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**INTEGRATED BASELINE SYSTEM (IBS)**  
Version 1.03

**USER GUIDE**

**B. M. Bailey  
M. J. Burford  
T. R. Downing  
S. W. Matsumoto  
E. E. Schrank  
J. R. Williams  
C. Winters**

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Pacific Northwest Laboratory  
Richland, Washington 99352

**MASTER**

*ds*  
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## NOTICE

The Integrated Baseline System (IBS) is an emergency planning, training, and response tool intended to supplement existing resources for emergency planning, training, and management. IBS results must not be used as the sole basis for a decision regarding public safety. Although IBS is operational, not all IBS software/models have been verified. The assumptions of the IBS software must be reviewed to assure its appropriateness for an intended use.

# Preface

The Integrated Baseline System (IBS) is an emergency management planning and analysis tool being developed under the direction of the Federal Emergency Management Agency. The following documents were developed to support system users. The audience for each is identified.

This *IBS User Guide* explains how to start and use the *IBS program*, which is designed to help civilian emergency management personnel to plan for and support their responses to a chemical-releasing *event* at a military chemical stockpile.<sup>(a)</sup> **Audience:** all users of the IBS, especially emergency management planners and analysts.

The *IBS Utilities Guide* explains how you can use IBS utility programs to manage and manipulate various kinds of IBS data. These programs include utilities for creating, editing, and displaying maps and other data that are referenced to geographic location. **Audience:** chiefly data managers but also system managers and some emergency management planners and analysts.

The *IBS Models Guide* summarizes the IBS use of several computer models for predicting the results of emergency situations. These include models for predicting dispersion/doses of airborne contaminants, traffic evacuation, explosion effects, heat radiation from a fire, and siren sound transmission. The guide references additional technical documentation on the models when such documentation is available from other sources. **Audience:** chiefly emergency management planners and analysts, but also data managers and system managers.

The *IBS Data Management Guide* provides the information needed to manage the data files and database used to support the administrative, user-environment, database management, and operational capabilities of the IBS. **Audience:** chiefly database administrators and system managers, but also emergency management planners and analysts who want to know details of the emergency management data.

The *IBS System Management Guide* defines IBS hardware and software requirements and gives instructions for installing, upgrading, or transferring the IBS software package. **Audience:** system managers.

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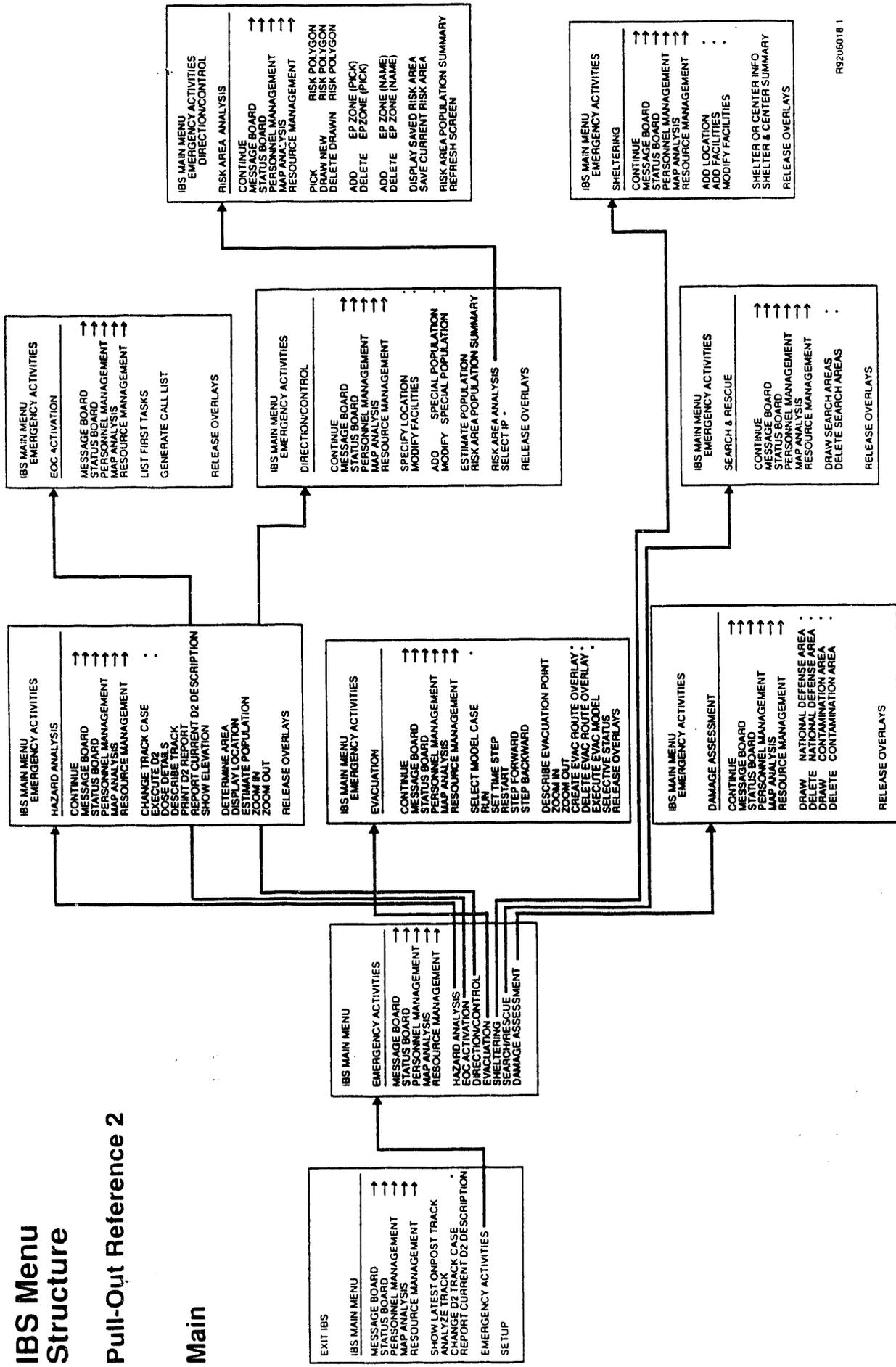
(a) The IBS program was developed as part of the U.S. Army's Chemical Stockpile Emergency Preparedness Program (CSEPP).



# IBS Menu Structure

## Pull-Out Reference 2

### Main





# About This Guide

## Purpose

The Integrated Baseline System (IBS), operated by the Federal Emergency Management Agency (FEMA)<sup>(a)</sup>, is a system of computerized tools for emergency planning and analysis. This document is the user guide for the IBS and explains how to operate the IBS system.

## Scope

This document provides information for the general system user, and is the primary reference for the system features of the IBS. It is designed for persons who are familiar with general emergency management concepts, operations, and vocabulary.

Although the IBS manual set covers basic and advanced operations, it is **not** a complete reference document set. Emergency situation modeling software in the IBS is supported by additional technical documents. Some of the other IBS software is commercial software for which more complete documentation is available. The IBS manuals reference such documentation where necessary.

IBS is a dynamic system. Its capabilities are in a state of continuing expansion and enhancement. However, if you have any questions related to the operation of IBS:

WRITE TO:                      Federal Emergency Management Agency  
NP-SE-AS (Attn: Ralph Sinnott)  
500 C St. S. W.  
Washington, D.C. 20472

OR TELEPHONE:              (202) 646-3824

## Audience

The primary audience for this document is composed of IBS general users, emergency planners and analysts, information managers, and geographic database administrators.

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(a) The IBS is being developed by the Pacific Northwest Laboratory (PNL). PNL is operated for the U.S. Department of Energy by Battelle Memorial Institute under Contract DE-AC06-76RLO 1830.

## Prerequisites

**Knowledge Requirements for Using the IBS.** Users of the IBS software should receive training in the use of IBS capabilities for emergency management planning and operational tasks associated with CSEPP. For those users, this document is a reference guide to IBS capabilities. However, this document does **not** describe the overall context for using the IBS: it is expected that training and training materials will provide that context.

## Organization

The chapters of this guide introduce IBS concepts and functions and explain how to navigate the menus and operate the various parts of the system.

### Section 1. Introduction and Overview

A description of general system functions plus an introduction to the purpose and parts of the IBS and its use in developing emergency plans. Describes how to navigate the menu system, conventions for interacting with the IBS, and presents a series of exercises for the new user.

### Section 2. Message Board

A reference guide to the IBS system functions and commands for the Message Board Main Menu function.

### Section 3. Status Board

A reference guide to the IBS system functions and commands for the Status Board Main Menu function.

### Section 4. Personnel Management

A reference guide to the IBS system functions and commands for the Personnel Management Main Menu function.

### Section 5. Map Analysis

A reference guide to the IBS system functions and commands for the Map Analysis Main Menu function.

### Section 6. Resource Management

A reference guide to the IBS system functions and commands for the Resource Management Main Menu function.

**Section 7. Show Latest Onpost Track**

A reference guide to the IBS system functions and commands for the Show Latest Onpost Track Main Menu Function.

**Section 8. Analyze Track**

A reference guide to the IBS system functions and commands for the Analyze Track Main Menu function.

**Section 9. Change D2 Track Case**

A reference guide to the IBS system functions and commands for the Change D2 Track Case Main Menu function.

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**Section 11. Emergency Activities**

A reference guide to the IBS system functions and commands for the Emergency Activities Main Menu function.

**Section 12. Setup**

A reference guide to the IBS system functions and commands for the Setup Main Menu function.

**Appendix A. IBS Graphic Menus**

IBS Graphic Menus are summarized and illustrated.

**Appendix B. Non-Graphic IBS**

The use of the non-graphic IBS is summarized.

**Appendix C. People Location**

The People Location (LOCATE) program and its functions are described.

**Appendix D. Onpost Simulator**

The Onpost Simulator program and its functions are described.

**Appendix E. IBS and Onpost EOC Reports**

## **About This Guide**

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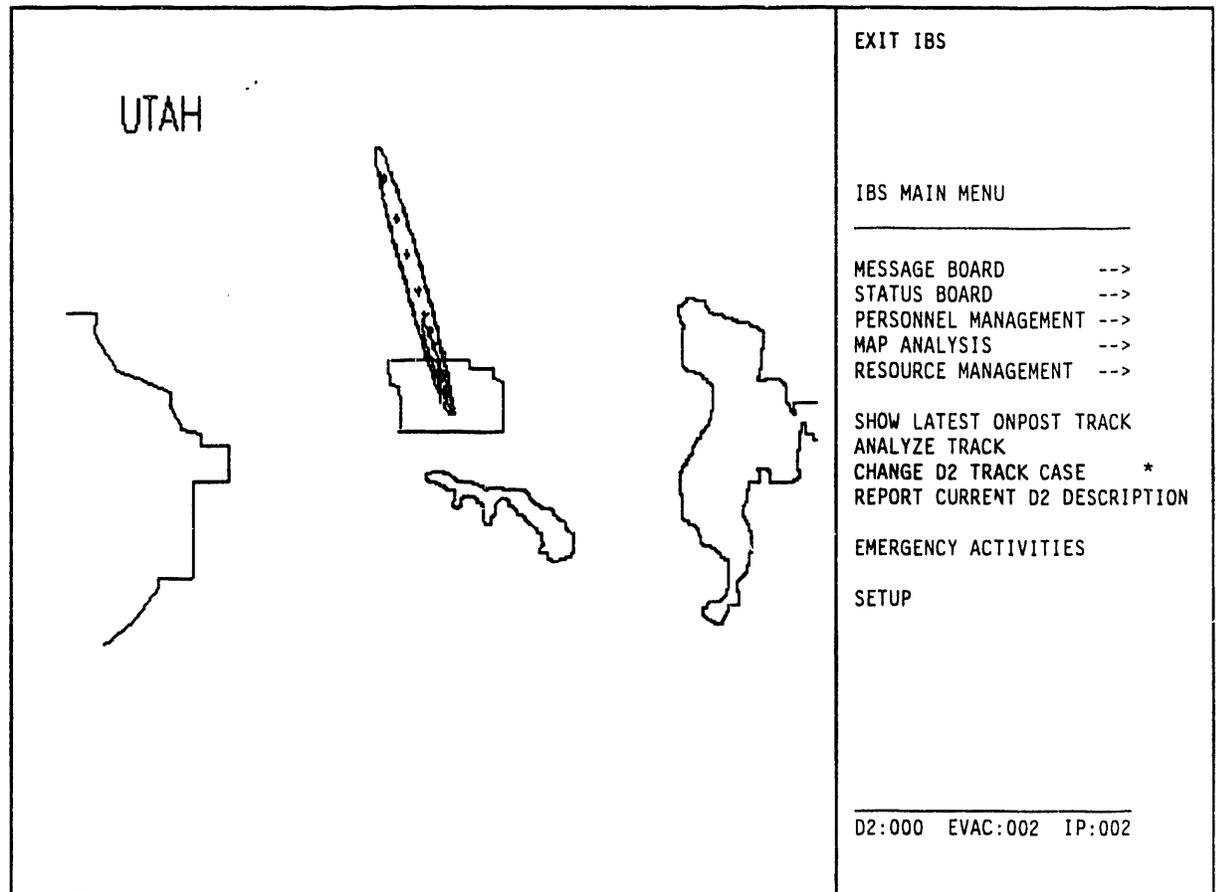
Descriptions of the formats for IBS and Onpost EOC reports.

### **Appendix F. System Icons**

Descriptions and illustrations of the icons used in the graphic map display of the IBS.

## How to Use this Document

This guide is organized around the capabilities of the graphic IBS software. You will access most of these capabilities by picking them from menu listings on your terminal screen.

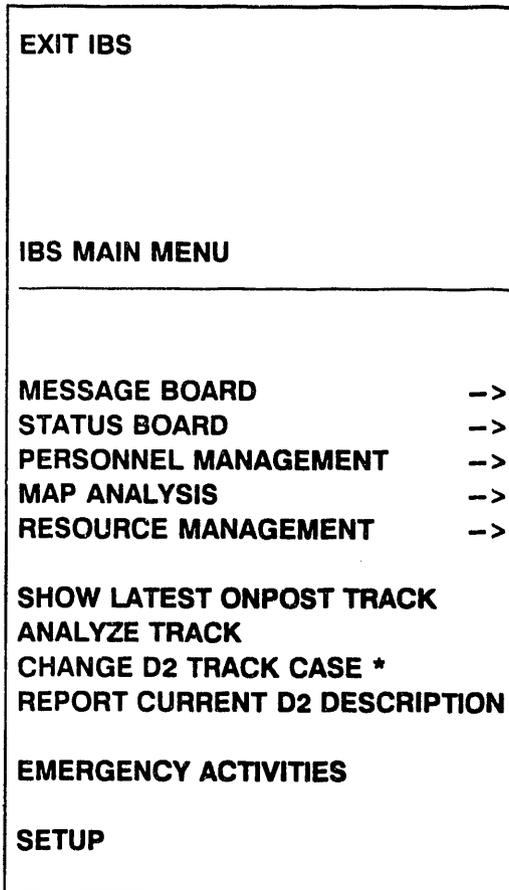


This is an illustration of the IBS main menu, which displays when you start the IBS. The screen display is split into two sections:

- Map display
- Menu display

The map display is on the left side of the screen, and is always visible except when you are in a report, a form, or other text function. The initial map display is the preset default established by the system manager. You can change the map display using the functions described in this guide.

The menu display is on the right side of the screen. In this guide, the menu display is often shown without the accompanying map display, as in this example.



Each item on this menu represents a major category of capabilities. Picking items on this menu leads you to other menus (submenus) that list further capabilities.

**Reference Sections.** The sections following Section 1 comprise the reference sections of this guide. The sections are organized by major function in the order in which they appear on the main menu. Each section explains one function on the IBS main menu and is page-numbered independently. Within each section, descriptions of submenu items are ordered alphabetically.

**Page Headings in the Reference Sections.** The menu/submenu item names appear at the top of each page so you can look up most IBS capabilities as in a dictionary.

**Asterisks (\*) in this Guide.** Asterisks indicate IBS menu items that require special privileges. These items appear as *blank lines* on the menus of users who lack the required privileges.

## Visual Conventions in this Guide

- Bold italics mark *special terms* (defined in the text or Glossary).
- Menu items are upper case and bold: **STATUS BOARD**.
- Special headings mark the beginning of each menu item description:

■ ○ MAIN MENU ITEMS

I■ SECOND-LEVEL MENU ITEMS

II■ THIRD-LEVEL MENU ITEMS

- **Key Names.** Keyboard key names are in upper-case letters. Special function key names are also in **bold**. Key combinations that require you to press keys simultaneously are hyphenated.

Examples:	<u>Instruction</u>	<u>Meaning of Instruction</u>
	Press <b>RETURN</b> .	Press the <b>RETURN</b> key once.
	Press <b>GOLD Z</b> .	Press the <b>GOLD</b> key once. Then press the <b>Z</b> key once.
	Press <b>CTRL-Z</b> .	Hold down the <b>CTRL</b> key and press the <b>Z</b> key once.

- **Screen Text.** Computer screen text appears in a different typeface than text that is typed in. Text that has been typed (or will be typed) at the keyboard is shown in **bold**.

Example:      Enter the longitude > **-112.3386**  
                  Enter the latitude > **40.2679**

- **Data Input Forms.** Some text screens are also *forms* that you will use for entering some system data. Forms in this guide are represented with the following graphic lines located before and after the text. Complete instructions for filling in IBS forms are presented in Section 1.

Example:

```

Resource Management                                     Resource Form V2.01
-----
Seq #           :  nnnn                               Operation :  ASSIGN
-----
Location        :  (facility name)
-----
Type            :  _____
Description     :  _____
Units          :  (unit name--display only)
Quantity       :  _____
Date/Time      :  DD-MM-YYYY hh:mm
-----
  
```

- Italics in screen displays indicate notes or variable items (examples on the screen above).

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# Section 1

## Introduction and Overview

The fundamental function of the IBS is to provide tools that civilian emergency management personnel can use in developing emergency plans and in supporting emergency management activities to cope with a chemical-releasing *event* at a military chemical stockpile.

Emergency management planners can evaluate concepts and ideas using the IBS system. The results of that experience can then be factored into refining requirements and plans.

In this introduction you will find:

- **Overview of System Use** — system concepts and terms
- **IBS Users** — general descriptions of IBS users
- **Getting Started (and Getting Stopped)** — basic operating procedures
- **Conventions for Interacting with the IBS** — conventions for interacting with various terminals, map displays, menus, and forms.
- **Overview of the IBS Main Menu** — an overview of IBS Main Menu functions.
- **Introductory Exercises** - a series of exercises to familiarize the new user with basic IBS system functions, commands, and options.

## Overview of System Use

The storage, movement, or disposal of chemical weapons materials at a military stockpile require emergency preparedness by both the military and the state and local governments. Prototypic systems are being implemented by both groups to support such preparedness by providing computerized data management, analysis, and monitoring tools that supplement traditional tools for emergency management.

The offpost system (IBS, in this case) is located at one or more **Emergency Operations Centers (EOCs)** that have primary responsibilities for preparedness and response from state and local authorities. The onpost system monitors ongoing chemical-related activities on the post.

The onpost and offpost systems exchange certain information so that the users of each kind of system are aware of both current conditions and planned activities. The **Work Plan** for current onpost activities (such as the transport or disposal of chemicals) is composed of data supplied by the onpost system. This data can include D2 runs and weather reports. Predefined reports of offpost emergency management activities are transmitted to the onpost system, especially after an actual event. Other offpost systems may also communicate with the IBS; for example, terminals and systems at some locations (such as hospitals, shelters) can update a **people location database**.

The IBS can help with many aspects of the Emergency Management Components illustrated in Figure 1.1. These components include

- Planning for an emergency
- Readiness/dealing with an emergency
- Recovering from an emergency

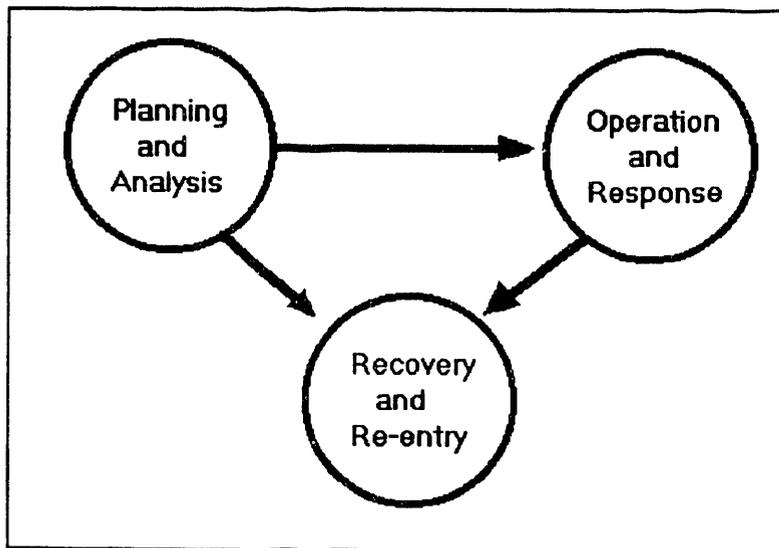


Figure 1.1. Relation of Emergency Management Components

Emergency management personnel at the offpost EOC routinely evaluate the possible effects of the most likely **event** (chemical release), given the current onpost activities, weather situation, and **population pattern** (distribution of population around the post). Personnel at the EOC can use the IBS to build and maintain

data that are related to particular chemical events and site conditions. At any specific time, a portion of that data is designated as the current *event site database*—the operational data that would most probably apply if an event occurs.

Included in that event site database is the current *Implementing Procedure (IP)* for managing a specific set of *Emergency Functions* for a specific event situation. An IP has a basic structure similar to the following example.

### **Implementing Procedure**

1. Emergency Function
  - A. Task
    - Responsible agencies/personnel
    - Required resources
    - Required actions
  - B. Task
    - Responsible agencies/personnel
    - Required resources
    - Required actions
  
2. Emergency Function
  - A. Task
    - Responsible agencies/personnel
    - Required resources
    - Required actions
  - B. Task
    - Responsible agencies/personnel
    - Required resources
    - Required actions

For each Emergency Function, the IP includes anticipated tasks and links them with the responsible personnel and required resources. The IBS enables emergency managers and planners to assemble a set of IPs that represent preplanned tasks and task actions for different event situations.

Even *before* an event occurs, an *Operational IP (OPIP)* is in effect at the EOC. The OPIP is updated, based on changing activities in the Work Plan, the weather, and the time of day (which is related to population pattern). Because the OPIP is in effect before an event actually occurs, it may contain precautionary activities that must be carried out *before* the occurrence of an event in order to ensure public safety.

## IBS Users

Personnel at the EOC and other offpost locations will have assigned roles for using the IBS. By using different program modules and user privilege controls, the system presents different capabilities to each type of user. The five principal categories of IBS users are the following:

1. **General Users:** General users include emergency management decision maker., agency representatives, etc., who use and act on the information that the IBS provides. Generally, they can view but not change data.
2. **Information Managers:** At least one person on the EOC staff has responsibilities as the IBS Information Manager. If an event actually occurs, the Information Manager is responsible for selecting and activating an IP. The IP selected probably will be the OPIP, elevated to current event status. The Information Manager has full privileges to modify or delete data in the system databases.

The Information Manager also has special privileges to use the Onpost Simulator program, which can be used to send messages that are usually sent by the Army's onpost computer system in communication with the IBS. The Information Manager can set other user privileges.

3. **Analyst/Planners:** Information analysts and emergency management planners can own and use wholly independent sets of event site data. Although they can use the IBS to develop IPs and supporting information for their own use during planning stages, they cannot modify the official event site database. Analyst/planners have only general user privileges for viewing and using the event site database.
4. **Communications Officer:** During nighttime and other off hours (when an Information Manager might not be present), a Communications Officer at the EOC will have privileges to activate the EOC. EOC activation includes the notification of EOC personnel and the initiation of task lists.
5. **Locators:** Locators use only the LOCATE program to keep track of people at shelters, hospitals, and other special locations. Locators might be shelter managers, Red Cross volunteers, hospital personnel, or decontamination/reception center personnel. Although they can modify the people location database, locators have limited access to other IBS capabilities.

## Getting Started (and Getting Stopped)

The IBS is a multi-user system and can be operating on several computer terminals at once. Before starting the IBS at a terminal, you must be logged in to the computer system, and your terminal screen must be showing the VMS general system prompt, which is usually a dollar sign (\$).

### Starting IBS

To start the main graphic IBS program, perform the following procedure.

1. At the general system prompt type **IBS** and press the Return key.

**\$ IBS**

The screen will clear and the following message will flash:

**READING CONTROL FILES PLEASE WAIT**

After a few moments, the IBS will display a map of the site and the IBS main menu, as shown in Figure 1.2.

### Using IBS menus

Picking menu options will initiate specific operations or result in the display of further menus (*submenus*) for further refining selection of a desired operation. Appendix A contains complete listings of the IBS graphic menus.

To *pick* a menu option, perform the following procedures.

1. Move the crosshairs displayed on the screen by pressing the joydisk or using a mouse. When using a joydisk, hold down the Shift key to speed up crosshair movement.
2. Place the crosshairs over the menu option you want.
3. Press the spacebar to finish picking the option. The system then performs the function you have requested.

In the actual operation of menus, some items will **not** be available to general users of the system. In particular, items that modify or update data will not appear on the menus of those who have no special privileges to modify information.

## Exiting IBS

To exit the IBS program, perform the following procedures.

1. If you are not currently at the main menu, return to the main menu by picking the **IBS MAIN MENU** option at the top of virtually all other menus.
2. Pick the **EXIT IBS** option at the top of the IBS main menu shown in Figure 1.2.

When you pick **EXIT IBS**, your screen returns to the general VMS system prompt.

<p>A map title can appear here.</p> <p>The upper part of the menu includes space for an ordered list of prior menu choices. --&gt;          To return directly to one of these earlier menus, just pick the menu title on the list.          The menu title is highlighted in yellow. --&gt;</p> <div data-bbox="322 763 1016 927" style="border: 1px solid black; padding: 5px;"> <p>The graphic area on the left side of the screen automatically shows the default map display.</p> </div> <p>Asterisks (*) in this document indicate --&gt;          capabilities that require special privileges. These options will appear as blank lines on the menus of users who lack appropriate privileges.</p> <div data-bbox="322 1310 1016 1444" style="border: 1px solid black; padding: 5px;"> <p>Notifications of mail messages and overdue tasks appear at the bottom of the graphics area on the left side of the screen.</p> </div> <p>Display screen labels: D2 model case #;          evacuation case #; Implementing Procedure #.--&gt;</p>	<pre> EXIT IBS  IBS MAIN MENU ----- MESSAGE BOARD      --&gt; STATUS BOARD       --&gt; PERSONNEL MANAGEMENT --&gt; MAP ANALYSIS       --&gt; RESOURCE MANAGEMENT --&gt;  SHOW LATEST POST TRACK ANALYZE TRACK CHANGE TRACK CASE  * REPORT CURRENT D2 DESCRIPTION  EMERGENCY ACTIVITIES  SETUP  D2:001  Evac:002  IP:007         </pre>
--	---

Figure 1.2. Map Display Screen and Main Menu of the Graphic IBS Software

## Conventions for Interacting with the IBS

In using the IBS, you will point at map locations, pick menu items, and fill in text forms, interacting with both graphic and text screen displays. These interactions are described in the following sections. The IBS is designed to work on a VAX computer platform and is accessible through three types of devices for textual/graphic input and display:

- Tektronix graphics terminals (Models 4107, 4109, 4207, 4208, 4209, 4211)
- VAXstations emulating a Tektronix graphics terminal (with terminal emulation software: Grafpoint TGRAF-X software for emulating a Tektronix 4107)
- PC workstations emulating a Tektronix graphics terminal(with terminal emulation software: Grafpoint TGRAF-07 software for emulating a Tektronix 4107).

When the hardware creates differences in interaction, the differences are noted.

## Graphic Interactions

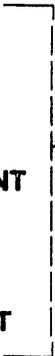
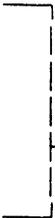
Except for file names and possibly some descriptive text, most input to the mapping and graphics software will be through your interaction with the menus and displays on the color graphics screen. Map graphics appear in a large display area on the left side of the screen, as indicated in Figures 1.1 and 1.2. Menu options appear in the *menu area* on the right side of the screen.

In a typical interaction, you will use a graphics input device to select an option from a menu of options and then pick screen locations at which to perform the task. For example, to display the coordinates of a point on a map, you select **DISPLAY LOCATION** on the **MAP ANALYSIS** menu and then pick a screen location.

The following conventions apply to graphic menu interactions:

- The title of the current menu is displayed in yellow. The option items of the current menu are listed below the title.
- When you select a menu item, a submenu of further items can replace the current menu. The sequence of menu selections leading to this new menu is listed (in order) above the menu title.
- You can return to a previous menu in the sequence by picking any item that is listed above the current menu title: you will return directly to that level without seeing the intervening menus.
- Menu items normally appear in orange. Selected menu items appear in green. If the selected menu item starts blinking, the program is expecting further input, either from the graphics input device or from the keyboard.
- Menu options for adding or updating data are restricted to users who have special privileges (such as Information Managers and planners using the system in planning mode). Comparable menus seen by other general users with view only privileges will contain blank lines instead.
- Table 1.1 lists the locations of some standard menu items that occur on many IBS menus.

Table 1.1. Location of Standard Items on the IBS Graphic Menus

<u>Line Number</u>	<u>Menu Item or Line Use</u>	<u>Notes on Use or Occurrence</u>
1	<b>IBS MAIN MENU</b>	Returns you to the IBS main menu.
2-6	<i>Previous menu selections</i>	Selections leading to the current menu can be picked to return to a previous menu.
7	<b>CURRENT MENU TITLE</b>	Current menu title is displayed in yellow.
8	_____	Horizontal bar separates the title from the options of the current menu.
9		Usually a blank line.
10	<b>CONTINUE</b>	Needed by some menu items to complete an operation; occurs on menus only if needed—otherwise this line is blank.
11	<b>MESSAGE BOARD</b>	 <p>Standard options on most menus</p>
12	<b>STATUS BOARD</b>	
13	<b>PERSONNEL MANAGEMENT</b>	
14	<b>MAP ANALYSIS</b>	
15	<b>RESOURCE MANAGEMENT</b>	
31	<b>RELEASE OVERLAYS</b>	 <p>General display options on several menus</p>
29	<b>ZOOM IN</b>	
30	<b>ZOOM OUT</b>	
31	<b>REFRESH SCREEN</b>	

The following sections explain how to:

- Pick an item on a menu or a point on the screen with the different input devices
- Define an area (polygon)

- Troubleshoot, if certain problems occur with graphic interactions

## Using Tektronix Terminals

When IBS is ready to accept graphics input, a *graphics cursor* (cross hairs) appears on the Tektronix terminal screen. Perform the following procedures to:

- Move the cursor
- Point with the cursor
- Select screen points or menu options

1. **Bit Pad:** If you have a bit pad (graphics tablet) and mouse, move the mouse across the bit pad to move the cross hairs on the screen.

**Joydisk:** If you do not have a bit pad, press the sides of the *joydisk* located on the keyboard to move the cross hairs. Press the **Shift** key at the same time to move the cross hairs rapidly.

2. Move the cross hairs over the graphics menu until they cross over the lettering of the desired menu item (or over the desired point on a map).

3. **Bit Pad:** Tap the yellow mouse button to select the menu item or point.

**Joydisk:** Tap the space bar to select the menu item or point.

If you have picked an operation for which no further graphics input is necessary, the cursor disappears while the operation is completed.

**Note:** If the space bar does not seem to be selecting correctly, press **Ctrl-Q**.

Avoid pressing the **Return** key to select items. Although this can work, heavy computer use can slow the system's response to input, making it appear as if the input was not received. Pressing **Return** repeatedly could enter an inadvertent keyboard response to a system request for input.

## Using a VAXstation

The chief difference for graphic interactions on the VAXstation is the workstation has no joydisk for moving the cursor on the graphics display screen. Instead, the VAXstation (with Tektronix emulator) uses a mouse to position the cursor. When you press the left mouse button, it selects a menu item or point location.

## Using a PC Workstation

Like the VAXstation, the PC workstation (with Tektronix emulator) generally uses a mouse to position the cursor (cross hairs); pressing the mouse button selects a menu item or point location.

If the PC workstation does **not** have a mouse (or other input device), perform the following procedures to move the cursor:

1. To move the cursor, press one of the arrow keys on the numeric keypad (2=down, 4=left, 6=right, 8=up).

To increase the speed of cursor movement, hold down the **Alt** or **Shift** key while you press the arrow key. (The speed of keypad cursor movement is selectable through the emulation software—consult the TGRAF-07 software manual.)

2. Move the cursor until the center point of the cursor crosses over the desired menu item (or over the desired point on a map).
3. Press the space bar once to select the menu item (or point).

The same caution applies as for the Tektronix terminal: Avoid pressing the **Return** (Enter) key to select items. This will prevent an inadvertent response to other program interactions that require pressing Return (Enter).

## Defining Map Areas (Polygons)

IBS sometimes prompts you to define an area of the map screen for use in an operation. For example, when you pick the **ESTIMATE POPULATION** option, the IBS prompts you to define the area in one of three ways:

```
Select Area of Interest Menu
```

```
-----  
0: EXIT  
1: Current screen  
2: Select existing polygon  
3: Draw polygon  
-----
```

```
Choice (?=Help) ==>
```

After you define an area by one of these three methods, the operation (**ESTIMATE POPULATION**) is then based on data within that area. Your choices of methods are:

1. Current Screen: Uses all data within the current screen map area.

2. Select existing Polygon: Uses all data within the area bounded by the chosen polygon. If you choose this option, the system prompts you to pick a polygon:

Select Existing polygon using mouse or crosshair.

- A. Pick any point on an existing polygon.

The polygon will blink in white to indicate a pick. If the wrong polygon is highlighted, pick again on the desired polygon until it blinks.

- B. Pick **CONTINUE** from the menu to confirm the polygon selection.

3. Draw Polygon: Enables you to pick points to define a polygon around the desired area. The system prompts:

\* \* \* MSG: Draw a polygon.  
CONTINUE when done.

- A. Pick points that define the sides of a polygon.

Line segments are drawn from point to point.

- B. Pick **CONTINUE** from the menu to complete the final side of the polygon.

The system completes the polygon by drawing the final line segment between the first and last points that you picked.

The operation (**ESTIMATE POPULATION** in the above example) is then completed, based on data within the area you have defined.

## Problems with Graphic Input

If you have problems with graphic screen interactions, try these suggested solutions:

- If the screen is static and the system does not accept input, press **Ctrl-Q**. Press the **Dialog** key to see if there are any error messages (see the following section on textual interactions).
- If the system is entirely locked up, press **Ctrl-Y** to exit IBS if you are stuck in a form or text screen. Restart IBS by typing IBS at the system prompt.

If you are stuck in graphics mode, perform the following procedures.

1. Press the **Setup** button on your keyboard.

2. Type *code ansi* and press the Return key.
3. Type *cancel* and press the Return key.
4. Press the **Setup** button.
5. Press **Ctrl-Y**. The system prompt will display.

This method of interrupting the program can cause you to lose the contents of your session, so use it only for the most severe system lockups.

- Call your system manager, if you continue to have difficulties. If you do not want to lose the contents of a work session, call your system manager before attempting any of the preceding procedures.

## Text Interactions

The IBS usually prompts for text input through

- *menus*
- *data forms*

A menu is a list from which you can select options. A data form is a collection of related data items displayed on the screen with an *input field* for each item of data.

Text interactions occur within full-screen or partial-screen windows that overlay the normal display of map graphics.

## Viewing Text Dialog

The IBS uses various mixes of graphics and text dialog. In some cases, the graphics and text may not appear on the screen of the Tektronix emulators exactly as they would appear on a Tektronix terminal. In other cases the dialog may disappear before you are through reading it. To toggle the text dialog on (or off), use the Dialog key:

- **Tektronix terminals:** You can press the Dialog key to view text that was replaced by graphics before you were through reading.
- **VAXstations:** Pick the D VIS (Dialog VISible) button in the row of on-screen buttons at the bottom of the TGRAF-X window.
- **PC workstations:** Press *[ALT-Z]*. (Refer to the TGRAF-07 reference manual for more information.)

## Using IBS Menus and Forms (Inputting Data)

The menus and data forms generally used in the IBS contain blank spaces or *fields* in which you select options or enter data. Generally a blinking *input cursor* (pointer) on the screen indicates which field is ready to accept an entry. The keyboard conventions used for operating the menus and forms presented by the IBS are described in the following paragraph. Table 1.2 summarizes the data entry conventions for data forms.

## Special Function Keys

The IBS uses two special function keys:

- **Help key**
- **GOLD key**

## Using The GOLD Key

The **GOLD** key is used with other keys for completing and exiting data forms. See Table 1.2.

The identity and placement of the **GOLD** key on your keyboard depends on the type of workstation/emulator:

<u>Terminal Type</u>	<u>GOLD Function Key</u>
Tektronix 4107, 4109, 4208	F5, Home PF1
VAXstation	PF1
PC Workstation <sup>(a)</sup>	NumLock

## Obtaining Form HELP

If you have a question about a particular item on a data form, you can press the Help key.

The identity and placement of the Help key on your keyboard depends on the type of workstation/emulator:

<u>Terminal Type</u>	<u>HELP Function Key</u>
Tektronix 4107, 4109, 4208	Help, F6 PF2
VAXstation	Help
PC workstation	[Alt-ScrollLock]

---

(a) The setup mode of the TGRAF-07 software allows you to define the PC keyboard's function keys. It might be helpful to assign function keys to a few IBS functions. Refer to the TGRAF-07 reference manual for details on function key definitions and how to assign them.

On all types of keyboards you can also use the ? key (question mark) to get help information. Pressing Help yields two types of information.

- Field Information: Pressing Help the *first* time produces specific help information pertaining to the current input field.
- Form/Menu Information: Pressing Help a *second* time produces general help information pertaining to the entire data form or menu.

In both cases, more than one page (screenful) of help information may be available. Press Return to page through the available information and return to the data form or menu.

**Table 1.2. Summary of Data Entry Conventions for Data Forms  
— Tektronix and [PC] Keypresses**

<u>Keypress(es)</u>	<u>Cursor Movement</u>
% RETURN	Advance past a scrolling block of items on a form
CTRL-D	Move left one character without altering the text
CTRL-F	Move right one character without altering the text
Up F1 [8]	Move to preceding line
Down F2 [2]	Move to next line
Left F3 [4]	Backup horizontally to preceding field
Right F4 [6]	Advance horizontally to next field
	<u>Form Editing or Operation</u>
HELP, F6, PF2 ?+RETURN and ?? [ALT-ScrollLock]	In fields with Help, first press: Show information about the <b>current field</b> . Second press: Show info about the <b>current form or menu</b> . In selected fields, ?? + RETURN will display a list of possible choices to enter in the field.
<b>GOLD Z</b> [NumLock] [Z]	<b>Complete and exit one form:</b> Checks and accepts current entries in field and form; Signals completion of the current form; Moves to the next form (in a set of forms); or Exits to the previous higher-level form or menu (from a single-page form)
<b>GOLD Y</b> [NumLock] [Y]	<b>Exit from a form or set of forms:</b> Restores the original contents of the current field; Signals completion of the current set of forms; Exits to the previous higher-level form or menu.
RETURN	<b>Accept the current field entry and advance:</b> If the cursor is in the <u>final field</u> of a form, pressing RETURN acts like GOLD Z.
BACKSPACE	<b>Delete the previous character.</b>
CTRL-E or CTRL-Z	<b>Refresh the screen.</b> Use these to redraw your screen, for example, after a broadcast message prints over your form use CTRL-E to redraw the form. These keystrokes work only on forms, not menus. Some complex forms may not refresh completely. If you have trouble refreshing a form, exit the form by pressing GOLD Y and restart the form.
CTRL-O	<b>Delete character.</b>

- CTRL-R**      **Insert a blank.** Inserts a blank character into the current field.
- CTRL-W**      **Provide an option to abort current field or form:**  
A prompt at the bottom of the screen will ask you whether you want to abort the field (F), the whole form (W), or nothing (N).
- **An F** aborts the current entry and restores the original contents of the field—the contents before you started changing it.
  - **A W** aborts the current form and restores the original contents of the form.
  - **An N** enables you to continue without aborting.
- CTRL-X**      **Clear the current field.** Clears the field you are currently working in of any characters.

### Selecting an Option from a Text Menu

Text menus generally consist of a list of options and a single input field:

```
Highlight Data Menu
-----
0 : EXIT
1 : List attributes for current screen
2 : Enter attribute description
-----
Choice (?=Help) ==> _
```

### To select an option from a text menu

Type the character corresponding to the desired option and press Return. If you need help, type a ? at the prompt and press the Return key. For the above menu, the following help screen will display.

```
The following keys are active:
O: EXIT
Q: ABORT
X: EXIT
T: Top page
B: Bottom page
U: Up one page
D: Down one page
H: Help
F: Find item [F TargetText]
?: Help
n: Select item n
<RETURN> to continue...
```

### Positioning the Input Cursor in a Form

When the IBS first displays a data form, the input cursor is at the beginning of the first entry field. Use the arrow keys to move the cursor to the various fields of the form. When the cursor is at the beginning of a field, Return also advances the input cursor to the next field. These cursor movements do NOT affect any entries already in the entry fields unless you have started to make a new entry in the field where the cursor resides. When the form is not large enough to contain all the necessary items, some items may be scrolled several lines (one block) at a time to reveal more input fields. You can enter a percent (%) symbol at the beginning of an entry field to advance the input cursor past the scrolling block area of the form.

### Entering Numeric Values in a Form

The data forms accept floating point input in some cases. Type numeric values (positive or negative) to fit the entry fields. When you press Return or an arrow key to accept the numeric entry, the IBS rewrites the entry to fit the field, sometimes reformatting the value in scientific notation.

## Problems with Menus and Forms

If you have one of the following problems with text menus or data forms, try the suggested solution(s):

- If the following messages display: "Input too long for this field." or "Value out of range for this field.", check your entry. Use the Delete key (*[Backspace]* on the PC) to delete the current value, and type your entry again. Press the Help key to get information about acceptable field values.
- If the screen is static and the system does not accept keyboard input, try pressing Ctrl-Q to free up the keyboard.
- If no system response follows a menu selection or completion of a form, try the following. If you pressed Return while the system was updating the display, you may need to press Return again to continue.

## Overview of the IBS Main Menu

<b>EXIT IBS</b>	
<b>IBS MAIN MENU</b>	
<b>MESSAGE BOARD</b>	->
<b>STATUS BOARD</b>	->
<b>PERSONNEL MANAGEMENT</b>	->
<b>MAP ANALYSIS</b>	->
<b>RESOURCE MANAGEMENT</b>	->
<b>SHOW LATEST ONPOST TRACK</b>	
<b>ANALYZE TRACK</b>	
<b>CHANGE D2 TRACK CASE</b>	*
<b>REPORT CURRENT D2 DESCRIPTION</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>SETUP</b>	

The IBS combines emergency management planning and tracking capabilities with computerized map display and modeling of emergency events (such as the dispersion of a chemical agent or the evacuation of a population).

- <-- View or send messages and reports.
- <-- Plan or track Emergency Function tasks.
- <-- Maintain database of EOC personnel.
- <-- Show and analyze graphic map information.
- <-- Manage and track use of resources.
  
- <-- Map computed time-release concentrations.
- <-- Show computed information about track.
- <-- Switch between track data sets.
- <-- Show text description of current track.
  
- <-- Carry out emergency support activities and computer modeling activities.
- <-- Tailor various system features that are to be used as default conditions.

### Asterisks (\*) in this Document

In this document the asterisks on the graphic menus indicate options that require special privileges. These options will be blank lines on the menus of General Users.

### Order of the Reference Sections

The reference sections of this guide are arranged in the same order as the major options appear on the main menu. Capabilities within each section are arranged in alphabetical order.

## Introductory Exercises

The following exercises have been developed to give you a practical introduction to the IBS. After performing these exercises, you will be able to:

- Start IBS
- Navigate the menu system
- Select options
- Set up default map layers
- View data
- Work with Emergency Planning Zones (EPZs)
- Change map displays
- Exit IBS

The exercises are not intended as a substitute for formal training. Formal training provides in-depth methodologies and procedures tailored for your work site.

To do the exercises, you must have a user account on the VAX computer system. You must be able to login with a username and password. If you do not have a user account, contact your system manager.

**Note:** The graphic displays shown in these exercises are examples included for instructional purposes. The map displays and system data included on your system can vary. Even though your map display may look different, the IBS commands still work in the same way.

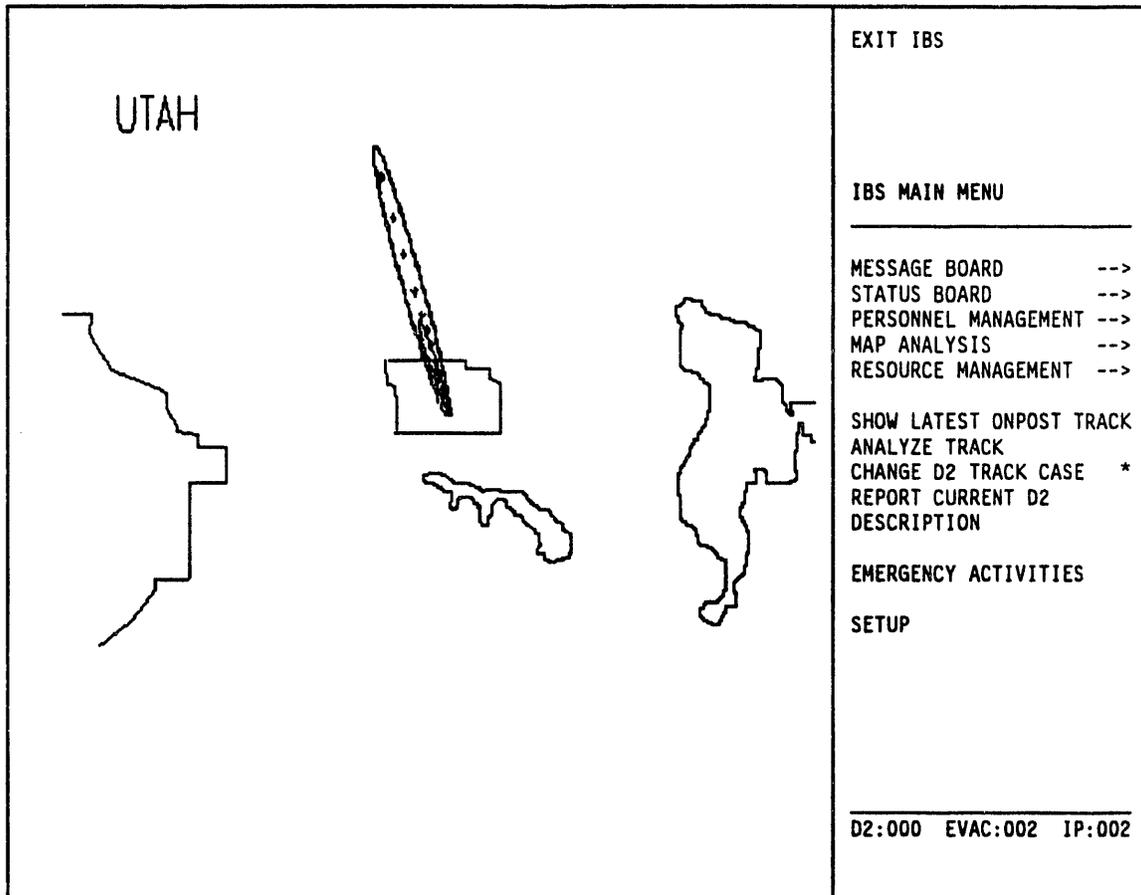
## Starting IBS

To do these exercises perform the following procedures.

1. Login to the VAX.
2. Start IBS by typing *ibs* at the system prompt and press the Return key. The system will display the following message:

```
READING CONTROL FILES  
PLEASE WAIT.
```

After a few moments, the IBS Main Menu and default map graphic displays as shown.



You are now ready to begin any of the following exercises.

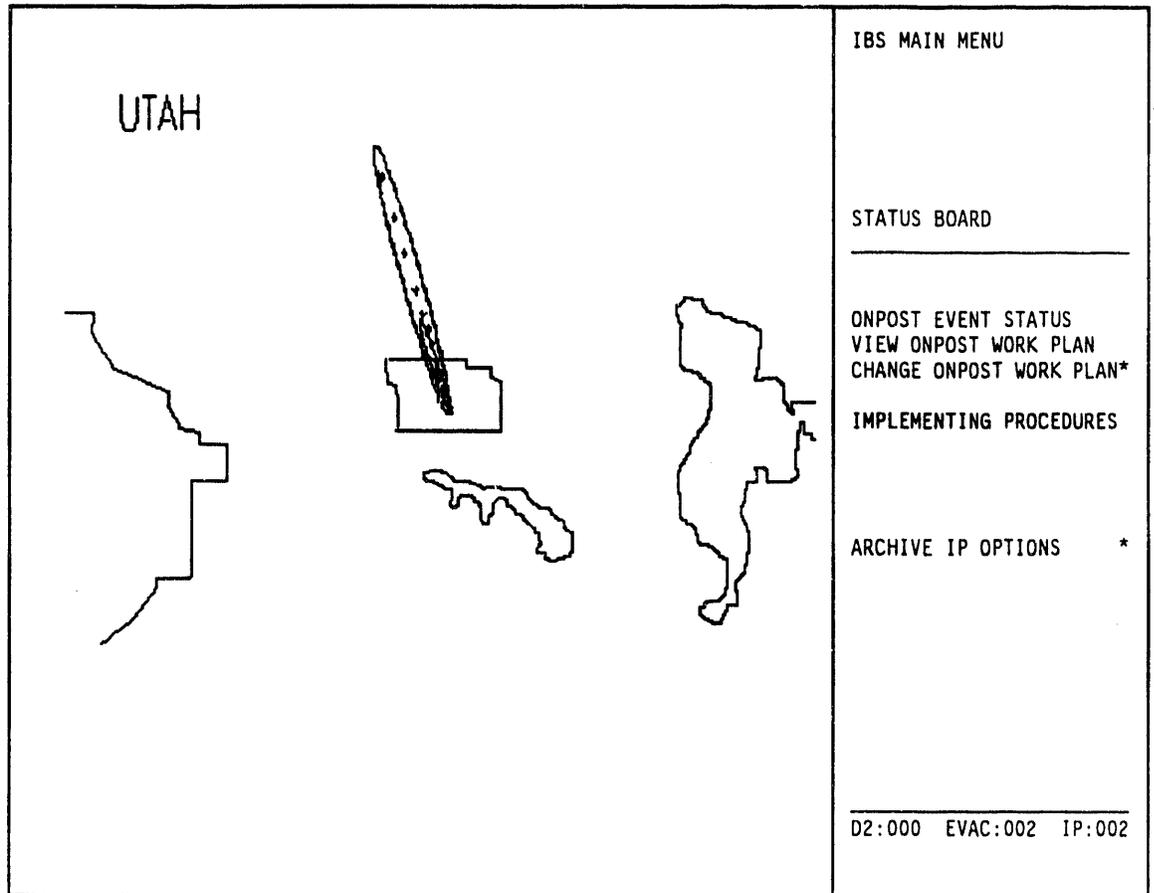
1. Viewing the Onpost Work Plan
2. Setting Up Your Default Map Display
3. Adjusting the Map Display
4. Using Emergency Activities

For detailed information on pointing and selecting with the graphic cursor (cross hairs), and working with text displays and forms, see the preceding heading **Getting Started** and **Conventions for Interacting with the IBS** earlier in this section.

## Exercise 1. Viewing the Onpost Work Plan

To view the current Onpost Work Plan, perform the following procedures.

1. From the IBS Main Menu, select the **Status Board** command with the cross hairs and press the Space bar. The Status Board menu displays as shown.



## Introduction and Overview

---

2. From the Status Board menu, select the **View Onpost Work Plan** command.

The Onpost Work Plan displays, as shown. This text screen overlays the graphic map display.

```

                                WORK PLAN

Received by IBS: 27/MAY/92 12:19   Current Activity: current run
desc.
Authorization: J. Smith _____ Begin Time: 04/JUL/92 11:11
                                         End   Time: 05/JUL/92 13:00

Munition type: 750
Agent type   : GB
Location code: DPG
Special code : _____
Release mode : _____
Comments: This is a test work plan. Today's work plan is the
incineration of 20 750 pound bombs containing Sarin nerve gas.

                                Meteorological Data

Wind speed      : 0.3 (m/s)           Stability Class: B
Wind direction  : 195 (degrees)       Temperature: 15.0 (C)

Select IP:      (Y/N)      Declare event? (Y/N): _

                                Press <RETURN> to continue...

```

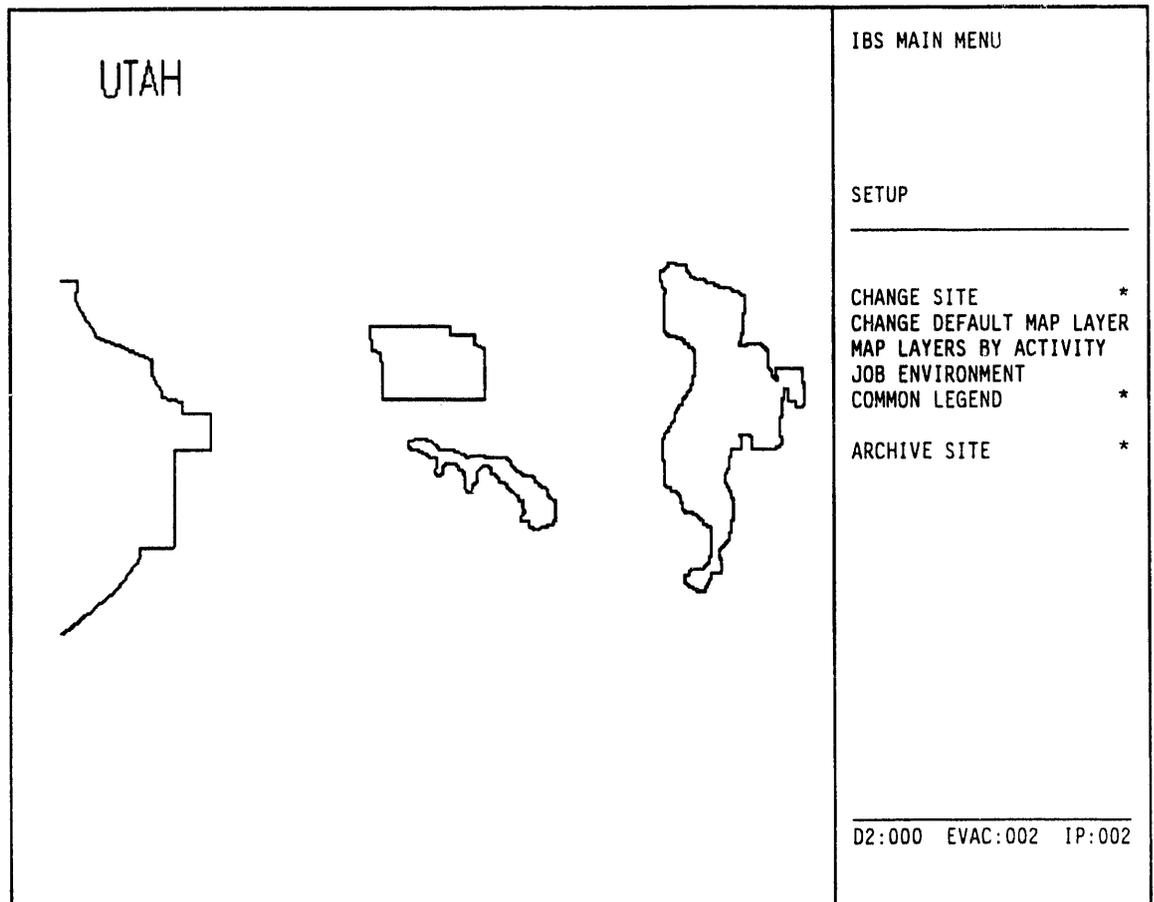
3. Exit the current Onpost Work Plan by pressing the Return key. The Status Board menu displays.
4. From the top of the Status Board menu, select the **IBS Main Menu** command. The system returns you to the Main Menu.

For detailed information on the Onpost Work Plan and Implementing Procedures, see *Section 3*.

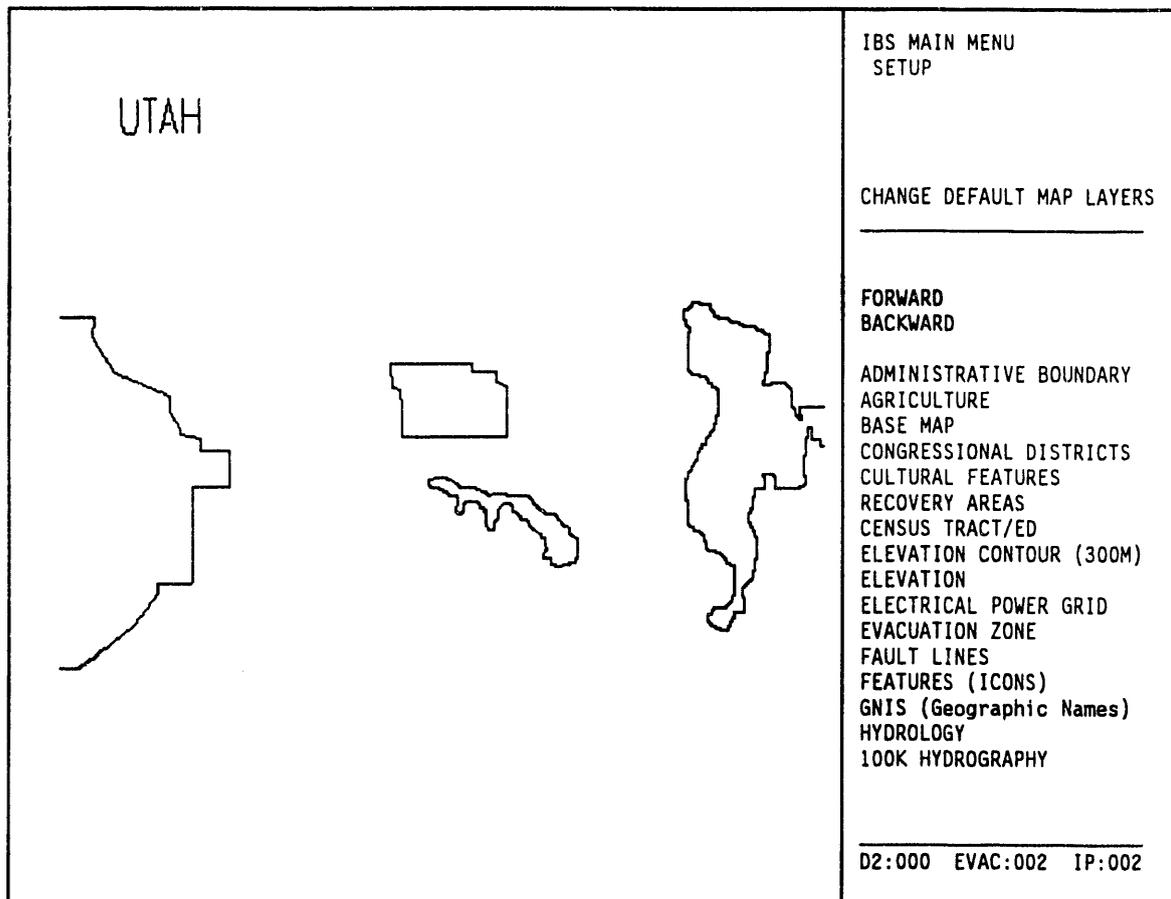
## Exercise 2. Setting Up Your Default Map Display

Each time you start IBS, you can set up the map display to show you the map layer information you want. To set up the map display, perform the following procedures.

1. From the IBS Main menu, select the **Setup** command. The Setup menu will display as shown.



2. From the Setup menu, select the **Change Default Map Layer** command. The Change Default Map Layers menu will display, as shown.



The Change Default Map Layers menu consists of several lists of map layers from which you can pick the layers you want to view. For this exercise you will pick the following layers:

- Hydrology
- 100K Roads
- Railroads
- Roads

These map layers may not all be contained in the first map layer list.

**Note:** The user list of map layers supplied with your system can be slightly different from the examples shown.

3. Use the Forward command to page through the lists by selecting the command with the cursor (cross hairs).
4. Select the map layers when they display on the list. As you select the map layers, they will highlight in green. Keep paging through the list and picking map layers until all four listed map layers have been selected.

Default map layers (such as Evacuation zone) will display in green on the list. Leave these as they are. After paging forward several times, you will eventually return to the first page of the list.

5. Select the **Setup** command to exit Select Default Map Layers. The Restrictions of Map Layers by Display Size menu will display, as shown.

**RESTRICTIONS OF MAP LAYERS BY DISPLAY SIZE**

Map Layers For STANDARD DEFAULT	Display Size (Radius in miles)	
	Minimum	Maximum
ADMINISTRATIVE BOUNDARY	0.0	9520.0
WATER BODIES	0.0	9520.0
ROADS	0.0	9520.0
D2 TRACK                    V	0.0	1000.2
EVACUATION ZONE	0.0	1000.2
100K ROADS	0.0	1000.2
HYDROLOGY	0.0	1000.2

When changes complete, enter <GOLD> <Z> to exit form.

6. Use this menu to restrict the display of certain data-rich map layers. In many cases, the default setting is fine. In this exercise, you were instructed to turn on the display of both Roads and 100K Roads. Use the Return key to move through the Minimum and Maximum fields and change the settings for Roads and 100K Roads to the following:

**RESTRICTIONS OF MAP LAYERS BY DISPLAY SIZE**

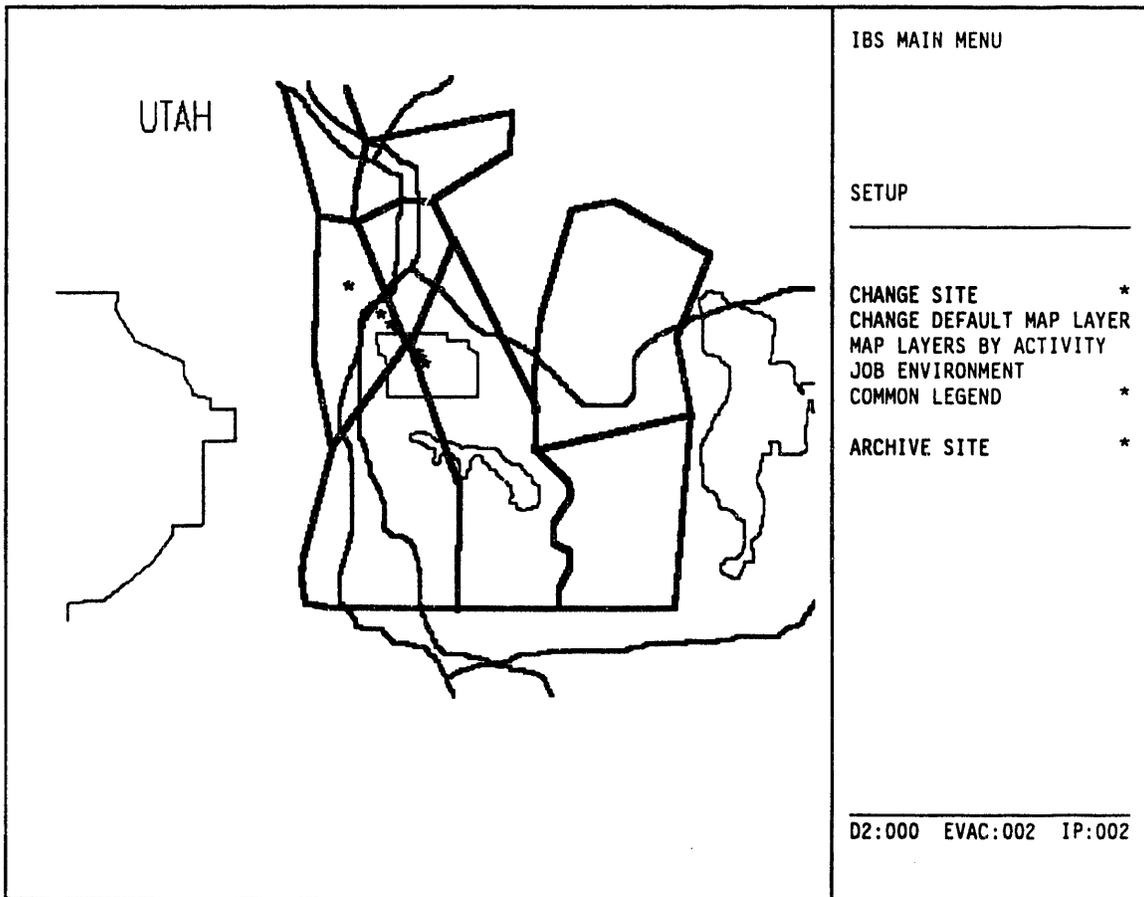
Map Layers For STANDARD DEFAULT	Display Size (Radius in miles)	
	Minimum	Maximum
ADMINISTRATIVE BOUNDARY	0.0	9520.0
WATER BODIES	0.0	9520.0
ROADS	5.0	1000.2
D2 TRACK                    V	0.0	1000.2
EVACUATION ZONE	0.0	1000.2
100K ROADS	0.0	5.0
HYDROLOGY	0.0	1000.2

When changes complete, enter <GOLD> <Z> to exit form.

Notice that you have now restricted 100K Roads so that they will display only when you have zoomed in your map display to a radial distance of five miles or less. This makes sense, as the 100K Roads layer is a very data-rich map layer. If you try to display the 100K Roads map layer over a large area (for

instance, 30-50 miles), the system would spend too much time trying to display all the tiny roads in the area. In some cases, the system can run out of memory while trying to display all the details, resulting in a system lockup. Check with your system manager for more details concerning which map layers need to be restricted to small areas.

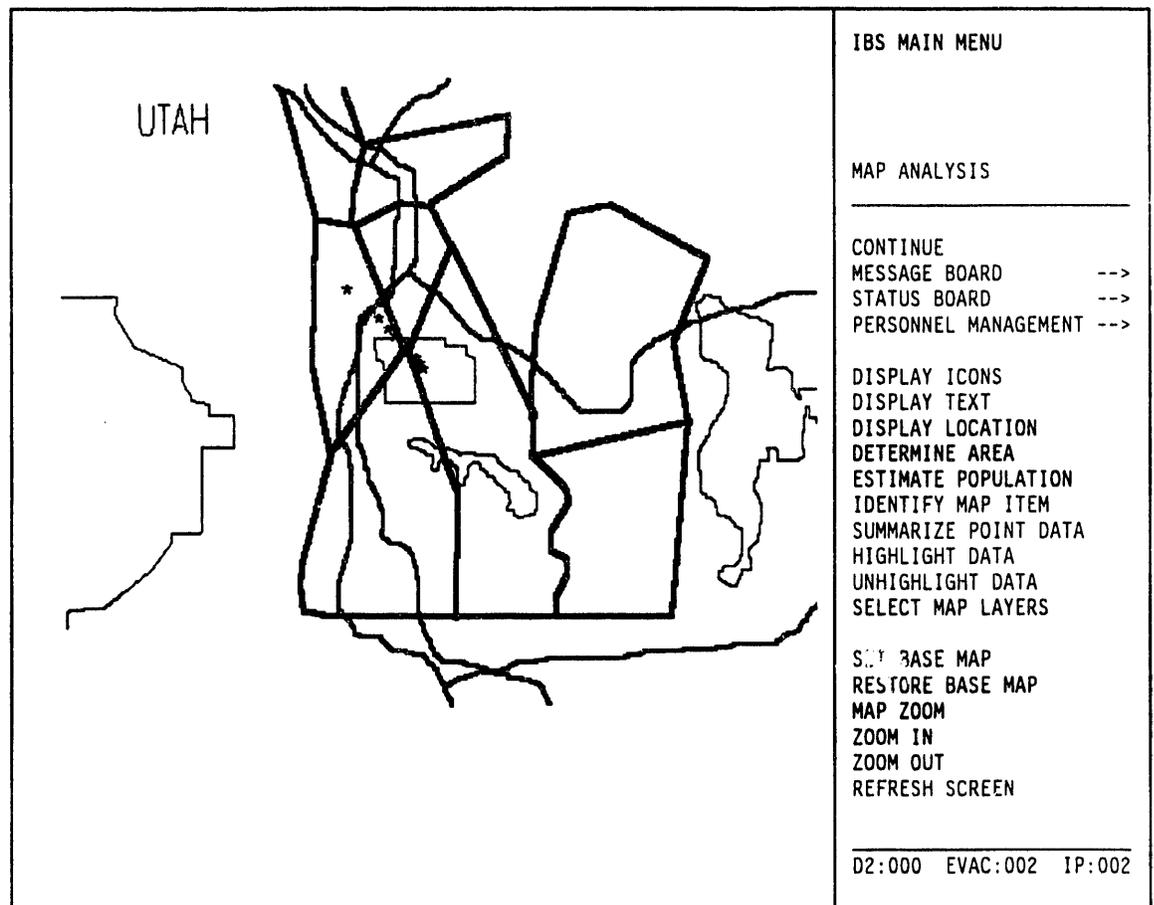
7. When you have finished typing in the new restrictions, press **GOLD-Z** to exit the menu. This will cause the system to display the chosen map layers. The graphic screen will go blank for a moment, then the map will display with the new layers, as shown. These layers will now display each time you start IBS.



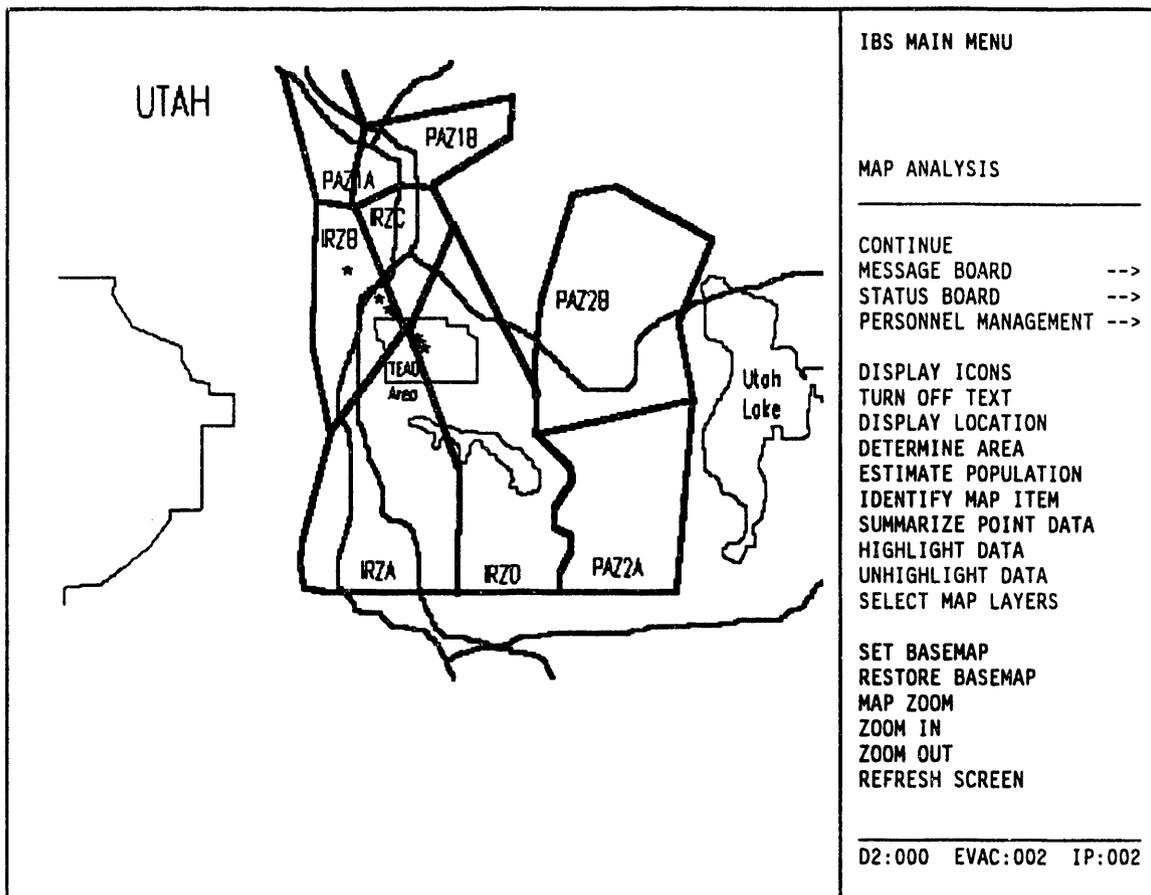
### Exercise 3. Adjusting the Map Display

To change and adjust the map display, perform the following procedures.

1. From the IBS Main Menu, select the **Map Analysis** command with the cross hairs and press the Space bar. The Map Analysis menu will display, as shown.



- From the Map Analysis menu, select the **Display Text** command. Descriptive text will display on the base map, as shown. This command toggles between Display Text and Turn Off Text each time you select it. Now that you have selected the Display Text command, the Turn Off Text command displays in its place.



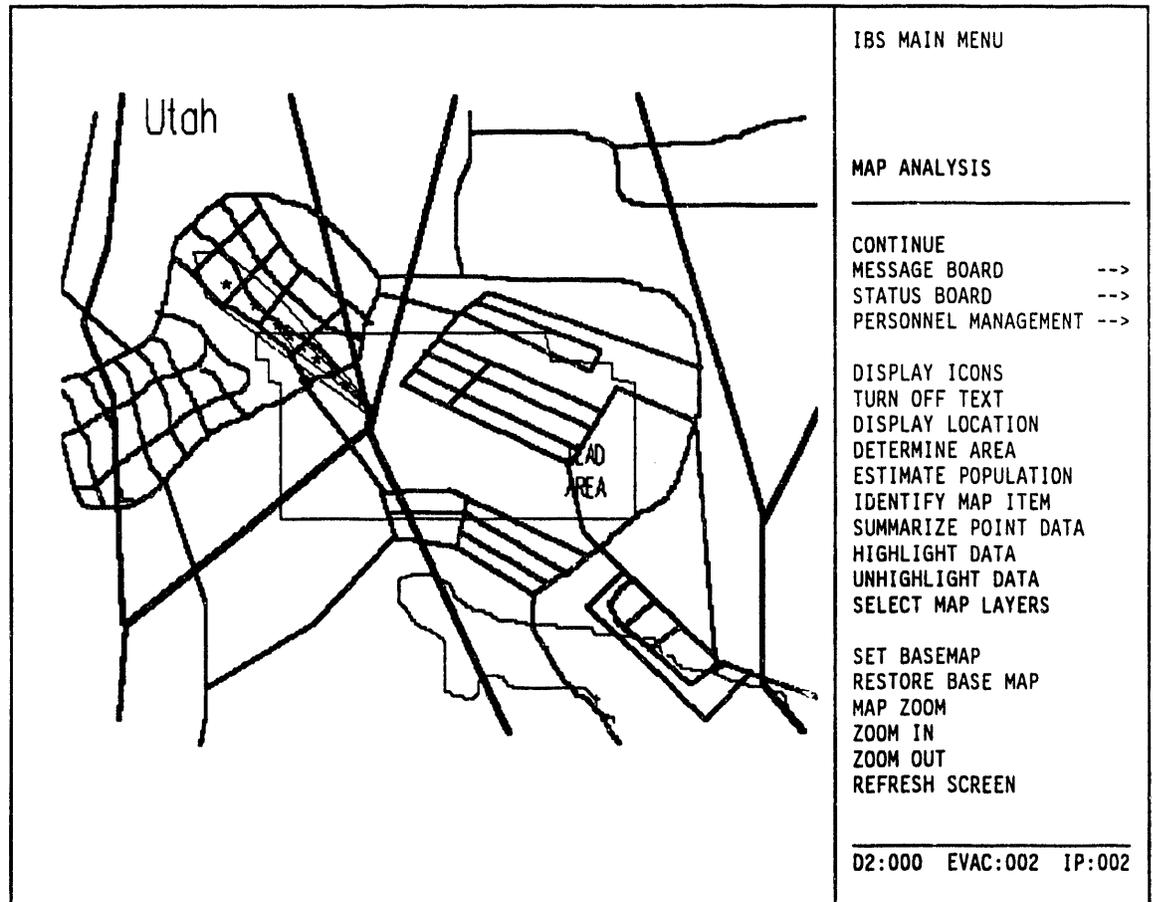
- For a closer view of an area, select the **Zoom In** command from the Map Analysis menu.

The Zoom In command will highlight in green and blink, while the following text message will display in the upper left corner of the screen:

\* \* \* MSG: Select center and one edge w/mouse

- Move the cross hairs on your screen so that they cross over the center of the area where you want to zoom in. Press the Space Bar once.
- Move the cross hairs out to a spot which will become the new corner or edge of the zoomed in display. Press the Space Bar. A red square will display momentarily to show the area you have marked, then the screen will blank out

as the system zooms in on the map. The new area you indicated will display, as shown in the following example.



You can repeat this procedure to get as close a view as you wish. Use the Zoom Out command in a similar way to move your view back.

**Note:** If you have used the Select Map Layers option to display a map layer with data-rich information while you are zoomed in, you may get the message:

**Data Exceeds Memory**

when you try to zoom out or restore the base map. The system may not draw all the information on the larger area, or it may take too much time trying to draw the information. To avoid this problem, use the Default Map Layers option under the Setup command to restrict the areas on which data-rich map layers will display (as described in Exercise 2).

6. To return to your original viewpoint on the map, select the **Restore Basemap** command from the **Map Analysis** menu.
7. From the top of the **Map Analysis** menu, select the **IBS Main Menu** command. The **IBS Main Menu** will display.
8. From the **IBS Main Menu**, select the **Resource Management** command. The system will display the various standard facility icons on the map, as shown.

	<p>IBS MAIN MENU</p> <hr/> <p>RESOURCE MANAGEMENT</p> <hr/> <p>CONTINUE          MESSAGE BOARD ---&gt;          STATUS BOARD ---&gt;          PERSONNEL MANAGEMENT ---&gt;          MAP ANALYSIS ---&gt;          RESOURCE MANAGEMENT ---&gt;</p> <p>ADD FACILITIES          MODIFY FACILITIES          DELETE FACILITIES          LIST FACILITIES          DESCRIBE FACILITIES          HIGHLIGHT FACILITIES          SUMMARIZE FACILITIES</p> <p>SWITCH TO RESOURCES ---&gt;          ZOOM IN          ZOOM OUT          REFRESH SCREEN</p> <hr/> <p>D2:000 EVAC:002 IP:002</p>
--	---

The **Resource Management** menu will display.

9. Select the **List Facilities** command from the **Resource Management** menu. The **List Facilities** command will highlight in green, then the system will overlay the map display with a text listing of the facilities represented by the icons.

**Note:** If your system has not been set up for default screen display of reports, you will be presented with the Output Redirection Menu:

Output Redirection Menu

- ```
-----  
0 : EXIT  
1 : Display on screen  
2 : Print on default printer  
3 : Mail to other user(s)  
4 : Save to an ASCII file  
-----
```

Choice (?=Help) ==>

At the Choice prompt, type *1* and press the Return key. The facilities listing will display.

## Introduction and Overview

---

An example of the facilities listing follows.

-----  
A-CORE CONCRETE CUTTING SPEC.    PRIVATE BUSINESS  
5360 SOUTH RILEY LANE  
MURRAY UT    84107  
JOHNSON JACK            801-261-5552

O F

ALBERTSONS FOOD CENTER            PRIVATE BUSINESS  
250 N. MAIN  
TOOELE UT  
                          801-882-6338

O F

ALLEN'S FOOD TOWN                    PRIVATE BUSINESS  
47 S 1 W  
TOOELE UT    84074  
                          801-882-6348

O F

ARNOLD MACHINERY CO.                PRIVATE BUSINESS  
2975 WEST 2100 SOUTH  
SALT LAKE CITY UT    84130  
HAMMOND FRANK    801-972-4000

O F

CARLSON CONSTRUCTION INC.        PRIVATE BUSINESS  
14800 SOUTH ST.  
WEST VALLEY CITY    UT  
                          801-254-3339

O F

LEHI HIGH SCHOOL                    SHELTER  
LEHI                    UT  
                          801-882-6338

700 F

Press <RETURN> to continue...

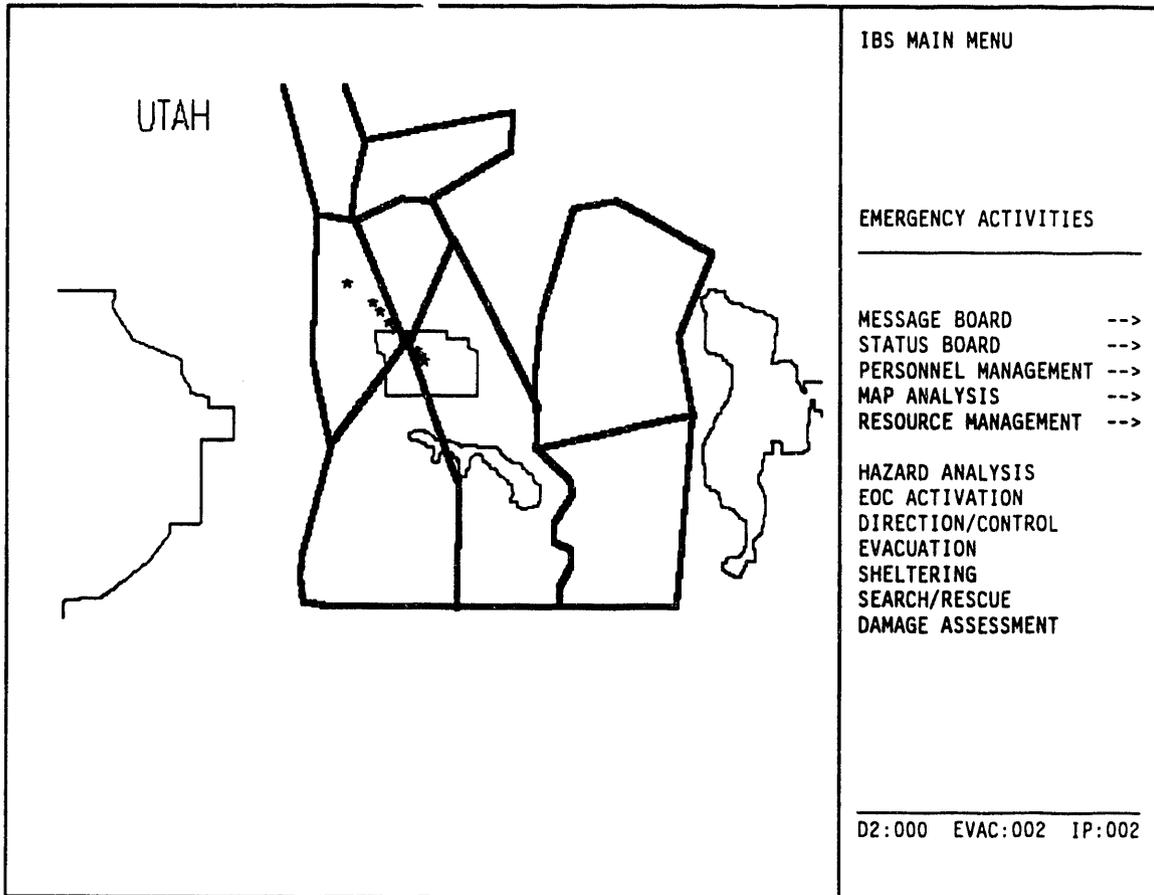
10. Press the Return key to page through the listings. When you have displayed all the facilities, the system returns to the map display and the Resource Management menu.

The listings can continue for several pages. To exit the listing without scrolling through every page, press Ctrl-Z.

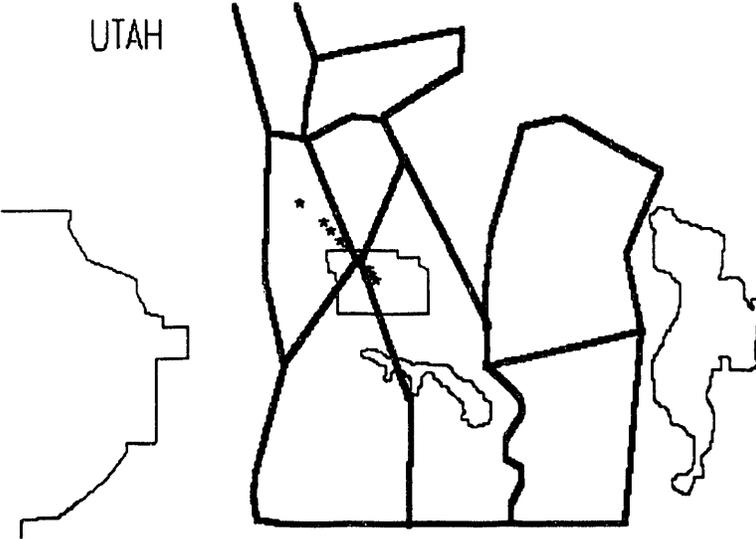
11. Select the **IBS Main Menu** command to return to the top level of IBS. Notice that the facility icons remain on the map display.

## Exercise 4. Using Emergency Activities

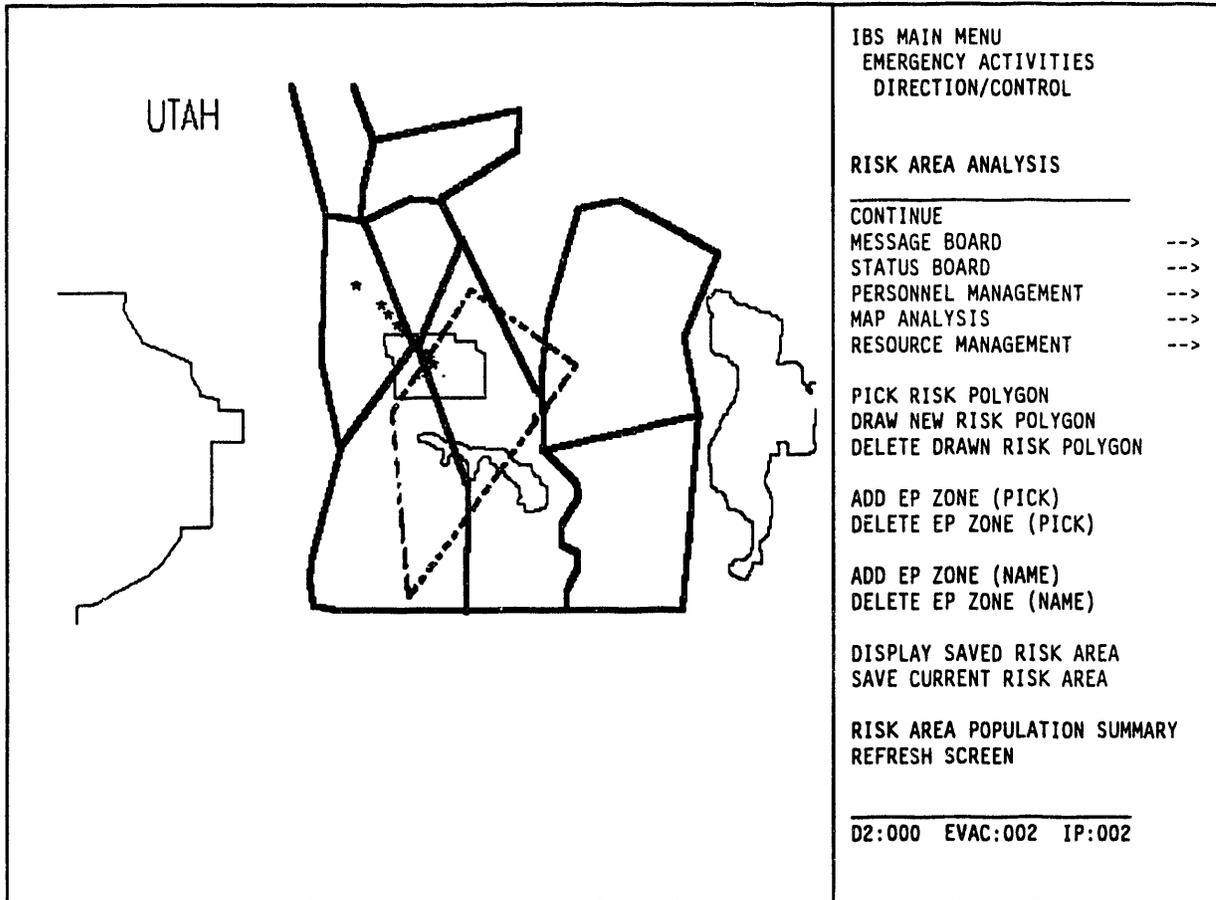
1. From the IBS Main Menu, select the **Emergency Activities** command with the cross hairs and press the Space bar. The Emergency Activities menu displays, as shown.



2. From the Emergency Activities menu, select the **Direction/Control** command. The Direction/Control menu displays, as shown.

|                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>UTAH</p> | IBS MAIN MENU<br>EMERGENCY ACTIVITIES                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                 | <hr/> DIRECTION/CONTROL <hr/> CONTINUE<br>MESSAGE BOARD ---><br>STATUS BOARD ---><br>PERSONNEL MANAGEMENT ---><br>MAP ANALYSIS ---><br>RESOURCE MANAGEMENT ---><br><br>SPECIFY LOCATION *<br>MODIFY FACILITIES *<br><br>ADD SPECIAL POPULATION *<br>MODIFY SPECIAL POPULATION *<br><br>ESTIMATE POPULATION<br>RISK AREA POPULATION SUMMARY<br><br>RISK AREA ANALYSIS *<br>SELECT IP *<br><br>RELEASE OVERLAYS |
| <hr/> D2:000 EVAC:002 IP:002                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                               |

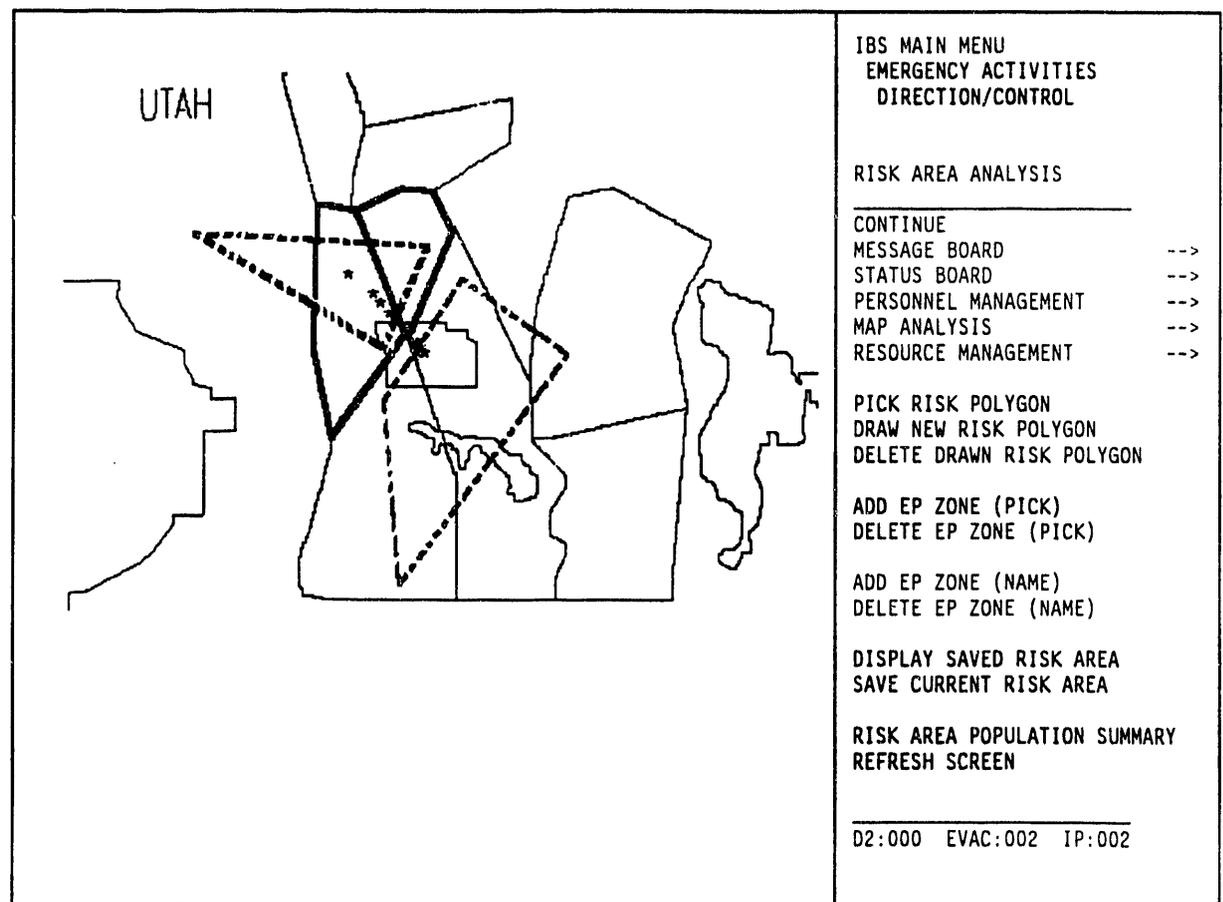
- From the Direction/Control menu select the **Risk Area Analysis** command. The system draws in any existing risk polygon in bold white lines over the base map display, as shown. The Risk Area Analysis menu displays.



- From the Risk Area Analysis menu, select the **Draw New Risk Polygon** command. The system displays the following message:  

```
* * * MSG: Draw a new Risk Polygon.  CONTINUE when done
```
- Use the cursor (cross hairs) to draw a risk polygon on the map display. Press the Space bar to indicate the point of each corner. The polygon lines are initially drawn in green.

6. When you have drawn the polygon, select the **Continue** command to close the polygon. The new risk polygon is redrawn in bold white lines. The evacuation zones that intersect or are contained in the new risk area will be redrawn in bold lines. Those zones not touched by the risk polygon are redrawn in thin lines.



Delete the old risk polygon and leave the new risk polygon on your map display.

7. To delete the old risk polygon, select the **Delete Drawn Risk Polygon** command from the Risk Area Analysis menu. The system displays the following message:
- ```
* * * MSG: Select Risk Polygon to delete. CONTINUE when done.
```
8. Use the cursor to select any point on the polygon you want to delete. Move the cursor over the polygon and press the Space bar. The polygon you have selected will blink. If you select the wrong polygon, move the cursor and select a point on the correct polygon.
9. Delete the polygon by selecting the **Continue** command from the menu. The blinking polygon is deleted.

The polygons outlined in bold orange are EPZs. These EPZs compose the risk area. Now you can add or delete EPZs to the risk area.

10. To add an EPZ to your risk area, select the **Add EP Zone (Pick)** command from the Risk Area Analysis menu. The system displays the following message:  

```
* * * MSG: Select EPZ to add to Risk Area. CONTINUE when done
```
11. Use the cursor to select an orange EPZ polygon from those displayed on the map. The selected zone is highlighted in white and blinks.
12. Select the **Continue** command to add the zone to the Risk Area. The zone will highlight, flash once, then redisplay in bold orange. The population data from this zone is then included in the Risk Area.
13. From the Risk Area Analysis menu select the **Risk Area Population Summary** command. The Output Redirection Menu displays, as shown (unless you have used the Setup command to set a default). See *Section 12* for more information.

```
                Output Redirection Menu
-----
0 : EXIT
1 : Display on screen
2 : Print on default printer
3 : Save to an ASCII file
-----
Choice (?=Help) ==>
```

14. Type a *1* at the Choice prompt and press the Return key. The Risk Area Population Selection Menu displays, as shown.

```
                Risk Area Population Selection Menu
-----
0: EXIT
1: Total Population                (Census)
2: Special population summary      (Special Population)
3: Special population by EPZ       (Special Population)
-----
Choice (?=Help) ==>
```

15. Select the Total Population option by typing a *1* at the ==> prompt. Press the Return key.

The population summary displays, as shown.

15-JUN-1992 15:03:30.89	
Estimated Population of the Current Risk Area	
Map Layer	: POPULATION
Population Pattern	: Weeknight
Zone Name	Population
PAZ2B	1235
PAZ1A	7270
PAZ1C	14494
IRZA	393
IRZD	42
PAZ2A	0
TOTAL:	23434
Press <RETURN> to continue...	

16. Press the Return key to return to the Risk Area Analysis menu.
17. From the top of the Risk Area Analysis menu select the **Emergency Activities** command. The system displays the following message.

Save Risk Area [Y]? ==>

Press the Return key to save the new risk area. The Emergency Activities menu displays.

18. From the Emergency Activities menu select the **Sheltering** command. The Sheltering menu displays.
19. From the Sheltering menu select the **Shelter or Center Info** command.

**Note:** In some cases, you will have a better view of facility icons if you first use the zoom in function on an area of interest. If you are in an extreme zoom out view, the icons may be so crowded together that the map display is difficult to interpret.

The Shelter or Center Info command will highlight in blinking green. If you do not have a default Selection method (see Section 12 for details on defaults), the system displays the Facility Selection method menu.

Facility Selection method menu

- 0 : EXIT
- 1 : Type in Facility name
- 2 : Select Facility name from a list
- 3 : Type in long/lat coordinates
- 4 : Use mouse to select Facility

Choice (?=Help) ==>

- 20. At the Choice prompt, type a 4 and press the Return key. The system displays the following prompt.

Draw facilities onscreen? [Y] ==>

Press the Return key. The system draws the facility icons and displays the following message:

\* \* \* MSG: Select a Facility w/mouse

The screenshot shows a graphical user interface for an emergency management system. On the left, a map of Utah is displayed with several facility icons (represented by house-like shapes and circles) scattered across the state. A dashed rectangular box highlights a specific area in the central part of the state, containing several icons. On the right, a menu is visible with the following text:

```
IBS MAIN MENU
EMERGENCY ACTIVITIES

SHELTERING
-----
CONTINUE
MESSAGE BOARD      -->
STATUS BOARD       -->
PERSONNEL MANAGEMENT -->
MAP ANALYSIS       -->
RESOURCE MANAGEMENT -->

ADD LOCATION      *
ADD FACILITIES    *
MODIFY FACILITIES *

SHELTER OR CENTER INFO *
SHELTER & CENTER SUMMARY

RELEASE OVERLAYS

D2:000 EVAC:002 IP:002
```

21. Use the cross hairs to select a shelter facility icon and press the Space bar. The system displays a full screen text Facility Form, as shown in the following example.

```
Resource Management                                     Facility Form V2.01
-----
Longitude      :   -112.2868652344
Latitude       :    40.5355911255
Facility       :   HOMETOWN BAKERY & GROCERY
Type(Icon):    PRIVATE BUSINESS
Address        :   99 N BROADWAY
City           :   TOOELE           State: UT   ZIP: 84074

Contact Name:  ANDREWS_____ WILLIAM_____ D (Last, First,
MI)
Phone         :   801-882-6338
Agency       :   RED CROSS   Position   : COORDINATOR

Mutual Aid?:   N Agreement #:
Active?       :   N
Capacity      :   25           Received   :    0
Cur Load    :    0           Released   :    0

View the facility resources? [Y] ==>
```

22. Press the Return key to answer yes to the View the facility resources? prompt. A Facility Resource report will display following the Facility Form, as shown.

## Introduction and Overview

---

Resource Management

Facility Form V2.01

-----  
Longitude : -112.2868652344  
Latitude : 40.5355911255  
Facility : HOMETOWN BAKERY & GROCERY  
Type(Icon): PRIVATE BUSINESS  
Address : 99 N BROADWAY  
City : TOOELE State: UT ZIP: 84074

Contact Name: ANDREWS \_\_\_\_\_ WILLIAM \_\_\_\_\_ D (Last, First, MI)  
Phone : 801-882-6338  
Agency : RED CROSS Position : COORDINATOR

Mutual Aid?: N Agreement #:  
Active? : N  
Capacity : 25 Received : 0  
Cur Load : 0 Released : 0

View the facility resources? [Y] ==>

Res Type	Quant	Unit	Description
FOOD	50	pounds	EMERGENCY FOOD SUPPLIES

-----  
Press <RETURN> to continue...

Press the Return key to return to the Facility Selection method menu. You can repeat the preceding procedures to view more facility information, or you can exit.

23. To exit, select 0 : EXIT and press the Return key. The Sheltering Menu displays.
24. From the top of the Sheltering menu select the **IBS Main Menu** command. The IBS Main Menu displays.
25. From the IBS Main Menu, select the **Exit IBS** command to return to the system prompt.

# Section 2

## Message Board

### ■ MESSAGE BOARD

<b>IBS MAIN MENU</b>	
<b>MESSAGE BOARD</b>	
<b>VAX MAIL</b>	
<b>CREATE/EDIT MAIL LIST</b>	
<b>SEND MAIL</b>	
<b>CHECK SENT MAIL</b>	
<b>VIEW</b>	<b>IBS-&gt;ONPOST RPT</b>
<b>VIEW</b>	<b>ONPOST-&gt;IBS RPT</b>
<b>CREATE</b>	<b>IBS-&gt;ONPOST RPT</b>
<b>VIEW</b>	<b>COMBINED RPT</b>
<b>CHANGE</b>	<b>COMBINED REPORT</b>
<b>VIEW MESSAGES BY CATEGORY</b>	
<b>CHANGE MESSAGE CATEGORIES</b>	

**MESSAGE BOARD** displays this menu of capabilities for viewing messages and reports transmitted between IBS and the onpost EOC system. **MESSAGE BOARD** also enables you to send mail messages (**VAX MAIL**) to other system users. Information Managers use the **MESSAGE BOARD** to create IBS reports to send to the onpost system.

- <-- Use the **VAX MAIL** message program.
- <-- Make distribution lists for mail.
- <-- Send the mail.
- <-- See if mail you sent has been received/read.
- <-- View reports sent from IBS.
- <-- View reports sent from onpost system.
- <-- Create IBS reports for onpost EOC.
- <⌈ View or change a summary combination of the latest intersystem reports, **VAX MAIL** messages, & IBS activity log messages.
- <⌋ View mail & other messages by category.
- <-- Change categories used for storing and viewing mail and other messages.

The **MESSAGE BOARD** option occurs on most IBS menus, so you can view messages at any time without returning to the IBS main menu. The **MESSAGE BOARD** capabilities in this section are described in *alphabetical* order.

## Onpost Emergency Event Notification

If an event occurs onpost, you will immediately see an Onpost Emergency Event Notification. (See *Section 3, Status Board, ONPOST EVENT STATUS* for a depiction of the information on this screen.) If you are using IBS, just press RETURN to remove the notification message and continue with whatever you were doing. Event notifications and other reports from the onpost system can be reviewed by using **VIEW ONPOST->IBS RPT.**

## Exchange of Map Graphic Information

All graphic map overlays exchanged between IBS and the onpost system are passed as ASCII files using the "optional" Digital Line Graphics (DLG) data format (as defined in the *US GeoData Users Guide 2*). Conversions to and from IBS's normal Digital Mapping Structure (DMS) format is accomplished without special user interactions for normal IBS inputs and products.

## Mail Checker

An automatic program called Mail Checker runs on the VAX without user intervention. Once every minute the program will check all user mail files. If you get new mail, or if your mail arrives late, the program will display a message across the bottom of the IBS graphic menu. For example, if you have new mail, the system will display the message:

**NEW MAIL**

## ■ CHANGE COMBINED REPORT

This option enables you to view the most recent messages recorded in the following locations and to generate a COMBINED REPORT file:

- **VAX MAIL messages** (a collection of important messages)
- the *IBS event log* (reports from IBS to the onpost system)
- the *onpost event log* (reports from the onpost system to IBS)
- the *IBS activity log* (resource management activities, Event Management Plan selection, updates to the people locate database, etc.)

Extraction of information from these sources is largely automatic: when you select **CHANGE COMBINED REPORT**, the system displays a menu similar to the following.

```
Select Message Category          1/4
-----
 0: EXIT
 1: ALL
 2: FACILITY
 3: KNOWN POINT
 4: RESOURCE
 5: PERSONNEL
 6: LOCATION
 7: FACILITY STATUS
 8: PERSON RECORD UPDATE
 9: PERSON STATUS QUERY
10: FACILITY LOAD REPORT
-----M O R E -----
Choice (?=Help) ==>
```

Select a category and press the Return key.

The system then displays the following Report Selection Method menu.

```
Report Selection Method
-----
 0: EXIT
 1: Use all reports
 2: Select reports containing a keyword
 3: Select reports within a time range
 4: Select report by sequence number
-----
Choice (?=Help) ==>
```

If you select items 2, 3, or 4, the system will display additional prompts which will enable you to enter a keyword, time range or sequence number.

IBS takes a moment to assemble the information and then displays up to 500 lines of messages, one screen at a time. The messages start with the most recent messages (regardless of the source) and continue in reverse chronological order. Any messages which are new (have not previously been printed) are routed to the system printer.

## Preparing the VAX MAIL Messages

The preceding VAX MAIL messages are ones that have been sent to Message Control and extracted. Currently, this is accomplished by a procedure such as the following:

<u>Agent</u>	<u>Activity</u>	<u>Result</u>
Information Manager	Enter the system command: set_folder [foldername] (usually the folder name is mail)	Sets the default to the mail folder
Information MAIL Monitor	Periodically enter the following MAIL command: or MAIL <b>EXTRACT/ALL OFF\$DIR:IMPMAIL.LOG</b>	Puts all the mail Manager messages into the specific file where they can be extracted by <b>CHANGE COMBINED REPORT</b> .

You can also use the plain extract command to extract just the current mail messages to the log file, or you can use the extract/append command to append any current messages onto the log file.

See the *VAX MAIL* manual for full instructions on all commands and options available to VAX MAIL users.

General users can select **VIEW COMBINED RPT** to obtain the latest complete log on their screen. It is displayed in read-only mode, but can be scrolled.

## ■ CHANGE MESSAGE CATEGORIES \*

VAX MAIL messages and some automatically logged reports are stored and categorized so that they can be viewed later with the **VIEW MESSAGES BY CATEGORY** option. If you are an Information Manager, you can use the **CHANGE MESSAGE CATEGORIES** option to specify a list of categories, and whether all messages of a category are reported or only the most recent message.

When you select **CHANGE MESSAGE CATEGORIES**, IBS starts the system text editor and enables you to edit a special file (IEMISSYSFILES:EVENT\_SUBJECTS.DAT) that contains the information about each subject category. For example, if the VAX EDT text editor is used, the screen clears and presents the EDT editor's command line prompt, an asterisk (\*).

To begin editing: type c and press RETURN. The text of the message category file is then shown on the screen. The following text is an example (default) file, which you may edit to tailor the reporting requirements.

MESSAGE BOARD  
CHANGE MESSAGE CATEGORIES\*

---

**Note:** Message categories are limited to 25 characters, as shown. Do not use tabs when editing, use spaces. Do not change the column location of the (L) or (A) fields.

MESSAGE CATEGORY -----	(L)AST or (A)LL
ALL	A
FACILITY	A
KNOWN POINT	A
RESOURCE	A
PERSONNEL	A
LOCATION	A
FACILITY STATUS	A
PERSON RECORD UPDATE	A
PERSON STATUS QUERY	A
FACILITY LAND REPORT	A
PROTECTIVE ACTION ORDER	A
EVACUATION ORDER	A
SHELTER AREA REPORT	A
SHELTERING SUMMARY	A
OFFPOST CASUALTY SUMMARY	A
RECEPTION CTR SUMMARY	A
RECEPTION CTR DIRECTORY	A
EVAC ROUTE ANNOUNCEMENT	A
INCOMING MILITARY ROUTES	A
EVACUATION ROUTE TABLE	A
COORDINATE CODE TABLE	A
POLYGON CODE TABLE	A
D2LOG	A
DOSAGE	A
PDATA	A
SLICE	A
WEATHER OBS	A
CURRENT RUN	A
ENVIRONMENT	A
NOTIFICATION	A
CAS SUM	A
TOWER SEL	A
ERROR: ??????? EVENT	A
OTHER	A
BMB CAT	A

To quit editing, press CTRL-Z. The asterisk prompt will reappear. Then:

- To save the new edited file: type EXIT and press RETURN.
- To cancel without saving any changes: type QUIT and press RETURN.

## ■ CHECK SENT MAIL

This option enables you to check the list of unread messages you sent to a specific user. By doing this you can find out if a particular message has been received and read.

The following menu displays.

```
MAIL LIST CRITERIA
-----
0: EXIT
1: Mail distribution by USERNAME
2: Mail distribution by NAME
3: Mail distribution by TITLE
4: Mail distribution by POSITION
-----
Choice (?=Help) ==>
```

If you select option 2, Mail distribution by NAME, the following menu will display.

```
Select Users by Real Name
-----
0: EXIT
1: BAILEY           BLANCHE           : PROJECT MANAGER
2: BOWER            JOHN              C : SUB-CONTRACTOR
3: BURFORD          MICHAEL           J : PROGRAMMER
4: DOWNING          TIM               R : DEVELOPER
5: WILLIAMS         JOHN              R : PROGRAMMER
-----
Choice (?=Help) ==>
```

Select the user you want by typing the number corresponding with the name. Press the Return key. A => will display by the selected name. Continue to select names from the list until you have selected all the users you want. To see if the selected users have read the mail sent by you, select the 0: EXIT option and press the Return key. The system will display messages similar to the following for each user you selected. In this example the user had read all the mail.

Listing unread mail messages for COLLEEN WINTERS...

All messages you sent have been read.

Press <RETURN> to continue...

Check more users? [N] ==>

If you want to check more users, type a Y (yes) at the prompt and press the Return key. The Mail List Criteria menu will redisplay.

## ■ CREATE/EDIT MAIL LIST

This option enables you to

- Create a new mail distribution list
- Change an existing list

After you select Create/Edit Mail List, the following menu displays.

```
      DISTRIBUTION LIST SELECTION MENU
-----
0: EXIT
1: Select SYSTEM mail distribution list
2: Select PERSONAL mail distribution list
-----
Choice (?=Help) ==>
```

Select the type of mail distribution list you want to work with: System, or Personal.

Option 1, Select SYSTEM mail distribution list, will enable you to edit one of the System mail distribution lists. A copy of the System Mail list you select will be placed in your own directory and will reflect any changes you make. You can not change the master System mail distribution list.

Option 2, Select PERSONAL mail distribution list, will enable you to edit an existing distribution list in your directory, or to create a new distribution list which will be placed in your directory.

After you select either of the two options, the following menu will display.

```
      Select Distribution List
-----
0: EXIT
1: Create New Mail Distribution List
2: FIRE DEPT
3: POLICE
4: RED_CROSS
-----
Choice (?=Help) ==>
```

**Note:** Option 1, Create New Mail Distribution List will not display if you selected the SYSTEM mail distribution list option from the preceding menu.

**MESSAGE BOARD**  
**CREATE/EDIT MAIL LIST**

---

You can select an existing distribution list to edit from the menu, or select option 1, Create New Mail Distribution List to create a new list. Press the Return key. The following prompt will display.

```
+-----+  
| MAIL DISTRIBUTION LIST IDENTIFICATION |  
+-----+
```

Please input new mail distribution filename: \_\_\_\_\_

At the prompt, type the name of the distribution list you want to create and press the Return key.

The following menu will display once you have selected a distribution list to edit, or entered the name of a new distribution list.

```
MAIL LIST CRITERIA  
-----  
0: EXIT  
1: Mail distribution by USERNAME  
2: Mail distribution by NAME  
3: Mail distribution by TITLE  
4: Mail distribution by POSITION  
-----  
Choice (?=Help) ==>
```

Options 1, 2, and 3 each enable you to select people from a menu. These menus will display people listed by:

- System username
- Real name
- Title

After you select any of the above options (1, 2, or 3) a menu similar to the following will display.

```
Select Users by Real Name  
-----  
0 : EXIT  
1 =>BAILEY   BLANCHE   : PROJECT MANAGER  
2 : BOWER    JOHN      C : SUB-CONTRACTOR  
3 =>BROWN    SUSAN     R : SOFTWARE ENG.  
4 : SMITH    JAMES     E : DEVELOPER  
-----  
Choice (?=Help) ==>
```

This menu and the similar menus for username or title enable you to make several selections at a time. When a person is selected, a => appears in place of the : symbol in the list. In the above example, both Blanche Bailey and Susan Brown have been selected. To deselect an item from the menu, select it again and the => symbol will be removed.

If you are creating a new distribution list, the above menu will display with no people preselected. If you are editing an existing list, the people on the list will display preselected on the menu. You can then select or deselect people to add or delete them from the list.

When you have selected all the people you want to add to your list, select option 0 : EXIT.

Option 4, Mail distribution by POSITION will display the same menu shown in **Personnel Management, List People by Position**. From this menu you can select one or more positions. Any personnel in the personnel database with the selected position and an account on the system will display on a menu list similar to the example shown above. This list will be sorted by real name. You can then select the people you want to add to your distribution list.

**Note:** For this method to work, the name of the person must appear exactly the same in both the personnel database and System mail lists (see UPDATE\_MAIL\_LIST in the *IBS Utilities Guide*).

When using the VAX MAIL message capability, you can address messages to distribution lists as well as individual addressees. Contact your system manager for the names of distribution lists that have already been set up on your system.

**■ CREATE IBS->ONPOST RPT \***

```
IBS MAIN MENU
MESSAGE BOARD

CREATE IBS->ONPOST RPT

PROTECTIVE ACTION ORDER
EVACUATION ORDER
SHELTER AREA REPORT
TRAFFIC CONTROL REPORT
SHELTERING SUMMARY
OFFPOST CASUALTY SUMMARY
RECEPTION CTR SUMMARY
RECEPTION CTR DIRECTORY
EVAC ROUTE ANNOUNCEMENT
INCOMING MILITARY ROUTES
EVACUATION ROUTE TABLE
COORDINATE CODE TABLE
POLYGON CODE TABLE

SET IBS ONPOST HEADER
```

This option displays the menu shown here for creating reports (messages) transmitted from IBS to the onpost computer system.

Each menu item corresponds to one type of report. Information Managers can use the menu to select which types of reports are generated and sent to the onpost system.

After one type of report is selected, IBS displays one or more screen forms for your information input and approval. After your approval, that report is generated, logged in the IBS event log, and copied to the onpost system.

The specific report formats are shown in Appendix E.

- **SET IBS ONPOST HEADER** Enables you to set the report header that identifies the created report as an exercise, a test, or a real report.

After you select this option, the following menu displays.

```
                HEADER MODE OPTIONS
-----
0 : Exit
1 : EXER
2 : TEST
3 : REAL
-----

Choice (?=Help) ==>
```

Enter the number of the header option you want. The following menu displays.

```
      HEADER DEPOT Options
-----
0 : EXIT
1 : ANAD
2 : APG
3 : LBAD
4 : NAAP
5 : PBA
6 : PUDA
7 : TEAD
8 : UMDA
-----
Choice (?=Help) ==>
```

Enter the number of the depot option you want. The following prompt displays.

Enter description ==>

Enter any description you want (up to 70 characters). The mode, depot, and description are combined to form the first record of all reports sent to the post.

## Exiting from the Data Input Forms

Exiting from a form is handled similarly for all report formats:

- Exiting normally (with approval): If you press RETURN in the last field of the form (or GOLD Z in *any* field), you can approve the report for transmittal:

Send report to onpost? (Y/N/<Ctrl-Z>=Abort) ==>

- Y: If you approve transmittal, the system prompts you for:

Onpost computer name  
Onpost user name  
Onpost password

After you respond to these prompts, the report is generated, logged, and sent to the onpost system. IBS then returns to the **CREATE IBS->ONPOST RPT** menu and displays a confirming message that the report was generated and sent.

**Note:** The system will not send you an error message if the report is not sent, for example, if you mistyped a password.

If the report being sent has a graphic file or files attached to it, the system will prompt you in a similar fashion for each graphic file. Confirming messages will display as each graphic file is sent.

- N: If you do NOT approve transmittal, IBS returns to the **CREATE IBS->ONPOST RPT** menu and displays a message indicating the report was NOT generated.
- Cancelling directly (without approval): If you press GOLD Y, the report is NOT sent, no prompt appears, and IBS returns to the **CREATE IBS->ONPOST RPT** menu with a message confirming the report was NOT generated.

## ■ SEND MAIL

This option enables you to send a mail message to the mail distribution list created by **CREATE/EDIT MAIL LIST**, or to a selection of users. The following menu will display:

```
Mail Destination menu
-----
0: EXIT
1: Select User Distribution list
2: Select System Distribution list
1: Select Users by Username
2: Select Users by Real name
3: Select Users by Title
4: Select Users by Position
-----
Choice (?=Help) ==>
```

Options 1 and 2 will display a menu of the available distribution lists similar to those shown under the **CREATE/EDIT MAIL LIST** command in this section. Select a distribution list from the menu and press the Return key. Mail will be sent to all users appearing on the selected distribution list.

Options 3, 4, 5, and 6 enable you to select a set of users to which you can send mail. The selection process is the same as that described under the **CREATE/EDIT MAIL LIST** command. Mail will be sent to all users selected on the menu lists.

After you have selected the mail recipients, the following menu displays:

```
MAIL FILE SELECTION MENU
-----
0 : Exit
1 : CREATE NEW FILE to send
2 : ENTER FILENAME to send
-----
Option (?=Help) ==>
```

1. **CREATE NEW FILE to send** — enables you to create a new file using the VAX EDT editor.

MESSAGE BOARD  
SEND MAIL

---

2. ENTER FILENAME to send — enables you to send an already existing file, which may be edited before sending.

After you have created a new file or identified an edited and existing file, this form requests that you enter the following information:

MAIL SUBJECT FORM

Subject : \_\_\_\_\_  
Priority: \_

Expiration time (optional)  
Hours: -1 Minutes: -1

- **Subject:** Enter a subject or title for the message. (If you wish this message to be listed within one of the IBS message categories, enter the category name as part of the subject line. See **VIEW MESSAGES BY CATEGORY** for a list of category names.
- **Priority:** Enter one character to indicate message priority. (*This can be any character: message priority levels have not yet been established.*)
- **Expiration time (0 to 16 hours; -1 cancels the feature):** To set an alarm that tells the message recipient the content of a message is about to become obsolete, enter a number of hours and minutes as the *expiration time*. When that time expires the message "\*\*\* LATE MAIL \*\*\*" displays at the bottom of the menu area. After the recipient reads the mail, the message disappears.
  - To show the expiration message immediately: enter zeros for both the hours and minutes.
  - To cancel any expiration message: enter the default values (-1) for both the hours and the minutes.

After you complete this form, the message is sent, and the screen returns to the **MESSAGE BOARD** menu.

## ■ VAX MAIL

When you select **VAX MAIL**, the system starts the electronic mail program, **VAX MAIL**, which operates as explained in the documentation supplied by Digital Equipment Corporation. You will see the following **MAIL** prompt where you can enter **MAIL** commands:

**MAIL>**

To exit from mail, enter the command **QUIT** or **EXIT**, returning the screen to the **MESSAGE BOARD** menu.

Frequently Used Commands. In getting started, you will probably use these commands most frequently:

- **HELP** Show **MAIL** commands and information on how to use **MAIL**.
- **HELP command** Show information about a specific **MAIL** command.
- **SEND** Compose and send a message to one or more people.
- **READ** Display the next available message (or page of the message).
- **READ/NEW** Display the next new message (not previously read).
- **DIRECTORY** List your messages.
- **DELETE** Delete the current message.
- **EXIT** Exit from the **MAIL** utility.
- **QUIT** Leave the **MAIL** utility and cancel any message deletions.

One-Time Setup Commands. Use the **HELP** command to find out more about the following commands, which you can use to set up some convenient **MAIL** features.

- **SET PERSONNEL\_NAME name** Specify the "From:" name or title in your messages.
- **SET COPY\_SELF** Send yourself a copy of any message that you **REPLY** to, **SEND**, or **FORWARD**.
- **SET CC\_PROMPT** Set up **MAIL** to prompt for the names of people to be sent "carbon copies" of the message (in addition to the "To:" addressee).

You may address messages to distribution lists, as well as to individual addressees. You may create distribution lists or use lists that have already been set up on your system. See **CREATE/EDIT MAIL LIST**.

## ■ VIEW COMBINED RPT

This option enables you to view the most recent messages recorded in the **COMBINED REPORT** file. The complete log appears as scrollable, read-only information. (See **CHANGE COMBINED REPORT**.)

## ■ VIEW MESSAGES BY CATEGORY

This option enables you to display or print messages and reports that are listed within certain predefined event subjects or *categories*. Each category is a potential subject area for messages sent by VAX MAIL and messages automatically logged by the system.

After first selecting a category of messages, you may then further restrict the choice of messages within that category by *key words*, *time ranges*, or *sequence numbers* within a specific message *journal*.

### 1. Select a Message Category

You will first see a menu that contains a list of message categories. (The Information Manager can modify the categories shown on this menu by using the **CHANGE MESSAGE CATEGORIES** option)

```
                Select Message Category                1/4
-----
0: EXIT
1: ALL
2: FACILITY
3: KNOWN POINT
4: RESOURCE
5: PERSONNEL
6: LOCATION
7: FACILITY STATUS
8: PERSON RECORD UPDATE
9: PERSON STATUS QUERY
10: FACILITY LOAD
-----M O R E -----
Choice (?=Help) ==>
```

Type the number that corresponds to the desired category.

- The "Other" category contains only messages that have been designated as "Other" (for example, as the subject of a mail message).
- The "ALL" category contains all messages and reports, including those not contained in the listed categories.

**Note:** Use the ALL category when you want to specify the desired message by sequence number (see Step 2 below.)

## 2. Specify Criteria for Restricting Message Selection

After selecting the message category, use the following menu to select messages that meet special criteria within the selected category:

- 1) Use all reports
- 2) Select reports containing a key word
- 3) Select reports within a time range
- 4) Select report by sequence #

Enter choice >

The following table shows how you can either view all reports in the selected category or specify criteria for restricting the selection of messages.

Table 2.1. Criteria for Restricting Message/Report Selection

Your Response	Selection of Reports
1) All reports	All reports of the chosen type are selected, from the most recent to the earliest.
2) Key word	<p>Enter key word &gt;</p> <p>Enter any string of characters (up to 40 characters). The string may include blanks and is sensitive to upper- and lower-case lettering. All messages containing exactly those characters are selected, from the most recent to the earliest.</p>
3) Time range	<p>Choose the time of creation or time of recording:</p> <ul style="list-style-type: none"> <li>1) Select based on date/time range when records were entered or</li> <li>2) Select based on date/time range of recorded actions</li> </ul> <p>Enter choice &gt;</p> <p>Then, specify the time range itself:</p> <p>Enter begin date (mm/dd/yy) &gt;            Enter begin time (hh:mm) &gt;            Enter end date (mm/dd/yy) &gt;            Enter end time (hh:mm) &gt;</p> <p>All messages within that time range are selected, from the most recent to the earliest.</p>

**MESSAGE BOARD**  
**VIEW MESSAGES BY CATEGORY**

---

Your Response

Selection of Reports

---

4) Sequence #

Select the journal you want to check:

- 1) IBS Event Journal
  - 2) IBS Activity Journal
  - 3) Post Event Journal
- Enter Journal ID (1, 2, or 3) >

This "journal"

IBS Event Journal  
IBS Activity Journal

Post Event Journal

Contains these messages:

IBS reports to onpost EOC  
Miscellaneous updates to  
IBS database  
Onpost EOC reports to IBS

Then specify the sequence number within that journal:

Enter sequence # >

The message or report matching that sequence number is selected.

### 3. View the Selected Messages

After a few moments to load the message journal (and to search for messages that meet any criteria specified in Step 2), the IBS displays the selected messages on your screen.

- To scroll through the messages: use the UP and DOWN arrow keys.
- To quit and return to the MESSAGE BOARD menu: press GOLD Z or GOLD Y.

**Note:** Because some mail messages may contain an embedded end of file marker, it is necessary to substitute another character for this marker. You may see a message indicating that such substitutions have been made.

VIEW IBS->ONPOST RPT

```
IBS MAIN MENU
MESSAGE BOARD

VIEW IBS->ONPOST RPT

PROTECTIVE ACTION ORDER
EVACUATION ORDER
SHELTER AREA REPORT
TRAFFIC CONTROL REPORT
SHELTERING SUMMARY
OFFPOST CASUALTY SUMMARY
RECEPTION CTR SUMMARY
RECEPTION CTR DIRECTORY
EVAC ROUTE ANNOUNCEMENT
INCOMING MILITARY ROUTES
EVACUATION ROUTE TABLE
COORDINATE CODE TABLE
POLYGON CODE TABLE
```

VIEW IBS->ONPOST RPT displays this menu for reviewing reports (messages) that have been transmitted from IBS to the onpost system. Each menu item corresponds to one type of report. The actual contents of each type of report are described in *Appendix E*.

After selecting a report type, you may restrict the instances of those reports to reports that contain a key word, reports that apply to a certain time range, or reports that have a specific *sequence number*.

In the final step, you can specify how the reports are output: displayed on the screen or sent to a printer.

To view IBS reports:

1. Select one of the report types listed on the menu.
2. Use the following menu to specify which specific *instances* of the selected report type are desired:

Report Selection Method

```
-----
0: EXIT
1: Use all reports
2: Select reports containing a keyword
3: Select reports within a time range
4: Select report by sequence number
-----
```

Choice (?=Help) ==>

Table 2.1 shows how to use these options to select reports by key word, time range, or sequence number.

The reports selected in Steps 1 and 2 are then sent to the specified output device. If you have not selected a default output device such as a printer or the screen, an output selection menu displays. To set up a default output device, see *Section 12*.

## ■ VIEW ONPOST->IBS RPT

```
IBS MAIN MENU
MESSAGE BOARD

VIEW ONPOST->IBS RPT

D2LOG
DOSAGE
PDATA
SLICE
WEATHER OBSERVATIONS
CURRENT RUN
ENVIRONMENTAL REPORT
NOTIFICATION
ONPOST CASUALTY REPORT
TOWER SELECTION
```

**VIEW ONPOST->IBS RPT** displays this menu for reviewing reports (messages) that have been transmitted from the onpost system to IBS. Each menu item corresponds to one type of report. The formats for reports from the onpost system are shown in *Appendix E*.

After selecting a type of report, you have an opportunity to restrict the instances of those reports to reports that contain a key word, reports that apply to a certain time range, or reports that have a specific *sequence number*. (This occurs as described for **VIEW IBS->ONPOST RPT** on the previous page.)

In the final step, you can specify how the report(s) are output: displayed on the screen, sent to a printer, or saved as a printable ASCII file.

# Section 3

## Status Board

### ■ STATUS BOARD

<b>IBS MAIN MENU</b>	
<b>STATUS BOARD</b>	
<hr/>	
<b>ONPOST EVENT STATUS</b>	
VIEW	ONPOST WORK PLAN
CHANGE	ONPOST WORK PLAN*
<b>IMPLEMENTING PROCEDURES</b>	
CREATE NEW IP	*
CHECK-OUT IP	*
CHECK-IN IP	*
ARCHIVE IP OPTIONS	*
VIEW BATCH LOG	
SHOW USER ENVIRONMENT	

The **STATUS BOARD** option on the IBS main menu is used to view the onpost event status report and access the *Implementing Procedures* (IPs). The IPs are an automated aid to the planning and tracking of emergency function tasks and task actions.

**STATUS BOARD** is a general option that occurs on many IBS menus.

- <-- View current report of onpost event status.
- <-- View current report of onpost Work Plan.
- <-- View or modify the onpost Work Plan and allow selection of an IP.
- <-- View or modify details of the current IP.
- \* <-- Create a new IP for planning work.
- \* <-- Record check-out of IP for planning work.
- \* <-- Record check-in of IP after planning work.
- \* <-- Options to archive, retrieve, or reset IP.
- <-- View batch log after an event.

Many of the **STATUS BOARD** capabilities concern the IBS *IPs*. The following discussion of the IPs and IP operating conditions provides information needed for understanding the use of IPs.

Following this background information on IPs, the **STATUS BOARD** options in this section are explained in *alphabetical order*.

## Understanding Implementing Procedures

In the IBS, an Implementing Procedure is a set of preplanned emergency actions that are designed to cope with one or more chemical release situations or *scenarios*. The IBS allows emergency managers and planners to create and assemble a set or library of IPs that can be applied in different event situations. The Implementing Procedures supply an automation-assisted means of defining and tracking specific emergency actions that are needed to accomplish the more general objectives of an Emergency Operations Plan (EOP).

Each IP includes time-ordered *tasks*, which are grouped by *Emergency Function*. Each task consists of a numbered set of *actions* and requires certain *resources* (materials and equipment at certain locations or facilities) to accomplish task goals. A descriptive *IP note* can be entered for each IP, and three descriptive notes can be entered for each task: one *general task note*, one *action note*, and one *resource note*.

This structure is described in Table 3.1 and illustrated by Figure 3.1.

**IP Development Conditions.** In general, it is expected that IPs will be developed by planners under planning conditions; this means that a planner would create or modify an IP as a part of the planner's own planning site database. When the IP is ready for general use, the planner copies the IP into the reference database for the local site.

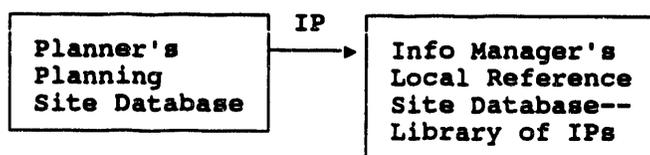


TABLE 3.1. Descriptions of IP Structures and Components

<u>IP Structure</u>	<u>Description</u>
<i>Implementing Procedure</i> (+ Note)	Up to 1000 IPs (less than 20 expected) 1 IP Note per IP (up to 99 lines of text)
<i>Emergency Functions</i>	Up to 36 Emergency Functions
<i>Tasks</i> (+ Note)	Up to 99 tasks per Emergency Function 1 Task Note per task (up to 99 lines)
<i>Actions</i> (+ Note)	Up to 99 actions per task 1 Action Note per task (up to 99 lines)
<i>Resource</i> (+ Note)	Up to 99 resources per task 1 Resource Note per task (up to 99 lines)

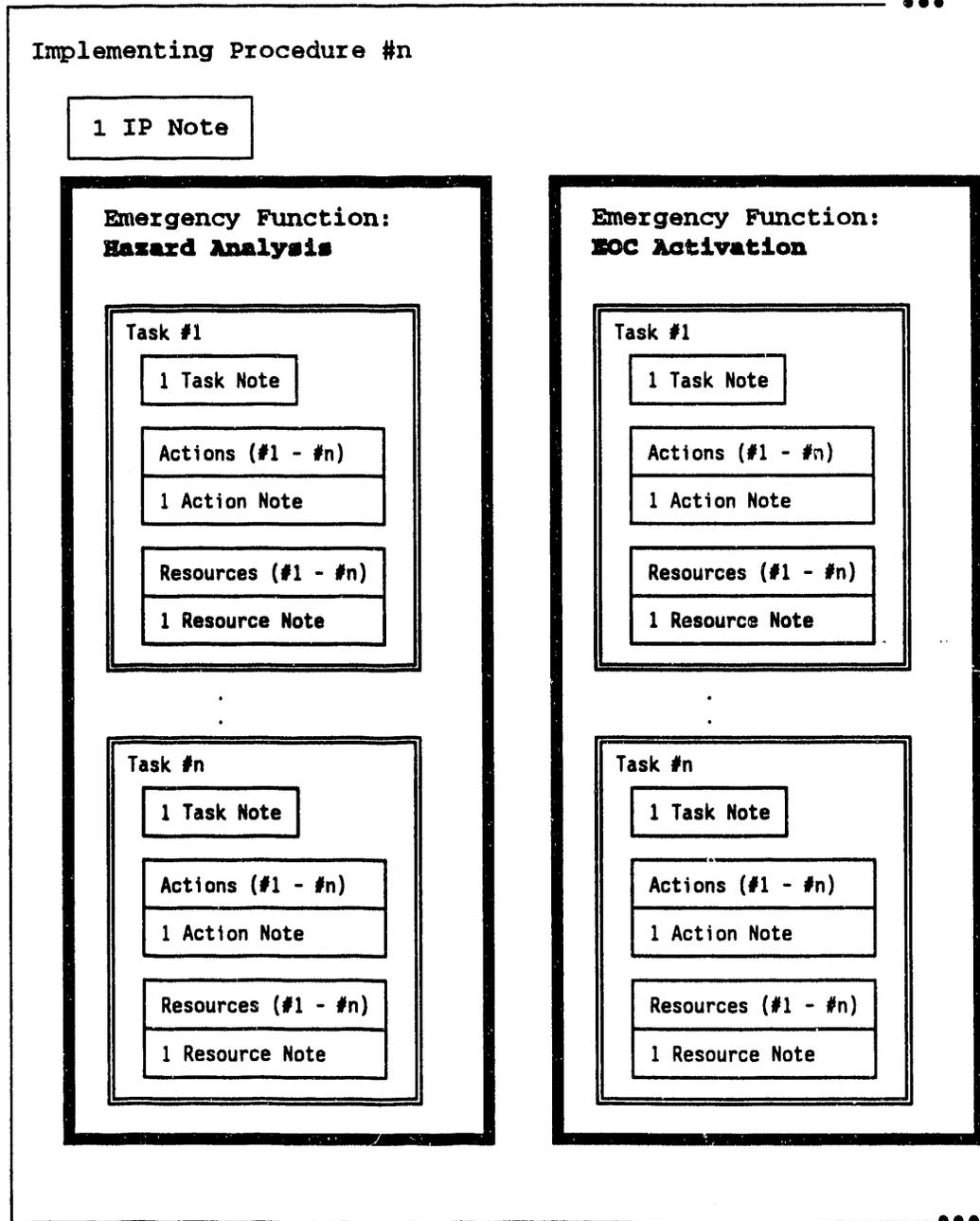


Figure 3.1. Components of an Implementing Procedure

The operation of **STATUS BOARD** IP options varies, depending on whether the IPs are being used under *planning* conditions or under other (*operational/exercise*) conditions. The conditions of operation are dependent on which site database is selected as the current site database. General users usually use the event site database under operational conditions. Planners may own and use other site data sets, changing between site databases by using **SETUP-CHANGE SITE** (for more

## STATUS BOARD

---

information, see *Section 12*). Some IP screens have labels that identify the IP activity as PLANNING, OPERATIONAL, or EXERCISE.

If you are in Operational mode and the selected IP case has been checked out by a planner, a message similar to the following will display.

\* \* \* MSG: The selected case has been checked out by a planner. They will be  
\* \* \* MSG: unable to check in their case while it is selected as the current  
\* \* \* MSG: Operational case.

The planner who has checked out this case will not be able to check it back in as long as it is selected as the current Operational IP case.

## ■ ARCHIVE IP OPTIONS

ARCHIVE IP OPTIONS enables users to make an archival copy of the current IP, retrieve this copy at a later time, or reinitialize the current IP.

When you select Archive IP, the system displays the following menu.

```
IMPLEMENTING PROCEDURES ARCHIVE OPTIONS
-----
0: EXIT
1: Archive Current IP
2: Retrieve Archived IP to Current IP
3: Reinitialize Current IP
-----
Choice (?=Help) ==>
```

1. **Archive Current IP:** (Operational or planning mode) enables you to archive the current IP to a backup file. If you select Option 1, the following message displays.

This function will archive the current IP for future access. There can only be one archive on any given IP at one time. If you archive this IP, it will replace any previous archived copies of the current IP.

Do you wish to continue? [Y] ==>

2. **Retrieve Archived IP to Current IP:** (Operational or planning mode) enables you to retrieve an archived IP and use it in place of the current IP. If you select Option 2, the following message displays.

This function will retrieve the last archived copy of the current IP, and use it to replace the current IP. All changes to the current IP since the last archive will be deleted.

Do you wish to continue? [Y] ==>

3. **Reinitialize Current IP:** (operational mode only) enables you to reinitialize the current IP. If you select Option 3, the following message displays.

This function reinitializes an IP for operational mode. To do this, it will erase all actual start and done times from the current IP, and mark all tasks as being NOT done.

This function should only be used when work with the current IP is complete, and it is time to reinitialize the IP for a future run. This function will not be performed if one or more users are currently looking at the IP.

Do you wish to continue? [Y] ==>

## ■ CHANGE ONPOST WORK PLAN \* and VIEW ONPOST WORK PLAN

Both **CHANGE ONPOST WORK PLAN** and **VIEW ONPOST WORK PLAN** display information from the current Work Plan as shown in the following screen.

Using **VIEW ONPOST WORK PLAN**, general users may view the current Work Plan description and exit (**GOLD Z**).

Using **CHANGE ONPOST WORK PLAN**, those with Information Manager privileges may view and modify the current work plan description, declare an event, and select an IP based on the current Work Plan.

If you select **CHANGE ONPOST WORK PLAN** and have the privilege to do so, the following prompt will display before you enter the **WORK PLAN** form:

```
Fill in work plan with current run and latest meteorological data?  
[Y] ==>
```

If you answer **N** to this prompt, no updates will be made, and the main Work Plan form will display for manual editing. If you answer **Y** by pressing the Return key, the following menu will display before the **WORK PLAN**:

```
          Pick Current Run  
-----  
0 : EXIT  
1 : Use Scheduled Current Run Data  
2 : Select Current Run From List  
-----  
Choice (?=Help) ==>
```

1. **Use Scheduled Current Run Data:** If you select option 1, the work plan will be filled in with the current run information sent by the post for the current time period. This information includes:
  - The chemical agent to be worked with
  - The type of munition
  - A location
  - A one-line description
2. **Select Current Run From List:** If you select option 2, you can select a current run from a list of current run post data.

Regardless of which option you select, the latest weather information will automatically be filled in. Once this data has been used to update the Work Plan, you will enter the Work Plan form for any manual updating you want to perform.



**STATUS BOARD**  
**CHANGE ONPOST WORK PLAN \* and VIEW ONPOST WORK PLAN**

---

- **Declare event?:** A Y answer declares an event and notifies IBS users. If an event is already under way, a different inquiry appears: **Declare event over?** In that case, a Y answer declares the event over and notifies IBS users the event is finished. When an event is declared over, the system will display a sequence of messages similar to the following.

The event has been declared over. Following is a list of things you may wish to consider:

- 1) It is **STRONGLY** suggested that you archive the operational site by selecting **ARCHIVE SITE** from the setup menu.
- 2) If you wish to restore your IP/OPIP to its pre-event status, you should retrieve the previously archived copy. On the other hand, if you wish to incorporate changes made to the IP during the event, you should archive your current IP/OPIP. You may also wish to reset your current IP/OPIP.
- 3) You should verify that your IP/OPIP, D2 dispersion case, and evacuation case reflect current conditions.
- 4) You should change the onpost work plan to reflect current conditions.
- 5) You may wish to delete the people location database and make all shelters inactive by typing **DELPTDB** at the command line prompt.
- 6) You may wish to restart the IBS logs by typing **RST\_LOGS** at the command line prompt.

Press **<RETURN>** to continue ...

## ■ CHECK—IN IP and CHECK—OUT IP

The **CHECK—IN IP** and **CHECK—OUT IP** options are used by planners who may be updating or refining an IP in the local reference site database (or in another site database).

If you are a planner, **CHECK—OUT IP** allows you to "check out" an IP from the library of IPs incorporated in the local reference site database (or another site database).

**Note:** Before checking out an IP with **CHECK—OUT IP**, make sure your current site is set to an appropriate planning site database. It does not make sense to check out an IP for one site and use it with data from a physically different site.

When you select **CHECK—OUT IP**, the system displays the following series of prompts

```
Enter the INFOMANAGER site [xxxx] ==>
Enter your site [xxxx] ==>
Enter IP number [nnn] ==>
```

```
Are these entries correct (enter X to abort copy)? [Y] ==>
```

After you specify which IP to use, the system checks to see whether or not the specified IP is already checked out (that is, already assigned to another planner).

- If the IP is already checked out, the system cannot check it out to you until the IP has been checked back in.
- If the IP is available, the system copies the IP and associated records from the *scenario table* to your current planning site database.

When you check out an IP, the system notes the IP is assigned to you. No one else can check out the same IP until you check it in again.

**CHECK—IN IP** copies the IP and scenario table records back into the local reference site database while leaving you a copy in your planning database.

## STATUS BOARD

### CHECK-IN IP and CHECK-OUT IP

---

When you select **CHECK-IN IP**, the system displays the following series of prompts

```
Enter the INFOMANAGER site [xxxx] ==>
```

```
Enter your site [xxxx] ==>
```

```
Enter IP number [nnn] ==>
```

```
Are these entries correct (enter X to abort copy)? [Y] ==>
```

The system then returns you to the Status Board menu, leaving a copy of your modified IP in your planning database, as well as in the corresponding INFOMANAGER site database. The modified IP then becomes available for check-out by planners once again.

Until you change your planning IP, you will still be set to the IP you just checked in. If you want to make changes to this IP and then check it in with the same number, you need to check it out again before making the changes. If you want to make changes to your private copy, you can check it in again under a new IP number (see **Renumbering an IP**). In this way, you can base a new IP on an existing one.

## Renumbering an IP

In some circumstances, you may want to check in an IP from your planning database, and you discover the IP number is checked out to someone else. (This may happen if you create the IP from scratch in your planning site or if you check-in an IP and continue to make changes to the copy in your planning site.) If, for whatever reason, the IP is checked out to someone else, you will get the following message on check-in:

```
IP case nnn is not checked out to you.
```

```
Would you like to renumber your case? [Y] ==>
```

If you answer Y, the software will prompt you to pick a new number. The given IP will then be renumbered and checked into the specified site under the new number. If you answer N, nothing will happen and you will be returned to the STATUS BOARD menu.

## ■ CREATE NEW IP \*

The **CREATE NEW IP** option allows planners to create a new "blank" IP, which can be filled in by using other IBS capabilities for editing IPs. The system displays the following menu.

```

                IP Create Options
-----
0 : EXIT
1 : Create Blank IP
2 : Create IP based on another IP
-----
Choice (?=Help) ==>

```

If you select option 1, the system will prompt you to enter a new IP number.

Please enter the IP number you wish to create ==>

Type a new IP number and press the Return key. If that IP number is not already used in your planning site, the system creates a blank template for the new IP, informs you that the new IP is your current IP, and returns the screen to the **STATUS BOARD** menu.

If you select option 2, the system will prompt you to select an IP on which to base the new IP from a list.

```

IP      DESCRIPTION
-----
1      One line description of OPIP 1
7      One line description of OPIP 7
11     One line description of OPIP 11
-----

```

Select desired base IP:

You can select an IP from the list or press <GOLD><Y> to escape IP selection. If the list is too long to fit on one page, you can use the following commands to scroll the through list:

<u>Key</u>	<u>Result</u>
D	Scrolls Down to the next page of tasks
D#	Scrolls Down # pages
U	Scrolls Up to the previous page of tasks
U#	Scrolls Up # pages
T	Scrolls to the Top of the list (first page)
B	Scrolls to the Bottom of the list (last page)

After you select a base IP, the system will request that you enter a new IP number.

Please enter the IP number you wish to create ==>

**STATUS BOARD**  
**CREATE IP \***

---

Type in the number of the new IP. The system will create the new IP based on the existing IP you selected.

To add task details to the new IP use **IMPLEMENTING PROCEDURE—C) Change Tasks.**

## ■ IMPLEMENTING PROCEDURES

This option of the **STATUS BOARD** allows you to view details of the current IP. Information Managers may also modify the IP or switch between existing IPs.

When you choose **IMPLEMENTING PROCEDURES**, the following menu screen displays information about the current IP and enables you to start activities for using the procedure. (The screen shows 12 Emergency Function categories at a time. The categories shown are the default examples. Your local system may have up to 36 Emergency Function categories with different names chosen specifically for the system.) The following screen is labeled for operational use; for planning use, the screen and the menu options are somewhat different (as shown on the next page).

### Implementing Procedures Menu (nonplanning modes)

Implementing Procedure # <i>nnn</i>				OPERATIONAL		
EF #	Emergency Function	Start Date/Time	Done Date/Time	Done	Done	Done
1	Hazard Analysis	31/MAR/1992 10:00	31/MAR/1992 12:00	31/MAR/1992 12:00	N	N
2	EOC Activation	31/MAR/1992 09:20	31/MAR/1992 09:45	31/MAR/1992 09:45	Y	Y
3	Direction/Control	N/A	N/A	N/A	N/A	N/A
4	Alert/Notification	N/A	N/A	N/A	N/A	N/A
5	Evacuation	31/MAR/1992 09:50	31/MAR/1992 16:50	31/MAR/1992 16:50	N	N
6	Sheltering	N/A	N/A	N/A	N/A	N/A
7	Law Enforcement	N/A	N/A	N/A	N/A	N/A
8	Health/Medical	31/MAR/1992 10:00	01/APR/1992 22:00	01/APR/1992 22:00	N	N
9	Fire	N/A	N/A	N/A	N/A	N/A
10	Search/Rescue	N/A	N/A	N/A	N/A	N/A
11	Communications	N/A	N/A	N/A	N/A	N/A
12	Public Information	31/MAR/1992 09:40	01/APR/1992 21:40	01/APR/1992 21:40	N	N

A) Report	B) View IP Notes	C) Use Tasks
D) Select New IP	X) Exit	
Select Menu Option: <u>   </u>		

Operational/Exercise Mode Display Items - The upper part of the screen is filled in automatically:

- The IP number is the number of the current IP (actually an OPIP unless an event has occurred).
- The Start/Done times and the Done flags are filled in, based on the progress of the tasks. If no tasks exist for a particular Emergency Function, these times are labeled as N/A (not applicable).

**STATUS BOARD  
IMPLEMENTING PROCEDURES**

**Implementing Procedures Menu (planning mode)**

Implementing Procedure # <i>nnn</i>		PLANNING		
EF #	Emergency Function	Start Date/Time	Done Date/Time	Done
3	Direction/Control	01/JAN/1970 00:00	01/JAN/1970 12:02	N/A
4	Alert/Notification	N/A	N/A	N/A
5	Evacuation	N/A	N/A	N/A
6	Sheltering	01/JAN/1970 02:30	02/JAN/1970 02:00	N/A
7	Law Enforcement	N/A	N/A	N/A
8	Health/Medical	N/A	N/A	N/A
9	Fire	N/A	N/A	N/A
10	Search/Rescue	N/A	N/A	N/A
11	Communications	N/A	N/A	N/A
12	Public Information	N/A	N/A	N/A
13	Damage Assessment	01/JAN/1970 11:00	01/JAN/1970 23:00	N/A
14	ALL Functions	N/A	N/A	N/A

- |                  |                    |                 |
|------------------|--------------------|-----------------|
| A) Report        | B) Change IP Notes | C) Change Tasks |
| D) Select New IP | X) Exit            |                 |

Select Menu Option:    

**Planning Mode Display Items** - The upper part of the screen is filled in automatically:

- The IP number is the number of the current IP.
- In planning mode, the Done flags are always listed as N/A (not applicable).

**Selecting IP Options** - To initiate an activity, select one menu option (A-D) or X to exit. If you choose A) Report, C) Use Tasks, or F) Add Tasks, another prompt requests a specific Emergency Function: Emergency Function #:    .

To choose an Emergency Function, enter the index number of the function. If the total number of Emergency Functions are more than 12, you can show the other functions by using the following key commands at the Emergency Function number prompt:

<u>Key</u>	<u>Result</u>
D	Scrolls Down to the next page of functions
U	Scrolls Up the previous page of functions
T	Scrolls to the Top of the list (first page)
B	Scrolls to the Bottom of the list (last page)

Selecting ALL Functions applies only for Option A) Report.

The IP options are summarized in the following table and described in detail in the following sections.

**TABLE 3.1. Summary of IMPLEMENTING PROCEDURES Options**

<u>Option</u>	<u>Description</u>
A	<u>Report</u> presents the IP report production options.
B	<u>View IP Notes</u> (operational mode only) <sup>(a)</sup> displays the notes (up to 99 lines) for the current IP. These are general descriptions and explanatory notes associated with the IP. Action and resource notes associated with specific tasks can be accessed through Option C.
B <sup>(b)</sup>	<u>Change IP Notes</u> (planning mode only) displays the IP notes for editing by planners.
C	<u>Use Tasks</u> (operational mode only) displays details of the tasks for the chosen Emergency Function. All users may view tasks, actions, and resources in the IP. Users with appropriate privileges may enter task starting and completion times and mark tasks as done. Users with appropriate privileges may also insert tasks and edit any part of the task, action, and resource information.
C	<u>Change Tasks</u> (planning mode only) displays details of the tasks for the chosen Emergency Function. Planners can modify the IP by changing tasks, actions, resources, and the notes associated with each.
D <sup>(c)</sup>	<u>Select New IP</u> (operational mode only) allows you to select a different IP based on event criteria. (This capability is identical to Select IP under the STATUS BOARD—CHANGE ONPOST WORK PLAN option.)
X	<u>EXIT</u> exits this IP screen and returns to the STATUS BOARD menu.

- 
- (a) The IP capabilities for Operational, Exercise, and Backup use are all the same. The IP capabilities and menu options for Planning use are different.
  - (b) Planner or Information Manager privileges required.
  - (c) Information Manager privileges required.

## A) Report

This option allows you to produce predefined or user-defined reports about an IP. Reports can be displayed, printed, or written to a file.

When you select the A) Report option, the second prompt requests you identify an Emergency Function by entering an Emergency Function number on the IP menu.

After the Emergency Function(s) are identified, the system displays the following menu screen for choosing reports about the current IP.

```
REPORT IP
-----
0 : EXIT
1 : Report of Agency/Position/Task Description
2 : Report of All Tasks/Resources for All Functions
3 : Report of Location of all Allocated Resources
4 : User-Defined Report
-----
Choice (?=Help) ==>_
```

Options 1, 2, and 3 provide predefined reports that include the items specified in the report type title. Remember the resources in these reports are the *planned or required* resources, and NOT the actual resources. For tracking actual resources, see Section 6, *Resource Management*.

Option 4 displays the following screen for tailoring the contents of a report of IP information.



## STATUS BOARD IMPLEMENTING PROCEDURES

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- **Action and Resource List:** To include actions or resource lists, enter a Y in the corresponding field.
- **Status:** Enter D, N, or A for the following results.
  - D Done : Only tasks that ARE done are reported.
  - N Not done: Only tasks that are NOT done are reported.
  - A All : If Status is A (or is left blank), ALL tasks are reported (done or not) and a done/not done indicator is included in the report.

After choosing reports, (if a default output specified is not specified) you then specify how the report(s) are output:

```
Output Redirection Menu
-----
0 : EXIT
1 : Display on screen
2 : Print to default Printer
3 : Save to an ASCII file
-----
Choice (?=Help) ==>
```

See Figure 3.2 for the hierarchy of elements in the format for the IP report. The actual elements included in a specific report depend on your previous choices.

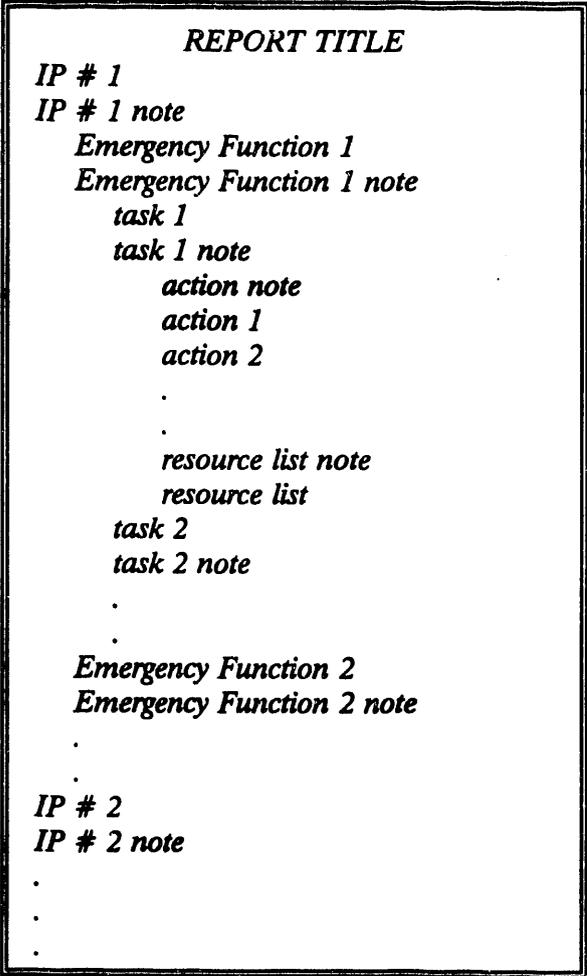


Figure 3.2. Format for Implementing Procedure Reports

## B) View IP Notes and Change IP Notes

The View IP Notes (in operational mode) and Change IP Notes (in planning mode) options on the Implementing Procedure menu display the IP-level note lines for the current IP.<sup>(a)</sup> The operational IP note screen appears as shown.

Implementing Procedure # nnn	NOTES	OPERATIONAL
Move	Notes	
—	_____	
—	_____	
—	_____	
.	.	
.	.	
.	.	
Use Gold Z or Gold Y to return to previous menu		

Enter each line of the note independently by pressing RETURN at the end of each line. Each line is preceded by an initial Move field.

To scroll through the note lines: use the arrow keys OR enter one of the following key commands in a Move field:

<u>Key</u>	<u>Result</u>
D	Scrolls Down to the next page of tasks
D#	Scrolls Down # pages
U	Scrolls Up to the previous page of tasks
U#	Scrolls Up # pages
T	Scrolls to the Top of the list (first page)
B	Scrolls to the Bottom of the list (last page)

If you have privileges to add or modify notes, you can enter up to 99 lines of notes.

- To *edit* an existing line, type over the existing text.
- To *delete* a line, enter a blank at the beginning of the line.
- To *add* a line, move the cursor to the first blank line and type new information.
- **GOLD Z** exits and saves any changes.

---

(a) To view notes for a task, action, or resource list, you must first select D) Use Tasks (operational) or Change Tasks from the IP menu and then choose to view notes, as described in following sections. You may also view notes using the A) Report option.

- GOLD Y exits and leaves the note in its original form.

### C) Use Tasks

Use Tasks (in operational mode) on the Implementing Procedure menu displays a task list screen for the selected Emergency Function, similar to the following example screen. All users can retrieve information about tasks, actions, resources, and the notes for each in the boxed working area of the screen.

If you have appropriate privileges, you may also indicate tasks as started or done, mark tasks as crucial or not, insert new tasks, or edit any task information (task, action, resource, or notes associated with each).

#### Use Tasks Screen (operational mode)

(emergency function) TASKS				OPERATIONAL			
TASK	DONE	AGENCY	POSITION	PLANNED START		ACTUAL START	
01	Y	Hosp	Doctor	06/Mar/92	08:00	06/Mar/92	08:05
02	Y	Fire	Radio Operator	06/Mar/92	08:10	06/Mar/92	08:10
03	N	Fire	Firefighter	06/Mar/92	09:00		
04	N	Hosp	Ambulance Driver	06/Mar/92	09:00		
05	Y	.	.	.	.	.	.
.	.	.	.	.	.	.	.

Select Task: \_\_\_ Task #: \_\_\_ Agency: \_\_\_\_\_ Position: \_\_\_\_\_

Crucial: \_\_\_ Estimated Duration -----> Days: \_\_\_ Hours: \_\_\_ Minutes: \_\_\_

Done: \_\_\_ Planned Start: \_\_\_/\_\_\_/\_\_\_ : \_\_\_ Estimated Done: \_\_\_/\_\_\_/\_\_\_ : \_\_\_

Actual Start: \_\_\_/\_\_\_/\_\_\_ : \_\_\_ Actual Done: \_\_\_/\_\_\_/\_\_\_ : \_\_\_

Task Note: \_ Actions: \_ Resources: \_ Actions Note: \_ Resources Note: \_

## STATUS BOARD IMPLEMENTING PROCEDURES

---

To select tasks for viewing and use: Enter a task number (or one of the following key commands) in the **Select Task** field.

<u>Key</u>	<u>Result</u>
?	Displays HELP information on screen functions
C	Cancels and clears information from the boxed working area
O	Displays a list of overdue tasks (nonplanning modes only)
H	Switches between alternative Headings and task information
I	Switches to INSERT mode for adding tasks
D	Scrolls Down to the next page of tasks
D#	Scrolls Down # pages
U	Scrolls Up to the previous page of tasks
U#	Scrolls Up # pages
T	Scrolls to the Top of the list (first page)
B	Scrolls to the Bottom of the list (last page)
RS	Refreshes the screen display
P	Lists personnel responsible for the current task.

After you enter a task number in the **Select Task** field, the system retrieves the IP information on that task and clears the **Select Task** field for another key command. The **Task #** field displays the selected task number: this task number is for display only and cannot be changed directly. The other fields on the Use Tasks screen are modifiable only by those who have privileges to do so. When you enter a number in the **Select Task** field, the system saves the current task information before retrieving information on the next task.

- **Date and Time Fields.** Type the complete date and time, or enter T in each field to get the current system date and time. The hours are entered on a 24-hour clock (1 pm = 13:00).

The following fields are ones modified during normal operational use.

- **Done:** Enter Y (yes), N (no), or I (ignore). If you enter I to ignore the task, it does not appear on the list of overdue tasks when the estimated completion time is past.
- **Actual Start:** Enter the actual start date and time.
- **Actual Done:** Enter the actual completion date and time.
- **Crucial:** Enter Y (no) or N (no).
- **Actions and Resources:** To immediately display a list of actions or resources for the selected task, enter Y in either of these fields.

- **Task Notes and Action Notes and Resource Notes:** To immediately display a list of any of the three kinds of notes, enter a Y in the corresponding fields.

The remaining fields are normally entered only during planning: **Agency, Position, Planned Start, Estimated Done, and Estimated Duration.**

If you enter a new agency or position code, the system will enable you to create it.

- If you enter a new position code, the system will prompt you to confirm the creation of the new position. If you answer yes to the prompt, the system will add the new position.
- If you enter a new agency code, the system will prompt you to confirm the creation of the new agency. If you answer yes to the prompt, the system will prompt you to enter the new agency name. Type the agency name and press the Return key. The system will create the new agency. (See *Section 4, Personnel Management* for more information on agencies and positions.)

Those with appropriate privileges are able to edit any task information and even insert new tasks: they are able to do everything that a planner can do during planning use, *except* remove a task from the task list. For specific instructions on editing, planning, and inserting new tasks, see Editing Task Information under C) **Change Tasks.**

**Note:** Changing the planning information and inserting new tasks during operational use have a potential for serious confusion, unless the people responsible for executing the modified or new tasks are immediately aware of the changes.

To exit the Use Tasks screen: press **GOLD Z** to exit and **SAVE** modifications of the current task OR press **GOLD Y** to exit and **CANCEL** modifications (of the current task *only*). You will return to the Implementing Procedure menu.

**STATUS BOARD  
IMPLEMENTING PROCEDURES**

---

**Listing Overdue Tasks**

To see a list of overdue tasks: enter O in the Select Task field (O for *Overdue*).  
The list part of the screen displays only tasks that are overdue to start or to finish.  
To switch back to the normal task list, press RETURN.

**Use Tasks Screen – Overdue Tasks (operational mode)**

<i>(emergency function)</i> TASKS			OPERATIONAL		
TASK	DONE	AGENCY	POSITION	PLANNED START	ACTUAL START
03	N	Fire	Firefighter	06/Mar/92	09:00
04	N	Hosp	Ambulance Driver	06/Mar/92	09:00
06	N	.	.	.	.
.	.	.	.	.	.
.	.	.	.	.	.

The following Use Task capabilities are also available through the Change Tasks capability.

- Listing tasks by description (alternative heading)
- Viewing (and changing) task actions
- Viewing (and changing) task resources
- Viewing (and changing) task/action/resource notes.

**Listing Tasks by Description**

To switch to a task list with alternative headings: enter H in the Select Task field (H for *Heading*). This switches the column headings from Agency, Position, and task times to the task Description, as in the following example. Enter H again to switch back.

**Tasks Screen with Alternative Heading (any mode)**

<i>(emergency function)</i> TASKS			<i>(mode)</i>
TASK	DONE	DESCRIPTION	
1	N	Report to St. Elizabeth's Medical Center	
2	N	Dispatch traffic control point personnel	
3	N	Seal intake fan vents to fire station	
4	N	Report to decontamination point	
5	.	.	
.	.	.	

### Viewing (and Changing) Task Actions

If you enter a Y in the **Actions** field of the Use Tasks screen or the Change Tasks screen, the actions for the selected task are immediately displayed in another screen that can be scrolled to view additional actions for this task.

ACTIONS FOR ( <i>emergency function</i> ), TASK: <i>nnn</i>	( <i>mode</i> )	
INDEX	DESCRIPTION	LOCATION
1	Complete notification report	County EOC
2	Hand carry to the Governor's office	Capital Building
.	.	.
.	.	.

Select Index: \_\_\_ Action: \_\_\_ Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**To process actions:** In the **Select Index** field, enter an action number OR one of the following key commands:

<u>Key</u>	<u>Result</u>
?	Displays HELP info on key commands for scrolling resources: Up, Down, Top, Bottom (U, U#, D, D#, T, B)
H	Switches between alternative Headings
I#	Inserts an action at position # on the action list
R#	Removes action # from the action list

When you enter an action number, the system puts that number in the **Action** field and displays the action information in the boxed area. If you have privileges to do so, you can modify the action information:

- **Location:** Enter a facility location (or enter two question marks ??) to see a list of the available locations.
- **Description:** Enter two lines of description.

**To insert an action into the task action list:** Enter **I#** in the **Select Index** field, where # is the index position where you want to insert the new action. Enter data in the appropriate fields. The new information is shown in the action list as you press RETURN after entering each value.

**To remove an action from the task action list:** Enter **R#** in the **Select Index** field, where # is the index of the action that you want to delete.

**STATUS BOARD  
IMPLEMENTING PROCEDURES**

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**Viewing (and Changing) Task Resources**

If you enter a Y in the Resources field of the Use Tasks screen or the Change Tasks screen, the resources for the selected task are immediately displayed on another screen that can be scrolled to view additional resources for this task.

RESOURCES FOR (emergency function), TASK: nnn		(mode)
INDEX	DESCRIPTION	LOCATION
1	Complete notification report	County EOC
2	Hand carry to the Governor's office	Capital Building

Select Index : _____	Resource #: _____
Resource Type: _____	Resource Desc: _____
Quantity: _____	_____
Location: _____	_____

**To process resources:** In the Select Index field, enter a resource number OR one of the following key commands:

- | Key | Result  |
|-----|---|
| ?   | Displays HELP info on key commands for scrolling resources:<br>Up, Down, Top, Bottom (U, U#, D, D#, T, B) |
| H   | Switches between alternative Headings   |
| I#  | Inserts a resource at position # on the resource list   |
| R#  | Removes resource # from the resource list   |

When you enter a resource number, the system puts that number in the Resource # field and displays the resource information in the boxed area. If you have privileges to do so, you can modify the resource information:

- **Resource Type:** Enter the general resource type (or enter two question marks ??) to see a list of resource types.
- **Resource Description:** Enter the description of the individual resource (or enter ??) to see a list of resource descriptions.
- **Quantity:** Enter a nonzero quantity.
- **Location:** Enter a facility location (or enter ??) to see a list of locations.

**To insert a resource into the resource list:** Enter I# in the Select Index field, where # is the index position where you want to insert the new resource. Enter data in the appropriate fields. The new information is shown in the resource list as you press RETURN after entering each value.



**STATUS BOARD  
IMPLEMENTING PROCEDURES**

---

**D) Change Tasks \***

Change Tasks (in planning mode) on the Implementing Procedure menu displays a task list screen for the selected Emergency Function, similar to the example **Change Tasks** screen shown. Planners or other authorized users may modify tasks, actions, resources, and notes associated with any of these in the boxed working area of the screen. General users do not use this screen.

The **Change Tasks** screen is nearly identical to the **Use Tasks** screen except that it lacks a few nonplanning fields (Done, Actual Start, Actual Done) and lists the estimated completion time instead of the actual start time in the task list.

**Change Tasks Screen (planning mode)**

<i>(emergency function)</i> TASKS			PLANNING				
TASK	DONE	AGENCY	POSITION	PLANNED	START	ESTIMATED	DONE
01	N	Hosp	Doctor	01/JAN/70	00:00	01/JAN/70	00:34
02	N	Fire	Radio Operator	01/JAN/70	00:10	01/JAN/70	00:15
03	N	Fire	Firefighter	01/JAN/70	01:00	01/JAN/70	01:20
04	N	Hosp	Ambulance Driver	01/JAN/70	01:00	01/JAN/70	01:30
05	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.

Select Task: ___	Task #: ___	Agency: _____	Position: _____
Crucial: _	Estimated Duration ----->	Days: ___	Hours: ___ Minutes: ___
	Planned Start: ___/___/___ :___	Estimated Done: ___/___/___ :___	

Task Note: _	Actions: _	Resources: _	Actions Note: _	Resources Note: _
--------------	------------	--------------	-----------------	-------------------

To select tasks for viewing and use: Enter a task number (or one of the following key commands) in the **Select Task** field.

<u>Key</u>	<u>Result</u>
?	Displays HELP information on screen functions
#	Select a task number to edit
C	Cancels and clears information from the boxed working area
H	Switches between alternative Headings and task information
I	Switches to INSERT mode for adding tasks
R#	Removes task number # from the task list
D	Scrolls Down to the next page of tasks
D#	Scrolls Down # pages
U	Scrolls Up the previous page of tasks
U#	Scrolls Up # pages
T	Scrolls to the Top of the list (first page)
B	Scrolls to the Bottom of the list (last page)
O	Lists overdue tasks
RS	Refresh screen
P	Show personnel responsible for a task. A + indicates the person is scheduled to be on duty.

### Task Information Fields

The fields of the task area of the Change Tasks screen are explained in following paragraphs.

- **Date and Time Fields.** Type the complete date and time, or enter T in each field to get the default base event time for planning mode: 01/JAN/70 00:00 (see **Planned Start** and **Estimated Done**). The hours are entered on a 24-hour clock (1 pm = 13:00).
- **Agency and Position:** Enter the *agency code* (up to five characters) and the position of the contact person for the task. To see a numbered list of possible agencies (or positions), enter two question marks ?? in the Agency (or Position) field.
- **Crucial:** Enter Y (no) or N (no).

If you enter values for any two of the following three time periods, the system calculates the third value.

- **Estimated Duration:** Enter the number of days, hours, and minutes expected as necessary to complete the task.
- **Planned Start:** During the planning phase, it is established that each task must occur some period after an event is declared. The planned start time for a task is that number of days/hours/minutes

## STATUS BOARD IMPLEMENTING PROCEDURES

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added to an arbitrary base event time (01/JAN/70 00:00 on a 24-hour clock).

- **Estimated Done:** The estimated task ending time is the planned start time plus the estimated task duration (established during planning). Like the planned start time, this is shown relative to the arbitrary base "event" time of 01/JAN/70 00:00.
- **Task Description:** Enter two lines of task description, which will appear in the task description lists.

After a task has been added, you can use the following fields for adding task actions, task resources, and notes.

- **Actions and Resources:** To immediately display a screen for adding actions or resources for the selected task, enter Y in either of these fields.
- **Task Notes and Action Notes and Resource Notes:** To immediately display a screen for entering any of the three kinds of notes, enter a Y in the corresponding fields.

## Editing Task Information

The following capabilities are available to planners from the **Change Tasks** screen (in planning mode): inserting, removing, and changing a task on the task list. Users with appropriate privileges may also insert and change (but not remove) tasks from task list on the **Use Tasks** screen (in operational mode).

### To insert a new task:

1. Enter **I** in the Select Task field.

This puts you in insert mode for adding tasks. The screen displays the following message

You are in INSERT mode

2. Fill in the screen information.

#### Required

- **Agency and Position**
- **Two of Planned Start, Estimated Done, and Estimated Duration:** After two of these values are entered, the third value is calculated.

#### Recommended

- **Crucial:** Indicate whether the task is crucial (Y or N).
- **Task Description:** Enter two lines of task description, which then appear in the task description lists.

3. Do one of the following:

<u>Action</u> _____	<u>Result</u> _____
Enter <b>I</b> in the Select Task field again.	Inserts the new task into the task list in chronological order and takes you out of insert mode.
Enter <b>C</b> in the Select Task field.	Cancels the insert operation, clears the task information box, and cancels insert mode.
Press <b>GOLD Y</b> .	Cancels the current insert operation and exits the Change Task screen.

After the new task has been inserted, you can add the other task information:

- task actions

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IMPLEMENTING PROCEDURES**

---

- task resources
- task notes, action notes, and resource notes

To remove a task from the task list: Enter **R#** in the Select Task field, where # is the number of the task. The chosen task is then deleted from the task list. Task removal is available only during planning; under nonplanning conditions, unwanted tasks can be ignored by entering an **I** in the Use Task screen's **Done** field.

To change a task:

1. Enter the task number in the Select Task field.

When you press RETURN, the form box on the screen fills with that task's information.

2. Change the task information.
3. Do one of the following:

<u>Action</u>	<u>Result</u>
Press <b>GOLD Z</b> .	Saves the modified task information and exits the Change Task screen. Updates the task listing, if necessary.
Enter another task number for editing.	Saves the modified task information before filling in the box with the next task's information. Updates the task listing, if necessary.
Press <b>GOLD Y</b> .	Cancels any changes you have made (for the current task only) and exits the Change Task screen.

To exit the Change Tasks screen: press **GOLD Z** to exit and **SAVE** modifications of the current task OR press **GOLD Y** to exit and **CANCEL** modifications (of the current task *only*). The screen returns to the **Implementing Procedure** menu.

## E) Select New IP \*

Only a user with Information Manager privileges can select the system IP in operational mode.

**Note:** All planners have the privilege to select an IP in planning mode under their personal planning site.

### Selecting a New IP in Operational Mode

In operational mode, you are given the option of selecting an IP directly by IP number or by searching the scenario table based on the current work plan. In planning mode, you can only select an IP by number.

To select an IP in operational mode, perform the following procedures:

1. Choose IP selection method and select IP.
  - A. Choose IP by NUMBER: from a list of IPs, select one IP.
  - B. Choose IP by SEARCH FOR IP CRITERIA
    - 1) Identify appropriate D2 cases by using a D2 Track Qualification screen to search for and identify D2 cases that most nearly match the D2 track that you describe on the screen.
    - 2) From a list of the D2 cases identified, select one case.
    - 3) From a list of IPs that use the selected D2 case, select one IP.
2. Now that the new IP number has been selected, choose whether to retain completed tasks from the previous IP.
3. Set IP base time.

This procedure is detailed in the following sections.

## STATUS BOARD IMPLEMENTING PROCEDURES

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When you select Option D) Select New IP in operational mode, the Choose IP menu displays.

```
      CHOOSE IP MENU
-----
0 : EXIT
1 : Choose IP by NUMBER
2 : Choose IP by SEARCH FOR IP CRITERIA
-----
Choice (?=Help) ==>
```

### Choose IP by NUMBER

If you select Choose IP by NUMBER, a list of all possible IPs (if an event has been declared) or OPIPs (if an event has not been declared) displays:

IP	DESCRIPTION
1	One line description of OPIP 1
7	One line description of OPIP 7
11	One line description of OPIP 11
:	:

Select desired IP:

You can select an IP from the list or press <GOLD><Y> to escape IP selection. If the list is too long to fit on one page, you can use the following commands to scroll the through list:

<u>Key</u>	<u>Result</u>
D	Scrolls Down to the next page of tasks
D#	Scrolls Down # pages
U	Scrolls Up to the previous page of tasks
U#	Scrolls Up # pages
T	Scrolls to the Top of the list (first page)
B	Scrolls to the Bottom of the list (last page)

## Choose Whether to Retain Completed Tasks from the Previous IP

If you have already been checking off tasks in the previous IP (such as in an OPIP before an event) you can retain the completed tasks as part of the current data. The system gives you a number of options by displaying the following menu:

```
          Retain OPIP/IP Tasks
-----
0 : EXIT
1 : Do NOT retain tasks
2 : Retain COMPLETED tasks only
3 : Retain ALL tasks
-----
          Choice (?=Help) ==>
```

Select an option based on your current situation:

0. EXIT. Exit the current menu.
1. Do NOT retain tasks. In this case, the IBS removes all files from the current event database. The "empty" event database is then ready to receive the files for the new IP or OPIP. **Example:** When the Work Plan changes, you might want to change to a new OPIP, responding N, so that a fresh OPIP can be started to match the new Work Plan.
- 2: Retain COMPLETED tasks only. The completed tasks are merged with the tasks of the newly selected IP for each Emergency Management category. **Example:** When an event occurs that necessitates escalation from OPIP to IP, you can select this option, so that the completed OPIP tasks remain as a part of the overall preparation for and response to the event.
- 3: Retain ALL tasks. All tasks, completed or incomplete, are merged with the tasks of the newly selected IP for each Emergency Management category.

## Set IP Base Time

Finally, you will need to set a base time for your IP. In planning mode, planners creating an IP assumed an arbitrary base time of 01-JAN-1970 00:00, and all task times were set relative to this time. When this IP is selected for use, it is up to the person selecting the IP to input an appropriate base time. This time can be when people are supposed to begin work on the plan; it can be when an event occurs; it can be the current time. It is left to the user to decide what is appropriate.

When the new base time is specified, all tasks in the IP will be changed relative to this new base time.

### **Choose IP by SEARCH FOR IP CRITERIA**

The following method for selecting a new IP is based on using information from the current onpost Work Plan. This IP selection method is also accessible through **CHANGE ONPOST WORK PLAN**. It is expected that you will use this method most frequently to select the IP and the *Operational Preparedness IP (OPIP)*. An alternative method for selecting the IP based on Emergency Planning Zones (EPZs) is described under **EMERGENCY FUNCTIONS—DIRECTION/CONTROL**.

If no actual event has occurred, you will be using an OPIP based on the Work Plan for the day. (It is expected that information about the day's Work Plan will be obtained from onpost sources such as the current run report.) If an event occurs, the system defaults to the IP, which is based on the Work Plan.

### Identify Appropriate D2 Cases

You will see the following D2 Track Qualification screen for describing the current chemical and weather situation for a D2 model track. This screen contains fields that serve as search criteria for identifying D2 cases that match or approximate the release situation described in the fields. Information from the Work Plan screen (when the information is available) automatically appears in the corresponding fields of the D2 Track Qualification screen. (See the Work Plan screen)

You can modify the fields, which are used as search keys into the D2 cases included in the scenario table:

- The default tolerances for wind direction, wind speed, and agent quantity are displayed. You can change these values for this particular search.
- You can remove one or more criteria from the search by leaving blank the text fields (agent, munition, release type, stability class) or by entering a negative one (-1) in the numeric fields. If all fields are removed from the search, you must then select one case from a list of *all D2 cases* in the scenario table.
- If any criteria are used, the IBS compares these case input criteria with D2 cases in the scenario table. (If no perfect matches can be found, the IBS displays a message to indicate how many criteria were actually matched.) You must then select from a list of *D2 cases that match the greatest number of criteria* (see the next screen).
- If no cases match the specified criteria, you will see this message:

No D2 case matching specified criteria found.

D2 TRACK QUALIFICATION		
AGENT: _____	MUNITION: _____	RELEASE: _____
WIND DIRECTION _____ (deg)	_____ (deg tolerance)	
WIND SPEED _____ (m/s)	_____ (m/s tolerance)	
QUANTITY _____ (mg)	_____ (mg tolerance)	
STABILITY CLASS: _		

**STATUS BOARD  
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**Select from a List of Identified D2 Cases**

If the search identifies a set of possible D2 cases, a screen similar to the following one lists the cases (in numerical order by *D2 case number*).

If the cases are too many to fit on one screen, you can scroll through the remaining case descriptions by entering a key command at the **Select Case #:** prompt (U, U#, D, D#, T, B). (Or enter H to switch the heading display to show the D2 case description instead of the D2 case qualifications shown here.)

To select a case, enter the case number at the **Select Case #:** prompt. The next step is to actually choose an IP that contains the selected D2 case.

D2 Case#	Agent	Munition	Release	Wind		Quantity	Stability
				Dir	Speed		
123	VX	M55	INS	90	15	100	D
124	VX	M55	INS	180	40	100	C
.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.
Select Case #: _____							

**Select an IP that Contains the D2 Case**

After you select a D2 case, a screen similar to the following one lists the IPs that contain that case.

If the IP are too many to fit on one screen, you can scroll through the remaining IP descriptions by entering a key command at the **Select IP #:** prompt (U, U#, D, D#, T, B). (Or enter H to switch the heading display to show a longer D2 case description line instead of the case numbers and population patterns shown here.)

To select an IP, enter the IP number.

IP #	EVAC	D2	Population	Description
008	222	123	Seasonal	First day of Hunting season
009	400	123	Weeknight	Nighttime
010	401	123	Weekday	Regular Day
.	.	.	.	.
.	.	.	.	.
Select IP #: _____				

After selecting a new IP, the only remaining step is to choose whether to retain in completed tasks from the previous IP (or OPIP).

### Choose Whether to Retain Completed Tasks from the Previous IP

This option is the same as described in Select IP by NUMBER.

### Set IP Base Time

This option is the same as described in Select IP by NUMBER.

This concludes the process of selecting an IP in operational mode, which is initiated by choosing the D) Select New IP option on the Implementing Procedure menu or on the Work Plan screen.

### Selecting a New IP in Plan Mode

Following is a discussion of selecting an IP in planning mode.

If you select option D) Select New IP in plan mode, you a list of all possible IPs and OPIPs in your planning database is displayed.

IP	DESCRIPTION
1	One line description of OPIP 1
7	One line description of OPIP 7
8	One line description of IP 8
:	:
:	:

Select desired IP:

You can select a number from the list or press **GOLD-Y** to escape IP selection. In planning mode you do not have the option of selecting an IP by searching the scenario table. It is also not possible to retain tasks from the previous IP. Your base date and time is assumed to be 01/JAN/1970 00:00 in planning mode, so you need not specify a base date and time as you would in operational mode.

**STATUS BOARD  
ONPOST EVENT STATUS**

---

**■ ONPOST EVENT STATUS**

This option displays the Onpost Emergency Event Notification screen, which is shown in the example below.

```
Onpost Event Status                                     V1.01
Classification: COMMUNITY EMERGENCY      Event       : 15-JAN-1993 10:25:37.00
Material      : GB                       Notification : 15-JAN-1993 10:25:37.00
Quantity (lb) : 50 pounds                Current      : 25-JAN-1993 10:41:55.00
Munition     : M55 Rocket                Elapsed (min): 14416
Release Type  : Explosion
D2 Case #    : 0
Location     : Plant Temporary Storage Area

* * * * *
NOTICE OF ACCIDENTAL RELEASE
A sample message.
* * * * *
Verification #: 22
```

The entire screen is for display only: you cannot alter any of the information here.

- **EVENT CLASSIFICATION** on the form is one of four types of emergencies:
  - Non-Surety Emergency
  - Limited Area Emergency
  - Post Only Emergency
  - Community Emergency.
- **VERIFICATION #** is the number that is assigned to one set of the screen information as it is received and recorded.

If an event has not been declared, the system will display the following message.

```
* * * MSG: An event has not been declared
          Press <RETURN> to continue...
```

## ■ SHOW USER ENVIRONMENT

The **SHOW USER ENVIRONMENT** option is used by planners want to view their current operating environment. This option displays a screen similar to the following.

### USER ENVIRONMENT

EVENT: DECLARED / NOT DECLARED

TIME DECLARED: 01-DEC-1992 13:04:00.00 *(Blank if Event not declared)*

MODE: PLANNING / OPERATIONAL

MY CURRENT SITE: TOOE

You have new mail. / You have late mail. *(blank if no mail)*

CURRENT OPERATIONAL SITE: TEST

	CURRENT OPERATIONAL CASES	CURRENT PLANNING CASES <i>(shown in planning mode only)</i>
D2	008	C888
IDYNEV	000	C000
IP	000	C000

Press <RETURN> to continue.

Use this option to see if an event has been declared or not declared. This option is also useful for planners who want to check whether or not they are in planning or operational mode, and which cases they are using. This screen is for display only. Press the Return key to return to the Status Board menu.

## ■ VIEW BATCH LOG

The **VIEW BATCH LOG** option is used by planners who want to view the batch log file generated by the Event program. This can be useful after an event for planning purposes. The batch log will be similar to the following sample (an actual batch log can be considerably larger).

```
$ IF F$SEARCH("CCSBKUP.COM").NES."" THEN @CCSBKUP
$ verify=f$verify(0)
$ SET NOVER
* * * MSG: 1 2-DEC-1992 11:14:12.26 D2LOG0001.DAT;1
* * * MSG: Copying file D2LOG0001.DAT;1
* * * MSG: 1 2-DEC-1992 11:15:15.63 D2LOG0001.DAT;1
* * * MSG: 2 2-DEC-1992 11:15:15.73 DOSAGE0001.DAT;1
* * * MSG: 3 2-DEC-1992 11:15:15.83 PDATA0001.DAT;1
* * * MSG: 4 2-DEC-1992 11:15:15.93 SLICE0001.DAT;1
* * * MSG: Copying file D2LOG0001.DAT;1
* * * MSG: Copying file DOSAGE0001.DAT;1
* * * MSG: Copying file PDATA0001.DAT;1
* * * MSG: Copying file SLICE0001.DAT;1
* * * MSG: 1 2-DEC-1992 11:16:27.99 D2LOG0001.DAT;1
* * * MSG: 2 2-DEC-1992 11:16:28.09 DOSAGE0001.DAT;1
```

**STATUS BOARD  
VIEW BATCH LOG**

---

```
* * * MSG: 3 2-DEC-1992 11:16:28.19 PDATA0001.DAT;1
* * * MSG: 4 2-DEC-1992 11:16:28.29 SLICE0001.DAT;1
* * * MSG: 5 2-DEC-1992 11:16:28.39 WEATHER_OBS.DAT;1
* * * MSG: 6 2-DEC-1992 11:16:27.52 CURRENT_RUN.DAT;1
* * * MSG: 7 2-DEC-1992 11:16:28.62 ENVIRONMENT.DAT;1
* * * MSG: 8 2-DEC-1992 11:16:28.72 NOTIFICATION.DAT;1
* * * MSG: 9 2-DEC-1992 11:16:28.82 CAS_SUM.DAT;1
* * * MSG: 10 2-DEC-1992 11:16:28.92 TOWER_SEL.DAT;1
* * * MSG: Copying file D2LOG0001.DAT;1
* * * MSG: Copying file DOSAGE0001.DAT;1
* * * MSG: Copying file PDATA0001.DAT;1
* * * MSG: Copying file SLICE0001.DAT;1
* * * MSG: Copying file WEATHER_OBS.DAT;1
* * * MSG: Copying file CURRENT_RUN.DAT;1
* * * MSG: Copying file TOWER_SEL.DAT;1
```

**■ VIEW ONPOST WORK PLAN**

(See CHANGE ONPOST WORK PLAN)

# Section 4 Personnel Management

## ■ PERSONNEL MANAGEMENT

IBS MAIN MENU	
PERSONNEL MANAGEMENT	
MESSAGE BOARD	-->
STATUS BOARD	-->
ADD	PEOPLE
MODIFY	PEOPLE
DELETE	PEOPLE
LIST	PEOPLE BY NAME
LIST	PEOPLE BY AGENCY
LIST	PEOPLE BY POSITION
ADD	AGENCIES
MODIFY	AGENCIES
DELETE	AGENCIES
LIST	AGENCIES
ADD	POSITIONS
MODIFY	POSITIONS
DELETE	POSITIONS
LIST	POSITIONS

**PERSONNEL MANAGEMENT** presents this menu of capabilities for managing the CSEPP *personnel database*. The personnel database includes the names, addresses, agencies, positions (such as a job title or assignment), and telephone contact numbers of people who are involved with emergency management activities.

*General options*

* <--	Fill in new information form for one person.
* <--	Modify information form for one person.
* <--	Delete information form for one person.
<--	List info for personnel selected by name.
<--	List personnel at a specific agency.
<--	List personnel by position (assignment).
* <--	Add to list of agencies in the database.
* <--	Modify list of agencies in the database.
* <--	Delete list of agencies in the database.
<--	List the agencies in the database.
* <--	Add to list of positions at agencies.
* <--	Modify list of positions at agencies.
* <--	Delete list of positions at agencies.
<--	List positions (assignments) at agencies.

## PERSONNEL MANAGEMENT

---

The **PERSONNEL MANAGEMENT** menu options are explained on the following pages in *alphabetical order* within three general categories:

- *Agency Tasks*
- *People Tasks*
- *Position Tasks*

### Agency Tasks

Different agencies or organizations employ personnel involved in emergency-related activities. The IBS *agency lookup table* is a list of agency acronyms and the associated agency names. The listing looks similar to the following example.

Code	Agency Name
NFS	NATIONAL FOREST SERVICE
PNL	PACIFIC NORTHWEST LABORATORY
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
OEM	OREGON EMERGENCY MANAGEMENT

Press <RETURN> to continue...

The agency lookup table is used throughout Personnel Management and Resource Management, and also in the Implementing Procedures.

The complete list of options available in Personnel Management for using the agency lookup table are:

- ADD AGENCIES
- MODIFY AGENCIES
- DELETE AGENCIES
- LIST AGENCIES

Any IBS user can look at the table by using the **LIST AGENCIES** option, but only an Information Manager can change the contents of the table, either through **ADD AGENCIES**, **MODIFY AGENCIES**, or **DELETE AGENCIES**.

## ■ ADD AGENCIES \*

This option enables an Information Manager to add information to the agency lookup table.

The system prompts:

Enter new Agency code ==>

1. Enter the acronym for the agency (or press CTRL-Z to quit).

You are restricted to only five characters, so you may need to truncate the acronym. If that acronym is already in the lookup table, you must try again.

The system prompts:

Enter new Agency name ==>

2. Enter the full name of the agency.

You are restricted to 64 characters, so once again, you may need to truncate your input. If that name is already in the lookup table, you must try again.

After the new agency code and name information are saved, the system returns to Step 1 and prompts you again. Use **GOLD-Z** to exit the prompt when you are finished.

## ■ DELETE AGENCIES \*

This option enables an Information Manager to delete information from the agency lookup table. The system displays the Agency Selection method menu as described in Modify Agencies. Use the menu in the same way as in **MODIFY AGENCIES** to choose the agencies you want to delete.

## ■ MODIFY AGENCIES \* 1

This option enables an Information Manager to modify information already in the agency lookup table. This consists of 1) specifying which agency (by code or by name) and 2) entering a new agency code and name.

## 1. Specify Which Agency to Modify

The system prompts:

```
Agency Selection method menu
-----
0: EXIT
1: Type in Agency code
2: Select Agency code from a list
3: Type in Agency name
4: Select Agency name from a list
-----
Choice (?=Help) ==>
```

Use one of these four methods to select an agency to modify:

1. Type in Agency code: Prompts you to enter the agency code (up to five characters).

```
Enter Agency code ==>
```

Enter the acronym for the agency you wish to modify. If it is not in the table, you must try again.

2. Select Agency code from a list: Prompts you to choose one agency from a numbered list of agencies (ordered by agency code).

```
Agency Codes
-----
0: EXIT
1: code1 agency1
2: code2 agency2
   .      .
   .      .
   .      .
-----
Choice (?=Help) ==>
```

3. Type in Agency name: Prompts you to enter the agency name.

```
Enter Agency name ==>
```

If the name you enter is not in the table, you must try again.

4. Select Agency name from a list: Prompts you to choose one agency from a numbered list of agencies (ordered by agency name).

```
Agency Names
-----
0: EXIT
1: NATIONAL FOREST SERVICE           NFS
2: PACIFIC NORTHWEST LABORATORY     PNL
3: FEDERAL EMERGENCY MANAGEMENT AGENCY FEMA
4: OREGON EMERGENCY MANAGEMENT      OEM
-----
Choice (?=Help) ==>
```

After selecting an agency, you then enter into the actual modification phase.

## 2. Modify the Agency (Name and Code)

The system prompts:

```
Modify the Agency name? [Y] ==>
```

You must now decide whether you want to modify the agency acronym or the agency name — you cannot do both at once.

Y To change the agency name: Enter Y. The system prompts:

```
Enter new Agency name [Code] ==>
```

Enter the full name of the agency. You are restricted to 64 characters, so once again, you may need to truncate your input. If that name is already in the lookup table, you must try again.

N To change the agency code: Enter N to skip the agency name and get this prompt for the agency code:

```
Enter new Agency code [Code] ==>
```

Enter the acronym for the agency. You are restricted to only five characters, so you may need to truncate the acronym. If that acronym is already in the lookup table, you must try again.

After the modified agency code or name information are saved, the system returns to Step 1 and prompts you again. To exit, press CTRL-Z.

## **■ LIST AGENCIES**

This option enables you to list and view the contents of the agency lookup table, one screen at a time.

### **People Tasks**

The personnel database includes the names, addresses, agencies, positions (such as a job title or assignment), and telephone contact numbers of people who are involved with emergency management activities.

The complete set of Personnel Management options for creating and reviewing this information for using the position lookup table are:

- **ADD PEOPLE**
- **MODIFY PEOPLE**
- **DELETE PEOPLE**
- **LIST PEOPLE BY NAME**
- **LIST PEOPLE BY AGENCY**
- **LIST PEOPLE BY POSITION**

Any IBS user can look at this information by using the **LIST PEOPLE BY...** options, but only an Information Manager can change the contents of this information, either through **ADD PEOPLE**, **MODIFY PEOPLE**, or **DELETE PEOPLE**.

■ ADD PEOPLE \*

ADD PEOPLE displays the following form for entering information about CSEPP personnel:

```

Resource Management      DD/MM/YY   hh:mm:ss.hh      Personnel Form V2.06
-----
Person Name :  (last name)  (first name)  (middle initial)
Address      :  _____
City        :  _____      Status  Position
State       :  _____      Y/N?  _____
ZIP        :  _____      Y/N?  _____
Title      :  _____      Y/N?  _____
Available? :  _____      Y/N?  _____
Agency    :  _____      Y/N?  _____
            (full agency name)
-----
Office Phone :  _____      Day   Start   End
Home   Phone :  _____      Sun   ___:___  ___:___
Beeper Phone :  _____      Mon   ___:___  ___:___
Emergency Phone : _____      Tue   ___:___  ___:___
                                           Wed   ___:___  ___:___
                                           Thu   ___:___  ___:___
                                           Fri   ___:___  ___:___
                                           Sat   ___:___  ___:___
    
```

The date and time are the system date and time. You can add information in any of the other fields.

- **Available?** (Y or N): Is the person available (Y) or unavailable for some reason, such as travel. (N). The person must be available to have active status in any of the positions for which the person is qualified.
- **Status and Position:** A list of up to five position titles can be entered to indicate emergency positions for which the person is qualified. Status indicates whether the person is currently active in the corresponding position (Y or N).
- **Office Phone:** If the person is the designated contact person for a particular facility, it is expected that the "Office Phone" is the contact phone number included in the facility database. (For more information on the facility database, see **RESOURCE MANAGEMENT-ADD A FACILITY.**)

## PERSONNEL MANAGEMENT

### ADD PEOPLE \*

---

- **Schedule:** The schedule is a scrolled area for indicating the person's scheduled work times for each day of the week. Enter times for a 24-hour clock; for example, 13:00 is 1 p.m.

Use **GOLD-Z** to save the information, **GOLD-Y** to exit without saving. Use **GOLD-Y** in a blank form to exit the Add People option when you have finished adding.

### ■ DELETE PEOPLE \*

This option enables an Information Manager to delete information about a specific person in the personnel database. The system displays the Personnel Selection method menu as described in **MODIFY PEOPLE**. Use the menu in the same way to choose the people you want to delete.

## ■ LIST PEOPLE BY NAME...AGENCY...POSITION

These three options allow you to produce three different lists of personnel. You can list personnel by

- Name
- Agency
- Position

You must specify the information necessary to generate the personnel list by selecting an option from the following menu.

Personnel Selection method menu

-----  
0: EXIT  
1: Type in Person name  
2: Select Person from a list  
-----

Choice (?=Help) ==>

If you select Option 1: Type in Person name. The system then displays the following prompts.

Enter Person's last name ==>  
Enter Person's first name ==>  
Enter Person's middle initial ==>

After you have entered the name of the person you want listed, the system displays the Personnel Selection method menu again. Continue selecting people until you are finished.

If you select Option 2: Select Person from a list, a menu similar to the following displays.

Personnel Names 1/2  
-----  
0 : EXIT  
1 : ALLEN JOHN  
2 : FINLEY WALTER  
3 : GRANT MAXWELL  
4=> HARLEY ED  
5 : JONES INDIANA  
6 : KELLEY DON  
7 : MALLORY SIGNY  
8=> PHILLIPS GEORGE  
9 : RUSH MEL  
10 : WALTER GIBSON  
-----M O R E-----  
Choice (?=Help) ==>

You can select multiple people from this menu. Enter the number of the person you want to select at the ==> prompt. The system will indicate the selection by

**PERSONNEL MANAGEMENT**  
**LIST PEOPLE BY NAME...AGENCY...POSITION**

---

displaying a => symbol by the selected names. To finish your selection, select the 0: EXIT option. The Personnel Selection method menu will display.

Select the 0: EXIT option and the system displays the report listing the people you requested. The report looks similar to the following example.

Personnel Report (By Name) 8-JUL-1992 15:20:28.41

-----  
Name (F/M/L) : RICHARD S WENTWORTH  
Title : MEDICAL TECHNICIAN  
Agency code : RDCR  
Available? : Y  
Date/Time : 8-JUL-1992 14:56:11.07  
Address : 457 BROADWAY  
City : NEW YORK  
State : NY  
ZIP : 10024  
Phone (office) : 555-1234  
Phone (home) : 555-4321  
Phone (beeper) : 555-9999  
Phone (emergency) : 555-3429

Day	Schedule	
	Start	End
Sun	:	:
Mon	:	:
Tue	8:00	16:00
Wed	8:00	16:00
Thu	8:00	16:00
Fri	8:00	16:00
Sat	8:00	16:00

<Return> to continue...

Status      Position  
-----

++++  
Press <RETURN> to continue...

## ■ MODIFY PEOPLE \*

This option enables an Information Manager to modify information about a specific person in the personnel database. Modifying personnel information consists of 1) specifying the person name and 2) entering new information about the person.

### 1. Specify Which Person to Modify

The system prompts:

```
Personnel Selection method menu
```

```
-----  
0: EXIT  
1: Type in Person name  
2: Select Person from a list  
-----
```

```
Choice (?=Help) ==>
```

Use one of these two methods to specify the person for whom to modify information:

1. Type in Person name: Prompts you to enter the three parts of the person's name. For example:

```
Enter Person's last           name ==> BELL  
Enter Person's first          name ==> ALEXANDER  
Enter Person's middle initial name ==> G
```

If the name is found in the personnel database, proceed to Step 2.

2. Select Person from a list: Prompts you to choose one name from a numbered list of personnel names. For example:

```
Personnel Names  
-----  
0: EXIT  
1: ASTOR           JOHN           J  
2: BELL            ALEXANDER      G  
3: EDISON          THOMAS         A  
-----  
Choice (?=Help) ==> _
```

Enter the number that corresponds to the desired name, or select 0 to exit. Proceed to modify information in Step 2.

**PERSONNEL MANAGEMENT  
MODIFY PEOPLE\***

**2. Enter New Information about the Person**

The personnel data form is then presented for updating or modification. You can modify any fields except the system date and time. For example:

```

Resource Management      01/24/92   10:30:00.44      Personnel Form V2.06
-----
Person Name : BELL                ALEXANDER G (Last, First, MI)
Address    : 555 WATSON STREET
City       : SALT LAKE CITY          Status Position
State      : UT                      Y/N?Y COMMUNICATIONS SPEC
ZIP        : 99999-9999                Y/N? DAY SHIFT SUPERVISOR
Title      : _____                Y/N? _____
Available? : Y                        Y/N? _____
Agency    : CNTEL                    Y/N? _____
           CONSOLIDATED TELEPHONE AND TELEGRAPH COMPANY
Office Phone : 555-555-0001          Day Start End
Home Phone   : 555-555-0002          Sun : :
Beeper Phone : _____              Mon 07:30 17:00
Emergency Phone : _____           Tue 07:30 17:00
                                           Wed 07:30 17:00
                                           Thu 07:30 17:00
                                           Fri 07:30 17:00
                                           Sat 07:30 12:00

```

Exit the form and save the changes by pressing **GOLD-Z**. Exit the form and do not save the changes by pressing **GOLD-Y**.

**Position Tasks**

Within different agencies or organizations, personnel can hold one or more *positions* (job titles, assignments, etc.). The IBS's *position lookup table* is a list of agency acronyms and positions associated with that agency. For example,

<u>Agency</u>	<u>Position</u>
PNL	PROJECT MANAGER
PNL	GIS PROGRAMMER
OEM	COMMUNICATIONS OFFICER

The position lookup table is used throughout Personnel Management and Resource Management, and also in the Implementing Procedures.

While any General User can look at the table by using the **LIST POSITIONS** option, only an Information Manager can change the contents of the table, either through **ADD POSITIONS**, **DELETE POSITIONS**, or **MODIFY POSITIONS**.

The complete list of options available in Personnel Management for using the position lookup table are:

- ADD POSITIONS
- MODIFY POSITIONS
- DELETE POSITIONS
- LIST POSITIONS

## ■ ADD POSITIONS \*

This option enables an Information Manager to add information to the position lookup table. This consists of

1. Specifying which agency is associated with the position.
2. Entering a new position name.

### 1. Specify Which Agency

The system prompts:

```
Agency Selection method menu
-----
0: EXIT
1: Type in Agency code
2: Select Agency code from a list
3: Type in Agency name
4: Select Agency name from a list
-----
Choice (?=Help) ==>
```

Use one of these four methods to select the agency associated with the position(s) that you wish to add. Refer to **MODIFY AGENCIES** for more information on selecting an agency from this menu.

After doing so, you are ready to add the new position to the table.

## 2. Enter a New Position Name

The system prompts:

```
Enter new Position ==>
```

Enter the name of the position you want associated with the agency.

You are restricted to only 20 characters, so you may need to truncate your input.

After the new position information is saved, the system returns to Step 1 and prompts you again.

## ■ DELETE POSITIONS \*

This option enables an Information Manager to delete a position associated with an agency. The system displays the Agency/Position Selection method menu as described in **MODIFY POSITIONS**. Use the menu in the same way to choose the positions you want to delete.

## ■ MODIFY POSITIONS \*

This option enables an Information Manager to modify information already in the position lookup table. This consists of 1) selecting which position to modify and 2) entering a new name for the position.

### 1. Specify Which Position to Modify

The system prompts:

```
Agency/Position Selection Method Menu
-----
0: EXIT
1: Type in Agency/Position
2: Select Agency/Position from a list
-----
Choice (?=Help) ==>
```

Use one of these two methods to select a position to modify.

1. Type in Agency/Position: Prompts you to enter the agency acronym and then the position at that agency.

```
Enter Agency Code ==>
Enter Position ==>
```

Enter the agency acronym and the position you wish to modify. If either are not in the position lookup table, you must try again.

2. Select Agency/Position from a list: Prompts you to select a position from a numbered list of positions at different agencies.

```
Agency Position/Position Menu
-----
0: EXIT
1: NFS SMOKE JUMPER
2: NFS LOOKOUT TOWER OPERAT
3: AGENCY 3/POSITION 3
4: AGENCY 4/POSITION 4
  :
  :
  :
-----
Choice (?=Help) ==>
```

Enter the number of the position you wish to modify.

## 2. Enter a New Name for the Position

The system then prompts:

```
Enter new Position ==>
```

Enter the new name for the position. If it is already in the table, you must try again.

To quit any of these prompts, press **GOLD-Z** or **CTRL-Z**.

After the modified position information is saved, the system returns to the Agency/Position Selection method menu. To quit, select option 0: EXIT.

## ■ LIST POSITIONS

This option enables you to list and view the contents of the position lookup table, one screen at a time.

# Section 5

## Map Analysis

### ■ MAP ANALYSIS

<b>IBS MAIN MENU</b>	
<b>MAP ANALYSIS</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	->
<b>STATUS BOARD</b>	->
<b>PERSONNEL MANAGEMENT</b>	->
<b>DISPLAY ICONS</b>	
<b>DISPLAY TEXT</b>	
<b>DISPLAY LOCATION</b>	
<b>DETERMINE AREA</b>	
<b>ESTIMATE POPULATION</b>	
<b>IDENTIFY MAP ITEM</b>	
<b>SUMMARIZE POINT DATA</b>	
<b>HIGHLIGHT DATA</b>	
<b>UNHIGHLIGHT DATA</b>	
<b>SELECT MAP LAYERS</b>	
<b>SET BASEMAP</b>	
<b>RESTORE BASEMAP</b>	
<b>MAP ZOOM</b>	
<b>ZOOM IN</b>	
<b>ZOOM OUT</b>	
<b>REFRESH SCREEN</b>	

**MAP ANALYSIS** presents this menu of capabilities for displaying maps and obtaining information about the map features.<sup>(a)</sup>

The menu options in this section are described in *alphabetical* order.

General options

- <-- Switch on (or off) display of icons.<sup>(b)</sup>
- <-- Switch on (or off) text on the maps.<sup>(c)</sup>
- <-- Show long./lat. coordinates picked points.
- <-- Show sq. mileage picked/drawn polygon.
- <-- Estimate pop. within a chosen area.
- <-- Show data about picked map features.
- <-- Summarize point data within chosen area.
- <-- Highlight a selected kind of map item.
- <-- Return highlighted map items to normal.
- <-- Choose map features from a list.
  
- <-- Make the current screen the default area.
- <-- Cancel zooms, redraw the default area.
- <-- View area picked by centerpoint/radius.
- <-- Enlarge a portion of the current screen.
- <-- Expand the view to show a larger area.
- <-- Redraw and clean up the current screen.

### ■ DETERMINE AREA

- (a) An independent utility program, GEDIT, provides map editing capabilities. GEDIT is documented in the IBS Utilities Guide.
- (b) When chosen, **DISPLAY ICONS** switches to **TURN OFF ICONS** at the same position.
- (c) When chosen, **DISPLAY TEXT** switches to **TURN OFF TEXT** at the same position.

**MAP ANALYSIS**  
**DETERMINE AREA**

---

**DETERMINE AREA** displays the area (in both acres and square miles) of a polygonal region. The region's perimeter is also displayed (in both feet and miles).

When you select **DETERMINE AREA**, the program prompts you to define the region in one of three ways:

```
          Select Area of Interest Menu
-----
0 : EXIT
1 : Current screen
2 : Select existing polygon
3 : Draw polygon
-----
Choice (?=Help) ==>
```

Your choices are these:

1. Current screen: Determines the area of the current screen.
2. Select existing polygon: Enables you to pick an existing polygon to define the desired region.
3. Draw polygon: Enables you to pick points that define a polygon around the desired region.

These methods for defining a region are fully described in *Section 1*.

**Note:** Remember to select the Continue option after you have defined an area.

After the polygon is defined, the requested data are displayed:

Area (Sq. Miles)	Area (Acres)	Perimeter (Miles)	Perimeter (Feet)
167.657	106020.314	50.430	266269.033

<Return> to continue...

## ■ DISPLAY ICONS (TURN OFF ICONS)

**DISPLAY ICONS** is a switch that turns on the display of any icons included in the current map display data. (When you pick **DISPLAY ICONS**, the menu item switches to **TURN OFF ICONS**.)

**TURN OFF ICONS** is the reverse operation that cancels the display of any icons included in the current map display data. (When you pick **TURN OFF ICONS**, the menu item switches back to **DISPLAY ICONS**.) Select **REFRESH SCREEN** to finish removing the icons.

## ■ DISPLAY LOCATION

**DISPLAY LOCATION** displays the following information about a point (or sequence of points) that you pick:

- Longitude, latitude
- Delta miles, or the miles from the last point you picked
- Total miles accumulated along the chain of points you pick
- Miles to the center of the screen

When you select **DISPLAY LOCATION**, the program prompts:

\* \* \* **MSG: Use crosshair to pick a known point.**

After you pick a point, the information is displayed in a table. For example:

Longitude	Latitude	Delta Miles	Total Miles	Miles to Center
-112.079	40.445	0	0	13.9530
-112.2602	40.233	4.4324	10.0719	6.0672

As you continue to pick points, the information about previous points remains on the screen. Choosing **CONTINUE** or picking another menu item ends the capability and removes the information from the screen.

## ■ DISPLAY TEXT (TURN OFF TEXT)

**DISPLAY TEXT** immediately displays the text labels associated with items on the current map screen. When you select **DISPLAY TEXT**, the menu item switches to **TURN OFF TEXT**.

**TURN OFF TEXT** enables you to cancel the display of text labels on the screen. To remove the text, select **REFRESH SCREEN** after selecting **TURN OFF TEXT**.

## ■ ESTIMATE POPULATION

**ESTIMATE POPULATION** provides an estimate of the population within a defined area. There are two sources of data for population reports within **ESTIMATE POPULATION**:

- Census data
- People Locate data

Census data (if present in the site database) comes from static census database map layers chosen using **SELECT MAP LAYERS** in **MAP ANALYSIS**, or **CHANGE DEFAULT LAYERS** in **SETUP**. People Locate data is generated by the People Location (**LOCATE**) program (see Appendix C). When you select Estimate Population, the system displays the following menu.

```
                Select Area of Interest Menu
-----
0: EXIT
1: Current screen
2: Select existing polygon
3: Draw polygon
-----
Choice (?=Help) ==>
```

Use one of these three methods to specify which items on the graphic display screen are used to calculate population.

1. **Current screen:** Will calculate population for the entire display area.
2. **Select existing polygon:** Prompts you to select a polygon from the screen with the cross hairs.

**Note:** If you select a polygon which is partly offscreen, the following message will display:

```
* * * MSG: Polygon selected is partially off the current screen.
* * * MSG: The population shown may not be accurate.
```

Any population information you receive after viewing this message should be verified by using the zoom out option so the polygon is completely onscreen, then estimating the population of the polygon again.

3. **Draw polygon:** Prompts you to draw an area on the screen with the cross hairs.

After you select an area, the system will display the following menu. The source of population data accessed within **ESTIMATE POPULATION** depends on the type of population report selected.

Estimate Population Selection Menu

```

-----
0: EXIT
1: Total population          (Census)
2: Population by age group  (Census)
3: Population by facility   (People Locate)
4: Facility summary         (People Locate)
-----

```

Choice (?=Help) ==>

Select the type of report data you wish to see from these choices. The choices marked with Census will use census data for calculation. The choices marked with People Locate will use the Locate database for calculation.

Your choices are:

1. Total population (Census): Produces a report of the total population for the selected area. Census population data is used to generate this report.

DD-MMM-YYYY HH:MM:SS

Estimated Population Based on Census Data

```

-----
Map Layer          : POPULATION
Population Pattern : Weeknight
Total Population   : XXXXXX
-----

```

<Return> to continue ...

If no population map layer was selected, the program displays the following message:

\* \* \* MSG: No population topography selected

If this happens, use **SELECT MAP LAYERS** in **MAP ANALYSIS**, or **CHANGE DEFAULT LAYERS** in **SETUP** to select a population map layer.

2. Population by age group (Census): Produces a report of the population in the selected area summarized into age categories. Census demographic data is used to generate this report.

DD-MMM-YYYY HH:MM:SS

Estimated Population Based on Census Data

```

-----
Map Layer          : DEMOGRAPHIC
Population Pattern : Weeknight
Total Age 0- 5     : XXXX
Total Age 6-19     : XXXX
Total Age 20-64    : XXXX
Total Age >65      : XXXX
Total Population   : XXXX
-----

```

<Return> to continue ...

**MAP ANALYSIS  
ESTIMATE POPULATION**

---

If no demographic map layer was selected, the program displays the following message:

\* \* \* MSG: No demographic topography selected

If this happens, use **SELECT MAP LAYERS** in **MAP ANALYSIS**, or **CHANGE DEFAULT LAYERS** in **SETUP** to select a demographic map layer.

3. **Population by facility (People Locate):** Produces a report of the number of people received, released, and remaining at emergency-related facilities. These facilities are of the following type: 1) shelters, 2) reception centers, 3) decontamination centers, 4) hospitals, and 5) morgues. People Location data is used to generate this report.

DD-MMM-YYYY HH:MM:SS

Population by Facility for People Location Database

Facility	Received	Released	Remaining
Reception center name	XXXX	XXXX	XXXX
Reception center name	XXXX	XXXX	XXXX
Reception center name	XXXX	XXXX	XXXX
Reception center name	XXXX	XXXX	XXXX
<b>Total in Facilities</b>	<b>XXXXXXXX</b>	<b>XXXXXXXX</b>	<b>XXXXXXX</b>

<Return> to continue ...

4. **Facility summary (People Locate):** Produces a facility summary report for number of facilities, total number of people remaining, and percent load (people remaining/capacity) for emergency-related facilities. People Location data is used to generate this report.

DD-MMM-YYYY HH:MM:SS

Facility Summary for People Location Database

Facility	Number		Population		Load/Cap (%)	
	(Active)	(Total)	(Active)	(Total)	(Active)	(Total)
Shelter	XXX	XXX	XXX	XXX	XXX	XXX
Reception centers	XXX	XXX	XXX	XXX	XXX	XXX
Decontamination centers	XXX	XXX	XXX	XXX	XXX	XXX
Hospital	XXX	XXX	XXX	XXX	XXX	XXX
Morgue	XXX	XXX	XXX	XXX	XXX	XXX
Other	XXX	XXX	XXX	XXX	XXX	XXX
<b>TOTAL:</b>	<b>XXXX</b>	<b>XXXX</b>	<b>XXXX</b>	<b>XXX</b>	<b>XXXXXX</b>	<b>XXXX</b>

<Return> to continue ...

The report lists:

- A. The number of total and active facilities.

- B. The number of people remaining at active facilities, and combined inactive and active facilities.
- C. The percent load (people remaining/facility capacity) for active, and combined inactive and active facilities.

## ■ HIGHLIGHT DATA

**HIGHLIGHT DATA** enables you to highlight specific types of graphic items (lines, points, icons, etc.) within the map display area. The graphic items must be visible within the display area. **ZOOM IN** or **ZOOM OUT** first, as required, before selecting Highlight Data. (See also—**UNHIGHLIGHT DATA**.)

After you select **HIGHLIGHT DATA**, the system prompts with the following menu:

```
Highlight Data Menu
-----
0 : EXIT
1 : Enter attribute description
2 : List attributes for current screen
-----
Choice ==> _
```

Use one of these two methods to specify which items on the graphics display screen are to be highlighted:

1. Enter attribute description: Prompts you to enter an attribute description:

Enter data description ==>

Enter any text that describes the feature you are interested in (from 1 to 60 characters). You can enter the entire attribute description (example, NATIONAL FOREST OR GRASSLAND), or only part of the attribute description (FOREST).

2. List attributes for current screen: Presents a list of attributes for all data items within the current screen display area.

**MAP ANALYSIS**  
**HIGHLIGHT DATA**

---

After you select a method, a listing of the attributes on the screen is presented. An example of such a listing follows:

```
Attribute Description Menu                                     1/1
-----
0 : EXIT
1 : EMERGENCY PLANNING ZONE BOUNDARY
2 : INDIAN RESERVATION
3 : NATIONAL FOREST OR GRASSLAND
4 : NATIONAL SCENIC WATERWAY OR WILDERNESS AREA
5 : SHELTER
6 : EMERGENCY PLANNING ZONE BOUNDARY
7 : INTERSTATE
-----
Choice (?=Help) ==> _
```

Select an attribute from the list of attributes. All data with this attribute description are then highlighted. Lines are redrawn as wide lines and the location of points or icons are shown as highlighted white asterisks.

To highlight additional types of data, select **HIGHLIGHT DATA** again. Highlighted areas remain onscreen until you cancel the highlighting. To cancel highlighting, use the **UNHIGHLIGHT DATA** option.

## ■ IDENTIFY MAP ITEM

**IDENTIFY MAP ITEM** displays attribute information about a graphic item (or sequence of items) that you pick on the map screen. When you select **IDENTIFY MAP ITEM**, the following prompt appears:

\* \* \* MSG: Pick a map item using mouse or crosshair.

After you pick an item on the map, attributes for that item are listed as shown in the following example. *Graphic notes* for that item, (such as Known Polygon ID) are displayed also. The most recently entered note is displayed first.

#	Parm	Description
1)	2000	DISTANCE IN METERS
2)	243	243 TIME IN TENTHS OF MINUTES OF TIP OF PLUME

As you continue to pick graphic items, the information about previous items is superseded. Picking Continue or another menu item ends the capability and removes the information from the screen.

## ■ MAP ZOOM

The zoom capabilities change or affect the size of the region shown in the map display area of the graphics screen. **MAP ZOOM** enables you to specify the center point and radius of an area displayed on the screen. (See also **ZOOM IN**, **ZOOM OUT**, **SET BASEMAP**, **RESTORE BASEMAP**.)

**MAP ZOOM** prompts you to define the center in one of three ways:

```

Selection of Map Center Menu
-----
0 : EXIT
1 : Point to center with crosshair
2 : Enter longitude and latitude values
3 : Use current screen center
-----
Choice (?=Help) ==> _

```

Your choices are:

1. Point to center with crosshair: Enables you to point to the location that you wish to be screen center. The system prompts:

\* \* \* MSG: Use the crosshair to pick center of new display

After you pick the center with the cross hairs, the system will prompt:

Enter the radius (in miles) ==>

**MAP ANALYSIS**  
**MAP ZOOM**

---

2. **Enter longitude and latitude values:** Enables you to enter specific longitude and latitude values. The system prompts:

Enter Longitude in either Decimal DDD.DDDDD or Minute/Second  
DDD,MMM,SS form ==>  
Enter Latitude in either Decimal DDD.DDDDD or Minute/Second  
DDD,MMM,SS form ==>

3. **Use current screen center:** Enables you to use the current center point of the screen.

In all of these cases, you are then prompted for the desired radius:

Enter the radius (in miles) ==>

When you have entered all required information, the map screen is redrawn with the center and radius as you have specified.

## ■ REFRESH SCREEN

**REFRESH SCREEN** redraws the current map display screen. This may be needed after text or graphic items have been erased, redrawn, or overdrawn: these operations sometimes create "holes" in the displayed data.

## ■ RESTORE BASEMAP

**RESTORE BASEMAP** enables you to refresh the display and restore the original extents of the map to the area displayed before any zoom operations. However, if you have used **SET BASEMAP**, then **RESTORE BASEMAP** resets the display size to the area that was displayed after **SET BASEMAP** was last picked.

## ■ SELECT MAP LAYERS

<b>IBS MAIN MENU</b> <b>MAP ANALYSIS</b>
<b>SELECT MAP LAYERS</b>
<b>FORWARD</b> <b>BACKWARD</b>
<b>MAP LAYER 1</b> <b>MAP LAYER 2</b> . . . <b>MAP LAYER n</b>

**SELECT MAP LAYERS** produces this submenu, which lists the different groups of map features (layers) available for display in the map database. The currently displayed map layers are already selected (listed in green) when you first see this menu.

You can select additional map layers for temporary display or cancel some of those already selected. When you exit this menu, the selected map layers are drawn on the map screen and remain for the rest of your work session unless you change them again here.

**Note:** As soon as you exit Map Analysis and redraw the screen, default map layers defined in **SETUP** will supersede any map layers you alter in **MAP ANALYSIS**.

Not all map layers than can be shown on a single menu. Use the **FORWARD** and **BACKWARD** options to display other pages of the map layer list:

- **FORWARD** shows the next page of map layers. When you reach the end of the list, the next **FORWARD** returns you to the first page.
- **BACKWARD** shows the previous page of map layers. When you reach the first page of the list, the next **BACKWARD** sends you to the last page.

## ■ SET BASEMAP

This enables you to reset the *base map*—the default display area for this session—to be the area currently displayed on the screen. If you later use **RESTORE BASEMAP**, the display is redrawn to show this default display area.

## ■ SUMMARIZE POINT DATA

**SUMMARIZE POINT DATA** produces a summary of information about the point data within a defined area.

The program prompts you to define the area in one of three ways:

```
                Select Area of Interest Menu
-----
0 : EXIT
1 : Current screen
2 : Select existing polygon
3 : Draw polygon
4 : Select point
-----
Choice (?=Help) ==> _
```

Your choices are these:

1. **Current area:** Produces summary information for all point data within the current screen map area.
2. **Select existing polygon:** Enables you to choose an existing polygon to define the desired area.
3. **Draw polygon:** Enables you to pick points to define a polygon around the desired area.
4. **Select point:** Prompts you to select a point with the cross hairs or mouse. You can use the **HIGHLIGHT DATA** command to make the point easier to see before selecting it with the **SUMMARIZE POINT DATA** command. If you select this option, the following message displays.

```
* * * MSG: Pick a data point using mouse or crosshair
```

After you have selected an area, the following menu displays.

```
                List Attribute Description Menu
-----
0: EXIT
1: List attributes for selected area
2: Enter attribute description
-----
Choice (?=Help) ==>
```

**MAP ANALYSIS  
SUMMARIZE POINT DATA**

---

Use one of these two methods to specify which attributes from the selected area are to be displayed.

1. List attributes for selected area: Presents a list of attributes for all data items within the previously selected area.

```
          Select Attribute Description Menu
-----
0 : EXIT
1 : CEMETERY
2 : FLOWING WELL
3 : MINE
4 : MINE SHAFT
5 : MINE TUNNEL
-----
Choice ==> _
```

Each description is associated with one or more point(s) on the screen. Enter the index number that corresponds to the data that you want summarized.

2. Enter attribute description: The system prompts you to enter an attribute description:

Enter data description ==> \_

Enter any text (from 1 to 60 characters). You can enter the entire attribute description (example, NATIONAL FOREST OR GRASSLAND), or only part of the attribute description (FOREST). All attribute descriptions that match the entered text and are within the selected area of interest are listed.

After you have selected an attribute, the IBS summarizes information for all point data within the selected area which have that attribute. For example:

```

Point Data Summary for Selected Area
Description: DAY FOR TAIL OF PLUME
DD-MMM-YYYY HH:MM:SS
-----
          Attribute Parameter Statistics
-----
# of Points      Sum      Minimum      Maximum      Average
-----
          12      130          3           21           11
-----
Press <RETURN> to continue...
```

The point data summary includes:

- The number of *points with the selected attribute*
- The SUM, MINIMUM, MAXIMUM, and AVERAGE of the attribute parameter values associated with those points.

### **■ TURN OFF ICONS (*DISPLAY ICONS*)**

**TURN OFF ICONS** is a switch that cancels the display of any icons included in the current map display data. Select **REFRESH SCREEN** to finish removing the icons. When you pick **TURN OFF ICONS**, the menu item switches to **DISPLAY ICONS**.

**DISPLAY ICONS** is the reverse operation that turns on the display of any icons included in the current map display data. When you pick **DISPLAY ICONS**, the menu item switches back to **TURN OFF ICONS**.

### **■ TURN OFF TEXT (*DISPLAY TEXT*)**

**TURN OFF TEXT** enables you to cancel the display of text on the screen. Select **REFRESH SCREEN** after selecting **TURN OFF TEXT** to complete the removal of text from the screen.

When you select **TURN OFF TEXT**, the menu item switches to **DISPLAY TEXT**. **DISPLAY TEXT** immediately redraws the text on the map screen.

## ■ UNHIGHLIGHT DATA

**UNHIGHLIGHT DATA** can be used to cancel the effect of **HIGHLIGHT DATA**, which highlights all instances of a particular type of map item. **UNHIGHLIGHT DATA** returns one type of highlighted map item to normal.

After you select **UNHIGHLIGHT DATA**, the system prompts you with the following menu:

```
UnHighlight Data Menu
-----
0 : EXIT
1 : Enter attribute description
2 : List all highlighted attributes
3 : UnHighlight all Highlighted items
-----
Choice (?=Help) ==> _
```

Use one of these three methods to specify which items on the graphics display screen are to be unhighlighted:

1. **Enter attribute description:** Prompts you to enter a data attribute description:

```
Enter data description ==> _
```

Enter any text (from 1 to 60 characters). You can enter the entire attribute description (example, NATIONAL FOREST OR GRASSLAND), or only part of the attribute description (FOREST). All highlighted attribute descriptions that match the entered text are listed.

2. **List all highlighted attributes:** Presents a list of attributes which are currently highlighted.
3. **Unhighlight all highlighted items:** Selecting this menu item unhighlights all of the data which is currently highlighted.

After selecting a method, a listing of the highlighted attributes (which match the input description, if the user entered an attribute description) is presented. An example of such a listing follows:

Highlighted Attribute Description Menu

1/1

```
-----  
0 : EXIT  
1 : EMERGENCY PLANNING ZONE BOUNDARY  
2 : INDIAN RESERVATION  
3 : NATIONAL FOREST OR GRASSLAND  
4 : NATIONAL SCENIC WATERWAY OR WILDERNESS AREA  
5 : SHELTER  
-----
```

Choice (?=Help) ==> ..

Select an attribute from the list of attributes. All data with this attribute description are then unhighlighted and returned to normal.

To unhighlight additional types of data, select **UNHIGHLIGHT DATA** again.

Restoring map items to their original appearance with **UNHIGHLIGHT DATA** may produce graphic fragments where the map items are redrawn. If this happens, pick **REFRESH SCREEN** to clean up the screen.

## ■ ZOOM IN

**ZOOM IN** enables you to enlarge a square portion of the current display screen. (See also **MAP ZOOM**.)

The program prompts:

\* \* \* **MSG: Select center and one edge w/mouse**

1. Position the graphics cursor (cross hairs) on the center of the area you want to zoom in and press the Return key.
2. Position the graphics cursor on the edge of the zoom region and press the Return key.

A square zoom in box is drawn by the system, indicating the zoom in area. The screen is refreshed, and the zoom in area is expanded to fit the entire map graphics area.

## ■ ZOOM OUT

**ZOOM OUT** enables you to view a larger area of interest on the screen. (See also **MAP ZOOM**.)

The program prompts:

**\* \* \* MSG: Select center and one edge w/mouse**

1. Position the graphics cursor (cross hairs) on the center of the area you want to zoom out and press the Return key.
2. Position the graphics cursor on the edge of the zoom out region and press the Return key.

A square zoom out box is drawn by the system, indicating the zoom out area. The screen is refreshed, and the previous map display area is compressed and redrawn within the zoom out box area. The zoom out box area is centered in the new map display screen.

# Section 6

## Resource Management

### ■ RESOURCE MANAGEMENT

IBS MAIN MENU	
RESOURCE MANAGEMENT	
CONTINUE	
MESSAGE BOARD	-->
STATUS BOARD	-->
PERSONNEL MANAGEMENT	-->
MAP ANALYSIS	-->
ADD	FACILITIES
MODIFY	FACILITIES
DELETE	FACILITIES
LIST	FACILITIES
DESCRIBE	FACILITIES
HIGHLIGHT	FACILITIES
SUMMARIZE	FACILITIES
SWITCH TO RESOURCES	-->
ZOOM IN	
ZOOM OUT	
REFRESH SCREEN	

**RESOURCE MANAGEMENT** displays two alternating pages of capabilities for managing the resources and facilities (materials, equipment, and capabilities) needed before, during, and after an event. This is an example of the Facilities page.

General options

- <-- Add a new facility to the database.
- <-- Modify facility information.
- <-- Delete a facility from the database.
- <-- Print a listing of current facilities.
- <-- Show facility information & resources.
- <-- Resource descriptions based on facilities.
- <-- Summary on screen of facilities.
- <-- Toggle to Resources page.
- <-- Enlarge a portion of the current screen.
- <-- Expand the view to show a larger area.
- <-- Redraw (and clean up) the current screen.

The locations of resources and facilities are depicted by graphic icons. Each of these *resource and facility icons* represents a major *resource type*. Each facility can include any number of unique resources. Thus, a facility icon often depicts the location of one or more individual resources within one resource type.

## RESOURCE MANAGEMENT

---

IBS MAIN MENU	
RESOURCE MANAGEMENT	
CONTINUE	
MESSAGE BOARD	-->
STATUS BOARD	-->
PERSONNEL MANAGEMENT	-->
MAP ANALYSIS	-->
DEFINE RESOURCES	<--
ASSIGN RESOURCES	<--
MODIFY RESOURCES	<--
MOVE RESOURCES	<--
DELETE RESOURCES	<--
LIST RESOURCES	<--
DESCRIBE RESOURCES	<--
SUMMARIZE RESOURCES	<--
ENABLE RESOURCES	<--
DISABLE RESOURCES	<--
VALIDATE RESOURCES	<--
SWITCH TO FACILITIES	-->
ZOOM IN	<--
ZOOM OUT	<--
REFRESH SCREEN	<--

This is an example of the Resources page.

General options

<-- Define a new resource.  
<-- Assign resources to a facility.  
<-- Modify resource information.  
<-- Move resources to another facility.  
<-- Delete a resource from the database.  
<-- Print a listing of current resources.  
<-- Show information about a resource.  
<-- Resource descriptions based on facilities.  
<-- Summary on screen of resources in an area.  
<-- Turn on selected resource icons.  
<-- Remove selected resource icons from screen.  
<-- Check resources per those req. by current IP.  
<-- Toggle to Facilities page.  
<-- Enlarge a portion of the current screen.  
<-- Expand the view to show a larger area.  
<-- Redraw (and clean up) the current screen.

*Facility icons* that graphically depict the locations of facilities are automatically displayed when you start **RESOURCE MANAGEMENT**. Each facility can have up to 60 resource types associated with it. All IBS users can view facility information and list the resources located at the facilities. Information Managers can also define resources, define facility locations, assign quantities of resources at facilities, update this information in the resource database, and check (validate) the available resources against the resources required by the current Implementing Procedure.

The **RESOURCE MANAGEMENT** menu options are described in *alphabetical order* within two general categories:

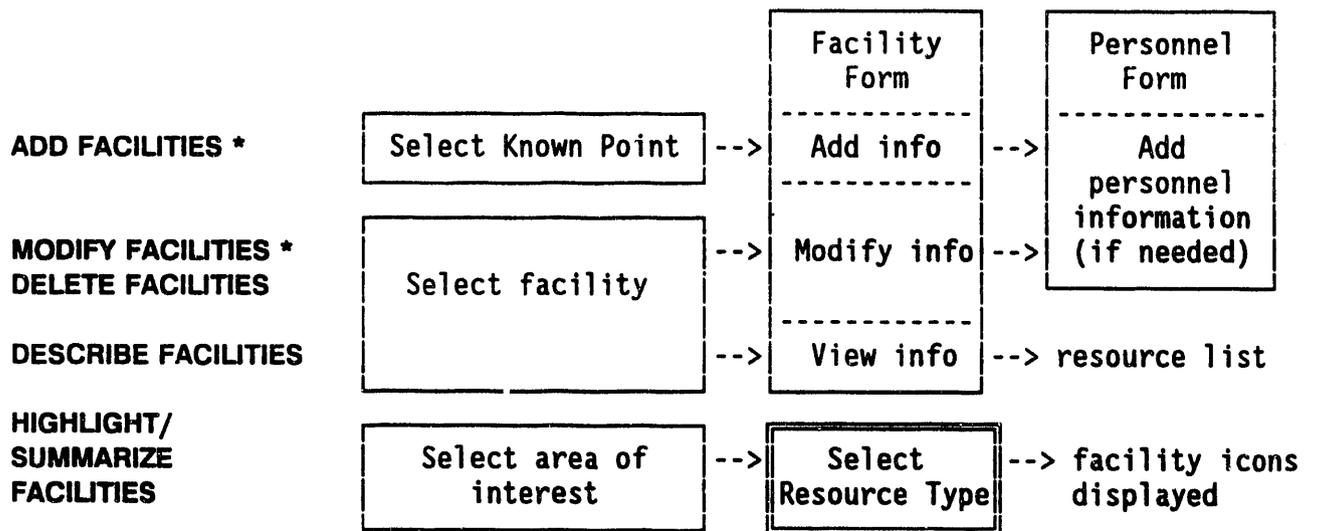
- *Facility Tasks*

- *Resource Tasks*

REFRESH SCREEN and ZOOM IN/OUT are explained as options of MAP ANALYSIS in Section 5.

## Facility Tasks

The tasks of adding a new facility, updating facility information, and viewing information about a facility share some procedures in common. The following figure illustrates these common elements:



- Three options (**ADD FACILITIES**, **MODIFY FACILITIES**, and **DESCRIBE FACILITIES**) present facility information in the same *facility form*. (See **ADD FACILITIES** for a complete description of this information form.)
- **MODIFY FACILITIES** and **DESCRIBE FACILITIES** allow you to first select which facility to modify or describe. **Selecting a Facility** is explained as an independent facility task.
- **ADD FACILITIES** and **MODIFY FACILITIES** can involve the use of a *personnel form* for entering the information about the facility contact person into the personnel database.
- **HIGHLIGHT FACILITIES** is used to highlight (flash) the icons of facilities that contain resources of a selected type. **Selecting a Resource Type** is explained as an independent *resource task*.

## ■ ADD FACILITIES \*

This option enables an Information Manager to add a new facility. Adding a facility consists of 1) specifying a facility location, 2) entering a facility description, and 3) entering personnel information about the facility contact person (if necessary).

### 1. Specify a Facility (Known Point) Location

The system displays the following menu

```
Known Point Selection Method menu
-----
0 : EXIT
1 : Type in Known Point name
2 : Select Known Point name from a list
3 : Type in long/lat coordinates
4 : Use mouse to select Known Point
-----
Choice (?=Help) ==>
```

Use the Known Point Selection Method menu to choose the method you want to use to select a known point. For example, if you select Option 4 : Use mouse to select Known Point, the following message will display.

```
* * * MSG: Select Known Point location w/mouse
```

If you select a point near an existing facility, the system will display a message similar to the following example.

```
<facility name>
located at      xxx.xxxxxxxxx , xxx.xxxxxxxxx
Use new point  xxx.xxxxxxxxx , xxx.xxxxxxxxx
anyway? [N] ==>
```

If you select a point with no preexisting facility, the system displays a message similar to the following example.

```
* * * MSG: No Known Point @: -112.6025 (latitude) 40.4348
(longitude)
Do you want to create it? [N] ==>
```

If you enter a Y for yes at the prompt, the system displays the following prompt.

```
Enter new Known Point name ==>
```

You can enter the name (up to 40 characters) of a point location. After you enter the new known point name, the system displays the Resource Management Facility Form as shown in 2. Enter a Facility Description.

## 2. Enter a Facility Description

After specifying the facility location, enter facility information in the following *facility form* (also used for **DESCRIBE FACILITIES** and **MODIFY FACILITIES**).

Resource Management	Facility Form V2.01
-----	
Longitude	: (display only)
Latitude	: (display only)
Facility	: (KNOWN POINT NAME--display only)
Type (Icon)	: _____
Address	: _____
City	: _____ State : __ ZIP : _____
Contact Name:	(last name) _____ (first name) _ (middle initial)
Phone	: (office phone) _____
Agency	: _____ Position : _____
	(full agency name) _____
Mutual Aid?	: <u>N</u> Agreement # : _____
	Active? : _____
Capacity	: _____ Received : (display only)
Cur Load	: (display only) Released : (display only)

The location coordinates, facility name, current load, received and released information are for display only. Enter the following information on this form:

- **Type (Icon):** the name of the icon associated with this facility. This field has some special features to help you:

Enter this:      To get this result:  
 ??                      a numbered list of all possible icon names:

```

#   Facility Types
-----
1  : AIRP
2  : CHURCH
3  : COMMUNICATIONS FACILITY
4  : DAM
5  : DECONT CENTER
-----
More...
  
```

## RESOURCE MANAGEMENT ADD FACILITIES\*

---

Press RETURN to display more icon names,  
or CTRL-Z to exit this list.

- ?xxx a numbered list of all icon names starting with xxx
- ?\*xxx a numbered list of all icon names containing xxx
- >icon number icon name automatically entered in the Type field

- **Address/City/State/ZIP:** the complete mailing address of the facility, including ZIP code
- **Contact Name:** the name of the contact person for this facility. If the contact person is already in the current personnel database, the rest of the contact fields are prefilled. If the contact person is NOT in the current CSEPP personnel database, the system informs you that you need to supply additional personnel information for the CSEPP personnel database:
  - \* \* \* MSG: Name not in personnel database
- **Phone:** the contact person's *office phone number*
- **Agency:** the *agency code* (an acronym, up to five characters) and the full *agency name* with which the contact person is affiliated
- **Position:** the contact person's job position
- **Mutual Aid?:** Y or N--Is there a mutual aid agreement in force?
- **Agreement #:** the mutual aid agreement number (if agreement exists)
- **Capacity:** the number of people this facility can hold (if the facility is a shelter or care facility)

When you finish and exit this form, you will return to the Known Points Selection method menu, where you can continue to add facilities.

### 3. Enter Personnel Information about the Facility Contact Person

If the contact person is not in the personnel database, the following message will display after you finish entering information in the Facilities Form.

\* \* \* MSG: Need to add a personnel record  
Press <RETURN> to continue...

**RESOURCE MANAGEMENT  
ADD FACILITIES\***

To modify the personnel file, press RETURN to continue and then complete the personnel information on the following screen form. The Person Name and Office Phone are taken from the facility form. When you exit this personnel form, you will return to the Known Points Selection method menu, where you can continue to add facilities.

Resource Management	MM/DD/YY	hh:mm:ss	Personnel Form V2.06	
-----				
Person Name :	<u>(last name)</u>	<u>(first name)</u>	<u>(middle initial)</u>	
Address :	_____			
City :	_____	Status	Position	
State :	_____	_____	_____	
ZIP :	_____	_____	_____	
Available? :	_____	_____	_____	
Agency :	_____	_____	_____	
	<u>(full agency name)</u>			
		Day	Start hr	End hr
Office Phone :	_____	---	-----	-----
Home Phone :	_____	Sun	__ : __	__ : __
Beeper Phone :	_____	Mon	__ : __	__ : __
Emergency Phone :	_____	Tue	__ : __	__ : __
		Wed	__ : __	__ : __
		Thu	__ : __	__ : __
		Fri	__ : __	__ : __
		Sat	__ : __	__ : __

**RESOURCE MANAGEMENT  
DELETE FACILITIES\***

---

**■ DELETE FACILITIES\***

This option enables an Information Manager to delete a selected facility. The system displays the Facility Selection Method menu. You can use this menu to select facilities to delete.

**Facility Selection method menu**

- 0: EXIT  
1: Type in Facility name  
2: Select Facility name from a list  
3: Type in long/lat coordinates  
4: Use mouse to select Facility  
-----

Choice (?=Help) ==> \_

When you have selected a facility, the system displays the Facility Form associated with that icon for you to check.

---

<b>Resource Management</b>	<b>Facility Form V2.01</b>
-----	
Longitude : -112.6025	
Latitude : 40.434	
Facility : RED CROSS	
Type (Icon) : SHELTER	
Address : 123 N. BLUESTAR ST	
City : ANYTOWN	State : UT ZIP : 67854
Contact Name: JADWIN	THOMAS S (Last, First, MI)
Phone : 555-1234	
Agency : RDCR	Position : SHELTER ADMIN.
RED CROSS OF UTAH	
Mutual Aid? : N Agreement # :	Active? : N
Capacity : _____	Received : (display only)
Cur Load : (display only)	Released : (display only)

Delete this facility? [N] ==>

---

If you are certain this is the facility you want to delete, type a Y at the Delete this facility? prompt and press the Return key. The system then returns the screen to the Facility Selection Method menu. Using this method, you can delete as many facilities as you want.

Exit the Modify Facilities function by selecting 0: EXIT from the menu.

## ■ DESCRIBE FACILITIES

This option displays the description of a selected facility and gives you the option of listing the resources of the facility. The system displays the Facility Selection Method menu.

### Facility Selection method menu

- 0: EXIT  
1: Type in Facility name  
2: Select Facility name from a list  
3: Type in long/lat coordinates  
4: Use mouse to select Facility  
-----

Choice (?=Help) ==>

Use one of these four methods to select a facility, as described under the heading **Selecting a Facility**.

After you have selected a facility, the Facility Form displays, as shown in the following example. All fields are for display only.

Resource Management		Facility Form V.2.01	
Longitude	: -111.7028198242		
Latitude	: 40.6703453064		
Facility	: FIRE STATION #12		
Type (Icon)	: FIRE STATION		
Address	: 2121 SOUTH ARBOR ST		
City	: RICHLAND	State : WA	ZIP : 99352
Contact Name:	MONTAG	RAYMOND	B
Phone	: 555-1234 (office)		
Agency	: RFD	Position	: FIRE FIGHTER 1
	RICHLAND CITY FIRE DEPARTMENT		
Mutual Aid?	: N	Agreement #	:
		Active?	: Y
Capacity	: 14	Received	: 0
Cur Load	: 0	Released	: 0
-----			
View the facility's resources? [Y] ==>			

**RESOURCE MANAGEMENT  
DESCRIBE FACILITIES**

---

To view the resources at that facility, type Y or press the Return key. The resources are then listed in alphabetical order by resource type:

Res Type	Quant Unit	Description
=====		
FOOD	20 BOX	MEALS READY TO EAT
MEDIC EQ	120 UNIT	FIRST AID KIT (LG)
WATER	30 GAL	PURIFIED WATER FOR DRINKING
.	.	.
=====		
Press <Return> to continue...		

## ■ HIGHLIGHT FACILITIES

This option enables you to highlight *facility icons* that show the locations of certain resources within a specified area of interest. This involves 1) specifying an area of interest and 2) selecting the resource(s) to be noted at facilities within that area. The facilities that have the selected resources in that area then flash until you choose another menu option.

### 1. Specify an Area of Interest

The system prompts:

```

Resource area of interest menu
-----
0: EXIT
1: Select an area
2: Define an area
3: Delete an area
4: Entire screen
5: Current area
-----
Choice (?=Help) ==>

```

Use one of these methods to identify the area of interest:

1. **Select an area:** Prompts you to select an existing area by picking a polygon. For example, you could pick the outer polygon of the D2 model track output.
2. **Define an area:** Prompts you to define an area by drawing a polygon around the desired area.

When you pick **CONTINUE** to finish the last side of the polygon, the polygon lines are redrawn in white. The polygon remains on the screen until you use the Delete an Area option to erase it, or you exit Resource Management.

3. **Delete an area:** Prompts you to pick a polygon to be deleted from the area of interest. The polygon must be one that you have drawn by using the Define an Area option.

When you pick **CONTINUE** to confirm the deletion, the polygon is erased (redrawn in the background color). You may need to use **REFRESH SCREEN**.

4. **Entire screen:** Uses the entire current map area as the area of interest.
5. **Current area:** Uses the current polygon you picked using option 1: Select an area. This option only displays after you have selected a polygon by using option 1: Select an area.

## RESOURCE MANAGEMENT HIGHLIGHT FACILITIES

---

After you have specified the area, the subsequent selection of facilities by resource then applies only to facilities in that area.

### 2. Select Which Resources to Locate

The system displays the Resource Description Selection method menu.

**Resource Descr Selection method menu**

---

- 0: EXIT
  - 1: Type in Resource Description
  - 2: Select Resource Descr from list
  - 3: All resource descriptions
  - 4: No resource descriptions
  - 5: Boolean expression
- 

Choice (?=Help) ==>

Use one of the following five methods to identify individual resources.

1. **Type in Resource Description:** Type in the name of a resource.
2. **Select Resource Description from list:** Displays the Resources Descriptions list.
3. **All resource descriptions:** Select any facilities with resources.
4. **No resource descriptions:** Unselect all selected (blinking) facilities.
5. **Boolean expression:** Presents a numbered list of resources (as in number 2) and prompts you for an expression that defines a *set* of resources:

Enter expression ==> 1,3

<u>If you enter</u>	<u>Then facility icons flash for...</u>
1	all facilities with resource 1
1,7,5	all facilities with resources 1 or 7 or 5

The system will then highlight any resources matching the selected description. The Resource Descr Selection method menu continues to display. Continue to select resources.

6. When you have finished selecting resources, select 0: EXIT to return to the Resource area of interest menu.
7. Select 0: EXIT to return to the Resource Management menu.

## ■ MODIFY FACILITIES \*

This option enables an Information Manager to modify facility information.

Updating a facility consists of 1) deciding whether to update the facility itself (address, contact name), or 2) the known point of the facility (name and location).

Updating the facility consists of: 1) selecting a facility and 2) modifying the facility description.

Updating a known point consists of: 1) selecting a known point and 2) modifying either the location or the name.

### 1. Select a Facility

The Facility Selection method menu displays. For details on using this menu, see the heading **Selecting a Facility**.

Facility Selection method menu

---

- 0: EXIT
  - 1: Type in Facility name
  - 2: Select Facility name from a list
  - 3: Type in long/lat coordinates
  - 4: Use mouse to select Facility
- 

Choice (?=Help) ==> \_

### 2. Modify the Facility Description

The facility form description of the selected facility is then presented for updating (for details on using or updating the form, see **ADD FACILITIES, Entering a Facility Description**).

## RESOURCE MANAGEMENT MODIFY FACILITIES\*

Resource Management

Facility Form V2.01

```
-----  
Longitude   : (display only)  
Latitude    : (display only)  
Facility    : (KNOWN POINT NAME--display only)  
Type (Icon) : _____  
Address     : _____  
City       : _____ State : __ ZIP : _____  
  
Contact Name: (last name) _____ (first name) _ (middle initial)  
Phone       : (office phone) _____  
Agency     : _____ Position : _____  
             (full agency name) _____  
  
Mutual Aid? : N Agreement # : _____  
Capacity    : _____ Active? : _____  
Cur Load  : (display only) Received : (display only)  
Released    : (display only) Released : (display only)  
-----
```

When you exit the facility form, the screen returns to the Facility Selection method menu, where you can choose another facility for modification.

Exit the Modify Facilities function by selecting 0: EXIT from the menu.

### 1. Select a Known Point

The Known Point menu displays. This menu works the same as the Facility Selection method menu described above. The only difference is that there can be known points with no associated facility that can be selected with this menu.

#### Known Point Selection method menu

```
-----  
0: EXIT  
1: Type in Known Point name  
2: Select Known Point name from a list  
3: Type in long/lat coordinates  
4: Use mouse to select Known Point  
-----
```

Choice (?=Help) ==>

### 2. Modify the Known Point Location or Name

The Known Point name will display in a prompt similar to the following example.

```
Known Point: HIGH SCHOOL  
Modify the Known Point location? [Y] ==>
```

Press the Return key (Yes) to modify the location. You will be prompted to select a new location for the Known Point with the mouse (or joydisk). After you select the new location, the facility will be moved.

If you enter N (No) at the prompt you can then modify the Known Point name. The following warning prompt will display.

```
*****  
      W A R N I N G !  
*****
```

This allows you to change a known point name.  
Any IP which uses this location WILL BE INVALIDATED!

Are you really sure you want to change the known point name?

(Y/N<Ctrl-Z>=Abort) ==>

You can corrupt a lot of data if you change a Known Point name. Be sure of the consequences before you commit to the change.

If you choose to continue, the following prompts will display.

```
Known Point: HIGH SCHOOL  
Enter new Known Point name: ==>
```

Type in the new name at the prompt and press the Return key to change the name.

```
Known Point: HIGH SCHOOL  
Enter new Known Point name: ==> GRADE SCHOOL
```

**RESOURCE MANAGEMENT  
MODIFY FACILITIES\***

---

**Selecting a Facility**

The following **RESOURCE MANAGEMENT** menu options require you to select a particular facility:

- MODIFY FACILITIES
- DELETE FACILITIES
- DESCRIBE FACILITIES
- ASSIGN RESOURCES
- DELETE RESOURCES
- DESCRIBE RESOURCES
- MOVE RESOURCES

In each case, the general sequence for selecting a facility is the same. The system displays the following menu:

```
          Facility Selection method menu
-----
0: EXIT
1: Type in Facility name
2: Select Facility name from a list
3: Type in long/lat coordinates
4: Use mouse to select Facility
-----
Choice (?=Help) ==> _
```

Select one of these four methods to identify the facility:

1. Type in Facility name: Prompts you to enter the name of an existing facility. For example:

```
Enter Facility name ==> FIRE STATION #3
```

2. Select Facility name from a list: Prompts you to choose one from a numbered list of facility names. For example:

```
          Facility Names
-----
0 : EXIT
1 : BLOOD BANK
2 : FIRE STATION #3
3 : POLICE HQ
-----
Choice (?=Help) ==> _
```

Enter the facility's number, or exit.

3. **Type in long/lat coordinates:** Prompts you for the longitude and then the latitude coordinates of the facility location.

Enter longitude in either Decimal DDD.DDDDD or Minute/Second  
DDD,MM,SS form. ==> -112.796

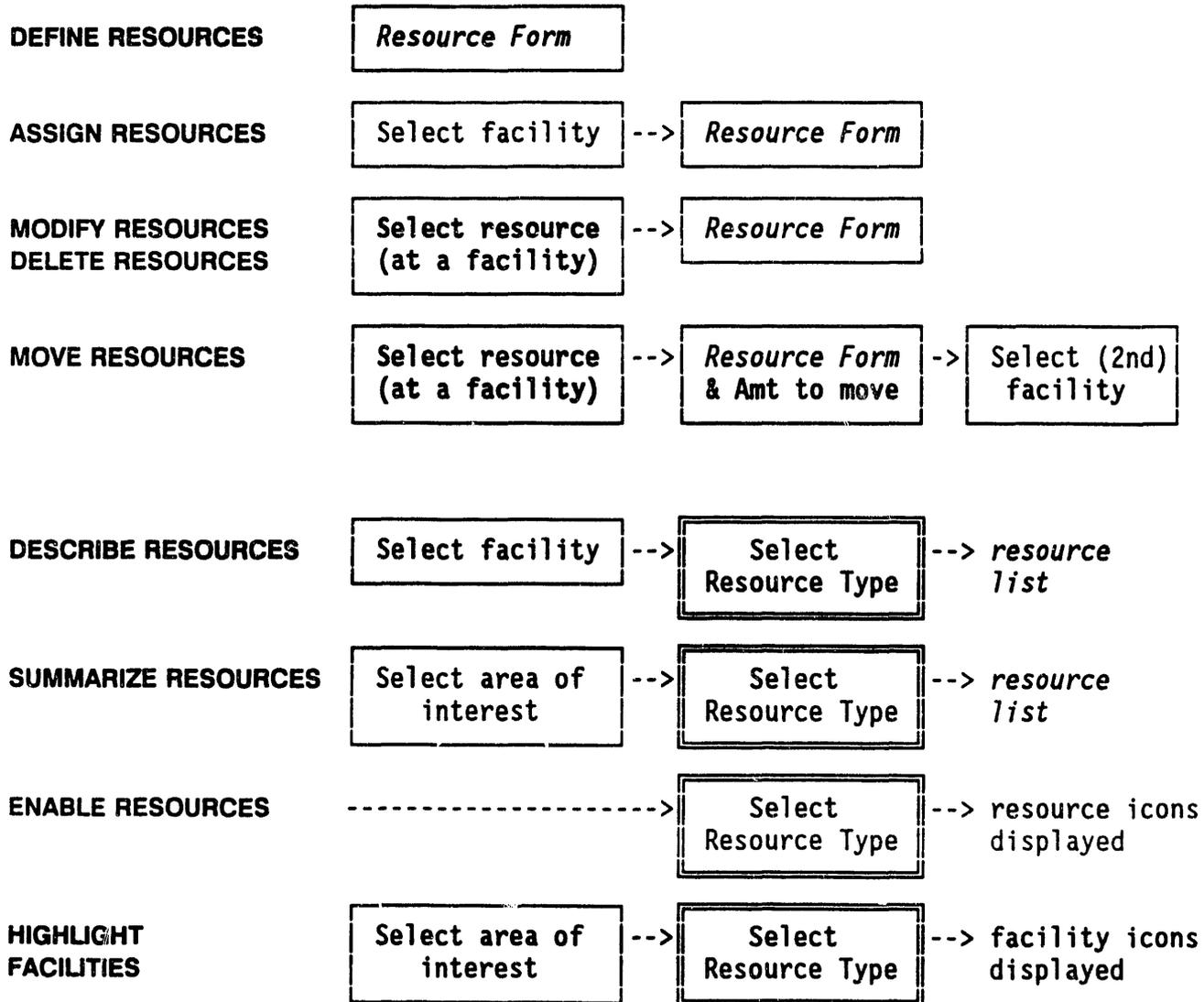
Enter latitude in either Decimal DDD.DDDDD or Minute/Second  
DDD,MM,SS form. ==> 40.507

4. **Use mouse to select Facility:** Enables you to pick a facility icon on the screen by using the cross hairs.

The selected facility is then used in completing the current operation.

## Resource Tasks

The following figure illustrates that many of the resource tasks share common procedural elements:



- The Information Manager tasks—**DEFINE RESOURCES, ASSIGN RESOURCES, MODIFY RESOURCES, DELETE RESOURCES, and MOVE RESOURCES**--present facility information in the same *resource form*. (See **Resource Form Use** for a summary description of how to use this information form.)
- **Selecting a Resource** is explained independently as a *resource task*.
- **Selecting a Resource Type** is explained independently as a *resource task*.)
- **Selecting a Facility** is explained independently as a *facility task*.
- Note that **HIGHLIGHT FACILITIES** is a *facility task* that relates to locating resources.

## ■ ASSIGN RESOURCES \*

This option enables an Information Manager to assign a quantity of a resource to a specific facility. (The resource type and description must have been already defined with **DEFINE RESOURCES**.) Assigning resources consists of 1) selecting the facility where the resource is to be assigned and 2) entering the resource information.

### 1. Select a Facility

The Facility Selection method menu will display.

```
Facility Selection method menu
-----
0: EXIT
1: Type in Facility name
2: Select Facility name from a list
3: Type in long/lat coordinates
4: Use mouse to select Facility
-----
Choice (?=Help) ==>
```

Use one of these four methods to select a facility, as described under the heading **Selecting a Facility**.

After you have selected a facility, the Resource Form displays, as shown in the following example.

### 2. Enter the Resource Information

After selecting the facility, enter resource information in the Resource Management Resource Form.

```
Resource Management                               Resource Form V2.03
-----
                                Operation : ASSIGN
-----
Location      : (facility name)
-----
Type          : _____
Description   : _____
Units        : _____ (display only)
Quantity     : _____
Date/Time    : DD-MM-YYYY hh:mm
-----
```

The Operation, Location, and Units fields are automatically filled and cannot be modified.

Enter the following information on this form. (For details on special entry features, see **Resource Form Use** under the heading *Resource Tasks*.)

- **Type:** the general type of resource (or ?? to see a list of resource types)

This must be a defined resource type or the system ignores your input.

- **Description:** the name of a specific resource of the selected Type (or ?? to see a list of resource descriptions)

If you enter a resource description that is NOT defined for the entered resource type, the system ignores your input.

- **Quantity:** a number of units greater than zero.
- **Date/Time:** the date and time at which the resource was assigned.

When you approve the information and exit the form with **GOLD-Z**, the screen returns to the Facility Selection method menu, where you can choose another facility for assigning resources.

**RESOURCE MANAGEMENT  
DEFINE RESOURCES\***

---

**■ DEFINE RESOURCES \***

This option enables an Information Manager to define individual resources within general resource types. The defined resources can then be assigned in various quantities to facilities. A resource is defined by its

- *Type*
- *Description*
- *Units of measure*

These fields are in the following *resource form*. (For details, see **Resource Form Use** under the heading *Resource Tasks*.)

Resource Management	Resource Form V2.03
----- Operation : DEFINE -----	
Location	: (not used)
Type	: _____
Description	: _____
Units	: _____
Quantity	: (not used)
Date/Time	: <u>DD-MM-YYYY</u> hh:mm
-----	

The Operation field is automatically filled in. The Location and Quantity fields do not apply to resource definition.

Enter the following information on this form:

- **Type:** the general type of resource (up to eight characters) or ?? to see a list of resource types. This type of help list is similar to the following example.

```

#      Resource Type
-----
 1 : 1ST AID
 2 : BARRICADE
 3 : CARS
 4 : COMM EQ
 5 : FOOD
-----
More...
```

- **Description:** a unique description (up to 32 characters).

If you enter a resource description that is already defined, the system informs you and enables you to enter a different description.

- **Units:** any units of resource quantity (up to eight characters).
- ① **Date/Time:** the date and time when the resource was defined.

When you approve the information and exit the form by pressing the RETURN key or **GOLD-Z**, another blank resource form is presented so you can continue to define resources. To quit when you are finished, press **GOLD-Y**.

## ■ DELETE RESOURCES \*

This option enables an Information Manager to delete individual resources from the resource database. The Resource Selection method menu displays as shown.

Resource Selection method menu

```
-----  
0 : EXIT  
1 : Type in Resource Location & Name  
2 : Select Resource from a list  
3 : Type in long/lat coordinates  
4 : Use mouse to select Resource  
-----
```

Choice (?=Help) ==>

Use one of these four methods to select a resource type, as described under the heading **Selecting a Resource**.

After you select a resource using one of the above methods, it is deleted from the database and the screen is returned to the Resource Selection method menu. You can continue to delete resources, or you can select option 0 to exit.

If you have deleted resources, the following message appears when you exit the delete function.

```
* * * MSG: Run VALIDATE RESOURCES since you have deleted resources  
Press <RETURN> to continue...
```

## ■ DESCRIBE RESOURCES

**DESCRIBE RESOURCES** enables you to view a list of resources of a specific type at a specific facility. Describing a resource consists of 1) selecting a facility and 2) selecting a resource type. The Resource Selection method menu displays as shown.

### Resource Selection method menu

```
-----  
0 : EXIT  
1 : Type in Resource Location & Name  
2 : Select Resource from a list  
3 : Type in long/lat coordinates  
4 : Use mouse to select Resource  
-----
```

Choice (?=Help) ==>

Use one of these four methods to select a resource type, as described under the heading **Selecting a Resource**.

After you select a resource using one of the above methods, the system displays a list of the resources of that type located at that facility:

Facility Name: TOOLE FIRE DEPT.  
Resource Type: MEDICAL

Description	Quantity	Units
BANDAGES	20	BOXES
SUTURES	5	CASES
.	.	.
.	.	.

Press <RETURN> to continue...

Press the Return key to exit the list and return to the Resource Selection method menu. Select 0 : EXIT to exit the menu.

## ■ DISABLE RESOURCES

This option enables you to erase *resource icons* that show the locations of selected resources (icons that have been drawn on the screen by using the **ENABLE RESOURCES** option). When you select Disable Resources, the system displays the Resource Type Selection method menu.

```
Resource Type Selection method menu
-----
0: EXIT
1: Type in Resource type
2: Select Resource type from a list
3: All Resource types
-----
Choice (?=Help) ==> _
```

Use one of the three options to select resource type(s).

The selected icons are then erased. Erasing is done by drawing the icons in black (the background color), which can obscure other map features. If this occurs, use **REFRESH SCREEN** to clean up the display.

## ■ ENABLE RESOURCES

This option enables you to display *resource icons* that show the locations of selected resources. When you select Enable Resources, the system displays the Resource Type Selection method menu.

```
Resource Type Selection method menu
-----
0: EXIT
1: Type in Resource type
2: Select Resource type from a list
3: All Resource types
-----
Choice (?=Help) ==> _
```

Use one of the three options to select resource type(s).

The selected icons are then displayed at the locations of that resource. Each icon represents a major resource type, which can include any number of unique resources.

## RESOURCE MANAGEMENT LIST RESOURCES

---

### ■ LIST RESOURCES

This option enables you to list all

- Resources
- Resource types
- Quantities
- Units
- Facility where the resources are located

When you select this command, the system displays a report similar to the following example.

```
-----  
LIGHTS  PROPANE LANTERNS      1 UNIT      USED CAR DEALERSHIP  
CARS    TAXIS                 5 UNIT      USED CAR DEALERSHIP  
TRUCKS  CEMENT MIXERS          1 UNIT      USED CAR DEALERSHIP  
MEDIC EQ STRETCHERS         34 UNIT      USED CAR DEALERSHIP  
EMERG EQ BLANKETS           5 UNIT      FIRE STATION  
LIGHTS  PROPANE LANTERNS      5 UNIT      FIRE STATION  
1ST AID SUTURES              6 BOXES     FIRE STATION  
-----
```

Press <RETURN> to continue...

Page through the list by pressing the Return key. When all resources have been listed, the system returns you to the Resource Management menu.

## ■ MODIFY RESOURCES \*

This option enables an Information Manager to modify the:

- Quantity of a resource that is already assigned to a facility
- Description or Units of any resource

Modifying the quantity consists of 1) selecting a resource at a particular facility and 2) modifying the quantity information for one resource assigned to that facility. This change will be updated in the resource database.

Modifying the Description or Units consists of 1) selecting a resource at a particular facility and 2) modifying the Description or Units of the resource. All facilities that contain this resource will be updated in the resource database.

**Note:** You must have enabled resources (turned on their icons) before using this option. Use the Enable Resources option to do this.

### 1. Select a Resource for Modifying

The system prompts:

```
Resource Selection method menu
-----
0 : EXIT
1 : Type in Resource Location & Name
2 : Select Resource from a list
3 : Type in long/lat coordinates
4 : Use mouse to select Resource
-----
Choice (?=Help) ==>
```

Use one of these four methods to identify a resource as described under the heading **Selecting a Resource**.

When you select a resource to modify the Description or Units, the system will display the following warning prompt.

## RESOURCE MANAGEMENT MODIFY RESOURCES\*

---

\*\*\*\*\*

### W A R N I N G !

\*\*\*\*\*

This function allows you to edit the resource Description and Units.

Any IP that contains the resource edited WILL BE INVALIDATED!

Are you sure this is what you want to do?

(Y/N<Ctrl-Z>=Abort) ==>

Be sure you understand the consequences of changing the data before you answer yes (Y) to the prompt.

## 2. Modifying the Resource Information

After identifying a resource, you can modify the Description and Units information in the *resource form*. (For details, see Resource Form Use under the heading Resource Tasks.) With the exception of Description, Units, and date/time, all items in the Resource Form are Read Only.

Resource Management	Resource Form V2.03
-----	
Operation : MODIFY	
-----	
Location	: (facility name)
-----	
Type	: <u>  </u> (display only) <u>  </u>
Description	: <u>  </u> (display only) <u>  </u>
Units	: <u>  </u> (display only--based on Type/Description)
Quantity	: <u>  </u>
-----	
Date/Time	: DD-MM-YYYY hh:mm
-----	

All form fields are filled in automatically, based on the resource and facility that you selected. You can modify only the Quantity and Date/Time fields to update the resource at that facility:

- **Type (display only):** the general type of resource
- **Description (display only):** the description of an individual resource
- **Units (display only):** the units of measure that apply to the resource named by the Description field. Units cannot be changed in this field.

- **Quantity:** the current quantity of the resource named by Description.  
The quantity cannot be less than zero.

If you *decrease* the quantity of an existing resource so the quantity is less than that required by the correct IP, the system prompts

```
* * * MSG: Not enough resource for current IP/OPIP
" : Facility      : _____
" : Resource Type : _____
" : Resource Desc : _____
" : Amount Held  : _____
" : Amount Reqd  : _____
```

When you exit the resource form, the screen returns to the Resource Selection method menu, where you can continue to select other resources for modification.

To exit, select the 0: EXIT option.

## ■ MOVE RESOURCES \*

**MOVE RESOURCES** enables you to move currently assigned resources between facilities. Moving a resource consists of 1) selecting a resource that is associated with a particular facility, 2) specifying the quantity to be moved and 3) selecting a destination facility for the moved resource.

### 1. Select a Resource to Move

The system displays the Resource Selection method menu.

```
Resource Selection method menu
-----
0 : EXIT
1 : Type in Resource Location & Name
2 : Select Resource from a list
3 : Type in long/lat coordinates
4 : Use mouse to select Resource
-----
Choice (?=Help) ==>
```

Use one of these four methods to identify a resource, as described under the heading **Selecting a Resource**.

### 2. Specify an Amount of Resource to Move

After selecting the resource to be moved, the *resource form* appears on the screen:

```
Resource Management                               Resource Form V2.03
-----
Operation : MOVE
-----
Location   : (facility name)
-----
Type       : __ (display only) _____
Description : __ (display only) _____
Units      : __ (display only--based on Type/Description) _____
Quantity   : __ (display only) _____
Amt to move : _____
Date/Time  : DD-MM-YYYY hh:mm
-----
```

The Operation, Location, Type, Description, Units, and Quantity fields are automatically filled in and cannot be changed.

- **Amt to Move:** The amount moved must be less than the current quantity.
- **Date/Time:** Change the date and time, if necessary, to reflect the date of the change.

### 3. Select a Destination Facility

The system displays the Facility Selection method menu.

```
Facility Selection method menu
-----
0 : EXIT
1 : Type in Facility name
2 : Select Facility name from a list
3 : Type in long/lat coordinates
4 : Use mouse to select Facility
-----
Choice (?=Help) ==>
```

Use one of these four methods to identify a resource as described under the heading **Selecting a Facility**.

After you have selected a destination facility, the system makes the desired changes in the resource database and returns to the **Select a Resource** prompt, where you can continue with another move.

If you try to move more resources than the facility has in stock, the system displays the following message:

```
* * * ERR: Cannot move more than is held
```

If you need to adjust quantities, use the **Define Resources** or **Modify Resources** options.

When you exit the resource form, the screen returns to the **Resource Selection** method menu, where you can continue to select other resources for modification.

To exit, select the 0: EXIT option.

**RESOURCE MANAGEMENT  
MOVE RESOURCES\***

---

**Resource Form Use**

Many **RESOURCE MANAGEMENT** options present the following form for specifying resource information.

```

Resource Management                                Resource Form V2.03
-----
                                Operation : xxxxxxxx
                                -----
(display only)  Location   : (facility name)
                                -----
Type           : _____
Description    : _____
Units         : _____
Quantity      : nnnnnnnn
Amt to Move   : _____
Date/Time     : DD-MM-YYYY hh:mm
-----

```

The form fields are described here.

- **Operation (display only):** DEFINE, ASSIGN, MODIFY, or MOVE
- **Location (display only):** the name of the facility where the resource is located. (During the DEFINE operation, this field is blank.)
- **Type:** the general type of resource (up to eight characters). This field includes special help features (see the following page).
- **Description:** a unique description (up to 32 characters). This field includes special help features (see the following page).
- **Units:** the units of resource quantity (up to eight characters). Units are entered only during the Define Resources operation. At other times, the units are an automatic display, based on the Type and Description values.

Units are coordinated with the resource description. The units of some resources can be simply "units". For example:

Resource Description	Units
Rice (50-lb)	Sacks
Blankets	Units
Gas Masks	Units
Sutures	Boxes

- **Quantity:** the number of units of the resource at the designated facility. (For the DEFINE and MOVE operations, the quantity is for display only.)
- **Amt to move:** amount of resource to move between facilities. This appears only during the Move Resources operation.
- **Date/Time:** the date and time the resource was actually defined, assigned, modified, or moved.

Help Features for Type and Description

These fields have identical special features to help you:

Field    Enter this:    To get this result: \_\_\_\_\_

Type        ??            a numbered list of all resource types. For example:

```

#    Resource Type
-----
1  : 1ST AID
2  : BARRICAD
3  : CARS
4  : COMM EQ
5  : CONST EQ
-----
```

More...

Press RETURN to display more resource names,  
or CTRL-Z to exit this list.

?xxx            a list of all resource types starting with xxx

?\*xxx           a list of all resource types containing xxx

>index #        resource type from the numbered list automatically  
(from list)     entered in the "Type" field

Descrip. ??        a numbered list of all resource descriptions. For example:

```

#    Resource Descriptions
-----
1  : BACKHOE
2  : BEANS (WHITE)
3  : BLANKETS
4  : BUOYANCY COMPENSATOR
5  : CB RADIO TRANSMITTER
-----
```

More ...

Press RETURN to display more resource descriptions,  
or CTRL-Z to exit this list.

?xxx            a list of all descriptions starting with xxx

>index #        resource description from the numbered list  
(from list)     automatically entered in the "Description" field

## Selecting a Resource

The following **RESOURCE MANAGEMENT** menu options require you to select a specific resource within a general resource type:

**MOVE RESOURCES      MODIFY RESOURCES      DELETE RESOURCES**

In each case, the general sequence for selecting a resource type is similar. The system prompts:

```
Resource Selection method menu
-----
0 : EXIT
1 : Type in Resource Location & Name
2 : Select Resource from a list
3 : Type in long/lat coordinates
4 : Use mouse to select Resource
-----
Choice (?=Help) ==>
```

Use one of these four methods to identify a resource at a facility:

1. Type in Resource location and name: Prompts you to enter the name of an existing facility and a resource description.

```
Enter Resource location ==>
Enter Resource description ==>
```

2. Select Resource from a list: Prompts you to choose one from a numbered list of resources at various facilities. For example:

```
Resources
-----
0 : EXIT
1 : POLICE HEADQUARTERS      SQUAD CARS
2 : SHELTER 1                      BLANKETS
3 : FRANKLIN SCHOOL              FIRST AID KITS
4 : FIRE STATION #3              HOOK AND LADDER
-----
Choice (?=Help) ==> _
```

Enter the number that corresponds to the desired facility and resource, or press **CTRL-Z** to exit.

3. Type in long/lat coordinates: Prompts you for the longitude and then the latitude coordinates of the resource location.

4. Use mouse to select Resource: Enables you to pick a resource icon on the screen by using a mouse (or other pointing device).

**Note:** You must first have enabled (turned on the icons) the resources before you can select them with the mouse. Use the Enable Resources option to do this.

The selected resource description is then used in completing the current operation.

## Selecting a Resource Type

The following RESOURCE MANAGEMENT menu options require you to select a general resource type:

DESCRIBE RESOURCES    ENABLE RESOURCES    SUMMARIZE RESOURCES

In each case, the general sequence for selecting a resource type is similar. The system prompts:

```
Resource Type Selection method menu
-----
0: EXIT
1: Type in Resource type
2: Select Resource type from a list
3: All Resource types
-----
Choice (?=Help) ==> _
```

Use one of these three methods to select the resource type:

1. Type in Resource type: Prompts you to enter the name of an existing resource. For example:

```
Enter Resource type ==> FOOD
```

2. Select Resource type from a list: Prompts you to choose one from a numbered list of resource types. For example:

```
Resource Types
-----
0 : EXIT
1 : 1ST AID
2 : BARRICAD
3 : CARS
4 : FOOD
-----
Choice (?=Help) ==>
```

Enter the number corresponding to a resource type, or exit.

3. **All resource types:** Will select all resource types in a defined area of interest.

The selected resource type is then used in completing the current operation.

## ■ SUMMARIZE RESOURCES

**SUMMARIZE RESOURCES** enables you to view a list of all resources of one resource type within a specified area. Producing this summary of resources consists of 1) selecting an area of interest and 2) selecting a resource type.

### 1. Select an Area of Interest

The system prompts:

```
Resource area of interest menu
-----
0: EXIT
1: Select an area
2: Define an area
3: Delete an area
4: Entire screen
5: Current area <--(Item 5 occurs only after choosing an area.)
-----
Choice (?=Help) ==>
```

Use one of these five methods to identify the area of interest:

1. **Select an area:** Prompts you to select an existing area by picking a polygon. For example, you could pick the outer polygon of the D2 model track output.
2. **Define an area:** Prompts you to define an area by drawing a polygon around the desired area.

When you pick **CONTINUE** to finish the last side of the polygon, the polygon lines are redrawn in white. The polygon remains on the screen until you use the "Delete an area" option to erase it, or exit the Summarize Resources option.

3. **Delete an area:** Prompts you to pick a polygon to be deleted. The polygon must be one that you have drawn by using the "Define an area" option.

When you pick **CONTINUE** to confirm the deletion, the polygon is erased (redrawn in the background color). You may need to use **REFRESH SCREEN**.

4. **Entire screen:** Uses the entire current map area as the area of interest.
5. **Current area:** "Re-uses" the last-specified area. This option appears on the menu only after you have selected an area of interest once.

After you have specified the area, the subsequent selection of resource type applies only to resources within that area.

## 2. Select a Resource Type to be Summarized

The system prompts with the Resources Types, list as shown in the following example.

```
Resources Types
-----
0:  EXIT
1:  1ST AID
2:  CARS
3:  COMM EQ
4:  CONST EQ
5:  DRY GOOD
6:  EMERG EQ
7:  FOOD
8:  GENERATOR
9:  HAND TL
10: MEDIC EQ
----- M O R E -----
Choice (?=Help) ==
```

You can select a resource type directly from the list or press the Return key to display the Resource Type Selection method menu.

```
Resource Type Selection method menu
-----
0:  EXIT
1:  Type in Resource type
2:  Select Resource type from a list
3:  All Resource types
-----
Choice (?=Help) ==> _
```

Use one of the three options to select resource type(s). For detailed instructions on using this menu, see the heading **Selecting a Resource Type**.

**RESOURCE MANAGEMENT**  
**SUMMARIZE RESOURCES**

---

All resources for that resource type within the specified area are then listed in a summary table. For example:

Type	Description	Quantity	Units
HEAVY EQ	BACKHOE	6	MACHINES
	CRANE (100-FT)	1	MACHINES
	DUMP TRUCK	4	MACHINES
	.	.	.
	.	.	.
	.	.	.

Press <RETURN> to continue...

## ■ VALIDATE RESOURCES \*

This option is used to determine whether resources are sufficient to meet the requirements of all Implementing Procedures. (For example, this is important in checking the available resources, if there is a switch to a different IP.)

This option takes some time to perform because it checks through all the IPs you specify. When you select this option, the system displays the Output Redirection menu, or it will send any output to your default printer or display (if you set up your system default under the Setup option).

After you have chosen the output device, the Select IP Menu displays, as shown in the following example.

```
                Select IP Menu
-----
0 : EXIT
1 : IP #      0 (Current)
2 : IP #      0
3 : IP #      1
4 : IP #      4
5 : IP #      6
6 : IP #      9
7 : All IPs
-----
Choice (?=Help) ==>
```

If any specific resource is in short supply (that is, if the amount required by any IP exceeds the amount available), a paged validation report either displays on the screen or is printed to your default printer.

**RESOURCE MANAGEMENT  
VALIDATE RESOURCES\***

---

For each facility, the validation report for the each IP lists the total amounts required and available for each specific resource that is in short supply. These amounts and resource description are shown in bold in the example. For each resource, the report then shows a breakdown of the required amounts by task number within each applicable Emergency Function.

For example:

**Resource Validation**

IP	Facility	Amt Reqd	Amt Avail	Resource Description
		Amt Reqd	Task #	Emergency Function
001	RECEPTION CENTER 3	35	0	<b>FIRST AID KIT</b>
		19	3	SHELTERING
		4	5	HEALTH/MEDICAL
		12	2	SEARCH/RESCUE
001	RECEPTION CENTER 3	6	3	<b>CB RADIO TRANSMITTER</b>
		1	1	SHELTERING
		1	4	EVACUATION
		4	2	COMMUNICATIONS
.	.	.	.	.
.	.	.	.	.
.	.	.	.	.

Press <RETURN> to continue...

## Section 7

# Show (Remove) Latest Onpost Track

### ■ SHOW (REMOVE) LATEST ONPOST TRACK

**SHOW LATEST ONPOST TRACK** displays the latest D2 track from the onpost system, overlaying it on the current D2 track for the IBS event database. This allows *two tracks* to be displayed simultaneously. To make it clear that you are viewing both tracks, the menu item then changes to **REMOVE LATEST ONPOST TRACK**.

When **REMOVE LATEST ONPOST TRACK** is selected, the screen is refreshed, removing the onpost track from the display. The current D2 case track continues its display.

Whenever new information is received from the onpost system, the IBS displays a single-line message at the bottom of your screen. If the information received from the onpost system is adequate for the generation of a new D2 model case, the system creates the new case, assigns it a model number, and puts the output file in the appropriate directory, where it can be used by **SHOW/REMOVE LATEST ONPOST TRACK**. You can use the **MESSAGE BOARD** at any time to view other textual information for the latest onpost system case.

When you receive a notification message concerning new D2 output from the onpost system, you may ignore it or choose **SHOW LATEST ONPOST TRACK** to display the new information *in addition to* the track from the current D2 case.

# Section 8

## Analyze Track

### ■ ANALYZE TRACK

<b>IBS MAIN MENU</b>
<b>ANALYZE TRACK</b>
<b>CONTINUE</b>
<b>DOSE DETAILS</b>
<b>DESCRIBE TRACK</b>
<b>PRINT D2 REPORT</b>
<b>SHOW ELEVATION</b>
<b>DETERMINE AREA</b>
<b>DISPLAY LOCATION</b>
<b>ESTIMATE POPULATION</b>
<b>SET BASEMAP</b>
<b>MAP ZOOM</b>
<b>ZOOM IN</b>
<b>ZOOM OUT</b>
<b>REFRESH SCREEN</b>

The output of the D2 dispersion model is expressed graphically on the map screen as *track* contours of time-weighted concentration. **ANALYZE TRACK** presents a menu of options for obtaining information about the current track from the current *event database*.

The track analysis and elevation options on this menu are also available under **EMERGENCY ACTIVITIES—HAZARD ANALYSIS**.

- <-- Check doses along the track center line.
- <-- View the label of a selected track contour.
- <-- Display or print D2 output reports.
  
- <-- Show elevation of point locations.
  
- <-- Show area/perim. of a region (polygon).
- <-- Show coordinates of picked points.
- <-- Estimate population within a region (polygon) based on *population pattern*.
  
- <-- View area picked by center point/radius.
- <-- Make the current screen the default area.
- <-- Enlarge a portion of the current screen.
- <-- View current area within a larger area.
- <-- Redraw (and clean up) the current screen.

(a)

The track analysis and elevation options in this section are described in *alphabetical order*.

(a) These options are explained as menu items on the **MAP ANALYSIS** menu and are NOT duplicated in this section.

**D2 Track.** The time-weighted concentration track on the map screen consists of three contour lines. Each contour represents a constant level of dose or concentration (depending on the original inputs to the D2 model). A series of asterisks (\*) along the track center line (if they appear) indicate slice points along the track where the **DOSE DETAILS** option can be used to display dose or concentration information about those locations. Some chemical agents do NOT result in the generation and appearance of these points.

### ■ DESCRIBE TRACK

**DESCRIBE TRACK** enables you to pick one or more of the three contours displayed in the current D2 track. When you select Describe Track, the system will display the following message at the top of the screen.

Select TRACK boundary with crosshairs

As you pick a track contour, a text description of the contour is displayed at the top of your screen. For example:

```
LOW DOSAGE TRACK   :      nnn.nn   (MG-MIN/M**3)
MEDIUM DOSAGE TRACK:      nnn.nn   (MG-MIN/M**3)
HIGH DOSAGE TRACK  :      nnn.nn
```

Be sure to place the cross hairs inside the track when you make your selection. The selected contour highlights in white and also blinks. You can pick more than one contour. Information from the previous pick remains visible on the screen until you choose another menu option. When you have finished selecting contours, select Continue to stop.

### ■ DOSE DETAILS

Asterisks (\*) are used to mark locations of changing dose along the D2 track center line. **DOSE DETAILS** enables you to select an asterisk on the track center line to display dose information for that location. When you select Dose Details, the system displays the following message at the top of the screen.

Select dose site (\*) with crosshairs

You can pick more than one asterisk location. The information includes details such as those in the following example:

```

                                D2 DOSE DETAILS

The selected point is      5000 meters from the source.

Track TIP passes this point  20.8 minutes after the event.
(MM/DD/YY hh:mm:ss)

Track TAIL passes this point 34.9 minutes after the event.
(MM/DD/YY hh:mm:ss)

The maximum dosage at this point is  0.6000  (mg-min.m**3)

100.0% of the LOW dose amount reaches this point within 29.6
minutes.
 17.1% of the MEDIUM dose amount reaches this point.
 10.2% of the HIGH dose amount reaches this point.

PRESS <RETURN> TO CONTINUE...

```

When you have finished selecting asterisks, select **CONTINUE** to stop the selection process.

The information provided can vary somewhat, depending on the input parameters selected for the D2 cases. For example, dosage information is not available when the D2 input requests concentrations.

## ■ PRINT D2 REPORT

This option enables you to display or print the output reports produced by the IBS implementation of D2.

The system first prompts you to identify the desired report:

```

Select report type
-----
0: EXIT
1: D2log
2: Pdata
3: Dosage
4: Slice
-----
Choice (?=Help) ==>

```

To select the type of report, enter the number associated with the desired report. To exit without selecting a report, type 0 and press the Return key.

When you select one of these reports, you choose whether to display or print the report. Refer to the discussion of the **MESSAGE BOARD** capability for illustrations of the report outputs.

## **■ SHOW ELEVATION**

**SHOW ELEVATION** displays the elevation (meters above sea level) associated with the point location you pick with the graphic cursor. You can pick more than one point location. The information from the previous picks remains visible on the screen until you choose another menu option.

# Section 9

## Change D2 Track Case

### ■ CHANGE D2 TRACK CASE \*

**CHANGE D2 TRACK CASE** is used to select an existing D2 case as the "current" D2 case for the IBS event database. This erases the currently displayed track from the map screen and replaces it with the track for the "new" current D2 case. To assure the replacement case has a track to display, **CHANGE D2 TRACK CASE** enables you to switch only to D2 cases with available output.

When an Information Manager switches between D2 cases, other system users see a message that instructs them to pick **REFRESH SCREEN** to see the current D2 track case.

If you are in Operational mode and the selected case has been checked out by a planner, a message similar to the following will display.

```
* * * MSG: The selected case has been checked out by a planner. They will be
* * * MSG: unable to check in their case while it is selected as the current
* * * MSG: Operational case.
```

The planner who has checked out this case will not be able to check it back in as long as it is selected as the current Operational D2 case.

**CHANGE D2 TRACK CASE** gives you the options of entering a case number directly or specifying a set of case description criteria:

```
Choose D2 Case Menu
-----
0: EXIT
1: CHOOSE D2 CASE BY CASE NUMBER
2: CHOOSE D2 CASE BY SEARCH FOR D2 CRITERIA
-----
Choice (?=Help) ==>
```

## Choosing a D2 Case by Case Number

If you know the number of the D2 case that you want to use, choose this option. When you see the following form, enter the D2 case number you want from the listing as shown.

## CHANGE D2 TRACK CASE\*

---

CHANGE CASE							
D2	AGENT	MUNITION	RELEASE	WIND DIR	WIND SPEED	QUANTITY	STAB
0	GA	81N	INS	180.0	3.2	1	A
1	GA	81N	INS	90.0	8.0	1	B
2	GB	M23	INS	150.0	5.0	1	B
10	GB	M23	INS	180.0	3.0	1	A
20	GB	M23	INS	90.0	5.3	1	B

Select desired IBS D2 case: *nnn*.

To move around in the form, you can type in the following options at the **Select desired IBS D2 case** prompt.

H = Display alternate headers. This option will enable you to toggle between the above form and a one-line description of each case.

D = Move down the list to see more cases.

U = Move up the list.

? = Help.

D# = Move down number (#) of pages.

U# = Move up number (#) of pages.

## Choosing a D2 Case by Searching for D2 Criteria

When you select option 2, the system displays a message similar to the following.

```
You are in operational mode, looking at the system database.  
Your current D2 case is 910
```

```
Press <RETURN> to continue...
```

After you press the Return key, the system displays the following brief message.

```
Loading D2 case data. Please wait...
```

This second option displays the following screen for specifying a set of case description criteria. The IBS then generates a selection list of D2 cases that match (or approximately match) the criteria.

On this screen you can modify the fields, which serve as "search keys" into the database of D2 cases:

- The default tolerances for wind direction, wind speed, and agent quantity are displayed. You can change these values for this particular search.
- You can remove one or more criteria from the search by leaving blanks in the text fields (agent, munition, release type, stability class) or by entering a negative one (-1) in the numeric fields.

If you enter a non-existent case number in the IBS D2 Case Number field, the following message displays.

Case not found. Please specify another case or input search criteria by hand.

#### D2 Track QUALIFICATION

IBS D2 CASE NUMBER: \_\_\_\_\_

AGENT: \_\_\_\_\_ MUNITION: \_\_\_\_\_ RELEASE: \_\_\_\_\_

WIND DIRECTION \_\_\_\_\_ (deg) \_\_\_\_\_ (deg tolerance)

WIND SPEED \_\_\_\_\_ (m/s) \_\_\_\_\_ (m/s tolerance)

QUANTITY \_\_\_\_\_ (mg) \_\_\_\_\_ (mg tolerance)

STABILITY CLASS: \_\_\_\_\_

- If all fields are removed from the search by entering 0 or -1 in each field, you must instead select one case from a list of *all D2 cases* (see the next screen).
- If any criteria are used, the IBS compares these case input criteria with the database of D2 cases. (If no identical matches can be found, the IBS displays a message to indicate how many criteria were actually matched.) You must then select from a list of *D2 cases that match the greatest number of criteria* (see the next screen).
- Press the Return key in the Stability Class field to complete the form and start the search.
- If all fields are removed from the search, the system displays a list of all D2 cases. Select one case from the list.

## CHANGE D2 TRACK CASE\*

The selection list of D2 cases looks like the following example:

D2	AGENT	MUNITION	RELEASE	WIND DIR	WIND SPEED	QUANTITY	STAB
0	GA	81N	INS	180.0	3.2	1	A
1	GA	81N	INS	90.0	8.0	1	B
2	GB	M23	INS	150.0	5.0	1	B
10	GB	M23	INS	180.0	3.0	5	A
20	GB	M23	INS	90.0	5.3	1	B

Select desired IBS D2 case: *nnn*.

If the cases are too numerous to fit on one screen, you can scroll through the remaining case descriptions by entering a key command at the **Select desired IBS case:** prompt (U, U#, D, D#, T, B). (Enter H to switch the heading display to show the D2 case description instead of the D2 case qualifications shown here.)

To select a case, enter the case number at the **Select desired IBS case:** prompt. The IBS program then removes the previous track contours and displays the D2 results for the selected D2 case.

# Section 10

## Report Current D2 Description

### ■ REPORT CURRENT D2 DESCRIPTION

This option displays a description of the current D2 case. This description consists of the two lines entered on the D2 Standard Input form shown for the **HAZARD ANALYSIS** emergency activity. For more information, see *Section 11, Emergency Activities*.

When you select Report Current D2 Description, a message similar to the following example displays.

Current D2 Description:

Case number 002. Agent GB, munition 8in shell, release type INS.  
Wind direction 10 degrees. Wind speed 15 m/s. Release quantity  
0.060 mg.

Press <RETURN> to continue...

Press the Return key to return to the IBS Main menu.

# Section 11

## Emergency Activities

### ■ EMERGENCY ACTIVITIES

IBS MAIN MENU	
EMERGENCY ACTIVITIES	
MESSAGE BOARD	-->
STATUS BOARD	-->
PERSONNEL MANAGEMENT	-->
MAP ANALYSIS	-->
RESOURCE MANAGEMENT	-->
HAZARD ANALYSIS	
EOC ACTIVATION	
DIRECTION/CONTROL	
EVACUATION	
SHELTERING	
SEARCH/RESCUE	
DAMAGE ASSESSMENT	

**EMERGENCY ACTIVITIES** displays this menu of Emergency Activities as well as the general IBS options described in other sections of this document.

The **EMERGENCY ACTIVITIES** in this section are described in *alphabetical order* by name.

General options

- <-- D2 dispersion model and scenarios
- <-- Capabilities for starting EOC activities
- <-- Facility locations, special populations
- <-- Traffic evacuation model
- <-- Facilities, information and management
- <-- Search/rescue resources, locations
- <-- Site restoration boundaries.

When you select any one of the seven Emergency Activities, the IBS presents a submenu of capabilities for that function. These Emergency Activities submenus usually include an overlay option that is similar from one function to another:

- **RELEASE OVERLAYS (RETAIN OVERLAYS).** The map layers associated with an Emergency Activity are automatically overlaid on the screen map when you first use that function. These overlays continue to be displayed (both in and out of Emergency Activity operations) until you cancel their display.

## EMERGENCY ACTIVITIES

---

To cancel their display, pick **RELEASE OVERLAYS** (the menu item then switches to **RETAIN OVERLAYS**). To redisplay them, pick **RETAIN OVERLAYS** (the menu item switches back to **RELEASE OVERLAYS**). To choose the overlay map layers for each Emergency Activity, use **SETUP—MAP LAYERS BY FUNCTION**.

**■ DAMAGE ASSESSMENT**

**IBS MAIN MENU  
EMERGENCY ACTIVITIES**

---

**DAMAGE ASSESSMENT**

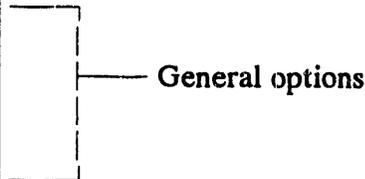
---

**CONTINUE**  
**MESSAGE BOARD**           -->  
**STATUS BOARD**           -->  
**PERSONNEL MANAGEMENT**   -->  
**MAP ANALYSIS**           -->  
**RESOURCE MANAGEMENT**   -->

**DRAW NATIONAL DEFENSE AREA** \*  
**DELETE NATIONAL DEFENSE AREA** \*  
**DRAW CONTAMINATION AREA** \*  
**DELETE CONTAMINATION AREA** \*

**RELEASE OVERLAYS**

This Emergency Activity currently includes boundary drawing options to be used in developing and evaluating strategies for restoring a contaminated area.



- <-- Draw boundary of Nat. Def. Area.
- <-- Pick/delete a Nat. Def. Area boundary.
- <-- Draw boundary of a contamination area.
- <-- Pick/delete a contam. area boundary.
  
- <-- Cancel display of **DAMAGE ASSESSMENT** map layers.

The **DAMAGE ASSESSMENT** menu options are described in *alphabetical order*.

## **II■ DELETE CONTAMINATION AREA \***

This option enables you to pick and delete a boundary that identifies a contamination area (see **DRAW CONTAMINATION AREA**) by selecting it on the screen:

1. After picking **DELETE CONTAMINATION AREA**, the system displays the following message.

**\* \* \* MSG: Select Contaminated Area to delete. CONTINUE when done**

Use the mouse (or joydisk) to pick any point on the boundary that you want to delete.

The selected boundary blinks to indicate your selection.

2. Pick **CONTINUE** to confirm the deletion.

The selected boundary is then removed from the screen.

## **II■ DELETE NATIONAL DEFENSE AREA \***

This option enables you to pick and delete a boundary that identifies a National Defense Area (see **DRAW NATIONAL DEFENSE AREA**) by selecting it on the screen.

After picking **DELETE NATIONAL DEFENSE AREA**, the system displays the following message.

**\* \* \* MSG: Select National Defense Boundary to delete. CONTINUE when done**

Use the same procedures described under **DELETE CONTAMINATION AREA** to complete the deletion.

## **II■ DRAW CONTAMINATION AREA \***

This option enables you to plot points that define the boundaries of a contamination area. Selecting this menu item causes it to highlight and flash in green. The system displays the following message.

**\* \* \* MSG: Draw a Contaminated Area. CONTINUE when done**

Move the cursor to the first point of the area you want to draw. Select this point and then move the cursor to the next point. Select this point and a green line is drawn between the two points. Continue this selection process until you are ready to select the last segment to close the area. Select the **CONTINUE** option from the menu. The area automatically is redisplayed with the last segment completed and the Contamination area boundary drawn in white.

## ■ DRAW NATIONAL DEFENSE AREA \*

This option enables you to plot points that define the boundaries of a National Defense Area. Selecting this menu item causes it to highlight and flash in green. The system displays the following message.

\* \* \* MSG: Draw a National Defense Boundary. CONTINUE when done

Move the cursor to the first point of the area you want to draw. Select this point and then move the cursor to the next point. Select this point and a green line is drawn between the two points. Continue this selection process until you are ready to select the last segment to close the area. Select the **CONTINUE** option from the menu. The area automatically is redisplayed with the last segment completed and the National Defense Area boundary drawn in white.

■ DIRECTION/CONTROL

IBS MAIN MENU	
EMERGENCY ACTIVITIES	
DIRECTION/CONTROL	
CONTINUE	
MESSAGE BOARD	-->
STATUS BOARD	-->
PERSONNEL MANAGEMENT	-->
MAP ANALYSIS	-->
RESOURCE MANAGEMENT	-->
SPECIFY LOCATION	*
MODIFY FACILITIES	*
ADD SPECIAL POPULATION	*
MODIFY SPECIAL POPULATION	*
ESTIMATE POPULATION	*
RISK AREA POPULATION SUMMARY*	*
RISK AREA ANALYSIS	
SELECT IP	*
RELEASE OVERLAYS	

This Emergency Activity includes direction and control capabilities, which are shown on this menu and specified below.

General options

- <- Name a new location in point database.
- <- Revise data on shelters, hospitals, etc.
  
- <- Add data on people w/special req's.
- <- Revise data on people w/ special req's.
  
- <- Approximate count by *population pattern*.
- <- Show population data for the risk area.
  
- <- Choose a **risk area**; show population data.
- <- Select IP based on risk area components.
  
- <- Cancel display of **DIRECTION/CONTROL** map layers.

## III ■ ADD SPECIAL POPULATION

This option is used to enter data about populations with special requirements (such as transportation dependence). Special population data must be added to an existing facility, or a new facility must be created prior to adding the special population data.

After selecting **ADD SPECIAL POPULATION**, the system prompts with the following menu:

```
          Add Special Population Menu
-----
0 : EXIT
1 : Add special population to existing facility
2 : Create new facility and add special population
-----
Choice (?=Help) ==> _
```

Use one of these two methods to specify adding a special population:

1. Add special population to existing facility: The system displays the Facility Selection method menu, as described in *Section 6, Resource Management*.
2. Create new facility and add special population: Prompts you for information to create a new facility. When you select this option, the system displays the Known Point Selection method menu, as described in *Section 6, Resource Management*.

You can now create a new Known Point, or add facilities to an existing Known Point. The procedures you use to add the facility are similar to those described in *Section 6, Resource Management*, under **ADD FACILITIES**.

After a facility has been selected, or created, the following special population form displays:

**EMERGENCY ACTIVITIES  
DIRECTION/CONTROL  
ADD SPECIAL POPULATION**

---

Emergency Functions

Special Population Form V1.00

-----  
Longitude : (display only)

Latitude : .

Location : .

Address : .

City :

State :

ZIP :

Contact Name:

Phone : (display only)

Number of persons requiring specialized care: \_\_\_\_\_

Isolated Structure (y/n): \_

Transportation-dependent (y/n): \_

Alert/Notification Requirement (y/n): \_

Other Needs (y/n): \_  
-----

---

The upper part of the special population form is for displaying facility information only. The lower part of the form is used to enter special population data. Enter the following information on this form:

**Number of persons requiring specialized care:** Enter the number of persons at the facility requiring specialized care (special population).

**Isolated Structure (y/n):** Y or N -- Is the special population located at an isolated structure?

**Transportation-dependent (y/n):** Y or N -- Is the special population transportation dependent? Use the following line for adding comments.

**Alert/Notification Requirement (y/n):** Y or N -- Is an alert/notification required for the special population? Use the following line for adding comments.

**Other Needs (y/n):** Y or N -- Are there other additional needs? Use the following line for adding comments.

## III MODIFY FACILITIES \*

This option enables an Information Manager to modify facility information by 1) selecting a facility and 2) modifying the facility description.

After selecting **MODIFY FACILITIES**, the system displays the Facility Selection method menu.

```

          Facility Selection method menu
-----
0: EXIT
1: Type in Facility name
2: Select Facility name from a list
3: Type in long/lat coordinates
4: Use mouse to select Facility
-----
Choice (?=Help) ==> _
  
```

Select a facility using this menu.

### Modify the Facility Description

The facility form description of the selected facility is then presented for updating (for details, see the heading Entering a Facility Description in *Section 6, Resource Management*, under the Add Facility option). When you exit the facility form, you return to the Facility Selection method menu above, where you can choose another facility for updating.

Resource Management	Facility Form V2.01
Longitude	: (display only)
Latitude	: (display only)
Facility	: (KNOWN POINT NAME--display only)
Type (Icon)	: _____
Address	: _____
City	: _____ State : __ ZIP : _____
Contact Name:	(last name) _____ (first name) _____ (middle initial) _____
Phone	: (office phone) _____
Agency	: _____ Position : _____
	(full agency name) _____
Mutual Aid?	: N Agreement # : _____
	Active? : (display only) _____
Capacity	: _____ Received : (display only) _____
Cur Load	: (display only) _____ Released : (display only) _____

If you cannot find the facility you want to modify, or want to quit modifying facilities, select **CONTINUE** from the menu. The system returns you to the Facility Selection method menu.

## II ■ MODIFY SPECIAL POPULATION \*

This option is used to modify special population data that has been previously entered.

After selecting **MODIFY SPECIAL POPULATION**, the system prompts with the following menu:

```
          Modify Special Population Menu
-----
0 : EXIT
1 : Update existing special population
2 : Delete existing special population
-----
Choice (?=Help) ==> _
```

Use one of these two methods to specify adding a special population:

1. Update existing special population: The system displays the Facility Selection method menu, as described in *Section 6, Resource Management*.

After selecting the facility, the special population form (see **ADD SPECIAL POPULATION**) appears for modifying the special population data at the facility.

2. Delete existing special population: Prompts you to select an existing facility by displaying the Facility Selection method menu.

After the facility has been selected, a prompt appears verifying that you want to delete the special population data at this facility:

```
Delete special population at this facility? [Y] ==> _
```

Enter 'Y' or <ENTER> to delete the special population data at the facility.

## ■ ESTIMATE POPULATION

**ESTIMATE POPULATION** provides an estimate of the population within a defined area. The two sources of data for population reports within **ESTIMATE POPULATION** are:

- Census data
- People Locate data

To use this option, see the complete procedures in *Section 5, Map Analysis*, under Estimate Population.

## ■ RELEASE OVERLAYS

This option enables you to switch on or switch off the display of the map layers associated with **DIRECTION/CONTROL**. (To choose these map layers, see *Section 12, Setup*, under **MAP LAYERS BY ACTIVITY**.)

## II ■ RISK AREA ANALYSIS

An Information Manager can establish the *risk area*, which is made up of one or more Emergency Planning Zones (EPZs). (EPZs are areas defined during emergency planning. Generally, the risk area includes any EPZs where the D2 model predicts the chemical track.) The Information Manager can establish a risk area by defining a *risk polygon*: any EPZ that overlaps a part of this risk polygon is considered to be part of the initial risk area. If a risk area is chosen or modified, the Information Manager must inform the general users. The general users can then display the boundaries of the risk area, as well as determine the populations of the EPZs within the risk area.

<p>IBS MAIN MENU EMERGENCY ACTIVITIES DIRECTION/CONTROL</p> <hr/> <p>RISK AREA ANALYSIS</p> <hr/> <p>CONTINUE MESSAGE BOARD --&gt; STATUS BOARD --&gt; PERSONNEL MANAGEMENT --&gt; MAP ANALYSIS --&gt; RESOURCE MANAGEMENT --&gt;</p> <p>PICK RISK POLYGON &lt;-- DRAW NEW RISK POLYGON &lt;-- DELETE DRAWN RISK POLYGON &lt;--</p> <p>ADD EP ZONE (PICK) DELETE EP ZONE (PICK)</p> <p>ADD EP ZONE (NAME) DELETE EP ZONE (NAME)</p> <p>DISPLAY SAVED RISK AREA &lt;-- SAVE CURRENT RISK AREA &lt;--</p> <p>RISK AREA POPULATION SUMMARY &lt;-- REFRESH SCREEN &lt;--</p>	<p>When you select <b>RISK AREA ANALYSIS</b>, the IBS displays this submenu (left) along with the event site, the surrounding EPZs, the current D2 track, and the <b>RISK POLYGONS</b> map layer. When you exit, the system prompts you to save any changes.</p> <p>General options</p> <p>&lt;-- Pick an existing polygon (e.g., track) &lt;-- Pick points to draw a new polygon. &lt;-- Delete a risk polygon that was drawn with <b>DRAW NEW RISK POLYGON</b>.</p> <p>Include or exclude EPZs in the final risk area.</p> <p>&lt;-- Highlight the currently saved risk area &lt;-- Save the current risk area.</p> <p>&lt;-- Show populations by EPZ in the risk area. &lt;-- Redraw (and clean up) the screen.</p>
--	--

These **RISK AREA ANALYSIS** options are explained in the following paragraphs.

**PICK RISK POLYGON** enables you to pick an *existing* polygon as the risk polygon that is used to specify which Emergency Planning Zones compose the risk area. (For example, a convenient choice might be to pick the polygon that represents the outer contour of the D2 track.) When you pick the desired polygon (and finish by picking **CONTINUE**), the boundaries of the risk area (all EPZs that intersect the chosen polygon) are drawn with bold lines.

**DRAW NEW RISK POLYGON** enables you to plot points that define a new risk polygon. As you use the cursor to plot points on the screen, line segments are drawn between the points. When you draw the final line segment between the first and last points (by picking **CONTINUE**), the boundaries of the risk area (all EPZs that intersect the drawn polygon) are then drawn with bold lines. Risk polygons that are defined in this way are then stored as a map layer named **Risk Polygons**.

**DELETE DRAWN RISK POLYGON** enables you to pick a risk polygon for removal from the **Risk Polygons** map layer.

The **ADD** and **DELETE** options enable you to include or exclude specific EPZs within the risk area:

- **ADD EP ZONE (PICK)** enables you to use the cursor to pick the boundary of an EPZ to be included. When you pick the desired EPZ boundary (finishing by picking **CONTINUE**), the boundary is then redrawn with bold lines like the rest of the risk area.
- **DELETE EP ZONE (PICK)** enables you to use the cursor to pick the boundary of an EPZ to be excluded. When you pick the desired EPZ boundary (finishing by picking **CONTINUE**), the boundary lines are then restored to lines of normal width.
- **ADD EP ZONE (NAME)** prompts you to enter the name of the EPZ to be included. (For EPZ names, see **POPULATION SUMMARY**.) The boundary of the identified EPZ is then redrawn with bold lines like the rest of the risk area.
- **DELETE EP ZONE (NAME)** lists the EPZs in the current risk area (by ID number and by name) and then prompts you to enter the ID number of the EPZ to be excluded. The boundary lines of the identified EPZ are then restored to lines of normal width.

**DISPLAY SAVED RISK AREA** displays the most up-to-date risk area by drawing the EPZ boundaries with bold lines. General users of the IBS must use this option to update the current risk area when the Information Manager changes the risk area boundaries. Usually this option is used after receiving a message from the Information Manager.

**EMERGENCY ACTIVITIES  
DIRECTION/CONTROL  
RISK AREA ANALYSIS**

---

**SAVE CURRENT RISK AREA** saves the currently defined risk area to the system database.

**RISK AREA POPULATION SUMMARY** provides an estimate of the population within the current risk area.

**REFRESH SCREEN** redraws the current screen and cleans up any graphic debris left from selecting a risk polygon or from manipulating the EPZs that are included in the risk area.

**RISK AREA POPULATION SUMMARY** provides an estimate of the population within the current risk area. The two sources of data for risk area population reports are:

- Census data
- Special Population data

Census data (if present in the site database) comes from static census database map layers chosen using **SELECT MAP LAYERS** in **MAP ANALYSIS**, or **CHANGE DEFAULT LAYERS** in **SETUP**. Special population data is generated by the functions **ADD SPECIAL POPULATION** and **MODIFY SPECIAL POPULATION** within **DIRECTION/CONTROL** and contains data for people with special requirements (such as transportation dependence)

After selecting **RISK AREA POPULATION SUMMARY**, the system displays the Output Redirection menu if you have not specified a default output. The system then prompts with the following menu:

```
                Risk Area Population Selection Menu
-----
0 : EXIT
1 : Total population          (Census)
2 : Special population summary (Special Population)
3 : Special population by EPZ (Special Population)
-----
Choice ==> _
```

Your choices are these:

1. Total population (Census): Produces a report of the total population within the current risk area. Census population data is used to generate this report.

DD-MMM-YYYY HH:MM:SS

Estimated Population of the Current Risk Area  
 Map Layer : POPULATION  
 Population Pattern : Weeknight

---

Zone Name	Population
PAZ2A	XXXXX
PAZ2B	XXXXX
.	
.	
.	
<b>TOTAL :</b>	<b>XXXXXX</b>

---

<Return> to continue ...

If no population map layer has been selected, the program displays the following message:

\* \* \* MSG: No population topography selected

If this happens, use **SELECT MAP LAYERS** in **MAP ANALYSIS**, or **CHANGE DEFAULT LAYERS** in **SETUP** to select a population map layer.

2. Special population summary (Special Population): Produces a report of the total special population in the current area of interest. Special population data is used to generate this report.

Special Population Summary Status DD-MMM-YYYY HH:MM:SS

All Special Populations in Risk Area

Type of Population	# of Structures	Population
Isolated	XXXX	XXXXX
Transportation Dependent	XXXX	XXXXX
Alert/notification	XXXX	XXXXX
Other	XXXX	XXXXX
<b>TOTAL:</b>	<b>XXXXXX</b>	<b>XXXXXXX</b>

---

<Return> to continue ...

**Note:** Some special population facilities can be counted more than once in the # of Structures or Population columns. A special population facility can qualify for more than one category of facility. For example, the same facility can have transportation dependent people and be isolated.

**EMERGENCY ACTIVITIES  
DIRECTION/CONTROL  
RISK AREA ANALYSIS**

---

3. Special population by EPZ (Special Population): Produces a report of the special population for each emergency planning zone within the current risk area. Special Population data is used to generate this report.

Special Population Summary Status

DD-**MMM-YYYY** HH:MM:SS

All Special Populations in EPZXX

Type of Population	# of Structures	Population
Isolated	XXXX	XXXXXX
Transportation Dependent	XXXX	XXXXXX
Alert/notification	XXXX	XXXXXX
Other	XXXX	XXXXXX
TOTAL:	XXXXXX	XXXXXXX

<Return> to continue ...

**Note:** Some special population facilities can be counted more than once in the # of Structures or Population columns. A special population facility can qualify for more than one category of facility. For example, the same facility can have transportation dependent people and be isolated.

## ■ SAVE CURRENT RISK AREA

This option enables you to save the current risk area to the system database. The risk area then displays whenever you start the IBS and select the **RISK AREA ANALYSIS** option.

When you select this option, the system prompts you to define a risk area, if one has not been defined earlier.

\* \* \* MSG: No Risk Area defined  
Press <RETURN> to continue...

If a risk area has been drawn on screen, the system displays the following message.

Do you wish to save the RISK AREA? [Y] ==>

Press the Return key to complete the option and save the risk area. If you decide you do not want to save the risk area, type N at the prompt and press the Return key.

## ■■■ SELECT IP \*

The Select IP option enables you to change your current IP. This option is only used by information managers, planners, and others with appropriate authorization.

For more information on IPs and their use, see *Section 3, Status Board*, under the heading **Implementing Procedures**.

When you select the Select IP option, the system displays a message similar to the following example.

```
You are in planning mode, looking at your own database.  
Your current IP number is 000
```

Press <RETURN> to continue...

After you press the Return key, the system displays a listing of the Emergency Planning Zones.

```
Emergency Planning Zones  
-----  
IRZ1  
IRZ2  
IRZ3  
PAZ1  
-----  
Are emergency zones correct? (Y/N) [Y] ==>
```

If you answer yes (Y) at the prompt, the system displays a listing of all IPs in the database (Planning or Operational, depending on which mode you are in).

```
IP DESCRIPTION  
-----  
0 Current Test IP  
1 Old Test IP  
2 IP for holiday conditions  
3 IP for severe weather conditions  
4 Newest Test IP  
  
-----  
Select desired IP : ____
```

Type the number of the IP you want to use at the Select desired IP prompt and press the Return key. The system displays a message similar to the following example.

```
Your old IP number was 000  
Your new IP number is 001
```

Press <RETURN> to continue...

**EMERGENCY ACTIVITIES  
DIRECTION/CONTROL  
SELECT IP \***

---

You will now be using the new IP.

If you answer no (N) at the prompt, the system directs you to select new Emergency Planning Zones using **RISK AREA ANALYSIS**.

**■ SPECIFY LOCATION \***

**SPECIFY LOCATION** adds a new location to the database of Known Points. The following prompt appears first:

Enter new Known Point name ==>

Enter any name (up to 40 characters) or press CTRL-Z to exit.

This location name serves as the facility name for any facility that is added at that location.

If you enter a name that is already used for a location, the system prompts you to enter another name. After you enter a valid new location name, the following prompt appears:

\* \* \* MSG: Select new Known Point location using mouse

Pick a location on the map screen.

If you pick a location that is already specified as a Known Point location, the system prompts you to select another point.

After you pick a valid location, that location is placed in the database of Known Points. The system then returns to the previous step where you can continue to add point locations until you quit by pressing CTRL-Z.

## ■ EOC ACTIVATION

<b>IBS MAIN MENU</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>EOC ACTIVATION</b>	
<hr/>	
<b>MESSAGE BOARD</b>	-->
<b>STATUS BOARD</b>	-->
<b>PERSONNEL MANAGEMENT</b>	-->
<b>MAP ANALYSIS</b>	-->
<b>RESOURCE MANAGEMENT</b>	-->
<b>LIST FIRST TASKS</b>	<--
<b>GENERATE CALL LIST</b>	* <--
<b>RELEASE OVERLAYS</b>	<--

**EOC ACTIVATION** presents a menu of capabilities for initiating EOC activities in case of an event. These include listing the initial tasks for all Emergency Functions in an IP.

General options

- <-- Show chronological list of initial tasks from all IP Emergency Functions.
- \* <-- Generate phone call list for EOC personnel.

The **EOC ACTIVATION** options in this section are described in alphabetical order.

- <-- Cancel display of **DIRECTION/CONTROL** map layers.

## II ■ GENERATE CALL LIST \*

This option generates a phone call list for emergency management personnel. This list can be sent to the default printer or displayed on the screen. When you select **GENERATE CALL LIST**, the system prompts you to select one of three types of lists.

### Generate Call List

---

0: EXIT  
1: Make call list of ALL IP tasks  
2: Make call list of IP tasks for a specified duration  
3: Make call list of ALL positions in database

---

Choice (?=Help) ==>

1. Make call list of ALL IP tasks. The following prompt displays.

Include task description in call list [N] ?

After you answer the prompt, the Generate Call list menu displays.

2. Make call list of IP tasks for a specified duration. The following prompt displays.

Include task description in call list [N] ?

After you answer the prompt, the system displays the following message.

IBS will now generate a call list of personnel responsible for the current IP tasks. Only personnel required for those tasks to be started in the time period you specify will be listed.

Please specify the number of hours after an event==>

After you specify the number of hours after an event and press the Return key, the system displays the following menu.

3. Make call list of ALL positions in database. The following menu displays.

### Generate Call List

---

0: EXIT  
1: List only those on duty  
2: List those on duty and alternates

---

Choice (?=Help) ==>

Your choices are:

1. List only those personnel on duty.
2. List those personnel on duty and their alternates, if any.

If you have not specified a default output (which you can define under **SETUP, JOB ENVIRONMENT, MISCELLANEOUS SETTINGS**), the following menu displays.

Output Redirection Menu

- 0: EXIT  
1: Display on screen  
2: Print on default printer  
3: Save to an ASCII file  
-----

Choice (?=Help) ==>

After you select an option, the system displays the following prompt.

Include task description in call list [N]?

After you type Y (Yes) or N (No) at the prompt and press the Return key, the system displays or prints a report similar to the following.

+ = person on duty

AGENCY : FEMA	POSITION: EMERG TECH.			
LAST NAME	FIRST NAME	M HOME #	OFFICE #	BEEPER #
-----				
+ SMITH	JAMES	C 609-555-1212	609-555-1234	609-555-4567

AGENCY : FEMA	POSITION: EMERG PLANNER			
LAST NAME	FIRST NAME	M HOME #	OFFICE #	BEEPER #
-----				
JOHNSON	WILLIAM	R 609-555-3453	609-555-4321	609-555-1243
+ STANDISH	SEYMOUR	L 609-555-3453	609-555-4321	609-555-1243
BARR	ANNE	N 609-555-3453	609-555-4321	609-555-1243

## ■ LIST FIRST TASKS

This option displays a list of the initial tasks that must be completed for all Emergency Functions. The list is shown in chronological order by the start time of the task.

The system prompts:

```
Listing tasks by planned starting time--  
List tasks for how many hours? ==>
```

After entering a time period, you then specify the type of report:

```
REPORT IP  
-----  
0: EXIT  
1: Report of Agency/Position/Task Description  
2: Report of All Tasks/Resources for All Functions  
3: Report of Location of All Allocated Resources  
4: User-Defined Report  
-----  
Choice (?=Help) ==>
```

Tasks that must be started within the specified time period are listed. Those tasks that have the earliest start times are listed first.

EMERGENCY ACTIVITIES  
EOC ACTIVATION  
LIST FIRST TASKS

After you have selected a report, the system displays a report similar to the following example.

```
-----  
* * *      LAW ENFORCEMENT      TASK 01      IP 001      * * *  
-----  
  
DONE: N   AGENCY   : NYPD      POSITION   : POLICE DETECTIVE  
PLANNED START: 01/JAN/92 01:00  ESTIMATED DONE: 03/JAN/92 01:00  
ACTUAL START:                ACTUAL DONE:  
  
-----TASK NOTES FOR LAW ENFORCEMENT      TASK 01      IP 001-----  
-----ACTION NOTES FOR LAW ENFORCEMENT      TASK 01      IP 001-----  
-----ACTIONS FOR LAW ENFORCEMENT      TASK 01      IP 001-----  
-----RESOURCE NOTES FOR LAW ENFORCEMENT      TASK 01      IP 001-----  
-----RESOURCES FOR LAW ENFORCEMENT      TASK 01      IP 001-----  
  
-----  
* * *      LAW ENFORCEMENT      TASK 02      IP 001      * * *  
-----  
  
DONE: N   AGENCY   : RDCR      POSITION   : DISPATCHER  
PLANNED START: 01/JAN/92 01:00  ESTIMATED DONE: 03/JAN/92 01:00  
ACTUAL START:                ACTUAL DONE:  
  
-----TASK NOTES FOR LAW ENFORCEMENT      TASK 01      IP 001-----  
-----ACTION NOTES FOR LAW ENFORCEMENT      TASK 01      IP 001-----  
-----ACTIONS FOR LAW ENFORCEMENT      TASK 01      IP 001-----  
-----RESOURCE NOTES FOR LAW ENFORCEMENT      TASK 01      IP 001-----  
-----RESOURCES FOR LAW ENFORCEMENT      TASK 01      IP 001-----  
  
END OF IMPLEMENTING PROCEDURES REPORT-----  
<Return> to continue...
```

**EMERGENCY ACTIVITIES  
EOC ACTIVATION  
LIST FIRST TASKS**

---

Figure 11.1 shows the general list format.

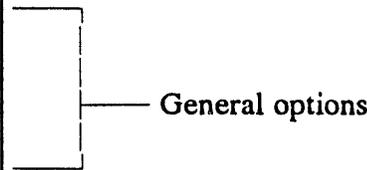
```
Emergency function:  
Start time:  
Task #  
Task note  
    Action note  
    Action # 1  
    Action # 2  
    .  
    Resource list # 1  
    .  
    .  
Emergency function:  
Start time:  
Task #  
Task note  
    Action note  
    Action # 1  
    Action # 2  
    .  
    Resource list #1  
    .  
    .  
    .  
    .
```

Figure 11.1. List Format for First Tasks of All Emergency Functions

## ■ EVACUATION

IBS MAIN MENU	
EMERGENCY ACTIVITIES	
EVACUATION	
CONTINUE	
MESSAGE BOARD	-->
STATUS BOARD	-->
PERSONNEL MANAGEMENT	-->
MAP ANALYSIS	-->
RESOURCE MANAGEMENT	-->
SELECT MODEL CASE *	<--
RUN	<--
SET TIME STEP	<--
RESTART	<--
STEP FORWARD	<--
STEP BACKWARD	<--
DESCRIBE EVACUATION POINT	<--
ZOOM IN	<--
ZOOM OUT	<--
CREATE EVAC ROUTE OVERLAY *	<--
DELETE EVAC ROUTE OVERLAY *	<--
EXECUTE EVAC MODEL *	<--
SELECTIVE STATUS	<--
RELEASE/RETAIN OVERLAYS	<--

**EVACUATION** incorporates a modeling program for evacuation planning that predicts the progress of area evacuations by indicating the changing conditions of population movement over a roadway network. **EVACUATION** displays this menu along with the default map layers that include population, roads, and trails.



- <-- Change the current case to another case.
- <-- Show evacuation output sequence on map.
- <-- Enter a time step for evac. output.
- <-- Restart output sequence at first time step.
- <-- Show the next step of evac. output.
- <-- Show the previous step of evac. output.
- <-- Show information on picked evac. item.
- <-- Enlarge a portion of the current screen.
- <-- View the current area within a larger area.
- <-- Pick road segments for one evac. route.
- <-- Delete one evacuation route overlay.
- <-- Execute evac. model for the current case.
- <-- Show status of some icon items.
- <-- Cancel display of **EVACUATION** map layers.

The evacuation model produces several measures of evacuation effectiveness, including travel times, vehicle counts, queues and delays, and person throughput over the *links* (street segments) and *nodes* (intersections) of the roadway network. Many of the model results are shown graphically: the network is overlaid on the site map, and you can visualize the results by stepping through the time sequence of the evacuation. Red bars on the network links indicate the extent of traffic lineups near intersections. When you pick **EVACUATION**, the evacuation network overlay (or *link-node diagram*) is automatically displayed for the current evacuation case.

## EMERGENCY ACTIVITIES EVACUATION

---

**Note:** In some cases, a message similar to the following can display when you initially select Evacuation from the Emergency Activities menu.

The current case does not include record type 6. One will now be created.  
Enter the current site origin longitude (-112.34010315) ==>

Press the Return key to accept the default longitude, or enter a new longitude. Another prompt will display.

Enter the current site origin latitude ( 40.29669952) ==>

Press the Return key to accept the default latitude, or enter a new latitude. A final prompt will display.

Enter the current site radius in miles ( 37.40000153) ==>

Press the Return key to accept the default radius, or enter a new radius.

This message and sequence of prompts indicates that the current evacuation case is incomplete. If you are a planner, select **Execute Evac Model** from the Emergency Activities menu. Select **A: Change Input Data** from the Evacuation Model menu to complete the evacuation case.

If you are not a planner, you must notify the person responsible for the evacuation cases that the current case is incomplete. If the case is left incomplete, the message will display whenever you select a command or option requiring evacuation case input data.

**ZOOM IN** and **ZOOM OUT** operate as described in *Section 5, Map Analysis*. The **EVACUATION** options are described in *alphabetical order*.

## ■■■ CREATE EVAC ROUTE OVERLAY

This option enables you to create a graphic overlay showing an evacuation route that applies to the current evacuation case. This *evacuation route overlay* is made available to the onpost system as a map graphics file. The only purpose of this option is to pass evacuation-related information to the onpost system. The system prompts:

Enter route name (single word - no special characters) ==>

1. Enter any name (up to 40 characters).

If you enter a route name that already exists, the system informs you and prompts again. After obtaining an appropriate name, the system prompts:

Trace the evacuation route by picking roadway segments.  
After picking the last segment, select CONTINUE.

2. Pick a sequence of roadway segments, as instructed.

Each picked roadway segment blinks continuously to indicate selection. When you pick CONTINUE, the screen is redrawn to show its normal display. To unselect any segment, pick on it again and it will stop blinking.

## ■■■ DELETE EVAC ROUTE OVERLAY

This option enables you to delete one of the evacuation route overlays (created by CREATE EVAC ROUTE OVERLAY) by selecting from a list:

```
Delete Evacuation Route Overlay
-----
0: EXIT
1: route name
2: route name
3: route name
-----
Choice (?=Help) ==>_
```

The system draws the route with blinking roadway segments and prompts:

Is this the route you want to delete? (Y/N) ==>

- Y deletes the evacuation route overlay (graphics file).
- N returns you to the EVACUATION menu without deleting the route overlay.

## III ■ DESCRIBE EVACUATION POINT

This option enables you to graphically pick a part of the *evacuation network overlay* (the link-node diagram) and display model information for that part. You can obtain information about:

- *links* (roadway segments)--Link information includes, for example, Level of Service (LOS) codes that indicate traffic conditions from free-flow (code A) to unmoving (code F). To obtain link information, the model output must be stepped at least through the first time step (see **RUN, STEP FORWARD**, and **STEP BACKWARD**).
- *nodes* (intersections)
- *exit nodes* (intersection of a link and the evacuation boundary)
- *centroids* (traffic loading and exit points internal to the network).

## ■ EXECUTE EVAC MODEL \*

EXECUTE EVAC MODEL displays the following short menu, which enables Information Managers or planners to prepare evacuation data or run the evacuation model.

**Note:** This option is available only in Planning mode. To change from Operational to Planning mode, use the Setup option under the IBS Main Menu. For complete instructions on changing modes, see *Section 12, Setup*.

### EVACUATION MODEL

- A Change Input Data
- B Run Evacuation Model
- C Update Evacuation Case Header
- X Return to EVACUATION Menu

Enter option selection: \_

**Option A** Change Input Data enables you to modify the input data for the evacuation model. The IBS Models Guide describes background and procedures for modifying evacuation model input.

**Option B** Run Evacuation Model first displays a check list for the current evacuation case. For example:

The current IDYNEV case has the following attributes:

CASE: C101  
Site: TOOELE  
Selection Statistics WILL be generated.  
CASE IS SIMULATION .  
Simulation start time = 0: 0  
Simulation covers 5 time periods with total time span of:  
0:18:30 Using the following time period breakdown:  
300 300 3009900 0 0 0 0 0 0 0 0 0 0 0 0 0

Enter "Y" to execute this case: \_

**EMERGENCY ACTIVITIES  
EVACUATION  
EXECUTE EVAC MODEL \***

---

The check list is for your information only: you cannot change any of the information shown. Read the check list to be sure that the case is set up to run as you wish.

At your approval, the IBS executes the model. While the model is running, you **CANNOT** interact with the modeling program or with any other IBS capability.

After the evacuation model has finished executing, the IBS draws the roadway network on the site map and prompts you to enter two items that serve as additional *case descriptors*:

Enter percent of population evacuated ==>

This refers to the population inputs to the model as a portion of the population expected in the evacuation area. That is, what part of the estimated population data set was supplied to the model as the total number of people to be evacuated? (This should be 100 percent unless you: 1) decided that some people within the evacuation boundary did NOT have to be evacuated and 2) adjusted the model inputs accordingly.)

Enter population pattern ==>

This refers to the *population pattern*: WEEKDAY, WEEKEND, WEEK NIGHT, or SEASONAL. Each population pattern defines a data set that estimates the number and distribution of people for that time period.

As the evacuation case modeler, you must supply these two case descriptors here because they are considerations that are outside the actual inputs to the model. They can later serve as a basis for categorizing evacuation cases (for example, see **SELECT MODEL CASE** in this section).

If the model needs further information, you can be presented with one or all of the following prompts.

Enter total minutes load time. ==>  
Enter persons per car. ==>  
Enter number of evacuation zones. ==>

The following prompt will display once for each evacuation zone specified.

Enter evacuation zone name for zone nnn. ==>

After you enter the name of the last evacuation zone, press the Return key and the model will begin to run.

Stopping the Model. No clean way is provided to halt the evacuation model while it is running. Pressing **CTRL-Y** is a standard system interrupt command

that halts model execution, but it does not guarantee where you will regain control. The model can be restarted only from the beginning of its execution.

**Evacuation Model Report.** If the model is executed for a traffic simulation, and if one or more time steps of the simulation are completed, the IBS produces a summary report of the evacuation following model completion. This report file contains various statistics extracted from the last simulation time period reported by the evacuation model: vehicle miles, vehicle minutes, vehicle trips, average speed, percentage of vehicles that stopped, average number of vehicles per queue, average delay per vehicle, etc. The report file is named as follows:

`[username.SITES.site.OUTPUT.DYNEV]CnnnCOD.RPT`

where *username* is your system username, *site* is a four-character site code, and *nnn* is the evacuation case number.)

**Option C**      **Update Evacuation Case Header** enables you to change or update the case header for the current evacuation case. The system displays the following prompts.

Enter percent of population evacuated. ==>  
Enter population type. ==>

## ■ ■ ■ RELEASE/RETAIN OVERLAYS

The appearance of this option on the menu switches back and forth between **RELEASE OVERLAYS** and **RETAIN OVERLAYS**. When you use the **EVACUATION** Emergency Activity for the first time, the default map layers associated with evacuation are automatically overlaid on the map screen and **RELEASE OVERLAYS** appears on the **EVACUATION** menu.

<u>Pick this option</u>	<u>To see this effect on your map screen</u>
<b>RELEASE OVERLAYS</b>	Removes all the map layers associated with this emergency activity
<b>RETAIN OVERLAYS</b>	Re-displays the map layers—The map layer overlays continue to be display until you select <b>RELEASE OVERLAYS</b> .

To choose which map layers are the ones associated with the emergency activity, see *Section 12, Setup —MAP LAYERS BY ACTIVITY.*)

## ■ ■ ■ RESTART

**RESTART** resets the model output display at the first time step.

## ■ ■ ■ RUN

This option displays the evacuation model output, showing changes in the traffic network as the output steps from the first time step to the last.

Red bars on the network links (street segments) indicate the extent of traffic lineups near nodes (intersections).

## ■■■ SELECT MODEL CASE \*

**SELECT MODEL CASE** enables you to change the current evacuation model case. You are asked to supply selection criteria for searching through the existing set of evacuation cases. All cases matching the specified criteria are then displayed in a list from which you can select one.

If you are in Operational mode and the selected evacuation model case has been checked out by a planner, a message similar to the following will display.

```
* * * MSG: The selected case has been checked out by a planner. They will be
* * * MSG: unable to check in their case while it is selected as the current
* * * MSG: Operational case.
```

The planner who has checked out this case will not be able to check it back in as long as it is selected as the current Operational evacuation case.

**SELECT MODEL CASE** gives you the options of entering a case number directly or specifying a set of case description criteria:

```
CHANGE EVACUATION CASE MENU
-----
0: EXIT
1: Choose evacuation case by CASE NUMBER
2: Choose evacuation case by SEARCH FOR EVAC CRITERIA
-----
Choice (?=Help) ==>
```

These options are explained here.

Option 1. Choosing an Evacuation Case by Case Number. Choose this option if you know the number of the evacuation case that you want to use. The system displays the following prompt.

```
Would you like to create a new evacuation case? [N] ==>
```

Press the Return key to accept the default. The system displays a message similar to the following.

```
You are in planning mode, looking at your own database.
Your current IDYNEV case is 000.
```

```
Press <RETURN> to continue...
```

**EMERGENCY ACTIVITIES  
EVACUATION  
SELECT MODEL CASE \***

---

Press the Return key. The system displays a listing of evacuation cases.

EVAC CASE	POPULATION	PERSON/ VEHICLE	PERCENT EVAC	LOADING PERIOD	CLASS
0	weeknight	1.3	100.0	720.00	
1	WEEK NIGHT 1111	1.0	1.0		
2	WEEKEND 2222 2222	2.0	2.0	2.0	
3	WEEKDAY				
4	SEASONAL				

Select Evacuation Case # :\_\_

To scroll through the cases on the list, use the U, D, T, B keys as described in *Section 1, Introduction and Overview*. Select an evacuation case by typing the Evac Case number at the prompt.

Option 2. Selecting an Evacuation Case by Search for Evac Criteria. Choose this option if you want to search the evacuation criteria to select an evacuation case. The system displays the following prompt.

Would you like to create a new evacuation case? [N] ==>

Press the Return key to accept the default. The system displays the following message.

You are in planning mode, looking at your own database.  
Your current IDYNEV case is 000.

Press <RETURN> to continue...

This second option displays the following screen where you can specify criteria for selecting the evacuation case. The IBS then generates a selection list of evacuation cases that match (or approximately match) the criteria. For example:

EVACUATION CASE SELECTION CRITERIA

IDYNEV Case number 000  
 Population pattern: weeknight  
 Persons/vehicle: 1.3 with 0.5 people/vehicle tolerance (+/-)  
 Percent evacuation: 100% with .05 % tolerance (+/-)  
 Loading period class: 1.0 hour(s) with 0.5 hours of tolerance (+/-)

ZONES: IRZB      PAZ1A      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

<GOLD Z> to exit and continue, <GOLD Y> to quit.

The entry fields serve as search keys into the database of evacuation cases:

- The default tolerances are displayed. You can also change these values for this particular search.
- You can remove one or more criteria from the search by entering blanks in the text fields or a negative one (-1) in the numeric fields. If all fields are removed from the search, you must instead select one case from a list of *all evacuation cases*.
- If any criteria are used, the IBS compares these case input criteria with the database of evacuation cases. (If no identical matches are found, the IBS displays a message to indicate how many criteria were actually matched.) You must then select from a list of *evacuation cases that match the greatest number of criteria* (see the next screen).

After the search, the resulting set of evacuation cases are listed by Evacuation case number, as shown in the following screen example.

EVAC CASE	POPULATION	PERSON/VEHICLE	PERCENT EVAC	LOADING PERIOD	CLASS
0	weeknight	1.3	100.0	720.00	
1	WEEKDAY	1.3	100	1.0	
2	IRZA	IRZB	IRZC	PAZ1A	PAZ1C
3	.	.	.	.	.

Select Evacuation Case #: \_\_\_\_\_

## ■■■ SELECTIVE STATUS

This option enables you to use the mouse to pick an icon that identifies a point associated with evacuation: sirens, EBS stations, traffic control points, and reception centers.

**Note:** You must have turned on the correct map layers (**FACILITIES/RESOURCES** under the **MAP ANALYSIS** option) for this option to work. If the needed map layers are not turned on, the system displays the following message.

\* \* \* MSG: Must have Facilities/Resources in map layers  
Press <RETURN> to continue...

If the map layers have been selected, but are not on the map display, the following prompt displays

Draw selected Icons onscreen? [Y]

Press the Return key to accept the default. The Facilities/Resources icons display. The system then displays the following message.

\* \* \* MSG: Select Item with Mouse

Select an icon with the mouse.

The system responds by displaying information about the status of the item (retrieved from the IBS real-time database related to that item.) The information displayed is similar to the following example.

```
# Param Description
-----
1)      0 Hospital complex
2)     100 RECEPTION CENTER CAPACITY
3)      0 RECEPTION CENTER LOAD
```

You can continue to select one icon at a time. The new icon information replaces the previous information on the screen. When you are finished viewing information, select the **CONTINUE** option from the menu.

## ■■■ SET TIME STEP

This option enables you to set the display of model results to a specific time step. Enter a time step number in response to the following prompt.

Enter Time Step (0 - 4) >

The time displays in white on the menu.

### ■■■ STEP FORWARD

This displays the traffic network results for the next sequential time step in the model output. The step forward is calculated from your currently displayed time step.

### ■■■ STEP BACKWARD

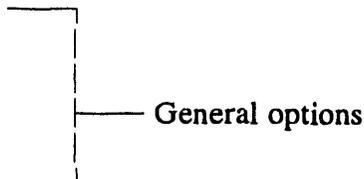
This displays the traffic network results for the previous sequential time step in the model output. The step backward is calculated from your currently displayed time step.

■ HAZARD ANALYSIS

IBS MAIN MENU	
EMERGENCY ACTIVITIES	
HAZARD ANALYSIS	
-----	
CONTINUE	
MESSAGE BOARD	->
STATUS BOARD	->
PERSONNEL MANAGEMENT	->
MAP ANALYSIS	->
RESOURCE MANAGEMENT	->
CHANGE TRACK CASE	*
EXECUTE D2	*
DOSE DETAILS	
DESCRIBE TRACK	
PRINT D2 REPORT	
REPORT CURRENT D2 DESCRIPTION	
SHOW ELEVATION	
DETERMINE AREA	
DISPLAY LOCATION	
ESTIMATE POPULATION	
ZOOM IN	
ZOOM OUT	
RELEASE OVERLAYS	

HAZARD ANALYSIS supports the use of D2, the Army's modeling program for predicting the downwind hazard resulting from the release of a chemical agent. The output of the D2 model is expressed graphically on the map screen as track contours of dose or concentration.

HAZARD ANALYSIS presents this menu of options (described in alphabetical order).



- <-- Switch among D2 cases with track output.
- <-- View menu of D2 case/run/scenario options.
- <-- Check doses along the track center line.
- <-- View info about a picked track contour.
- <-- Display or print D2 output reports.
- <-- Show current D2 case description.
- <-- Show elevation of point locations.
- <-- Show area/perim. of a region (polygon).
- <-- Show coordinates of picked points.
- <-- Estimate based on *population pattern*.
- <-- Enlarge a portion of the current screen.
- <-- View current area within a larger area.
- <-- Cancel display of HAZARD ANALYSIS map layers.

When you begin HAZARD ANALYSIS, the map screen automatically displays the default map layers associated with this function. These map layers should include POPULATION and D2 TRACK for the current D2 case.

**D2 Track.** The D2 output track on the map screen consists of three contour lines. Each contour represents a constant level of dose or concentration (depending on the original inputs to the D2 model). A series of asterisks (\*) appearing along the track center line indicate slice points along the track where the DOSE DETAILS option can be used to display dose or concentration information about those

locations. Some chemical agents do NOT result in the generation and appearance of these points.

## ■■ CHANGE TRACK CASE \*

This option for identifying the current D2 case is identical to the option of the same name on the IBS main menu (see *Section 9, Change D2 Track Case*). **CHANGE TRACK CASE** is available only to the Information Manager and Planners (for their planning site databases).

## ■■ DESCRIBE TRACK

**DESCRIBE TRACK** enables you to pick one more of the three contours displayed in the current D2 track. When you select this option, the Describe Track command highlights in blinking green and the following message displays.

Select TRACK boundary with crosshairs

As you pick a contour, a text description of the contour is displayed at the top of your screen. For example:

```

LOW DOSAGE TRACK   :   nnn.nn   (MG-MIN/M**3)
MEDIUM DOSAGE TRACK:   nnn.nn   (MG-MIN/M**3)
HIGH DOSAGE TRACK  :   nnn.nn
  
```

You can pick more than one contour. The information from the previous picks remains visible on the screen until you choose another menu option. To stop, select the **CONTINUE** command from the menu.

## ■■ RELEASE/RETAIN OVERLAYS

The appearance of this option on the menu switches back and forth between **RELEASE OVERLAYS** and **RETAIN OVERLAYS**. When you use the **HAZARD ANALYSIS** Emergency Activity for the first time, the default map layers associated with hazard analysis are automatically overlaid on the map screen and **RELEASE OVERLAYS** appears on the **HAZARD ANALYSIS** menu.

<u>Pick this option</u>	<u>To see this effect on your map screen</u>
<b>RELEASE OVERLAYS</b>	Removes all the map layers associated with this emergency function
<b>RETAIN OVERLAYS</b>	Re-displays the map layers—The map layer overlays continue to be displayed until you select <b>RELEASE OVERLAYS</b> .

To choose which map layers are the ones associated with the emergency function, use **SETUP—MAP LAYERS BY ACTIVITY.**)

## ■ DOSE DETAILS

Asterisks (\*) are used to mark intervals of predetermined length along the D2 track center line. **DOSE DETAILS** enables you to pick one asterisk on the track center line to see a report of dosage information for that location. When you select this option, the Dose Details command highlights in blinking green and the following message displays.

Select dose site (\*) with crosshairs

You can pick more than one asterisk location to see further reports. For each pick you will see information details similar to those shown in the following example report. The report provided can vary somewhat, depending on the input parameters selected for the D2 cases.

**Note:** If the D2 model input requests concentrations instead of dosage information, dose details and asterisks along the track center line are NOT generated. Also, it is possible that some chemical agents will not result in the generation of dose details.

### Example Report:

#### D2 DOSE DETAILS

The selected point is 5000 meters from the source.  
Track TIP passes this point 20.8 minutes after the event.  
Track TAIL passes this point 34.9 minutes after the event.  
The maximum dosage at this point is 0.6000 (mg-min.m\*\*3)  
100.0% of the LOW dose amount reaches this point within 29.6 minutes.  
17.1% of the MEDIUM dose amount reaches this point.  
10.2% of the HIGH dose amount reaches this point.

PRESS RETURN TO CONTINUE...

To stop, select the Continue command from the menu.

## ■ EXECUTE D2 \*

This option displays the following text-screen menu of D2 RUN Capabilities. The menu includes options for creating a new case (based on an existing case), modifying the input, executing the model, and maintaining the model cases (input and output data). Also included is a key capability for creating *scenarios*: scenarios are unique combinations of situational data that link the D2 case output with an evacuation model case, meteorological conditions, and *population pattern* for a specific Implementing Procedure.

### Caution

The D2 model inputs are easy to change; however, the knowledge of *what* those changes will be is left up to you.<sup>(a)</sup> For other than testing purposes, you probably should NOT change D2 model input unless you have a clear understanding of the model. The many input parameters are interrelated in non-straightforward ways. Also, please interpret the D2 model results cautiously. The D2 model itself is unchanged from previous implementations: data that caused aborted runs in the D2PC model will do so in the IBS as well.

### D2 RUN Capabilities

Selection Designator	Selection
A	Create New D2 Case
B	Modify D2 Case Standard Input
C	Modify D2 Case Supplementary Input
D	Modify D2 Case Input with Latest Met Data
E	Run Current D2 Case
F	Display Current D2 Case
G	Perform File Maintenance
H	Create Scenario for Current D2 Case
X	Exit

Enter Option: \_

**Note:** For Options B, C, and D: A case marked as a Maximum Credible Event cannot be edited. This setting can be changed by using the **INFOMANAGER ROOT MAINTENANCE** command under the **SETUP** main menu option.

(a) See Whitacre, C.G., J.H. Griner III, M.M. Myirski, and D.W. Sloop. 1987. *Personal Computer Program for Chemical Hazard Prediction (D2PC)*. CRDEC-TR-87021, U.S. Army Munitions Chemical Command, Aberdeen Proving Ground, Maryland.

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EXECUTE D2 \***

---

The options of the D2 RUN Capabilities menu are described in the following paragraphs.

Option A. **CREATE NEW D2 CASE** enables you to create a new case based on an existing case. The existing case is then referred to as the *base case*. You select the case to be used as a base case by either: 1) entering a D2 case number directly, or 2) searching the agent, munition, and meteorological data for the cases—as explained for **CHANGE D2 TRACK CASE** on the IBS main menu. After selecting a case the following form is displayed.

**CREATE D2 CASE**

Please enter NEW D2 case number : \_\_\_\_

Please enter BASE D2 case number: \_\_\_\_

To exit and save inputs press <GOLD><Z>. To abort press <GOLD><Y>.

Option B. **MODIFY D2 CASE STANDARD INPUT** presents the following input screen for entering D2 input data:

```

                                     D2 STANDARD INPUT
IBS CASE: ____      POST CASE: ____      CLASS CODE: ____
LOCATION: ____      LONGITUDE ____      LATITUDE: ____
DATE  __/__/__      TIME: __:__:__

SOURCE TERM:
MUNITION: ____      AGENT: ____
RELEASE TYPE: ____
SPILL OR AIRBORNE: ____
NUMBER OF MUNITIONS: ____
NUM  QUANTITY      RELEASE DURATION
-      -      -

1 C (Celsius)
2 F (Fahrenheit)
3 K (Kelvin)
When you are entering values
in a field, you may select
here from a list of units.

MET DATA:
STABILITY TYPE: ____      TEMPERATURE: ____ deg
WIND SPEED: ____      WIND DIRECTION: ____ deg

DESCRIPTION
_____
_____
_____

```

To view information about the possible inputs on this screen, press ? (or the HELP key) at each field. To exit and save, press **GOLD-Z**, to exit without saving, press **GOLD-Y**.

Option C. **MODIFY D2 CASE SUPPLEMENTARY INPUT** allows you to change some basic D2 input parameters listed as shown in the following screen example. These parameters are not expected to change frequently.

```

D2 SUPPLEMENTARY INPUT

IBS CASE:  57  POST CASE:  _____  OUTPUT TYPE:  0  TWO MIN
CORRECT:  Y
SPECIFY DOSAGES:  N                SURFACE:  GRA                WOODS TYPE:  DW

ALPHA                :  1.40
SYR                  :  .
BETA                  :  .
SZR                   :  .
ATMOSPHERIC PRESSURE (mm Hg) :  .
TIME OF EVAP (min)    :  .
AREA OF WETTED SURFACE (sq m) :  .
LENGTH OF SURFACE DOWNWIND (m) :  .
MOLECULAR WEIGHT     :  .
VAPOR PRESSURE (mm Hg) :  .
BOILING POINT (deg K) :  .
TIME AFTER FUNCTIONING :  .
HEIGHT OF STACK (m)   :  .
DIAMETER OF STACK (m) :  .
TEMPERATURE OF STACK (deg C) :  .

```

When you reach the end of the screen, the parameters list scrolls forward to show further parameters. To view information about the possible inputs on this screen, press ? (or the HELP key).

Option D. **MODIFY D2 CASE INPUT WITH LATEST MET DATA** allows you to alter the meteorological input to the model. When you select this option, the IBS reads a file report of current weather conditions and extracts information that is used as input for the current D2 case. The weather conditions file (named WEATHER\_OBS.DAT) is created by the onpost system and is periodically transmitted to the IBS for updating of the current weather conditions.

Option E. **RUN THE CURRENT D2 CASE** executes the D2 model for the current case inputs. Based on the case results, the IBS creates output files that are identified with the current IBS D2 case number. The IBS also creates one graphic output file that contains polygons depicting the D2 track contours. Note that the amount and type of information contained in this graphic output file depends on the D2 input. If possible, the model produces information on dose slice points along the track. Those points appear as asterisks along the track center line. Some chemical agents do NOT result in the generation and appearance of

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EXECUTE D2 \***

---

these points. In that case, this message is displayed after D2 execution:

**SLICE FILE NOT CREATED. DOSAGE ATTRIBUTES WILL NOT BE GENERATED.**

- Option F. **DISPLAY CURRENT D2 CASE** displays the current D2 track contours. If a track already appears in the graphics area, it is erased before the new current track is displayed.
- Option G. **PERFORM FILE MAINTENANCE** displays the following menu. The menu options allow you to list the directories of evacuation cases for the current site. You also can delete selected input and output files from the system (if you own the files). Exercise care here, especially in deleting input files, because recreating files can be time consuming.

---

**PERFORM FILE MAINTENANCE**

Selection  
Designator

Selection

A	Display Directory of Cases
B	Delete Case Output for a Specified Case
C	Delete Input and Output for a Specified Case
X	Exit to Previous Menu

Enter selection designator:

---

- Option H. **CREATE SCENARIO FOR CURRENT D2 CASE** enables you to create scenarios to be included in the *scenario table* for the current D2 case: this scenario applies to the current Implementing Procedure (IP). The following illustration is a compressed example of the scenario table.

Scenario Table

IP #	DESCRIPTION	EVENT CLASS CODE	POPULATION PATTERN: WEEK DAY WEEK NIGHT WEEKEND SPECIAL	AGENT	MUNITION	RELEASE TYPE	QUANTITY	WIND DIRECTION STABILITY	WIND SPEED	CASE #	EVACUATION ZONES			EVACUATION CASE #	
											IR Z	PA Z 1	PA Z 2		
															PERSONS PER CAR EVACUATION LOAD TIME

Each record in the scenario table represents a unique combination of

- D2 case
- Evacuation case (IDYNEV)
- Meteorological conditions
- Population pattern

A single IP can apply to several different scenarios, but each scenario maps to only one IP.

The case number of the current D2 case is assigned to the new scenario(s). If you want to create scenarios that are based on a different D2 case, use the **CHANGE D2 TRACK CASE** option before creating a new scenario.

This Create Scenario option is used extensively in the planning phase. It allows you to Add, Modify, Delete, or Print records in the scenario table by using the following text menu:

SCENARIO TABLE

- 
- 0: EXIT
  - 1: Add Scenario Records
  - 2: Modify Scenario Records
  - 3: Delete Scenario Records
  - 4: Print Scenario Table
- 

Choice (?=Help) ==>

The options of the scenario table menu are explained in the following paragraphs.

Option 1. **Add Scenario Records** - The IBS prompts for the number of the IP for which you wish to add a scenario:

IP	DESCRIPTION
0	Descriptive text
1	Descriptive text
2	Descriptive text
3	Descriptive text

Select desired IP : \_\_\_\_

You must already know the number of the IP for which you wish to add a scenario record. IP numbers are always *even* numbers; OPIP numbers are always odd (one greater than the corresponding IP numbers).

After entering the IP number, add the scenario table records during several stages in which you must define or select the following:

**risk area:** one or more Emergency Planning Zones that intersect either the current D2 case track or a polygon that you draw

**population pattern** (for both the IP and the OPIP): the number and distribution of people at a specific time of week and day

**evacuation model case** (for the IP and the OPIP): the number of the evacuation model case associated with the current D2 case

The current D2 case is automatically entered in the scenario record for both the OPIP and IP. (The records also include data used in creating the D2 case: munition, agent, quantity, wind direction, wind speed, release type, and stability class. This allows searching of the scenario table to find matching cases during selection of an IP at a later date.)

- A. Defining a risk area: The *risk area* consists of a number of Emergency Planning Zones (EPZs) that are affected by the event. To help you define the risk area, the system directly displays the **RISK AREA ANALYSIS** menu from the **DIRECTION/CONTROL** Emergency Activity. After defining the risk area and picking **CONTINUE SCENARIO CREATION**, you have an opportunity to save the risk area before continuing.
- B. Associating population pattern with the IP/OPIP: You are then asked to select the *population pattern* for the IP and OPIP:

```

SELECTION OF POPULATION PATTERN FOR IP# nnn AND OPIP# nnn+1

A) WEEKDAY (MONDAY-FRIDAY 8AM-5PM)
B) WEEK END (FRIDAY 5PM - MONDAY 8AM)
C) WEEK NIGHT (MONDAY-FRIDAY 5PM-8AM)
D) SEASONAL

SELECT POPULATION PATTERN _____

```

- C. Associating an evacuation case with the D2 case (for the IP and OPIP): After selecting the D2 case and population, you must select an evacuation case. The IBS first presents a screen on which you can specify criteria for selecting the evacuation case. The entry fields on this screen serve as search keys into the database of evacuation cases. For example:

```

EVACUATION CASE SELECTION CRITERIA

IP # 004 (display only)
Population pattern: WEEKDAY (display only)
Persons/vehicle: 1.3 with .5 people/vehicle tolerance (+/-)
Percent evacuation: 100% with .05% tolerance (+/-)
Loading period class: 1.0 hour(s) with .5 hours of tolerance (+/-)

ZONES:  IRZE      PAZIA      _____      _____      _____
        _____      _____      _____      _____      _____

```

- The default tolerances are displayed. You can also change these values for this particular search.

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HAZARD ANALYSIS  
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---

- You can remove one or more criteria from the search by leaving blanks in the text fields or by entering a negative one (-1) in the numeric field(s).
- If all fields are removed from the search, then no search is made. You must then select one case from a list of *all evacuation cases* (see the next screen).
- If entries are made in one or more fields, the IBS compares these case input criteria with the database of evacuation cases. (If no identical matches can be found, the IBS displays a message to indicate how many criteria actually matched.) You must then select from a list of *evacuation cases that match the greatest number of criteria* (see the next screen).

After the search, the IBS lists the resulting set of cases in numeric order by IBS case number:

EVAC CASE	POPULATION	PERSON/ VEHICLE	PERCENT EVAC	LOADING PERIOD CLASS
101	WEEKDAY	1.3 IRZA	100 IRZB	1.0 IRZC PAZ1A PAZ1C
102	.	.	.	.
.	.	.	.	.
Select Evac Case #: _____				

To scroll through the cases on the list, enter a command key in the field after **Select Evac Case #** (U, U#, D, D#, T, B). To select an evacuation case, enter the case number in the same field. Note that a single evacuation case can be mapped to several different IPs (because the particular combination of the D2 case, meteorological data, and/or population pattern is different for each IP).

After finishing the scenario, the system displays the following message.

Enter a one line description for this scenario record:

-----

After you enter the description, the system displays the record you have created and prompts you to verify its addition. Press the

Return key to add the scenario record. The system returns you to the Scenario Table menu.

- Option 2. **Modify Scenario Records** - You can search the scenario table using IP #, D2 case #, and Evac case #. The matching records are then displayed, and you can select one record to modify. You can modify the IP #, D2 case #, Evac case #, population pattern, and the scenario record description. This action creates a new scenario record. An example of the Scenario Record Form follows.

Scenario Record Form

\_\_\_\_\_ (scenario record description)

Population : WEEKDAY  
                  IP: 001  
Evacuation : 001  
                  Evacuated: 1.0%   Persons per car: 1.0   Evac load  
time: 1.00

                  D2: 000  
This is the first line of a test scenario

                  Agent: GB   Release: INS           Munition: 8IN   Stability B  
                  Wind Dir: 189.00 (degrees)           Wind Speed: 5.00  
(m/s)

                  Quantity: 6580000.   (mg)

Press <GOLD><Z> to save and see next record. <GOLD><Y> to quit.

After you exit the form, the system displays the following prompt:

Modify more records? [Y] ==>

If you press the Return key, or type a Y, the system enabled you to modify more records. If you type N, the system returns you to the Scenario Table menu.

- Option 3. **Delete Scenario Records** - Is similar in function to Modify Scenario Records. You can search the scenario table using IP #, D2 case #, and Evac case #. You can delete a scenario record by specifying the record number. After you confirm the deletion of the selected record, that record is removed from the scenario table.
- Option 4. **Print Scenario Records** - If you have not specified a default output, the Output Redirection menu displays. After you select the type of output you want, the IBS prints a list of all scenario table records, one page at a time.

## ■■■ PRINT D2 REPORT

This option allows you to display or print the output reports produced by the IBS implementation of D2.

The system prompts you to identify the desired report:

```
-----  
0: EXIT  
1: D2LOG  
2: PDATA  
3: DOSAGE  
4: SLICE  
-----
```

```
Choice (?=Help) ==>
```

To select the type of report, enter the number of the type of report you want. To exit without selecting a report, press Ctrl-Z.

You can have these reports displayed on the screen, or sent to a printer. See *Section 12, Setup* for a complete description of setting up your system for default printing.

## ■■■ REPORT CURRENT D2 DESCRIPTION

This option displays a description of the current D2 case at the top of the screen. This description consists of the two lines entered on the D2 Standard Input form illustrated in **EXECUTE D2**.

## ■■■ SHOW ELEVATION

**SHOW ELEVATION** displays the elevation (meters above sea level) associated with one or more point locations that you pick with the graphic cursor. The information from previous picks remains visible on the screen until you quit by selecting another menu option. To use this option, you must have the Elevation map layer selected under either the Setup or Map Analysis options.

## I ■ SEARCH/RESCUE

IBS MAIN MENU	
EMERGENCY ACTIVITIES	
SEARCH/RESCUE	
-----	
CONTINUE	
MESSAGE BOARD	-->
STATUS BOARD	-->
PERSONNEL MANAGEMENT	-->
MAP ANALYSIS	-->
RESOURCE MANAGEMENT	-->
DRAW SEARCH AREAS	* <--
DELETE SEARCH AREA	* <--
RELEASE OVERLAYS	<--

The **SEARCH/RESCUE** activity supports search and rescue planning and operations. The default map layers for this Emergency Activity include roads and trails as well as search and rescue resources. See *Section 12* for more information on activating default map layers.

<-- Stop the command and return to the menu.

-->  
-->  
-->  
-->  
-->



General options

\* <-- Draw a search area boundary.  
\* <-- Delete a search area boundary.

<-- Cancel display of **SEARCH/RESCUE** map layers.

## II ■ DRAW SEARCH AREAS

This option enables you to draw boundary lines that define a search area.

1. After picking **DRAW SEARCH AREAS**, the system displays the following message.

\* \* \* MSG: Draw a Search & Rescue Area. CONTINUE when done

Use the mouse (or joydisk) to pick three or more points that define the sides of the search area.

**EMERGENCY ACTIVITIES  
SEARCH/RESCUE  
DRAW SEARCH AREAS**

---

A boundary line segment is drawn between each new point and the previous point.

2. Pick **CONTINUE** to complete the search area.

The final boundary line segment is then drawn between the first and last points picked. The entire search area redisplay in white.

## **■ DELETED SEARCH AREA**

This option enables you to delete an existing search area boundary by selecting it on the screen:

1. After picking **DELETE SEARCH AREA**, the system displays the following message.

**\* \* \* MSG: Select Search & Rescue Area to delete. CONTINUE when done**

Use the mouse (or joydisk) to pick any point on the boundary that you want to delete.

The selected boundary blinks to indicate your selection.

2. Pick **CONTINUE** to confirm the deletion.

The selected boundary is then removed from the screen.

## **■ RELEASE/RETAIN OVERLAYS**

This appearance of this option on the menu switches back and forth between **RELEASE OVERLAYS** and **RETAIN OVERLAYS**. When you use the **SEARCH/RESCUE** Emergency Activity for the first time, the default map layers associated with search/rescue are automatically overlaid on the map screen and **RELEASE OVERLAYS** appears on the **SEARCH/RESCUE** menu.

<u>Pick this option</u>	<u>To see this effect on your map screen</u>
<b>RELEASE OVERLAYS</b>	Removes all the map layers associated with this emergency activity
<b>RETAIN OVERLAYS</b>	Redisplays the map layers—The map layer overlays continue to be displayed until you select <b>RELEASE OVERLAYS</b> .

To choose which map layers are the associated with the emergency activity, see *Section 12, Setup* under the heading **MAP LAYERS BY ACTIVITY**.



## ■■■ ADD FACILITIES \*

This option allows an Information Manager to add a new facility. Adding a facility consists of: 1) specifying a facility location, 2) entering a facility description, and 3) entering personnel information about the facility contact person, if necessary. Details for this task are described in *Section 6, Resource Management*, under **ADD FACILITIES**.

## ■■■ ADD LOCATION \*

**ADD LOCATION** adds a new location to the database of Known Points. The following prompt appears first:

Enter new Known Point name ==>

1. Enter any name (up to 40 characters) and press the Return key or press CTRL-Z to exit.

This location name serves as the facility name for any facility that is added at that location.

If you enter a name that is already used for a location, the system prompts you to enter another name. After you enter a valid new location name, the following prompt appears:

\* \* \* MSG: Select new Known Point location w/ mouse

2. Pick a location on the map screen.

If you pick a location that is already specified as a Known Point location, the system prompts you to select another point.

After you pick a valid location, that location is placed in the database of Known Points. The system then returns to Step 1 where you can continue to add point locations until you quit by pressing CTRL-Z.

## ■■■ MODIFY FACILITIES \*

This option enables an Information Manager to modify facility information. Updating a facility consists of: 1) selecting a facility and 2) modifying the facility description. Details for this task are described in *Section 6, Resource Management*, under **MODIFY FACILITIES**.

## ■■■ RELEASE/RETAIN OVERLAYS

The appearance of this option on the menu switches back and forth between **RELEASE OVERLAYS** and **RETAIN OVERLAYS**. When you use the **SHELTERING** Emergency Activity for the first time, the default map layers associated with search/rescue are automatically overlaid on the map screen and **RELEASE OVERLAYS** appears on the **SHELTERING** menu.

<u>Pick this option</u>	<u>To see this effect on your map screen</u>
<b>RELEASE OVERLAYS</b>	Removes all the map layers associated with this emergency activity
<b>RETAIN OVERLAYS</b>	Redisplays the map layers—The map layer overlays continues to display until you select <b>RELEASE OVERLAYS</b> .

To choose which map layers are the associated with the emergency activity, see *Section 12, Setup*, under **MAP LAYERS BY ACTIVITY**.)

## ■■■ SHELTER & CENTER SUMMARY

**SHELTER & CENTER SUMMARY** enables you to view a table of information about the shelters and reception centers within a specified area.

```
Resource area of interest menu
-----
0: EXIT
1: Select an area
2: Define an area
3: Delete an area
4: Entire screen
-----
Choice (?=Help) ==>
```

For example, if you select Option 1, the system displays the following message.

```
* * * MSG: Select an area. CONTINUE when done
```

**EMERGENCY ACTIVITIES  
SHELTERING  
SHELTER & CENTER SUMMARY**

---

Select an area with the mouse or cross hairs. The area you have picked highlights in white and blinks. Select the Continue command when you have finished. The system then displays a shelter and center summary report similar to the following example.

Act.?	Cap.	Rem.	Rec.	Rel.	Description
N	100	0	0	0	MEMORIAL HOSPITAL
Y	50	13	7	6	SACRED HEART HOSPITAL
Y	50	15	8	2	COUGAR HIGH SCHOOL
N	25	0	0	0	JEFFERSON MIDDLE SCHOOL
-----					
	225	28	7	8	

Press <RETURN> to continue...

Press the Return key to return to the Resource area of interest menu. You can continue to select and view summary reports, or exit by selecting Option 0.

**■ SHELTER OR CENTER INFO**

This option displays the description of a selected shelter or reception center and gives you the option of listing the resources of the facility. Details for this task are described in *Section 6, Resource Management*, under **DESCRIBE FACILITIES**.

# Section 12

## Setup

### ■ SETUP

IBS MAIN MENU	
SETUP	
-----	
CHANGE SITE	*
CHANGE DEFAULT MAP LAYER	
MAP LAYERS BY ACTIVITY	
JOB ENVIRONMENT	
COMMON LEGEND	*
ARCHIVE SITE	*

**SETUP** displays this submenu of capabilities for tailoring the default map layers, site, and *job environment* to your needs. Most users are not expected to need the **SETUP** capabilities. It is anticipated that the System Manager has tailored these defaults when setting the user up as an IBS user. For those users whose requirements can differ, such as emergency planners, **SETUP** enables them to adjust the IBS environment to their needs.

- <-- Switch between site databases.
- <-- Choose which map layers are displayed.
- <-- Choose map layers for Emergency Activities.
- <-- Control setups of hardware, software, data.
- <-- Place a title at the top of the screen.

- <-- Save the current site database.

The **SETUP** menu options and capabilities are specified in *alphabetical order* in the following sections.

## ■ ARCHIVE SITE \*

This option enables you to archive the site database.

### Caution

This option begins immediately to archive the entire current site database. This is a time intensive activity and could take hours. Because there is no graceful way to exit this function after the process begins, it is recommended that you run this activity during system "off hours".

When you select **ARCHIVE SITE**, the following message displays.

Archiving database. Please wait...

**Note:** If you unintentionally start this process, you can force an exit by performing the following procedure.

1. Press Ctrl-Y to stop the process. The stop can take 10 minutes or more.
2. Have your system manager delete any half-completed backup files from the archive directory.

## ■ CHANGE DEFAULT MAP LAYER

IBS MAIN MENU  
SETUP

---

CHANGE DEFAULT MAP LAYERS

---

FORWARD  
BACKWARD

RISK AREA POLYGONS  
SEARCH/RESCUE POLYGONS  
DAMAGE ASSESSMENT POLYS  
100K ROADS  
ROADS & TRAILS  
RAILROADS  
ADMINISTRATIVE BOUNDARY  
D2 TRACK  
100K HYDROGRAPHY  
TRAFFIC CONTROL  
WATER BODIES  
CONGRESSIONAL DISTRICTS  
POLITICAL BOUNDARIES  
TRACT POPULATION  
APA SECTORS

This option presents a menu that lists the different groups of map features (layers) available in the current map database. Any menu items displayed in green are the currently selected *default map layers*: the map layers that are automatically displayed when you start using the IBS. You can select additional map layers or cancel some of those already selected. The selected map layers then appear on the map screen throughout this session—unless you cancel map layers by using this menu again.

The map layers are too numerous to show on a single screen. The menu shown here is the first of several "pages" of map layers. The actual list of map layers can change as map layers are added or subtracted from the menu. Use the **FORWARD** and **BACKWARD** options to display other pages of the map layer menu:

- **FORWARD** shows the next page of map layers. If you reach the end of the list, the next **FORWARD** returns you to the first page.
- **BACKWARD** shows the previous page of map layers. If you reach the first page of the list, the next **BACKWARD** sends you to the last page.

### Restricting Map Layers Based on Display Size

When you exit the menu, you see a screen for restricting the display of map layers based on display size (0 to 30,000 miles). For example:

#### RESTRICTIONS OF MAP LAYERS BY DISPLAY SIZE

Map Layers for STANDARD DEFAULT	Display Size	(Radius in miles)
	Minimum	Maximum
POLITICAL BOUNDARIES	0.0	9520.0
100K ROADS	0.0	5.0
ROADS & TRAILS	5.0	1000.0
:	:	:

When changes complete, enter <GOLD> <Z> to exit form.

## SETUP CHANGE DEFAULT MAP LAYER

---

This screen enables you to make the display of map layer data dependent on the size of the displayed area. For each map layer listed, you can specify a range of display sizes (radius in miles) within which that map layer will be shown.

You can use this capability to customize the use of data sets that have different resolutions. For example, you might specify that 1:2 million-scale road data be shown for displays from 5 to 1000 miles across while 1:100,000-scale data is used for displays 0 to 5 miles across. This enables you to avoid the display of high-resolution data that might be appropriate for smaller areas but which are too detailed and time consuming to display for large areas.

**Note:** Some data rich map layers such as 100K Roads will cause the system to hang if you try to display the map layer over a large map area. Restrict such layers using the previous screen example. Recommended settings for 100K Roads can be a minimum of 0.0 miles and a maximum of 5.0 miles. If you zoom out your map display to anything larger than a 5-mile radius, the 100K Roads layer does not display. This keeps your system up and running.

If you see blank map layer descriptions that have minimum and maximum display sizes listed, this is because your Job Environment file contains one or more map layers that are not in the current map database. This should not interfere with the operation of the IBS program.

After you exit this screen, the new set of map layer defaults are immediately displayed.

## **■ CHANGE SITE \***

**CHANGE SITE** enables planners, and others who have appropriate privileges, to switch their current default sites between the

- Operational site database (OPER)
- Other site databases (such as a planner's planning site database)

General users do NOT have this option: most users use only the operational site database assigned by the Information Manager.

After you select this option, the system displays the following prompt if you have Information Manager privilege.

Do you want to change the operational site? (Y/N<Ctrl-Z>=Abort) ==>

Depending on which option you pick, you can change either the system-wide operational site database or your personal site database at this point. If you change the operational site database, the default site database for everyone on the system is changed.

If you enter Y (yes) at the prompt, the system will enable you to change the operational site database. If you enter N (no) at the prompt, the system will enable you to change your personal site database. Press CTRL-Z to exit without changing sites.

If you answered N (no) at the prompt, a menu similar to the following displays.

```

                Select new site
-----
0: EXIT
1: TOOF [Plan] --> TOOE [Real]                (Current)
2: TOOE [Real]                                (Oper)
-----
Choice (?=Help) ==>

```

Select the new site you want to use from the menu listing. This menu indicates which site is your current site, and which site is the operational site. A site which is both the current and operational site will be marked (Current/Oper). The other designations are:

Plan	Planning database
Real	Real database
Exer	Exercise database

If you selected a new site, the systems stops and resets to the new site database. Changing planning sites will not affect other users of the system.

If you have Information Manager privilege and entered Y (Yes) at the prompt: Do you want to change the operational site? (Y/N/< Ctrl-Z > = Abort) = = > , the following message displays.

## SETUP CHANGE SITE\*

---

\* \* \* MSG: If other users are using the system, changing the operational  
\* \* \* MSG: site May cause them to lose changes they have made.

Do you really want to change the operational site? (Y/N/<Ctrl-Z>=Abort) ==>

Type a Y (Yes) at the prompt to change the operational site and press the Return key.

You will be given a menu similar to the one shown previously. Select a new operational site or 0 to exit. If you selected a new operational site, the system then stops and resets to the new site database. Users in operational mode are changed to the new site database. Planners working in planning mode remain in planning mode looking at their own data; however, references to any shared data are directed to the new operational site.

**Note:** Use caution before changing the operational site database. You should normally only change the operational site when no other people are using the IBS program. A privileged user can change the operational site while others are using the program even though this can cause them to lose some recent changes.

## ■ COMMON LEGEND \*

This option enables you to display a title legend or other information at the top of the display screen. You can choose from two predefined legends or define your own. The legend appears in tall white lettering and can obscure some map information. The legend appears in Operational mode on all terminal screens tied into the system, so its use is restricted to the Information Manager.

**Note:** This option is available only in Operational mode. To change from Planning to Operational mode, use the **CHANGE SITE** option described in this section.

The system prompts:

```

                TITLE OPTIONS
-----
0 : EXIT
1 : Enable Title (toggle between Disable)
2 : CURRENT ESTIMATE    <-- For best estimate of the current situation
3 : HYPOTHETICAL       <-- For viewing speculative "what if" data
4 : Define My Own
-----
Choice (?=Help) ==> _

```

Your options are these:

1. **DISABLE TITLE:** Removes any currently displayed title text from the screen. This can leave breaks in the map information where the title occurred; **REFRESH SCREEN** restores the missing information.
2. **CURRENT ESTIMATE:** Displays the title, "CURRENT ESTIMATE." This is intended as a standard way of identifying the display as the most up-to-date information and modeling estimates about the current situation.
3. **HYPOTHETICAL:** Displays the title, "HYPOTHETICAL." This is intended as a quick way of indicating the display contains speculative modeling results or other information that does not necessarily reflect the current situation.
4. **Define My Own:** Enables you to enter a title of your own choosing.

```

Enter Title ==> _

```

## ■ JOB ENVIRONMENT

IBS MAIN MENU  
SETUP

JOB ENVIRONMENT

---

HARDWARE PARAMETERS  
MODEL MANAGEMENT  
MAINTAIN SITE DIRECTORIES  
REVIEW CONTROL FILES

UPDATE SITE MASTER FILE \*  
COPY CASE OR SITE FILE \*  
MISCELLANEOUS SETTINGS  
INFOMANAGER ROOT MAINTENANCE\*

The IBS *job environment* is the current overall setup of equipment, software, and data that you can use. **JOB ENVIRONMENT** on the **SETUP** menu provides a consistent means of identifying what general data sets you wish to use and how you wish to use them.

- <-- Identify your graphics hardware devices.
- \* <-- Specify the current cases for IBS models.
- \* <-- List model cases with options to delete.
- <-- List graphics control files (or others).
- \* <-- Edit the list of a user's site data sets.
- \* <-- Copy site or case data to another IBS user.
- <-- Set up system defaults for printing, etc.
- <-- Maintain the Caseindex file.

The job environment affects both mapping (graphic) interactions and modeling functions. For example, the job environment defines which graphics input device you can use.

For most users of the IBS, most parts of the job environment are fixed. Only those with special privileges (an Information Manager) are able to modify the files that define the job environment. In general, it is the responsibility of the system or data manager to supply general users with the appropriate job environment.

## ■■■ INFOMANAGER ROOT MAINTENANCE \*

This option enables you to make corrections to the Infomanager CASEINDEX.DAT file.

**Note:** Infomanager authorization is required to access and use this option.

When you select the **INFOMANAGER ROOT MAINTENANCE** option, the following form displays:

INFOMANAGER ROOT MAINTENANCE  
SITE IDENTIFICATION

Site Name \_\_\_\_\_  
Site Disk \_\_\_\_\_  
Model Name \_\_\_\_\_  
Case Number \_\_\_\_\_0

FUNCTION \_\_\_\_\_

The first four fields must be filled in to identify the particular Infomanager site/disk/model/case to be updated or corrected.

Use the following commands in the FUNCTION field:

X: Exit

D: Delete the case (both input and output). The system then prompts:

Are you sure?

O: Delete case output. The system then prompts:

Are you sure?

A: Assign the case. The system displays the following menu, listing the options for the assignment.

Assignment Options

-----  
0: EXIT  
1: Assign Case  
2: Delete Case  
3: Deassign Case  
4: Deassign Case and make it Maximum Credible Event  
-----

The assignment options are:

1. Assign Case: Sets the code character in the CASEINDEX.DAT file for the specified case to "A", indicating the case is available but is assigned to a

**SETUP  
JOB ENVIRONMENT  
INFOMANAGER ROOT MAINTENANCE \***

---

planner for modification. It cannot be assigned to another planner at this time.

2. **Delete Case:** Sets the code character in the CASEINDEX.DAT file for the specified case to "n", indicating the case does not exist.
3. **Deassign Case:** Sets the code character in the CASEINDEX.DAT file for the specified case to "Y", indicating the case exists and is not assigned.
4. **Deassign Case and make it Maximum Credible Event:** Sets the code character in the CASEINDEX.DAT file for the specified case to "M", indicating the case exists, is not assigned, and is one which represents a Maximum Credible Event.

**L:** List a directory of cases based on the first three fields of the form.

Use **GOLD-Y** to exit the form without saving the changes.

## ■ MISCELLANEOUS SETTINGS

This option enables you to specify the default

- Selection mode
- Report destination

When you specify a default selection mode, the system offers you that mode of selecting an item. This occurs whenever you have to select an item as part of another IBS option. The options for selecting (picking) are:

1. List
2. Mouse
3. Name

When you specify a default report destination, the system sends any generated report to your preferred destination. The destination can be:

1. Screen
2. Printer
3. Mail
4. File

If you select no defaults, the system displays the general selection and report destination menus whenever you select an option that requires these actions.

Setup -- Job Environment

RM Pick Form V1.00

---

Graphics Mode : 2    Non-Graphics Mode : 1

1 => List Picking -- Select items from a list  
2 => Mouse Picking -- Select items w/ a mouse  
3 => Name Picking -- Select items by typing name  
4 => None -- No default selection method

Report Destination : 0

0 => None -- No default destination  
1 => Screen -- Default is on Screen  
2 => Printer -- Default is to Printer  
3 => Mail -- Default is mailing to other user(s)  
4 => File -- Default is to a File

## ■ COPY CASE OR SITE FILE \*

This option enables you to

- Copy site or case data from another person's directories to your own
- Copy similar information from your directories to another person

These operations require special authorizations and password use, especially when data are copied between different systems (nodes). You should have Information Manager or Planner privileges to use this option. At some point in the copying process, you are prompted to enter a user name and password.

When you select the **COPY CASE OR SITE FILE** option, the following message displays.

### REMINDERS

You need to have read permission for any files to be copied.  
You also must have enough free space on the disk you are writing on to contain these files and permission to write them there.  
Be alert for system messages.

Press <RETURN> to continue...

Press the Return key to display the COPY CASE SITE OPTIONS menu.

```
          COPY CASE SITE OPTIIONS
-----
0 : EXIT
1 : Check-out IP
2 : Check-in IP
3 : Check-out D2
4 : Check-in D2
5 : Check-out Evac
6 : Check-in Evac
7 : Copy Topo
8 : Copy Pop Set
9 : General Copy Case Site
10 : Delete Site
-----
Choice (?=Help) ==>_
```

The following examples show the typical prompts for various menu selections.

When you select Option 1: **Check-out IP**, the following series of prompts display.

**Note:** Before checking out an IP with **Check-out IP**, make sure that your current site is set to an appropriate planning site database. It would not make sense to check out an IP for one site and use it with data from a physically different site.

When you select **Check-out IP**, the system displays the following series of prompts

```
Enter the INFOMANAGER site [xxxx] ==>
Enter your site [xxxx] ==>
Enter IP number [nnn] ==>
```

```
Are these entries correct (enter X to abort copy)? [Y] ==>
```

After you specify which IP to use, the system checks to see whether the specified IP is already checked out (that is, already assigned to another planner).

- If the IP is already checked out, the system cannot check it out to you until the IP has been checked back in.
- If the IP is available, the system copies the IP and associated records from the *scenario table* to your current planning site database.

When you check out an IP, the system notes the IP is assigned to you. No one else can check out the same IP until you check it in again.

If you select Option 2: **Check-in IP**, the following series of prompts display.

```
Enter the INFOMANAGER site [xxxx] ==>
Enter your site [xxxx] ==>
Enter IP number [nnn] ==>
```

```
Are these entries correct (enter X to abort copy)? [Y] ==>
```

The system returns you to the Copy Case Site Options menu, leaving a copy of your modified IP in your planning database, as well as in the corresponding INFOMANAGER site database.

For more detailed information on **CHECK-OUT IP** and **CHECK-IN IP**, see *Section 3, Status Board*.

**SETUP  
JOB ENVIRONMENT  
COPY CASE OR SITE FILE\***

---

If you select Option 7: Copy Topo (Copy Topographies), the following series of prompts display.

```
Enter source user name [XXXXXXXX] ==>
Enter destination user name [XXXXXXXX] ==>

Enter source site [XXXX] ==>
Enter source disk [XXXXX] ==>
Enter destination site [XXXX] ==>
Enter destination disk [XXXXX] ==>
Enter topography name [XX] ==> _____
```

To see a menu listing of possible entries for a field of the screen: enter ?? in the field. A menu appears so that you can select the file, model, or data set name.

For example, if you need a reminder of the possible infomanager sites, type ?? at the Enter the INFOMANAGER site prompt. A listing of source sites similar to the following example displays.

```
  #  SITE NAME
  -  - - - - -
  1  TOOE
  2  JCB1
  3  JCB2
  4  OPER
  5  EXER
```

When you select Option 9: General Copy Case Site, the following input screen displays.

```
┌───────────────────────────────────────────────────────────────────────────────────┐
│                                     COPY SITE OR CASE FILES                                     │
│                                                                                   │
│ Source User Node: _____ │
│       Disk: _____ │
│       Name: _____ │
│       Site: _____ │
│           All _ (Y to copy whole site or N) │
│ Model Name or **: _____ OSPM TAC Files? (Y or N) _ │
│ Case Number or **: _____ │
│                                                                                   │
│ Population Set Name : _____ │
│ Topography or **: _____ Model Elevation Files? (Y or N) _ │
│ Copy Icon Control File? (Y/N) _ │
│                                                                                   │
│ Copy Attribute Master File? (Y/N) _ │
│                                                                                   │
│ Create New Setup File? (Y/N) _ │
│                                                                                   │
│ Destination User Disk: _____ Destination Site: _____ │
│       Name: _____ Node: _____ │
└───────────────────────────────────────────────────────────────────────────────────┘
```

The same screen is used for copying data to or from another IBS user. These two processes are explained in the following sections. In general, you must know what *kinds* of data you want to copy (which fields to use on the screen). The IBS provides specific help with the names of files, models, and data sets:

To see a menu listing of possible entries for a field of the screen: enter ?? in the field. A menu appears so that you can select the file, model, or data set name.

If you enter file names directly: enter the complete file specification, including disk, directories, and file name—*disk:[directories]filename*.

### Copying Site or Case Data *FROM* Another IBS User

For example, if you were working with a planner to create evacuation scenarios for a specific site, you can copy case data from that person's directories directly into your own directories.

The fields of the **COPY CASE OR SITE FILES** screen are explained here. A bullet (•) appears next to each input item. Remember: for some fields you can enter ?? to see a menu list of possible inputs.

- **Source User Node:** Enter the name of the node (system) from which you wish to copy data.
- **Source User Disk:** Enter the name of the disk used by the person whose files you want to copy.
- **Source User Name:** Enter the "user name" of the person whose files you want to copy.
- **Source User Site:** Enter the 4-character site name of the site from which you wish to copy data.
- **ALL?:** Enter Y to copy a complete site. If necessary, site directories are created on the destination disk. All model data, mapping data, and other support files are then copied from the source disk to the destination disk. The site master file in your login directory is also updated.
- **Model Name or \*\*::** Enter a specific model name (such as D2 or IDYNEV)—or \*\*: (two asterisks) to signify all models for the chosen site.
- **OSPM TAC Files? (Y or N):** Enter Y to copy TAC (cell data) files associated with the OSPM model. These files must comply with IEMIS naming conventions for OSPM TAC data files.
- **Case Number or \*\*::** Enter a case number—or \*\*: (two asterisks) to signify all cases for the chosen model.
- **Population Set Name:** Enter the name of the population set to be copied with the chosen site.
- **Topography or \*\*::** Enter a two-character topographic code to identify one topography—or \*\*: (two asterisks) to signify all topographies (map layers) from the chosen site.
- **Model elevation files? (Y or N):** Enter Y to copy TAC (cell data) elevation files associated with the models. These files must comply with IEMIS naming conventions for model elevation data files.

- **Copy Icon control file? (Y/N):** Enter Y to copy Icon control files associated with the models.
- **Copy Attribute Master File? (Y/N):** Enter the name of the attribute master file that applies to the chosen site.
- **Create New Setup File? (Y/N):** Enter Y to create a new setup control file based on the previous selections in the form. Enter N to avoid creating a new setup control file.

If you choose to create a new setup control file, the IBS creates a new file named SETUP.COM in your user directory on the specified destination disk. You must check and edit this file to be sure that it meets your needs before using it.

- **Destination User Disk:** Enter the name of the destination disk device to which IBS is to copy the desired files. **Be careful:** the IBS searches the destination disk for a top directory corresponding to your system user name. If no such directory exists, results are uncertain but errors are likely.
- **Destination Site:** Enter the 4-character site name of the site to which you want to copy data.
- **Destination User Name:** Enter the user name of the person who will receive the data.
- **Destination Node:** Enter the name of the node to which you want to copy data).

Regardless of what you copy, the settings for such things as the current case, site, and population set remain unchanged in your job environment. You must explicitly set these items to the new data using **SETUP—JOB ENVIRONMENT**, if that is what you wish to do.

### **Copying Site or Case Files TO Another IBS User**

In this situation, you use the same input screen to specify that site or case files be directed to another IBS user.

## II ■ HARDWARE PARAMETERS

The purpose of modifying hardware parameters is to tell the system what kind of hardware devices you are using. When you select this option, the IBS displays the following input screen for modifying hardware parameters. The current hardware selections are indicated by the letters that appear in the input fields.

**Note:** Most users use a workstation with standard hardware parameters and should NOT change them from the defaults that apply to most users:

J-Joydisk

T-Tektronix

B-Bit Pad (see the following example).

```

┌───────────────────────────────────────────────────────────────────────────────────┐
│                                MODIFY HARDWARE PARAMETERS                                │
│                                                                                   │
│ Enter Tektronix graphics input device choice:  _                               │
│           Bit pad connected to Port0: 0_                                       │
│           Bit pad connected to Port1: 1_                                       │
│           Joydisk: J_                                                           │
│                                                                                   │
│ Enter terminal type:  _                                                         │
│           Tektronix: T_                                                         │
│           PC-TGRAF : P_                                                         │
│           Ramtek   : R_                                                         │
│                                                                                   │
│ Enter digitizing device type:  _                                               │
│           Bit pad           : B_                                               │
│           Summagraphics Tablet: T_                                             │
└───────────────────────────────────────────────────────────────────────────────────┘
```

The fields of the form are explained here. A bullet (•) appears next to each input item. If you modify a hardware choice and accept the modification (when you exit the form), the system tells you that the previous value of the device's logical name has been superseded by your new choices.

- **Tektronix graphics input device:** This applies only to Tektronix workstations (or workstations that emulate a Tektronix terminal).  
Enter:

0 - (zero) to use a bit pad connected to Port 0

1 - (one) to use a bit pad connected to Port 1

**J** - to use the terminal's joydisk for graphics input.

If you have a workstation that is emulating the Tektronix terminal, use J-Joydisk.

- **Terminal (display device) type: Enter:**

- T** - to use the Tektronix terminal monitor (or other terminal emulating a Tektronix monitor)

- P** - to use the Tektronix emulation provided by TGRAF software on personal computer

- **Digitizing device :** This refers to the graphics input device that can be used with the software to digitize graphic information, such as from a paper map. Enter:

- B** - to use a bit pad

- T** - to use a Summagraphics digitizing tablet.



## II ■ MODEL MANAGEMENT \*

IBS MAIN MENU	
SETUP	
JOB ENVIRONMENT	
MODEL MANAGEMENT	
<hr/>	
DISPERSION (D2)	*
EVACUATION (DYNEV)	*

**MODEL MANAGEMENT** is a capability for *centrally* specifying which cases (data sets) are currently in effect for each emergency-related model in the IBS.

**MODEL MANAGEMENT** lists the models in this central menu; you can pick one at a time. After you pick a model, the IBS enables you to enter a case number or to specify criteria for generating a list of cases (from which you can choose one).

**DISPERSION (D2)** is identical to **CHANGE D2 TRACK CASE** on the IBS main menu.

**EVACUATION (DYNEV)** is identical to **SELECT MODEL CASE** on the **EMERGENCY ACTIVITIES—EVACUATION** menu.

## ■ REVIEW CONTROL FILES

This option enables you to print or display the contents of any specified text file. This is helpful when you are planning to use special control files and wish to first see their contents.

When you select this option, the system displays the following prompt:

REVIEW GRAPHICS CONTROL FILES

Enter name of control file to review:

-----

Enter the file specification of a control file (or any text file).

After the file is displayed or sent to the printer, you return to the **JOB ENVIRONMENT** menu.

## ■■■ UPDATE SITE MASTER FILE \*

This option enables an Information Manager to edit the *site master file* (SITE.DAT). Your site master file, located in your top-level directory, contains a list of all the sites owned by you. The most probable reasons for editing this file are to add a site that you have copied or to remove an unneeded site. This requires some knowledge of SITE.DAT (for further information on SITE.DAT, see the *IBS Data Management Guide*) and of the system text editor (of which you must have prior knowledge.)

When you select UPDATE SITE MASTER FILE, the system displays this menu:

```
┌───────────────────────────────────────────────────────────────────────────────────┐
│                               UPDATE SITE MASTER FILE                               │
│                                                                              │
│ Selection                                                                  │
│ Designator      Selection                                                    │
│ A              Sort Master File                                             │
│ B              Edit Master File                                             │
│ X              Exit                                                         │
│                                                                              │
│ Select A, B, or X:                                                         │
└───────────────────────────────────────────────────────────────────────────────────┘
```

The two main options of this menu are to **A)** sort the site master file and **B)** edit the site master file:

- Option A.     **Sort Master File**: This option alphabetically sorts the sites in the site master file according to site name. This is automatic and causes no screen display. If two sites have the same name, the system informs you; you must then edit the site master file to remove one of the sites.
- Option B.     **Edit Master File**: When you select this option, the IBS starts the system text editor (EDT) and enables you to edit the site master file.

**To exit from the editor:** Type **EXIT** or **QUIT** in response to the asterisk (\*) prompt.

- **EXIT** saves the new edited site master file as a new version of **SITE.DAT**.
- **QUIT** ignores your editing and does **NOT** save a new version of **SITE.DAT**.

## ■ MAP LAYERS BY ACTIVITY

IBS MAIN MENU SETUP
MAP LAYERS BY ACTIVITY
HAZARD ANALYSIS EOC ACTIVATION DIRECTION/CONTROL EVACUATION SHELTERING SEARCH/RESCUE DAMAGE ASSESSMENT



IBS MAIN MENU SETUP MAP LAYERS BY ACTIVITY <i>(emergency activity)</i>
<i>(emergency activity)</i>
FORWARD BACKWARD ADMINISTRATIVE BOUNDARY AGRICULTURE BASE MAP MAP LAYER 4 MAP LAYER 5 . . . MAP LAYER N

**MAP LAYERS BY ACTIVITY** enables you to choose which map layers you wish to display for each Emergency Activity. You can select one Emergency Activity at a time from the menu list.

After selecting an Emergency Activity, a submenu of map layers for that function displays, similar to the one lower left.

The initial default map layers (see **CHANGE DEFAULT LAYERS**) and any map layers already defined as default layers for the chosen Emergency Activity are already selected (shown in green). You can select additional map layer(s) to be included in the set of default map layers for this Emergency Activity. The new map layers also are highlighted in green. To deselect a map layer, pick on a highlighted map layer, so it returns to its original color.

When you exit from the menu, you see the screen for restricting the display of map layers based on display size. As described for **CHANGE DEFAULT MAP LAYERS**, this screen enables you to make the display of map layer data dependent on the size of the displayed area. For each Emergency Activity map layer listed on the form, you can specify a range of display sizes within which that map layer is shown. The following screen example shows map layers that were selected for the **HAZARD ANALYSIS** Emergency Activity.

RESTRICTIONS OF MAP LAYERS BY DISPLAY SIZE

Map Layers for HAZARD ANALYSIS	Display Size (miles)	
	Minimum	Maximum
RISK AREA POLYGONS	0.0	1000.0
100K ROADS	0.0	5.0
ROADS & TRAILS	5.0	1000.0
D2 TRACK	0.0	1000.0
POPULATION	0.0	1000.0
.	.	.
.	.	.

After you exit this screen, the new set of default map layers can be displayed within that emergency activity. To display the new map layers, return to the IBS Main menu and select the desired emergency activity. The new map layers display when the graphic display is refreshed.

# Appendix A

## IBS Graphic Menus

This appendix shows the appearance and structure of the graphic-screen menus used by the IBS. Most of the options listed on the IBS Main Menu result in the display of further submenus. These submenus are presented in the order in which they appear on the IBS Main Menu.

This appendix contains a series of menu diagrams which you can remove from the book and use for handy reference. The IBS Menu Structure is located at the back of this appendix. The menu structure reads from left to right; the first menu on the left is always the IBS Main Menu.

As you select options that result in further submenus, each level or layer of menu selection is listed in the upper area of the menu. The hierarchy of selections is indicated by indentation. You may go directly to any of the previous menus by selecting an item in the hierarchy of selections. For detailed information on selecting from a graphic menu, see *Section 1, Introduction and Overview*.

**Example of a Submenu with Layered Menu Selections**

<b>EXIT IBS</b>	<u>Menu Item</u>	<u>Line #</u>
	<-- <b>IBS MAIN MENU</b>	1
	Selection	2
	Selection	3
	Selection	4
	Selection	5
	Selection	6
<b>IBS MAIN MENU</b>	<-- <b>Menu Title (Yellow)</b>	7
	<-- <b>Separator</b>	8
<b>MESSAGE BOARD</b> -->		
<b>STATUS BOARD</b> -->		
<b>PERSONNEL MANAGEMENT</b> -->		
<b>MAP ANALYSIS</b> -->		
<b>RESOURCE MANAGEMENT</b> -->		
<b>SHOW LATEST ONPOST TRACK</b>		
<b>ANALYZE TRACK</b>		
<b>CHANGE D2 TRACK CASE</b> *	<-- Asterisks on these listings indicate capabilities that require special privileges. These options appear as blank lines on the menus of those users who lack appropriate privileges.	
<b>REPORT CURRENT D2 DESCRIPTION</b>		
<b>EMERGENCY ACTIVITIES</b>		
<b>SETUP</b>		

## IBS Main Menu

<b>EXIT IBS</b>	
<b>IBS MAIN MENU</b>	
<hr/>	
<b>MESSAGE BOARD</b>	-->
<b>STATUS BOARD</b>	-->
<b>PERSONNEL MANAGEMENT</b>	-->
<b>MAP ANALYSIS</b>	-->
<b>RESOURCE MANAGEMENT</b>	-->
<b>SHOW LATEST ONPOST TRACK</b>	
<b>ANALYZE TRACK</b>	
<b>CHANGE D2 TRACK CASE</b>	*
<b>REPORT CURRENT D2 DESCRIPTION</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>SETUP</b>	

<— Alternates between  
**SHOW LATEST ONPOST TRACK** and  
**REMOVE LATEST ONPOST TRACK.**

## Message Board

<b>IBS MAIN MENU</b>
<b>MESSAGE BOARD</b>
<b>VAX MAIL</b>
<b>CREATE/EDIT MAIL LIST</b>
<b>SEND MAIL</b>
<b>CHECK SENT MAIL</b>
<b>VIEW IBS -&gt; ONPOST RPT</b>
<b>VIEW ONPOST -&gt; IBS RPT</b>
<b>CREATE IBS -&gt; ONPOST RPT *</b>
<b>VIEW COMBINED RPT</b>
<b>CHANGE COMBINED REPORT *</b>
<b>VIEW MESSAGES BY CATEGORY</b>
<b>CHANGE MESSAGE CATEGORIES*</b>

**View IBS->ONPOST Reports**

**IBS MAIN MENU  
MESSAGE BOARD**

**VIEW IBS -> ONPOST**

---

**PROTECTIVE ACTION ORDER  
EVACUATION ORDER  
SHELTER AREA REPORT  
TRAFFIC CONTROL REPORT  
SHELTERING SUMMARY  
OFFPOST CASUALTY SUMMARY  
RECEPTION CTR SUMMARY  
RECEPTION CTR DIRECTORY  
EVAC ROUTE ANNOUNCEMENT  
INCOMING MILITARY ROUTES  
EVACUATION ROUTE TABLE  
COORDINATE CODE TABLE  
POLYGON CODE TABLE**

**View ONPOST->IBS Reports**

**IBS MAIN MENU  
MESSAGE BOARD**

**VIEW ONPOST -> IBS**

---

**D2LOG  
DOSAGE  
PDATA  
SLICE  
WEATHER OBSERVATIONS  
CURRENT RUN  
ENVIRONMENTAL REPORT  
NOTIFICATION  
ONPOST CASUALTY REPORT  
TOWER SELECTION**

**Create IBS->ONPOST Reports**

**IBS MAIN MENU  
MESSAGE BOARD**

**CREATE IBS -> ONPOST**

---

**PROTECTIVE ACTION ORDER  
EVACUATION ORDER  
SHELTER AREA REPORT  
TRAFFIC CONTROL REPORT  
SHELTERING SUMMARY  
OFFPOST CASUALTY SUMMARY  
RECEPTION CTR SUMMARY  
RECEPTION CTR DIRECTORY  
EVAC ROUTE ANNOUNCEMENT  
INCOMING MILITARY ROUTES  
EVACUATION ROUTE TABLE  
COORDINATE CODE TABLE  
POLYGON CODE TABLE**

**SET IBS ONPOST HEADER  
(Operational mode only)**

## Status Board

<b>IBS MAIN MENU</b>	
<b>STATUS BOARD</b>	
<hr/>	
<b>ONPOST EVENT STATUS</b>	
<b>VIEW</b>	<b>ONPOST WORK PLAN</b>
<b>CHANGE</b>	<b>ONPOST WORK PLAN*</b>
<b>IMPLEMENTING PROCEDURES</b>	
<b>CREATE NEW IP</b>	*
<b>CHECK-OUT IP</b>	*
<b>CHECK-IN IP</b>	*
<b>ARCHIVE IP OPTIONS</b>	*
<b>VIEW BATCH LOG</b>	
<b>SHOW USER ENVIRONMENT</b>	

<-- These three IP options available  
in Planning mode only.

## Personnel Management

IBS MAIN MENU		
PERSONNEL MANAGEMENT		
MESSAGE BOARD		-->
STATUS BOARD		-->
ADD	PEOPLE	*
MODIFY	PEOPLE	*
DELETE	PEOPLE	*
LIST	PEOPLE BY NAME	
LIST	PEOPLE BY AGENCY	
LIST	PEOPLE BY POSITION	
ADD	AGENCIES	*
MODIFY	AGENCIES	*
DELETE	AGENCIES	*
LIST	AGENCIES	
ADD	POSITIONS	*
MODIFY	POSITIONS	*
DELETE	POSITIONS	*
LIST	POSITIONS	

## Map Analysis

<b>IBS MAIN MENU</b>	
<b>MAP ANALYSIS</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	-->
<b>STATUS BOARD</b>	-->
<b>PERSONNEL MANAGEMENT</b>	-->
<b>DISPLAY ICONS</b>	
<b>DISPLAY TEXT</b>	
<b>DISPLAY LOCATION</b>	
<b>DETERMINE AREA</b>	
<b>ESTIMATE POPULATION</b>	
<b>IDENTIFY MAP ITEM</b>	
<b>SUMMARIZE POINT DATA</b>	
<b>HIGHLIGHT DATA</b>	
<b>UNHIGHLIGHT DATA</b>	
<b>SELECT MAP LAYERS</b>	
<b>SET BASEMAP</b>	
<b>RESTORE BASEMAP</b>	
<b>MAP ZOOM</b>	
<b>ZOOM IN</b>	
<b>ZOOM OUT</b>	
<b>REFRESH SCREEN</b>	

**Select Map Layers**

<p><b>IBS MAIN MENU</b> <b>MAP ANALYSIS</b></p>
<p><b>SELECT MAP LAYERS</b></p> <hr/>
<p><b>FORWARD</b> <b>BACKWARD</b></p>
<p><b>ADMINISTRATIVE BOUNDARY</b> <b>AGRICULTURE</b> <b>BASE MAP</b> <b>CONGRESSIONAL DISTRICTS</b> <i>MAP LAYER 5</i> <i>MAP LAYER 6</i> . . . <i>MAP LAYER n</i></p>

## Resource Management

(Facilities)

<b>IBS MAIN MENU</b>	
<b>RESOURCE MANAGEMENT</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	-->
<b>STATUS BOARD</b>	-->
<b>PERSONNEL MANAGEMENT</b>	-->
<b>MAP ANALYSIS</b>	-->
<b>ADD FACILITIES</b>	
<b>MODIFY FACILITIES</b>	
<b>DELETE FACILITIES</b>	
<b>LIST FACILITIES</b>	
<b>DESCRIBE FACILITIES</b>	
<b>HIGHLIGHT FACILITIES</b>	
<b>SUMMARIZE FACILITIES</b>	
<b>SWITCH TO RESOURCES</b>	-->
<b>ZOOM IN</b>	
<b>ZOOM OUT</b>	
<b>REFRESH SCREEN</b>	

## Resource Management

(Resources)

<b>IBS MAIN MENU</b>	
<b>RESOURCE MANAGEMENT</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	-->
<b>STATUS BOARD</b>	-->
<b>PERSONNEL MANAGEMENT</b>	-->
<b>MAP ANALYSIS</b>	-->
<b>DEFINE</b>	<b>RESOURCES</b>
<b>ASSIGN</b>	<b>RESOURCES</b>
<b>MODIFY</b>	<b>RESOURCES</b>
<b>MOVE</b>	<b>RESOURCES</b>
<b>DELETE</b>	<b>RESOURCES</b>
<b>LIST</b>	<b>RESOURCES</b>
<b>DESCRIBE</b>	<b>RESOURCES</b>
<b>SUMMARIZE</b>	<b>RESOURCES</b>
<b>ENABLE</b>	<b>RESOURCES</b>
<b>DISABLE</b>	<b>RESOURCES</b>
<b>VALIDATE</b>	<b>RESOURCES</b>
<b>SWITCH TO FACILITIES</b>	-->
<b>ZOOM IN</b>	
<b>ZOOM OUT</b>	
<b>REFRESH SCREEN</b>	

## **Analyze Track**

<b>IBS MAIN MENU</b>
<b>ANALYZE TRACK</b>
<b>CONTINUE</b>
<b>DOSE DETAILS</b>
<b>DESCRIBE TRACK</b>
<b>PRINT D2 REPORT</b>
<b>SHOW ELEVATION</b>
<b>DETERMINE AREA</b>
<b>DISPLAY LOCATION</b>
<b>ESTIMATE POPULATION</b>
<b>SET BASEMAP</b>
<b>MAP ZOOM</b>
<b>ZOOM IN</b>
<b>ZOOM OUT</b>
<b>REFRESH SCREEN</b>

## Emergency Activities

<b>IBS MAIN MENU</b>	
<b>EMERGENCY ACTIVITIES</b>	
<hr/>	
<b>MESSAGE BOARD</b>	<b>--&gt;</b>
<b>STATUS BOARD</b>	<b>--&gt;</b>
<b>PERSONNEL MANAGEMENT</b>	<b>--&gt;</b>
<b>MAP ANALYSIS</b>	<b>--&gt;</b>
<b>RESOURCE MANAGEMENT</b>	<b>--&gt;</b>
<b>HAZARD ANALYSIS</b>	
<b>EOC ACTIVATION</b>	
<b>DIRECTION/CONTROL</b>	
<b>EVACUATION</b>	
<b>SHELTERING</b>	
<b>SEARCH/RESCUE</b>	
<b>DAMAGE ASSESSMENT</b>	

## Hazard Analysis

<b>IBS MAIN MENU</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>HAZARD ANALYSIS</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	->
<b>STATUS BOARD</b>	->
<b>PERSONNEL MANAGEMENT</b>	->
<b>MAP ANALYSIS</b>	->
<b>RESOURCE MANAGEMENT</b>	->
<b>CHANGE TRACK CASE</b>	*
<b>EXECUTE D2</b>	*
<b>DOSE DETAILS</b>	
<b>DESCRIBE TRACK</b>	
<b>PRINT D2 REPORT</b>	
<b>REPORT CURRENT D2 DESCRIPTION</b>	
<b>SHOW ELEVATION</b>	
<b>DETERMINE AREA</b>	
<b>DISPLAY LOCATION</b>	
<b>ESTIMATE POPULATION</b>	
<b>ZOOM IN</b>	
<b>ZOOM OUT</b>	
<b>RELEASE OVERLAYS</b>	

**EOC Activation**

<b>IBS MAIN MENU</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>EOC ACTIVATION</b>	
<hr/>	
<b>MESSAGE BOARD</b>	-->
<b>STATUS BOARD</b>	-->
<b>PERSONNEL MANAGEMENT</b>	-->
<b>MAP ANALYSIS</b>	-->
<b>RESOURCE MANAGEMENT</b>	-->
<b>LIST FIRST TASKS</b>	
<b>GENERATE CALL LIST</b>	*
<b>RELEASE OVERLAYS</b>	

**Direction/Control**

<b>IBS MAIN MENU</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>DIRECTION/CONTROL</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	-->
<b>STATUS BOARD</b>	-->
<b>PERSONNEL MANAGEMENT</b>	-->
<b>MAP ANALYSIS</b>	-->
<b>RESOURCE MANAGEMENT</b>	-->
<b>SPECIFY LOCATION</b>	*
<b>MODIFY FACILITIES</b>	*
<b>ADD SPECIAL POPULATION</b>	*
<b>MODIFY SPECIAL POPULATION</b>	*
<b>ESTIMATE POPULATION</b>	
<b>RISK AREA POPULATION SUMMARY</b>	
<b>RISK AREA ANALYSIS</b>	
<b>SELECT IP</b>	*
<b>RELEASE OVERLAYS</b>	

**Risk Area Analysis**

<b>IBS MAIN MENU</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>DIRECTION/CONTROL</b>	
<b>RISK AREA ANALYSIS</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	->
<b>STATUS BOARD</b>	->
<b>PERSONNEL MANAGEMENT</b>	->
<b>MAP ANALYSIS</b>	->
<b>RESOURCE MANAGEMENT</b>	->
<b>PICK</b>	<b>RISK POLYGON</b>
<b>DRAW NEW</b>	<b>RISK POLYGON</b>
<b>DELETE DRAWN</b>	<b>RISK POLYGON</b>
<b>ADD EP ZONE (PICK)</b>	
<b>DELETE EP ZONE (PICK)</b>	
<b>ADD EP ZONE (NAME)</b>	
<b>DELETE EP ZONE (NAME)</b>	
<b>DISPLAY SAVED RISK AREA</b>	
<b>SAVE CURRENT RISK AREA</b>	
<b>RISK AREA POPULATION SUMMARY</b>	
<b>REFRESH SCREEN</b>	

## Evacuation

<b>IBS MAIN MENU</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>EVACUATION</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	-->
<b>STATUS BOARD</b>	-->
<b>PERSONNEL MANAGEMENT</b>	-->
<b>MAP ANALYSIS</b>	-->
<b>RESOURCE MANAGEMENT</b>	-->
<b>SELECT MODEL CASE</b>	*
<b>RUN</b>	
<b>SET TIME STEP</b>	
<b>RESTART</b>	
<b>STEP FORWARD</b>	
<b>STEP BACKWARD</b>	
<b>DESCRIBE EVACUATION POINT</b>	
<b>ZOOM IN</b>	
<b>ZOOM OUT</b>	
<b>CREATE EVAC ROUTE OVERLAY</b>	*
<b>DELETE EVAC ROUTE OVERLAY</b>	*
<b>EXECUTE EVAC MODEL</b>	*
<b>SELECTIVE STATUS</b>	
<b>RELEASE OVERLAYS</b>	

**Sheltering**

<b>IBS MAIN MENU</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>SHELTERING</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	->
<b>STATUS BOARD</b>	->
<b>PERSONNEL MANAGEMENT</b>	->
<b>MAP ANALYSIS</b>	->
<b>RESOURCE MANAGEMENT</b>	->
<b>ADD LOCATION</b>	*
<b>ADD FACILITIES</b>	*
<b>MODIFY FACILITIES</b>	*
<b>SHELTER OR CENTER INFO</b>	
<b>SHELTER &amp; CENTER SUMMARY</b>	
<b>RELEASE OVERLAYS</b>	

**Search/Rescue**

<b>IBS MAIN MENU</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>SEARCH &amp; RESCUE</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	->
<b>STATUS BOARD</b>	->
<b>PERSONNEL MANAGEMENT</b>	->
<b>MAP ANALYSIS</b>	->
<b>RESOURCE MANAGEMENT</b>	->
<b>DRAW SEARCH AREAS</b>	*
<b>DELETE SEARCH AREA</b>	*
<b>RELEASE OVERLAYS</b>	

**Damage Assessment**

<b>IBS MAIN MENU</b>	
<b>EMERGENCY ACTIVITIES</b>	
<b>DAMAGE ASSESSMENT</b>	
<hr/>	
<b>CONTINUE</b>	
<b>MESSAGE BOARD</b>	-->
<b>STATUS BOARD</b>	-->
<b>PERSONNEL MANAGEMENT</b>	-->
<b>MAP ANALYSIS</b>	-->
<b>RESOURCE MANAGEMENT</b>	-->
<b>DRAW NATIONAL DEFENSE AREA</b>	*
<b>DELETE NATIONAL DEFENSE AREA</b>	*
<b>DRAW CONTAMINATION AREA</b>	*
<b>DELETE CONTAMINATION AREA</b>	*
<b>RELEASE OVERLAYS</b>	

## **Setup**

<b>IBS MAIN MENU</b>	
<b>SETUP</b>	
<hr/>	
<b>CHANGE SITE</b>	*
<b>CHANGE DEFAULT MAP LAYER</b>	
<b>MAP LAYERS BY ACTIVITY</b>	
<b>JOB ENVIRONMENT</b>	
<b>COMMON LEGEND</b>	*
<b>ARCHIVE SITE</b>	*

**Change Default Map Layers**

<p><b>IBS MAIN MENU</b> <b>SETUP</b></p> <p><b>CHANGE DEFAULT MAP LAYERS</b></p> <hr/> <p><b>FORWARD</b> <b>BACKWARD</b></p> <p><b>BASE MAP</b> <b>RISK AREA POLYGONS</b> <b>SEARCH/RESCUE POLYGONS</b> <b>DAMAGE ASSESSMENT POLYS</b> <b>MAP LAYER 5</b> <b>MAP LAYER 6</b> . . . <b>MAP LAYER n</b></p>
---

**Map Layers by Activity**

<p><b>IBS MAIN MENU</b></p> <p><b>SETUP</b></p>
<p><b>MAP LAYERS BY ACTIVITY</b></p> <hr/> <p><b>HAZARD ANALYSIS</b> <b>EOC ACTIVATION</b> <b>DIRECTION/CONTROL</b> <b>EVACUATION</b> <b>SHELTERING</b> <b>SEARCH/RESCUE</b> <b>DAMAGE ASSESSMENT</b></p>

**Job Environment**

<b>IBS MAIN MENU</b>	
<b>SETUP</b>	
<b>JOB ENVIRONMENT</b>	
<hr/>	
<b>HARDWARE PARAMETERS</b>	
<b>MODEL MANAGEMENT</b>	*
<b>MAINTAIN SITE DIRECTORIES</b>	*
<b>REVIEW CONTROL FILES</b>	
<b>UPDATE SITE MASTER FILE</b>	*
<b>COPY CASE OR SITE FILE</b>	*
<b>MISCELLANEOUS SETTINGS</b>	
<b>INFOMANAGER ROOT MAINTENANCE*</b>	

**Map Layers by Activity/(emergency activity)**

<p><b>IBS MAIN MENU</b> <b>SETUP</b> <b>LAYERS BY ACTIVITY</b> <i>(emergency activity)</i></p> <p><i>(emergency activity)</i></p>
<p><b>FORWARD</b> <b>BACKWARD</b></p> <p><b>ADMINSTRATIVE BOUNDARY</b> <b>AGRICULTURE</b> <b>BASE MAP</b> <b>CONGRESSIONAL DISTRICTS</b> <b>MAP LAYER 5</b> <b>MAP LAYER 6</b> . . <b>MAP LAYER n</b></p>

**Model Management \***

<b>IBS MAIN MENU</b>	
<b>SETUP</b>	
<b>JOB ENVIRONMENT</b>	
<b>MODEL MANAGEMENT</b>	
<hr/>	
<b>DISPERSION (D2)</b>	*
<b>EVACUATION (DYNEV)</b>	*

# Appendix B

## Non-Graphic IBS

Although the IBS is designed to be used with a terminal for displaying map graphics, you can also use the non-graphic capabilities of the IBS from a non-graphic terminal by using a separate utility program called IBS\_NOGR.

### To Start NON-GRAPHIC IBS (IBS\_NOGR)

Enter IBS\_NOGR at the system prompt and press the Return key.

The system presents the following menu of IBS capabilities:

```
-----  
Non-Graphic IBS Main Menu  
-----  
0: EXIT  
1: Message Board  
2: Status Board  
3: Personnel Management  
4: Resource Management  
5: Current D2 Description  
6: Emergency Activities  
7: Setup  
-----  
Choice (?=Help) ==>
```

With minor changes to accommodate making selections with numbers instead of the graphics cursor (cross hairs), these options are implemented as they are described in the body of this document. Both versions of the IBS act on the same database; therefore, any changes made using one version of the IBS are reflected in the other.





## Option A. Enter Persons

This first option enables you to record personal data on the following blank form, which is based on the Red Cross shelter registration form.

<b>ENTER Family Name</b>					
	<u>First Name</u>	<u>MI</u>	<u>Soc. Sec. #</u>	<u>Age</u>	<u>StatusHealth</u>
Man	_____	-	____	____	_____
Woman	_____	-	____	____	_____
Children	_____	-	____	____	_____
	_____	-	____	____	_____
	_____	-	____	____	_____
	_____	-	____	____	_____
	_____	-	____	____	_____
	_____	-	____	____	_____

**Family Members not at Registering Facility:**

	<u>First Name</u>	<u>MI</u>	<u>Soc. Sec. #</u>	<u>Age</u>	<u>StatusHealth</u>
	_____	-	____	____	_____
	_____	-	____	____	_____

**Pre-disaster Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_ **Zip** \_\_\_\_\_ - \_\_\_\_\_

**Pre-disaster Telephone Number** ( ) \_\_\_\_\_ - \_\_\_\_\_

**Confidential? (Y/N)** N

**Location:** \_\_\_\_\_

**F) SAVE B) CLEAR X) EXIT** Select option \_\_\_\_\_

**Unknown Names:** If the name of a person at the facility is unknown, enter XXXXX as the name. The counts of persons at various facilities include these unnamed persons.

**Default Values:** If default values are already set for the city, address, and the telephone area code by using option D on the PEOPLE LOCATION menu, they appear on this form. All entries apply to the current facility.

To select one of the form's operative functions, enter the associated letter:

- A** **SAVE** - After modifying the data in an existing form or entering data in a blank form, you can select SAVE to add the data to the database. After selecting SAVE, a blank form appears for a new entry.
- B** **CLEAR** discards data entered on the current form and provides another blank form.

X EXIT returns you to the previous PEOPLE LOCATION menu.

## Option B. Update Persons

This option enables you to modify personal data using the same registration form with different operative functions. When you choose Update Persons, you see the following form, which is also blank until you specify which record you wish to update. All updates apply to the current facility.

```

┌───────────────────────────────────────────────────────────────────────────────────┐
UPDATE  Family Name
├───────────────────────────────────────────────────────────────────────────────────┤
      First Name   MI  Soc. Sec. #  AgeStatusHealth
Man      _____  -  _____  _____
Woman   _____  -  _____  _____
Children _____  -  _____  _____
      _____  -  _____  _____
      _____  -  _____  _____
      _____  -  _____  _____
      _____  -  _____  _____
      _____  -  _____  _____
      _____  -  _____  _____
      _____  -  _____  _____
Family Members not at Registering Facility:
      First Name   MI  Soc. Sec. #AgeStatusHealth
      _____  -  _____  _____
      _____  -  _____  _____
Pre-disaster Address _____
City _____ State ____ Zip _____ - _____
Pre-disaster Telephone Number ( _____ ) _____
Date and Time of Last Update: _____
Date and Time Left Shelter _____ Confidential (Y/N) N
Location: _____ Phone: _____
A) FIND B) SAVE C) CLEAR X) EXIT Select option _____
└───────────────────────────────────────────────────────────────────────────────────┘
```

A FIND enables you to enter any known data in the name and address fields. The system then searches the database for matching records. Information from the selected record is then displayed in the form. If you have appropriate privileges, you can modify any field. Press GOLD-Z to see the next matching record, if any.

Searching with Inexact Names or Addresses. Note that partial names such as BRO\* are valid search keys that match all names containing the specified string. The asterisk (\*) serves as a wild card character that matches any string of characters.

To enter any changes in the database, you must use the SAVE option.

- B **SAVE** - After modifying the data in an existing form or entering data in a blank form, you can select SAVE to add the data to the database. After selecting SAVE, a blank form appears for a new operation.
- C **CLEAR** discards data entered on the current form and provides another blank form.
- X **EXIT** returns you to the PEOPLE LOCATION menu.

## Option C. Search for Missing Persons

This option enables you to search the people location database to find information about a person. When you choose Search for Missing Persons, you see the following form for identifying the source of the query. This information is required before you can search for the person.

```

┌───────────────────────────────────────────────────────────────────────────────────┐
Inquiry from: _____
           First Name      Middle Initial  Last Name
Relationship: _____
A   Phone
B   TWX
C   Radio
D   Letter
E   Person
Select Mode of Inquiry, or X to exit: _
└───────────────────────────────────────────────────────────────────────────────────┘

```

After identifying who made the query and how the query was made, you see another registration-type form similar to the form for Update Persons data. You can enter any or all information on this form (shown on the next page).

The system searches the database for matching records. Information from the selected record is then displayed in a form similar to that used for data entry.

**Note:** If the record has been marked confidential, no information is displayed. Press GOLD-Z to view the next matching record, if any.

**People Location**

**SEARCH Family Name**

	<u>First Name</u>	<u>MI</u>	<u>Soc. Sec. #</u>	<u>Age</u>	<u>Status</u>	<u>Health</u>
Man:	_____	-	____	____	_____	_____
Woman:	_____	-	____	____	_____	_____
Children:	_____	-	____	____	_____	_____
	_____	-	____	____	_____	_____
	_____	-	____	____	_____	_____
	_____	-	____	____	_____	_____
	_____	-	____	____	_____	_____
	_____	-	____	____	_____	_____

Family Members not at Registering Facility:

	<u>First Name</u>	<u>MI</u>	<u>Soc. Sec. #</u>	<u>Age</u>	<u>Status</u>	<u>Health</u>
	_____	-	____	____	_____	_____
	_____	-	____	____	_____	_____

Pre-disaster Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Pre-disaster Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date and Time of Last Update: \_\_\_\_\_

Date and Time Left Shelter \_\_\_\_\_ Confidential (Y/N) N

Location: \_\_\_\_\_ Phone: \_\_\_\_\_

A) FIND B) CLEAR X) EXIT Select option: A

### Option D. Enter Default Values for the Enter Persons Form

This option enables you to enter default values that automatically appear in the Enter Persons form when a blank form appears. Because the city address and telephone area code are likely to remain the same for entries made at any one facility, this feature saves time and makes these entries consistently accurate. (Or consistently *inaccurate*—check this information carefully when you enter it.)

**Default Information for the Enter Persons Form:**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Pre-disaster Telephone area code: (\_\_\_\_) \_\_\_\_\_

Use GOLD-Z to exit the form without filling in information.

## Option E. Display Loading Data for Each Facility

This option presents a scrolled tabular report of the capacities, status, and currently recorded loadings of emergency-related facilities in the IBS database. The report is similar to the following example:

```

FACILITY LOADING SUMMARY AT 31-JUL-1991  12:22:08

Name of Facility          CapacityIn  Load  Out  Active
A-CORE CONCRETE CUTTING SPEC.      0      0      0      0
  *YES
BROCKBANK JR. HIGH SCHOOL      1000      0      0      0
  NO
.
.
.
.
.

<CTRL-Z> to exit, <RETURN> to repeat
<Return> to continue...

```

## Option F. Select a Different Facility (for Enter/Update)

This option enables you to switch to a different default facility for entering or updating person records. You choose from the same scrolled list of facilities that displays when you first start the LOCATE program.

## Option G. Deactivate the Current Facility

This option enables you to deactivate a facility.

The program displays the following prompt:

```

* * * MSG: Facility has been deactivated: (facility name)
      Press <Return> to continue ...

```

The same scrolled list of facilities that occurs when you first start the LOCATE program is displayed. After you choose another facility, the program displays the message

```

* * * MSG: Activating Facility: (facility name)

```

and returns to the initial PEOPLE LOCATION menu.

## Option X. Exit, with Optional Facility Deactivation

This option enables you to exit the LOCATE program.

The program displays the following information and prompt:

```
* * * MSG: Current facility: (facility name).  
Deactivate facility? [N] ==>_
```

When you answer Y (yes), the program displays the message

```
* * * MSG: Facility was deactivated: (facility name)  
* * * MSG: Good bye
```

and exits to the system prompt.

When you answer N (no) the program displays the following message:

```
* * * MSG: Good Bye
```

and exits to the system prompt.

# Appendix D

## Onpost Simulator

The Onpost Simulator program allows privileged IBS users to send messages that are usually sent by the Army's onpost computer system in communication with the IBS<sup>(a)</sup>. The Onpost Simulator enables testing and exercising of IBS, independent of onpost participation. Also, if the IBS/onpost interface were inoperable, an IBS user could trigger a simulated onpost notification or other onpost-type reports.

The use of the Onpost Simulator program is restricted to authorized users, such as an IBS Information Manager.

### To Start the Onpost Simulator

Enter ONPOSTSIM at the system prompt.

The Onpost Simulator copies onpost-type files to the appropriate IBS directory just as the onpost system does. You have the opportunity to modify the files before copying them. After you start the Onpost Simulator, the main menu displays as shown.

```
-----  
ONPOST SIMULATOR MAIN MENU  
-----
```

```
0 : EXIT  
1 : View/Update a Message  
2 : Modify Header  
3 : Send Files  
-----
```

```
Choice (?=Help) ==>
```

---

(a) This program was created specifically for the IBS system at Tooele, Utah where the WATCH system (Warning Against Toxic Chemical Hazards) is the onpost system.

Option 1. Use this option to view or update files. The system displays the following menu.

```
-----  
File Operations Menu  
-----  
0 : EXIT  
1 : View/Update D2LOGxxxx.DAT  
2 : View/Update DOSAGExxxx.DAT  
3 : View/Update PDATAxxxx.DAT  
4 : View/Update SLICExxxx.DAT  
5 : View/Update WEATHER_OBS.DAT  
6 : View/Update CURRENT_RUN.DAT  
7 : View/Update ENVIRONMENT.DAT  
8 : View/Update NOTIFICATION.DAT  
9 : View/Update CAS_SUM.DAT  
10 : View/Update TOWER_SEL.DAT  
-----  
Choice (?=Help) ==>
```

Select the file you want to view or update. These files are described in *Section 2* under the heading **VIEW ONPOST->IBS REPORTS** and in *Appendix E*.

Option 2. The system displays the following messages:

```
* * * MSG: Code : TEST  
* * * MSG: Depot :  
* * * MSG: Descr :  
Press <RETURN> to continue ...
```

After viewing the messages, press the RETURN key to display the following menu.

```
-----  
HEADER MODE OPTIONS  
-----  
0 : EXIT  
1 : EXER  
2 : TEST  
3 : REAL  
-----  
Choice (?=Help) ==>
```

---

Select the number of the header mode you want to use. After you select the header mode, the system displays the following menu.

---

HEADER DEPOT OPTIONS

-----  
0 : EXIT  
1 : ANAD  
2 : APG  
3 : LBAD  
4 : NANP  
5 : PBA  
6 : PUDA  
7 : TEAD  
8 : UMDA  
-----

Choice (?=Help) ==>

---

Your responses to these menus are used by the system in constructing the header record. The header record is the first record of each file sent by the Onpost Simulator.

Option 3. The system displays the following menu.

---

Select files to send

-----  
0 : EXIT  
1 : IEMIS\$SYFILES:D2LOG001.DAT  
2 : IEMIS\$SYFILES:\$DOSAGE001.DAT  
3 : IEMIS\$SYFILES:PDATA0001.DAT  
4 : IEMIS\$SYFILES:SLICE0001.DAT  
5 : IEMIS\$SYFILES:WEATHER\_OBS.DAT  
6 : IEMIS\$SYFILES:CURRENT\_RUN.DAT  
7 : IEMIS\$SYFILES:ENVIRONMENT.DAT  
8 : IEMIS\$SYFILES:NOTIFICATION.DAT  
9 : IEMIS\$SYFILES:CAS\_SUM.DAT  
10 : IEMIS\$SYFILES:TOWER\_SEL.DAT  
-----

Choice (?=Help) ==>

---

Select the number of the file you want to send. Selected files (those previously selected or reviewed/updated) will be marked with an asterisk (\*). You can select as many files as you want. After you have selected the file or files, select the 0:EXIT option.

---

After you exit, the system will display the report (XFERLIST.DAT) for the files to be transferred.

---

**XFERLIST.DAT SPECIFICATION**

REQUEST or NOTIFY: \_\_\_\_\_ NODE NAME:

COMMENTS

---

---

NUMBER OF FILES: \_\_\_\_\_

FILE NAMES, REPORT AND FILE TYPES, MIN AND MAX DATE AND TIME

HH:MM:SS MM/DD/YY HH:MM:SS MM/DD/YY

HH:MM:SS MM/DD/YY HH:MM:SS MM/DD/YY

---

Use the techniques described in *Section 1*, under the heading **Conventions for Interacting with the IBS**, to move around in this report.

Exit the report and send the listed files by pressing **GOLD-Z**. To exit the report without sending the files, press **GOLD-Y**. The Onpost Simulator Main Menu will display.

# Appendix E

## IBS and Onpost EOC Reports

This appendix shows the formats of the reports exchanged between the IBS and the onpost emergency operations center EOC. These reports are accessible through options on the **MESSAGE BOARD** menu:

<b>IBS MAIN MENU</b>	
<b>MESSAGE BOARD</b>	
<b>VAX MAIL</b>	
<b>CREATE/EDIT MAIL LIST</b>	
<b>SEND MAIL</b>	
<b>CHECK SENT MAIL</b>	
<b>VIEW IBS-&gt;ONPOST RPT</b>	<b>&lt;--</b>
<b>VIEW ONPOST-&gt;IBS RPT</b>	<b>&lt;--</b>
<b>CREATE IBS-&gt;ONPOST RPT</b>	<b>* &lt;--</b>
<b>VIEW COMBINED REPORT</b>	
<b>CHANGE COMBINED REPORT</b>	<b>*</b>
<b>VIEW MESSAGES BY CATEGORY</b>	
<b>CHANGE MESSAGE CATEGORIES</b>	<b>*</b>

**<-- View reports sent from the IBS.**  
**<-- View reports sent from the onpost system.**  
**\* <-- Create IBS reports for the onpost system.**

## Reports from the IBS

```
IBS MAIN MENU
MESSAGE BOARD

CREATE IBS->ONPOST

-----

PROTECTIVE ACTION ORDER
EVACUATION ORDER
SHELTER AREA REPORT
TRAFFIC CONTROL REPORT
SHELTERING SUMMARY
OFFPOST CASUALTY SUMMARY
RECEPTION CTR SUMMARY
RECEPTION CTR DIRECTORY
EVAC ROUTE ANNOUNCEMENT
INCOMING MILITARY ROUTES
EVACUATION ROUTE TABLE
COORDINATE CODE TABLE
POLYGON CODE TABLE

SET IBS ONPOST HEADER
```

The menus for both **CREATE IBS->POST REPORTS** and **VIEW IBS->POST REPORTS** list the reports that are transmitted from the IBS to the onpost computer system. On those menus (as in the illustration here) each menu item corresponds to one type of report. The IBS report formats are shown on the following pages in *alphabetical order* by menu item name.

If you are just viewing the IBS reports (**VIEW IBS->POST REPORTS**), you can restrict the instances of those reports to those that contain a key word, reports that apply to a certain time range, or reports that have a specific *sequence number*. See the procedures in *Using the Report Selection Method Menu* sample that follows.

If you are an Information Manager who is generating a report (with **CREATE IBS->POST REPORTS**), selecting a menu item displays report screens for your information input and approval. Additional interactions for creating reports are described in the following paragraphs and with the report formats.

### Using the Report Selection Method Menu

When you view reports, you can restrict the quantity of those reports by selecting from the Report Selection Method menu that initially displays when you pick a report.

```
Report Selection Method
-----
0: EXIT
1: Use all reports
2: Select reports containing a keyword
3: Select reports within a time range
4: Select report by sequence number
-----
Choice (?=Help) ==>
```

## Exiting After Creating an IBS Report

Exiting after report creation is the same procedure for all reports:

1. To exit normally (with prompt for approval): press RETURN in the last field of the form (or GOLD Z in *any* field). You then see this prompt for approving transmittal of the report:

Send report to onpost system? (Y/N <Ctrl-Z>=Abort) ==>

- **Y**: If you approve transmittal, the report is generated, logged, and sent to the onpost system after you specify the onpost computer name, username, and password. The IBS then returns to the **CREATE IBS->POST REPORTS** menu and displays a message confirming the report was generated and sent.

After the file is transmitted, the system will display the following prompt:

View the FTP.OUT file? (Y/N <Ctrl-Z=Abort) ==>

Type a Y (yes) if you want to see if the transfer was successful.

If graphic files are attached to the report, the system will prompt:

Send overlay to ONPOST? ((Y/N <Ctrl-Z>=Abort) ==>

When you reply Y (yes) to this prompt, the system will again prompt you to type the onpost computer name, username, and password. The system will display messages confirming each graphic file sent to the post.

After the graphic file is transmitted, the system will display the following prompt:

View the FTP.OUT file? (Y/N <Ctrl-Z=Abort) ==>

Type a Y (yes) if you want to see if the transfer was successful.

- **N**: If you do NOT approve transmittal, the IBS returns to the **CREATE IBS->POST REPORTS** menu and displays a message indicating the report was NOT generated.
2. To cancel the report directly (with no prompt for approval): press GOLD Y at any time. Then the report is NOT sent, no prompt appears, and the IBS returns to the **CREATE IBS->POST REPORTS** menu with a message confirming the report was NOT generated.

## ■■■ COORDINATE CODE TABLE

This option displays the following form, which identifies a map file containing *nodes*, *reception centers*, and *control points*:

- *Nodes* generally refer to point locations on a roadway network (such as intersections and traffic loading points).
- *Reception centers* are point locations that serve as destinations for evacuees.
- *Control points* are point locations where an emergency management official might be sent or located.

Nodes, reception centers, and control points are associated on a *node overlay*, a graphic map supplied to the onpost system as a map graphics file.

---

**MASTER COORDINATE CODE TABLE**

AS OF DATE/TIME: *MM/DD/YY hh:mm:ss*

NODE OVERLAY LABEL: \_\_\_\_\_

---

The date and time fields are filled with the current system time. The only information to be entered is the *node overlay label*:

- **NODE OVERLAY LABEL:** the name of the IBS map graphics file that shows the listed point locations.

Approve and send the information (as shown on the previous page) or cancel it (GOLD-Y).

**■ ■ ■ EVAC ROUTE ANNOUNCEMENT**

**EVACUATION ROUTE ANNOUNCEMENT**

**AS OF DATE/TIME: MM/DD/YY hh:mm:ss**

**FOR PERSONNEL OF \_\_\_\_\_ AREA:**

**OVERLAY NAME: \_\_\_\_\_**

The date and time fields are filled with the system time.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it (**GOLD-Y**).

## ■■■ EVACUATION ORDER

Creating an Evacuation Order requires two screens of information:

EVACUATION ORDER	(1 of 2 screens)
Areas Ordered Evacuated: _____ _____	
When Ordered: <u>MM/DD/YY</u> <u>hh:mm:ss</u>	
Evacuation routes: _____ (This is a code reference to a map overlay.)	
Road closures and traffic routing as protective action measures:	
Overlay Name	
_____	EXPLANATION
_____	

- **Road closures and traffic routing:** descriptions of road closures or special routings. Each description includes a) the name of a file that contains a visual representation of the affected roadways and 2) a textual explanation.

Press **Gold-Z** to move to the next screen of the form. Use **Gold-Y** to exit the form without sending it.

After the explanation of closure or routing, the following screen lists emergency resources, services, and reception centers related to the evacuation.



## ■ EVACUATION ROUTE TABLE

**EVACUATION ROUTE TABLE**

AS OF DATE/TIME: *MM/DD/YY hh:mm:ss*

ROUTE CODE:	OVERLAY LABEL:
_____	_____
_____	_____
_____	_____

**EVACUATION ROUTE TABLE** automatically assembles and displays route data. The evacuation route codes and overlay labels are listed by route code in alphabetical ascending order. To look through this information, scroll it up and down on the screen with the arrow keys.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it (**GOLD-Y**).



## III OFFPOST CASUALTY SUMMARY

This option automatically displays casualty information that is available in the current database. This information is contained in two forms.

A ? (question mark) in a field means that the information was not available. You can enter values in those fields.

The first form displays as shown.

---

**OFFPOST CASUALTY SUMMARY**

AS OF DATE/TIME: MM/DD/YY hh:mm:ss

Fatalities:	_____0	(offpost total)
Hospital Admissions	_____0	(offpost total)
Outpatient Care	_____0	(offpost total)
Total	_____0	(offpost total)

---

After you go through the first form, the second form displays as shown.

---

AS OF DATA/TIME  
Statistical summary of personnel

Number in hospital

Chemical agent exposure  
Fracture  
Anxiety reaction  
Non related  
Number of civilian casualties:

Report of unusual event: i.e., dead animals, fires in evacuated zones

---

---

---

---

---

---

The date and time fields are filled using the current system time.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it (**GOLD-Y**).

## ■ POLYGON CODE TABLE

This option automatically displays information about the polygonal boundaries that have been created to represent specific areas. The following form lists this information in alphabetical ascending order by area code.

MASTER POLYGON CODE TABLE	
AS OF DATE/TIME: <i>MM/DD/YY hh:mm:ss</i>	
AREA CODE	OVERLAY LABEL
40	SITE\$OFF:CR_RISK_AREA.DMS
41	SITE\$OFF:CR_RISK_AREA.DMS
:	:
.	.

The date and time fields are filled with the current system time.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it (**GOLD-Y**).

## **III PROTECTIVE ACTION ORDER**

This option displays information on the issuance of a protective action order.

<p style="text-align: center;"><b>PROTECTIVE ACTION ORDER</b></p> <p>When ordered: <u>MM/DD/YY</u> <u>hh:mm:ss</u></p> <p>Whose authority: _____</p>
--

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it (**GOLD-Y**).

## RECEPTION CTR DIRECTORY

This option presents a scrolling form that enables you to enter descriptions of many reception centers.

RECEPTION CENTER DIRECTORY	
AS OF DATE/TIME:	MM/DD/YY hh:mm:ss
CENTER NAME	_____
PHONE NO.	_____
ADDRESS	_____
CENTER NAME	_____
PHONE NO.	_____
ADDRESS	_____
CENTER NAME	_____
PHONE NO.	_____
ADDRESS	_____
CENTER NAME	_____
PHONE NO.	_____
ADDRESS	_____

The date and time fields are filled using the current system time.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it (**GOLD-Y**).

## RECEPTION CTR SUMMARY

This option automatically displays information about reception centers in the current database.

A ? (question mark) in a field means that the information was not available. You can enter values in those fields.

---

RECEPTION CENTER SUMMARY			
AS OF DATE/TIME:	MM/DD/YY	hh:mm:ss	
Reception Center	Number Received	Number Released	Number Remaining
_____	___	___	___
_____	___	___	___
_____	___	___	___
_____	___	___	___
Total in facilities	___	___	___

---

The date and time fields are filled using the current system time.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it (**GOLD-Y**).

## ■ ■ ■ SET IBS ONPOST HEADER

This option enables you to set the header on reports sent from IBS to the onpost system. Selecting this option causes the following menu to appear.

```

-----
HEADER MODE OPTIONS
-----
0: EXIT
1: EXER
2: TEST
3: REAL
-----
Choice (?=Help) ==>
    
```

Select the option that describes your reports:

1. Exercise
2. Test
3. Real

After you select a header option, the following menu appears.

```

-----
HEADER DEPOT OPTIONS
-----
0: EXIT
1: ANAD
2: APG
3: LBAD
4: NAAP
5: PBA
6: PUDA
7: TEAD
8: UMDA
-----
Choice (?=Help) ==>
    
```

Select the option that describes the depot. After you select a depot option, the following prompt appears.

Enter description == > Test Reports for June

Type a header description and press the Return key. The system applies this header to all following reports from IBS to onpost.

## **■ SHELTER AREA REPORT**

This option enables you to enter the name of a graphic file to show shelter areas in the following form.

```

┌───────────────────────────────────────────────────────────────────────────────────┐
                                SHELTER AREA REPORT
AS OF 06/17/92  19:00:52
Overlay name
├───────────────────────────────────────────────────────────────────────────────────┤

```

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it (**GOLD-Y**).

## ■ SHELTERING SUMMARY

This option displays a table of emergency shelter information.

A ? (question mark) in a field means that the information was not available. You can enter values in those fields.

<b>SHELTERING SUMMARY</b>	
AS OF DATE TIME:	<i>MM/DD/YY hh:mm:ss</i>
SHELTER NAME	_____
LOCATION	_____
STATUS	_____
CURRENT LOAD	_____
CAPACITY	_____
AREA	_____
Number of people to be taken to hospital:	
Number requiring care for chemical agent exposure:	
Number requiring care for physical trauma:	
Number requiring care for anxiety:	

The date and time fields are filled using the current system time.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it (**GOLD-Y**).

## ■ TRAFFIC CONTROL REPORT

This option displays information from the current Law Enforcement tasks in the current Implementing Procedure and event database. The Traffic Control facilities are listed.

TRAFFIC CONTROL REPORT	
IN PLACE AS OF: MM/DD/YY hh:mm:ss	
CONTROL POINT LOCATION	CONTROL POINT CODE
_____	_____
_____	_____
_____	_____
_____	_____
YET TO BE PUT IN PLACE:	
CONTROL POINT LOCATION	CONTROL POINT CODE
_____	_____
_____	_____
_____	_____
_____	_____

The date and time blanks are filled in with the current system time.

The portions of the form labeled IN PLACE and YET TO BE PUT IN PLACE are both scrolled regions.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it (**GOLD-Y**).

## Reports from the Onpost EOC System

<p><b>IBS MAIN MENU</b>  <b>MESSAGE BOARD</b></p>
<p><b>VIEW ONPOST-&gt;IBS</b></p> <hr/> <p><b>D2LOG</b>  <b>DOSAGE</b>  <b>PDATA</b>  <b>SLICE</b>  <b>WEATHER OBSERVATIONS</b>  <b>CURRENT RUN</b>  <b>ENVIRONMENTAL REPORT</b>  <b>NOTIFICATION</b>  <b>ONPOST CASUALTY REPORT</b>  <b>TOWER SELECTION</b></p>

**VIEW ONPOST->IBS RPT** displays this menu for reviewing reports (messages) that have been transmitted from the onpost system to the IBS.

Each menu item corresponds to one type of report. You can select one or more types of report to review.

After selecting one or more types of reports, you are able to restrict the instances of those reports to reports that contain a key word, reports that apply to a certain time range, or reports that have a specific *sequence number*. (This is as described for **VIEW IBS->ONPOST RPT**, in *Section 2, Message Board*.)

In the final step, you can specify how the report(s) are output: displayed on the screen or sent to a printer.

The formats for reports from the onpost system are shown on the following pages in **alphabetical order by menu item name**. Additional interactions with the system are also described. See the heading, **Using the Report Selection Method Menu** for instructions for using the Report Selection Method menu that initially displays when you select a report.

## ■ CURRENT RUN

**CURRENT RUN** displays the following fixed-format report with up to three current run information sets describing onpost activities involving chemical agents.

---

```
FROM: MM/DD/YY HH:MM TO: MM, DD/YY HH:MM
Munitions: _____ Agent type _____
Location : _____ (UTM) _____ (UTM)
(room for 80 character description)
FROM: MM/DD/YY HH:MM TO: MM/DD/YY HH:MM
Munitions: _____ Agent type _____
Location : _____ (UTM) _____ (UTM)
(room for 80 character description)
FROM: MM/DD/YY HH:MM TO: MM/DD/YY HH:MM
Munitions: _____ Agent type _____
Location : _____ (UTM) _____ (UTM)
(room for 80 character description)
```

Press <RETURN> for more or <CONTROL Z> to quit...

---

**II D2LOG**

___	MUN: ___	AGN: ___	REL: ___	WND= ___ (M/S)	TMP= ___ (C)	___	STB: ___
___	Q(MG)	TS(MIN)	HTS(M)	HML(M)	SKS(M)	SYS(M)	SZS(M)
___	E	E	E	E	E	E	E

1/2-MINUTE CORRECTION

\_\_\_ (M) IS DISTANCE TO 1% LETHALITY

\_\_\_ (M) IS DISTANCE TO NO DEATHS

W/2 2-MINUTE CORRECTION

\_\_\_ (M) IS DISTANCE TO NO EFFECTS

DOSAGE	AREA
___ E	___ E
___ E	___ E
___ E	___ E

The first field in the form is for the number of munitions.

**Note:** The two unlabeled fields near the end of the first record are for location and season (LOC and SEA, respectively, in D2 terms).

## III DOSAGE

DISTANCE (m)	MAX DOSAGE (mg-min/m3)	TRACK HALF-WIDTH (m) FOR		
		low dosage	med dosage	high dosage
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
·	·	·	·	·
·	·	·	·	·
·	·	·	·	·
DOSAGE	DD-MM-YY	HH:MM:SS		

**Note:** The content of this report can vary if the selected D2 output was *concentration* rather than *dosage*.

You can scroll the information in this report.

## ENVIRONMENTAL REPORT

**ENVIRONMENTAL REPORT** displays a summary report of information gathered from various types of on-site detectors or human observations. The report format follows.

AS OF: MM/DD/YY	hh:mm:ss	CHEMICAL SENSOR READING		DEVICE TYPE
LOCATION (UTM)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
.	.	.	.	.
.	.	.	.	.
.	.	.	.	.
.	.	.	.	.

End of file. Press <RETURN> to continue...



**ONPOST CASUALTY REPORT**

**ONPOST CASUALTY SUMMARY**

AS OF DATE/TIME: MM/DD/YY hh:mm:ss

Fatalities: \_\_\_\_\_

Hospital Admissions \_\_\_\_\_

Outpatient Care \_\_\_\_\_

Total \_\_\_\_\_

**STATISTICAL SUMMARY OF PERSONNEL  
NUMBER IN POST CLINIC**

Chem Agent Exposure \_\_\_\_\_

Fracture \_\_\_\_\_

Anxiety reaction \_\_\_\_\_

Non related \_\_\_\_\_

Number of civilian casualties: \_\_\_\_\_

REPORT OF UNUSUAL EVENT: (e.g., dead animals, fires in evacuated zone.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■■■ PDATA

		<i>DD-MM-YY</i>	<i>hh:mm:ss</i>			
WIND	WIND		HUM-			
SPD	DIR	DEG	IDITY			
M/S	DEG	°	%	STB		
---	---	---	---	---		
---	---	---	---	---		
---	---	---	---	---		
					SCREEN COORDINATES, UTM	
					ONPOST SYSTEM INTERNAL VALUES	

III SLICE

The format of the report can vary, depending on the D2 input.

DIST. (m)	TOTAL DOSE (mg-min/m3)	TIME FOR THE THE CLOUD TO GET HERE (minutes)		PORTION OF THE DOSAGE AT THIS DISTANCE (%)			TIME FOR DOSAGE TO EQUAL THIS VALUE (minutes)		
		TIP	TAIL	HI	MED	LOW	HI	MED	LOW
		*****							
	<i>(format)</i>								
_____	_____E_____	____.:	____.:	____.:	____.:	____.:	____.:	____.:	____.:
_____	_____E_____	____.:	____.:	____.:	____.:	____.:	____.:	____.:	____.:
_____	_____E_____	____.:	____.:	____.:	____.:	____.:	____.:	____.:	____.:
.	.	.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.	.	.

## ■ TOWER SELECTION

TOWER SELECTION displays the following report. This report identifies the meteorological data that is fed into the D2 model in IBS.

```
TEST TEAD TOWER SELECTION
(free format header)
Date: MM/DD/YY   Time: HH:MM:SS

Type           ID      Height
WIND_STABILITY XXXXX   NNN     Tower Name
WIND_DIRECTION XXXXX   NNN     Tower Name
WIND_SPEED     XXXXX   NNN     Tower Name
TEMPERATURE    XXXXX   NNN     Tower Name
ATM_PRESSURE   XXXXX   NNN     Tower Name
```

End of file. Press <RETURN> to continue...

## WEATHER OBSERVATIONS

WEATHER OBSERVATIONS displays the following report. If any values are known to be incorrect, those fields are filled with \* (asterisks).

*** CURRENT TOWER DATA ***								
hh:mm:ss							DD MMM YY	
TOWER HT	SPEED (m/s)	DIRECTION degs	TEMP C	HUMIDITY %	SIGMA deg	STABILITY class	BATTERY volts	STATUS
1	5.0	160	10.0	80	20.0	D	14.0	ONLINE
10								
2	0.0	0	0.0	0	0.0		0.0	
OFFLINE 20								
.	.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.	.
*** TOWER DATA COLLECTION TIME: 12:00:00						DATA: 05-JUN-92		
***								
End of file. Press <RETURN> to continue...								

# Appendix F

## IBS Icons

Icons are symbols used in the IBS to graphically depict the location and availability of features such as facilities, resources, services, and physical landmarks. Each icon is represented by a symbol which can be drawn on the topographic map display. This appendix provides a listing of the current set of icons available in IBS, together with their type.

The current set of icons has been divided into three categories within this appendix. These categories are:

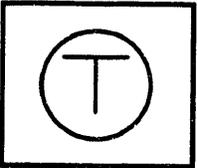
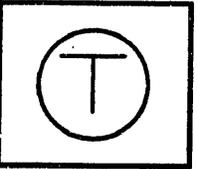
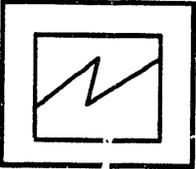
- **Facility Icons:** Represent the location of facilities such as schools, churches, and food distribution centers.
- **Resource Icons:** Used to depict a major resource type, such as communication equipment, food, and medical equipment.
- **Non-Facility/Resource Icons:** Represent items which do not fall within the facility or resource categories. Examples of non-facility/resource icons are:
  - City
  - Flood
  - Earthquake

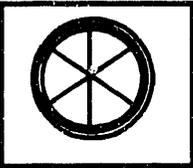
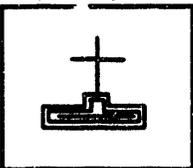
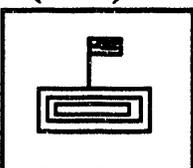
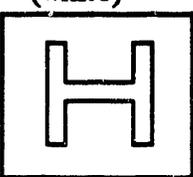
The following pages contain the icon lists for the IBS. The icon listings contain two fields describing the icons. These fields are:

- **Symbol:** This is the graphic symbol used for displaying the icon. Because the symbols shown are drawings of the actual icons, and are not in color (some icons contain multiple colors), some minor differences in appearance may exist between the symbols and the actual icon display. Listed above each symbol in parentheses is the icon color. If the icon contains multiple colors, more than one color is listed.
- **Type:** This is an icon descriptive text field. In addition to *type*, resources require a second parameter, resource *description*, when resources are defined in IBS. A resource description is a descriptive character text string entered by the system user and assigned to a resource type, within the IBS Define Resources menu function. The user will require special privileges to define resources. For example, Ambulances and Fire Trucks are two possible resource *descriptions* which can be assigned to the resource *type* Emergency Equipment to specify these resources. Both Ambulances and Fire Trucks

would be represented by the same resource icon (Emergency Equipment), they both belong to the same resource type. However, each resource description must be unique. For example, only one Ambulance resource description can be assigned to the resource type, Emergency Equipment. The resource type and description fields are 8 and 32 characters in length, respectively. Facility and non-facility/resource type fields are 25 characters in length. See *Section 6, Resource Management* for more information on defining resources and facilities.

## Facility Icons

<u>Symbol</u>	<u>Type</u>
(cyan) 	Dam
(red/white) 	Traffic Control
(red/yellow) 	Traffic Control (Inactive)
(white) 	Power Station
(cyan) 	Airport

<u>Symbol</u>	<u>Type</u>
(white) 	Transportation facility
(white) 	Church
(white) 	School
(white) 	Hospital
(cyan) 	Public Utility

Symbol

Type

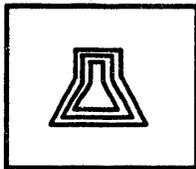
(red)

Private Business



(red)

Nuclear Plant



(magenta)

Shelter



(cyan)

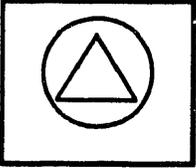
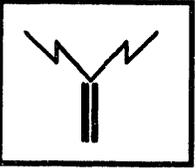
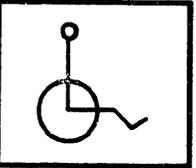
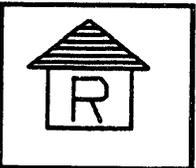
Police Station

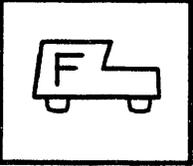


(red)

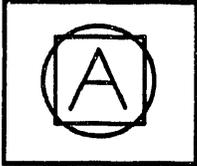
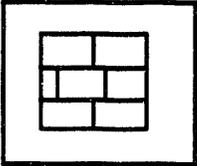
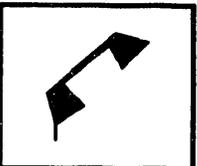
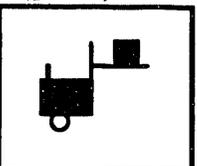
Fire Station



<u>Symbol</u>	<u>Type</u>
(red) 	Government Building
(red) 	EOC
(red) 	Communications Facility
(red) 	Special Population
(magenta) 	Reception Center

<u>Symbol</u>	<u>Type</u>
(magenta/green) 	Mobile Medical Unit
(white) 	Private Residence
(red) 	Food Distribution
(white) 	Food Production

## Resource Icons

<u>Symbol</u>	<u>Type</u>
(green) 	1st Aid
(green) 	Barricade (Barricad in the system)
(green) 	Cars
(green) 	Communications Equipment (Comm Eq)
(green) 	Construction Equipment (Const Eq)

Symbol

Type

(green)

Dry Goods (Dry Good)



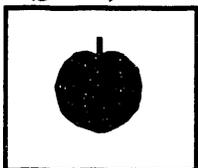
(green)

Emergency Equipment (Emerg Eq)



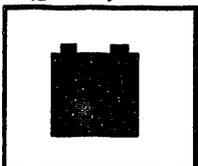
(green)

Food



(green)

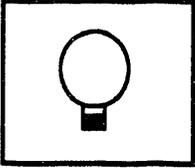
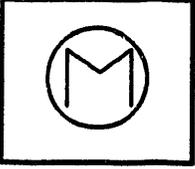
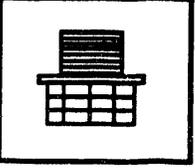
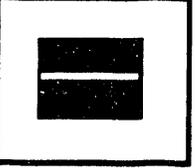
Generator (Generatr)



(green)

Hand Tool (Hand Tl)



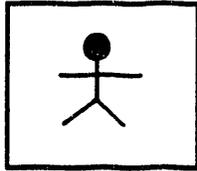
<u>Symbol</u>	<u>Type</u>
(green) 	Heavy Equipment (Heavy Eq)
(green) 	Lights
(green) 	Medical Equipment (Medic Eq)
(green) 	Office Machine (Office M)
(green) 	Paving Equipment (Pave Eq)

Symbol

Type

(green)

People



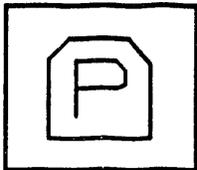
(green)

Power Tool (Power Tl)



(green)

Prefabricated Building (Prefab B)



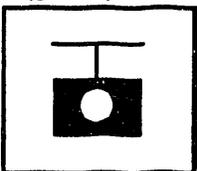
(green)

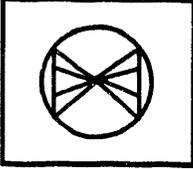
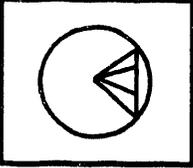
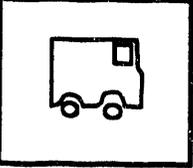
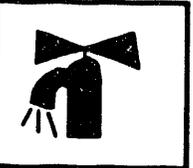
Rescue



(green)

Scales



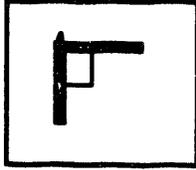
<u>Symbol</u>	<u>Type</u>
(green) 	Non-rotating Siren (Siren-NR)
(green) 	Rotating Siren (Siren-R)
(green/white) 	Transport Vehicles (Transprt)
(green/white) 	Trucks
(green/white) 	Water

Symbol

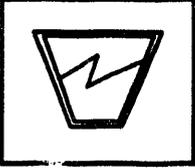
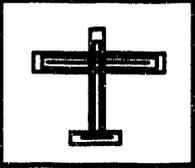
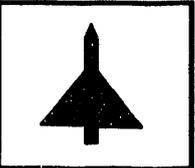
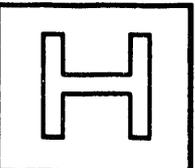
Type

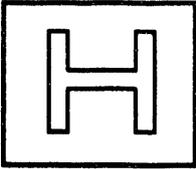
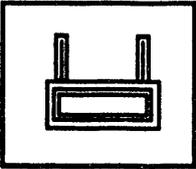
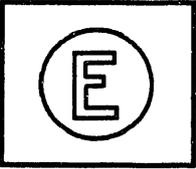
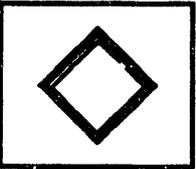
(green)

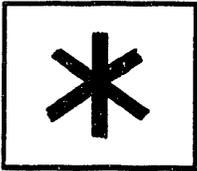
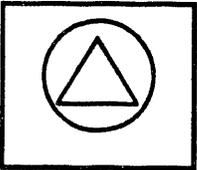
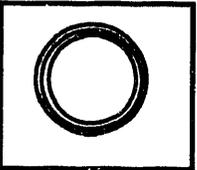
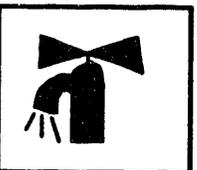
Weapons



## Non-Facility/Resource Icons

<u>Symbol</u>	<u>Type</u>
(cyan/red) 	Hydroelectric Plant
(cyan) 	Civilian Airport
(cyan) 	Civilian Air Hub
(red) 	Military Airport
(yellow) 	Hospital (Inactive)

<u>Symbol</u>	<u>Type</u>
(blue) 	VMAC Hospital
(red) 	Industrial Park
(red) 	Emergency Equipment
(green) 	Hazmat Site
(magenta/yellow) 	Shelter - CSEPP

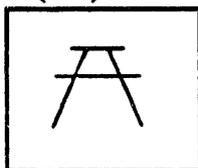
<u>Symbol</u>	<u>Type</u>
(yellow) 	Shelter (Inactive)
(blue) 	Rescue Squad
(yellow) 	EOC (Inactive)
(yellow) 	Tank Farm (Fuel)
(blue/blink white) 	Water Supply

Symbol

Type

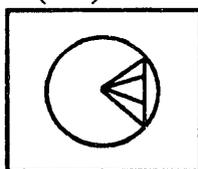
(red)

Recreation Area (Rec Area)



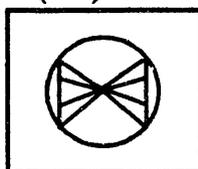
(red)

Siren - Rotating



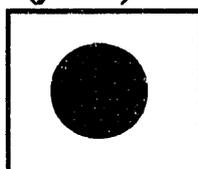
(red)

Siren - Nonrotating



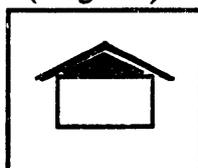
(yellow)

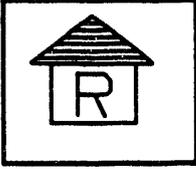
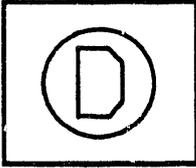
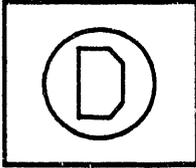
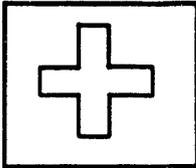
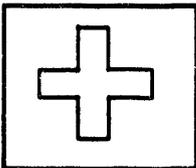
Other Control Point



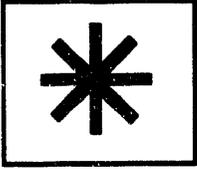
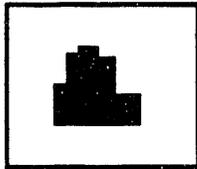
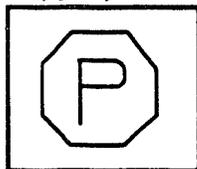
(magenta)

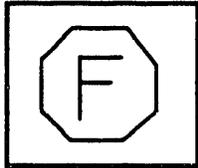
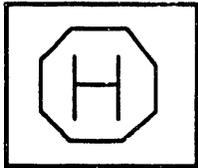
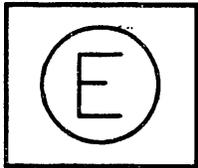
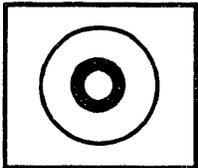
Evacuation Shelter

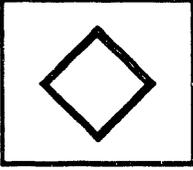
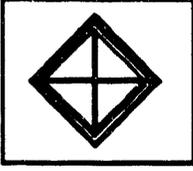
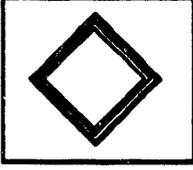
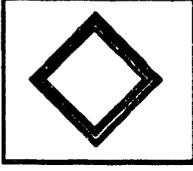
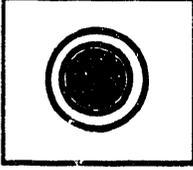


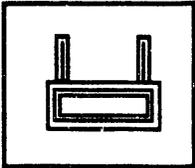
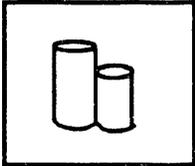
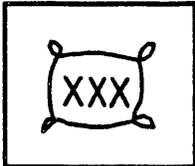
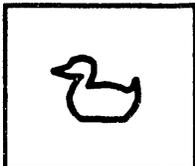
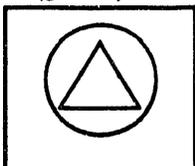
<u>Symbol</u>	<u>Type</u>
(yellow) 	Reception Center (Inactive)
(white) 	Decontamination Center
(yellow) 	Decontamination Center (Inactive)
(white) 	Morgue
(yellow) 	Morgue (Inactive)

<u>Symbol</u>	<u>Type</u>
(magenta) 	Hurricane
(magenta) 	Tropical Storm
(magenta) 	Tsunami
(red) 	Earthquake
(red) 	Fire

<u>Symbol</u>	<u>Type</u>
(white) 	Blizzard
(blue) 	Tornado
(cyan) 	Flood
(red) 	City
(cyan) 	CSEPP Police Station

<u>Symbol</u>	<u>Type</u>
(red) 	CSEPP Fire Station
(blue) 	Hospital Resource
(red) 	Equipment
(red/blink white) 	NAPB Target
(red) 	Refinery

<u>Symbol</u>	<u>Type</u>
(white) 	Coal Mine
(red/white) 	Coke Producer
(yellow) 	Natural Gas Pressure Plant (Nat Gas P. P.)
(blue) 	Natural Gas Underground Storage (Nat Gas Under St.)
(white/yellow) 	Petroleum Import Facility (Petrol Import Fac.)

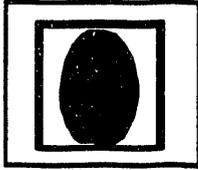
<u>Symbol</u>	<u>Type</u>
(blue) 	Port Facility
(white) 	Grain Storage
(white) 	Flour Mills
(white) 	Poultry Production
(green) 	Agriculture EOC

Symbol

Type

(white)

Egg Producers .



**END**

**DATE  
FILMED**

4 / 5 / 93

