

Application Instruction Manual

Event Strategic Review Application



Instructional manual on the interaction and utilization of the Event Strategic Review Application (ESRA)

ESRA

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Introduction

The Emergency Management Accreditation Program (EMAP), partnering with stakeholders from the Federal Emergency Management Agency (FEMA), National Emergency Management Agency (NEMA), and International Association of Emergency Managers (IAEM) has developed the Event Strategic Review (ESR). The purpose of the ESR is to utilize the EMAP independent peer-review process to collect and analyze data that will support and assist the FEMA National Preparedness Assessment Division (NPAD) in meeting their Post Katrina Emergency Management Reform Act of 2006 and Remedial Action Management Program goals. The goal of the ESR is to collect and identify priority issues, corrective actions, lessons learned and best practices for improvement of existing after action processes used for exercises and real world events.

In order to facilitate the purpose and goals of the ESR, EMAP has developed the Event Strategic Review Application (ESRA) to assist in guiding participating Programs self-review and documentation sharing associated with the ESR data criterion. The goal of the ESRA is to provide an opportunity for the participating Programs to share relevant data criterion, develop an objective view and build a summary picture of how the Program is managing Exercises and Real World Events and utilizing that data to enhance the overall Program mission.

The ESRA, a web-based application, applies existing standards and data analysis inquiry to review event documentation pursuant to EMAP standards 4.3: Hazard Identification, Risk Assessment and Consequence Analysis and EMAP standard 4.14: Exercises, Evaluations and Corrective Actions. Documentation to be reviewed and/or considered:

- Exercise Events (Tabletops, Functional & Full-Scale)
 - State Preparedness Report(s)
 - After Action Report(s)
 - Improvement Plan(s)
 - Corrective Action Plan(s)
 - Training & Exercise Work Plan(s)
- Real World Events
 - Incident Action Plan(s)
 - After Action Report(s)
 - Improvement Plan(s)
 - Corrective Action Plan(s)
- Any documentation that validates the completion of Corrective Action Plan(s) and Improvement Plan(s) objectives.

Criteria that will be collected and analyzed will span from January 1, 2007 to present:

- Event details (date, location, type of event/exercise, etc.)
- Top 10 Corrective Action items currently being improved upon
- Corrective Actions that have been resolved within the last year
- Lessons Learned within the last year
- Agency funding for Exercise(s)

- Identified strengths and areas of improvement
- EMAP Standard 4.3: Hazard Identification, Risk Assessment and Consequence Analysis
- EMAP Standard 4.14: Exercises, Evaluations and Corrective Actions

Definitions:

1. A “*Program*” is defined as a system that provides for management and coordination of prevention, mitigation, preparedness, and response and recovery activities. The system encompasses all organizations, agencies, departments, and individuals having responsibilities for these activities.
2. An “*Event*” is defined as an occurrence of significant involvement that includes multiple agencies and/or jurisdictions that spans multiple operational periods that produces both information and formal event documentation.

If you have any questions please contact the following EMAP Staff Members for assistance:

Mrs. Christine Y. Jacobs
EMAP Projects Coordinator
859/494.0917
cjacobs@csg.org

Mr. Jarad Downing
EMAP Training & Technology Assistant
859/244.8210
jdowning@csg.org

Usage

Accessing and Connecting to the Application

The URL for the application is <http://esra.emaponline.org>. Initially, in order to access the application, you must be invited via email by EMAP Staff. The email message forwarded to you will be delivered from “esraemap@gmail.com” and will be in the following format:

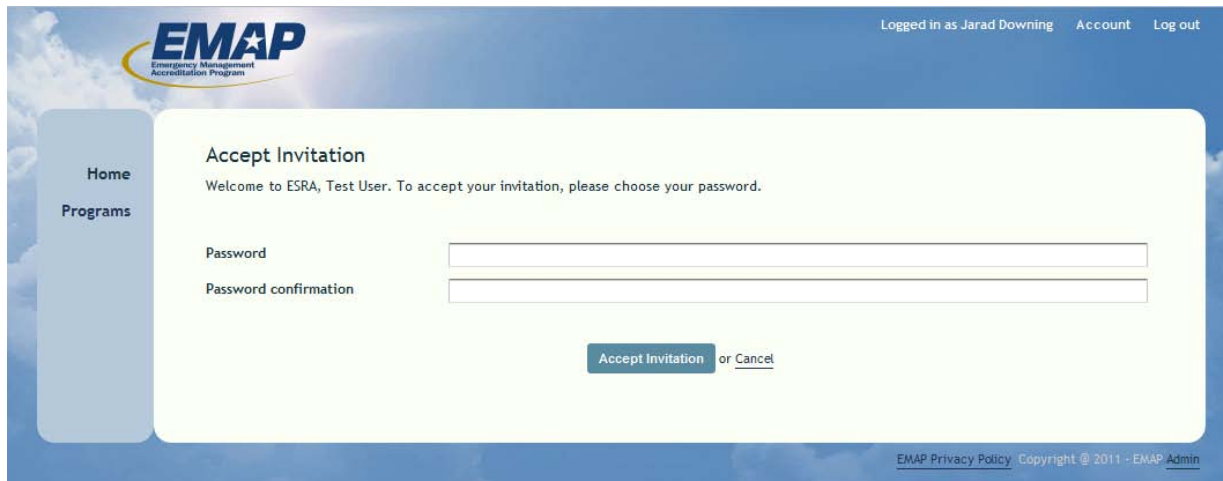
User Name,

You have been invited to join ESRA. If you wish to accept, please click on the following link http://esra.emaponline.org/users/73-User-Name/accept_invitation?key=1dbdd43f16493e098f0057e6553a584fd9fa9782

Thank you,

The ESRA team.

By clicking the link you will have accepted the invitation and a new webpage will open in your default web browser. This webpage will ask you to set your password; this password must be at least six (6) characters long and cannot be all lower case letters.



The screenshot shows the 'Accept Invitation' page of the EMAP application. The header includes the EMAP logo and the text 'Emergency Management Accreditation Program'. In the top right corner, it says 'Logged in as Jarad Downing' with links for 'Account' and 'Log out'. On the left, a sidebar has 'Home' and 'Programs' links. The main content area is titled 'Accept Invitation' and contains the text: 'Welcome to ESRA, Test User. To accept your invitation, please choose your password.' Below this are two input fields for 'Password' and 'Password confirmation'. At the bottom of the form area, there are two buttons: 'Accept Invitation' and 'Cancel'. The footer of the page includes a link to 'EMAP Privacy Policy' and copyright information: 'Copyright © 2011 - EMAP Admin'.

Figure 1 - Password Creation

Once you have entered and confirmed your desired password, click “*Accept Invitation*”. A confirmation page will display with your email address spelled out in plain English (this is a security measure to prevent spamming) informing you that your account is now active.

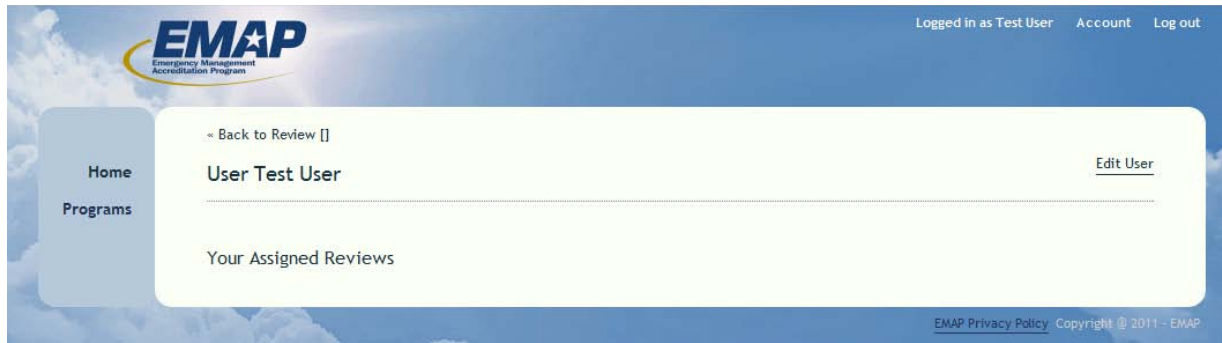


Figure 2 – Sign-Up Confirmation

The Home tab will open an introductory default page. The page will contain pertinent information regarding ESRA. This is the default page you will see upon logging in.

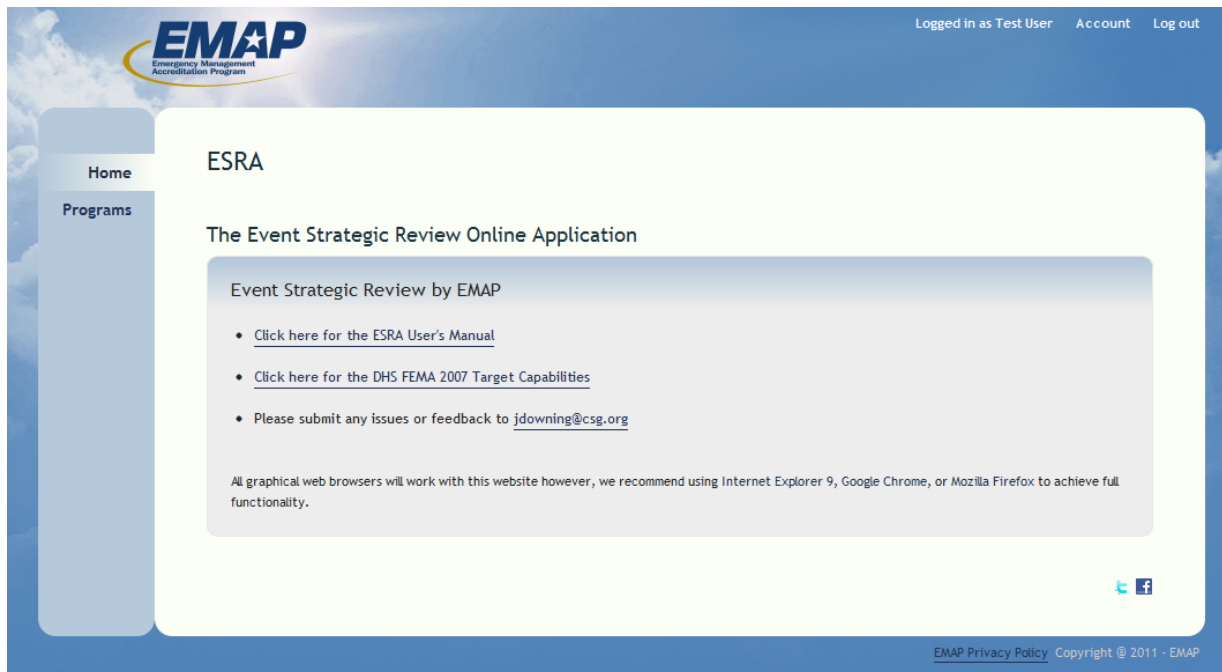


Figure 3 - Home Screen

Initiating the Self-Review

The first step in the process is to input information about your Program. To do this, click on the "Programs" tab near the top of the screen. This page will allow you to create a New Program by clicking on the "New Program" link. As a reminder, remember that the "Program" is defined as a system that provides for management and coordination of prevention, mitigation, preparedness, and response and

recovery activities. The system encompasses all organizations, agencies, departments, and individuals having responsibilities for these activities.

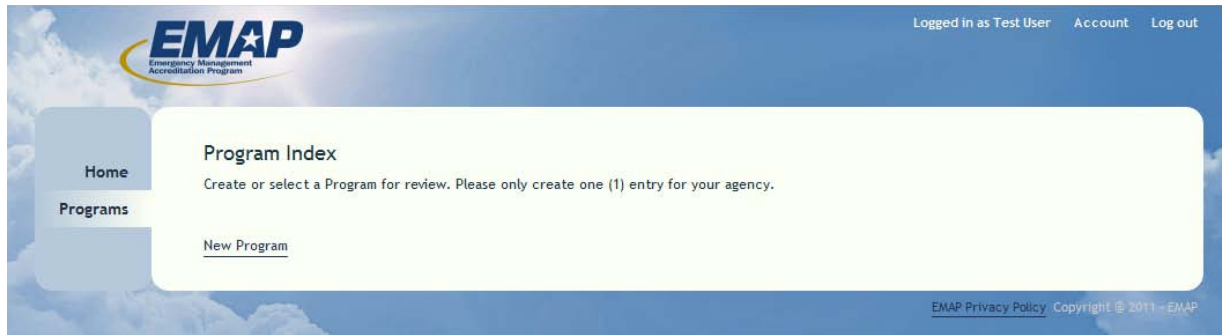


Figure 4 - Starting a new Program

The New Program page requests general information regarding your Program and asks several questions regarding your Program's Corrective Action Process. The first set of fields pertains to the emergency management program as a whole. These fields include the name of the Program's Agency, jurisdiction and address

The next set of fields on this page pertains to the Program's point of contact information for the Event Strategic Review Project. The fields pertain to the main point of contact, an individual who is responsible for coordination of the ESRA process including the Self-Review, obtaining documentation, and other scheduling and oversight activities. Please note that the ESRA point of contact may be different than those used in the General Program Information fields above. In addition, the ESRA point of contact may also be different than your EMAP Accreditation Manager for the EMAP Baseline and/or Accreditation Assessment. Please use the "Save Program" button to periodically save your data while on this page, remember - "Save early, save often"!

The screenshot shows the EMAP (Emergency Management Accreditation Program) website. The top navigation bar includes the EMAP logo and links for 'Logged in as Test User', 'Account', and 'Log out'. A left sidebar contains 'Home' and 'Programs' links. The main content area is titled 'New Program' and is divided into two sections: 'General Program Information' and 'Event Strategic Review Contact Information'. The first section contains input fields for Program Name, Program Jurisdiction/Agency, Program Address, Program City, Program State (a dropdown menu currently showing 'No State available'), and Program zip. The second section contains input fields for ESRA Point of Contact Name, ESRA Point of Contact Title, ESRA Point of Contact Office Number, ESRA Point of Contact Mobile Number, and ESRA Point of Contact Email Address. A 'Save Program' button is located at the bottom left of the form area.

Figure 5 – Program Contact Information (New Program Page)

After the contact information, there are fields for event funding data. The “Local Funding” is for funds provided by the State and Local jurisdictions. Please enter the total amount of funding for each year in the appropriate fields. Following the Local Funding fields is an area to input data related to Federal Funding. For each year since 2007, provide the total amount of Federal Funding followed by the agency providing the funding. Click the button labeled with a plus ‘+’ sign to add each federal agency providing funding.

Exercise Funding

Local Funding

How much local/State (Non-Federal) funding has been allocated for Exercises annually?

2007

2008

2009

2010

Federal Funding

How much federal grant funding has been allocated to the State for Exercises annually?

2007

2007 Funding Source

No records to display

2008

2008 Funding Source

No records to display

2009

2009 Funding Source

No records to display

2010

2010 Funding Source

No records to display

Save Program

Figure 6 - Exercise Funding Data (New Program Page)

After the funding information, the form asks questions about the Program's Corrective Action Process. Please provide information regarding the Program's emergency management's corrective action process. The first three questions are yes/no selections. There is text below the check boxes that will help you in determining whether or not a check should go in each box. A good rule of thumb is a check in the box means yes.

A Continuous Corrective Action Process is a process where a Program develops improvement plans and tracks corrective actions to address the capabilities identified in plans and tested in exercises or real world events. Using this data to reassess and revise plans and protocols contributes to the beginning of the next Preparedness Cycle by ensuring that updated strategies and plans can be used to inform new preparedness-building activities. This Process provides for overall evaluation and improvement of mission and task performance and is crucial to informing risk assessments, managing vulnerabilities, allocating resources, etc.

The Continuous Corrective Action Process includes development, implementation and documentation of the following:

- Program observations, recommendations and corrective actions
- Tracking, prioritization and analyzation of corrective actions
- Resolution of identified deficiencies and revision of relevant Program documentation,

For these fields, please answer yes or no as to if the Program has a continuous Corrective Action Process in place which is documented and regularly reviews the Corrective Actions and makes adjustments as necessary; if the Process includes taking observation and recommendations and developing corrective actions; if the corrective actions are prioritized, tracked through completion and analyzed by program managers.

In the Corrective Action Process Summary field please provide a description of the current Process being used by your Agency.

In the Resolved Corrective Actions field please provide a list of corrective actions that have been resolved within the last calendar year.

Corrective Action Process

The evaluation and improvement of mission and task performance is the final step of the Preparedness Cycle and crucial to informing risk assessments, managing vulnerabilities, allocating resources, and informing the other elements of the Cycle. Organizations develop improvement plans and track corrective actions to address the capabilities identified in plans and tested in exercises or real events. Using this data to reassess and revise plans and protocols contributes to the beginning of the next Preparedness Cycle by ensuring that updated strategies and plans can be used to inform new preparedness-building activities.

Continuous Corrective Action Process ☐ Does the Agency have a continuous corrective action process? (check for yes)

Corrective Action Development Process ☐ Does the process include taking observations and recommendations and developing corrective actions? (check for yes)

Corrective Action Tracking Process ☐ Are the corrective actions prioritized, tracked through completion and analyzed by program managers? (check for yes)

Corrective Action Process Summary

Resolved Corrective Actions in the previous year

Figure 7 – Entering Corrective Action Information

If you need to leave any of the fields blank, you can always return to this page later. To return and edit information on this page, first click the Program Tab on the left side of the screen. Under the name of the Program Review you would like to edit, click on the Edit Program link presented below the Program name.

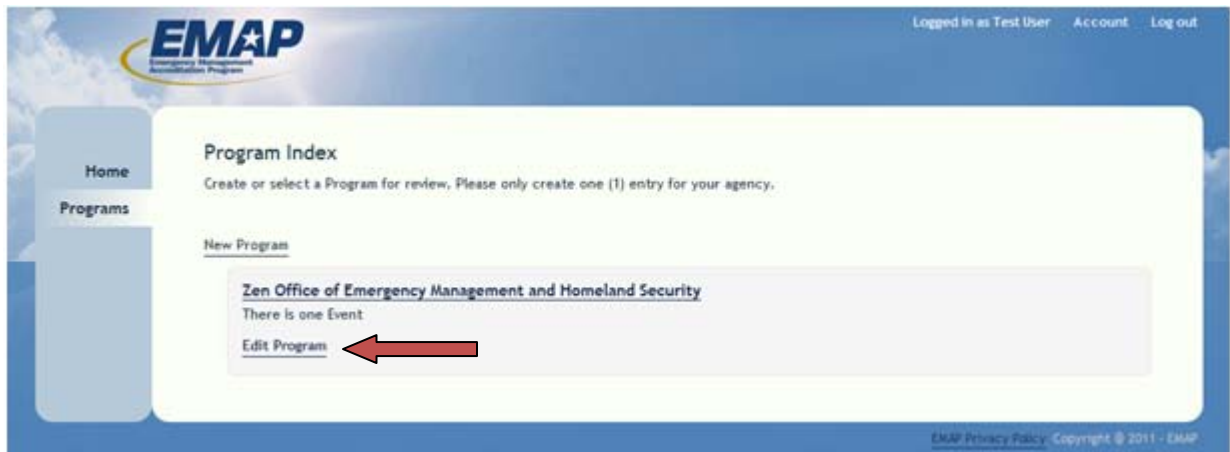


Figure 8– Edit Program Link

Once the information about the Program has been entered and saved, the next page will present a summary of the Program's information and provide areas to add information about the Exercise Plan(s), Disaster Declaration(s), EMAP Standard areas 4.3 and 4.14, provide an opportunity for documentation uploads and add Event specific information. Adding information about the areas on the right-hand side of the webpage (Exercise Plans, Disaster Declarations, etc) is essentially the same as performed when starting a new Program, click on the link with "New" and you will be presented with a new page to enter information relevant to that area.

[Logged in as Test User](#)
[Account](#)
[Log out](#)

[Home](#)
[Programs](#)

Program Zen Office of Emergency Management and Homeland Security

Continuous Corrective Action Process, Corrective Action Development Process, Corrective Action Tracking Process

[Edit Program](#)

Program Jurisdiction/Agency

ESRA Point of Contact Name

Corrective Action Process Summary

State of Zen

Mrs. Going Green

The State of Zen conducted its 2010-12 Multiyear Training and Exercise Planning Workshop (TEPW) on September 16, 2009. The goal of the TEPW was to lay the foundation for growing and sustaining a coordinated emergency preparedness training and exercise program in the State of Zen, including: 1) the drafting of a Multiyear Training and Exercise Plan (TEP), and 2) the establishment of a Training and Exercise Committee (TEC).

The TEPW was comprised of representatives from those departments and organizations in Zen with a role in the City's Emergency Operations Plan, including:

- Zen Health and Hospitals Authority (ZHHAA)
- Zen International Airport (ZIA)
- District Attorney
- Department of Environmental Health (ZEH)
- Zen Fire Department (ZFD)
- Department of Human Services
- Office of Emergency Management & Homeland Security (OEM)
- Department of Parks and Recreation
- Zen Police Department (ZPD)
- Zen Public Health (ZPH)
- Department of Public Works (ZPW)
- American Red Cross
- Office of Risk Management
- Zen Sheriff's Department (ZSD)

The TEC is comprised of representatives of the departments and organizations listed above and is open to any other State of Zen departments or partner organizations with a critical role in emergency preparedness and response activities. The role of the TEC is to meet periodically to:

- Coordinate emergency preparedness training and exercises in Zen, as well as with the Urban Area Security Initiative (UASI)
- Monitor the progress of TEP implementation
- Identify future training and exercises
- Leverage funding opportunities

Resolved Corrective Actions in the previous year

Funding Data since 2007

Events

Local Funding for Exercises:

2007	\$45,180
2008	\$65,179
2009	\$23,550
2010	\$15,750

Federal Funding for Exercises:

2007	\$140,890
2008	\$459,890
2009	\$879,900
2010	\$45,400

This information is not available at this time.

Event

Response Start Date

Tot Count

Zen Fire Service Institute

2009-09-01

1

[New Events](#)

Exercise Plan(s)

New Exercise Plans

Multiyear Training and Exercise Plan 2010-2012 v.4.0

[View Exercise Plan](#)

Disaster Declarations

[View Disaster Declarations](#)

HIRA

[View EMAP 4.3](#)

Exercises, Evals & CAs

[View EMAP 4.14](#)

Uploads

New Upload

Hazard Analysis

[Download File](#)

Example AAR

[Download File](#)

Example Training & Exercise Plan

[Download File](#)

Interviews

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Figure 9 – Program view page

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ESRA Instruction Manual v1.5

Entering Exercise Plan(s)

Click the "New Exercise Plans" link (located on top right side of page) to bring up the form for inputting an exercise plan. Each exercise plan needs to be entered individually. The new form asks for information about the exercise plan and has two fields, Exercises and Exercise Priorities, which have buttons labeled with plus '+' signs. You can add additional or remove Exercise Priorities by clicking on the '+' and '-' buttons. When you are completed with entering the Exercise Plan, please click "Save Exercise Program" at the bottom of the webpage. Again, if you need to input more than one plan you can return to the right hand side of the Program Webpage and click "New Exercise Plan" under Exercise Plans.

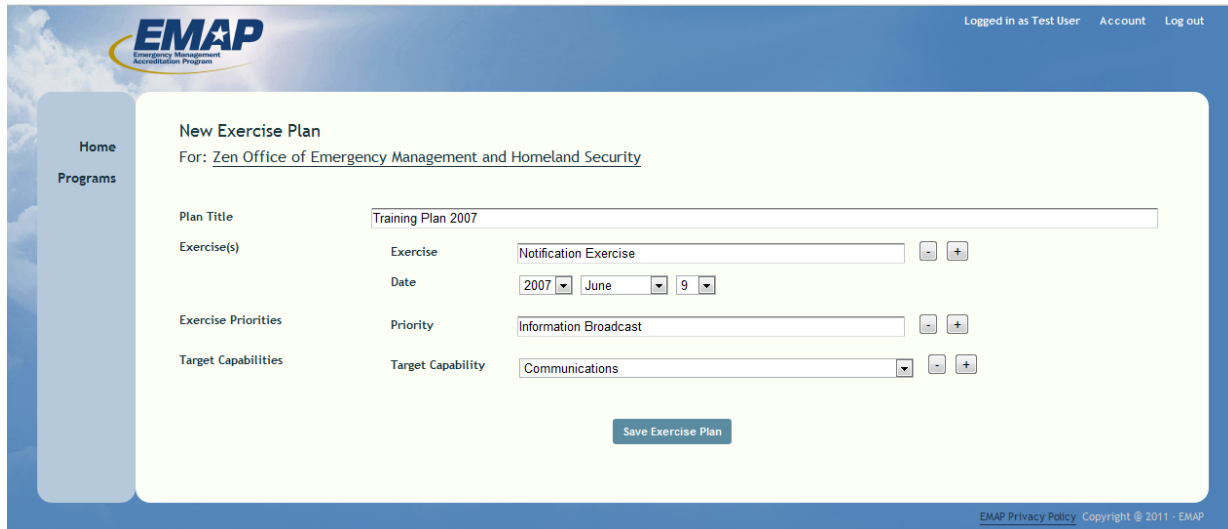


Figure 10 – Exercise Plan Form

Once the exercise plan(s) have been saved, you will be redirected to the Program View page.

Entering Disaster Declarations

FEMA lists all the federal disaster declarations on their website

(<http://www.fema.gov/news/disasters.fema>), use the search feature to find the disasters for your State since 2007. The application has a link to the FEMA website so you can find this information easily. Once you have found the list of disaster declarations you can copy and paste each one individually from the FEMA website into the ESRA. After entering a disaster declaration, click the plus '+' sign to enter additional declarations.



Figure 11 – FEMA Website

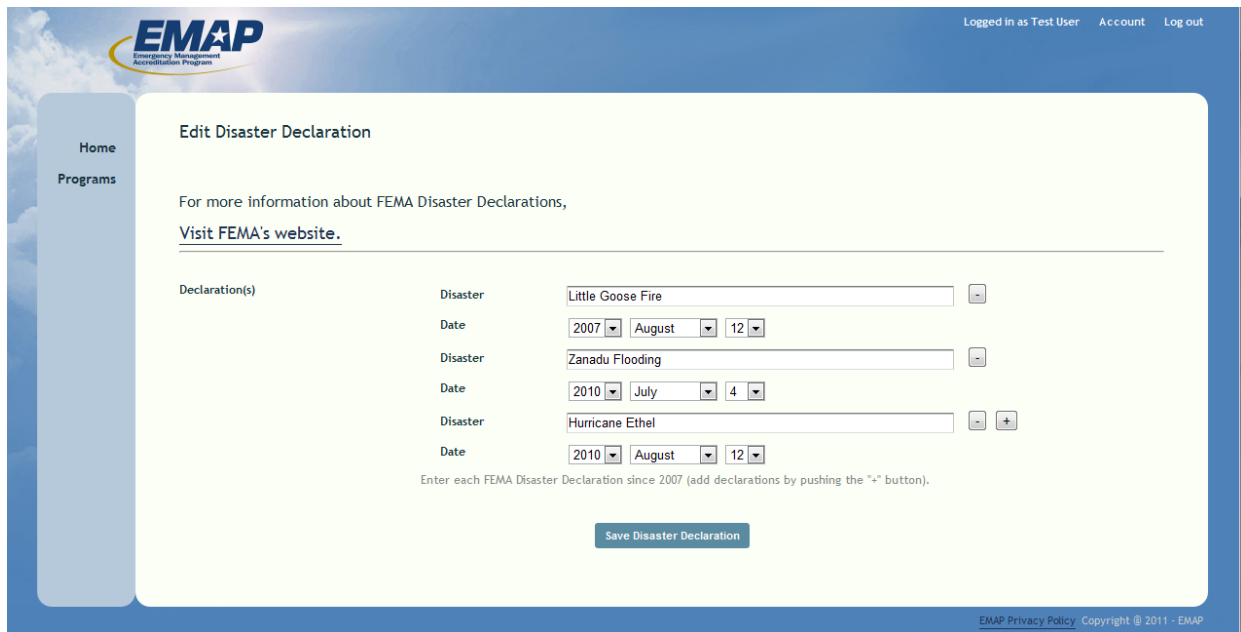


Figure 12 – Entering Disaster Declarations

Click on the save button at the bottom of the webpage to save the data you have entered. You will be redirected to the Program View page.

EMAP 4.3

This section pertains to Hazard Identification, Risk Assessment (HIRA) and Consequence Analysis.

The first step in effective planning is performing a Hazard Analysis, which is going through the process of identifying the natural and human caused hazards that potentially impact the jurisdiction and the level of risk they represent. Hazards are natural, technological, or civil threats to people, property, environment, and Program operations. A hazard creates a potential for damage. Risk is the probability and frequency of a hazard occurring. A Hazard Analysis begins with the listing of hazards and continues

with determination of risk. EMAP, FEMA, NEMA, and IAEM all advocate an “*all-hazards*” approach, which is based on the fact that many emergency management functions are appropriate to a range of hazards. Knowing what could happen, the likelihood of it happening, and having some idea the magnitude of the problems that could arise, are essential ingredients for emergency planning. The first step is for the jurisdiction to identify potential hazards and to determine the risk and vulnerability each of those hazards could have on people, property, and the environment and Program operations. Please note that all hazards and risks that are identified should also be addressed in the jurisdictions emergency response planning and mitigation efforts.

For each hazard identified in the HIRA a consequence analysis should be completed. The Consequence Analysis, at a minimum, should consider impact on the following:

- Public
- Responders
- Continuity of Operations including continued delivery of services
- Property
- Facilities
- Infrastructure
- Environment
- Economic condition of the jurisdiction
- Public confidence in the jurisdictions governance

The first field, a check box, indicates whether or not the Program’s Exercise program, that was previously identified, is consistent with the list of hazards that have been identified, followed by a text field to describe how the Program’s completed exercises relate to the HIRA. The final area of this form allows the list of hazards to be entered. Use the button with a plus ‘+’ sign to expand the section and add additional hazards. The list of hazards provided in the ESRA should be consistent with the list of hazards provided in the Program’s Mitigation Plan and Emergency Operations Plan. Along with each hazard, please enter any consequence analysis information associated with the hazard. To enter multiple consequences use the button with the plus ‘+’ located to the right of the consequence analysis field.

EMAP 4.14

This area, accessible via the “View EMAP 4.14” link, is for Exercises, Evaluations and Corrective Actions and is divided into three separate sections; EMAP Standards 4.14.1, 4.14.2, and 4.14.3. The Standards states that the Program should have an exercise, evaluation and corrective action process.



The first section addresses EMAP Standard 4.14.1 and pertains to the jurisdictions exercise program. The Standard provides that a documented exercise program is established that regularly tests the skills, abilities, and experience of emergency personnel as well as the plans, policies, procedures, equipment, and facilities of the Emergency Management Program.

1. Documented Exercise Program: Indicate, by placing a check in the check box, if the Emergency Management Program has a documented Exercise Program. (If the answer is no, leave the check box empty)
2. Program Description: Please provide a description of the Exercise Program.
3. Documentation: Please provide a list of the Exercise Program’s foundational documentation that was referenced and/or provided for review.
4. Personnel Test Frequency: Indicate how often the Emergency Management Program tests the skills, abilities and experience of the emergency personnel.
5. Program Test Frequency: Indicate how often the Emergency Management Program tests the Program’s plans, policies, procedures, equipment and facilities.
6. HIRA Based: Please use the check box to indicate if the Exercise Program is tailored to the range of hazards that were previously provided for EMAP Standard 4.3 HIRA and Consequence Analysis.

4.14: Exercises, Evaluations and Corrective Actions

Overview

An accredited Emergency Management Program will encompass an exercise, evaluation and corrective action process.

4.14.1

A documented exercise program is established that regularly tests the skills, abilities, and experience of emergency personnel as well as the plans, policies, procedures, equipment, and facilities of the Emergency Management Program. The exercise program is tailored to the range of hazards that confronts the jurisdiction.

Documented Exercise Program ☐

Does the Emergency Management Program have a documented Exercise Program?(check for yes)

Program Description

The program did not provide documentation for this area.

body p

Please describe the exercise program.

Documentation

None provided

Please list the foundational documentation that was provided for review.

Personnel Test Frequency

How often does the Emergency Management Program test the skills, abilities, and experience of emergency personnel?

Program Test Frequency

How often does the Emergency Management Program test the exercise plans, policies, procedures, equipment and facilities?

HIRA Based

☒

Is the Exercise Program tailored to the range of hazards identified in the Hazard Identification and Risk Assessment?(check for yes)

Save EMAP 4.14

Figure 14 – EMAP 4.14.1

The second section of the page addresses EMAP Standard 4.14.2 and pertains to the jurisdiction's evaluation process. The Standard provides the Emergency Management Program shall evaluate plans, procedures, and capabilities through periodic reviews, testing, post-incident reports, lessons learned, performance evaluations, exercises and real-world events. The products of these evaluations are documented and disseminated with the Emergency Management Program including and to key stakeholders and selected partners

1. Exercise Evaluation Process: Indicate if the Emergency Mangement Program has some form of evaluation process in place.
2. Exercise Evaluation Process Description: Please describe the Program's Evaluation Process.
3. Exercise Evaluation Process Documentation: Please provide a list of the Exercise Program Evaluation Process foundational documentation that was referenced and/or provided for review.
4. Plans and Procedures Reviewed: Please indicate what Plans, Procedures and Capabilities are currently being reviewed.
5. Plans and Procedures Review Frequency: Please indicate how often the Plans, Procedures and Capabilities are being reviewed.
6. Capabilities Reviewed: Please indicate what capabilities are currently being reviewed.

7. Stakeholder Partners: Please indicate what stakeholders and/or partners are involved in the Exercise Evaluation Process.

4.14.2

The Emergency Management Program shall evaluate plans, procedures, and capabilities through periodic reviews, testing, post-incident reports, lessons learned, performance evaluations, exercises and real-world events. The products of these evaluations are documented and disseminated within the Emergency Management Program including and to key stakeholders and selected partners.

Exercise Evaluation Process ☒

Does the Emergency Management Program have some form of an exercise evaluation process in place?(check for yes)

Exercise Evaluation Process Description

The AAR provided demonstrates how the Program and major stakeholders play a part in the Exercise Evaluation Process.

body p

If so, please describe.

Exercise Evaluation Process Documentation Zen Fire Service Institute - AFTER ACTION REPORT/IMPROVEMENT PLAN

If so, what foundational documentation was provided for review? (separate documents by commas)

Plans and Procedures Reviewed

Zen Fire Service Institute - AFTER ACTION REPORT/IMPROVEMENT PLAN

No other documentation was provided.

body p

What plans and procedures are being reviewed?

Plans and Procedures Review Frequency Unknown

How often?

Capabilities Reviewed

No documentation provided

body p

What capabilities are reviewed?

Stakeholders/Partners

No documentation provided

body p

What stakeholders/partners are involved in the process?

Figure 15 – EMAP 4.14.2

The final section of the page addresses EMAP Standard 4.14.3 and pertains to the jurisdiction's Corrective Action Process. The Standard states that a process for corrective actions shall be established

and implemented to prioritize and track the resolution of deficiencies in real-world and exercise events. Corrective actions identified in the corrective action process shall be used to revise relevant plans.

1. Corrective Actions Process in Place: Please use the check box to indicate if the Emergency Management Program has a corrective action process in place.
2. Corrective Action Process Description: Please provide a description of the Program's Corrective Actions Process.
3. Corrective Action Documentation: Please provide a list of the Exercise Program Corrective Action Process' foundational documentation that was referenced and/or provided for review.

4.14.3

A process for corrective actions shall be established and implemented to prioritize and track the resolution of deficiencies in real world and exercise events. Corrective actions identified in the corrective action process shall be used to revise relevant plans.

Corrective Action Process in Place

☒ Does the Emergency Management Program have a corrective action process in place?(check for yes)

Corrective Action Process Description

The description of the corrective action process goes here.

Corrective Action Process Documentation

If so, please describe and include how the Program prioritizes and tracks the resolution of deficiencies.

Zen Fire Service Institute - AFTER ACTION REPORT/IMPROVEMENT PLAN, Multiyear Training and Exer

If so, what foundational documentation was provided for review? (separate documents by commas)

Save EMAP 4.14

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Figure 16 – EMAP 4.14.3

This form has multiple save buttons, each save button will save your data

Once all the information has been entered, click the Submit button at the bottom of the page. A new window will appear with a summary of the information you have entered and a link back to the program page.

Changes to the EMAP 4.14 were saved

Home
Programs

EMAP 4.14 Exercises, Evals & CAs [Edit EMAP 4.14](#)

HIRA Based, Exercise Evaluation Process, Corrective Action Process in Place

Program Description	The program did not provide documentation for this area.
Documentation	None provided
Personnel Test Frequency	
Program Test Frequency	
Exercise Evaluation Process Description	The AAR provided demonstrates how the Program and major stakeholders play a part in the Exercise Evaluation Process.
Exercise Evaluation Process Documentation	Zen Fire Service Institute - AFTER ACTION REPORT/IMPROVEMENT PLAN
Plans and Procedures Reviewed	Zen Fire Service Institute - AFTER ACTION REPORT/IMPROVEMENT PLAN No other documentation was provided.
Plans and Procedures Review Frequency	Unknown
Capabilities Reviewed	No documentation provided
Stakeholders/Partners	No documentation provided
Corrective Action Process Description	The description of the corrective action process goes here.
Corrective Action Process Documentation	Zen Fire Service Institute - AFTER ACTION REPORT/IMPROVEMENT PLAN, Multiyear Training and Exercise Plan 2010-2012 v.4.0
Program	Zen Office of Emergency Management and Homeland Security

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Figure 17 – EMAP 4.14 Summary Page (Link back to Program page indicated by the red arrow)

Adding Events

Events can be added in the same manner as other items by clicking on the “*New Event*” link. Once the information about the Event has been added you will be presented with a view where general information about the Event can be entered. Within this screen, a drop down menu is provided next to each item to address the following:

1. Event Name: Please provide the Event Name.
2. Event Start Date: Please indicate the date the Event began.
3. Event End Date: Please indicate the date the Event ended.
4. Event Duration: Please provide how many days and/or hours the Event took place. (This is for response time, do not include recovery time in this calculation)
5. Event Description: Please provide a brief description of the Event.
6. Event Sponsor/Host: Please provide what jurisdiction and/or agency sponsored the Event.
7. Event Scenario: Please choose a scenario from the drop down menu.
8. Event Scenario Summarization: Please provide a brief description of the Event Scenario.
9. Event Type: Please choose an Event type from the drop down menu.
10. Event State: Please choose a State from the drop down menu.
11. State-wide Event: Please use the check box to indicate if the Event was State-wide.

12. Multi-State Event: Please use the check box to indicate if the Event involved more than one state.
13. Role of the Emergency Management Program: Please provide a brief summary of the role the jurisdiction Emergency Management Program took in this Event.
14. Event Location(s)/Site(s): Please provide location(s)/site(s) where the Event took place. Please note that if you need to add multiple location(s)/site(s) then please use the '+' button.
15. Event Participant(s): Please provide Event participant(s). Please note that if you need to add multiple participants then please use the '+' button.
16. Event Funding Source(s): Please provide the Event Funding Sources. Please note that if you need to add multiple funding sources then please use the '+' button.
17. Event Open Corrective Action(s): Please provide the Open Corrective Actions associated with the Event. Please note that if you need to add multiple corrective actions then please use the '+' button.

Statewide Event ☐ Was the event Statewide? (check for yes)

Multi-state Event ☐ Did the event involve more than one State? (check for yes)

Role of the Emergency Management Program

What role did the State Emergency Management Agency play in the event?

Event Location(s)/Site(s) No records to display
 Location(s) for the event (add locations by pushing the "+" button).

Event Participant(s) No records to display
 Indicate Event Participants (add participants by pushing the "+" button).

Event Funding Source(s) No records to display
 Indicate organizations who funded the event (add sources by pushing the "+" button).

Save Event

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Figure 18 - New Event Page

Once the appropriate information has been entered in to the "New Event" form please click the Save Event button. You will be directed to the page in Figure 21, the Event view page. This page is setup similar to the Program view page and has areas for Lessons Learned, Interviews, Uploads and Goals and Objectives.

EMAP
Emergency Management
Accreditation Program

Logged in as Test User Account Log out

Home Programs

[Back to Program Zen Office of Emergency Management and Homeland Security](#)

Event [Edit Event](#)

Statewide Event

Event Name	Zen Fire Service Institute
Response Start Date	2009-09-03
Response End Date	2009-09-04
Event Duration	33 Hours
Event Description	<p>The Zen Fire Service Institute, the State Fire Academy, is charged with providing ODP approved training to the rostered Team members. In an effort to assess the effectiveness of the training, as well as the ability of the Teams to deploy from their local region, ZFSI was again charged by the ZTTF, to develop an annual validation of Teams, to be conducted at the ZFSI training campus in Zen, Zen.</p> <p>Zen Fire Service Institute in conjunction with the Mutual Aid System "MAS", Technical Rescue Teams Steering Committee. Designed a Full Scale Exercise for a tornado to devastate the training grounds at the Zen Fire Service Institutes Zen campus.</p>
Event Sponsor(s)/Host(s)	(none)
Event Scenario Summarization	<p>The exercise was created to have a natural weather related incident take place in a community that is simulated on the training grounds of the Zen Fire Service Institute Zen campus. This community consists of props to simulate a three story multi-unit apartment building, a concrete and heavy steel office complex, and a medical facility. A tornado has touched down causing extensive damage to the site. The responding Teams were required to report to a remote reception location, where base line medical information was gathered and administrative paperwork completed to include credentialing. They then reported to the exercise site, where they were briefed on the situation, given work assignments and BOO location. The total exercise ran approximately 33 hours with each Team working approximately 26 hours, with 7 hours down time. Prior to the Teams returning to their respective quarters, they were debriefed by both ZFSI and MAS evaluators</p>
Role of the Emergency Management Program	Coordinate response efforts and protect life, property and peace.
Event Scenario	Tornado
Event State	WY-Wyoming
Event Type	Full Scale

Target Capabilities

Communications [Remove](#)

[View Target Capability](#)

[New Target Capabilities](#)

Lessons Learned
New Lessons Learned [Remove](#)

Example lesson learned
[View Lesson Learned](#)

Uploads
New Upload [Remove](#)

EMAP Photo
[Download File](#)

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Figure 19 - Event View Page

Adding Target Capabilities

Click the *"New target Capabilities"* link to add a Target Capability for this specific Event.

1. Target Capabilities: Please provide the Target Capability.
2. Activity Levels: Please provide the Activity Levels associated with the above listed Target Capability. Please note that if you need to add multiple Activity Levels use the '+' button.
3. Strengths: Please provide Event Strengths. Please note that if you need to add multiple Strengths then please use the '+' button.
4. Improvement Plan Provided: Please indicate by using the check box if an Improvement Plan was developed and/or provided for this Event.

5. Improvement Plan Completed: Please indicate by using the check box if an Improvement Plan was completed for this Event.
6. Event Goals: Please provide the Event Goals. Please note that if you need to add multiple Goals then please use the '+' button.
7. Event Objectives: Please provide the Event Objectives. Please note that if you need to add multiple objectives then please use the '+' button.
8. Corrective Actions: Please note that if you need to add multiple Corrective Actions then please use the '+' button.
 - a. Corrective Action: Please provide Corrective Actions.
 - b. Assigned To: Indicate who the Corrective Action was assigned to.
 - c. Completed By: Indicate who completed the Corrective Action.
 - d. Reviewer Finding: Please leave this field empty.
 - e. Documentation: Indicate which document(s) support the above responses.
9. Areas of Improvement: Please provide Areas of Improvement that were identified for this specific event. Please note that if you need to add multiple Areas of Improvement use the '+' button.
10. Reviewer Observations: Please leave this field blank.

The screenshot shows the EMAP (Emergency Management Accreditation Program) interface. The header includes the EMAP logo and navigation links for 'Home', 'Programs', 'Logged in as Test User', 'Account', and 'Log out'. The main content area is titled 'New Target Capability' for 'Zen Fire Service Institute'. It contains several input fields: 'Target Capability' (a dropdown menu showing 'No Target Capability available'), 'Activity Level(s)', 'Strengths', 'Improvement Plan Provided', 'Improvement Plan Completed', 'Corrective Action(s)', and 'Area(s) of Improvement'. Each of these fields has a 'No records to display' message and a plus sign button to add new entries. Instructions for each field are provided below the input area. At the bottom right, there is a 'Save Target Capability' button. The footer includes a link to the 'EMAP Privacy Policy' and copyright information for 2011.

Figure 20 - New Target Capability Form

Clicking on the save link will take you back to the Event Summary view page where you can enter additional Target Capabilities.

Lessons Learned

Adding Lessons Learned from the event can be done by clicking the “*New Lesson Learned*” link.

1. Title: Please provide a short title for the Lesson Learned.
2. Description: Please provide a brief summary of the Lesson Learned.

At the bottom of the page please click “Save Lesson Learned” and you will be returned to the Event page where you can use the same process to add multiple Lessons Learned.

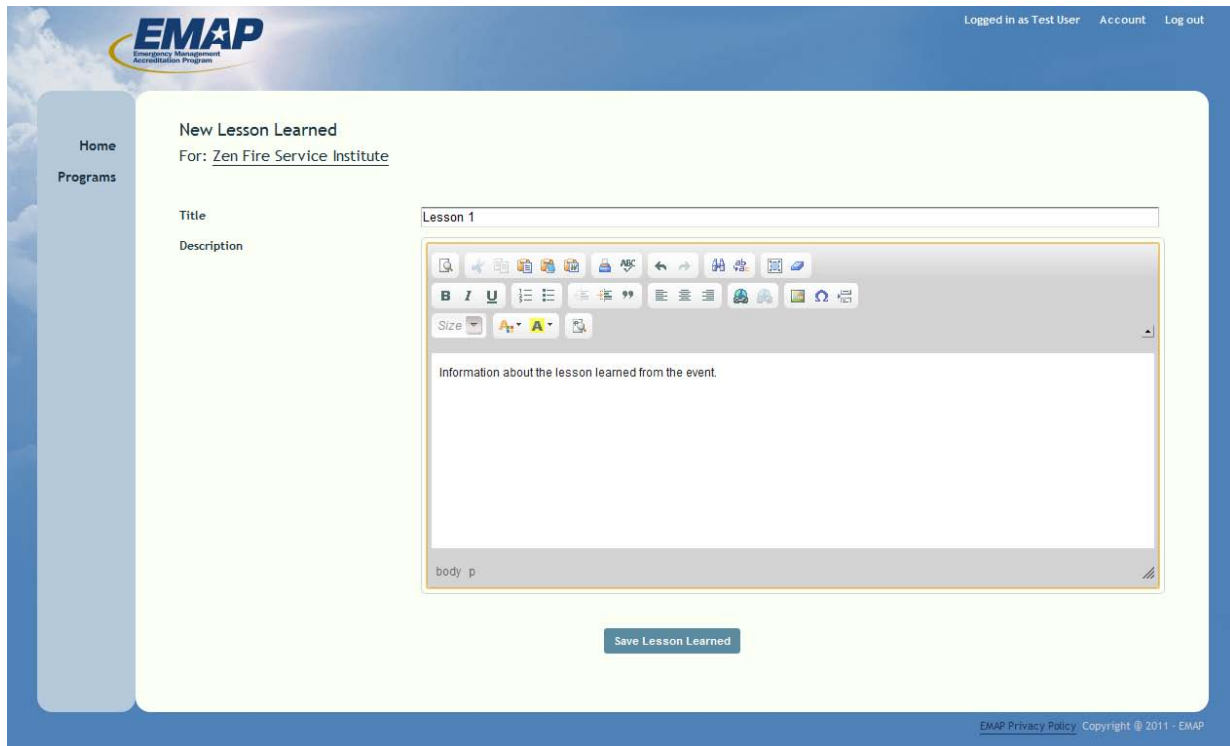
The screenshot shows the EMAP (Emergency Management Accreditation Program) web interface. At the top, the EMAP logo is on the left, and user status 'Logged in as Test User' with 'Account' and 'Log out' links is on the right. A left sidebar contains 'Home' and 'Programs' links. The main content area is titled 'New Lesson Learned' and specifies 'For: Zen Fire Service Institute'. It features two input fields: 'Title' and 'Description'. The 'Description' field is a rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, and other formatting options. Below the editor is a 'Save Lesson Learned' button. The footer includes a link to the 'EMAP Privacy Policy' and copyright information for 2011.

Figure 21 – Lesson Learned Form

Uploading Documents

Uploading documents can be done in either the Program View page or in the Event view page. To add a document which applies to the Program as a whole, please upload it on that page by clicking on the “New Uploads” link. If the document is specific to an Event, please upload it to the appropriate Event by following the “New Uploads” link located on the Event view page.

1. Enter a name for the file being uploaded. (Please choose a short descriptive name for the file)
2. Click “Choose File” to open a file browser window where a file to upload can be selected.

Click the “Save Upload” button to save the file to the server.

The screenshot shows a web application interface for EMAP (Emergency Management Accreditation Program). The header includes the EMAP logo and navigation links: "Logged in as Test User", "Account", and "Log out". A left sidebar contains "Home" and "Programs". The main content area is titled "New Upload" and specifies "For: Zen Office of Emergency Management and Homeland Security". It features a "Name" label above a text input field, a "Proof" label above a file selection area with a "Choose File" button and "No file chosen" text, and a "Save Upload" button at the bottom right. The footer contains links for "EMAP Privacy Policy" and "Copyright © 2011 - EMAP".

EMAP
Emergency Management
Accreditation Program

Logged in as Test User Account Log out

Home
Programs

New Upload
For: Zen Office of Emergency Management and Homeland Security

Name

Proof No file chosen

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Figure 22 – Upload Form

Appendix A – Working with Form Elements

Multiple Discrete Items

In order to add multiple items corresponding to an area on a form, click on the plus '+' sign to add each discrete entry corresponding to the field label. Should you need to remove an entry, click the minus sign next to it and it will be removed (be careful as this will not ask for a confirmation). You will see these plus and minus sign '+/-' buttons throughout the application, they indicate an area where multiple, discrete items need to, or can, be entered; i.e. priorities or exercises of an exercise plan.

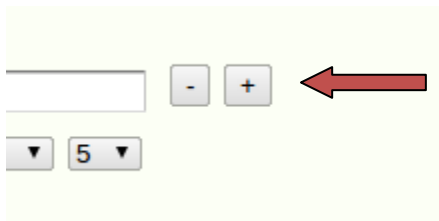


Figure 25 – Adding Multiple Items

The areas where more than one sentence will be entered allows for rich text and formatting similar to a Microsoft Word Document. The figure below is an example of one of these areas.

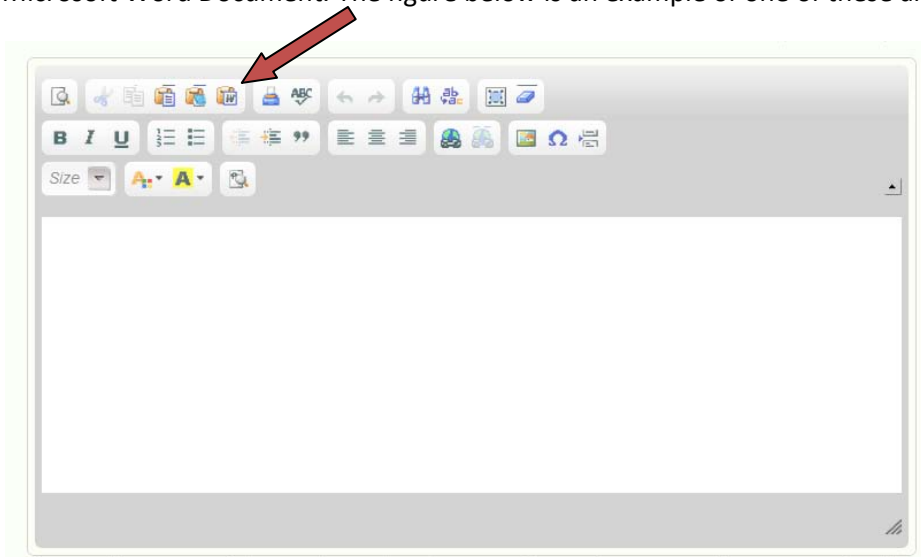



Figure 26 – Rich Text Input Box

In the areas where a more detailed response is required, text boxes can be found which allow you to create lists, both numbered and ordered, quotes, and most other options available from a standard word processor. It is important to note that cut, copy & paste features are not the same as most

windows applications. When coping data from a word document use either keyboard shortcuts or the “Paste from Word” button , located on the top row of the tool bar (marked by the red arrow above). There are many other tools available and if you are unsure about what each button will do, hold the mouse pointer over the button for a moment and a text box will appear with a description of the button’s function.

Note: Some browsers and operating systems will prevent the “Paste from Word” button from working properly and will cause an error, please use the keyboard shortcuts to overcome this issue.

Keyboard shortcuts:

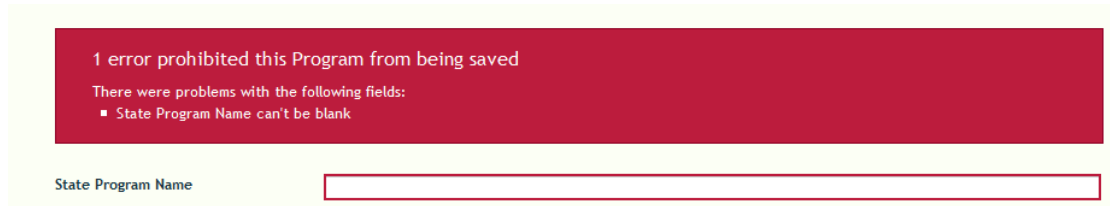
COPY ctrl-c

PASTE ctrl-v

CUT ctrl-x

Appendix B – Trouble Shooting Error Messages

If for any reason the information you put in the application is not valid or cannot be left blank, the application will inform you of the error and give a reason as to why the error exists.



1 error prohibited this Program from being saved

There were problems with the following fields:

- State Program Name can't be blank

State Program Name

Figure 27- Error Message

Most of the error messages relate to a field that cannot be left blank and are required for the data to save properly.

The other types of error messages include fields that need to be unique or are in the incorrect format. An example of a field that would need to be unique would be the name of a Program or the name of an Event.

If the error message displayed doesn't give enough information about the cause, please contact EMAP staff for more help