interTRAX™ Suite Command and Mobile ICS Scenario

Version 3 2010



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5,573,278; 5,596,652; 5,793,882; 6,761,312; 7,191,934

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1 NIMS, ICS and interTRAX™ Command

NIMS

The National Incident Management System (NIMS) is a national approach to incident management. One of the components of NIMS is Command and Management which is based in part on the Incident Command System (ICS).

ICS

The Incident Command System can be used for planning and operation of any type or size incident both emergency and non-emergency. Logistical and administrative support components ensure that the tactical objectives can be met. Personnel from a variety of agencies work together using a common management structure minimizing the duplication of efforts.

An important component of ICS is the Check-in process which ensures resource (personnel and equipment) accountability, allows for the tracking of resource assignments and reassignments through the demobilization process, and provides information should the Incident Commander (IC) need to locate personnel in case of an emergency. Resources that have not yet received their tactical assignments are positioned in the Staging Area.

ICS uses distinct titles which have no correlation which the administrative structure used by each agency. The Incident Commander is the position that is always staffed. The IC may delegate the position to another person.

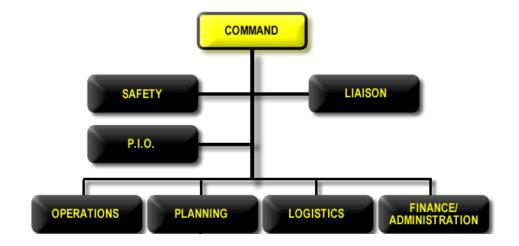
Operating under the IC are 4 General Staff Positions and 3 Command Staff Positions as listed below and shown on the Command Chart. It is important that supervisors manage and communicate with their subordinates, which is best accomplished when the Span of Control is between three and seven.

Command Staff

Safety Officer Liaison Officer Public Information Officer

General Staff

Operations Section Chief Planning Section Chief Logistics Section Chief Finance Section Chief

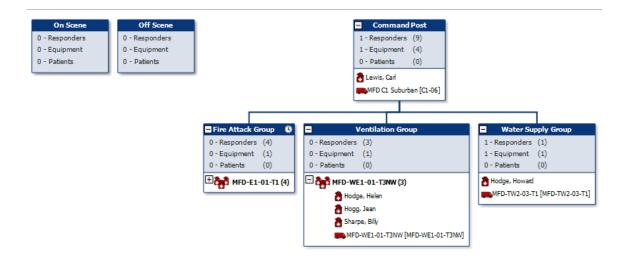


interTRAX™ Command

The *interTRAX*TM Command software provides a method, at an incident, for Command to operate a real-time Electronic Incident Command board and monitor multiple mobile units. The display allows Command to use the Incident Command Organizational Chart to track all assignments and resources. Note: It is important that an electronic accountability system function simultaneously with a manual system.

The **Scenario using** $interTRAX^{TM}$ **Command** section describes the software operations.

The scenario below includes the responding resources and their assignments. It includes, 1 department, 9 responders, and 4 pieces of equipment all of which are reflected in this Electronic Incident Command Organizational Chart



2 Scenario using Mobile & Command Software

This section describes the Mobile and Command software operations. The next chapter contains actual barcodes used in this scenario which may be used with two Mobile Units with Mobile software and a laptop computer with Command software for training. Each time you scan or sync in this scenario you are given a number that corresponds to an area within the barcode section. **e.g.**, 1 (Red – IC), 2 (Blue & Italicized - Redrock Chief)

The information regarding the functioning of the software and screen shots are provided throughout this section. A scenario has also been included and it appears in text boxes.

▶Prior to the incident, at the beginning of the shift, the IC forms a Company by entering Engine 1 (MFD-E1-01-T1) and 4 responders into the Mobile software. The IC scanned the Equipment barcode and formed a Company. ◀ 1

Note: The advantage of using <u>Company Tracking</u> is that the Resources within the Company will be moved as a Company - there is no need to scan each Resource separately. Companies may be formed prior to responding to an incident, prior to starting an incident or during an open incident.

FORM A COMPANY

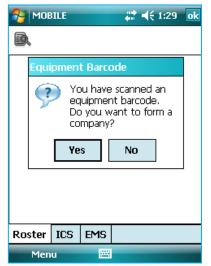
1. Scan



2. Equipment barcode



3. Form a Company



4. Company appears with equipment

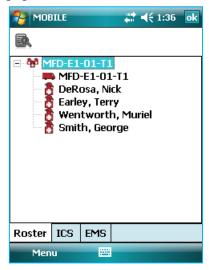


5. Scan 6. Personnel Barcodes





7. The Company appears fully populated and stored on the Roster



The Scenario

▶Moosewood Fire Department is dispatched to a structure fire at 300 South Summit Street at 6:16 PM on March 30, 2008. The Chief responds in his Command Vehicle (MFD-C1-03) and one Company (4 responders) respond in an Engine (MFD-E1-01-T1).

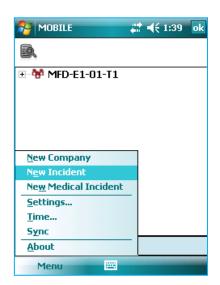
The Incident Commander (IC) has a Mobile Unit (MFD_1) and the Command software on a laptop in the Command Vehicle. He also has a Manual Accountability Board.

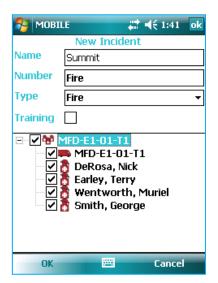
When the IC arrives on the scene he assesses the situation and gives instruction to his subordinates. The subordinates place their accountability tags on the Manual Accountability Board and go to work.

The Dispatch Center contacts the IC to advise him that two additional Moosewood units, a Water Tender (MFD-TW2-02-T1) and a Wildland Engine (MFD-WE1-01-T3NW) are en route to the scene.

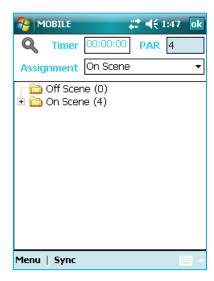
The IC turns on his Mobile Unit and boots the laptop computer ◀

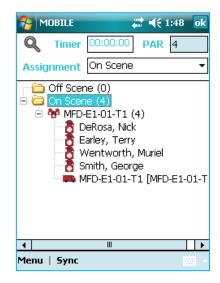
▶The IC starts the Mobile software. He clicks on Menu→ New Incident. The New Incident screen appears and the IC types in an incident name and chooses a type from the dropdown. The IC taps on all of the boxes for the Company that he had stored in the Roster. He then clicks on OK. ◀





▶ The main screen appears with the Off Scene and On Scene Assignments. The Company appears in the On Scene Assignment. ◀

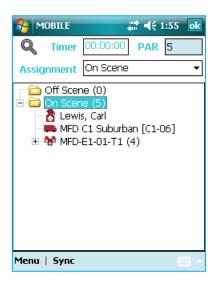




▶The IC scans the On Scene barcode or selects On Scene from the Assignment dropdown and scans his equipment and responder barcodes. All of the equipment and responder barcodes are hanging on the Manual Accountability Board. ◀ 2

Note: Manual Accountability continues in parallel with the Electronic Accountability

▶ The main screen appears with Responders, Equipment and the Company in the On Scene Assignment. ◀



▶ The IC starts the Command software. \blacktriangleleft

Click on the icon

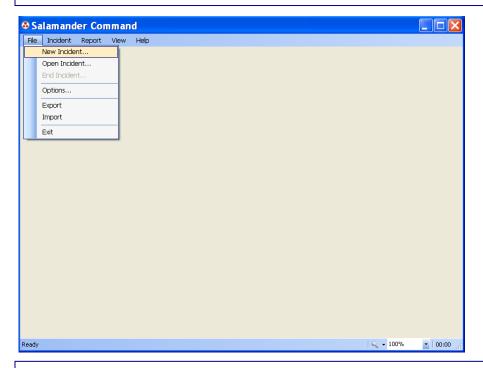


installed on the desktop

OR

Start→Programs→Salamander→Command

►The IC clicks ON File → New Incident. ◀



▶The Start Incident screen appears. ◀

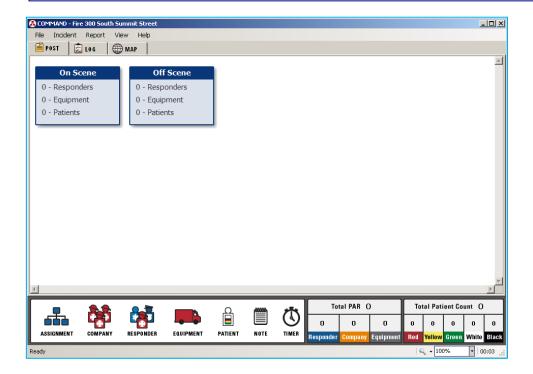


NOTE: The Start Date and Start Time reflect the information from the current settings on the Command computer.

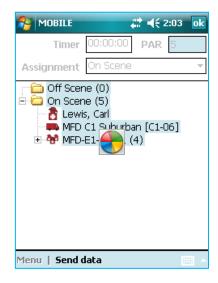
▶The IC types in the Incident Name: Fire 300 South Summit Street. The IC chooses the Incident Type: Fire and clicks on Save. The IC may assign an Incident Number later should he choose. ◀

9

▶ The Command Main Screen appears. ◀

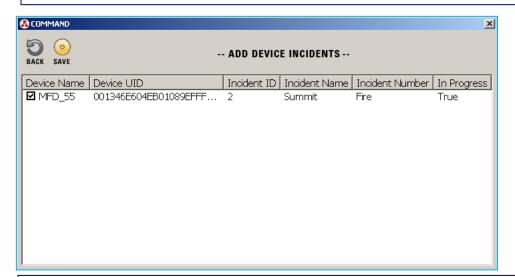


▶ The IC syncs the MU to Command. \triangleleft 3



▶ Following the sync of the MU the IC assigns the mobile unit to Command. ◀

Note: A policy should be in place that specifies how often the Mobile Unit's should be synced.

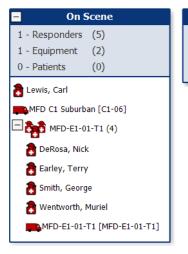


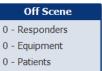
The first time an MU is synced the Add Device Incidents screen will appear. The MU that is synced is being identified by the Device Name. Name and Number displayed is the MU information need not match what is in Command.

▶The IC checks the box for the Mobile Unit MFD_1 and clicks on Save.◀

▶ Dispatch notifies the IC that one ambulance and 2 law enforcement units are in route. ◀

▶The IC views the Layout Area of the main screen of Command.◀



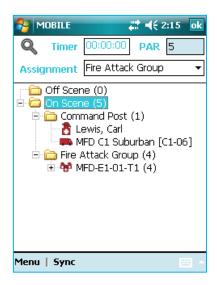


The top of the On Scene box lists the TOTAL number of Responders, Equipment, and Patients. The lower half of the box lists the Responders, Equipment and Patients that are in the On Scene assignment.

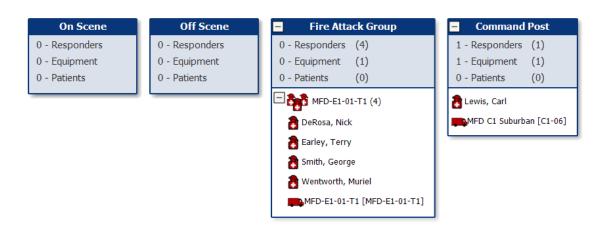
The top of the Company box lists the TOTAL number of Responders and Equipment in the Company. The lower half of the box lists the Responders and Equipment.

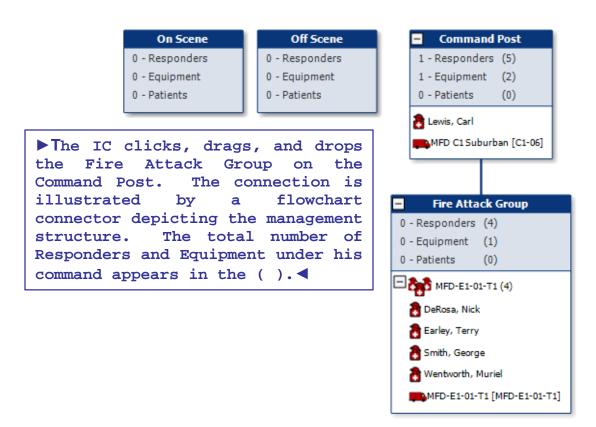
▶The IC will function as the Incident Commander and the Company will be working in Fire Attack. The IC scans the Command Post barcode and then his vehicle and responder barcodes. He then scans the Fire Attack Group barcode and scans the Equipment/Company barcode. ◀ 4

▶ The IC Syncs the Mobile Unit. \triangleleft 5

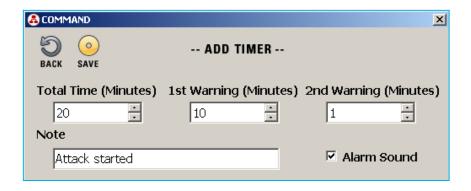


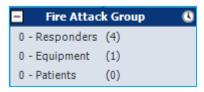
▶The IC views the Layout Area of the main screen of Command. ◀



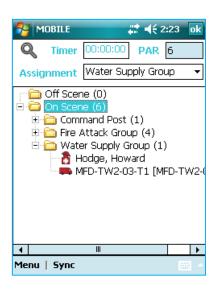


▶The IC clicks on the Timer icon and drags and drops it on the Fire Attack Group. He adds the note "Attack started" and clicks on Save. The Clock representing the Timer appears in the upper right hand corner of the Fire Attack Group box. ◀

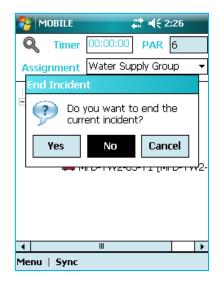


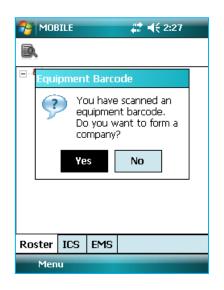


▶ The Moosewood Water Tender arrives with one Responder. The IC gives the Responder his assignment and then scans the Water Supply Group assignment barcode, the Equipment barcode and the Responder barcode. ◀ 6

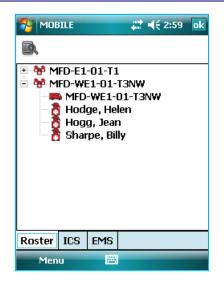


▶The Moosewood Wildland Engine arrives with three Responders. The IC gives them their assignment as a Company. He wants to place the Company in the roster. He taps on OK in the upper right hand corner and closes (not ends) the incident by tapping on NO on the End Incident screen. He scans the equipment barcode and taps on YES to form a company. ◀ 7



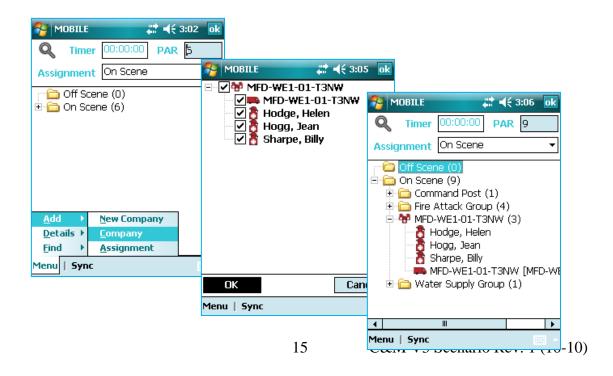


▶He scans the responder barcodes. He /highlight the incident and taps on the icon in the upper left corner to reopen. ◀ 7

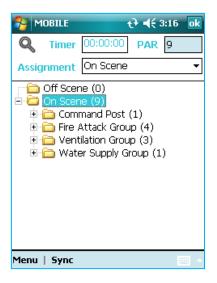




▶ He taps on Menu→Add→Company to add the Company. He taps on all of the boxes for the Company and then clicks on OK. ◀

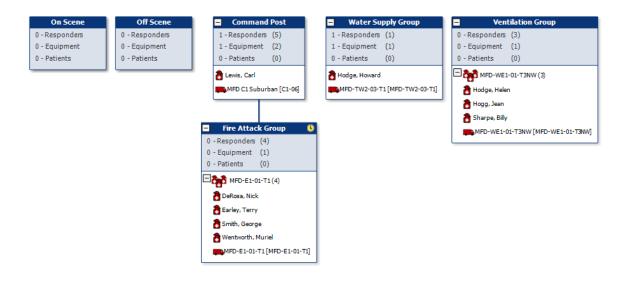


▶The IC scans the Ventilation Group barcode and then scans the Equipment/Company MFD-WE1-01-T3NW barcode. ◀ 8

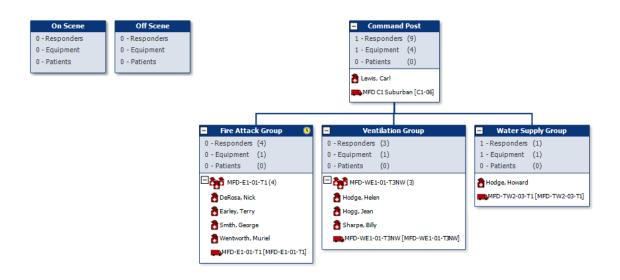


▶ The IC syncs the Mobile Unit. \triangleleft 9

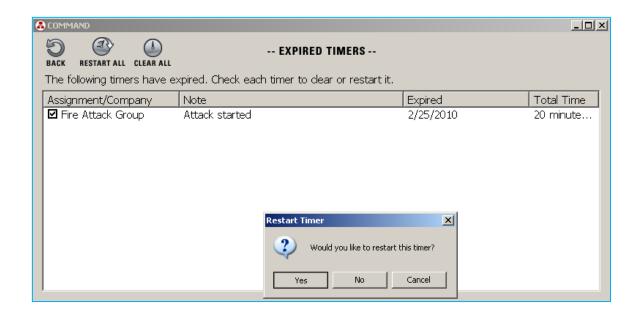
▶ The Water Supply Group and Ventilation Group appear in the layout area of Command. ◀



▶ The IC clicks, drags and drops the Water Supply Group and the Ventilation Group on the Command Post Assignment. ◀

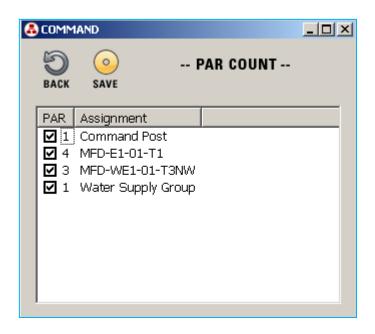


▶ The Timer Expires. There is an audible alarm and the Restart Timer screen appears. The IC clicks on Yes. ◀



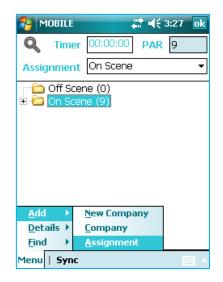
▶ The IC calls for a PAR. He clicks on Incident→ Par Count and the Par Count screen appears. He checks the box for the Command Post. The IC then calls for a PAR from each Assignment and checks the box if the count matches the count in Command. When complete the IC clicks on Save. ◀

Best Practice for calling for PAR is to ask each assignment to give you the number of responders that they have in PAR rather than asking them if they have the number that is shown in Command.



▶The IC calls dispatch and asks that Mutual Aid be dispatched.◀

▶The Ambulance arrives. The IC does not have an Assignment barcode for Rehab so he manually adds it. He taps on Menu→Add→Assignment to add the Assignment. He types in the Name, chooses the level from the dropdown and clicks on OK. ◀

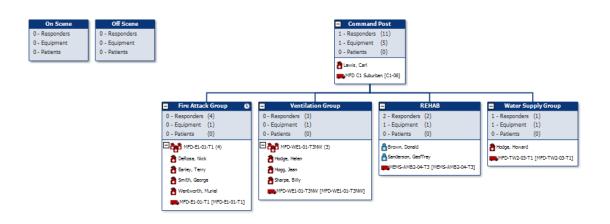




►The IC scans the equipment barcode and the personnel barcodes for the Ambulance. < 10

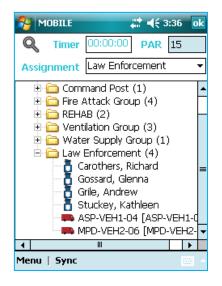
▶The IC syncs the mobile unit. ◀ 11

▶ The IC clicks, drags and drops REHAB on the Command Post Assignment. ◀



▶ The Law Enforcement Units arrive. The IC manually enters the Law Enforcement Assignment. He then scans the equipment and responder barcodes. ◀ 12

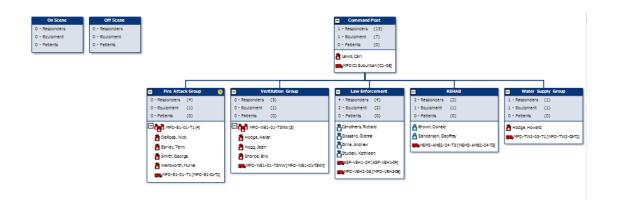




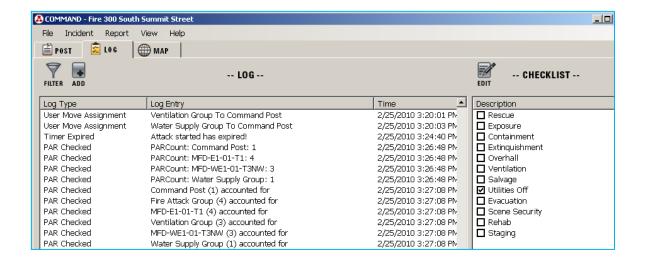
▶ The IC syncs the Mobile Unit. \triangleleft 13

20

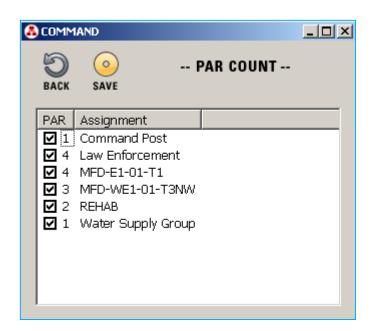
▶ The IC clicks, drags and drops the Law Enforcement Assignment on the Command Post Assignment. ◀



▶ The IC receives a call that the utilities have been shut off. He clicks on the Log tab and checks Utilities in the Checklist. ◀



▶ The IC opens the PAR COUNT screen, calls for a PAR, checks the assignment PAR counts and clicks on Save. ◀

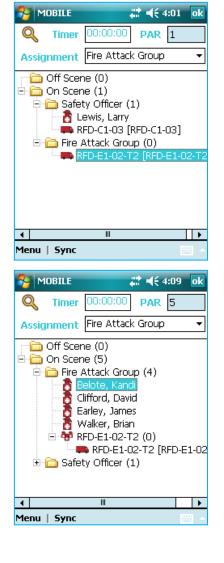


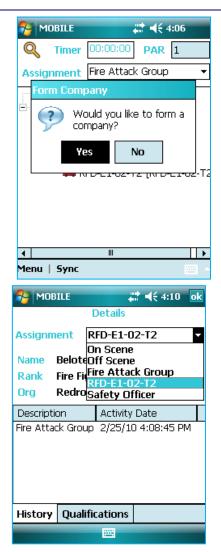
▶The Mutual Aid department, Redrock FD, arrives with a Command Vehicle (RFD-C1-03) being driven by the Chief and 4 people in an Engine (RFD-E1-02-T2). The Redrock Chief has an MU (RMS_70) in his vehicle. When they arrive he starts Mobile software on the MU and starts a new incident.

The IC gives the Redrock Chief the assignments for his department's responders. The Redrock Chief will be functioning as the Safety Officer and the responders on the Engine will be assigned to Fire Attack.

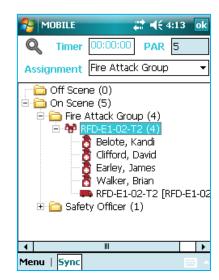
The Redrock Chief scans the Safety Officer assignment and his equipment and responder barcode. ◀ 14 (Redrock Chief)

- ▶ The Redrock Chief forms a Company for his Engine.
- He types in the Fire Attack Group Assignment barcode and scans the equipment barcode.
- He highlights the equipment and taps on the icon in the upper left corner.
- The Form Company screen appears and he taps on Yes
- He scans the Responder barcodes
- To add each Responder to the Company he highlights the responder and taps on the icon in the upper left corner.
- The Details screen appears
- He chooses the Equipment/Company from the Assignment
- dropdown and taps on OK.



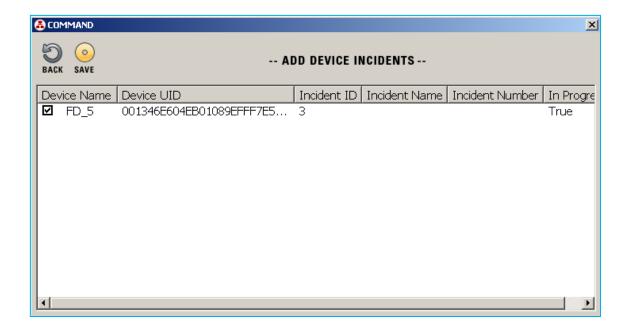




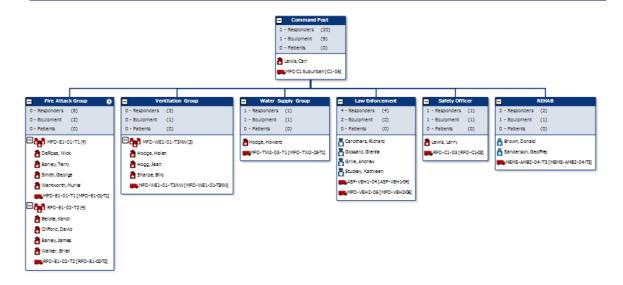


- ▶The Redrock Chief then calls the IC for permission to sync his MU to the Moosewood Command software.◀
- ▶The IC responds that the Redrock Chief should sync whenever convenient during this incident. ◀
- ▶ The Redrock Chief syncs the MU with Command. ◀ 16

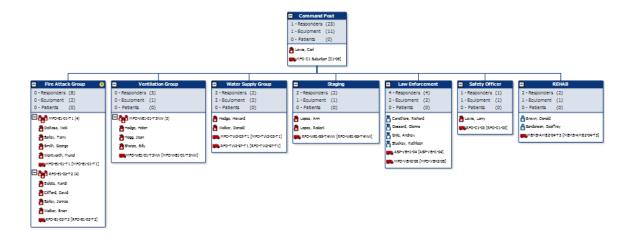
►When the Add Device Incidents screen appear the IC checks the box to accept the Redrock Mobile Unit. He looks at the Device Name and the Incident Number ◀



▶The IC clicks drags and drops the Safety Officer Assignment on the Command Post Assignment. The Redrock Responders appear in the Fire Attack Group Assignment. ◀

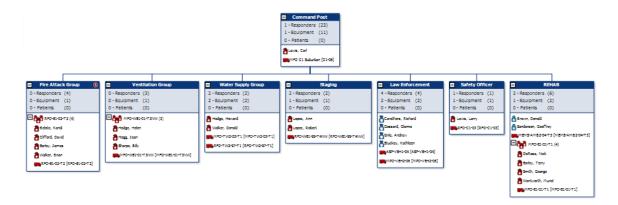


- ▶Redrock unit RFD-WE1-99-T4NW is sent to Staging.
 Redrock Unit RFD-TW2-97-T1 arrives and is assigned to the
 Water Supply Group. The Redrock Chief scans the
 barcodes. ◀17 (Redrock Chief)
- ▶The Redrock Chief syncs his mobile Unit. ◀ 18

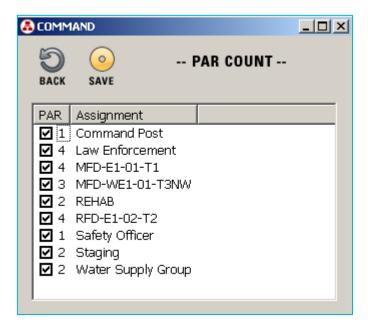


▶The IC assigns the Moosewood Company MFD-E1-01-T1 to He chooses REHAB from the dropdown and scans the barcode. ◀19

▶ The IC syncs his Mobile Unit. $\triangleleft 20$



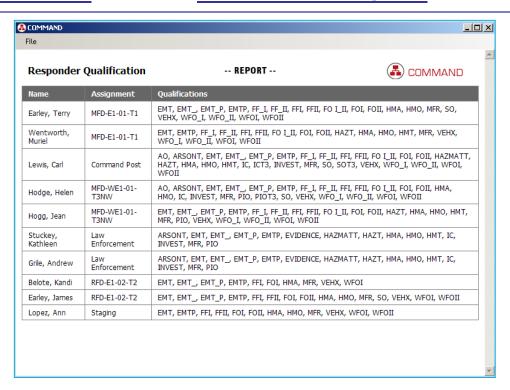
The IC opens the PAR COUNT screen, calls for a PAR, checks the assignment PAR counts and clicks on Save. ◀



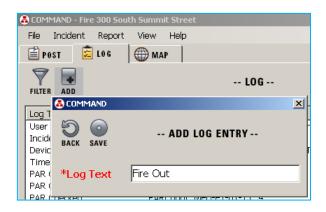
▶ The IC anticipates sending additional responders to Rehab. He receives a report that several responders may need medical assistance so he checks to see who on the scene may assist if needed and has the qualifications of EMTP. He clicks on Report→Responder Qualifications, checks EMTP, and clicks on Save. ◀



▶ The Responder Qualifications report appears giving the IC information on which Responders on scene have the EMTP qualification as well as their current assignment. ◀



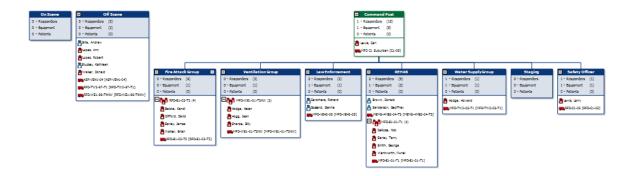
▶ The IC receives a report that the fire is out. The IC clicks on the Log tab and the Add button. The ADD LOG ENTRY screen appears. The IC types in Fire is Out and clicks on Save. ◀



▶The IC releases the State Police unit. He chooses the Off Scene assignment from the Assignment dropdown and scans the equipment and responder barcodes. ◀21

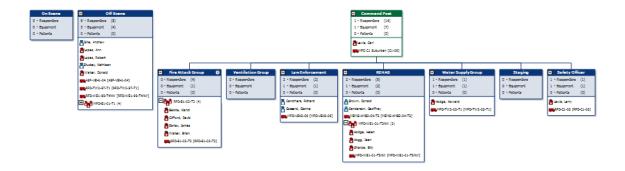
▶The IC releases the two Redrock units. The Redrock Chief chooses the Off Scene assignment from the Assignment dropdown and scans the equipment and responder barcodes. ◀ 21 (Redrock Chief)

▶ The IC syncs his Mobile Unit $\triangleleft 22$



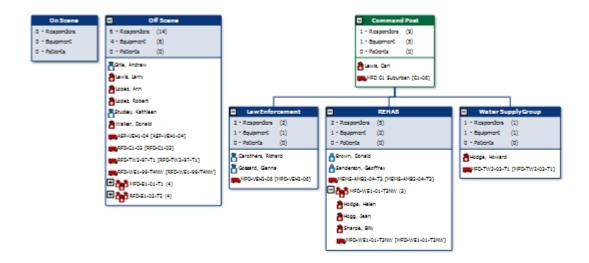
► The IC releases MFD-E1-01-T1 to return to their station and MFD-WE1-01-T3NW to REHAB. He chooses the assignments and scans the barcodes. <23

▶ The IC syncs his Mobile Unit $\triangleleft 24$



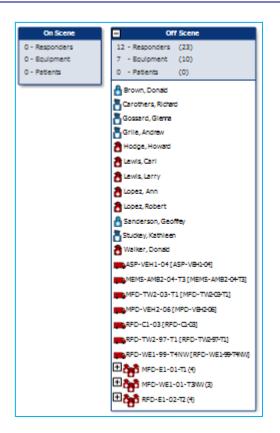
▶ The IC releases RFD-E1-02-T2 and the Safety Officer to return to their station. He chooses the assignment and scans the barcodes. <25 (Redrock Chief)

▶ The IC syncs his Mobile Unit $\triangleleft 26$



▶All units have been released. The IC chooses the Off Scene assignment and scans the barcodes. ◀27

▶ The IC syncs his Mobile Unit $\triangleleft 28$



▶ End the Incident on the Mobile and Command Software. ◀

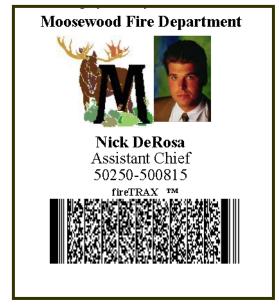
3 Barcodes for the Scenario

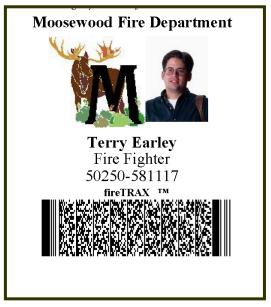
Barcodes for the Scenario using Mobile & Command

This chapter contains actual barcodes used in the Scenario using Command section. These barcodes may be used, along with Mobile Units and Command software, in conjunction with the scenario. There are numbers in the scenario that correspond with numbers in this section to allow you to more easily follow along.

e.g., <u>1 SCAN</u>, 2 SYNC









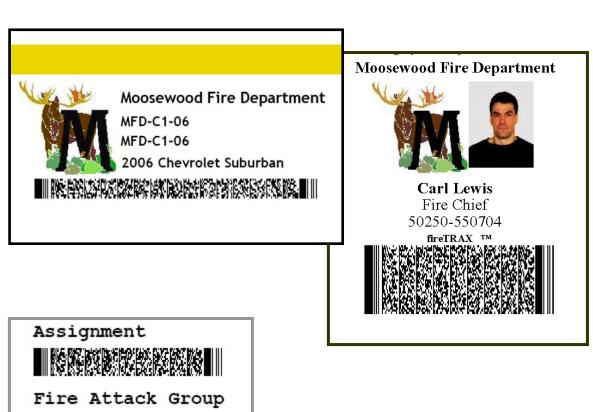






3 SYNC







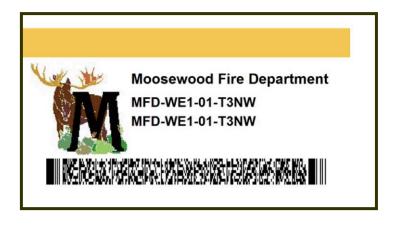
5 SYNC

6 SCAN



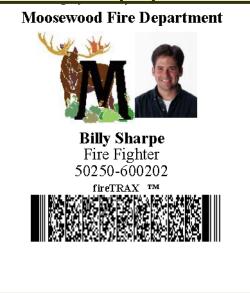


7 SCAN (forming a Company)







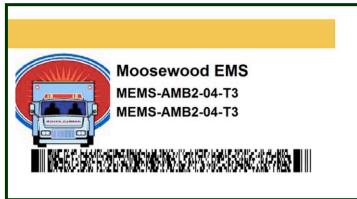


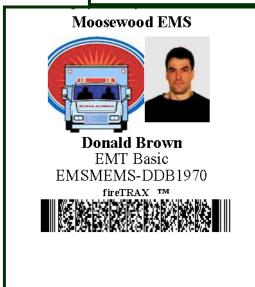


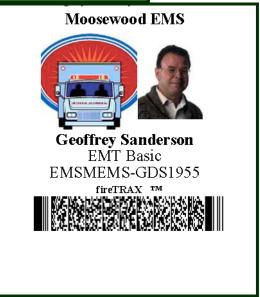


9 SYNC

10 SCAN (assignment has been manually added to the mobile unit)



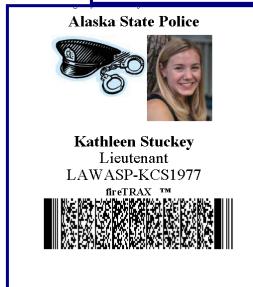


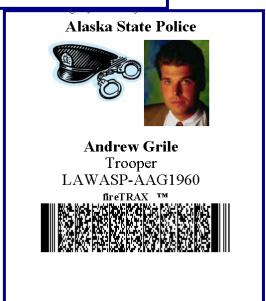


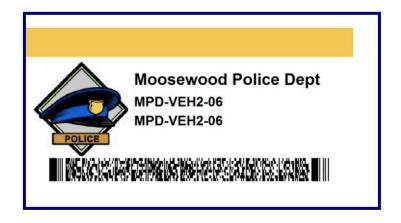
11 SYNC

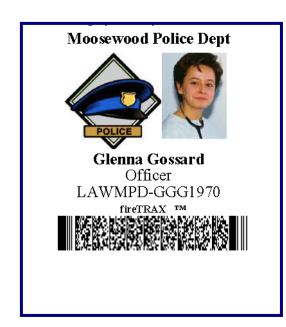
12 SCAN (assignment has been manually added to the mobile unit)

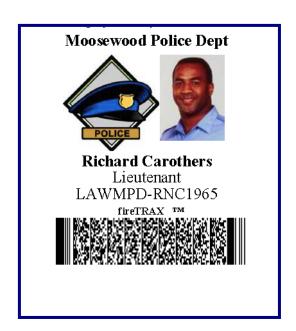








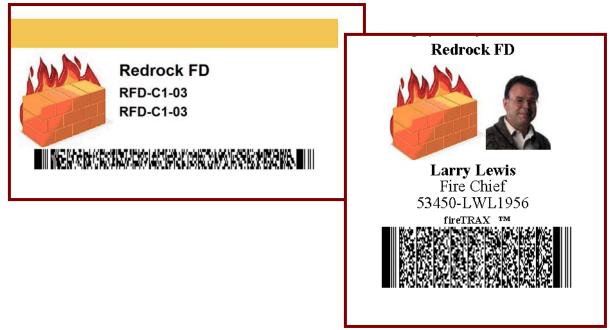




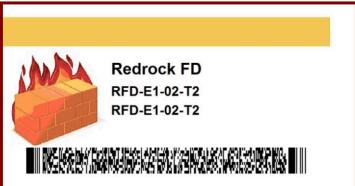
13 SYNC

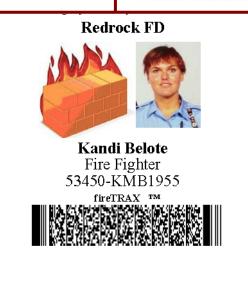
14 SCAN – REDROCK MOBILE UNIT

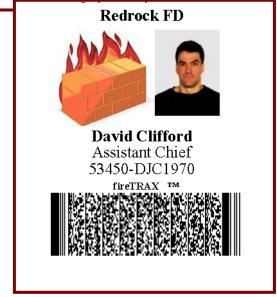


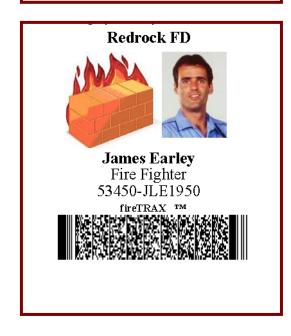


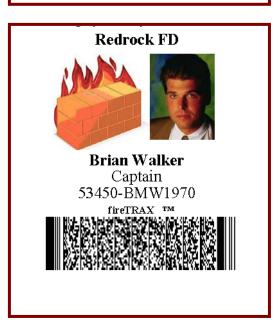
15 SCAN (forming a Company) - REDROCK MOBILE UNIT







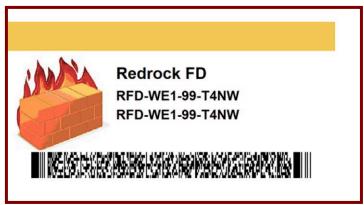


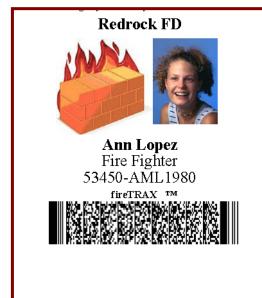


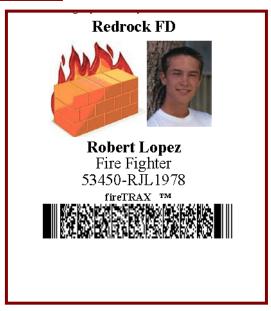
16 SYNC – REDROCK MOBILE UNIT

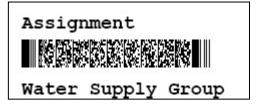
<u> 17 SCAN – REDROCK MOBILE UNIT</u>







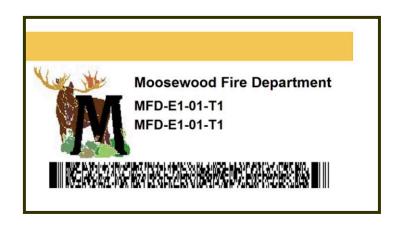






18 SYNC - REDROCK MOBILE UNIT

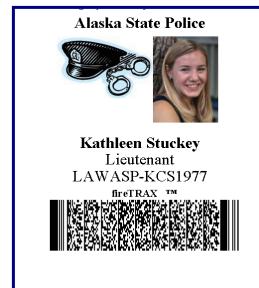
19 SCAN (Choose Rehab from the Assignment dropdown)

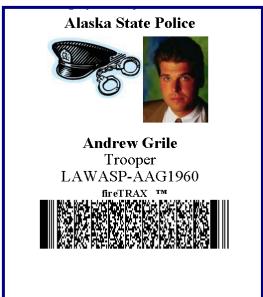


20 SYNC

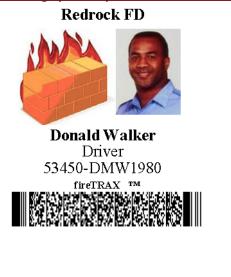
21 SCAN (Choose Off Scene from the Assignment dropdown)



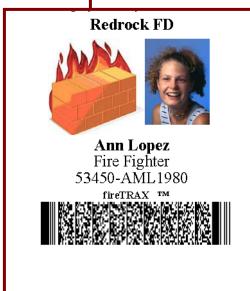


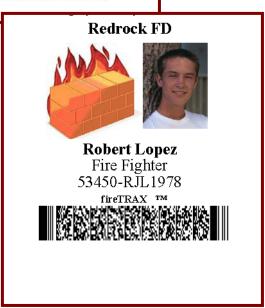








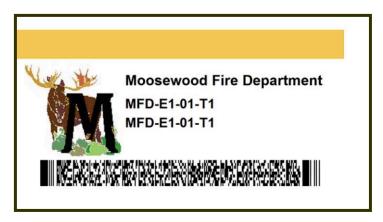




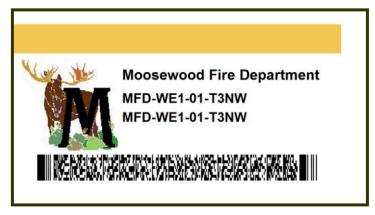
22 SYNC

23 SCAN

(Choose Off Scene from the Assignment dropdown)

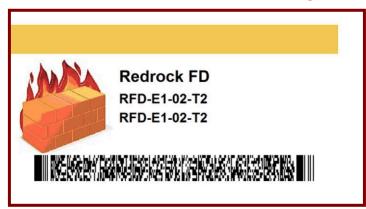


(Choose REHAB from the Assignment dropdown)

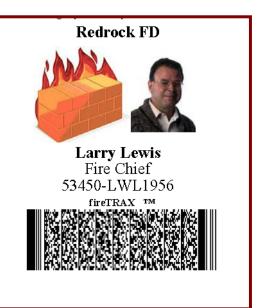


24 SYNC

25 SCAN (Choose Off Scene from the Assignment dropdown)



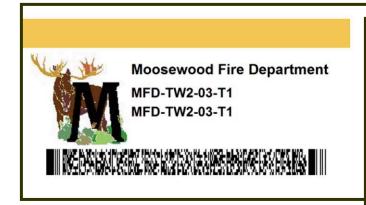


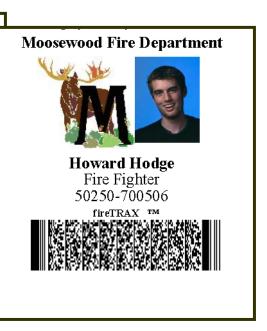


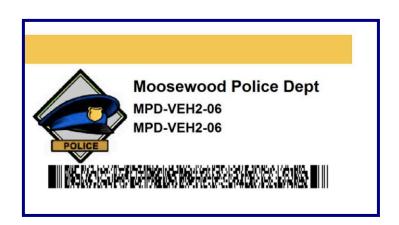
26 SYNC

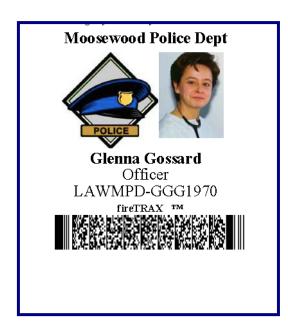
27 SCAN (Choose Off Scene from the Assignment dropdown)

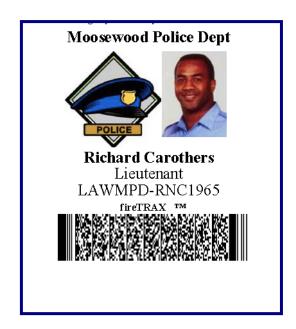


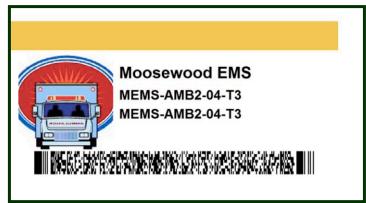


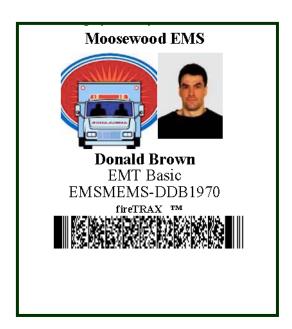


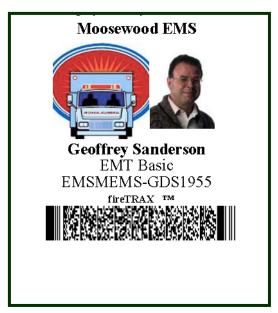


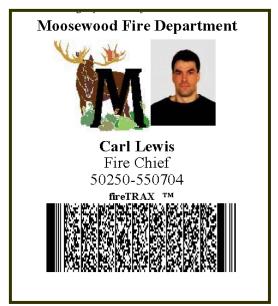












28 SYNC

End the Incident on the Mobile and Command Software.