

# Crisis Track Training Series

Using Mobile Application To Manage Teams and Tasks

# Managing Teams And Tasks

## Using Only The Crisis Track Mobile Application

- Builds Operations From The Bottom Up
- Allows Field Teams To Start While Incident Command/EOC Being Organized / Stood Up
- Ensures Cradle To Grave Documentation of Incident

# Purpose

- Emphasize Importance Of Creating Teams And Tasks To Optimize Crisis Track's Capabilities
- How To Use Crisis Track's Mobile Application to **Check-In and Assign Employee And Equipment** To Teams On the Mobile Application
- How To **Create Teams And Tasks** Using Crisis Track's **Mobile Application**
  - Alternative To Using Crisis Track's Desktop Application To Create Teams And Tasks



# Complete Documentation

## Teams

- Employee / Equipment
- Cost (Pay, Benefits, Standard Rate, etc.)
- Force Account, Volunteer/Mutual Aid, Contract

## Tasks

- Team Location
- Work Time
- Work Assignment

## Entries

- Entry Location
  - Address
  - Geocode
- Form Data (Aligned With State/FEMA Information Requirements)
- Pictures



## FEMA Preliminary Damage Assessment Guide

*August 2021*



FEMA

# Let's Get Started

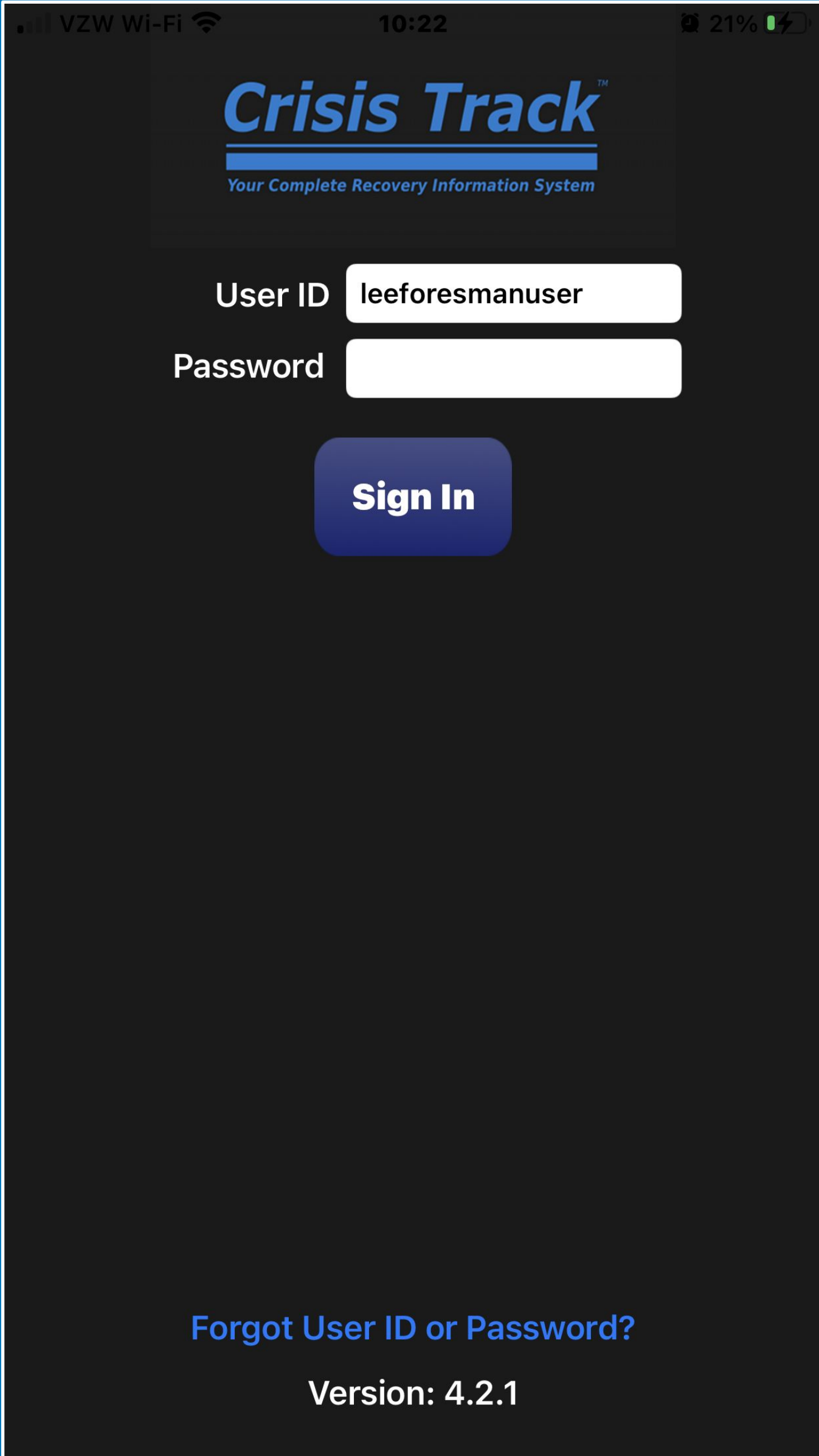
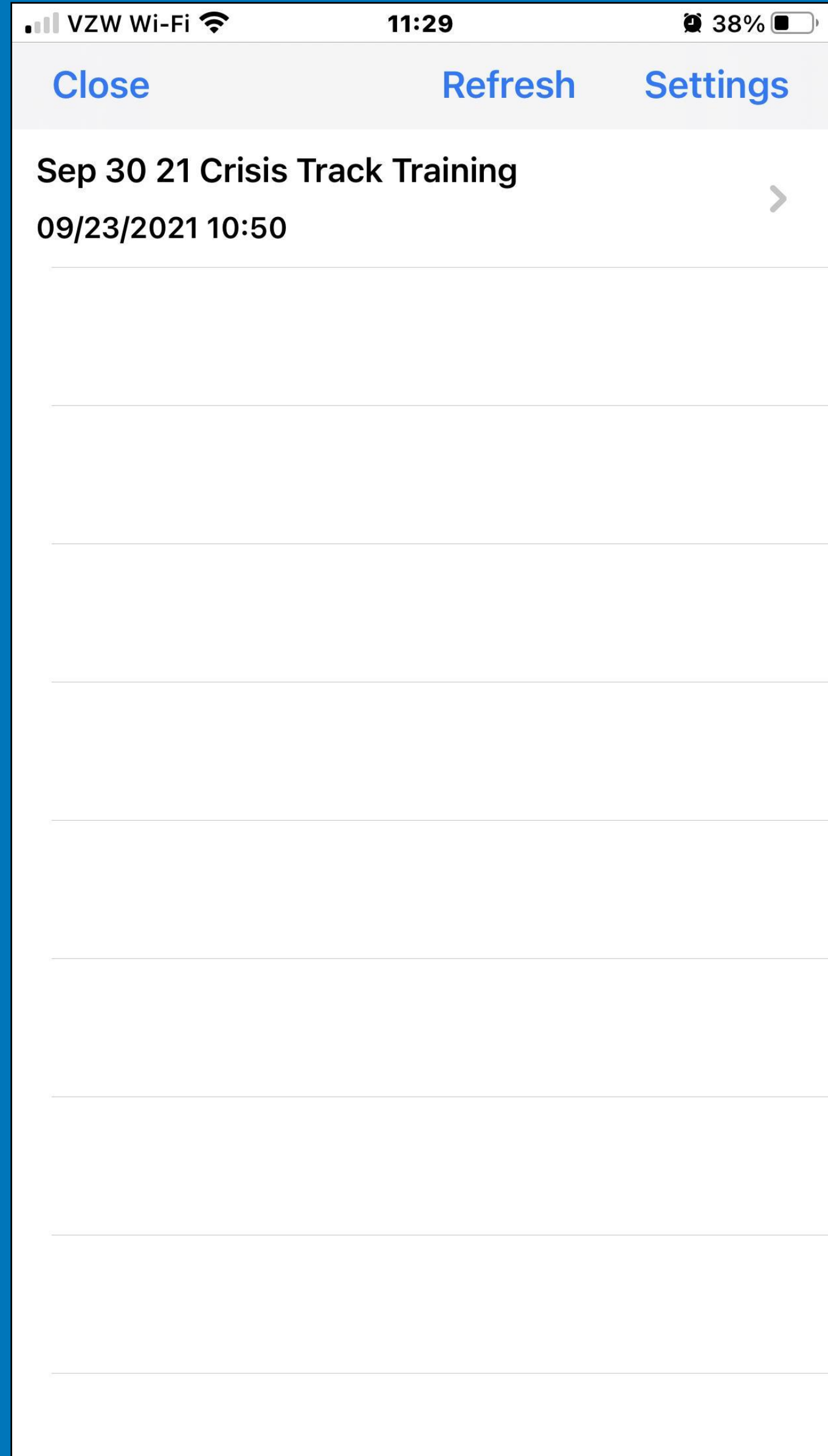


# Seven Steps

1. Login, Set Up Device For Offline Use
2. Check-In (You And Your Equipment)
3. Create/Select Team
4. Create/Select Task
5. Add Personnel And Equipment To Task
6. Start Task
7. Add Entries

# 1. Logon

- Logon To Mobile Application  
**Username:** sep30training  
**Password:** training
- Setup Device For Offline Use
- Select **Settings**
  - Download Map
    - Delete Current Before Downloading
  - Download Structures
    - Delete Current Before Downloading
- Use Sep 30 21 Crisis Track Training Incident For Training

The image shows the login screen of the Crisis Track mobile application. At the top, the status bar shows 'VZW Wi-Fi', the time '10:22', and battery level '21%'. The app logo 'Crisis Track' is centered, with the tagline 'Your Complete Recovery Information System' below it. There are two input fields: 'User ID' containing 'leeforesmanuser' and an empty 'Password' field. A blue 'Sign In' button is positioned below the password field. At the bottom, there is a link 'Forgot User ID or Password?' and the text 'Version: 4.2.1'.The image shows the training incident list screen of the Crisis Track mobile application. The status bar at the top shows 'VZW Wi-Fi', the time '11:29', and battery level '38%'. There are three action buttons at the top: 'Close', 'Refresh', and 'Settings'. The main content area displays a list of training incidents. The first entry is 'Sep 30 21 Crisis Track Training' with a timestamp '09/23/2021 10:50' and a right-pointing arrow. Below this, there are several empty rows, each with a horizontal line separator.



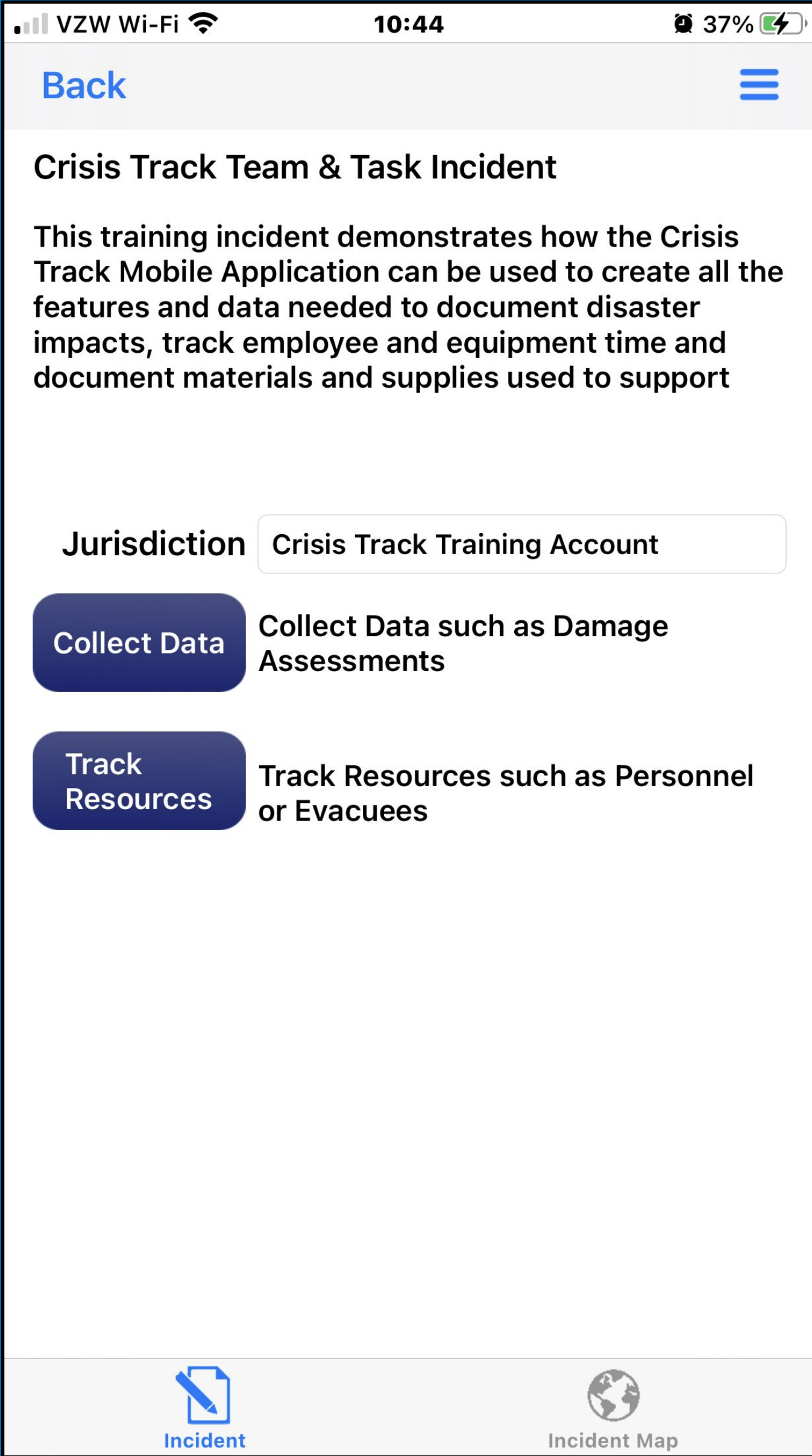
# Disaster Check-In

Sep 30 Training Area



## 2. Check-In To The Disaster

- Select 
- On Track Resource Screen
  - Resource Type = Employee
    - Area of Concern = None
    - Resource Location = None
- Select **Next** Upper Right



VZW Wi-Fi 10:44 37%

Back

Crisis Track Team & Task Incident

This training incident demonstrates how the Crisis Track Mobile Application can be used to create all the features and data needed to document disaster impacts, track employee and equipment time and document materials and supplies used to support

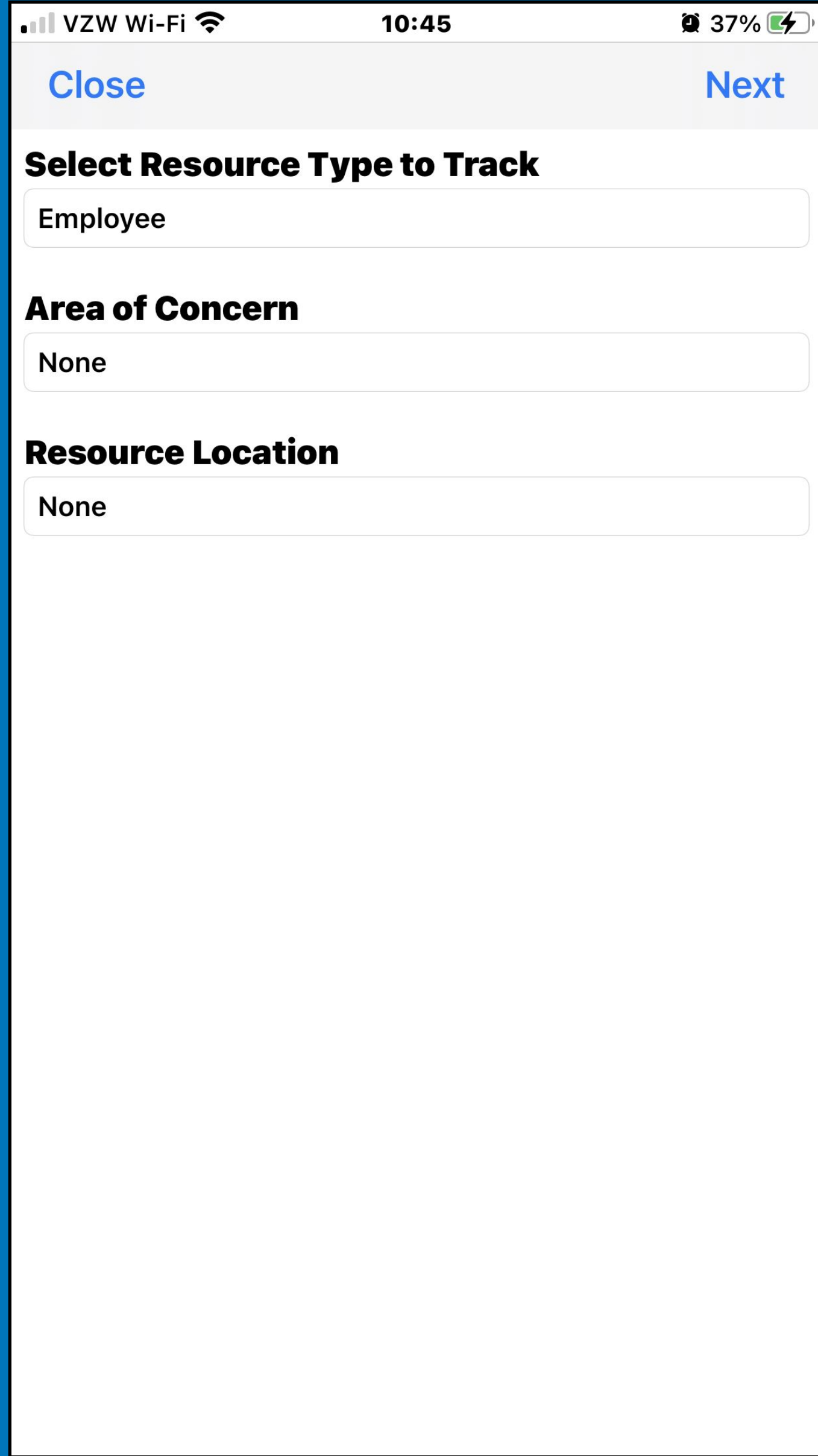
Jurisdiction Crisis Track Training Account

Collect Data Collect Data such as Damage Assessments

Track Resources Track Resources such as Personnel or Evacuees

Incident Incident Map

Incident Description Screen



VZW Wi-Fi 10:45 37%

Close Next

Select Resource Type to Track

Employee

Area of Concern

None

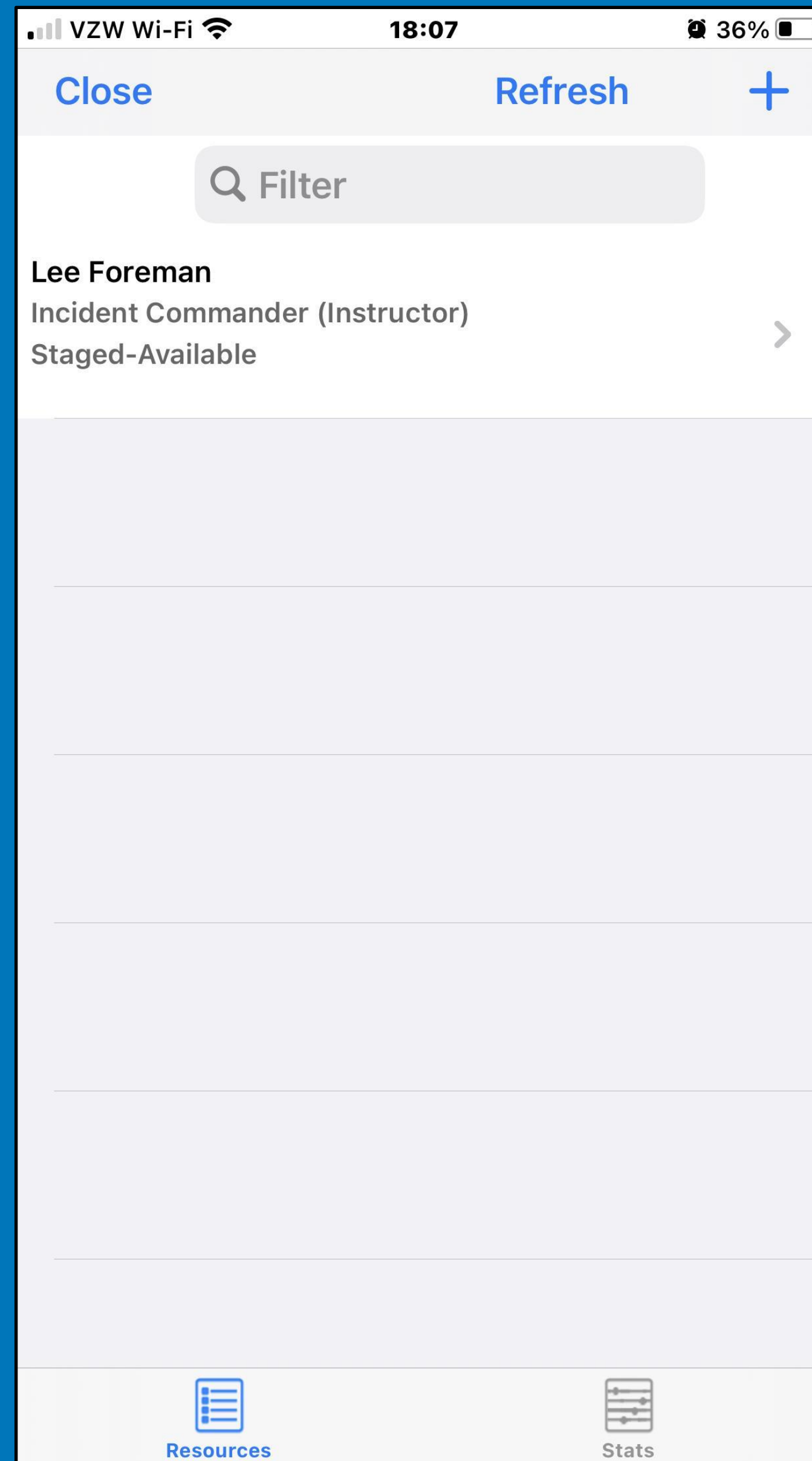
Resource Location

None

Track Resource Screen

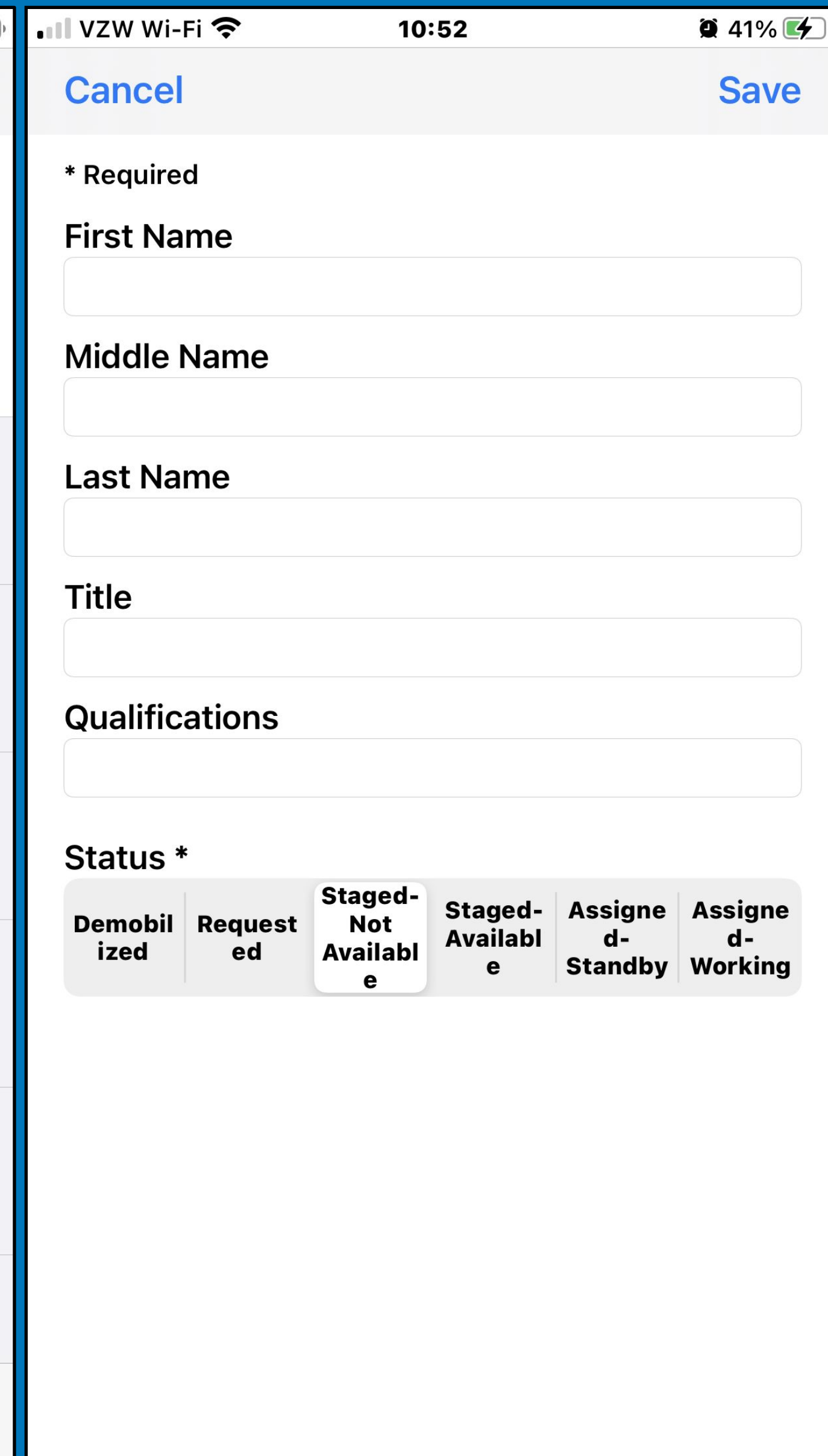
# Complete Form Fields

- Find Your Name (Scroll or Filter) Or Add Name
  - To Add - Select + On Employee List Screen
  - On Add Employee Screen Enter Your First And Last Name, Title (Normal Disaster Position Title)
  - Qualification - Optional
  - **Change Status To Staged Available**
- **Save** - Name Is Now On Employee List
- **Close** - Return To Track Resources Screen



The Employee List Screen is a mobile application interface. At the top, there is a status bar showing 'VZW Wi-Fi', '18:07', and '36%' battery. Below the status bar, there is a header with 'Close', 'Refresh', and a '+' icon. A search bar with a magnifying glass icon and the text 'Filter' is positioned below the header. The main content area displays a list of employees. The first employee listed is 'Lee Foreman', with the title 'Incident Commander (Instructor)' and the status 'Staged-Available'. Below this, there are several empty rows for other employees. At the bottom, there is a navigation bar with two icons: 'Resources' and 'Stats'.

Employee List Screen



The Add Employee Screen is a mobile application interface. At the top, there is a status bar showing 'VZW Wi-Fi', '10:52', and '41%' battery. Below the status bar, there is a header with 'Cancel' and 'Save' buttons. The main content area contains several form fields: 'First Name', 'Middle Name', 'Last Name', 'Title', and 'Qualifications'. Below these fields, there is a 'Status \*' section with a row of six buttons: 'Demobilized', 'Requested', 'Staged-Not Available', 'Staged-Available', 'Assigned-Standby', and 'Assigned-Working'. The 'Staged-Not Available' button is currently selected. At the bottom, there is a navigation bar with two icons: 'Resources' and 'Stats'.

Add Employee Screen



# Status

## Staged Not Available

- Off Disaster

## Staged Available

- Not Assigned Team
- Not Assigned Task

## Assigned Standby

- Assigned To Team
- Not Assigned or On Task

# Let's Check-In The Equipment Used During The Disaster

## 2. Check Equipment Ino The Disaster

- Same As Adding Employee
- Complete Form - **All Fields “Asset Number TTo “Plate”** Scroll To Enter Info,
- **Cost Code/Rate** - Leave Blank
- **Unit** = Hours
- **Asset Number Required**
  - Vehicle Or Equipment Number
  - Often Stenciled On Equipment
  - Any Combination Numbers & Letters
  - Can use “-“ or “\_”
- No “,” “;” or “/“

Close Next

**Select Resource Type to Track**

Equipment

**Area of Concern**

None

**Resource Location**

None

Done

Employee  
Equipment  
Reentry Permit

Track Resources Screen

Cancel Save

\* Required

Asset No.

Name

Operator

Make

Model

HP

Size/Capacity

Color

Year

Serial No./VIN

Plate

Add Equipment Screen



# Field Overview

## Name

- Recommend “County/City/Town, + Dept + Equipment Type” Format
- Chocowinity DPW Expedition

## Make/Model Or HP

- Needed To Determine Cost Code

## Size/Capcity

- Equipment Output
  - Generator = KW
  - Loaders/Dozers/Dump Trucks = CY
  - Fire Engines = GPM
  - Fire Tankers = Gal (Tank Capacity)

# Everyone Add A 2022 Ford Expedition



**Name = Your “County/City/Town Name” + “State Abbreviation” + “Department Name/Abbreviation” + Equipment Description (Expedition/SUV/Auto)**

**Ex: Chocowinity NC EMA Expedition, Palm Beach FL FD Expedition**

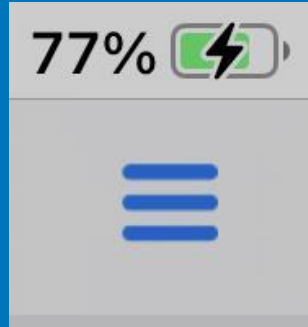
**Close Out Of Track Resources And Return To Incident Description Screen When Finished**



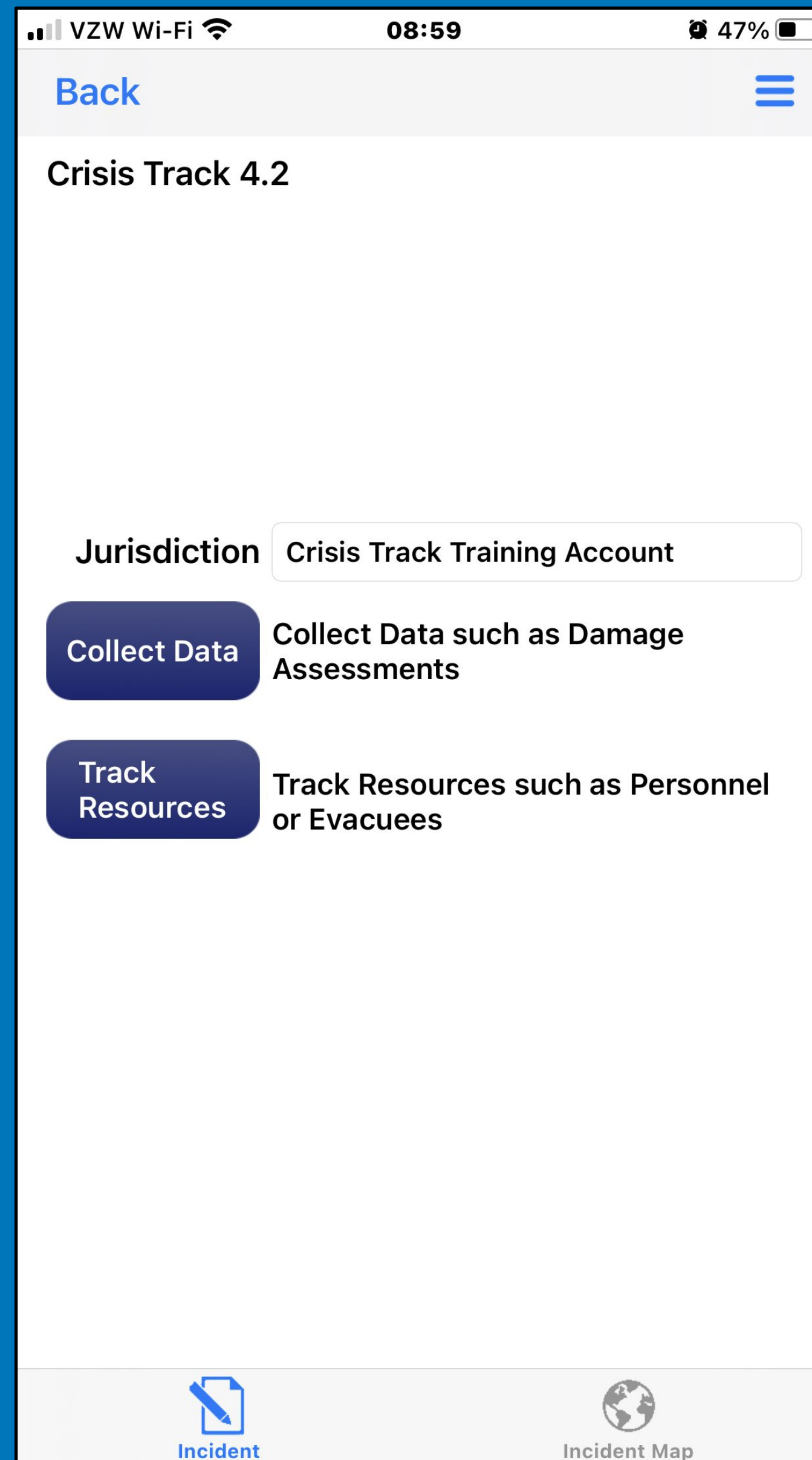
### 3. Create/Select Your Team

- Return To Incident Screen

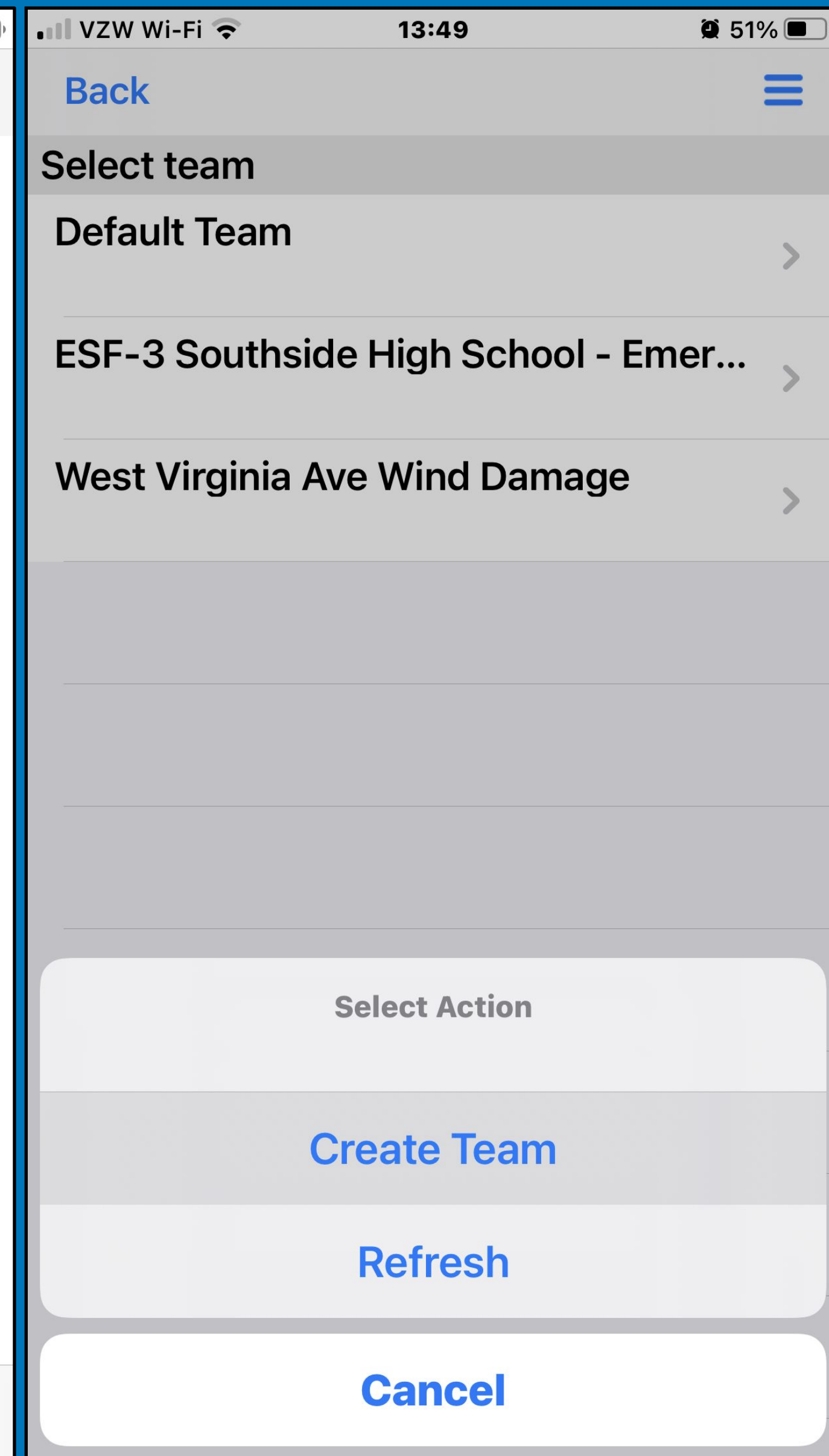
- Select Collect Data

- Select Menu  On Team Screen

- Select Create Team



Incident Screen



Team Screen



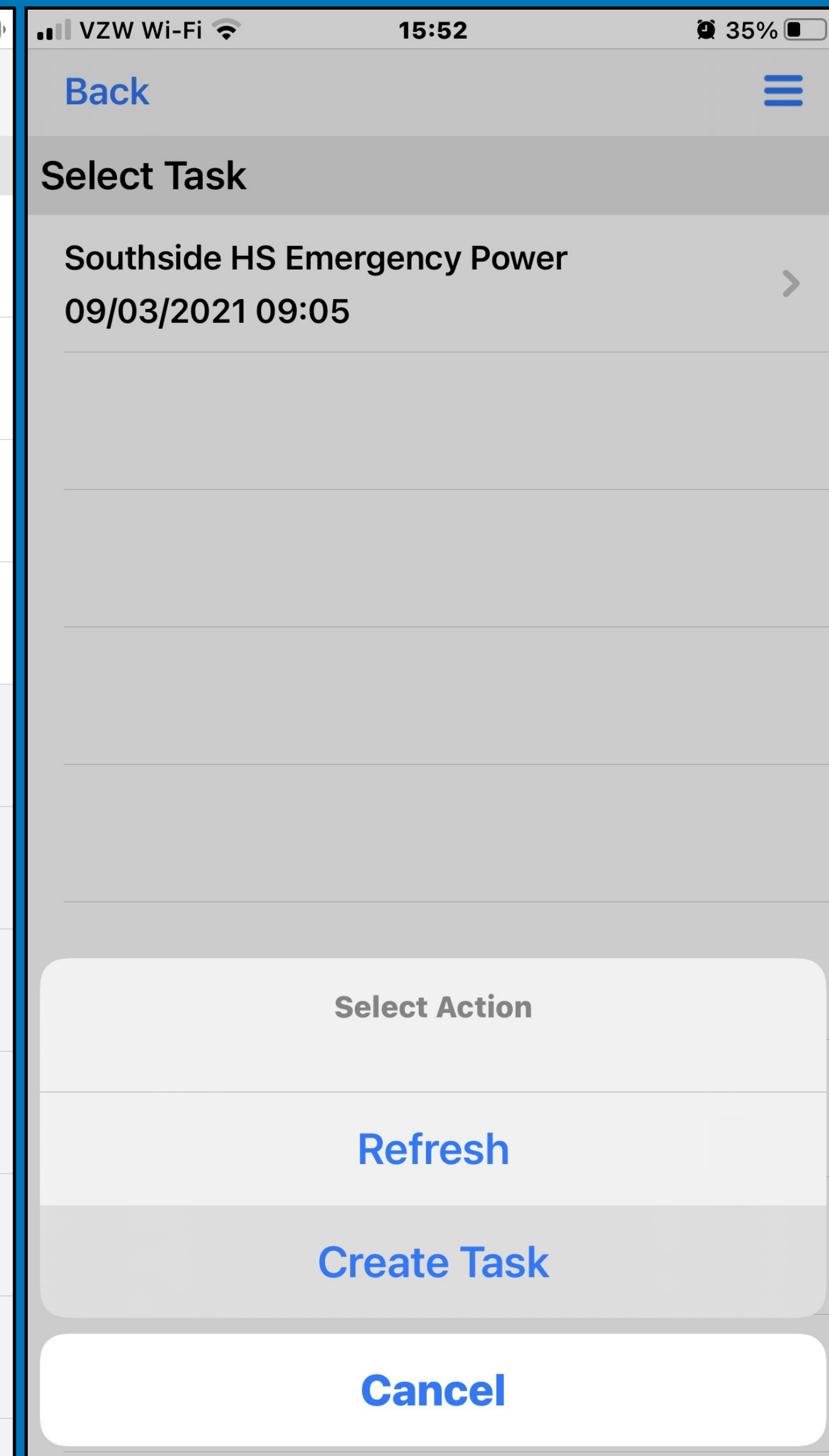
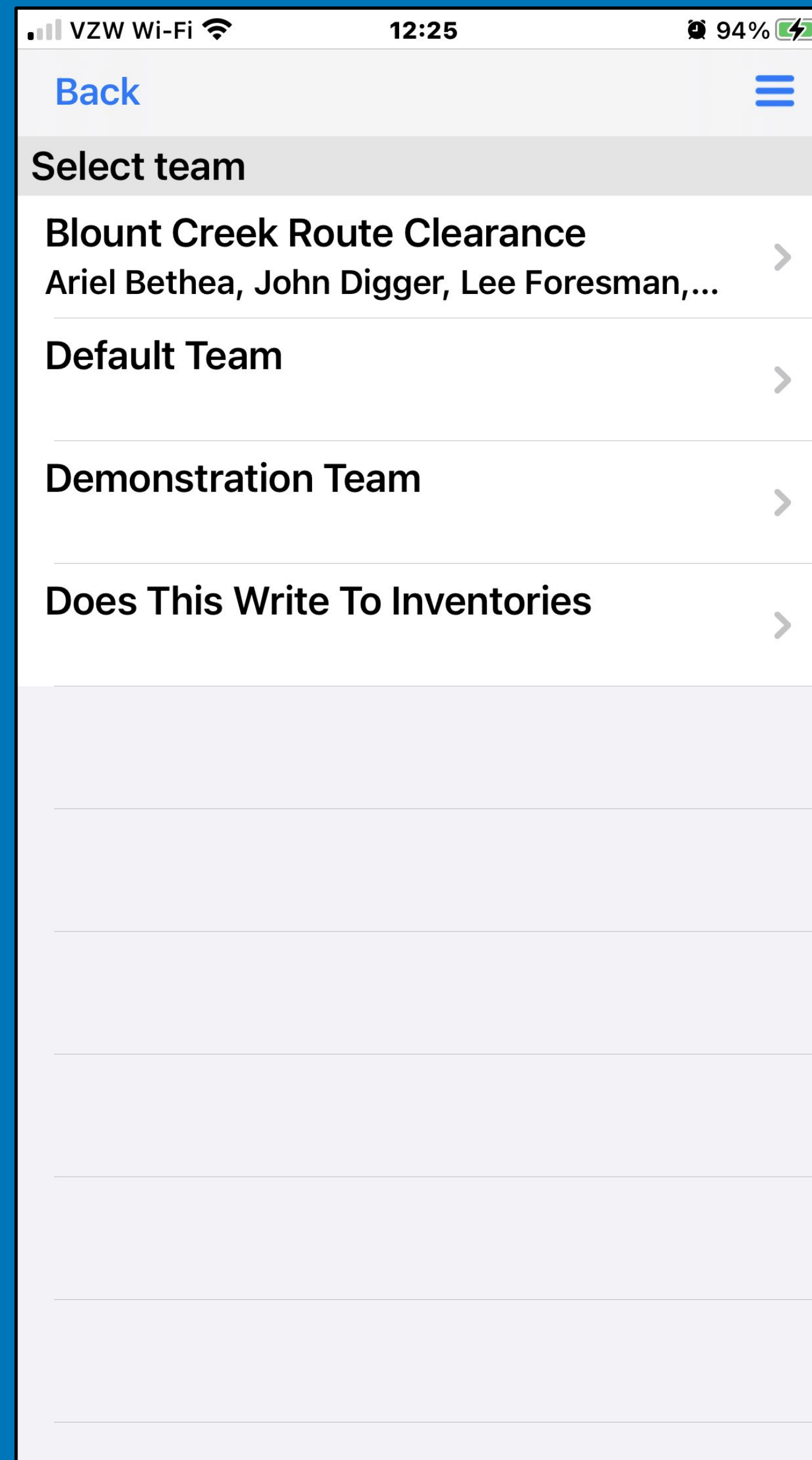
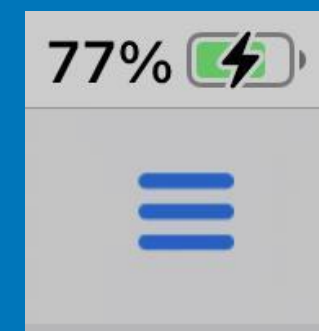
# 3. Create/Select Your Team

- Complete Form
- Name Required - Should Be Unique
  - Recommend “Department” + “Function” Format
    - For This Training - Add “County/City/Town” + “State Abbreviation”
      - Bath NC DPW Generator Service
      - San Diego CA SD Patrol 5
  - Use Numbers When Multiple Teams Performing Same Function
- Save

The image displays three overlapping screenshots of the Crisis Track 4.2 mobile application interface. The leftmost screenshot shows the 'Back' button and the title 'Crisis Track 4.2'. The middle screenshot shows the 'Create a new team' form with the following fields: 'Name' (Demonstration Team) and 'Notes' (Team created for training demonstration). The rightmost screenshot shows a list of teams with a 'Cancel' button at the bottom. The interface is designed for creating and managing teams, with a focus on providing clear instructions and a user-friendly experience.

# 4. Create/Select Your Task

- Select The Team You Created
- Select Menu
- Select Create Task



# 4. Create/Select Your Task

- Complete Form
- Name Required - Should Be Unique
  - Recommend “Team Name” +” Location Name” + “Task Type”Format
  - For This Training - Add “County/City/Town” + “State Abbreviation”
    - Bath NC DPW Generator Service - Bath HS Install
    - San Diego CA SD Patrol 5 - Birch Rd Traffic Control
- Save

The image displays three overlapping screenshots of the 'Crisis Track 4.2' mobile application interface.

**Leftmost Screenshot:** Shows the 'Back' button at the top left and the title 'Crisis Track 4.2'. Below the title, there are two buttons: 'Collect Data' and 'Track Resources'. At the bottom, there is a blue icon of a document with a pencil, labeled 'Incident'.

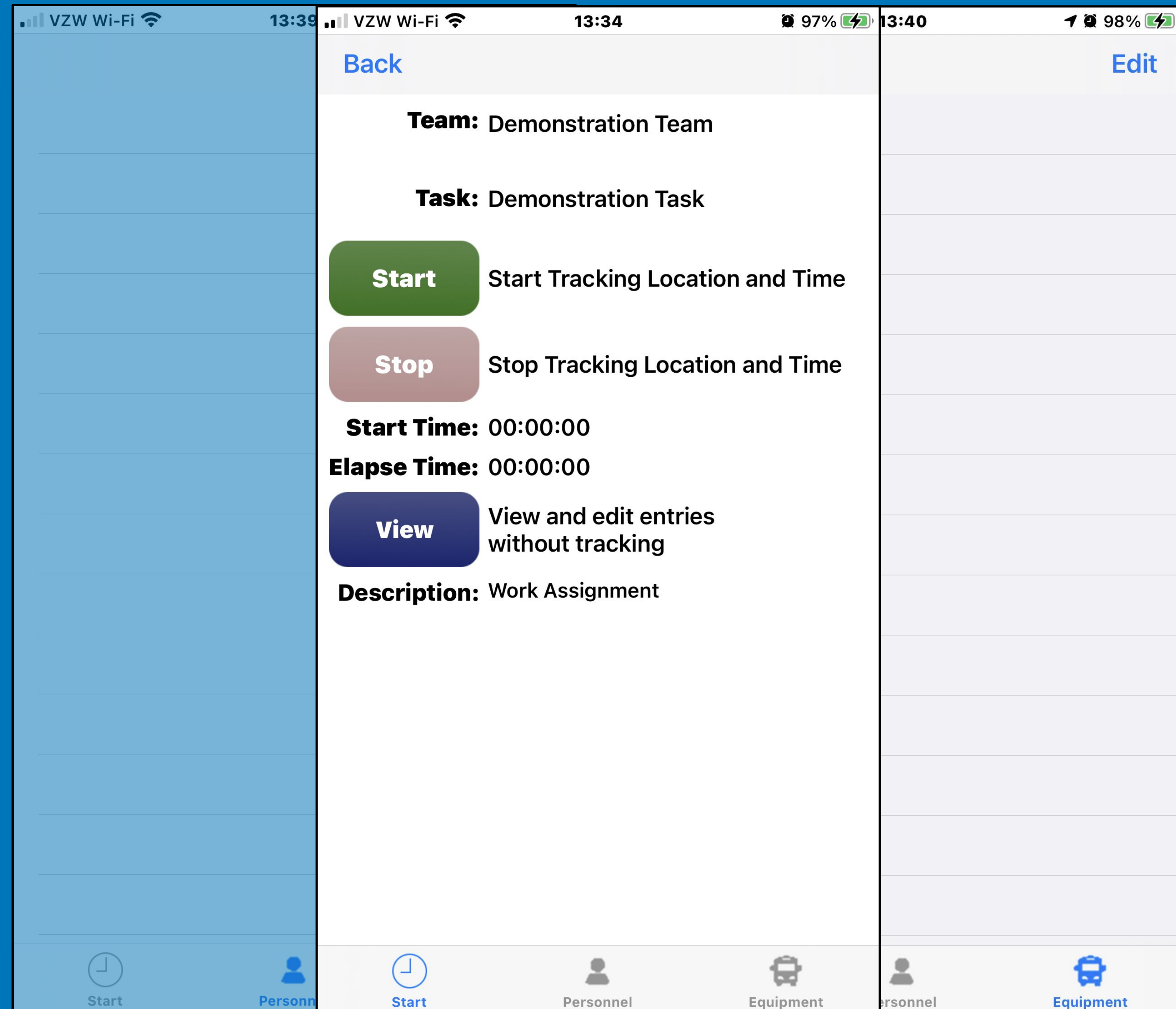
**Middle Screenshot:** Shows the 'Create a New Task' form. The form has a 'Cancel' button at the top left and a 'Save' button at the top right. The form fields are: 'Name\*' (with the value 'Demonstration Task'), 'Type' (with the value 'Geographic & Function Description'), 'Status' (with the value 'Active'), 'Category' (with the value 'B (Protective Measures)'), and 'Description' (with the value 'Work Assignment').

**Rightmost Screenshot:** Shows a list of tasks. The list items are partially visible: 'cy Power', 'h School - Emer...', 'nd Damage', 'Action', 'Team', 'reshk', and 'ancel'. At the bottom, there is a blue button labeled 'Cancel'.



# 5. Add Personnel & Equipment

- Select Edit On Personnel Or Equipment Screen To See Employees / Equipment Checked-In



## 5. Add Personnel & Equipment To Your Team

- Use Filter/Search (Q)Field Or Scroll To Find Yourself and Your Expedition
- Select Name To Add = √
  - Must Be Checked In To Add
- Save (Upper Right)

VZW Wi-Fi 14:02 100%

Cancel Save

Q

Ariel Bethea  
Damage Assessment Team Member  
Staged-Not Available - Blount Creek Route Cleara...

Natie Buchwald  
Damage Assessment Team Leader  
Staged-Not Available - Blount Creek Route Cleara...

John Digger  
Type 1 Loader Op  
Staged-Not Available - Blount Creek Route Cleara...

Lee Foresman  
DPW Route Clearance Team 1 Leader  
Assigned-Working - Blount Creek Route Clearance

VZW Wi-Fi 14:08 100%

Cancel Save

Q

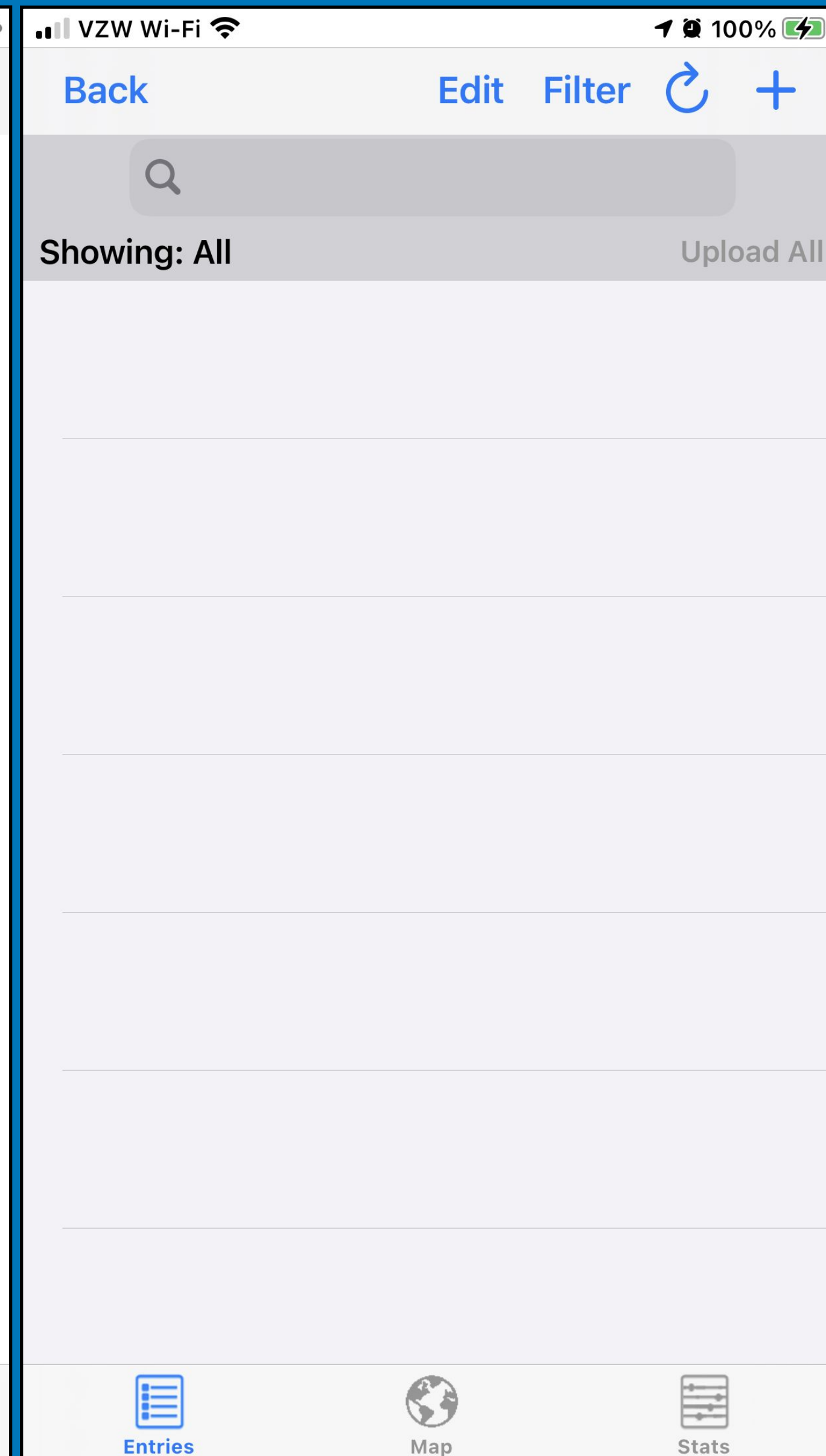
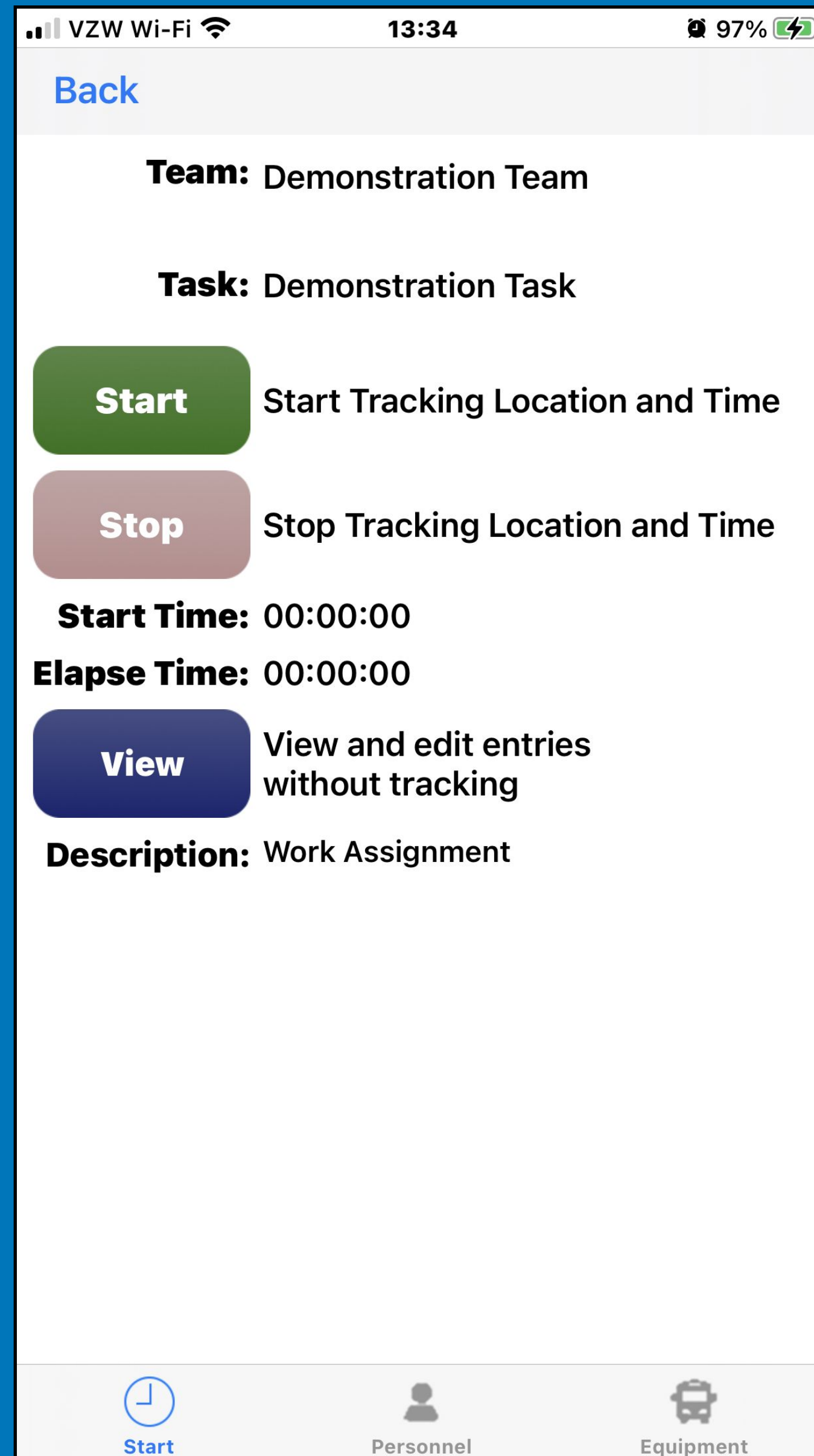
0909 DPW Type 1 Dump Truck  
Mack  
Assigned-Working - Blount Creek Route Clearance

00001 Does Air Compressor  
Write To  
Staged-Not Available

DPW 1234 Type 1 Medium Loader  
Caterpillar 980G  
Assigned-Standby - Blount Creek Route Clearance

## 6. Start Task

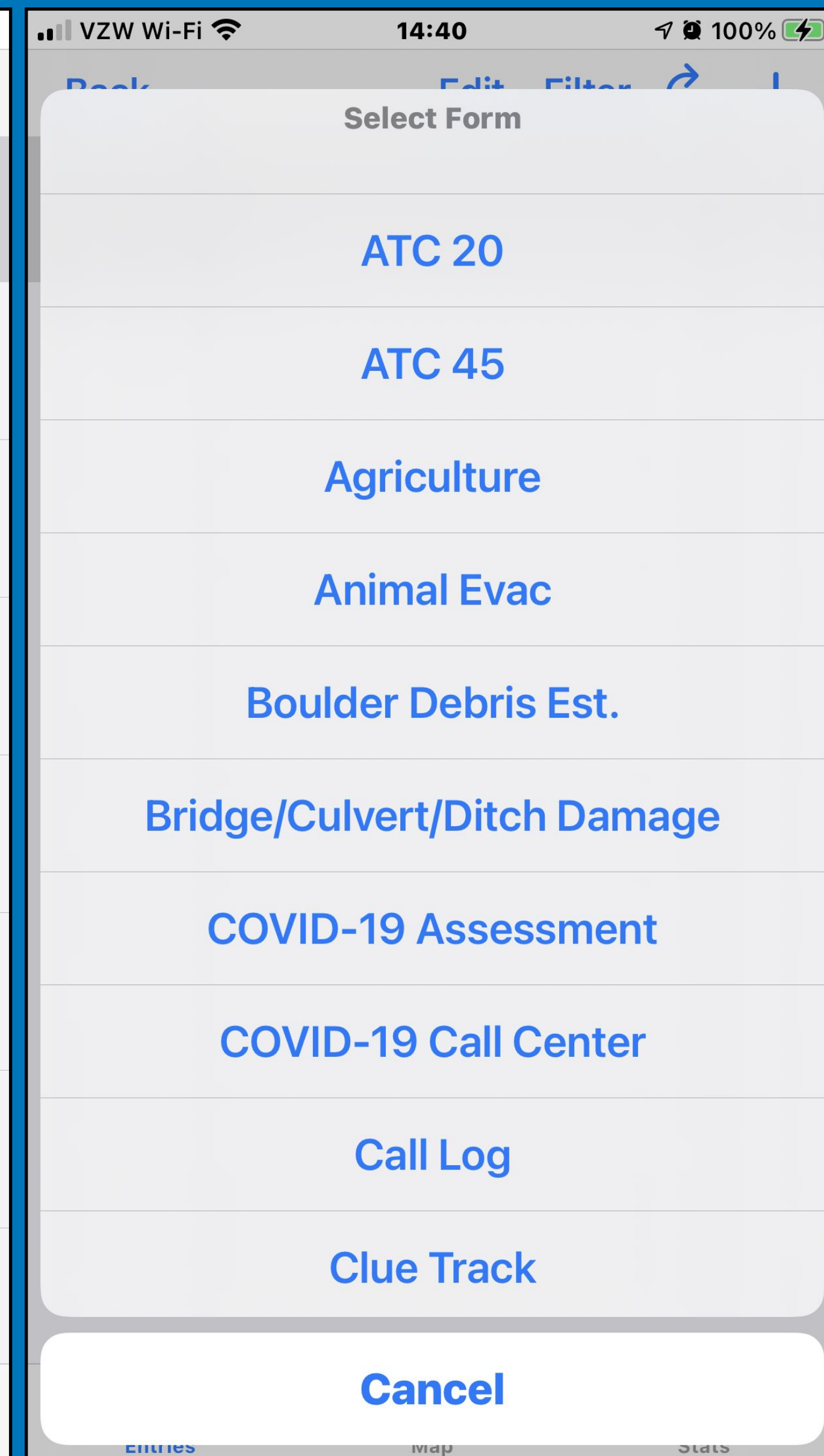
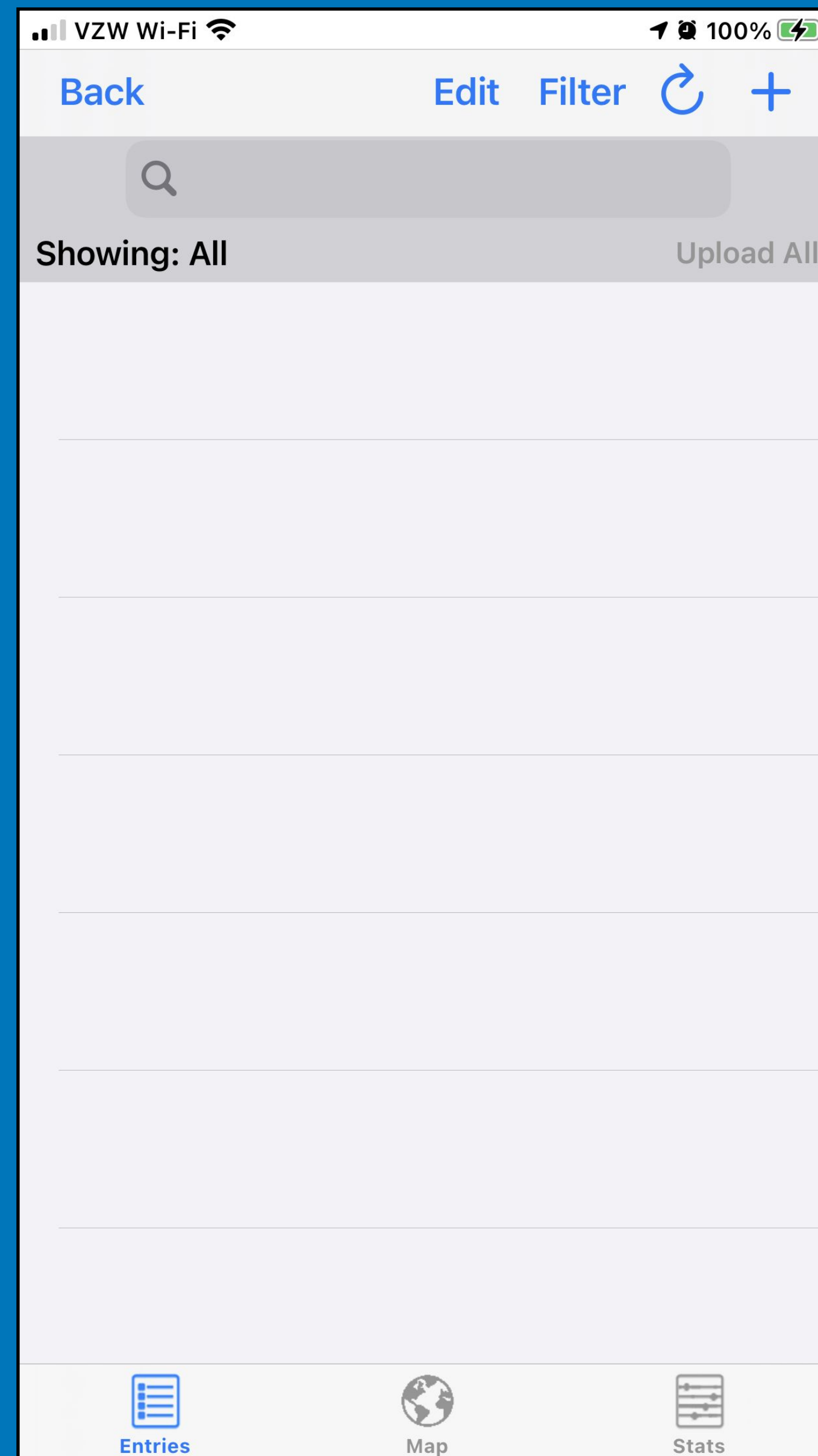
- One Person Select **Start**
- Remaining Team Members Select **View**
- Blank Entries Screen Appears





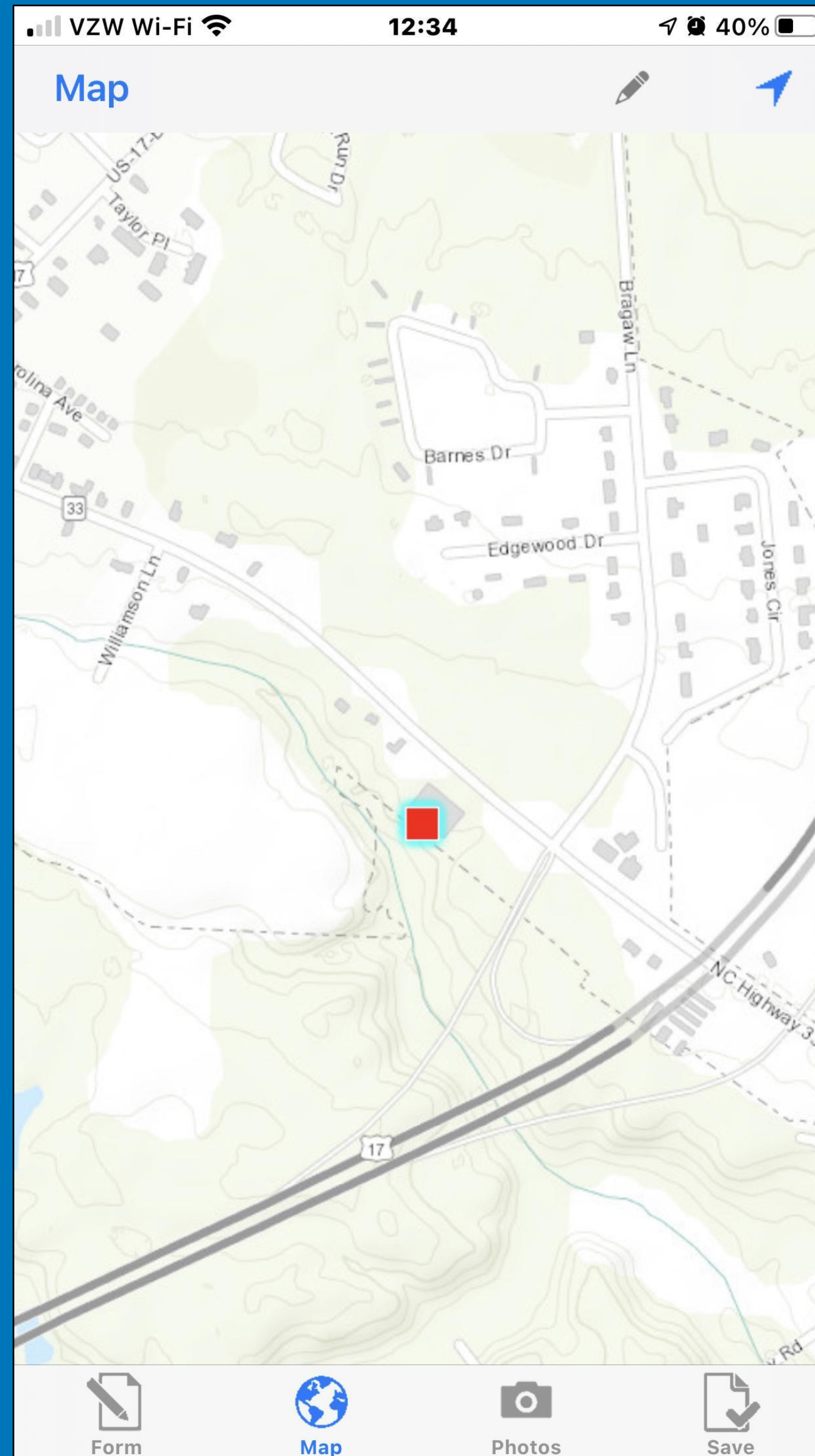
# 7. Add Two Entries Each

- Select +
- Select Form (User Choice)
  - Complete Form
  - Take Picture
  - Save
- Locate One Entry By Selecting Locate, Choosing Address From Dropdown
- Locate One Entry By Selecting Location On Map Screen (Next Slide)

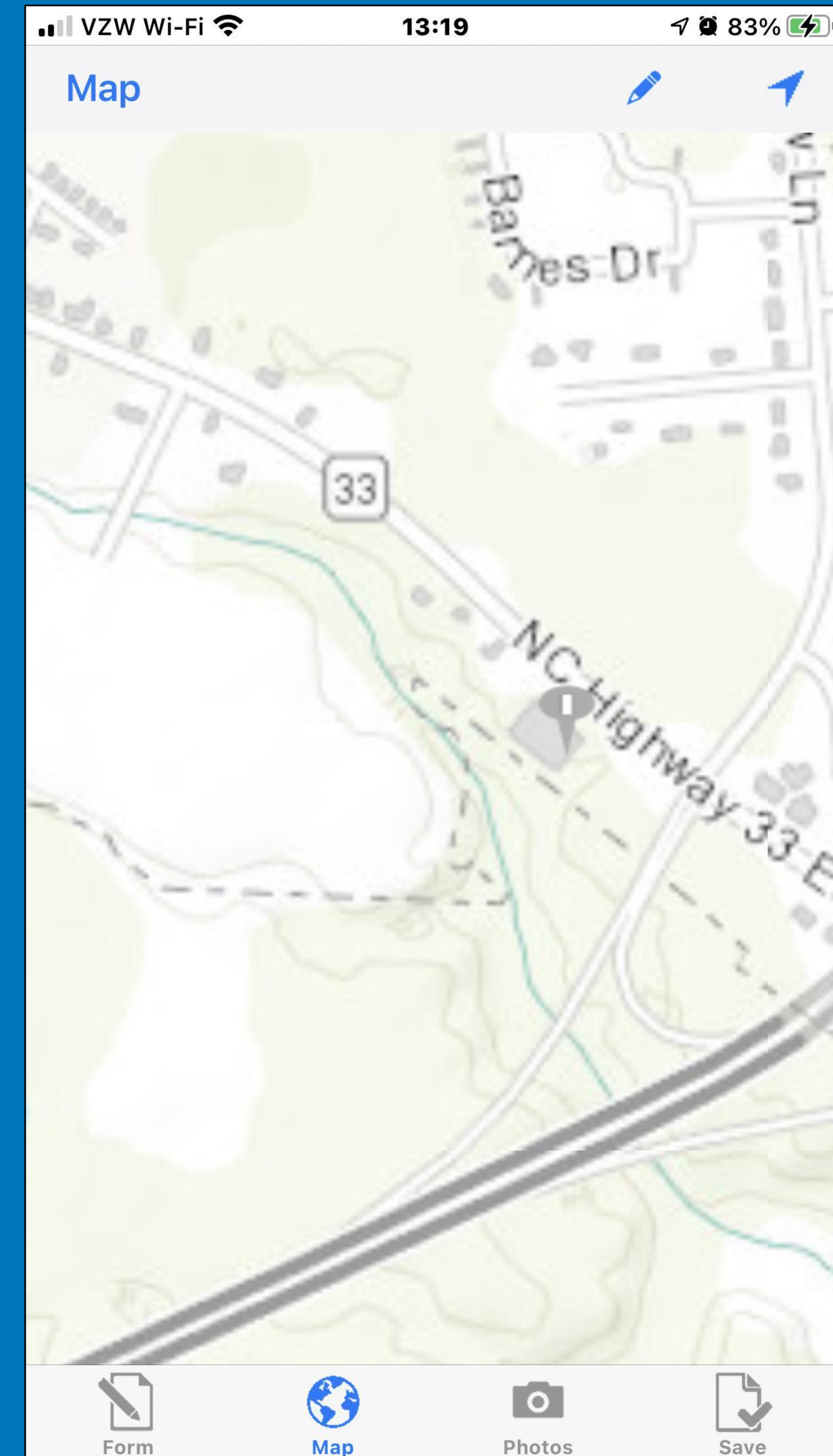


# Touchscreen Locate

- On Form Screen - Select Map
- Select Pencil  (Top Right)
- Touch Screen At Entry Location
- Select Pencil  Again To Save (Symbol Changes From Red Square To Icon)



Unsaved View



Saved View