
Crisis Track Workflows

**Category B – Emergency
Protective Measures**

Task Steps

1. Create an Incident – Console Application
2. Create Emergency Protective Measures Task(s) – Console Application
3. Create And Assign Teams To Tasks – Console Application
4. Document Task Assignment Start, Stop And Actions – Mobile App Application

Creating Category B Task Overview

- ❖ Process Similar To Damage Assessment – Create Team, Create Task
- ❖ Key Differences In Create Task Steps
 - ❖ Draw Task Area Only If Team Has Assigned Area Of Responsibility, Or
 - ❖ Task Requires Assignment Of All Structures
- ❖ On Assign Structures Screen; Use Structures Search Tool (Tool Tab; Upper Right) To Find Addresses And Select Structures Tool (Not Task Area) To Assign Individual Addresses To Task
 - ❖ Change Form In Assign Structures Frame From Damage Assessment To EM Request

Emergency Protective Measures – Wellness Check Task

From The Incident Screen

- ❖ Task Icon > Add > New Task
- ❖ Task Screen – Complete Form
 - ❖ Time Charge Category – B Protective Measures
- ❖ Limit Forms To EM Request And Unit Log Entry

Crisis Track Console
Lee's Test Account
Edit Task

Lee Foresman Help
VDEM Resources

Home Incident Tasks **Edit**

Save Cancel

Name: Welfare Checks

Type: Enter Type

Status: Active

Date: 03/14/2020

Description: Conduct Welfare Checks At Assigned Addresses

Special Instructions: Do not report health outcomes on EM request form due to PII

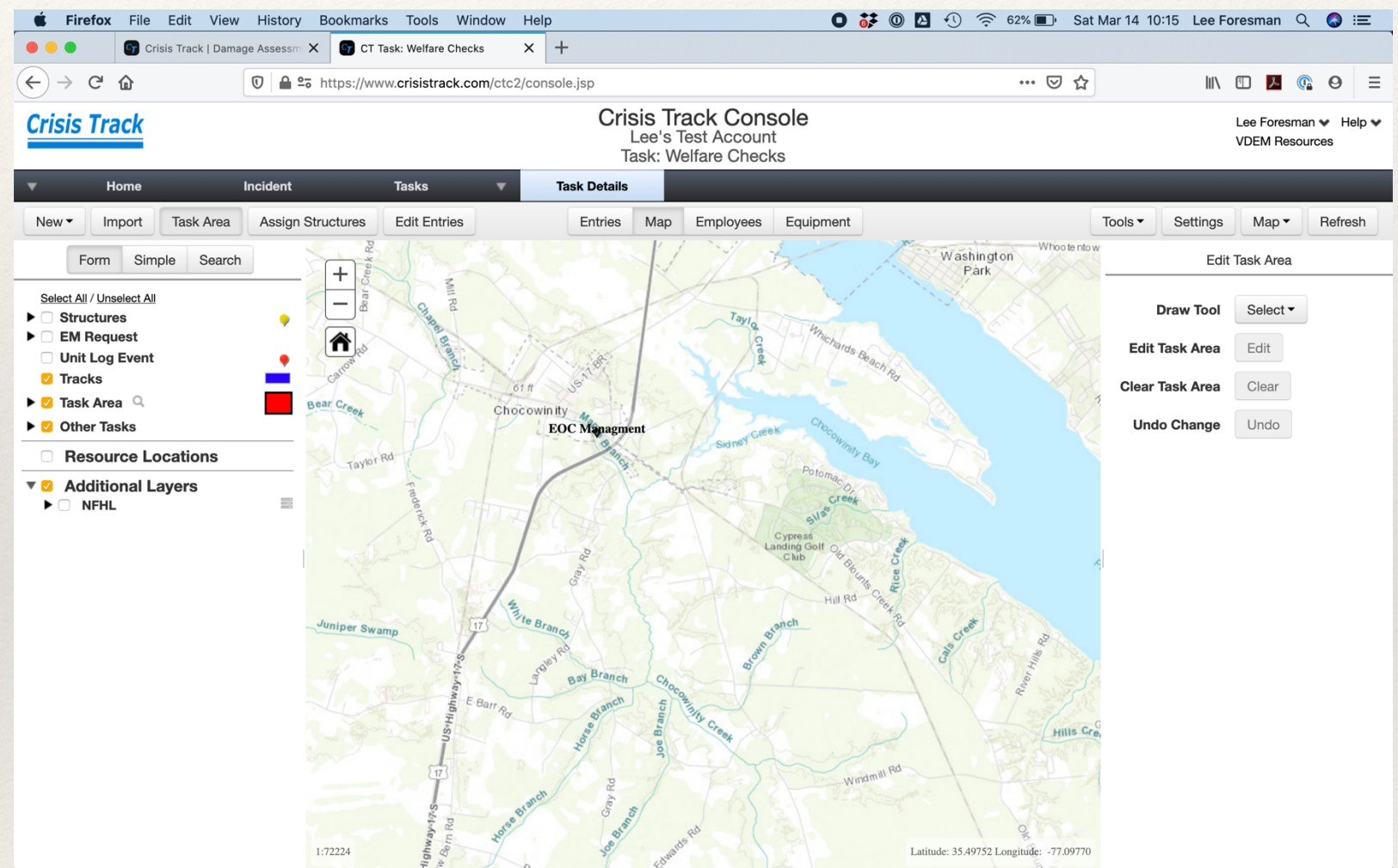
Assign: Welfare Check Team

Time Charge Category: B (Protective Measures)

Limit Forms: EM Request x Unit Log Event x Add ^

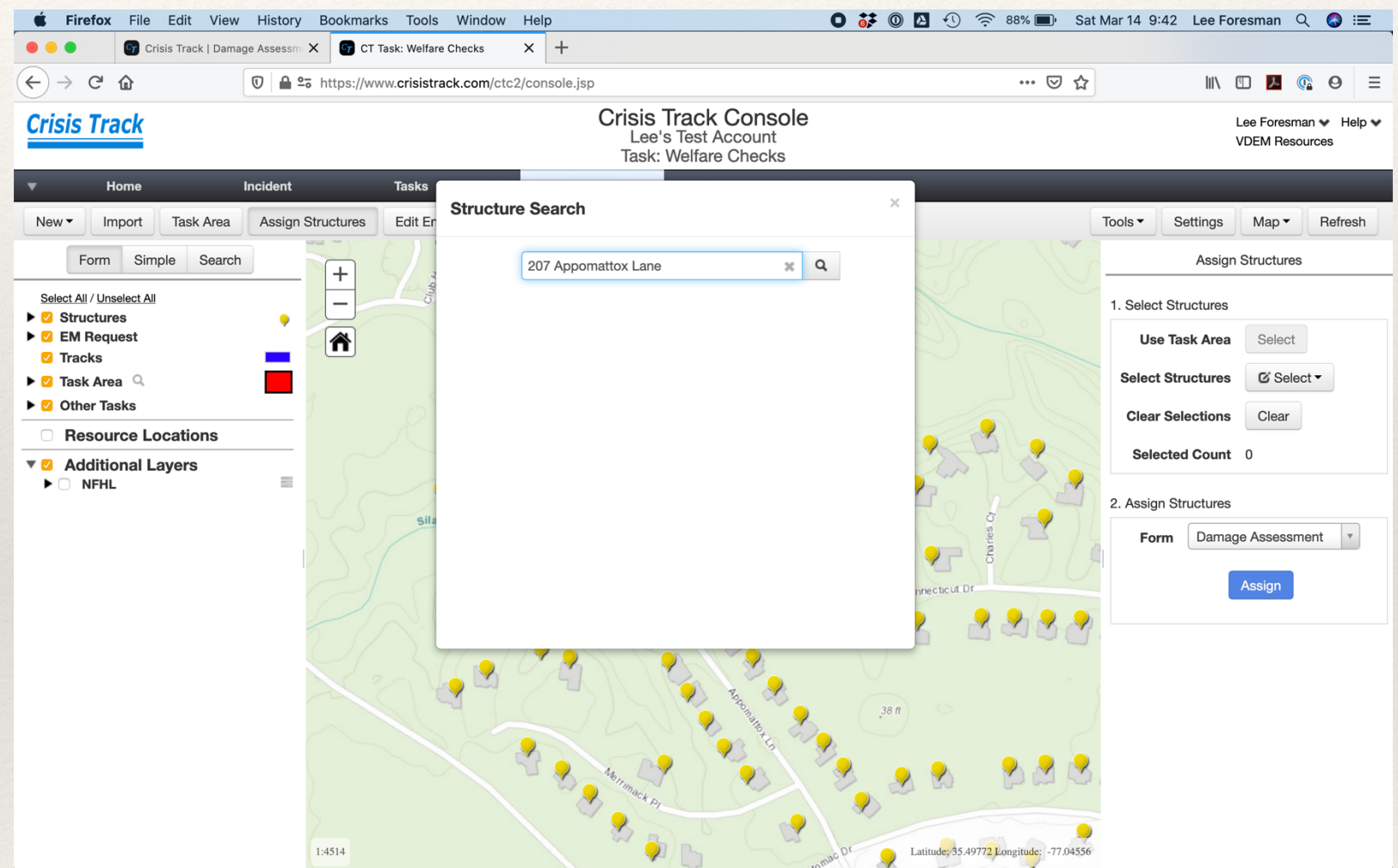
Wellness Check – Details Screen

- ❖ Task Details Screen – Draw Task Area Polygon; Optional
- ❖ Use If:
 - ❖ Resource Has Fixed Area of Operations Of Responsibility Or All Structures Associated With Task
- ❖ If Not Drawn;
 - ❖ Default Task Area Is The Accounts Area of Responsibility (County / City)



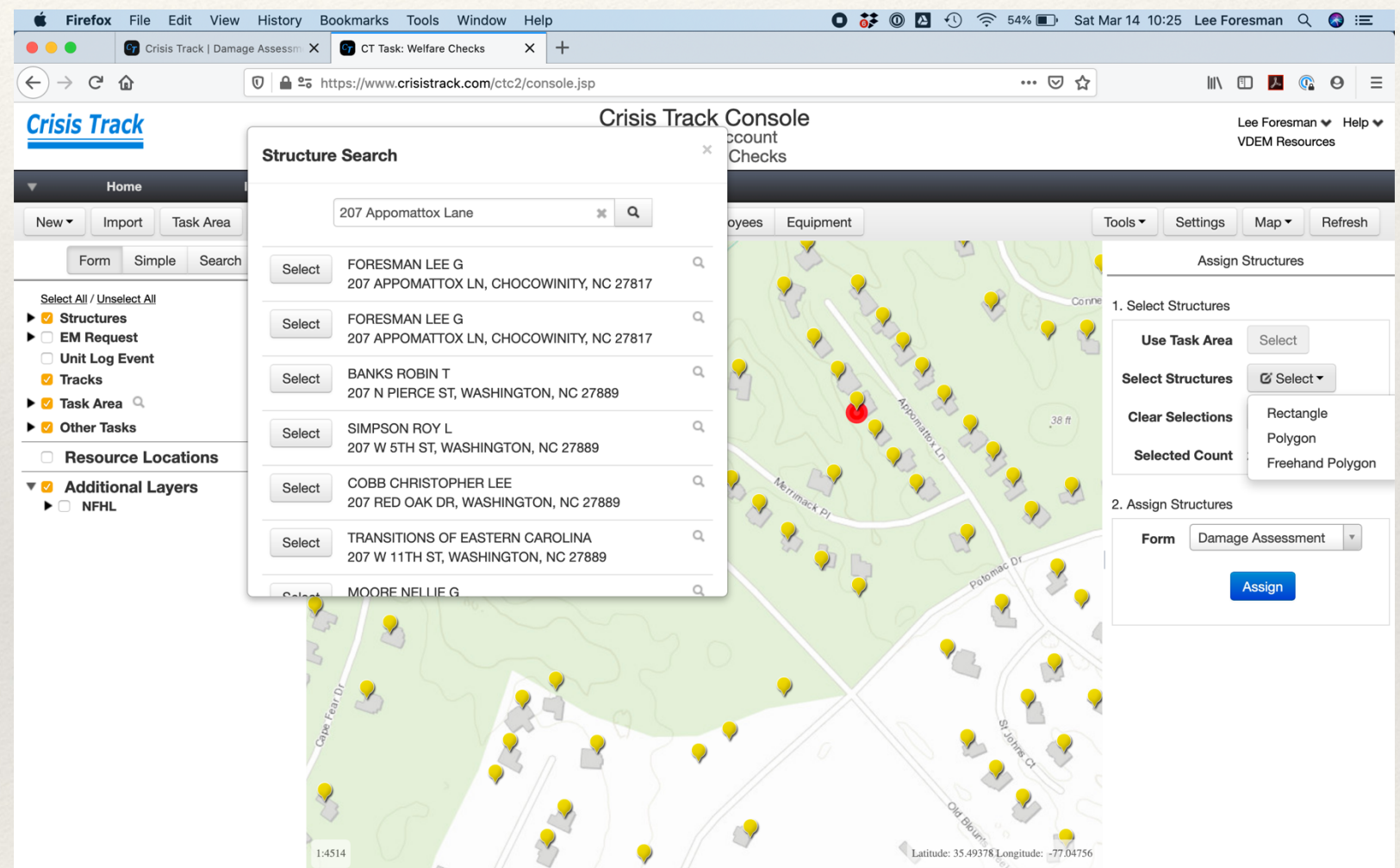
Wellness Check – Assign Structures Screen

- ❖ Assign Addresses
- ❖ Select Tools Tab > Structure Search (Not Address Search) Tool
- ❖ Type Address Into Search; Select Address From List
 - ❖ Will Highlight Blue On Task Map



Wellness Check – Assign Structures Screen

- ❖ Use Task Area To Assign All Addresses (Limit 500 Per Task)
- ❖ Use Select Structures Tools To Assign Individual Addresses
- ❖ Change Form From Damage Assessment To EM Request
- ❖ Select Assign



That Address Is Now Assigned To This Task

Wellness Check – Mobile Application

- ❖ Field Team Logs Into Mobile App, Chooses Incident, Team (Wellness Check Team), Task (Wellness Checks)
- ❖ Team Leader Selects Start To Initiate Time And Location Tracking
- ❖ Team Members Use View To Access Entries

10:39

Done

Team: Welfare Check Team

Task: Welfare Checks

Start Start Tracking Location and Time

Stop Stop Tracking Location and Time

Start Time: 10:36:46

Elapse Time: 00:02:47

View View and edit entries without tracking

Description: Conduct Welfare Checks At Assigned Addresses

Special Instructions: Do not report health outcomes on EM request form due to PII

Start Personnel Equipment

U.S. Cellular 10:37 43%

Close Refresh Filter +

Showing: Assigned Save All Edit

Welfare Cyeck
207 APPOMATTOX LN
EM Request Assigned

107 CHARLES CT
EM Request Assigned

Entries Map Stats

Wellness Check – Mobile Application

- ❖ Field Team Logs Into Mobile App, Chooses Incident, Team (Wellness Check Team), Task (Wellness Checks)
- ❖ Team Leader Selects Start To Initiate Time And Location Tracking
- ❖ Team Members Use View To Access Entries / Make Log Entries

10:39

Done

Team: Welfare Check Team

Task: Welfare Checks

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Start Personnel Equipment

U.S. Cellular 10:37 43%

Close Refresh Filter +

Showing: Assigned Save All Edit

Welfare Cyeck
207 APPOMATTOX LN
EM Request Assigned

107 CHARLES CT
EM Request Assigned

Entries Map Stats

Wellness Check – Complete Form

- ❖ Scroll Through Form And Complete Inputs As Required
- ❖ Submit
- ❖ User Returned To Entries Screen

U.S. Cellular 10:44 41%

Close

* Required

Form: [EM Request](#)

Status: Assigned save... [Complete](#)

Title *

Welfare Cyeck

Incident Location

Locate

Locate Find Structure

Address

207 APPOMATTOX LN

City

CHOCOWINITY

State

NC

Zip Code

27817

Contact

Name

John Doe

Form Map Photos Submit

Extended 10:47 40%

Close

Contact

Name

John Doe

Phone Number

555-121-1212

Notes

Conduct welfare check. Neighbor reported no contact or sightings of raise taxes past 72 hours

Actions

Priority *

Low

Completed By

Lee Foresman

Individual

Actions Taken

Talked to resident. All occupants safe and well practicing social distancing

Form Map Photos Submit

Wellness Check – Unit Log Entry

- ❖ On Task Entries Screen Users Select + Button To Add Unit Log Entry
- ❖ Select Unit Log Entry From Forms List
- ❖ Scroll Through Form And Completes Unit Log Entry Submit

U.S. Cellular 11:32 37%

Close Refresh Filter +

Showing: All Save All Edit

09:58:34
Additional Info as needed
Unit Log Event Complete

Welfare Check
207 APPOMATTOX LN
EM Request Complete

107 CHARLES CT
EM Request Assigned

Entries Map Stats

Extended 10:47 40%

Close

Contact

Name
John Doe

Phone Number
555-121-1212

Notes
Conduct welfare check. Neighbor reported no contact or sightings of raise taxes past 72 hours

Actions

Priority *
Low

Completed By
Lee Foresman

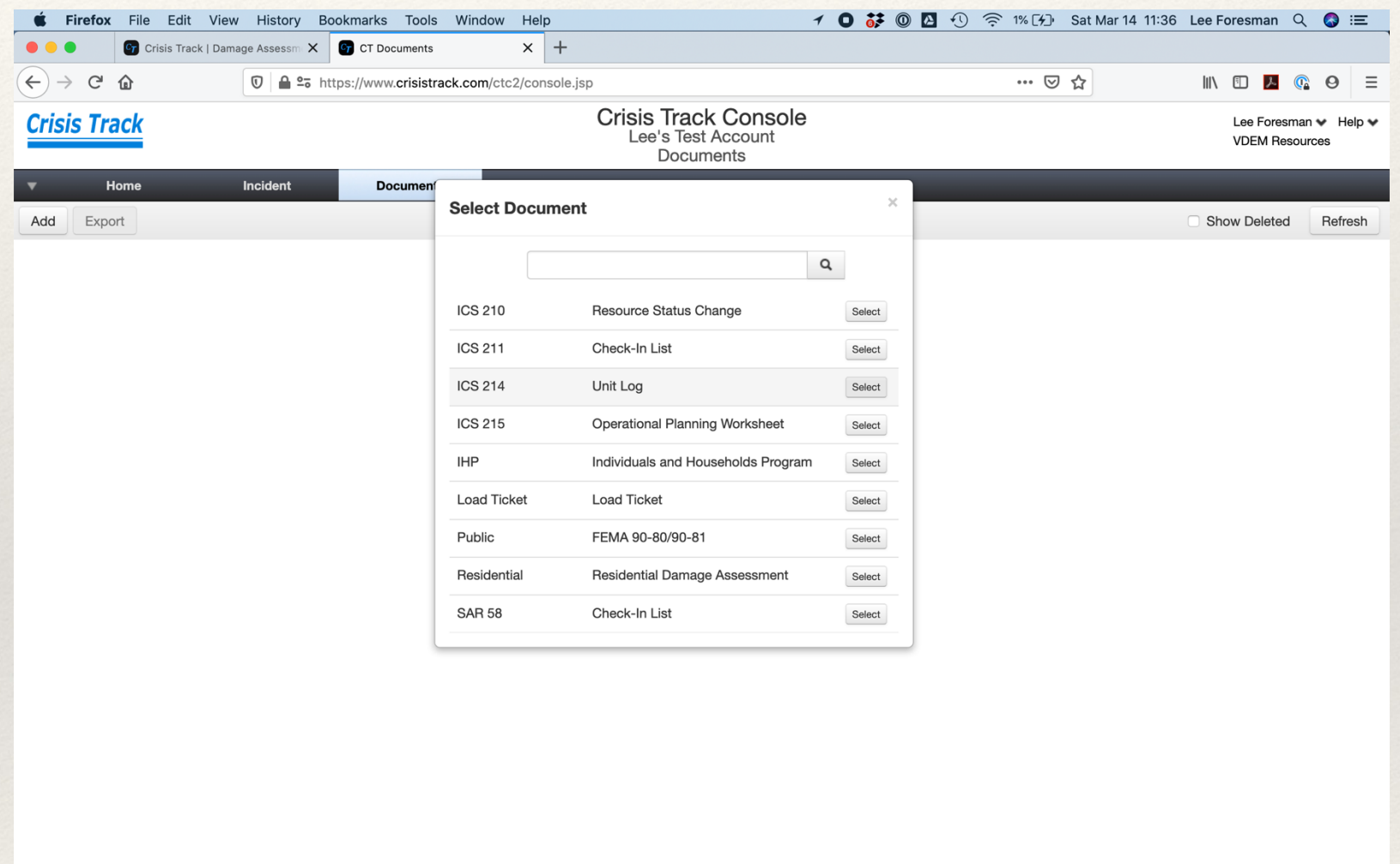
Individual

Actions Taken
Talked to resident. All occupants safe and well practicing social distancing

Form Map Photos Submit

Wellness Check – ICS 214

- ❖ Incident Screen > Documents
- ❖ Select Add
- ❖ Scroll To ICS 214
- ❖ Select



Wellness Check – ICS 214

- ❖ ICS 214 Screen
- ❖ Select Team
- ❖ Select Task

Firefox File Edit View History Bookmarks Tools Window Help

Crisis Track | Damage Assessment CT Unit Log Form

https://www.crisistrack.com/ctc2/console.jsp

Crisis Track Crisis Track Console Lee's Test Account Unit Log Form Lee Foresman Help VDEM Resources

Home Incident Documents **ICS 214**

Save Export Cancel

Team Welfare Check Team Tasks Welfare Checks Add

UNIT LOG	1. INCIDENT NAME Covid19 Demonstration	2. DATE PREPARED 3/14/2020	3. TIME PREPARED 11:39:00 AM
4. UNIT NAME/DESIGNATOR Welfare Check Team	5. UNIT LEADER (NAME AND POSITION)	6. OPERATIONAL PERIOD	
PERSONNEL ROSTER ASSIGNED			
NAME	ICS POSITION	HOME BASE	
Justin Caldwell	F&R Specialist		
Ritenour Calvin	Heavy Equipment Mechanic		
Daniel Cameron	Detention Officer II		
ACTIVITY LOG			
TIME	MAJOR EVENTS		
3/14/2020 09:52:23	EM Request, Welfare Cyeck, 207 APPOMATTOX LN		Delete
3/14/2020 09:59:08	Unit Log Event, 09:58:34, Additional Info as needed		Delete
Add Row			