



STATE PARKS & HISTORIC SITES

MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

Administrative Procedure # A - I- 1

Subject: Incident Reporting –
Procedure to enter accidents or incidents in online database

Effective Date: July 1, 2014

Procedure Statement:

The online incident reporting system is a database that captures and provides statistical information about incidents that occur on Georgia State Parks and Historic Sites. The online reporting system does not replace the need and requirement for staff to complete reports including: DNR State Parks Accident Report on Visitors form, DNR Law Enforcement Incident Report form, GCIC Law Enforcement Incident Report form, Search and Rescue 201 form, etc.

All Parks and Historic Sites are required to enter incidents into the online reporting system no later than noon on Wednesday of each week. Incidents of a significant nature should be entered into the system as soon as staff have time following dealing with the incident. The online reporting system allows information about incidents to be communicated through the chain of command quickly by utilizing the EMAIL Incident feature.

Definitions:

Significant incidents are not limited to but include any incident that involves transport of a person by ambulance or helicopter; fatality; felony arrest, etc.

Procedure:

Access the online incident database at <http://www1.gadnr.org/dnr/attendance/app>

Username & password is required to access the application. Username is not case-sensitive.

There are 3 roles: Administrator, Regional manager and Data entry

The following are the requirements for the application to work effectively and successfully. Park staff will have Data Entry access.

- * Password is case-sensitive.
- * Pop-up blockers must be disabled.
- * Cookies must be enabled.

* Adobe Acrobat Reader is required.

* Privacy setting above "high" in your web browser will not allow login.

Click '**Forget your username or password**', if you forget your username or password.

ACCIDENT & INCIDENT – select either accident or incident

The screenshot shows the Georgia Department of Natural Resources Accident/Incident Tracking System. At the top, there's a logo for 'GEORGIA DEPARTMENT OF NATURAL RESOURCES STATE PARKS & HISTORIC SITES'. Below it, the title 'Attendance, Occupancy and Accident Tracking' and 'Accident/Incident Tracking System' are displayed. On the left, a green bar contains the text 'Accident / Incident' and two radio buttons: one for 'Incident' and one for 'Accident'. In the center, there's a 'Cancel' button. On the right, links for 'Report a Bug' and 'Display Help' are visible.

ACCIDENT

Accident Main Menu:

The screenshot shows the 'Accident - ADMIN Main Menu'. It features the same top navigation bar as the previous page. The central area contains three menu items: 'Add New Accident' (in blue), 'Manage Existing Accident' (in green), and 'Accident Reports' (in green). A 'Cancel' button is located at the bottom left.

Add New Accident

The screenshot shows the 'Accident Report on Visitors' form. The top bar includes the Georgia logo and links for 'Attendance, Occupancy and Accident Tracking', 'Report a Bug', 'Display Help', 'Welcome, admin', and 'Logout'. Below the top bar, there are several input fields for reporting an accident. The form is divided into sections for 'Name & Address of Person Filling Out Report' and 'Name & Address of Injured Person'. Each section contains fields for First Name, Last Name, Street 1, Street 2, Location (City, State), Zip Code, and Phone Number. Buttons for 'Save', 'Manage Existing', and 'Cancel' are located at the top of the form area.

Nature of Accident	<input type="text"/>
Circumstances leading to Accident	<input type="text"/>
Was treatment given	<input type="checkbox"/>
Was a physician called	<input type="checkbox"/>
Was injured person sent to hospital?	<input type="checkbox"/>
Follow-up treatment	<input type="text"/>

IN EVENT OF SERIOUS INJURY OR DEATH, COMPLETE FOLLOWING:

Use this button to add additional action detail [Add](#)

1.

Witness Detail		Delete
Witness Name & Address	First Name	<input type="text"/>
	Last Name	<input type="text"/>
	Address	Street 1 <input type="text"/> Street 2 <input type="text"/>
		Location: City, State <input type="text"/> , GEORGIA ▼
	Phone Number	<input type="text"/> - <input type="text"/> (<input type="text"/>) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
Witness Type UNDEFINED ▼		

Use this button to add additional action detail [Add](#)

[Save](#) [Manage Existing](#) [Cancel](#)

It must be understood that the state carries no insurance to protect visitors and assumes no responsibility in case of accident - but we are concerned for their welfare and we do require this report for our files.

3 copies: 1 for General Office, 1 for Region Office

Done

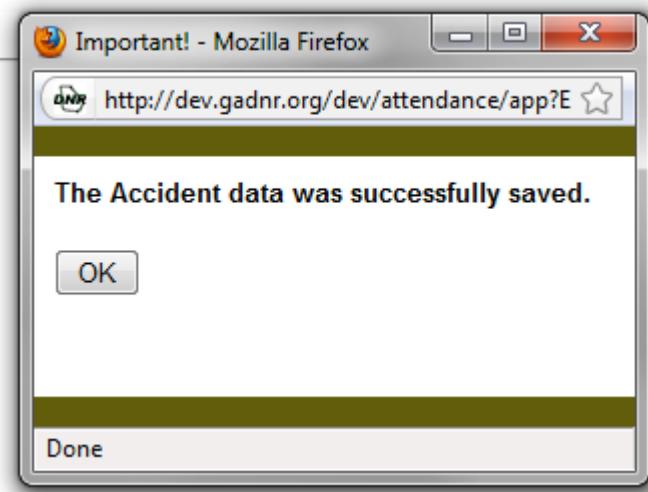
This link displays a blank Accident Window, allowing users to enter new accident information, manage existing entries, or cancel current entry.

Click '**Save**' to make the data entry permanent in the database.

Click '**Manage Existing**' to go back to the search screen to find existing Accident.

Click '**Cancel**' to go back to the Accident Main Menu.

- After saving the data, the confirmation message window will popup. Click '**OK**' to close this popup.



- Next, additional options will be available:



"Manage Existing" to edit or view previous data.

"Cancel" to return to Main Menu.

"Print" to print the completed Accident report.

"Add New" button to add new Accident.

"Delete" to delete the Accident.

"Reset" to return to the result list.

Manage Existing Accident:

Users can search for existing accident by using any or all the fields in the Application as search criteria.

The Search criteria list:

- State Park
- Region
- Accident Date
- Accident Type
- Injured Person
- Nature of Accident



Search for an Accident



Use any or all of the following as search criteria. The substring search is allowed and search is not case sensitive.

State / Park	UNDEFINED
Region	UNDEFINED
Accident Date	
Accident Type	UNDEFINED
Name & Address of Injured Person	First Name Last Name
Nature of Accident	

Accident Date Between and

Below is the result of the Search Criteria.

Attendance, Occupancy and Accident Tracking						
Search For an Accident						
State Park	Accident Date	Accident Type	Filing Report Name	Injured Person	Physician Name	Hospital Name
<input type="radio"/> Wormsloe	2010-06-02	Other Non-Enforcement Activities				Wellstar
<input type="radio"/> Wormsloe	2010-06-15	Plant Collection				
<input type="radio"/> Providence Canyon	2010-06-01	Other Traffic Related Violations				

3 row(s) returned.

Select the Accident you want to view.

Click “Edit Accident” button to view existing data and make appropriate changes.

The Print Button allows printing the Incident in PDF format as shown below:

GEORGIA DEPARTMENT OF NATURAL RESOURCES	
ACCIDENT REPORT	
Accident ID: 171	

State / Park *	Wormsloe														
Accident Date	Jun 2, 2010														
Accident Type *	Other Non-Enforcement Activities														
Name & Address of Person Filling Out Report	<table border="1"> <tr><td>First Name</td><td></td></tr> <tr><td>Last Name</td><td></td></tr> <tr><td>Address</td><td>GEORGIA</td></tr> <tr><td>Phone Number</td><td></td></tr> </table>	First Name		Last Name		Address	GEORGIA	Phone Number							
First Name															
Last Name															
Address	GEORGIA														
Phone Number															
Name & Address of Injured Person	<table border="1"> <tr><td>First Name</td><td></td></tr> <tr><td>Last Name</td><td></td></tr> <tr><td>Address</td><td>GEORGIA</td></tr> <tr><td>Phone Number</td><td></td></tr> </table>	First Name		Last Name		Address	GEORGIA	Phone Number							
First Name															
Last Name															
Address	GEORGIA														
Phone Number															
Nature of Accident															
Circumstances leading to Accident															
Was treatment given?	N														
Was a physician called?	Y														
Physician Name	Doctor														
Time physician was called	3:45AM														
Was injured person sent to hospital?	Y														
Hospital Name	Wellstar														
Hospital Time	4:30AM														
Follow-up treatment	Testing data entry role for add new and manage existing.														
1.	<table border="1"> <tr><td colspan="2">Witness Detail</td></tr> <tr> <td>Witness Name & Address</td> <td> <table border="1"> <tr><td>First Name</td><td>JJ</td></tr> <tr><td>Last Name</td><td>Ambrose</td></tr> <tr><td>Address</td><td>2564 ANDERSON ROAD ATLANTA, GEORGIA 30334-4505</td></tr> <tr><td>Phone Number</td><td>(678) 452-4505</td></tr> </table> </td> </tr> <tr><td>Witness Type</td><td>Employee</td></tr> </table>	Witness Detail		Witness Name & Address	<table border="1"> <tr><td>First Name</td><td>JJ</td></tr> <tr><td>Last Name</td><td>Ambrose</td></tr> <tr><td>Address</td><td>2564 ANDERSON ROAD ATLANTA, GEORGIA 30334-4505</td></tr> <tr><td>Phone Number</td><td>(678) 452-4505</td></tr> </table>	First Name	JJ	Last Name	Ambrose	Address	2564 ANDERSON ROAD ATLANTA, GEORGIA 30334-4505	Phone Number	(678) 452-4505	Witness Type	Employee
Witness Detail															
Witness Name & Address	<table border="1"> <tr><td>First Name</td><td>JJ</td></tr> <tr><td>Last Name</td><td>Ambrose</td></tr> <tr><td>Address</td><td>2564 ANDERSON ROAD ATLANTA, GEORGIA 30334-4505</td></tr> <tr><td>Phone Number</td><td>(678) 452-4505</td></tr> </table>	First Name	JJ	Last Name	Ambrose	Address	2564 ANDERSON ROAD ATLANTA, GEORGIA 30334-4505	Phone Number	(678) 452-4505						
First Name	JJ														
Last Name	Ambrose														
Address	2564 ANDERSON ROAD ATLANTA, GEORGIA 30334-4505														
Phone Number	(678) 452-4505														
Witness Type	Employee														

Page 1 of 1

Accident Reports:

List of Reports:

- List of Accident

Note: The Report link shows the same “Search Criteria” as above. Any or all of the criteria can be used to run reports

	Attendance, Occupancy and Accident Tracking Search for Accident Reports	Report a Bug Display Help Welcome, admin Logout
---	---	--

State Park	Accident Date	Accident Type	Filing Report Name	Injured Person	Physician Name	Hospital Name
Wormsloe	2010-06-02	Other Non-Enforcement Activities				Wellstar
Wormsloe	2010-06-15	Plant Collection				
Providence Canyon	2010-06-01	Other Traffic Related Violations				

3 row(s) returned.

[Print to PDF](#) [Print to Excel](#) [Search Again](#)

Click “Print to PDF” button prints report to PDF.

Click “Print to Excel” button prints report to Excel. (Download Google Chrome)

Click “Search Again” returns to the Search Criteria.

INCIDENT

Incident Main Menu:

 Attendance, Occupancy and Accident Tracking
Incident - ADMIN Main Menu

Report a Bug | Display Help
Welcome, admin | Logout

[Add New Incident](#)

[Manage Existing Incident](#)

[Incident Reports](#)

[Cancel](#)

Add New Incident

 Attendance & Occupancy, Accident & Incident Tracking
Incident Information

Home | Report a Bug | Display Help
Welcome, admin | Logout

[Save](#) [Manage Existing](#) [Cancel](#)

Agency ORI Number	<input type="text"/>	
Case Number	<input type="text"/>	
Incident Date	<input type="text"/> <input type="button" value="▼"/>	
Rank/Name of Ranger Completing Report	First Name <input type="text"/>	
	Last Name <input type="text"/>	
	Address	Street 1 <input type="text"/> Street 2 <input type="text"/>
	Location: City, State	<input type="text"/> , GEORGIA <input type="button" value="▼"/>
	Zip Code	<input type="text"/> - <input type="text"/>
Phone Number	(<input type="text"/>) <input type="text"/> - <input type="text"/> ext. <input type="text"/>	
State Park	<input type="text"/> UNDEFINED <input type="button" value="▼"/>	
Region	<input type="text"/> UNDEFINED <input type="button" value="▼"/>	
Court System	<input type="text"/>	
Incident Type *	<input type="text"/> UNDEFINED <input type="button" value="▼"/>	
Category	<input type="text"/> UNDEFINED <input type="button" value="▼"/>	
Resolution	<input type="text"/> UNDEFINED <input type="button" value="▼"/>	
Total Number of Violations	<input type="text"/>	
Incident	<input type="text"/>	
Location of Occurrence	<input type="text"/>	
Name & Address of Person Arrested	First Name <input type="text"/>	
	Last Name <input type="text"/>	
	Address	Street 1 <input type="text"/> Street 2 <input type="text"/>
	Location: City, State	<input type="text"/> , GEORGIA <input type="button" value="▼"/>
	Zip Code	<input type="text"/> - <input type="text"/>
Race	<input type="text"/> UNDEFINED <input type="button" value="▼"/>	

Race	UNDEFINED <input type="button" value="▼"/>
Sex	UNDEFINED <input type="button" value="▼"/>
Date of Birth	<input type="text"/> <input type="button" value="▼"/>
Age	<input type="text"/> <input type="button" value="Calculate Age"/>
Height	feet <input type="text"/> inches <input type="text"/>
Weight	<input type="text"/> lbs
Eyes	UNDEFINED <input type="button" value="▼"/>
Hair	UNDEFINED <input type="button" value="▼"/>
Remarks Concerning Incident	<input type="text"/>

Use this button to add additional action detail

1.

Witness Detail		<input type="button" value="Delete"/>
Witness Name & Address	First Name	<input type="text"/>
	Last Name	<input type="text"/>
	Address	<input type="text"/> <input type="text"/>
	Street 1	<input type="text"/>
	Street 2	<input type="text"/>
	Location: City, State	<input type="text"/> ., GEORGIA <input type="button" value="▼"/>
Zip Code	<input type="text"/> - <input type="text"/>	
Phone Number	(<input type="text"/>) <input type="text"/> - <input type="text"/> ext. <input type="text"/>	
Witness Type	UNDEFINED <input type="button" value="▼"/>	

Use this button to add additional action detail

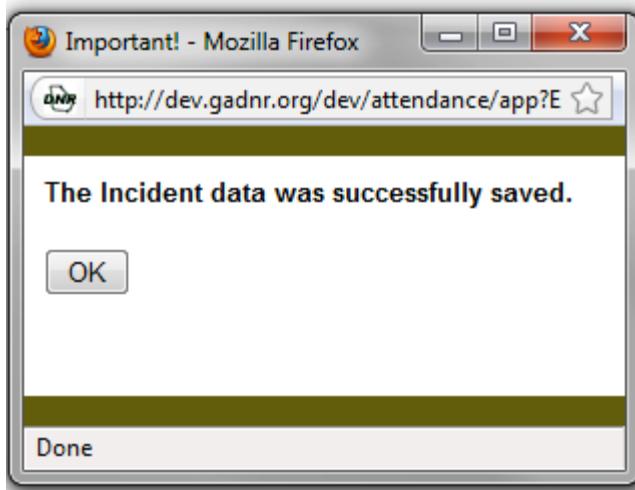
This link displays a blank Incident Window, allowing users to enter new incident information.

Click '**Save**' to make the data entry permanent in the database.

Click '**Manage Existing**' to go back to the search screen to find another incident.

Click '**Cancel**' to go back to the Incident Menu.

After saving the data, the confirmation message window popup. Click '**OK**' to close this popup.



- Next, additional options will be available:

"Email Incident" Only use for the following Incidents: Death, Felony Arrest & Serious Injury

"Manage Existing" to edit or view previous data.
"Cancel" to return to Main Menu.
"Print" to print the completed Incident report.
"Add New" button to add new Incident.
"Delete" to delete the Incident.
"Reset" to return to the result list.

Manage Existing Incident

Users can search for existing incident by using any or all the fields in the Application as search criteria.

The Search criteria list:

- Incident Date
- State Park
- Region
- Incident Type
- Category
- Resolution
- Incident
- Person Arrested



Search for an Incident 

Use any or all of the following as search criteria. The substring search is allowed and search is not case sensitive.

Incident Date	<input type="text"/>
Region	UNDEFINED
Incident Type	UNDEFINED
Category	UNDEFINED
Resolution	UNDEFINED
Incident	<input type="text"/>
Name & Address of Person Arrested	<input type="text"/> First Name <input type="text"/> <input type="text"/> Last Name <input type="text"/>
Incident Date	Between <input type="text"/> and <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>	

Below is the result of the Search Criteria.

Attendance, Occupancy and Accident Tracking

Report a Bug | Display Help

Welcome, admin | Logout

Region	Incident Date	Incident Type	Rank/Name of Ranger Completing Report	Person Arrested	Location of Occurrence	Resolution
Golf Region	2010-06-09	ParkPass Violation				UNDEFINED
Lodge Park Region	2010-06-04	Religious Activity	incident firstname			Citation
Lodge Park Region	2010-06-01	Disturbing Wildlife	Terrance Bill	Bill William	Location of Occurrence	UNDEFINED
Lodge Park Region	2010-06-07	Water Accidents	Tommy Hill	Tony Hills	Occurance	UNDEFINED
Lodge Park Region	2010-06-01	Disturbing Wildlife	Ranger Name	test test		UNDEFINED
Region 4	2010-06-01	Other Disruptive Activity		Cardin Carmen	location of occurrence	UNDEFINED
Region 3		Other Traffic Related Violations				UNDEFINED
Region 3	2010-06-15	Religious Activity	test test	test test	test	Other Warning
Region 2	2010-06-01	Pet Control				Verbal Waring
Region 2		Reckless Driving				UNDEFINED
Region 2		Pet Control				UNDEFINED
Region 1	2010-06-06	Disturbing Wildlife	First Ranger	Person Arrested		UNDEFINED
Region 1	2010-06-10	Other Non-Enforcement Activities	Lake Andrew	Jack Aquafresh	location of occurrence	UNDEFINED
UNDEFINED	2010-06-16	Other Non-Enforcement Activities				UNDEFINED
UNDEFINED	2010-06-16	Other Traffic Related Violations				UNDEFINED
UNDEFINED	2010-06-18	ParkPass Violation				UNDEFINED
UNDEFINED	2010-06-18	Other				UNDEFINED

17 row(s) returned.

Select the Incident you want to view

Click “Edit Incident” button to view existing data and make appropriate changes.

The **Print Button** allows printing the Incident in PDF format as shown below:

GEORGIA DEPARTMENT OF NATURAL RESOURCES		
INCIDENT REPORT		
Incident ID: 120		
Agency ORI Number	4444444	
Case Number	44444	
Incident Date	Jun 7, 2010	
Rank/Name of Ranger Completing Report	First Name	Tommy
	Last Name	Hill
	Address	890 STEEL STREET SUITE 600 ATLANTA, GEORGIA 30339-4500
	Phone Number	(770) 435-4850 ext. 44444
State Park	UNDEFINED	
Region	Lodge Park Region	
Court System	Marietta	
Incident Type *	Water Accidents	
Category	Boating, Fishing and Wildlife Violations	
Resolution	UNDEFINED	
Total Number of Violations		
Incident	Testing	
Location of Occurance	Occurance	
Name & Address of Person Arrested	First Name	Tony
	Last Name	Hills
	Address	780 STEEL STREET APT 45 ATLANTA, GEORGIA 30339-4450
	Phone Number	(770) 425-4563 ext. 55555
Race	UNDEFINED	
Sex	Female	
Date of Birth	Apr 8, 1988	
Age	22	
Height	5 feet 7 inches	
Weight	lbs	
Eyes	UNDEFINED	
Hair	UNDEFINED	

Page 1 of 2

Incident Reports:

List of Reports:

- List of Incident

Note: The Report link shows the same “Search Criteria” as above. Any or all of the criteria can be used to run reports

[Print to PDF](#) [Print to Excel](#) [Search Again](#)

Region	Incident Date	Incident Type	Rank/Name of Ranger Completing Report	Person Arrested	Location of Occurrence	Resolution
Region 2	2010-06-01	Pet Control				Verbal Waring
Region 2		Reckless Driving				UNDEFINED
UNDEFINED		Other Non-Enforcement Activities				UNDEFINED
Region 3		Other Traffic Related Violations				UNDEFINED
Region 2		Pet Control				UNDEFINED
Region 4	2010-06-01	Other Disruptive Activity		Cardin Carmen	location of occurrence	UNDEFINED
UNDEFINED	2010-06-16	Other Traffic Related Violations				UNDEFINED
UNDEFINED		ParkPass Violation				UNDEFINED
Region 1	2010-06-06	Disturbing Wildlife	First Ranger	Person Arrested		UNDEFINED
Golf Region	2010-06-09	ParkPass Violation				UNDEFINED
Lodge Park Region	2010-06-04	Religious Activity	incident firstname			Citation
UNDEFINED	2010-06-18	Other				UNDEFINED
Region 3	2010-06-15	Religious Activity	test test	test test	test	Other Warning
Lodge Park Region	2010-06-01	Disturbing Wildlife	Terrance Bill	Bill William	Location of Occurance	UNDEFINED
Lodge Park Region	2010-06-07	Water Accidents	Tommy Hill	Tony Hills	Occurance	UNDEFINED
Region 1	2010-06-10	Other Non-Enforcement Activities	Lake Andrew	Jack Aquafresh	location of occurrence	UNDEFINED
Lodge Park Region	2010-06-01	Disturbing Wildlife	Ranger Name	test test		UNDEFINED

17 row(s) returned.

[Print to PDF](#) [Print to Excel](#) [Search Again](#)

Click “Print to PDF” button prints report to PDF.

Click “Print to Excel” button prints report to Excel. (Download Google Chrome)

Click “Search Again” returns to the Search Criteria.

Email Incident:

ONLY USE FOR THE FOLLOWING INCIDENTS: DEATH, FELONY ARREST AND SERIOUS INJURY

- After completing/entering incident data, **CLICK “Save”**
- Pop-up will appear. Click OK on Pop-up.
- The “Email Incident” button will appear next to the “Print” button.
- If incident is **Death, Felony Arrest or Serious Injury**, Click “Email Incident” button.
- The following staff will receive a PDF copy of this incident report:

Wally Woods - Asst. Director
Larry Blankenship – Chief of Operations
Terry Trowbridge – Asst. Chief of Operations
Joe Yeager – Region 1 Manager
– Region 1 Asst. Manager
Tommy Turk – Region 2 Manager
Bobby Wilson – Region 2 Asst. Manager
Eric Bentley – Region 3 Manager
Judd Smith – Region 3 Asst. Manager
Robert Emery – Region 4 Manager
Ray Smith - Region 4 Asst. Manager
Walter Rabon – DNR LE Division

Authority: (if applicable)

N/A

Attachments:

Attachment 1 – None

