

## Disaster Management Workflow for Local Government

Citizen Completes Self Reporting Web Form

911 Operator Receives Call and Completes Entry Form

**Incident: Hurricane Sample**  
 Type: Hurricane  
 Date: 1/10/2017  
 Entry Forms:  
 Standard List  
 Citizen Self Reporting

Tasks can be created within the Incident for incident-specific tasks or within the Admin Module as preconfigured tasks for any incident.

Tasks are a group of entry forms that are assigned to a team

**Task: Incoming Calls**

Entry Forms:  
 Initial Damage Report  
 Road Closure  
 EM Request  
 Citizen Self Reporting

Supervisor moves entry/  
changes form as needed

**Task: Fire Department**

Entry Forms:  
 Initial Damage Report  
 EM Request

**CAT B**

**Task: Incoming Building Department Requests**

Entry Forms:  
 Initial Damage Report  
 Residential Damage Assessment  
 Commercial Damage Assessment  
 Public Damage Assessment

**Task: Roads Department**

Entry Forms:  
 Road Closure  
 Road Damage  
 Bridge/Culvert Damage  
 Debris Estimation

**CAT A**

**Task: Parks Department**

Entry Forms:  
 Initial Damage Report  
 Public Structure Damage Assessment  
 Debris Estimation

**CAT G**

**Task: Johnsonville**

Entry Forms:  
 Initial Damage Report  
 Public Structure Damage Assessment  
 Debris Estimation

Tasks can limit entry form types, select time charge categories and define geographic areas

Supervisor moves entry/  
changes form as needed/  
assigns surrounding structures

A Team is a collection of employees and equipment. Teams are assigned to each task to track time and organize mobile access.

Supervisor moves municipal-related entries as one task

**Task: Damage Assessment Zone 1**

Entry Forms:  
 Initial Damage Report  
 Residential Damage Assessment  
 Commercial Damage Assessment  
 Public Damage Assessment

**Task: Damage Assessment Zone 2**

Entry Forms:  
 Initial Damage Report  
 Residential Damage Assessment  
 Commercial Damage Assessment  
 Public Damage Assessment

**Task: Damage Assessment Zone 3**

Entry Forms:  
 Initial Damage Report  
 Residential Damage Assessment  
 Commercial Damage Assessment  
 Public Damage Assessment

**Team: DA 1**

Employees:  
 Jim Smith  
 Lynn Jones  
 Equipment:  
 Truck 0195

Only one Team can be assigned to a given Task. However, a given Team can be assigned to multiple Tasks.

**Municipality: Johnsonville**

Entry Forms:  
 Initial Damage Report  
 Public Structure Damage Assessment  
 Debris Estimation

Municipalities are filtered views of data for municipalities or other agencies access inside of a county's Crisis Track account.