



MARK WILLIAMS
COMMISSIONER

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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



Attendance, Occupancy and Accident Tracking
Accident/Incident Tracking System

[Report a Bug](#) | [Display Help](#)


Accident / Incident

☐ Incident
☐ Accident

Cancel

ACCIDENT

Accident Main Menu:




Attendance, Occupancy and Accident Tracking
Accident - ADMIN Main Menu

[Report a Bug](#) | [Display Help](#)
Welcome, **admin** | [Logout](#)

Add New Accident
Manage Existing Accident
Accident Reports

Cancel

Add New Accident



Attendance, Occupancy and Accident Tracking
Accident Report on Visitors

[Report a Bug](#) | [Display Help](#)
Welcome, **admin** | [Logout](#)

Save

Manage Existing

Cancel

State / Park *

UNDEFINED

Accident Date

Accident Type *

UNDEFINED

Name & Address of Person Filling Out Report

First Name

Last Name

Address

Street 1

Street 2

Location: City, State

GEORGIA

Zip Code

-

Phone Number

() - ext.

Name & Address of Injured Person

First Name

Last Name

Address

Street 1

Street 2

Location: City, State

GEORGIA

Zip Code

-

Phone Number

() - ext.

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

1.	Witness Detail <input type="button" value="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"/> , <input type="text" value="GEORGIA"/>
	Zip Code <input type="text"/> - <input type="text"/>		
	Phone Number <input type="text"/> (<input type="text"/>) <input type="text"/> - <input type="text"/> ext. <input type="text"/>		
	Witness Type <input type="text" value="UNDEFINED"/>		

Use this button to add additional action detail

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

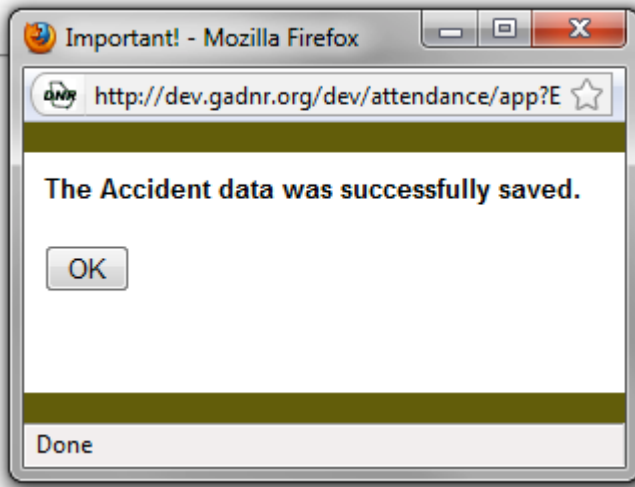
This link displays a blank Accident Window, allowing users to enter new accident information, manage existing entries, or cancel current entry.

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



Attendance, Occupancy and Accident Tracking
Search For an Accident

Report a Bug | ■ Display Help
Welcome, **admin** | Logout

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

Region

Accident Date

Accident Type

Name & Address of Injured Person

First Name

Last Name

Nature of Accident

Accident Date

Between


and

Search

Cancel

Reset

Below is the result of the Search Criteria.

<div>  <div> Attendance, Occupancy and Accident Tracking Search For an Accident </div> <div> Report a Bug ■ Display Help Welcome, admin Logout </div> </div>						
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.						
<div> <div>Edit Accident</div> <div>Search Again</div> </div>						

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	First Name														
	Last Name														
	Address	GEORGIA													
	Phone Number														
Name & Address of Injured Person	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"> <thead> <tr> <th colspan="2">Witness Detail</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Witness Name & Address</td> <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> <tr> <td colspan="2">Witness Type</td> <td>Employee</td> </tr> </tbody> </table>	Witness Detail		Witness Name & Address	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	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



GEORGIA

DEPARTMENT OF NATURE RESOURCES

STATE PARKS & HISTORIC SITES

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				

Print to PDF

Print to Excel

Search Again

3 row(s) returned

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

Case Number

Incident Date

Rank/Name of Ranger Completing Report

First Name

Last Name

Address

Street 1

Street 2

Location: City, State

GEORGIA

Zip Code

Phone Number

() - ext.

State Park

UNDEFINED

Region

UNDEFINED

Court System

Incident Type *

UNDEFINED

Category

UNDEFINED

Resolution

UNDEFINED

Total Number of Violations

Incident

Location of Occurrence

Name & Address of Person Arrested

First Name

Last Name

Address

Street 1

Street 2

Location: City, State

GEORGIA

Zip Code

Phone Number

() - ext.

Race

UNDEFINED

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

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	Street 1 <input type="text"/>
			Street 2 <input type="text"/>
			Location: City, State <input type="text"/> , GEORGIA ▼
		Zip Code <input type="text"/> - <input type="text"/>	
	Phone Number <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

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.

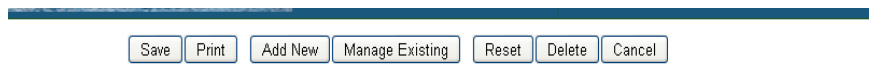
Click **'Manage Existing'** to go back to the search screen to find another incident.

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

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

Incident Date

Region

UNDEFINED

Incident Type

UNDEFINED

Category

UNDEFINED

Resolution

UNDEFINED

Incident

Name & Address of Person Arrested

First Name

Last Name

Incident Date

Between


and

Search

Cancel

Reset

Below is the result of the Search Criteria.

Attendance, Occupancy and Accident Tracking

[Report a Bug](#) | [Display Help](#)
Welcome, **admin** | [Logout](#)

[Edit Incident](#) | [Search Again](#)

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

17 row(s) returned.

[Edit Incident](#) | [Search Again](#)

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 30039-4500
	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



GEORGIA
DEPARTMENT OF NATURAL RESOURCES
STATE PARKS & HISTORIC SITES

Attendance, Occupancy and Accident Tracking

Search for Incident Reports

Report a Bug | ☐ Display Help

Welcome, admin | Logout

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 Warning
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 Occurrence	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

