoming teams.
- The RDC can update team status through the 'Update Team' link on the Dashboard, which will open up a web based Survey123 form to allow editing of the original form submitted by the Team
- Reference material – ICMS UCC Guide; Pages 11 and 12

# RDC updates to Team Status



INSARAG RDC / Team Dashboard

**Team List**

GBR1  
Responding  
Country:  
Classification:  
INSARAG Classified:  
Expected Arrival:  
BoO:  
Lat: Lon:

**RDC Support**

Support Type	Count
Yes	4

[Update Team](#)

- The RDC/Team tab on the Dashboard provides an 'Update Team' link, which will open up a web based Survey123 form to allow editing of the original form submitted by the Team
- RDC staff should inform incoming teams that this is being done, and the update can also include details such as BoO information if known

**Team Fact Sheet**

**USAR Team Fact Sheet**

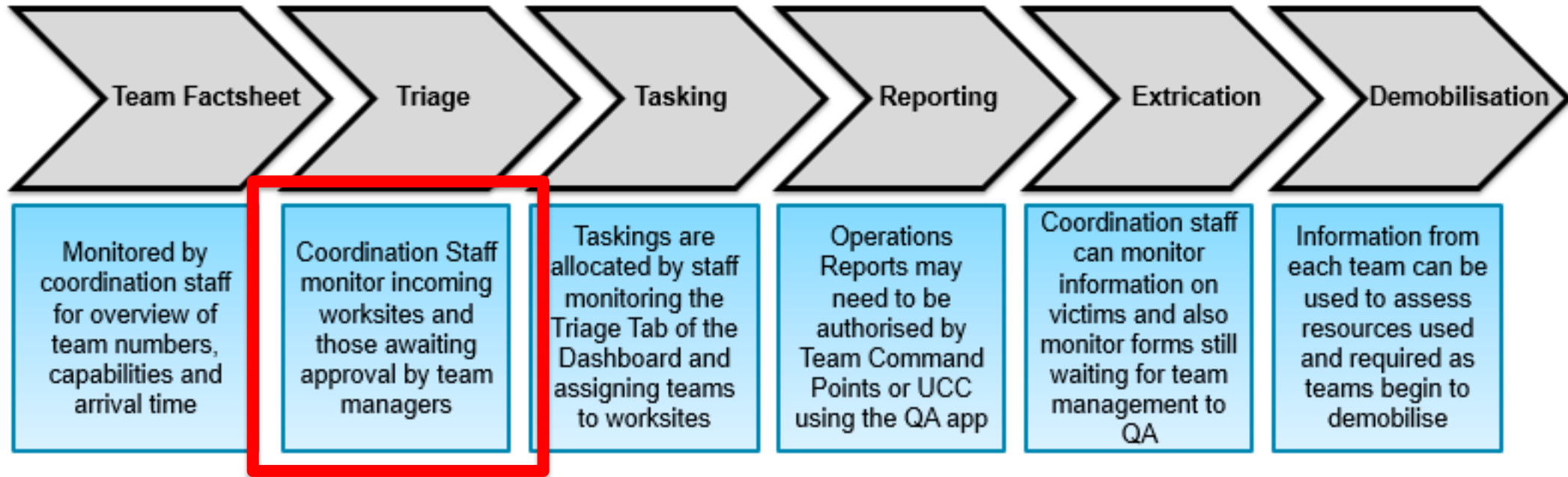
Team details should be uploaded to the VO in addition, before departure. Please prepare also a paper version that can be handover to the RDC when needed.

**Team Information**

A.0 Team ID  
GBR1

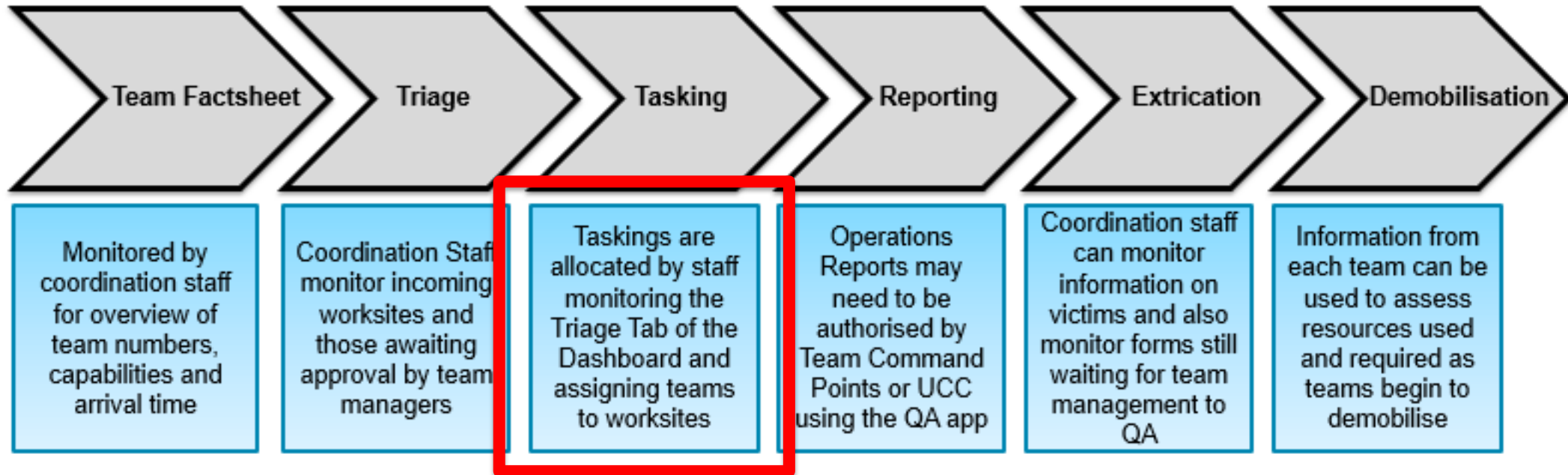
Olympic Country code\*  
GBR

# Coordination Activity within ICMS



- The Triage Tab is where UCC staff will prioritise and assign teams to worksites. It displays a range of data that provides the UCC staff with appropriate information to be able to assign appropriate teams to a worksite.
- The triage tab prioritises the worksites to be assigned based on confirmed people missing & triage category, and presents the worksite with the highest chance of success and value at the top of the list. UCC staff can use this system in combination with other known factors to assign the best suited team to a worksite.
- Reference material – ICMS UCC Guide; Page 14

# Coordination Activity within ICMS



- Tasking of teams can be carried out directly from the Triage Tab by clicking on the blue 'Assign Worksite' link on the Dashboard. This will open up a web based Survey123 Worksite Assignment form which can be completed.
- The form should be completed to show that the Worksite status is now 'Assigned', along with details of the Team(s) assigned, Date and Time of assignment, and reporting frequencies required. This process does not notify the Teams of the assignment, and the Worksite Assignment form will need to be downloaded and forwarded to them.
- Reference material – ICMS UCC Guide; Page 15 and 16

# Generating Assignment Briefing Reports to send to Teams



- Via the Survey123 for ArcGIS Internet platform, which can be accessed through the Hub
- Select Worksite Triage Forms and Data
- Select the Worksite that has been assigned, and Generate a report for the worksite
- The Template selected should be the Assignment Briefing Package
- Generate the report, download it, and email it to the Team that has been assigned.

GBR1 TRAINING INSARAG Worksite Triage UCC

Overview Analyze Data

Report Export Open in Map Viewer Form view

Report

Selected records only (1)  
All records in the table (8)

2. Select a template

GBR1 TRAINING Assignment Briefing Package

3. Output settings

File options

Split

Report name \*

GBR1 TRAINING INSARAG Worksite Triage UCC\_OID6\_202010291

Save to my ArcGIS account

GBR1\_UCC's root folder

Format

Microsoft Word (.docx)

Microsoft Word (.docx)

Portable Document Format (.pdf)

Generate

Event Name	E1. Worksite ID	Worksite Sector	Worksite Number	Suffix letter	E3. Address	E4. Worksite boundary description	F1. Team ID	Team ID, Olympic Country code	Team ID team nu
	A3a	A	3	a	Northway, Birmingham, West Midlands, England, B40 1, GBR		GBR10	GBR	10
	A2	A	2		Cumaköy, Cumaköy Cumhuriyet Caddesi, 41400, Gebze, Kocaeli, TUR		GBR1	GBR	1
	A2	A	2		29-43 Hawkswell Drive, Willenhall, West Midlands, England, B15 2, GBR	In	GBR1	GBR	1

Assignment Briefing Package


Generate a report (Word or PDF)





# Generating Assignment Briefing Reports to send to Teams

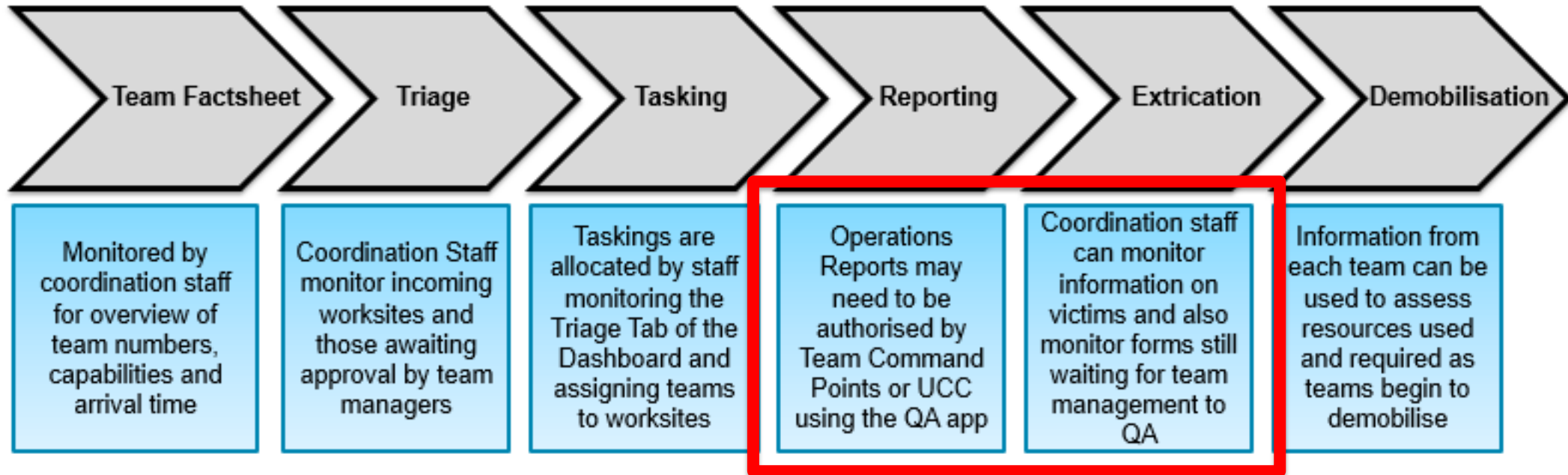


Worksite Triage Form		 Preparedness - Response			
E1. Worksite ID		A26a	E2. GPS Coordinates <i>Decimal format</i>	31.82766, 104.452568	
E3. Address					
E4. Worksite boundary description:					
E5. Building Use		Education			
F1. Team ID	IRI10	F2. Date	25-Nov	F3. Time	05:56
F4. Total number of USAR confirmed live victims		0		< 12 hours	> 12 hours
F5. Will the operation take more or less than 12 hours?		More than 12 hours			
F6. Total number of possible live victims / reports of missing		0	Confirmed live?	A	B
F7. Are there deceased? If yes, estimate on how many? If no, put 0. If unknown leave blank.		0	Possible Live Victims	C	
F8. Triage Category	D (Deceased Only)		Deceased Only	D	
F9. Construction Material	Reinforced / concrete walls				
F10. Floor area	600	F11. No. of floors	5	F12. No. of basements	0
F13. Type of collapse	Inclined layers				
F14. What are the hazards or risks at the Worksite?	Second collapse				
F15. Assess the main USAR operations likely to be needed at this Worksite:					
Indicate main work needed:		Give an estimate of the time, personnel and equipment needed:			
A: Dog/technical search	<input type="checkbox"/>	Nil			
B: Shoring and propping	<input type="checkbox"/>				
C: Breaking, breaching	<input type="checkbox"/>				
D: Lifting and moving	<input type="checkbox"/>				
E: Rope/height working	<input type="checkbox"/>				
F: Medical needs	<input type="checkbox"/>				
G: Other	Nil				
F16. Other Notes:					

Completed by:	Yeganeh	Title/position	Sector1
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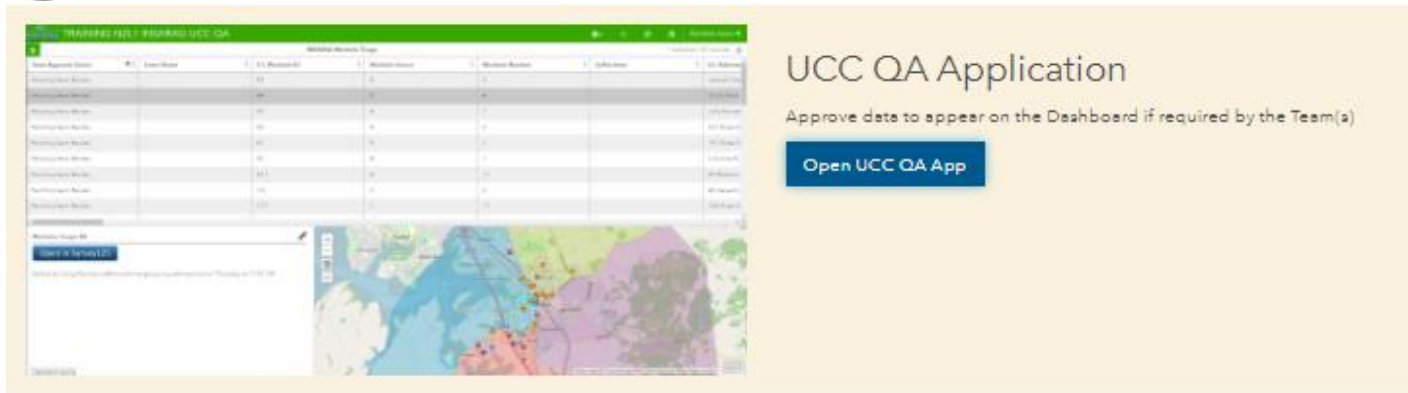
Photographs


# Coordination Activity within ICMS

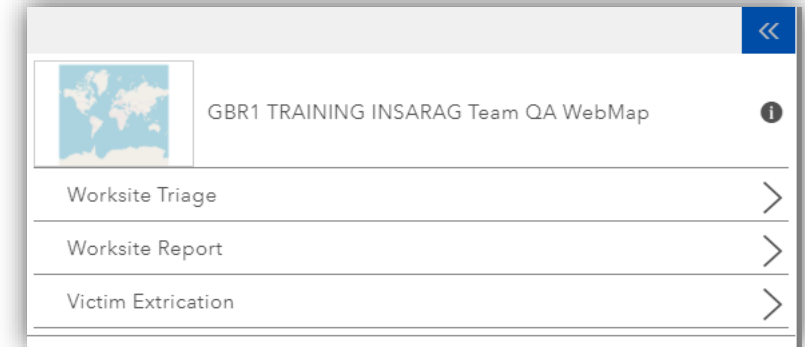


- The Operations Tab displays information that is collected on the Worksite reports and Victim extrication reports. This provides the ability to monitor and plan ahead, as well have an understanding of the overall status of the event.
- The only actions available from the Operations Dashboard are to address overdue QA functions for both of these reports, if they have not been carried out by the Teams in a timely manner.
- Reference material – ICMS UCC Guide; Page 17

# UCC QA of Submitted forms within ICMS



1. Open the **UCC QA application** from the Hub,



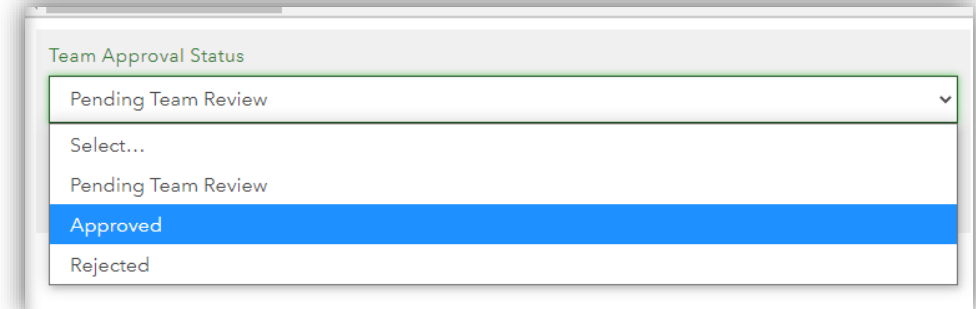
2. select the form type that requires QA approval

Team Approval Status	Event Name	E1. Worksite ID
Pending Team Review		A2
Pending Team Review		A1
Rejected		A2
Approved		C2
Approved		C1
Approved		B1
Approved		B2b

Worksite Triage: A2

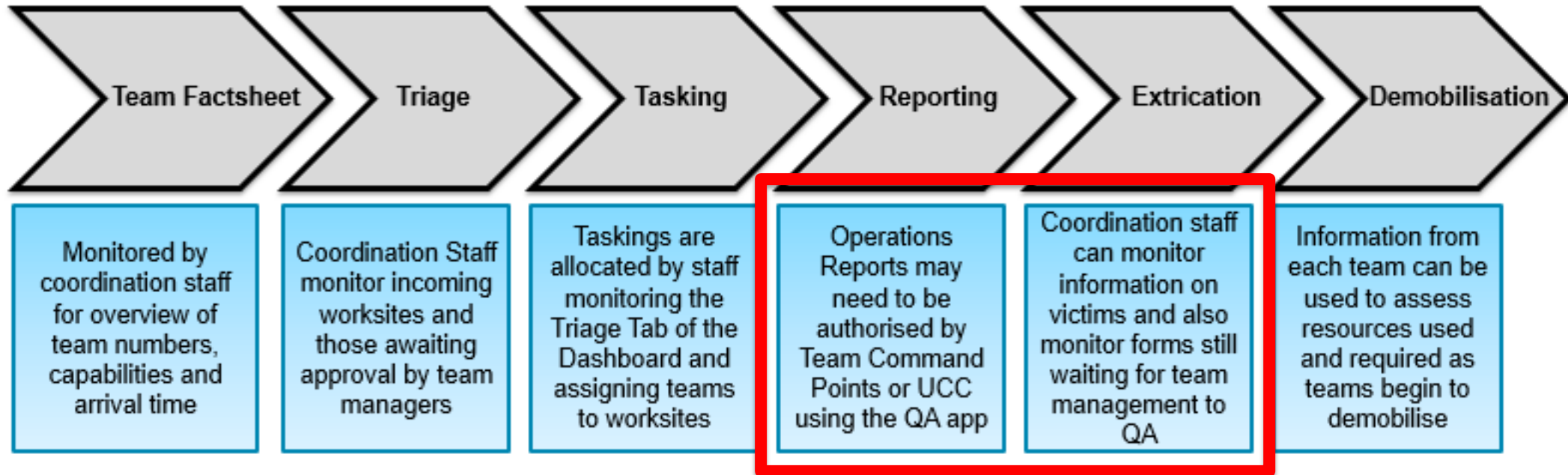
[Open in Survey123](#)

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

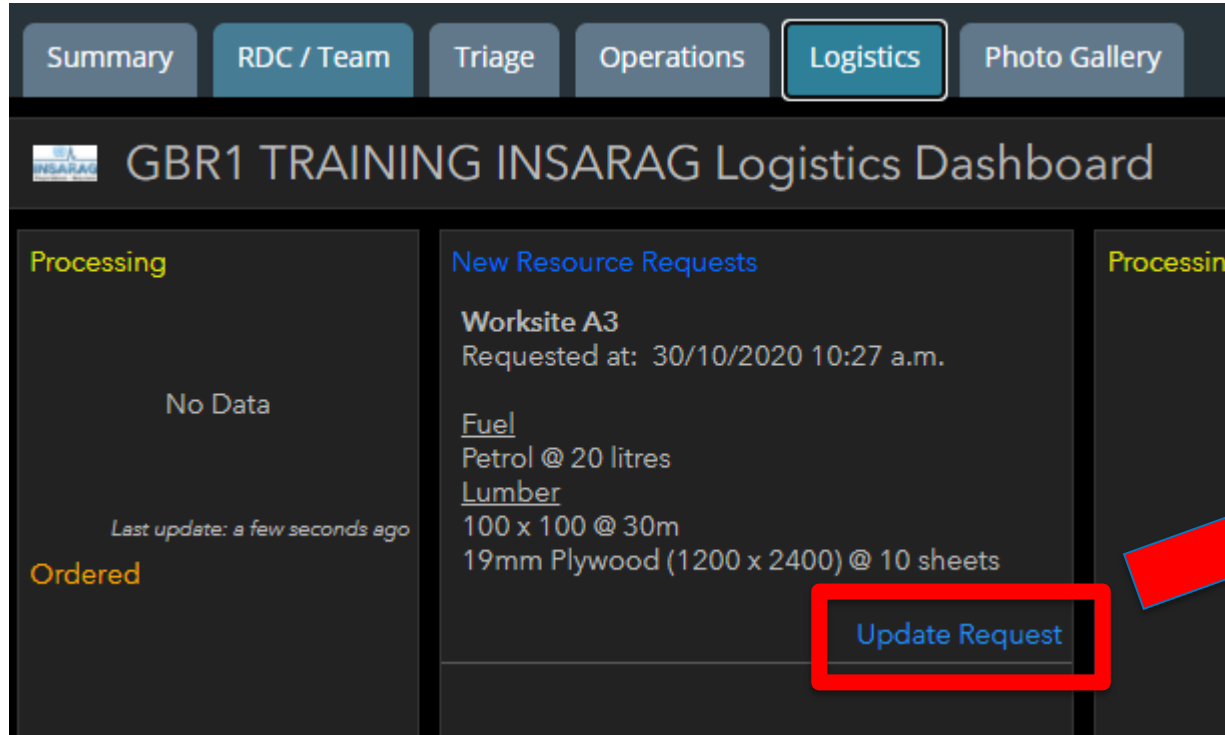


4. Once the form has been reviewed, select the required option from the drop down list, and press the Save button to update the information to the Dashboard.

# Coordination Activity - Logistics



- The Logistics Tab consists of information that was previously given in line G20 of the worksite report form, asking teams to submit their logistics requests to UCC. This depends on how logistics is being managed; at UCC or Team level.
- ICMS receives a request from the S123 form (Resource Request) and displays the request and its current status on the dashboard.
- An 'Update Request' link on the Dashboard opens the Resource Request form, allows editing of the order status and lets UCC staff to apply notes and expected delivery times.
- Reference material – ICMS UCC Guide; Page 20



Summary RDC / Team Triage Operations **Logistics** Photo Gallery

## GBR1 TRAINING INSARAG Logistics Dashboard

**Processing** No Data *Last update: a few seconds ago* **Ordered**

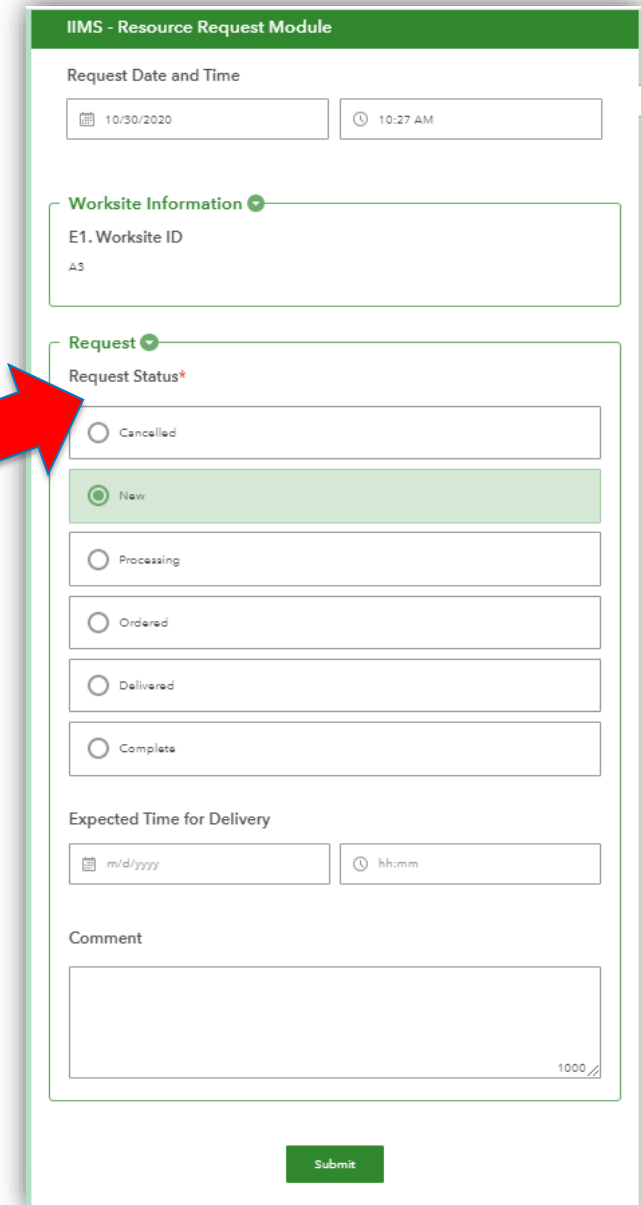
**New Resource Requests**

**Worksite A3**  
Requested at: 30/10/2020 10:27 a.m.

Fuel  
Petrol @ 20 litres

Lumber  
100 x 100 @ 30m  
19mm Plywood (1200 x 2400) @ 10 sheets

[Update Request](#)



### IIMS - Resource Request Module

Request Date and Time  
10/30/2020 10:27 AM

**Worksite Information**

E1. Worksite ID  
A3

**Request**

Request Status\*

Cancelled

New

Processing

Ordered

Delivered

Complete

Expected Time for Delivery  
m/d/yyyy hh:mm

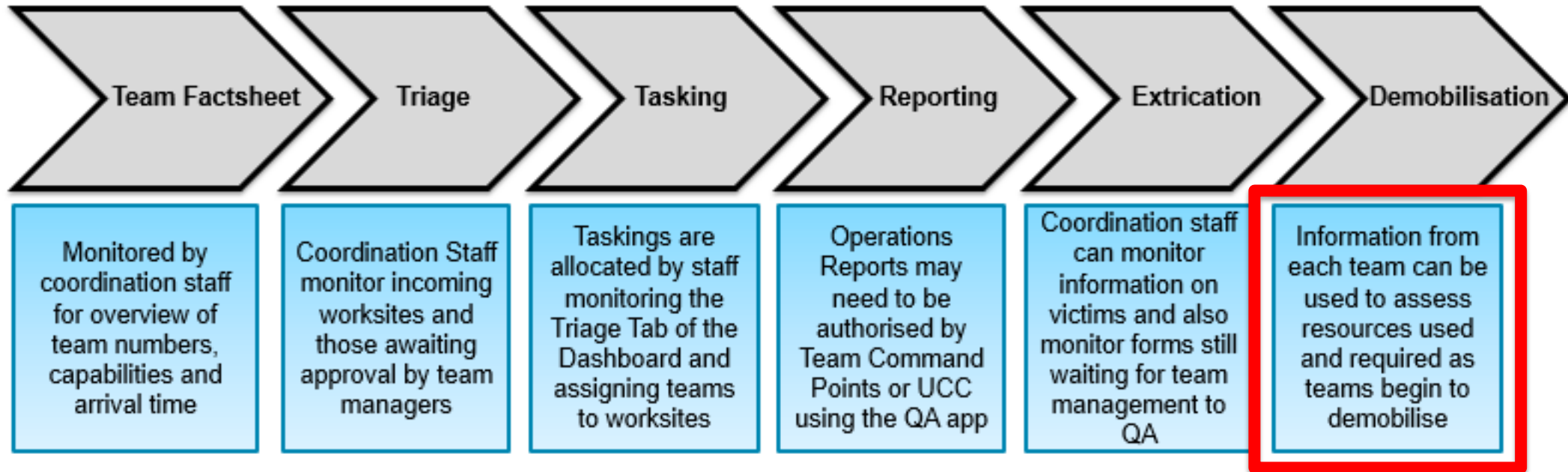
Comment

Submit

An 'Update Request' link on the Dashboard opens the Resource Request form, allows the editing of the order status and lets UCC staff apply notes and expected delivery times.

The request can be tracked through the Logistics Tab of the Dashboard

# Coordination Activity within ICMS



- UCC and RDC staff can monitor information supplied by the teams relating to Demobilisation information through the Dashboard.
- 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 or updated as soon as possible.

# Are there any Questions?



**OCHA**

<http://www.unocha.org>



The International Search  
and Rescue Advisory Group

<http://www.insarag.org/>