

D4H Supplement: Mission Reports/Incidents

1. Click the Add Incident button on the D4H Dashboard:

The screenshot shows the D4H Dashboard for El Paso County Search and Rescue. The top navigation bar includes Dashboard, Operations, Planning, Logistics, Intelligence, and Help. The main content area is divided into several sections: WHITEBOARD, DRAFTS, LATEST INCIDENTS, TASKS, and MY CALENDAR. The LATEST INCIDENTS section contains a list of incidents and a red-bordered button labeled '+ Add Incident'.

Icon	Activity Ref	Description	Time Ago
0*	#00062	A-Frame / Barr Trail	15:15 today
1*	#00012	Team Meeting / Training	4 days ago
1*	#00011	Classroom Medical	4 days ago

Icon	Count	Activity Ref	Description	Time
✓	1	#00063	MRA Conference	08:00 Wed 8th Jun
✓	2	#00064	MRA Conference	08:00 Thu 9th Jun
✓	2	#00065	MRA Conference	08:00 Fri 10th Jun
✓	2	#00066	MRA Conference	08:00 Sat 11th Jun

- Click the 5 digit number next to activity ref and change it to the EPCSAR case number.

The screenshot shows the 'Incident #Untitled' form. The 'Activity Ref' field contains 'PFJ2322-00091' and 'Untitled'. The 'Location' dropdown menu is set to 'Select On Map'. The form includes tabs for BASIC, ATTENDANCE, K9, RESOURCES, EQUIPMENT, INVOLVED, LOST BEHAVIOR, DOCUMENTS, and FINISHED.

Activity Ref: PFJ2322-00091 | Untitled | Unique

Location: Select On Map

Select a Bookmark

- Provide a descriptive name for the incident. I recommend location situation activity. For example Lower Barr Trail Injured Hiker.

ALL INCIDENTS > #UNTITLED > UPDATE DETAILS SCHEDULED

Incident #Untitled 0 ATTENDEES - DURATION

New Activity

BASIC ATTENDANCE K9 RESOURCES EQUIPMENT INVOLVED LOST BEHAVIOR DOCUMENTS FINISHED

General

Activity Ref: PFJ2322-00091 ✓ Unique Enter a short description to accompany the generated number.

Location:

- Continue to fill out the form on the “Basic” tab
 - Location: This should be the initial location from the call screen.
 - Attendance Type: For limited response select Selective-Team Incident. For all other missions select Full-Team Incident.
 - Description: This should contain all descriptive text about the mission. There is no limit for this field. Note: The old mission report had 3 different text fields, D4H only has one. Put everything in this field.
 - Private Data: This will generally be left empty, but if you have any data that should only be visible to team leadership you can put it here.
- Weather Section
 - Click the Auto-Complete Weather button

Weather

Conditions:

Visibility:

AUTO-COMPLETE WEATHER
Powered by Laiksky

- Tags: Make sure to select the appropriate tags. The mission report will be rejected if at tags are not selected.

Tags

Clues Found By <input type="checkbox"/> Area Search <input type="checkbox"/> Attraction <input type="checkbox"/> Confinement <input type="checkbox"/> Drone <input type="checkbox"/> Evidence Search <input type="checkbox"/> Fixed Wing <input type="checkbox"/> Hasty Search <input type="checkbox"/> Helicopter <input type="checkbox"/> Interview <input type="checkbox"/> Search Dogs <input type="checkbox"/> Subject's Signal <input type="checkbox"/> Tracking	Mission Response <input type="checkbox"/> Full Team Page <input type="checkbox"/> Limited Page Search Tech <input type="checkbox"/> Air Search <input type="checkbox"/> Area Search <input type="checkbox"/> Confinement <input type="checkbox"/> Evidence <input type="checkbox"/> Hasty Search <input type="checkbox"/> Search Dogs <input type="checkbox"/> Tracking	Rescue Tech <input type="checkbox"/> Aircraft <input type="checkbox"/> Animal Evac <input type="checkbox"/> Assist/Own Power <input type="checkbox"/> High Angle <input type="checkbox"/> Scree <input type="checkbox"/> Trail Carry <input type="checkbox"/> Vehicle Evac <input type="checkbox"/> Watercraft Evac	Response Type <input type="checkbox"/> Coordinator Only <input type="checkbox"/> Recovery <input type="checkbox"/> Rescue <input type="checkbox"/> Search <input type="checkbox"/> Stanby Subject Found By <input type="checkbox"/> Area Search <input type="checkbox"/> Attraction <input type="checkbox"/> Confinement <input type="checkbox"/> Drone <input type="checkbox"/> Evidence Search
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▪ Attendance Tab

- For full team responses D4H defaults everyone to attended. I recommend rather than marking absent everyone who did not attend that you use the following workflow.
 - **A** Click the check box next to the Name field heading
 - **B** Select the Bulk Actions drop down

ALL INCIDENTS - #TEST UNTITLED - UPDATE ATTENDANCE DRAFT REPORT

Incident #TEST Untitled **67** ATTENDEES **0 mins** DURATION

20:59 Mon 6th Jun 2022

BASIC **ATTENDANCE** K9 RESOURCES EQUIPMENT INVOLVED LOST BEHAVIOR DOCUMENTS FINISHED

Add To Attendances Quick Add **B** Perform Bulk Action on 0 selected

<input type="checkbox"/>	Name	From	To	Role	<input checked="" type="checkbox"/> Attended	<input checked="" type="checkbox"/> Absent	<input checked="" type="checkbox"/> Unconfirmed
<input type="checkbox"/>	R11 Ryan Mintz #Ryan Mintz Support	20:59 6 Jun 2022	20:59 6 Jun 2022		<input checked="" type="checkbox"/> Attended	<input type="checkbox"/> Absent	<input type="checkbox"/> Unconfirmed
<input type="checkbox"/>	R13 Kim Veitch #Kim Veitch Field Team Leader	20:59 6 Jun 2022	20:59 6 Jun 2022		<input checked="" type="checkbox"/> Attended	<input type="checkbox"/> Absent	<input type="checkbox"/> Unconfirmed

- Select Set Status from the drop down
 - Choose "Absent" and then "Update Selected"
 - Go through the list of members who attended and

change their status to “Attended”.

- For IC/ODC select the IC/ODC role from the “Role” drop down for the appropriate member. If you know it I also recommend setting the rescue group and safety along with any other available roles.
- For limited response
 - In the “Add to attendees” drop down select the appropriate attendees

● ALL INCIDENTS > #TEST UNTITLED > UPDATE ATTENDANCE DRAFT REPORT

Incident #TEST Untitled **67**
ATTENDEES **0 mins**
DURATION

20:59 Mon 6th Jun 2022

BASIC **ATTENDANCE** K9 RESOURCES EQUIPMENT INVOLVED LOST BEHAVIOR DOCUMENTS FINISHED

Add To Attendances Quick Add Perform Bulk Action on 0 selected

- Follow the full team attendance workflow from above.
- K9 tab
 - If a K9 handler responded, their K9s will be listed on the K9 tab. Select attended for any K9s who were used during the mission.
- Resources tab
 - If the IC requested a POV to complete the mission, for example requesting a POV in the page for a taxi mission, or using POV's to drive up LRR, select POV from the drop down. Under Actions Taken list the number of POVs used.

BASIC ATTENDANCE K9 RESOURCES EQUIPMENT INVOLVED LOST BEHAVIOR DOCUMENTS FINISHED

x POV - Personal Operated Vehicle

POV - Personal Operated Vehicle

Timestamps

Alerted: No Date

Arrived: No Date

Departed: No Date

Internal Ref: #

This field is required.

Involvement

Actions Taken: Describe involvement or role undertaken

- For any other agencies that responded, select them in the resources drop down. If known, list the number of personnel in the actions taken text box.
- Equipment tab
 - Expand "Vehicle Bay"
 - Drag the vehicles that were used from the left box to the right

ALL INCIDENTS - #TEST UNTITLED - UPDATE EQUIPMENT DRAFT REPORT

Incident #TEST Untitled 0 ATTENDEES 0 mins DURATION

20:59 Mon 6th Jun 2022

BASIC ATTENDANCE K9 RESOURCES EQUIPMENT INVOLVED LOST BEHAVIOR DOCUMENTS FINISHED

Available Used Undo Move

Scan OR Filter...

Vehicle Bay

- Command Vehicle #Comm1 + Add
- ORV #ORV1 + Add
- ORV #ORV2 + Add
- Rescue Truck #R1 0 km

'Drag & Drop' here to add hrs min

Include Item Contents

- Involved tab
 - This is for subject, RP, other people involved not mentioned elsewhere.
 - Click “Add Person” for each person you want to add

ALL INCIDENTS > #TEST UNTITLED > UPDATE PERSONS/VEHICLES INVOLVED DRAFT REPORT

Incident #TEST Untitled
20:59 Mon 6th Jun 2022

0 ATTENDEES 0 mins DURATION

BASIC > ATTENDANCE > K9 > RESOURCES > EQUIPMENT > **INVOLVED** > LOST BEHAVIOR > DOCUMENTS > FINISHED

Persons Involved

0 PERSONS + Add Person

- Click on the added person to expand it:

Incident #TEST Untitled
20:59 Mon 6th Jun 2022

0 ATTENDEES 0 mins DURATION

BASIC > ATTENDANCE > K9 > RESOURCES > EQUIPMENT > **INVOLVED** > LOST BEHAVIOR > DOCUMENTS > FINISHED

Persons Involved

1 PERSON + Add Person

Victim 1 (Life Saved)

- Fill out the form to the best of your ability.
 - Pay special attention to the Role tab. This is where you select if the person was the RP, victim, witness, etc.
- Lost Behavior tab
 - This tab is poorly named. It should be filled out regardless of if the person was lost or not.
 - Fill as much of this tab out as you can.
- Documents tab
 - This is where you can attach any documents you wish. For example, call screen log, IAP, etc.
- Click the Finished tab
 - Your report will be reviewed as soon as possible and if changes are needed will be requested via

both a discusson on the incident report and an email.