The Remote African Review Application

EMAP
Emergency Management
Accreditation Program

Instructional manual on the interaction and use of the RARA - Remote African Review Application.

R.A.R.A.

Introduction

The Remote African Review Application is a stand-alone, self-contained database application that will allow you to enter data while on-site at a remote location. This application is not connected to the internet and while you are connected to the host server, you should not be connected to the internet. The confidentiality of the data is of utmost importance and all precautions should be taken to ensure this data integrity. If you are able and wish to connect to the internet, please disconnect from the network the application is based on, we cannot be too careful.

While the application has been designed to be trouble free, there is always the possibility that problems may arise. If you have issues with the application please contact either your EMAP Team Leader or the EMAP staff member who is a part of the on-site team.

Usage

Connecting to the Application

Connecting to the application is as easy as plugging the provided network cable into your computer or connecting to the wireless access point (see Appendix B) and opening a graphical web browser. The application will work with any version of Internet Explorer, Firefox, Safari or Chrome (or any other graphical web browser).

Figure 1 - Login Dialogue

Upon opening up your preferred web browser you will be automatically directed to a login page, use the confidential login information provided to you. Once logged in, it is recommended that you change your password. You can change your password by accessing your user account page. The link to your user

account page is indicated by Account and is located in the upper right corner of every page of the application, just to the right of your name and to the left of the logout link.

Figure 2 - Change Password Dialogue

Navigation

Upon logging into the application, you will be presented with a welcome screen. This welcome screen may contain important information about the on-site review. If you ever need to return to this screen all you need to do is click on the Home tab located at the top left of the screen.

Figure 3 – Welcome Screen

The Reviews tab will direct you to the heart of the application. Clicking on the Nations tab will bring up a screen with a list of the Nations being reviewed by you. At first there will be just one nation available for review but as more reviews are performed, more nations will populate this area. If you are not assigned to a nation's review team or have not performed another review, it will not be listed on this page.

To access the areas of review, simply click on the Nation you are reviewing and you will be directed to the three separate areas of review.
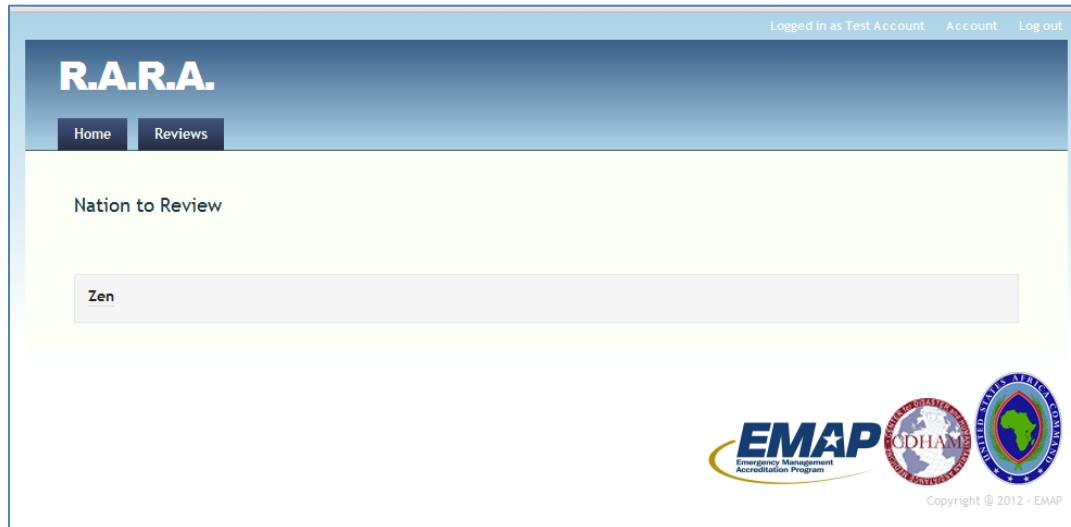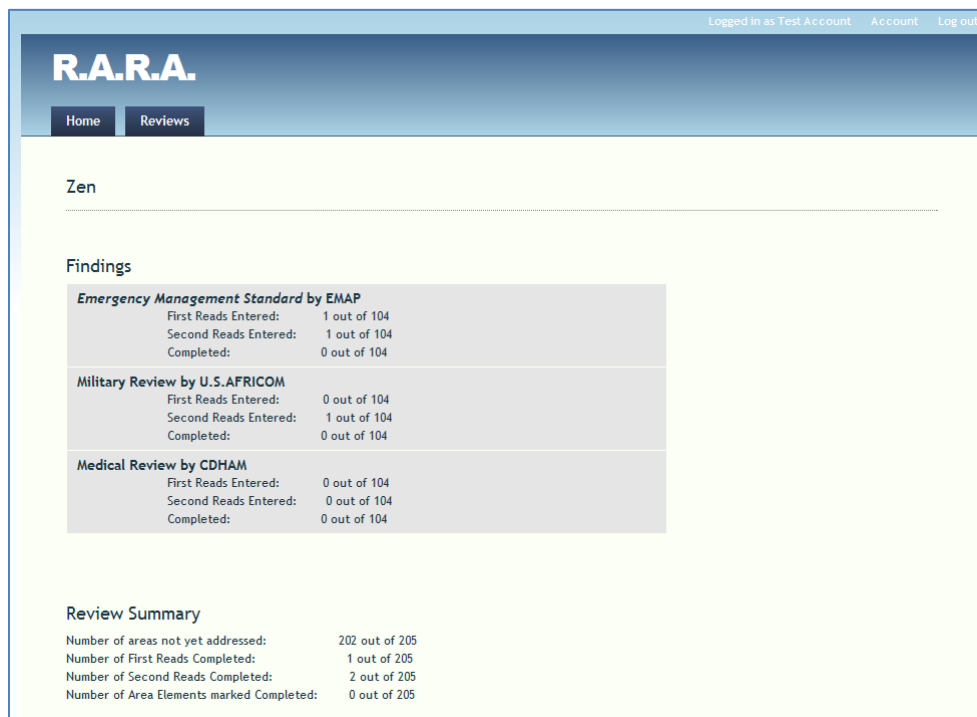

Figure 4 – Nations to review page

Figure 5 – Areas of review

A breakdown of the status of the findings is displayed under each area and an overall break down is displayed at the bottom of the page (see figure 5). By clicking on the area, i.e. *Emergency Management Standard* by EMAP, you will be presented with an expanded list of the chapters or sub-areas within the review criteria.

Figure 6 – Chapters of the EMAP Standard

To go to the specific areas within the chapters, click the Chapter Title then the sub-chapter located in the middle of the table and the sub-parts will expand like an accordion. Clicking on each item and sub-item will bring you to the link to enter findings.

Figure 7 – Expanded view

Depending on what has been entered, different buttons are displayed for each element of the review. Before the first read has been entered, a button labeled "Enter Finding" is the only one available. After the first read has been entered and before the second read, two buttons are available, "Second Read" and "Revisit Finding". After the second read has been entered, "Return to Secondary", "Return to Primary" and "Mark Complete" are available. The "Mark Complete" button should only be used by the team leader or EMAP staff.

Entering Findings

Entering the primary findings is done by clicking the "Enter Findings" button. A new page will load with information about the area at the top and fields to enter the findings at the bottom, see Figure 8.

The Interviews section is for entering information about any interviews that were conducted. The format should include the name of the interviewee, their title, information about their agency/ministry and time and dates of the interview.

The Observations section is for entering traditional findings. Information gained via observations, review of documentation and insight gained from interviews should go here as well as any events or exercises witnessed during the on-site review.

The Recommendations section is the place for the reviewer to add their personal insight and expertise as to how the nation can improve the emergency management response.

The final area is the reviewers name; please select your name from the drop down list.

Figure 8 – DP3 Information about the element

Figure 9 – Findings Form

Second Reads can be entered once the primary is completed. To enter the second read finding area click on the button labeled "Second Read". The form presented has the same information about included in the primary finding along with the primary finding data.

Item Number   3.1.2

Area   Emergency Management Program Administration, Plans and Evaluation

DP3 Sector   Finance, Administration & Legal

Overview   This group will focus on mechanisms required to establish, set up, and effectively operate the structure of a national emergency management system. It will also look at management issues and ensure that the necessary depth and flexibility to handle the demands of a major response are established and empowered. The group will work closely with the other groups in order to address the necessary legislative, financial, and administrative structures and decisions that need to be instituted to accomplish what needs to be done and delineate the steps to establish these over the course of the next few years. The group must have an in-depth understanding of legislative, administrative, and budgeting mechanisms, methodologies, and requirements and be able to take the necessary decisions or have direct access to the appropriate decision-makers.

Element   A Program shall have a documented method and schedule for Program evaluation, maintenance, revision and corrective actions and shall incorporate coordinated stakeholder involvement and input.

Interviews   Info about the interview

Observations   Things observered and findings

Recommendations   Things this program should do to improve.

Second Read

Second Read Finding

Any further observations or findings you may wish to add.

Secondary Reviewer   Test Account
Please select your name from the list.

Submit or Cancel

Figure 10 – Second Read form