INTEGRATED BASELINE SYSTEM (IBS)
Version 2.0

USER GUIDE

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MASTER

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Preface

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

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

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

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

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

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

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

New in This Guide

In response to user requests, the IBS Main Menu was changed shortly before the latest release. This addendum lists the changes made.

The following new options were added to the IBS Main Menu:

REFRESH LATEST ONPOST TRACK
SET BASEMAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN

Not all of the samples of the Main Menu in this Guide will reflect the latest changes. This *Preface* has been updated as well as *Section 1, Introduction and Overview*.

REFRESH LATEST ONPOST TRACK is discussed in *Section 7*, along with the related function, **SHOW LATEST ONPOST TRACK**.

SET BASEMAP, MAP ZOOM, ZOOM IN, ZOOM OUT, and **REFRESH SCREEN** are discussed in *Section 5, Map Analysis*.

The following Main Menu options were renamed:

ANALYZE TRACK -->	**ANALYZE D2 TRACK**
CHANGE D2 TRACK CASE -->	**CHANGE D2 CASE**
REPORT CURRENT D2 DESCRIPTION -->	**SHOW D2 DESCRIPTION**

The functionality of these options were not changed. Although updates are in progress, you may still find these functions mentioned under their old names in this Guide.

About this Guide

About This Guide

Purpose

This IBS User Guide explains how to start and use the Integrated Baseline System (IBS) program. IBS is an emergency management planning and analysis tool that is being developed under the direction of the U.S. Army Nuclear and Chemical Agency (USANCA).[a]

Scope

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

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

General questions regarding IBS should be directed to the IBS Project Manager for the U.S. Army Nuclear and Chemical Agency (USANCA):

COL Lawrence Skelly
Chief, Chemical Division
U.S. Army Nuclear and Chemical Agency
7150 Heller Loop, Suite 101
Springfield, VA   22150-3198

Software use questions and problems should be addressed to the IBS Help Desk operated by Innovative Emergency Management (IEM):

(504) 767-1138
Innovative Emergency Management
Suite E
Baton Rouge, LA   70808-4362

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

All references to IBS should be made through USANCA. If an emergency contact is necessary, and USANCA cannot be reached, a second source of information is the software developer, Pacific Northwest Laboratory:

Pacific Northwest Laboratory
Attn: Blanche M. Wood, K7-22
POB 999, MS K7-22
Richland, WA 99352
Phone (509) 375-2615

Audience

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

Prerequisites

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

Organization

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

Section 1. Introduction and Overview

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

Section 2. Message Board

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

Section 3. Status Board

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

Section 4. Personnel Management

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

Section 5. Map Analysis

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

Section 6. Resource Management

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

Section 7. Show Latest Onpost Track and Refresh Latest Onpost Track

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

Sec' ,a 8. Analyze D2 Track

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

Section 9. Change D2 Case

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

Section 10. Show D2 Description

A reference guide to the IBS system functions and commands for the Show D2 Description Main Menu function.

Section 11. Emergency Activities

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

Section 12. Setup

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

Appendix A. IBS Graphic Menus

IBS Graphic Menus are illustrated in a series of pull-out reference pages.

Appendix B. Non-Graphic IBS

The use of the non-graphic IBS is summarized.

Appendix C. People Location

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

Appendix D. Onpost Simulator

The Onpost Simulator program and its functions are described.

Appendix E. IBS and Onpost EOC Reports

Descriptions of the formats for IBS and Onpost EOC reports.

Appendix F. System Icons

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

How to Use this Document

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

```
                                              EXIT IBS

        UTAH


                                              IBS MAIN MENU


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

                                              SHOW LATEST ONPOST TRACK
                                              REFRESH LATEST ONPOST TRACK

                                              ANALYZE D2 TRACK
                                              CHANGE D2 CASE           *
                                              SHOW D2 DESCRIPTION

                                              EMERGENCY ACTIVITIES
                                              SETUP

                                              SET BASEMAP
                                              MAP ZOOM
                                              ZOOM IN
                                              ZOOM OUT
                                              REFRESH SCREEN


                                              D2:000  EVAC:002  IP:002
```
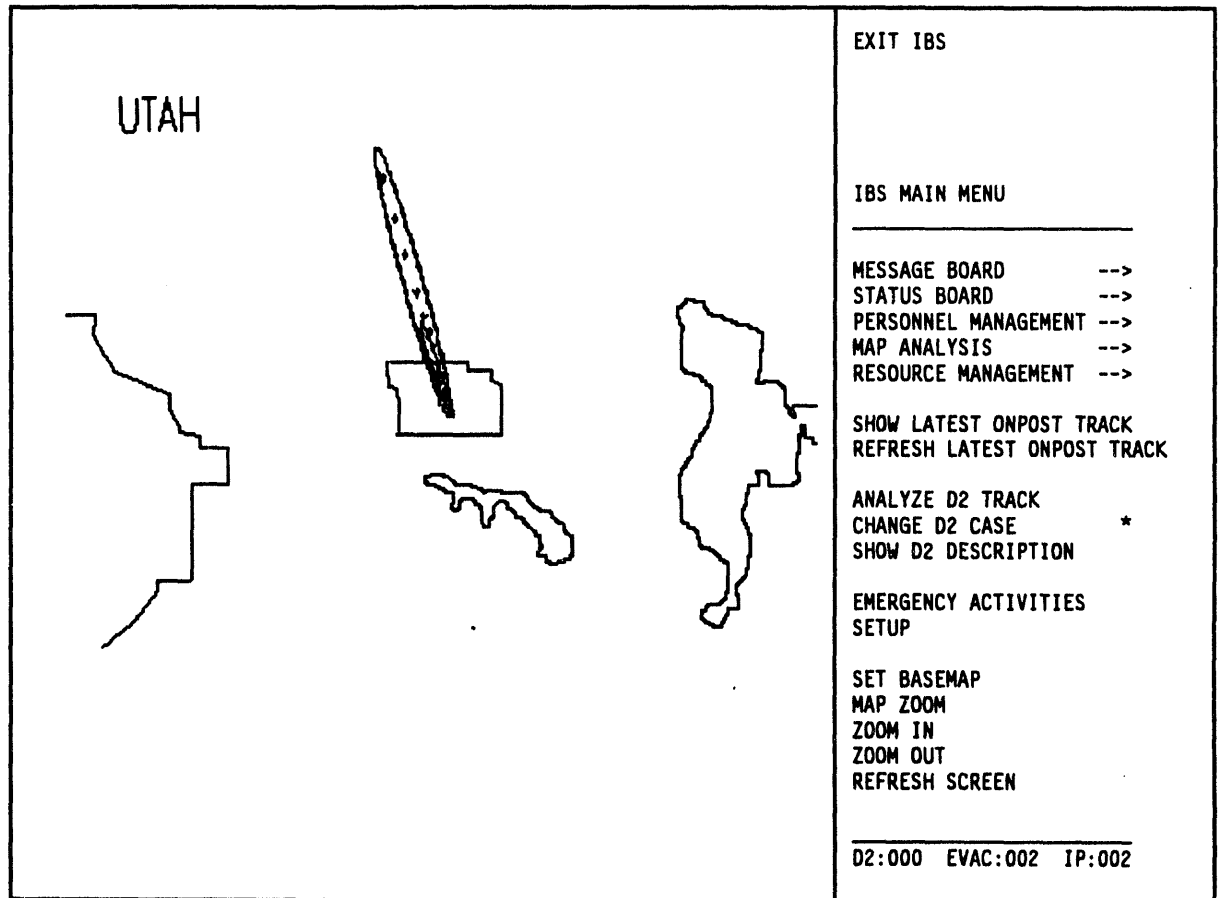
This is an illustration of the IBS main menu, which displays when you start the IBS. The screen display is split into two sections:

● Map display

● Menu display

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

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

```
EXIT IBS




IBS MAIN MENU
_____


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

SHOW LATEST ONPOST TRACK
REFRESH LATEST ONPOST TRACK

ANALYZE D2 TRACK
CHANGE  D2 CASE             *
SHOW    D2 DESCRIPTION

EMERGENCY ACTIVITIES
SETUP

SET BASEMAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN
```

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

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

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

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

Visual Conventions in this Guide

- Bold italics mark *special terms* (defined in the text).

- Menu items are upper case and bold: **STATUS BOARD**.

- Special headings mark the beginning of each menu item description:

■ ○ **MAIN MENU ITEMS**

I■ **SECOND-LEVEL MENU ITEMS**

II■ **THIRD-LEVEL MENU ITEMS**

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

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

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

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

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

Example:

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│  Resource Management                          Resource Form V2.04 │
│  ---------------------------------------------------------------  │
│                                          Operation : ASSIGN       │
│                              ------------------------------------  │
│  Location      :  (facility name)                                 │
│                              ------------------------------------  │
│  Type          :  _____                                         │
│  Description   :  _____                │
│  Units         :  (unit name--display only)                       │
│  Quantity      :  _____                                         │
│                                                                   │
│  Date/Time     :  DD-MM-YYYY hh:mm                                │
│  ---------------------------------------------------------------  │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

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

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Section 1
Introduction and Overview

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

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

In this introduction you will find:

- **Overview of System Use** — system concepts and terms

- **IBS Users** — general descriptions of IBS users

- **Getting Started (and Getting Stopped)** — basic operating procedures

- **Conventions for Interacting with the IBS** — conventions for interacting with various terminals, map displays, menus, and forms.

- **Overview of the IBS Main Menu** — an overview of IBS Main Menu functions.

- **Introductory Exercises** - a series of exercises to familiarize the new user with basic IBS system functions, commands, and options.

Overview of System Use

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

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

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

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

- Planning for an emergency

- Readiness/ dealing with an emergency

- Recovering from an emergency
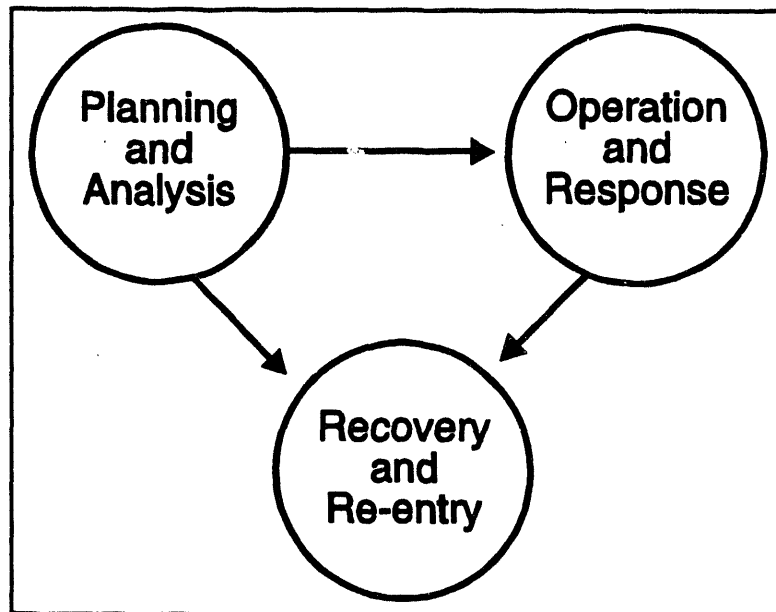
Figure 1.1.   Relation of Emergency Management Components

Emergency management personnel at the offpost EOC routinely evaluate the possible effects of the most likely *event* (chemical release), given the current onpost activities, weather situation,

and *population pattern* (distribution of population around the post). Personnel at the EOC can use the IBS to build and maintain data that are related to particular chemical events and site conditions. At any specific time, a portion of that data is designated as the current *operational site database*— the operational data that would most probably apply if an event occurs.

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

Implementing Procedure

1. Emergency Function

    A. Task
                Responsible agencies/personnel
                Required resources
                Required actions
    B. Task
                Responsible agencies/personnel
                Required resources
                Required actions

2. Emergency Function

    A. Task
                Responsible agencies/personnel
                Required resources
                Required actions
    B. Task
                Responsible agencies/personnel
                Required resources
                Required actions

            .   .
            .   .
            .   .

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

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

IBS Users

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

1. *View Only*: General users include emergency management decision makers, agency representatives, etc., who use and act on the information that the IBS provides. Generally, they can view but not change data.

2. *Information Managers*: Exactly one person on the EOC staff has responsibilities as the IBS Information Manager. This person is responsible for maintaining shared site data (the "real data") during an exercise.

3. *Analyst/Planners*: Information analysts and emergency management planners can own and use wholly independent sets of site data. They can use the IBS to develop IPs, model cases, and supporting information during planning stages. They can modify the operational site database by bringing in their planning data. Analyst/planners have only general user privileges for viewing and using the operational site database.

4. *General Users*: Use and maintain the operational site database on a daily basis and use the IP.

5. *Locators*: Locators use only the LOCATE program to keep track of people at shelters, hospitals, and other special locations. Locators might be shelter managers, Red Cross volunteers, hospital personnel, or decontamination/reception center personnel. Although they can modify the people location database, locators have limited access to other IBS capabilities.

Getting Started (and Getting Stopped)

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

Starting IBS

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

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

   $ IBS

   The screen will clear and the following message will flash:

   IBS Version 2.00

   October 1, 1993

   READING CONTROL
   FILES PLEASE WAIT

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

Using IBS menus

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

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

1. Move the crosshairs displayed on the screen by pressing the joydisk or using a mouse. When using a joydisk, hold down the Shift key to speed up crosshair movement.

2. Place the crosshairs over the menu option you want.

3. Press the spacebar to finish picking the option. The system then performs the function you have requested.

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

Exiting IBS

To exit the IBS program, perform the following procedures.

1.   If you are not currently at the main menu, return to the main menu by picking the **IBS MAIN MENU** option at the top of virtually all other menus.

2.   Pick the **EXIT IBS** option at the top of the IBS main menu shown in Figure 1.2.

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

A map title can appear here.

The upper part of the menu includes space
for an ordered list of prior menu choices. -->
To return directly to one of these earlier
menus, just pick the menu title on the list.
  The menu title is highlighted.   -->

EXIT IBS

IBS MAIN MENU

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

The graphic area on the left side of the
screen automatically shows the default map
display.

SHOW LATEST POST TRACK
ANALYZE TRACK   -->

Asterisks (*) in this document indicate   --> CHANGE D2 TRACK CASE
capabilities that require special privileges. *
These options will appear as blank lines on
the menus of users who lack appropriate   REPORT CURRENT D2 DESCRIPTION
privileges.
                                             EMERGENCY ACTIVITIES   -->

                                             SETUP   -->

Notifications of mail messages and overdue
tasks appear at the bottom of the graphics
area on the left side of the screen.

Display screen labels: D2 model case #;
evacuation case #; Implementing Procedure #.--> **D2:001   EVAC:002   IP:007**

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

Conventions for Interacting with the IBS

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

- Tektronix graphics terminals (Models 4107, 4109, 4207, 4208, 4209, 4211)

- VAXstations emulating a Tektronix graphics terminal (with terminal emulation software: Grafpoint TGRAF-X software for emulating a Tektronix 4107)

- PC workstations emulating a Tektronix graphics terminal (with terminal emulation software: Grafpoint TGRAF-07 software for emulating a Tektronix 4107).

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

Graphic Interactions

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

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

The following conventions apply to graphic menu interactions:

- The title of the current menu is usually displayed in yellow (options are available for you to customize menu colors). The option items of the current menu are listed below the title.

- When you select a menu item, a submenu of further items can replace the current menu. The sequence of menu selections leading to this new menu is listed (in order) above the menu title.

- You can return to a previous menu in the sequence by picking any item that is listed above the current menu title: you will return directly to that level without seeing the intervening menus.

- Selected menu items display in a different color. If the selected menu item starts blinking, the program is expecting further input, either from the graphics input device or from the keyboard.

- Menu options for adding or updating data are restricted to users who have special privileges (such as Information Managers and planners using the system in planning mode). Comparable menus seen by other general users with view only privileges will contain blank lines instead.

- Table 1.1 lists the locations of some standard menu items that occur on many IBS menus.

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

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

The following sections explain how to:

● Pick an item on a menu or a point on the screen with the different input devices

- Define an area (polygon)

- Troubleshoot, if certain problems occur with graphic interactions

Using Tektronix Terminals

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

- Move the cursor

- Point with the cursor

- Select screen points or menu options

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

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

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

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

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

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

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

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

Using a VAXstation

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

Using a PC Workstation

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

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

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

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

2. Move the cursor until the center point of the cursor crosses over the desired menu item (or over the desired point on a map).

3. Press the space bar once to select the menu item (or point).

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

Defining Map Areas (Polygons)

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

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

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

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

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

* * * MSG: Select a polygon. CONTINUE when done.

 A.   Pick any point on an existing polygon.

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

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

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

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

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

  Line segments are drawn from point to point.

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

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

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

Stopping Map Redraws

The IBS redraws the map display when you select menus and certain menu functions. Depending upon how many map layers you have turned on, these screen redraws can take time. You can halt a map redraw by performing the following procedure.

1.   Press Ctrl-Z. The system will display the message:

* * * MSG: Aborting the map redraw may cause some functions to
* * * MSG: not perform as expected.

Really abort map redraw? (Y/N<Ctrl-Z>=Abort)==>

2.   Enter Y (yes) or N (no) to either stop the map redraw or escape from the function. Some functions can behave strangely due to the fact that map data has been partially loaded into memory, but is not visible on the screen.

If data has been highlighted, you may need to stop the map redraw twice to complete the stop.

Stopping the map redraw is especially useful if you discover that a particular map layer is making screen redraws take too long. After stopping the redraw, you can then go to the Select Map Layers function under Map Analysis and turn off that map layer, or change its parameters.

Problems with Graphic Input

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

- If the screen is static and the system does not accept input, press **Ctrl-Q**. Press the **Dialog** key to see if there are any error messages (see the following section on textual interactions).

- If the system is entirely locked up, press **Ctrl-Y** to exit IBS if you are stuck in a form or text screen. Restart IBS by typing IBS at the system prompt.

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

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

2. Type *code ansi* and press the Return key.

3. Type *cancel* and press the Return key.

4. Press the **Setup** button.

5. Press **Ctrl-Y**. The system prompt will display.

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

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

Text Interactions

The IBS usually prompts for text input through

- *menus*

- *data forms*

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

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

Viewing Text Dialog

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

- **Tektronix terminals:** You can press the Dialog key to view text that was replaced by graphics before you were through reading.

- **VAXstations:** Pick the D VIS (Dialog VISible) button in the row of on-screen buttons at the bottom of the TGRAF-X window.

- **PC workstations:** Press *[ALT-Z]*. (Refer to the TGRAF-07 reference manual for more information.)

Using IBS Menus and Forms (Inputting Data)

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

Special Function Keys

The IBS uses two special function keys:

- **Help key**

- **GOLD key**

Using The GOLD Key

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

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

Terminal Type	GOLD Function Key
Tektronix 4107, 4109, 4208, 4211	F5, Home PF1
VAXstation	PF1
PC Workstation[a]	NumLock

Obtaining Form HELP

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

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

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

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

- Field Information: Pressing Help the *first* time produces specific help information pertaining to the current input field.

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

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

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

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

Keypress(es)	Cursor Movement
% RETURN	Advance past a scrolling block of items on a form
CTRL-D	Move left one character without altering the text
CTRL-F	Move right one character without altering the text
Up F1 [8]	Move to preceding line
Down F2 [2]	Move to next line
Left F3 [4]	Backup horizontally to preceding field
Right F4 [6]	Advance horizontally to next field

	Form Editing or Operation
HELP, F6, PF2 ?+RETURN and ?? [ALT-ScrollLock]	In fields with Help, first press: Show information about the **current field.** Second press: Show info about the **current form or menu.** In selected fields, ?? + RETURN will display a list of possible choices to enter in the field.
GOLD Z [NumLock] [Z]	**Complete and exit one form:** Checks and accepts current entries in field and form; Signals completion of the current form; Moves to the next form (in a set of forms); or Exits to the previous higher-level form or menu (from a single-page form)
GOLD Y [NumLock] [Y]	**Exit from a form or set of forms:** Restores the original contents of the current field; Signals completion of the current set of forms; Exits to the previous higher-level form or menu.
RETURN	**Accept the current field entry and advance:** If the cursor is in the final field of a form, pressing RETURN acts like **GOLD Z.**
BACKSPACE	**Delete the previous character.**
CTRL-E or CTRL-Z	**Refresh the screen.** Use these to redraw your screen. For example, after a broadcast message prints over your form, use CTRL-E to redraw the form. These keystrokes work only on forms, not menus. Some complex forms may not refresh completely. If you have trouble refreshing a form, exit the form by pressing **GOLD Y** and restart the form.
CTRL-O	**Delete character.**

CTRL-R   **Insert a blank.** Inserts a blank character into the current field.

CTRL-W   **Provide an option to abort current field or form:**
A prompt at the bottom of the screen will ask you whether you want to abort the field (F), the whole form (W), or nothing (N).

- An F aborts the current entry and restores the original contents of the field—the contents before you started changing it.

- A W aborts the current form and restores the original contents of the form.

- An N enables you to continue without aborting.

CTRL-X   **Clear the current field.** Clears the field you are currently working in of any characters.

Selecting an Option from a Text Menu

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

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

To select an option from a text menu

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

```
The following keys are active:
 0: EXIT    (<Ctrl-C>, <Ctrl-Y>, or <RETURN> also Exit)
 Q: ABORT
 X: EXIT
 T: Top page
 B: Bottom page
 U: Up one page
 D: Down one page
 H: Help
 F: Find item [F TargetText]
 ?: Help
 n: Select item n
<RETURN> to continue...
```

Selecting Multiple Items from a List

Some menus are list menus and will enable you to select several items in a range. To do this, enter the beginning and ending numbers in the range separated by a +. For example, to select numbers 2 through 6 from a list, enter 2+6 at the prompt. The system will select numbers 2, 3, 4, 5, and 6 for you. List menus can be recognised by the prompt List Choice (?=Help) ==>.

Positioning the Input Cursor in a Form

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

Entering Numeric Values in a Form

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

Problems with Menus and Forms

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

- If the following messages display: "Input too long for this field." or "Value out of range for this field.", check your entry. Use the Delete key (*[Backspace]* on the PC) to delete the current value, and type your entry again. Press the Help key to get information about acceptable field values. If you are using a PC and the backspace key does not seem to work, try Ctrl-Backspace.

- If the screen is static and the system does not accept keyboard input, try pressing Ctrl-Q to free up the keyboard.

- If no system response follows a menu selection or completion of a form, try the following. If you pressed Return while the system was updating the display, you may need to press Return again to continue.

Overview of the IBS Main Menu

```
EXIT IBS




IBS MAIN MENU
_____



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


SHOW LATEST ONPOST TRACK
ANALYZE TRACK            ->
CHANGE D2 TRACK CASE      *
REPORT CURRENT D2 DESCRIPTION


EMERGENCY ACTIVITIES     ->


SETUP                    ->
```

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

<-- View or send messages and reports.
<-- Plan or track Emergency Function tasks.
<-- Maintain database of EOC personnel.
<-- Show and analyze graphic map information.
<-- Manage and track use of resources.

<-- Map computed time-release concentrations.
<-- Show computed information about track.
<-- Switch between track data sets.
<-- Show text description of current track.

<-- Carry out emergency support activities
    and computer modeling activities.
<-- Tailor various system features that are
    to be used as default conditions.

Asterisks (*) in this Document

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

Order of the Reference Sections

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

Introductory Exercises

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

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

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

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

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

Starting IBS

To do these exercises perform the following procedures.

1. Login to the VAX.

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

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

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

```
                                      EXIT IBS


   UTAH


                                      IBS MAIN MENU


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

                                      SHOW LATEST ONPOST TRACK
                                      ANALYZE TRACK
                                      CHANGE D2 TRACK CASE    *
                                      REPORT CURRENT D2
                                      DESCRIPTION

                                      EMERGENCY ACTIVITIES

                                      SETUP




                                      D2:000  EVAC:002  IP:002
```
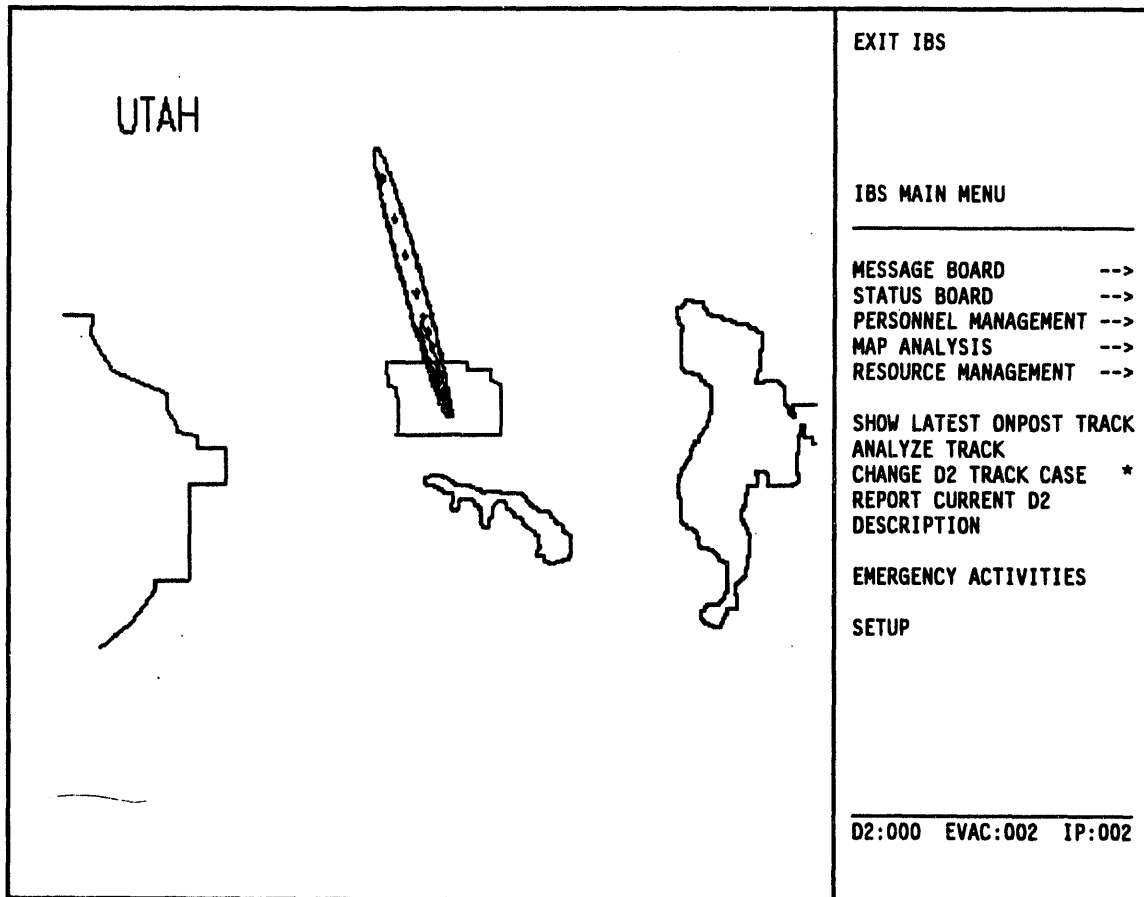
You are now ready to begin any of the following exercises.

1. Viewing the Onpost Work Plan

2. Setting Up Your Default Map Display

3. Adjusting the Map Display

4. Using Emergency Activities

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

Exercise 1. Viewing the Onpost Work Plan

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

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

```
                                                    IBS MAIN MENU


   UTAH



                                                    STATUS BOARD


                                                    ONPOST EVENT STATUS
                                                    VIEW ONPOST WORK PLAN
                                                    CHANGE ONPOST WORK PLAN*

                                                    IMPLEMENTING PROCEDURES

                                                    SELECT IP              *
                                                    RESET IP               *


                                                    VALIDATE IP            *
                                                    ARCHIVE IP OPTIONS     *

                                                    VIEW BATCH LOG

                                                    SHOW USER ENVIRONMENT
                                                    CONTINUOUS MAP UPDATE  *



                                                    D2:000  EVAC:002  IP:002
```
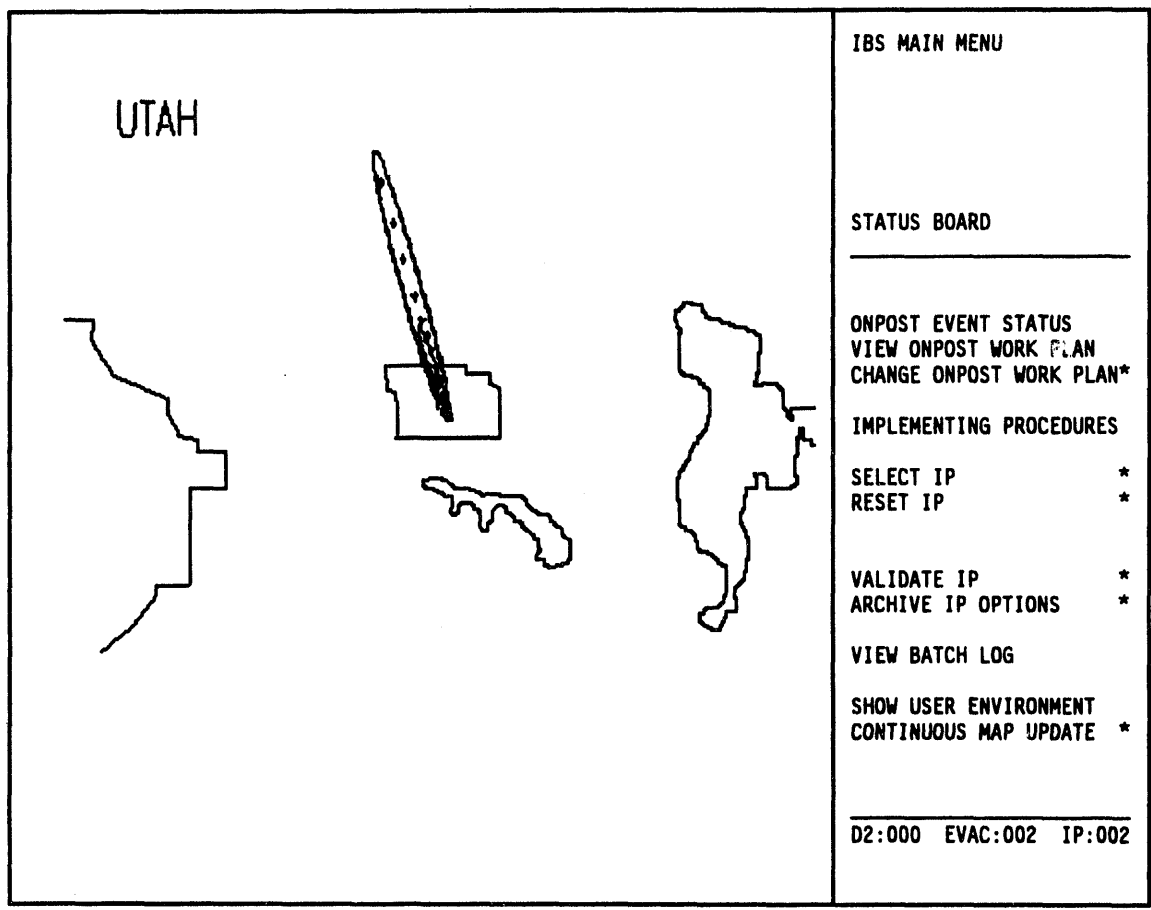
2. From the Status Board menu, select the **View Onpost Work Plan** command.

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

```
Work Plan Form                         Received by IBS:  01/01/93  00:00:00
                                       Authorization:
Longitude:  0.00000000                          End D/T:   06/21/93
Latitude :  0.00000000                        Start D/T:   06/21/93
Team Pop :   0              MCE Type:             MCE:
Mun      :M23              Agent   :VX          D2 #:
Description:
  Protective Action Recommendation.  EVACUATE 1,2.  SHELTER 4,5.


Comments:
 CHECKING PALLETS.




 Wind Dir : 320.0   Wind speed:  0.3 (m/s)  Stabil:  B  Temp: 27.0
 Select IP:N  (Y/N)       Declare event:N  (Y/N):
```

3. Exit the current Onpost Work Plan by pressing **GOLD-Y**. The Status Board menu displays.

4. From the top of the Status Board menu, select the **IBS Main Menu** command. The system returns you to the Main Menu.

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

Exercise 2. Setting Up Your Default Map Display

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

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

```
UTAH                                    IBS MAIN MENU



                                        SETUP
                                        _____

                                        CHANGE SITE              *
                                        MAP LAYERS - DEFAULT
                                        MAP LAYERS - BY ACTIVITY

                                        JOB ENVIRONMENT

                                        COMMON LEGEND            *

                                        BACKUP/RESTORE SITE DATA*




                                        _____
                                        D2:000  EVAC:002  IP:002
```
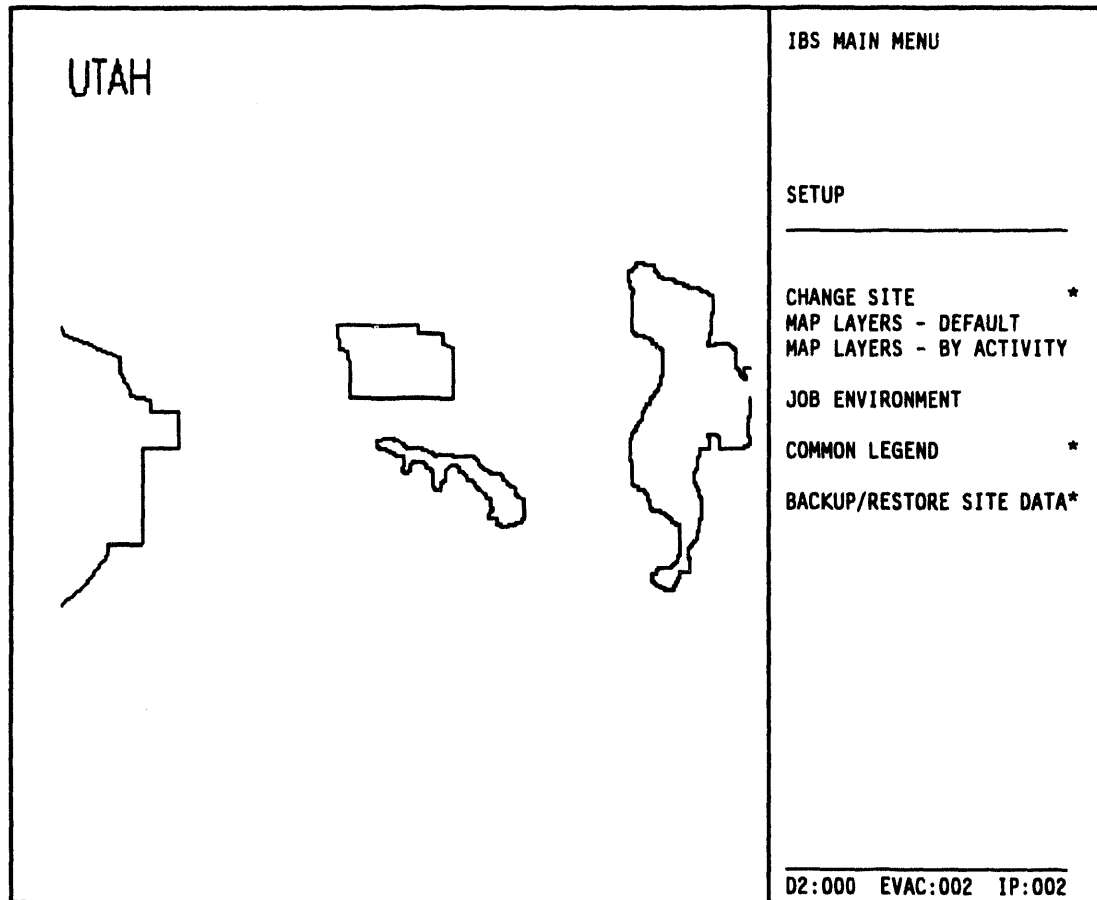
2. From the Setup menu, select the **Map Layers - Default** comand. The Change Default Map Layers menu will display, as shown.

```
┌──────────────────────────────────────────┬──────────────────────────┐
│                                           │ IBS MAIN MENU            │
│                                           │  SETUP                   │
│       UTAH                                │                          │
│                                           │ CHANGE DEFAULT MAP LAYERS │
│                                           │ ──────────────────────── │
│                                           │                          │
│                                           │ FORWARD                  │
│                                           │ BACKWARD                 │
│                                           │                          │
│                                           │ ADMINISTRATIVE BOUNDARY  │
│                                           │ ELEVATION CONTOUR        │
│                                           │ ELEVATION                │
│                                           │ ELECTRICAL POWER GRID    │
│                                           │ EMERGENCY PLANNING ZONE  │
│                                           │ FAULT LINES              │
│                                           │ GNIS (Geographic Names)  │
│                                           │ LAND USES                │
│                                           │ PIPE LINES               │
│                                           │ POLITICAL BOUNDARIES     │
│                                           │ POPULATED PLACE NAMES    │
│                                           │ POPULATION               │
│                                           │ RAILROADS                │
│                                           │ ROADS                    │
│                                           │ STREAMS                  │
│                                           │ WATER BODIES             │
│                                           │ ──────────────────────── │
│                                           │ D2:000  EVAC:002  IP:002 │
└──────────────────────────────────────────┴──────────────────────────┘
```
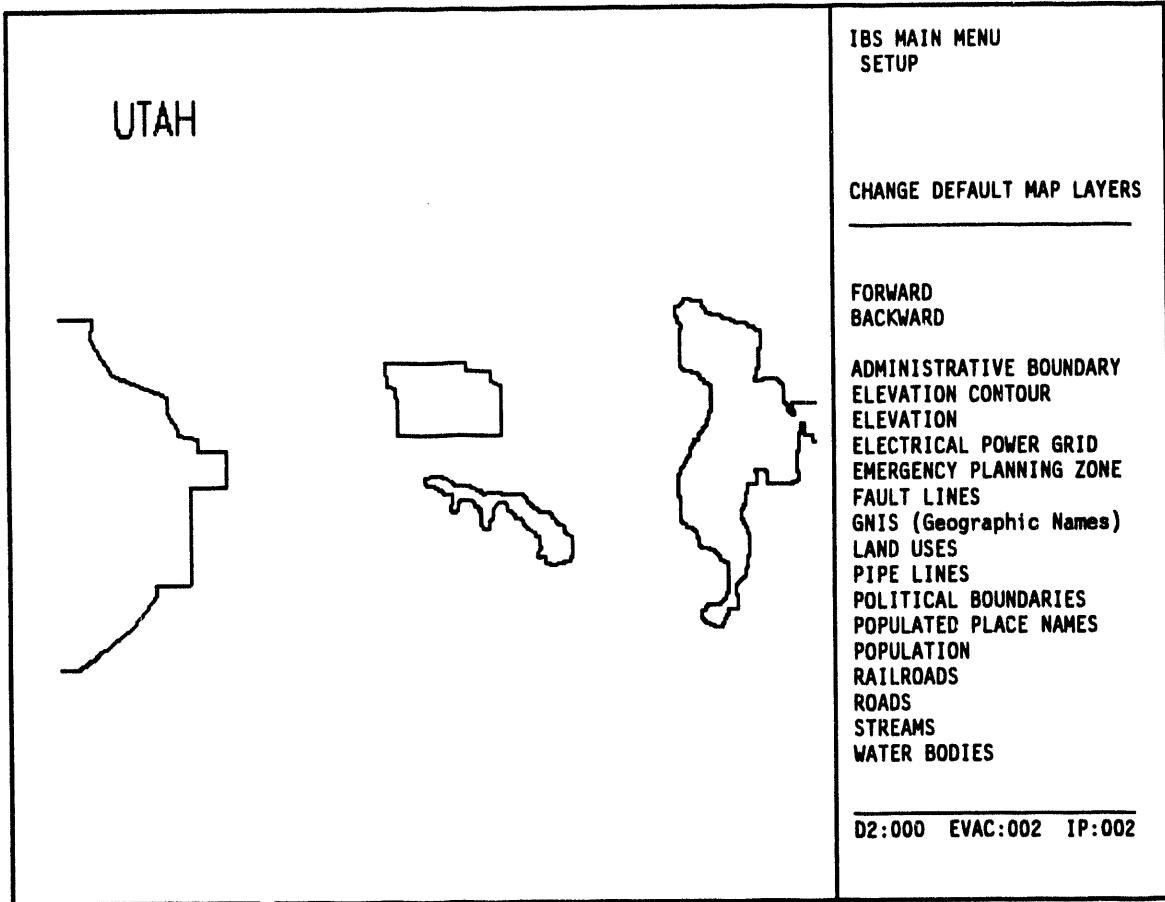
The Map Layers - Default menu consists of several lists of map layers from which you can pick the layers you want to view. For this exercise you will pick the following layers:

- Administrative Boundary
- Emergency Planning Zone
- 100K Roads
- D2 Track
- Roads

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

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

3. Use the Forward command to page through the lists by selecting the command with the cursor (cross hairs).

4. Select the map layers when they display on the list. As you select the map layers, they will highlight in green. Keep paging through the list and picking map layers until all four listed map layers have been selected.

Previously selected default map layers will display in green on the list. Leave these as they are. After paging forward several times, you will eventually return to the first page of the list.

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

```
RESTRICTIONS OF MAP LAYERS BY DISPLAY SIZE

                                    Display Size  (Radius in miles)
Map Layers For STANDARD DEFAULT     Minimum       Maximum

ADMINISTRATIVE BOUNDARY                0.0         2008.8
EMERGENCY PLANNING ZONE                0.0         2008.8
ROADS                                  0.0         2008.8
D2 TRACK                V              0.0         2008.8
100K ROADS                             0.0         1000.0


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

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

```
RESTRICTIONS OF MAP LAYERS BY DISPLAY SIZE

                                    Display Size  (Radius in
miles)
Map Layers For STANDARD DEFAULT     Minimum       Maximum

ADMINISTRATIVE BOUNDARY                0.0         2008.8
EMERGENCY PLANNING ZONE                0.0         2008.8
ROADS                                 10.0         2008.8
D2 TRACK                V              0.0         2008.8
100K ROADS                             0.0           10.0


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

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

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

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

Exercise 3. Adjusting the Map Display

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

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

```
                                          IBS MAIN MENU


UTAH
                                          MAP ANALYSIS


                                          CONTINUE
                                          MESSAGE BOARD        -->
                                          STATUS BOARD         -->

                                          GRID OPTIONS
                                          DISPLAY ICONS
                                          DISPLAY TEXT
                                          DISPLAY LOCATION
                                          DETERMINE AREA
                                          ESTIMATE POPULATION
                                          IDENTIFY MAP ITEM
                                          SUMMARIZE POINT DATA
                                          HIGHLIGHT DATA
                                          UNHIGHLIGHT DATA
                                          SELECT MAP LAYERS

                                          SET BASE MAP
                                          RESTORE BASE MAP
                                          MAP ZOOM
                                          ZOOM IN
                                          ZOOM OUT
                                          REFRESH SCREEN


                                          D2:000  EVAC:002  IP:002
```
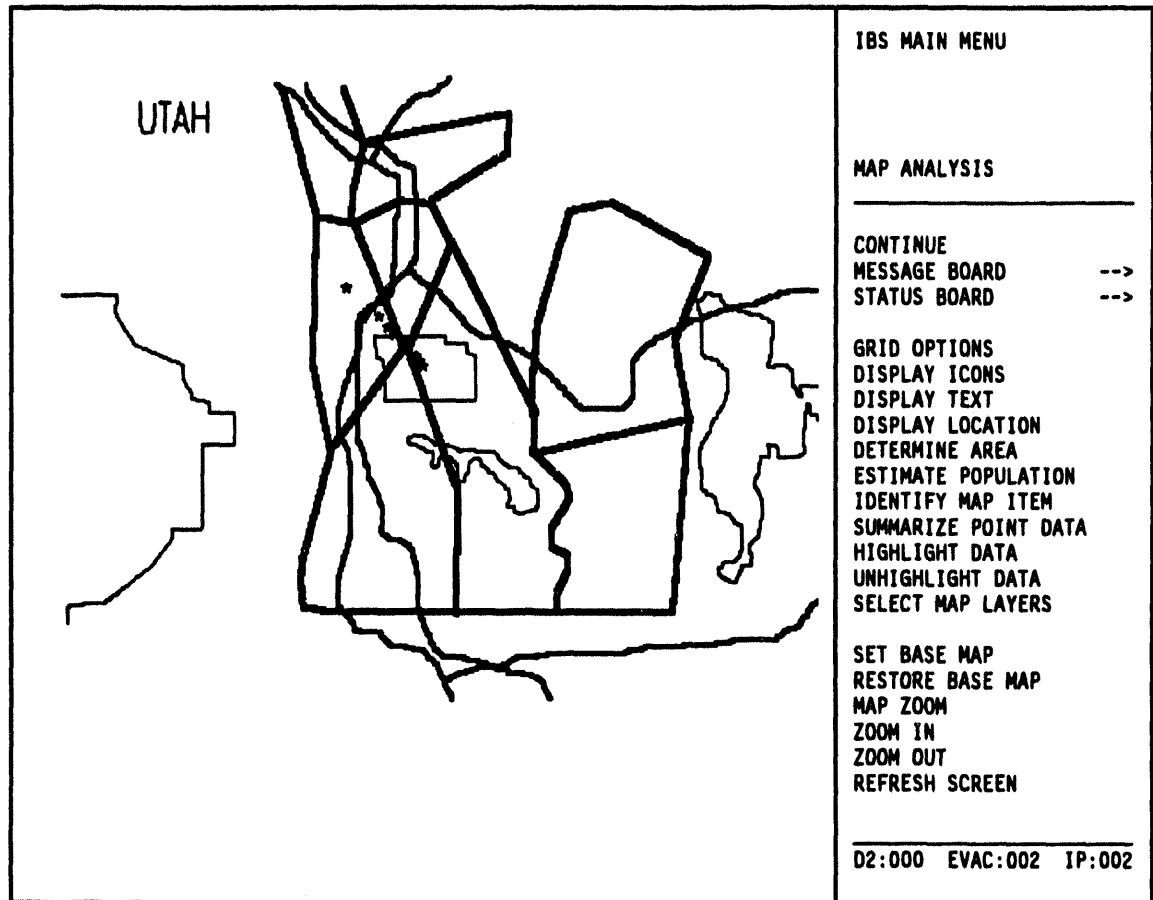
2. From the Map Analysis menu, select the **Display Text** command. Descriptive text will display on the base map, as shown. This command toggles between Display Text and Turn Off Text each time you select it. Now that you have selected the Display Text command, the Turn Off Text command displays in its place.

```
                                          IBS MAIN MENU

     UTAH

                                          MAP ANALYSIS


                                          CONTINUE
                                          MESSAGE BOARD         -->
                                          STATUS BOARD          -->

                                          GRID OPTIONS
                                          DISPLAY ICONS
                                          TURN OFF TEXT
                                          DISPLAY LOCATION
                                          DETERMINE AREA
                                          ESTIMATE POPULATION
                                          IDENTIFY MAP ITEM
                                          SUMMARIZE POINT DATA
                                          HIGHLIGHT DATA
                                          UNHIGHLIGHT DATA
                                          SELECT MAP LAYERS

                                          SET BASEMAP
                                          RESTORE BASEMAP
                                          MAP ZOOM
                                          ZOOM IN
                                          ZOOM OUT
                                          REFRESH SCREEN


                                          D2:000  EVAC:002  IP:002
```
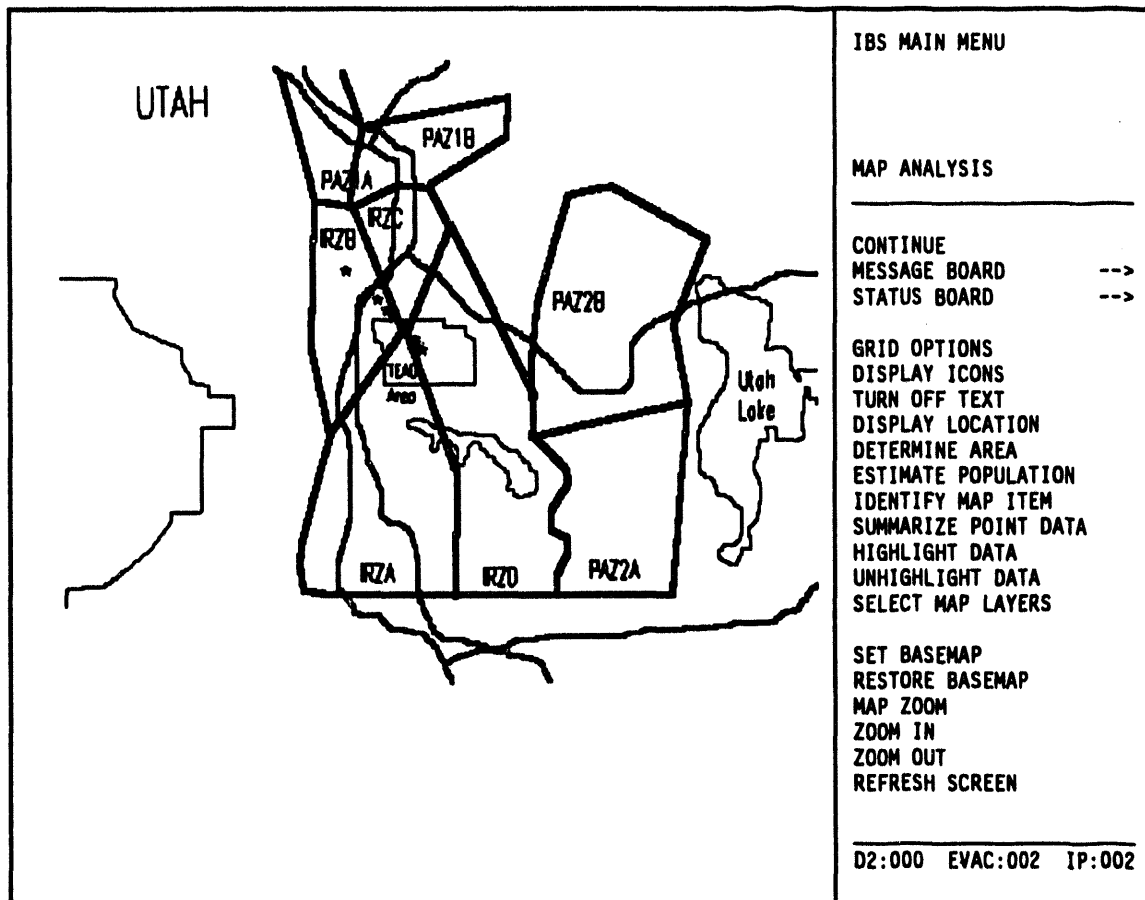
3. For a closer view of an area, select the **Zoom In** command from the Map Analysis menu.

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

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

4. Move the cross hairs on your screen so that they cross over the center of the area where you want to zoom in. Press the Space Bar once.

5. Move the cross hairs out to a spot which will become the new corner or edge of the zoomed in display. Press the Space Bar. A red square will display momentarily to show the area you have marked, then the screen will blank out

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


```
IBS MAIN MENU


MAP ANALYSIS
────────────────────────
CONTINUE
MESSAGE BOARD        -->
STATUS BOARD         -->

GRID OPTIONS
DISPLAY ICONS
TURN OFF TEXT
DISPLAY LOCATION
DETERMINE AREA
ESTIMATE POPULATION
IDENTIFY MAP ITEM
SUMMARIZE POINT DATA
HIGHLIGHT DATA  ·
UNHIGHLIGHT DATA
SELECT MAP LAYERS

SET BASEMAP
RESTORE BASE MAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN


────────────────────────
D2:000  EVAC:002  IP:002
```
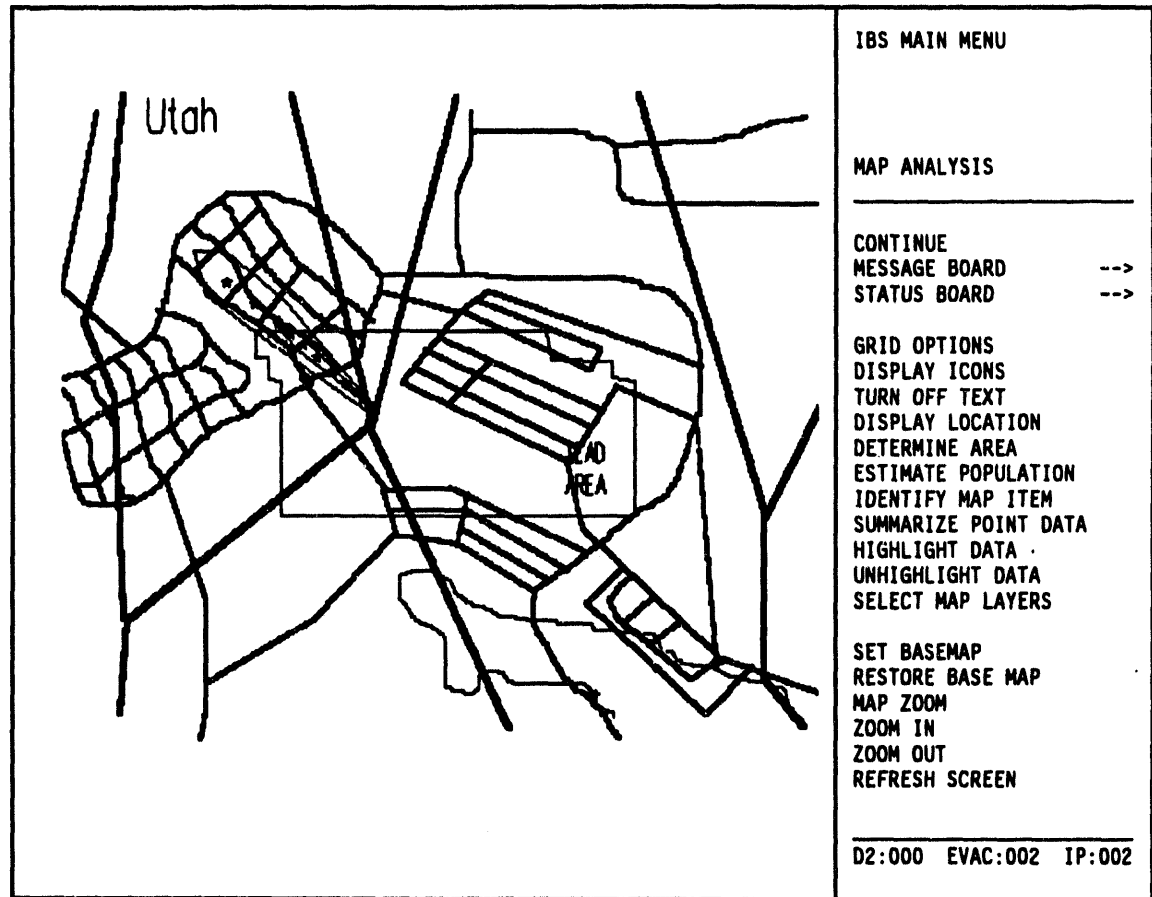
You can repeat this procedure to get as close a view as you wish. Use the Zoom Out command in a similar way to move your view back.
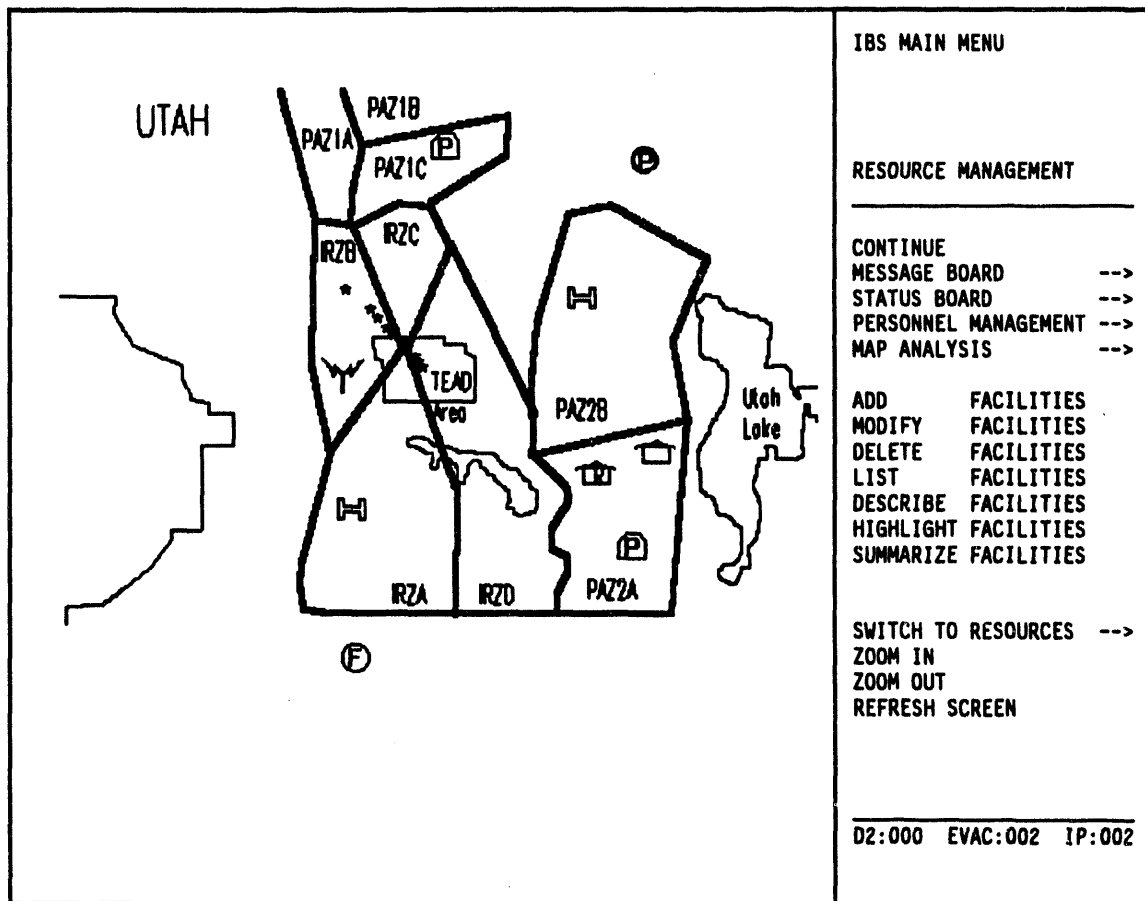
Note: If you have used the Select Map Layers option to display a map layer with data-rich information while you are zoomed in, you may get the message:

Data Exceeds Memory

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

6. To return to your original viewpoint on the map, select the **Restore Basemap** command from the Map Analysis menu.

7. From the top of the Map Analysis menu, select the **IBS Main Menu** command. The IBS Main Menu will display.

8. From the IBS Main Menu, select the **Resource Management** command. The system will display the various standard facility icons on the map, as shown.

The Resource Management menu will display.

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

Note: If your system has not been set up for default screen display of reports, the Ouput Redirection Menu will display:

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

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

An example of the facilities listing follows.

```
Facility List
--------------------------------------------------------------------------
Facility Name        : Marconi Middle School
Facility Type        : Shelter
Facility Address     : 23 N. 8th St.
City, State, Zip     : Anytown, UT, 88765
Facility Capacity    : 500
Mutual Aid Agreement : No
Contact Name         : Bill Shakespeare
Contact Phone        : 555-6787
Contact Agency       : Red Cross          Position: Administrator

End of Page: <Return> to continue, M to change destination...
```

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

    The listings can continue for several pages. To exit the listing without scrolling through every page, press Ctrl-Z.
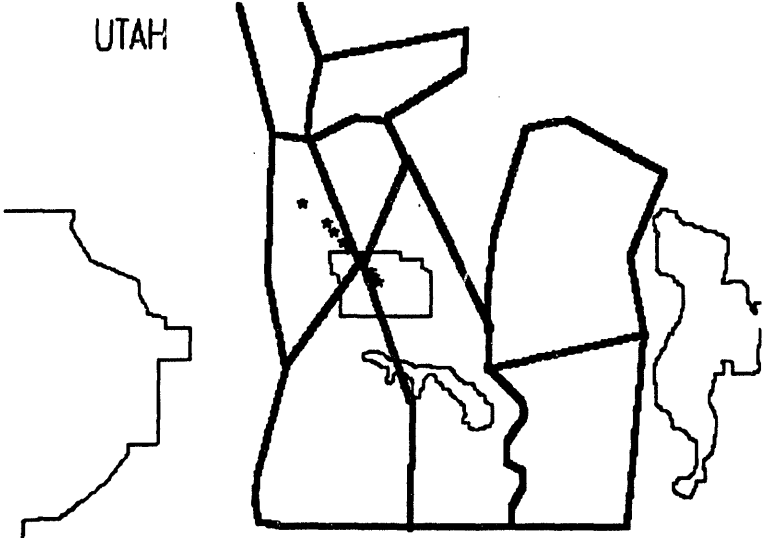
11. Select the **IBS Main Menu** command to return to the top level of IBS. Notice that the facility icons remain on the map display.

Exercise 4. Using Emergency Activities
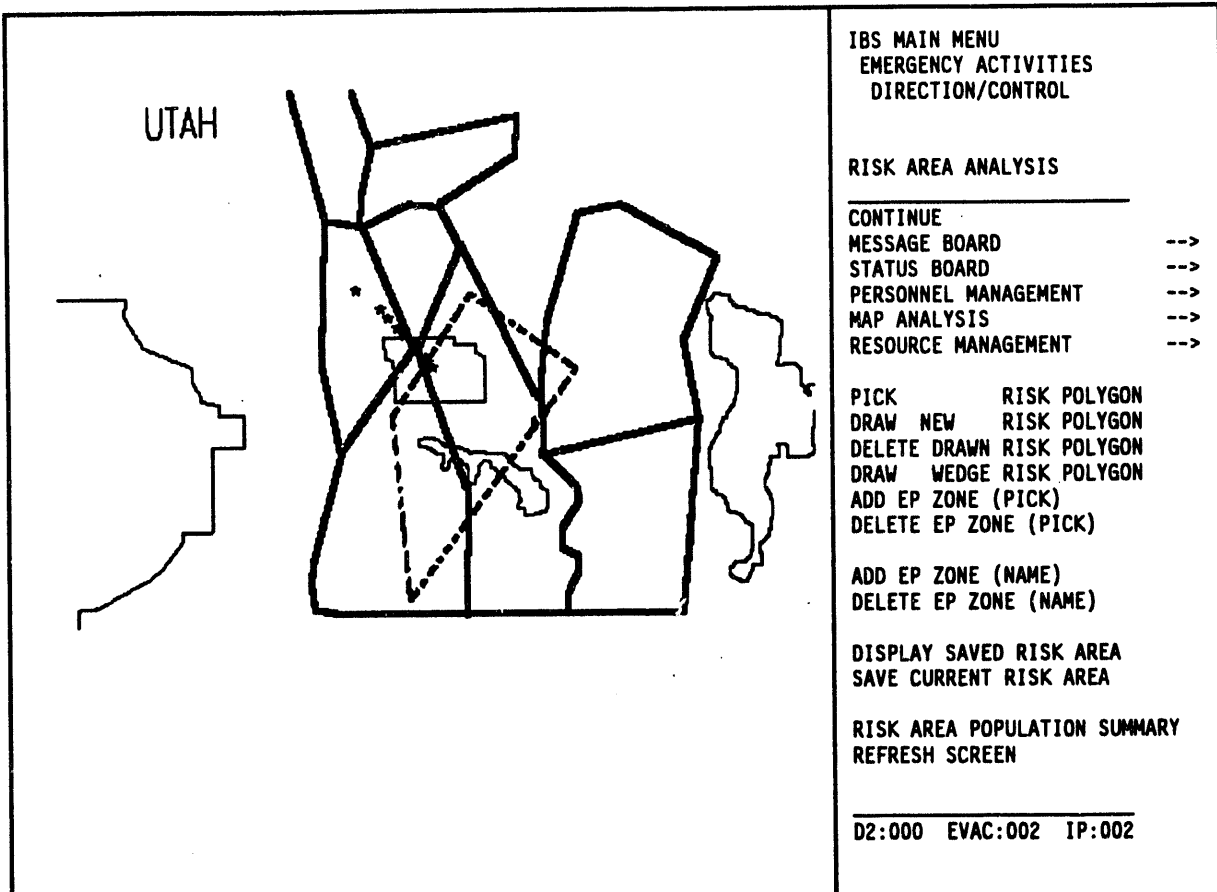
1. From the IBS Main Menu, select the **Emergency Activities** command with the
    cross hairs and press the Space bar. The Emergency Activities menu displays,
    as shown.

```
                                          IBS MAIN MENU



       UTAH



                                          EMERGENCY ACTIVITIES



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

                                          HAZARD ANALYSIS
                                          EOC ACTIVATION
                                          DIRECTION/CONTROL
                                          EVACUATION
                                          SHELTERING
                                          SEARCH/RESCUE
                                          DAMAGE ASSESSMENT




                                          D2:000  EVAC:002  IP:002
```
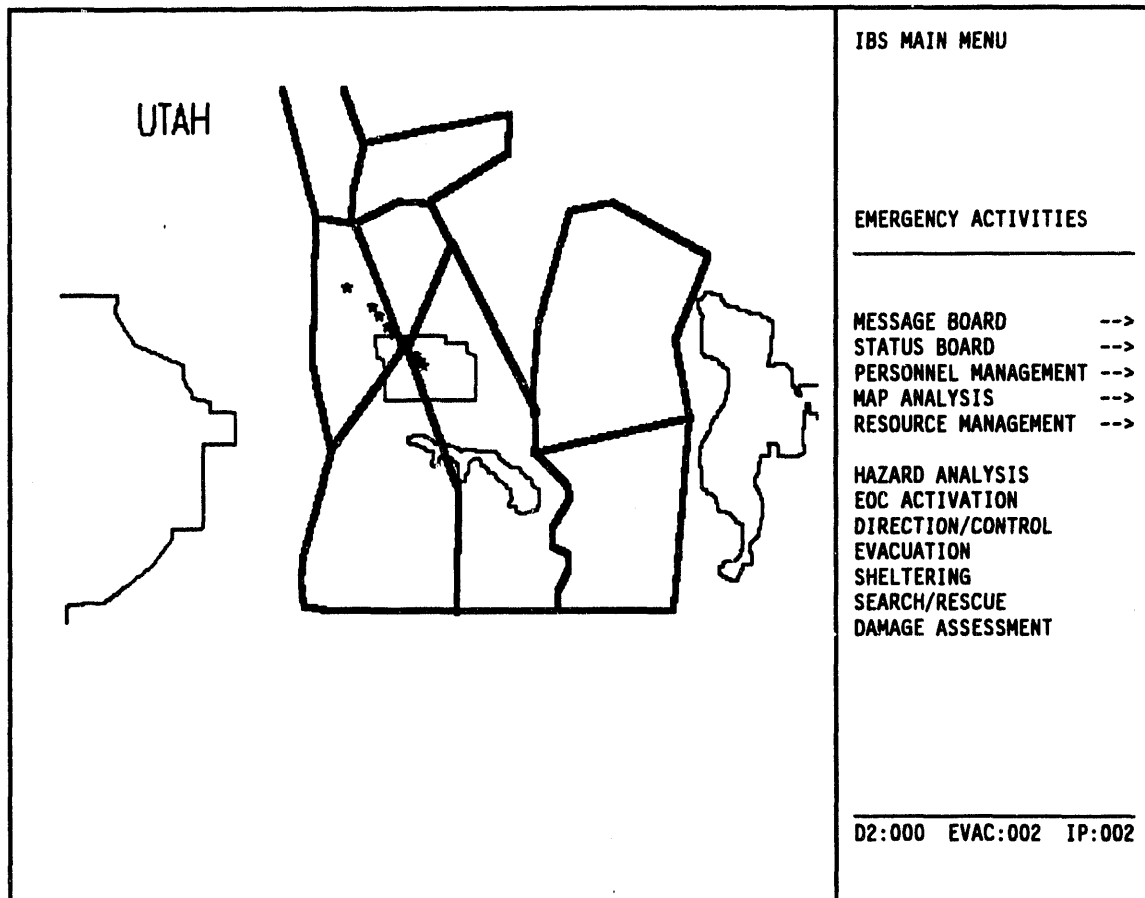
2. From the Emergency Activities menu, select the **Direction/Control** command. The Direction/Control menu displays, as shown.

```
                                          IBS MAIN MENU
                                           EMERGENCY ACTIVITIES


   UTAH

                                          DIRECTION/CONTROL


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

                                          SPECIFY LOCATION             *
                                          MODIFY FACILITIES            *

                                          ADD SPECIAL POPULATION       *
                                          MODIFY SPECIAL POPULATION    *

                                          ESTIMATE POPULATION
                                          RISK AREA POPULATION SUMMARY

                                          RISK AREA ANALYSIS           *
                                          SELECT IP                    *

                                          RELEASE OVERLAYS


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

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

```
                                              IBS MAIN MENU
                                                EMERGENCY ACTIVITIES
                                                  DIRECTION/CONTROL

      UTAH
                                              RISK AREA ANALYSIS

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

                                              PICK          RISK POLYGON
                                              DRAW NEW      RISK POLYGON
                                              DELETE DRAWN RISK POLYGON
                                              DRAW   WEDGE RISK POLYGON
                                              ADD EP ZONE (PICK)
                                              DELETE EP ZONE (PICK)

                                              ADD EP ZONE (NAME)
                                              DELETE EP ZONE (NAME)

                                              DISPLAY SAVED RISK AREA
                                              SAVE CURRENT RISK AREA

                                              RISK AREA POPULATION SUMMARY
                                              REFRESH SCREEN


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

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

    * * * **MSG: Draw a new Risk Polygon. CONTINUE when done**

5. Use the cursor (cross hairs) to draw a risk polygon on the map display. Press the Space bar to indicate the point of each corner. The polygon lines are initially drawn in green.

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


```
                                        IBS MAIN MENU
                                          EMERGENCY ACTIVITIES
                                            DIRECTION/CONTROL


                                        RISK AREA ANALYSIS
                                        ─────────────────────
                                        CONTINUE
                                        MESSAGE BOARD            -->
                                        STATUS BOARD            -->
                                        PERSONNEL MANAGEMENT    -->
                                        MAP ANALYSIS            -->
                                        RESOURCE MANAGEMENT     -->

                                        PICK RISK POLYGON
                                        DRAW NEW RISK POLYGON
                                        DELETE DRAWN RISK POLYGON

                                        ADD EP ZONE (PICK)
                                        DELETE EP ZONE (PICK)

                                        ADD EP ZONE (NAME)
                                        DELETE EP ZONE (NAME)

                                        DISPLAY SAVED RISK AREA
                                        SAVE CURRENT RISK AREA

                                        RISK AREA POPULATION SUMMARY
                                        REFRESH SCREEN


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

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

7. To delete the old risk polygon, select the **Delete Drawn Risk Polygon** command from the **Risk Area Analysis** menu. The system displays the following message:

   * * * MSG: Select Risk Polygon to delete. CONTINUE when done.

8. Use the cursor to select any point on the polygon you want to delete. Move the cursor over the polygon and press the Space bar. The polygon you have selected will blink. If you select the wrong polygon, move the cursor and select a point on the correct polygon.

9. Delete the polygon by selecting the **Continue** command from the menu. The blinking polygon is deleted.

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

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

    ```
    * * * MSG: Select EPZ to add to Risk Area.  CONTINUE when done
    ```

11. Use the cursor to select an orange EPZ polygon from those displayed on the
    map. The selected zone is highlighted in white and blinks.

12. Select the **Continue** command to add the zone to the Risk Area. The zone
    will highlight, flash once, then redisplay in bold orange. The population data
    from this zone is then included in the Risk Area.

13. From the Risk Area Analysis menu select the **Risk Area Population Summary**
    command. The Output Redirection Menu displays, as shown (unless you have
    used the Setup command to set a default). See *Section 12* for more
    information.

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

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

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

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

The population summary displays, as shown.

```
                                  02-AUG-1993 15:03:30.89
Estimated Population of the Current Risk Area
Map Layer          : POPULATION
Population Pattern : Weeknight
------------------------------------------------------------------
Zone Name              Population
------------------------------------------------------------------
PAZ2B                      1235
PAZ1A                      7270
PAZ1C                     14494
IRZA                        393
IRZD                         42
PAZ2A                         0

TOTAL:                    23434
------------------------------------------------------------------
     Press <RETURN> to continue...
```

16. Press the Return key to return to the Risk Area Analysis menu.

17. From the top of the Risk Area Analysis menu select the **Emergency Activities** command. The system displays the following message.

    `Do you wish to save the RISK AREA [Y]? ==>`

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

18. From the Emergency Activities menu select the **Sheltering** command. The Sheltering menu displays.

19. From the Sheltering menu select the **Shelter or Center Info** command.

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

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

```
     Facility Selection method menu
-------------------------------------------------------
     0 : EXIT
     1 : Type in Facility name
     2 : Select Facility name from a list
     3 : Type in long/lat coordinates
     4 : Use mouse to select Facility
-------------------------------------------------------
          Choice (?=Help) ==>
```

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

    `Draw facilities onscreen? [Y] ==>`

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

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


```
IBS MAIN MENU
  EMERGENCY ACTIVITIES


SHELTERING
_____

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

ADD    LOCATION            *
ADD    FACILITIES          *
MODIFY FACILITIES          *

SHELTER OR CENTER INFO     *
SHELTER & CENTER SUMMARY




RELEASE OVERLAYS
_____
D2:000  EVAC:002  IP:002
```

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

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

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

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

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

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

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│  Resource Management                            Facility Form V2.01   │
│  ------------------------------------------------------------------   │
│  Longitude   :   -112.2868652344                                      │
│  Latitude    :    40.5355911255                                       │
│  Facility    :    HOMETOWN BAKERY & GROCERY                           │
│  Type(Icon): PRIVATE BUSINESS                                         │
│  Address :   99 N BROADWAY                                            │
│  City       :    TOOELE        State: UT   ZIP: 84074                 │
│                                                                       │
│  Contact Name: ANDREWS                    WILLIAM         D (Last, First,│
│  MI)                                                                  │
│  Phone    : 801-882-6338                                             │
│  Agency   : RED CROSS Position    : COORDINATOR                      │
│                                                                       │
│  Mutual Aid?:  N Agreement #:                                        │
│                            Active? : N                               │
│  Capacity   :   25     Received    :   0                             │
│  Cur Load   :   0      Released    :   0                             │
│                                                                       │
│  View the facility resources? [Y] ==>                                │
│  Res Type    Quant Unit  Description                                 │
│  ====================================================================│
│  FOOD         50    pounds   EMERGENCY FOOD SUPPLIES                 │
│  ====================================================================│
│           Press <RETURN> to continue...                             │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

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

23. To exit, select 0 : EXIT and press the Return key. The Sheltering Menu displays.

24. From the top of the Sheltering menu select the **IBS Main Menu** command. The IBS Main Menu displays.

25. From the IBS Main Menu, select the **Exit IBS** command to return to the system prompt.

Section 2
Message Board

Section 2
Message Board

■ MESSAGE BOARD

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

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

IBS MAIN MENU

MESSAGE BOARD

VAX PHONE	<--	Use the VAX PHONE program.
VAX MAIL	<--	Use the VAX MAIL message program.
CREATE/EDIT MAIL LIST	<--	Make distribution lists for mail.
SEND MAIL	<--	Send the mail.
CHECK SENT MAIL	<--	See if mail you sent has been received/read.
VIEW IBS->ONPOST RPT	<--	View reports sent from IBS.
VIEW ONPOST->IBS RPT	<--	View reports sent from onpost system.
CREATE IBS->ONPOST RPT	* <--	Create IBS reports for onpost EOC.
RESEND IBS->ONPOST RPT	* <--	Resend the IBS reports to onpost EOC.
ANNOTATE LOG	* <--	Add notes to the summary log.
CREATE COMMON LOG REPORT	* <--	Create a summary log of system reports.
CREATE PRIVATE LOG REPORT	<--	Create a personal log of system reports.
VIEW COMMON LOG REPORT	<--	View the log of system reports.
VIEW PRIVATE LOG REPORT	<--	View your log of system reports.

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

Onpost Emergency Event Notification

If an event occurs onpost, you will immediately see an Onpost Emergency Event Notification. (See *Section 3, Status Board*, **ONPOST EVENT STATUS** for a depiction of the information on this screen.) Event notifications and other reports from the onpost system can be reviewed by using **VIEW ONPOST->IBS RPT**.

To refresh the screen after a notification, do the following:

- For IBS forms, press Ctrl-Z
- For menus and lists, type an R
- In graphic mode, press the Dialog key to remove/show text on the screen.

Exchange of Map Graphic Information

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

Mail Checker

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

NEW MAIL

■ ANNOTATE LOG

This option enables you to add some text to the IBS Common Log Report file. This text can be anything you want to enter and can be up to 1000 lines in length.

When you select this option, you will be placed in the VAX/VMS EDT editor. Consult the VAX VMS documentation for more information on using EDT editor.

When you use the Exit command and save the file, the contents of the file are added to the IBS Activity Log.

▮ CHECK SENT MAIL

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

The following menu displays.

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

If you select option 4, **Select Users by Real name**, the following menu will display.

```
        Select Users by Real Name (Check Sent Mail)      1/2
==========================================================================
    0 : EXIT
    1 : BOWER              JOHN              C
    2 : BURFORD            MICHAEL           J
    3 : CORDERO            JUAN              C
    4 : DOWNING            TIM               R
    5 : I.E.M.             .                 .
    6 : INFOMANAGER        .                 .
    7 : WILLIAMS           JOHN              R
===================== M O R E ============================
        Choice (?=Help) ==>
```

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

`Listing unread mail messages sent from COLLEEN WINTERS to TIM DOWNING...`

`All messages you sent have been read.`

`Press <RETURN> to continue, <CTRL-Z> to Abort Checking Mail...`

`Check more users? [N] ==>`

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

■ CREATE COMMON LOG REPORT and CREATE PRIVATE LOG REPORT

During the use of the IBS software, many different operations are performed that log significant events into several Log Files. The following sources are searched to find the appropriate logged events to create the Common log report.

- VAX MAIL messages   (a collection of important messages)

- the *IBS event log*   (reports from IBS to the onpost system)

- the *onpost event log*   (reports from the onpost system to IBS)

- the *IBS activity log*   (resource management activities, Implementation Plan (IP) selection, updates to the people locate database, etc.)

These options enable you to create and view either a Common Log Report (if you have the appropriate privilege) or a Private Log Report of a selected group of these logged events. If you have the privileges to create a Common Log Report, or if you selected Create Private Log Report, the Select Message Category List will display.

If you do not have privileges to make a Common Log Report, the list will not display.

```
        Select Message Category            1/5
================================================
    0 : EXIT
    1 : ANNOTATIONS
    2 : BACKUP/RESTORE
    3 : BASE POPULATION
    4 : CALL LIST
    5 : CASUALTY SUMMARY
    6 : D2 DOSAGE
    7 : D2 INPUT
    8 : D2 LOG
    9 : D2 SLICE
   10 : ERROR: ??????? EVENT
=============== M O R E ======================
        List Choice (?=Help) ==>
```

Select one or more categories and press the Return key.

The system then displays the following Report Selection Method menu.

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

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

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

Table 2.1. Criteria for Restricting Message/Report Selection

Your Response	Selection of Reports
1) All reports	All reports of the chosen type are selected, from the most recent to the earliest.
2) Key word	Enter key word >
	Enter any string of characters (up to 40 characters). The string may include blanks and is sensitive to upper- and lower-case lettering. All messages containing exactly those characters are selected, from the most recent to the earliest.
	Then select from the following displayed options: View ALL that fit qualifications? (N=Latest Only) (Y/N) ==>

Your Response	Selection of Reports

3) Time range

Choose the time of creation or time of recording:

```
          Time Range Selection Method
-----------------------------------------------------
  0 : EXIT
  1 : Based on date/time records entered
  2 : Based on date/time records of recorded actions
-----------------------------------------------------
          Menu choice  (?=Help) ==>
```

Then, specify the time range itself:

```
Enter begin date (mm/dd/yy) >
Enter begin time (hh:mm)    >
Enter end   date (mm/dd/yy) >
Enter end   time (hh:mm)    >
```

All messages within that time range are selected, from the most recent to the earliest.

4) List Subjects

Select from the following displayed options:
```
View ALL that fit qualifications?
(N=Latest Only) (Y/N) ==>
```

The system then displays a list of specific logged subjects. Select the items you want to view from the list. For example, if you selected Resources as the message category, a list similar to the following would display.

```
          MESSAGE SUBJECTS LIST
=================================
  0 : EXIT
  1 : RESOURCE-ASSIGN
  2 : RESOURCE-MOVE
=================================
          List Choice (?=Help) ==>
```

If you do not have a default setting for information, the Output Redirection Menu will display.

The log report will then be generated and sent to the destination you chose earlier. IBS takes a moment to assemble the information and then displays up to 500 lines of messages, one screen at a time. The messages start with the most recent messages (regardless of the source) and continue in reverse chronological order.

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

◼ CREATE/EDIT MAIL LIST

This option enables you to

•   Create a new mail distribution list

•   Change an existing list

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

```
        Distribution List Selection Menu (Create/Edit)
----------------------------------------------------------
    0 : EXIT
    1 : Select SYSTEM mail distribution list
    2 : Select PERSONAL mail distribution list
----------------------------------------------------------
        Menu Choice (?=Help) ==>
```

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

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

Note: System mail lists are those found in the Infomanager's home directory. The Infomanager can modify them using the **Select PERSONAL mail distribution list** option.

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

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

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

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

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

```
Enter name for new mail distribution file ==>
```

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

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

```
        Mail List Criteria (Create/Edit)
------------------------------------------------
     0 : EXIT
     1 : Mail distribution by MAIL ADDRESS
     2 : Mail distribution by REAL NAME
     3 : Mail distribution by POSITION
------------------------------------------------
         Menu Choice (?=Help) ==>
```

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

● System username

● Real name

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

```
        Select Users by Real Name (Create)
================================================
     0 : EXIT
     1 : BOWER        JOHN      C
     2 =>BROWN        SUSAN     R
     3 : BURFORD      MICHAEL   J
     4 : DOWNING      TIM       R
     5 : INFOMANAGER    .       .
     3 =>SMITH        JAMES     E
================================================
         List Choice (?=Help) ==>
```

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

If you are creating a new distribution list, the above menu will display with no
people preselected. If you are editing an existing list, the people on the list will

display preselected on the menu. You can then select or deselect people to add or delete them from the list.

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

Option 3 : **Mail distribution by POSITION** will display the same menu shown in **Personnel Management, List People by Position.** From this menu you can select one or more positions. Any personnel in the personnel database with the selected position and an account on the system will display on a menu list similar to the example shown above. This list will be sorted by real name. You can then select the people you want to add to your distribution list.

> **Note:** To set the positions for people in the master mail list, use the MLMGR utility. See the *IBS Utilities Guide* for complete information on this utility.

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

■ CREATE IBS->ONPOST RPT*

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

```
        Select File Type for Report     1/3
----------------------------------------------------
    0 : EXIT
    1 : D2 LOG
    2 : D2 DOSAGE
    3 : D2 INPUT
    4 : D2 SLICE
    5 : GENERIC TEXT DATA
    6 : GENERIC GRAPHIC DATA
    7 : KEYED DATA
    8 : OFFPOST CASUALTY REPORT
    9 : OFFPOST EVACUATION ROUTES
   10 : OFFPOST KNOWN POINTS
--------------- M O R E ----------------------------
       Menu Choice (?=Help) ==>
```

The sample menu shown lists the first 10 of the current reports you can generate. IBS will only display 10 lines in a menu, with the word MORE in the final line to tell you there are more options available. To see the extra menu items, type *D* (down) or *U* (up) at the = = > prompt and press the Return key.

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

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

The specific report formats are shown in Appendix E.

Changing Report File Headers

Option 21 : **Change File Headers** enables you to set the report headers that
identify the created report.

After you select this option, the following messages will display, listing the current
report headers.

```
* * * MSG: Mode: OPER
* * * MSG: Faze: PREP
* * * MSG: Post: TEAD
* * * MSG: Site: TEAD
* * * MSG: Node: SPOCK
* * * MSG: User: D3G500
* * * MSG: Date: 1-SEP-1993 14:48:00.13
* * * MSG: File:
* * * MSG: Vers: V2.00
* * * MSG: Desc: .
            Press <RETURN> to continue...
```

After you press the Return key, the following series of menus will display. Select
the header elements you want from the lists of options.

```
        Header Mode Options
-----------------------------------------
  0 : EXIT
  1 : EXER  [exercise]
  2 : OPER  [operational]
-----------------------------------------
      Menu Choice (?=Help) ==>

        Header Phase Options
-----------------------------------------
  0 : EXIT
  1 : PREP   [preparation]
  2 : EVNT   [event]
-----------------------------------------
      Menu Choice (?=Help) ==>
```

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

After you select a Post Option, the following prompt displays.

```
Enter description ==>type text description here
```

Enter any description you want (up to 70 characters). Press the Return key to complete the new report header. The system will then list the header elements on the screen. Press the Return key to return to the **Select File Type for Report** menu. All new reports generated will now have the new header you have selected.

The mode, phase, post, and description are combined to form the first record of all reports sent to the post.

Exiting from the Data Input Forms

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

- <u>Exiting normally (with approval)</u>: If you press RETURN in the last field of the form (or **GOLD** Z in *any* field), the system automatically prompts you for the information needed to send the report to the onpost system:

  ```
  Enter onpost computer name (<Ctrl-Z>=Abort) [    ] ==>
  Enter onpost user name (<Ctrl-Z>=Back) [    ] ==>
  ```

  ```
  Enter onpost password (<Ctrl-Z>=Back) ==>
  ```

  Using the information you have entered, IBS will resend the report to the onpost system. A sequence of messages will display.

  ```
  * * * MSG Converting graphic file formats
  * * * MSG Sending files, please wait
  View the FTP.RESULTS? (Y/N) ==>
  ```

  If you want to know if your report was successfully sent, type a Y (Yes) at the View the FTP.RESULTS? prompt. The system will then display the related file transfer messages. These will list either a successful or unsuccessful file transfer attempt. If the attempt was

unsuccessful, you can resend the report, or contact your system
manager for assistance.

• <u>Cancelling directly</u>: If you press **GOLD** Y, the report is NOT sent, no
prompt appears, and IBS returns to the **MESSAGE BOARD** menu.

■ RESEND IBS->ONPOST RPT*

This option enables you to resend a report to the onpost system. The following
menu will display:

```
        Select File Type for Report      1/3
---------------------------------------------------
   0 : EXIT
   1 : D2 LOG
   2 : D2 DOSAGE
   3 : D2 INPUT
   4 : D2 SLICE
   5 : GENERIC TEXT DATA
   6 : GENERIC GRAPHIC DATA
   7 : KEYED DATA
   8 : OFFPOST CASUALTY REPORT
   9 : OFFPOST EVACUATION ROUTES
  10 : OFFPOST KNOWN POINTS
---------------- M O R E ------------------
        Menu Choice (?=Help) ==>
```

Select the type of report you want to resend. This report must have been created
and sent earlier, if you want to send or create a new report, see **CREATE
IBS->ONPOST RPT.**

After you select a report type, a menu similar to the following will display. The
menu will list all existing reports of this type. In this example, the user has selected
option **10 : OFFPOST KNOWN POINTS.**

```
   Select Report to View: OFFPOST KNOWN POINTS
-----------------------------------------------------------------------------
  0 : EXIT
  1 : OPERPREP TEAD SPOCK          D3G507        24-AUG-1993 12:49:59.00
        .
  2 : OPERPREP TEAD SPOCK          D3G507        24-AUG-1993 12:43:04.0
-----------------------------------------------------------------------------
      Menu Choice (?=Help) ==>
```

Select the report you want to resend from the list.

Once you have selected a report, that report will display on screen as shown in the following example. You can make text changes at this point if you want.

```
Known Points Form                        08/24/93  12:49:59        BV2.00

Known Point Name:                 ID Maj  Min  Longitude      Latitude
-------------------------------- ------ --  ----  --------------  --------------
HOSPITAL 1                         1  8   30  -112.7420447     39.9068488
TEST HOSPITAL                      2  0    0  -112.4223131     40.2225110
UMATILLA POLICE/FIRE STATION       3  8   30  -112.4017650     40.1872501
JONES-SCOTT COMPANY                4  8  195  -119.3228757     45.9082144
                           1/100            Next/eXit [N]
```

When you have finished, type an X in the Next/eXit field and press the Return key. The system will display the following series of prompts. Enter the requested information and press the Return key.

```
Enter onpost computer name (<Ctrl-Z>=Abort) [          ]   ==>
Enter onpost user name (<Ctrl-Z=Back) [          ]   ==>
```

```
   Enter onpost password (<Ctrl-Z>=Back)   ==>
```

Using the information you have entered, IBS will resend the report to the onpost system. A sequence of messages similar to the following example may display.

```
* * * MSG Converting graphic file formats
* * * MSG Sending files, please wait
View the FTP.RESULTS file? (Y/N) ==>
```

If you want to know if your report was successfully sent, type a Y (Yes) at the View the FTP.RESULTS file? prompt. The system will then display the related file transfer messages. These will list either a successful or unsuccessful file transfer attempt. If the attempt was unsuccessful, you can resend the report, or contact your system manager for assistance.

■ SEND MAIL

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

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

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

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

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

```
        Message Selection Menu
--------------------------------------------------------
  0 :   Exit
  1 :   Create New Message to send
  2 :   Enter Filename to send
--------------------------------------------------------
        Menu Choice (?=Help) ==>
```

1. Create New File to send — enables you to create a new file using the VAX EDT editor.

2. Enter Filename to send — enables you to send an already existing file, which can be edited before sending.

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

```
        MAIL SUBJECT FORM

Subject :  _____
Priority:  _

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

- **Subject**: Enter a subject or title for the message. (If you wish this message to be listed within one of the IBS message categories, enter the category name as part of the subject line.

- **Priority**: Enter one character to indicate message priority. *(This can be any character: message priority levels have not yet been established.)*

- **Expiration time** (0 to 16 hours; -1 cancels the feature): To set an alarm that tells the message recipient the content of a message is about to become obsolete, enter a number of hours and minutes as the *expiration time*. When that time expires the message ** LATE MAIL ** displays at the bottom of the menu area. After the recipient reads the mail, the message disappears.

  - To show the expiration message immediately: enter zeros for both the hours and minutes.

  - To cancel any expiration message: enter the default values (-1) for both the hours and the minutes.

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

■ VAX MAIL

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

```
MAIL>
```

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

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

- **HELP**   Show MAIL commands and information on how to use MAIL.

- **HELP** *command*   Show information about a specific MAIL command.

- **SEND**   Compose and send a message to one or more people.

- **READ**   Display the next available message (or page of the message).

- **READ/NEW**   Display the next new message (not previously read).

- **DIRECTORY**   List your messages.

- **DELETE**   Delete the current message.

- **EXIT**   Exit from the MAIL utility.

- **QUIT**   Leave the MAIL utility and cancel any message deletions.

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

- **SET PERSONNEL_NAME** *name*   Specify the "From:" name or title in your messages.

- **SET COPY_SELF**   Send yourself a copy of any message that you REPLY to, SEND, or FORWARD.

- **SET CC_PROMPT**   Set up MAIL to prompt for the names of people to be sent "carbon copies" of the message (in addition to the "To:" addressee).

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

Adding Messages to the Common Log Report

To add selected mail messages (or parts of mail messages) to the IBS Common Log Report file perform the following procedures:

- To copy an entire message to the Log file, read the mail message with the mail command **READ (message)**. If you are using the default IBS EDT Template file, you press **Ctrl-W** to save the current message. If you are not using the default IBS EDT Command file, you must enter **Ctrl-Z** (to get to the EDT Command line) and then type the command *WRITE SYS$LOGIN:ANNOTATE.TMP*.

- To copy a selected section of a message to the Log file, read the mail message with the mail command **READ (message)**. Select the section you want to copy to the Log by moving the cursor to the top of the section and pressing the period key (use the period key in the numeric keypad on terminals with keypads). Then move the cursor to the end of the section to select it (the text should be highlighted in the selected section).

If you are using the default IBS EDT Command file, press **Ctrl-X** to save the selected section. If you are not using the default IBS EDT Template file, you must enter **Ctrl-Z** (to get to the EDT Command line) and then type the command *WRITE SYS$LOGIN:ANNOTATE.TMP SEL*. Press **Gold-period** to stop the text selection process. This process can be repeated to select several sections within a single mail message.

When you exit VAX Mail, any selections you have made will be added to the IBS Common Log Report file.

▟ VAX PHONE

When you select **VAX PHONE**, the system starts the VAX phone program, which operates as explained in the documentation supplied by Digital Equipment Corporation. When in Phone, the following screen displays.

```
              VAX/VMS Phone Facility              2-SEP-1993
%

---------------------------------------------------------------
                     SPOCK::D3G510)



---------------------------------------------------------------
```

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

- **HELP**   Type this at the % prompt to show PHONE commands and information.

- **HELP** *command*   Show information about a specific PHONE command.

- **DIAL [node::]username** Call another user, press any key to stop the call before they answer.

- **ANSWER**   Answer a call placed by another user to you.

- **EXIT**   Exit the VAX PHONE program and return to IBS.

Once you have established a connection with another user, what you type will be displayed on the screen of both the sender and the receiver. When you have finished your conversation, type *%hangup* and press the **Return** key, or press **Ctrl-Z** to hang up your end of the conversation and return to the % prompt.

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

■ VIEW COMMON LOG REPORT and VIEW PRIVATE LOG REPORT

These options enable you to view a log report (created using either Create Common Log Report or Create Private Log Report). If you have not set a default report destination, the Output Redirection Menu will first display as shown.

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

If you select option **1 : Display on Screen**, the complete log appears as scrollable, read-only information.

```
LOG REPORT CONTAINS:
    ALL Reports

**********************************    ***************************************
NEWLOG              LOG INITIAL`
AS OF: 24-AUG-1993 10:51:01.1        )G           INITIALIZED THIS LOG
***************************:          ****************************************
USER ANNOTATION    ANNOTATIONS
USER ANNOTATION TO ACTIVITY LOG
    USER: D3G500
    DATE: 10-SEP-1993  10:22:59.64
THESE ARE TEST NOTATIONS PREPARED DURING A TEST
OF THE IBS SYSTEM.
***********************************************************************
PROGRAM EVENT      KEYED DATA
OPERPREP  TEAD  SPOCK   INFOMANAGER  10-SEP-1993 08:50:52.00KEY.DAT  V2.00
***THIS IS KEYED DATA SENT BY THE IBS EVENT PROGRAM ***
    4 DATA_OK
WEATHER.DAT:1
End of Page: <Return> to continue, M to change destination...
```

■ VIEW IBS->ONPOST RPT

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

```
     Select File Type for Report          1/3
-----------------------------------------------
 0 : EXIT
 1 : D2 LOG
 2 : D2 DOSAGE
 3 : D2 INPUT
 4 : D2 SLICE
 5 : GENERIC TEXT DATA
 6 : GENERIC GRAPHIC DATA
 7 : KEYED DATA
 8 : MAIL UPDATE
 9 : OFFPOST CASUALTY SUMMARY
10 : OFFPOST EVACUATION ROUTES
----------------- M O R E -----------------
     Menu Choice (?=Help) ==>
```

After selecting the type, You will be given a menu from which to select the report you want to view. The menu contains the header of the report that was sent. The header is in the following format:

line 1: ModePhase Site Node Username Date/Time Filename
line 2: Description

```
     Select Report to View: Known Points
-------------------------------------------------------------------
 0 : EXIT
 1 : OPERPREP SITE NODE USERNAME 01-JAN-1994 00:00:00.00FILENAME
     DESCRIPTION
 2 : OPERPREP SITE NODE USERNAME 02-JAN-1994 00:00:00.00FILENAME
     DESCRIPTION
-------------------------------------------------------------------
     Menu Choice (?=Help) ==>
```

After selecting a report from the above menu, a form will display. Forms are different for each different file type. For example, if you selected Known Points, a report similar to the following will display.

```
Known Points Form                    08/24/93  12:49:59          BV2.00

Known Point Name:            ID Maj  Min  Longitude    Latitude
-------------------------    -- ---  ----  ------------  ------------
HOSPITAL 1                    1  8    30  -112.7420447  39.9068488
TEST HOSPITAL                2  0     0  -112.4223131  40.2225110
UMATILLA POLICE/FIRE STATION 3  8    30  -112.4017650  40.1872501
JONES-SCOTT COMPANY          4  8   195  -119.3228757  45.9082144
                    1/100          Next/eXit [N]
```

Although you can move the cursor around in this form, any changes made to the data in this form will not be saved. After exiting the form, you will be returned to the Select Report to View menu so you can select another report to view.

■ VIEW ONPOST->IBS RPT

VIEW ONPOST->IBS RPT displays a two page menu for reviewing reports
(messages) that have been transmitted from the onpost system to IBS. Each menu
item corresponds to one type of report. The formats for reports from the onpost
system are shown in *Appendix E*. To see the second page, type *D* (Down) at the
Menu Choice = = > prompt.

```
      Select File Type for Report          1/2
----------------------------------------------------
  0 : EXIT
  1 : D2 LOG
  2 : D2 DOSAGE
  3 : D2 INPUT
  4 : D2 SLICE
  5 : WEATHER
  6 : WORK PLAN
  7 : ENVIRONMENT
  8 : NOTIFICATION
  9 : CASUALTY SUMMARY
 10 : TOWER SELECTION
------------------- M O R E -----------------
      Menu Choice (?=Help) ==>

      Select File Type for Report          2/2
----------------------------------------------------
 11 : BASE POPULATION
 12 : CALL LIST
 13 : KNOWN POINTS
 14 : MCE DIRECTORY
 15 : SIGNIFICANT EVENTS
 16 : GENERIC TEXT DATA
 17 : GENERIC GRAPHIC DATA
 18 : KEYED DATA
----------------------------------------------------
      Menu Choice (?=Help) ==>
```

After selecting the type, You will be given a menu from which to select the report
you want to view. The menu contains the header of the report that was sent. The
header is in the following format:

line 1: ModePhase Site Node Username Date/Time Filename
line 2: Description

```
      Select Report to View: Known Points
--------------------------------------------------------------------
  0 : EXIT
  1 : OPERPREP SITE NODE USERNAME 01-JAN-1994 00:00:00.00FILENAME
      DESCRIPTION
  2 : OPERPREP SITE NODE USERNAME 02-JAN-1994 00:00:00.00FILENAME
      DESCRIPTION
--------------------------------------------------------------------
      Menu Choice (?=Help) ==>
```

After selecting a report from the above menu, a form will display. Forms are different for each different file type, for example, if you selected Known Points, a report similar to the following will display.

```
Known Points Form                    08/24/93  12:49:59           BV2.00

Known Point Name:            ID Maj  Min  Longitude      Latitude
----------------------------- ------ --   ----  -------------- -------------
HOSPITAL 1                     1  8    30  -112.7420447    39.9068488
TEST HOSPITAL                  2  0     0  -112.4223131    40.2225110
UMATILLA POLICE/FIRE STATION   3  8    30  -112.4017650    40.1872501
JONES-SCOTT COMPANY            4  8   195  -119.3228757    45.9082144
                     1/100               Next/eXit [N]
```

Although you can move the cursor around in this form, any changes made to the data in this form will not be saved. After exiting the form, you will be returned to the Select Report to View menu so you can select another report to view.

Section 3
Status Board

■ STATUS BOARD

IBS MAIN MENU	The **STATUS BOARD** option on the IBS main menu is used to view the onpost event status report and access the *Implementing Procedures* (IPs). The IPs are an automated aid to the planning and tracking of emergency function tasks and task actions.
STATUS BOARD	**STATUS BOARD** is a general option that occurs on many IBS menus.
ONPOST EVENT STATUS	<-- View current report of onpost event status.
SELECT ONPOST WORK ACTIVITY	<-- Select onpost activity and an IP.
VIEW ONPOST ACTIVITY *	<-- View current report of onpost Work Plan.
IMPLEMENTING PROCEDURES	<-- View or modify details of the current IP.
CREATE NEW IP *	<-- Create a new IP for planning work.
SELECT IP *	<-- Select a different IP.
RESET IP *	<-- Reinitialize an IP for operational mode.
CHECK-OUT IP *	<-- Record check-out of IP for planning work.
CHECK-IN IP *	<-- Record check-in of IP after planning work.
VALIDATE IP *	<-- Validate resources, personnel, and locations.
ARCHIVE IP OPTIONS *	<-- Options to archive, and retrieve.
VIEW BATCH LOG	<-- View batch log after an event.
SHOW USER ENVIRONMENT	<-- List the current user environment.
CONTINUOUS MAP UPDATE *	<-- Updates map with new data in operational mode.

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

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

Understanding Implementing Procedures

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

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

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

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

```
                         IP
  ┌──────────────┐      ┌──────────────────┐
  │ Planner's    │─────▶│ Info Manager's   │
  │ Planning     │      │ Local Reference  │
  │ Site Database│      │ Site Database--  │
  └──────────────┘      │ Library of IPs   │
                        └──────────────────┘
```
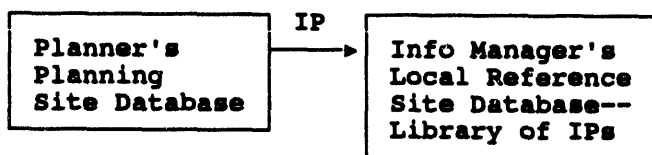
TABLE 3.1. Descriptions of IP Structures and Components

IP Structure	Description
Implementing Procedure (+ Note)	Up to 1000 IPs 1 IP Note per IP (up to 99 lines of text)
Emergency Functions	Up to 36 Emergency Functions
Tasks (+ Note)	Up to 99 tasks per Emergency Function 1 Task Note per task (up to 99 lines)

Actions	Up to 99 actions per task
(+ Note)	1 Action Note per task (up to 99 lines)
Resources	Up to 99 resources per task
(+ Note)	1 Resource Note per task (up to 99 lines)

```
┌─────────────────────────────────────────────────────── ● ● ●
│
│  Implementing Procedure #n
│
│   ┌──────────────┐
│   │  1 IP Note   │
│   └──────────────┘
│
│  ┌─────────────────────────┐   ┌─────────────────────────┐
│  │ Emergency Function:     │   │ Emergency Function:     │
│  │ Hazard Analysis         │   │ EOC Activation          │
│  │                         │   │                         │
│  │  ┌───────────────────┐  │   │  ┌───────────────────┐  │
│  │  │ Task #1           │  │   │  │ Task #1           │  │
│  │  │ ┌───────────────┐ │  │   │  │ ┌───────────────┐ │  │
│  │  │ │ 1 Task Note   │ │  │   │  │ │ 1 Task Note   │ │  │
│  │  │ └───────────────┘ │  │   │  │ └───────────────┘ │  │
│  │  │ ┌───────────────┐ │  │   │  │ ┌───────────────┐ │  │
│  │  │ │Actions (#1 - #n)│ │  │   │  │ │Actions (#1 - #n)│ │  │
│  │  │ │ 1 Action Note │ │  │   │  │ │ 1 Action Note │ │  │
│  │  │ └───────────────┘ │  │   │  │ └───────────────┘ │  │
│  │  │ ┌───────────────┐ │  │   │  │ ┌───────────────┐ │  │
│  │  │ │Resources(#1-#n)│ │  │   │  │ │Resources(#1-#n)│ │  │
│  │  │ │ 1 Resource Note│ │  │   │  │ │ 1 Resource Note│ │  │
│  │  │ └───────────────┘ │  │   │  │ └───────────────┘ │  │
│  │  └───────────────────┘  │   │  └───────────────────┘  │
│  │          .              │   │          .              │
│  │          .              │   │          .              │
│  │  ┌───────────────────┐  │   │  ┌───────────────────┐  │
│  │  │ Task #n           │  │   │  │ Task #n           │  │
│  │  │ ┌───────────────┐ │  │   │  │ ┌───────────────┐ │  │
│  │  │ │ 1 Task Note   │ │  │   │  │ │ 1 Task Note   │ │  │
│  │  │ └───────────────┘ │  │   │  │ └───────────────┘ │  │
│  │  │ ┌───────────────┐ │  │   │  │ ┌───────────────┐ │  │
│  │  │ │Actions (#1 - #n)│ │  │   │  │ │Actions (#1 - #n)│ │  │
│  │  │ │ 1 Action Note │ │  │   │  │ │ 1 Action Note │ │  │
│  │  │ └───────────────┘ │  │   │  │ └───────────────┘ │  │
│  │  │ ┌───────────────┐ │  │   │  │ ┌───────────────┐ │  │
│  │  │ │Resources(#1-#n)│ │  │   │  │ │Resources(#1-#n)│ │  │
│  │  │ │ 1 Resource Note│ │  │   │  │ │ 1 Resource Note│ │  │
│  │  │ └───────────────┘ │  │   │  │ └───────────────┘ │  │
│  │  └───────────────────┘  │   │  └───────────────────┘  │
│  └─────────────────────────┘   └─────────────────────────┘
│
└─────────────────────────────────────────────────────── ● ● ●
```

Figure 3.1. Components of an Implementing Procedure

The operation of **STATUS BOARD** IP options varies, depending on whether the IPs are being used under *planning* conditions or under other (*operational/exercise*) conditions. The conditions of operation are dependent on which site database is selected as the current site database. General users usually use the event site database under operational conditions. Planners may own and use other site data sets, changing between site databases by using **SETUP—CHANGE SITE** (for more information, see *Section 12*). Some IP screens have labels that identify the IP activity as PLANNING, OPERATIONAL, or EXERCISE.

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

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

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

Note that task times display in different ways depending on the mode you are in. The following diagram shows the differences in time display. Planning mode will display delta times: time before or after a hypothetical zero hour event time. Operational mode will display real times and dates, calculated from a projected event time, or from an actual event time if an event is declared. The default display setting in operational mode is for post-event task times to be visible only if an event has been declared. Use the PH (phase) option in the Use Tasks or Change Tasks forms to force post-event task times to display without an event being declared.

Planning Mode IP   Operational Mode IP

PLAN			
	Delta	Plan	Start
	Day	Hour	Min
Pre-event	0	-1	0
Task Times	-2	0	0
Time at			
Hypothetical Event	0D	0H	0M
Post-event	1	2	0
Task Times	0	1	30

OPER	
Pre-event	Oct 30 1993 10:53
Task Times	Oct 31 1993 12:00
Projected Event Time/Declared Event Time	Oct 31 1993 12:00
Post-event	Nov 1 1993 13:00
Task Times	Nov 1 1993 23:00

Post-event task times become visible when you use the Phase option.

■ ARCHIVE IP OPTIONS

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

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

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

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

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

Do you wish to continue? (Y/N) [Y] ==>
```

The system will display a message after successfully completing the archive.

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

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

Do you wish to continue?  (Y/N) [Y] ==>
```

The system will display a message after successfully completing the archive.

▣ CHECK—IN IP and CHECK—OUT IP

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

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

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

When you select **CHECK—OUT IP**, the system displays menus similar to the following example. Select the characteristics you want from the menus to check out an IP.

```
        Select INFOMANAGER site (Source)
-------------------------------------------------------------------
    0 : EXIT
    1 : TEAD  [REAL]                                    (Oper)
    2 : TEST  [REAL]
    3 : UMDA  [REAL]
-------------------------------------------------------------------
        Menu Choice (?=Help) ==>

        Select USER site (Destination)
-------------------------------------------------------------------
    0 : EXIT
    1 : TEAD   [Plan] --> TEAD [REAL]                  (Current)
-------------------------------------------------------------------
        Menu Choice (?=Help) ==>

        Select Case
------------------------------------
    0 : EXIT
    1 : IP         Case #025
    2 : IP         Case #300
    3 : IP         Case #778
------------------------------------
        Menu Choice (?=Help) ==>
```

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

- If the IP is already checked out, the system cannot check it out to you until the IP has been checked back in.

- If the IP is available, the system copies the IP and associated records from the *scenario table* to your current planning site database. The

system will display a series of messages and prompts similar to the
following example.

```
* * * MSG: Check Out         : IP
* * * MSG: Infomanager site: TEAD
* * * MSG: Your site         : TEAD
* * * MSG: Case number       : 101
Accept values? (Y/N) ==>y
* * * MSG: Spawning subprocess to complete copy...
Assign case IP   101? (Y/N) [Y] ==> y
```

After you press Return, the system will display a series of messages similar to
the following.

```
* * * MSG: Assigned case IP    101
* * * MSG: Copy complete
* * * MSG: Checking out IP     101
          Press <RETURN> to continue...
```

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

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

When you select **CHECK—IN IP**, the system displays menus similar to the following
example.

```
        Select INFOMANAGER site (Destination)
------------------------------------------------------------
  0 : EXIT
  1 : TEAD [REAL]                                  (Oper)
  2 : TEST [REAL]
  3 : UMDA [REAL]
------------------------------------------------------------
      Menu Choice (?=Help) ==>

        Select USER site (Source)
------------------------------------------------------------
  0 : EXIT
  1 : TEAD  [Plan] --> TEAD [REAL]                 (Current)
------------------------------------------------------------
      Menu Choice (?=Help) ==>

        Select Case
--------------------------------------
  0 : EXIT
  1 : IP        Case #025
  2 : IP        Case #300
  3 : IP        Case #778
--------------------------------------
      Menu Choice (?=Help) ==>
```

The system then returns you to the Status Board menu, leaving a copy of your
modified IP in your planning database, as well as in the corresponding

INFOMANAGER site database. The modified IP then becomes available for check-out by planners once again.

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

Renumbering an IP

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

```
IP case nnn is not checked out to you.
Would you like to renumber your case? [Y] ==>
```

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

▮ CREATE NEW IP *

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

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

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

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

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

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

```
IP      DESCRIPTION
-------------------------------------------------------------
  1      One line description of IP 1
  7      One line description of IP 7
 11      One line description of IP 11
-------------------------------------------------------------
Select desired base IP:
```

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

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

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

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

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

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

I■ IMPLEMENTING PROCEDURES

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

When you choose **IMPLEMENTING PROCEDURES**, the following menu screen displays information about the current IP and enables you to start activities for using the procedure. (The screen shows 14 Emergency Function categories at a time. The categories shown are the default examples. Your local system may have up to 36 Emergency Function categories with different names chosen specifically for the system.) The following screen is labeled for operational use; for planning use, the screen and the menu options are somewhat different (as shown on the next page).

> **Note:** If an event has been declared, the system will display the following message:
>
> ```
> An event has been declared.  The IP planning times have
> been recalculated to correspond with the event time, and
> post-event tasks have been added to the pre-event tasks.
>
> Press <RETURN> to continue...
> ```
>
> If an event has been declared over the system will display the following message.
>
> ```
> An event has been declared over.  You will now return to
> pre-event tasks.
> ```

Implementing Procedures Menu (nonplanning modes)

```
┌────────────────────────────────────────────────────────────────────────┐
│ Implementing Procedure # nnn  OPERATIONAL      IP BASE TIME: 16-DEC-1993 11:38│
│                                                                          │
│ EF # Emergency Function   Start Date/Time       Done Date/Time      Done │
│   1  Hazard Analysis      31/MAR/1992  10:00    31/MAR/1992  12:00    N   │
│   2  EOC Activation       31/MAR/1992  09:20    31/MAR/1992  09:45    Y   │
│   3  Direction Control    N/A                   N/A                  N/A  │
│   4  Alert Notification   N/A                   N/A                  N/A  │
│   5  Evacuation           31/MAR/1992  09:50    31/MAR/1992  16:50    N   │
│   6  Sheltering           N/A                   N/A                  N/A  │
│   7  Law Enforcement      N/A                   N/A                  N/A  │
│   8  Health Medical       31/MAR/1992  10:00    01/APR/1992  22:00    N   │
│   9  Fire                 N/A                   N/A                  N/A  │
│  10  Search Rescue        N/A                   N/A                  N/A  │
│  11  Communications       N/A                   N/A                  N/A  │
│  12  Public Information    31/MAR/1992  09:40    01/APR/1992  21:40    N   │
│  13  Damage Assessment    N/A                   N/A                  N/A  │
│  14  ALL (Reporting Only)                                                │
│ ┌──────────────────────────────────────────────────────────────────────┐│
│ │ A) Report    B) View IP Notes   C) Use Tasks  D) Phase Display  X) Exit││
│ │                                                                        ││
│ │  Select Menu Option: __                                                ││
│ └──────────────────────────────────────────────────────────────────────┘│
└────────────────────────────────────────────────────────────────────────┘
```

<u>Operational/Exercise Mode Display Items</u> - The upper part of the screen is filled in automatically with summary information for the given activities:

● The IP number is the number of the current IP.

● Usually, unless an event has been declared, you will see only pre-event tasks. You can use PH (phase) in the Use Tasks or Change Tasks forms to display both pre-event and post-event tasks. If an event is declared you will see both pre-event and post-event tasks.

● The Start/Done times and the Done flags are filled in, based on the progress of the tasks. If no tasks exist for a particular Emergency Function, these times are labeled as N/A (not applicable).

Implementing Procedures Menu (planning mode)

```
Implementing Procedure # nnn                         PLANNING
                        DELTA PLAN START      DELTA ESTIMATED DONE
  EF # Emergency Function Day  Hour  Min      Day   Hour   Min      Done
   3  Direction/Control    01    1    15      01     12    0       N/A
   4  Alert/Notification   N/A                N/A                  N/A
   5  Evacuation           N/A                N/A                  N/A
   6  Sheltering            0   20              4      0    0       N/A
   7  Law Enforcement      N/A                N/A                  N/A
   8  Health/Medical       N/A                N/A                  N/A
   9  Fire                 N/A                N/A                  N/A
  10  Search/Rescue        N/A                N/A                  N/A
  11  Communications       N/A                N/A                  N/A
  12  Public Information   N/A                N/A                  N/A
  13  Damage Assessment     2    0    0         5      6    0       N/A
  14  ALL (Reporting Only) N/A                N/A                  N/A

 ┌─────────────────────────────────────────────────────────────────────┐
 │ A) Report    B) View IP Notes   C) Use Tasks  D) Phase Display  X) Exit│
 │                                                                       │
 │   Select Menu Option: __                                              │
 └─────────────────────────────────────────────────────────────────────┘
```

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

● The IP number is the number of the current IP.

● In planning mode, the Done flags are always listed as N/A (not applicable).

Selecting IP Options - To initiate an activity, select one menu option (A-C) or X to exit. If you choose A) Report, C) Change Tasks in planning mode or C) Use Tasks in operational mode, another prompt requests a specific Emergency Function: Emergency Function #: ___ .

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

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

Selecting ALL Functions applies only for Option A) Report.

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

TABLE 3.1. Summary of IMPLEMENTING PROCEDURES Options

Option	Description
A	Report presents the IP report production options.
B	View IP Notes (operational mode only)[a] displays the notes (up to 99 lines) for the current IP. These are general descriptions and explanatory notes associated with the IP. Action, resource, and task notes associated with specific tasks can be accessed through Option C.
B[b]	Change IP Notes (planning mode only) displays the IP notes for editing by planners.
C	Use Tasks/View Tasks (operational mode only) displays details of the tasks for the chosen Emergency Function. Users with basic privileges will see option C listed as View Tasks. This enables users to view tasks, actions, and resources in the IP. Users with appropriate privileges will see option C listed as Use Tasks. These users can enter task starting and completion times, mark tasks as done, insert and edit any part of the task, action, and resource information.
C	Change Tasks/View Tasks (planning mode only) displays details of the tasks for the chosen Emergency Function. Planners can modify the IP by changing tasks, actions, resources, and the notes associated with each. Other users will only see the View Tasks version of this option.
D	Phase Display Users with appropriate privileges will see this option, which enables them to choose which tasks to view: pre-event, post-event, or all tasks.
X	EXIT exits this IP screen and returns to the STATUS BOARD menu.

A) Report

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

(a) The IP capabilities for Operational, Exercise, and Backup use are all the same. The IP capabilities and menu options for Planning use are different.

(b) Planner or Information Manager privileges required.

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

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

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

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

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

```
IMPLEMENTING PROCEDURES REPORTS

IP #:   nnn
IP Note (Y/N) __
    EMERGENCY FUNCTION: HAZARD ANALYSIS

    TASK #:  __
    AGENCY
    POSITION



    TASK NOTE              (Y/N)  __

    ACTIONS                (Y/N)  __
    ACTION NOTES           (Y/N)  __

    RESOURCE LISTS         (Y/N)  __
    RESOURCE LIST NOTES    (Y/N)  __

    STATUS (Done, Not done, or All)  __
```

To tailor the report, specify your choices for each item in the screen fields. The IP information that you specify is then assembled for the report. The fields of the screen are explained here.

- **IP #**: The current IP # is displayed. You may accept this value, specify a different IP #, or enter a -1 (negative one) to produce a report for ALL IPs in the current database. (If an event has been declared, only the current IP is searched or displayed.)

- **IP Note**: To include the general IP notes, enter a Y in the corresponding field.

- **Emergency Function**: The Emergency Function selected on the previous screen is displayed. You may accept this choice or enter a different Emergency Function. (Entering two question marks ?? in this field displays a list of all Emergency Functions.)

- **Task #.** Enter a specific task number or a -1 to indicate ALL tasks in the specified Emergency Function. (Entering two question marks ?? in this field displays a list of all Task numbers.)

- **Agency.** Enter a specific 5-character agency code to request a report containing information on a specific agency. Leave this field blank to get a report containing information on all agencies. (Entering two question marks ?? in this field displays a list of all Agencies.)

- **Position.** Enter a specific 20-character position code to request a report containing information on a specific agency position. Leave this field blank to get a report containing information on all positions. (Entering two question marks ?? in this field displays a list of all Positions.)

- **Note (Task, Action, Resource List)**: To include these notes in the IP report, enter a Y in the corresponding NOTE field.

- **Actions** and **Resource Lists**: To include actions or resource lists, enter a Y in the corresponding field.

- **Status**: Enter D, N, or A for the following results.

D   Done   :   Only tasks that ARE done are reported.
N   Not done: Only tasks that are NOT done are reported.
A   All   :   If Status is A (or is left blank), ALL tasks are reported (done or not) and a done/not done indicator is included in the report.

After you have completed the report form, the following menu will display.

```
      IMPLEMENTING PROCEDURES REPORTING OPTIONS
--------------------------------------------------------------
   0 : EXIT
   1 : Display only pre-event tasks
   2 : Display only post-event tasks
   3 : Display ALL tasks
--------------------------------------------------------------
      Menu Choice (?=Help) ==>
```

Select the tasks you want in your report. After choosing reports, (if a default output specified is not specified) you can specify how the report(s) are output:

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

Sample IP Reports:

option 2: Report of All Tasks/Resources for All Functions

```
------------------------------------------------------------------
* * *    HAZARD ANALYSIS    TASK 02    IP 101
------------------------------------------------------------------
     - 2 DAYS
     THE SECOND LINE IS A DESCRIPTION

     DONE: N    AGENCY  : AG1    POSITION : POS1-3

     PLANNED START: 14/DEC/93 11:38  ESTIMATED DONE: 17/DEC/93 13:50
     ACTUAL START : 16/DEC/93 13:50  ACTUAL DONE   :

-----TASK NOTES FOR HAZARD ANALYSIS         TASK 01    IP 101--------
     This is a task note for hazard analysis task 1

-----ACTION NOTES FOR HAZARD ANALYSIS       TASK 01    IP 101-----
     Keep the main road open with bulldozer if necessary

-----ACTIONS FOR HAZARD ANALYSIS            TASK 01    IP 101---------
     ACTION:     1   LOCATION  : MAIN ST
     This is the action note for Hazard Analysis

     ACTION:     2   LOCATION  : COUGAR HIGH SCHOOL
     Action note for action 2

     ACTION:     3   LOCATION  : GOOD SHEPHERD HOSPITAL
     Get bandages and first aid kits.

-----RESOURCES NOTES FOR HAZARD ANALYSIS          TASK 01    IP 101--
     This is a note for resources needed on the first
     Hazard Analysis task.

-----RESOURCES FOR HAZARD ANALYSIS          TASK 01    IP 101--------
     Res: CONST EQ CRANE                     Amt:        4 UNITS
        USE       at:  TRAFFIC POINT 1
     Res: BARRICAD                           Amt:       10 PIECES
        MOVE:     from: MAIN ST
                  to: SECOND ST

------------------------------------------------------------------
```

B) View IP Notes and Change IP Notes

The View IP Notes (in operational mode) and Change IP Notes (in planning mode) options on the Implementing Procedure menu display the IP-level note lines for the current IP.[a] The operational IP note screen displays.

```
Implementing Procedure  nnn NOTE      OPERATIONAL
Move  Notes
___   _____
___   _____
.     .  _____
.     .
<GOLD Z>
```

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

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

Key	Result
D	Scrolls **D**own to the next page of tasks
D#	Scrolls **D**own # pages
U	Scrolls **U**p to the previous page of tasks
U#	Scrolls **U**p # pages
T	Scrolls to the **T**op of the list (first page)
B	Scrolls to the **B**ottom of the list (last page)

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

- To *edit* an existing line, type over the existing text.

- To *delete* a line, enter a blank at the beginning of the line.

- To *add* a line, move the cursor to the first blank line and type new information.

- GOLD Z exits and saves any changes.

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

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

C) Use Tasks

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

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

Use Tasks Screen (operational mode)

```
      (emergency function)  IP# nnn    OPER     IP BASE TIME: 16-DEC-1993 11:38
   TASK DONE   AGENCY   POSITION            PLANNED START      ACTUAL START
   01    Y     Hosp     Doctor              06/Mar/92  08:00  06/Mar/92  08:05
   02    Y     Fire     Radio Operator      06/Mar/92  08:10  06/Mar/92  08:10
   03    N     Fire     Firefighter         06/Mar/92  09:00
   04    N     Hosp     Ambulance Driver    06/Mar/92  09:00
   05    Y      .        .                     .           .      .         .
    .    .      .        .                     .           .      .         .

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


   Task Note:_  Actions:_  Resources:_  Action Notes:_  Resource Notes:_
```

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

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

Note: If you use PH before an event to see post-event tasks, the system will display a message similar to the following.

        NOTE: YOU ARE LOOKING AT POST-EVENT TASKS BEFORE AN
        EVENT HAS BEEN DECLARED.

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

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

The following fields are ones modified during normal operational use.

●   **Done:** Enter **Y** (yes), **N** (no), or **I** (ignore). If you enter **I** to ignore the task, it does not appear on the list of overdue tasks when the estimated completion time is past.

●   **Actual Start:** Enter the actual start date and time.

●   **Actual Done:** Enter the actual completion date and time.

●   **Crucial:** Enter **Y** (no) or **N** (no).

●   **Actions** and **Resources:** To immediately display a list of actions or resources for the selected task, enter **Y** in either of these fields.

●   **Task Notes, Action Notes,** and **Resource Notes:** To immediately display a list of any of the three kinds of notes, enter a **Y** in the corresponding fields. A screen of notes will display. In the following example, the Resource Notes for Hazard Analysis have been selected.

```
RESOURCES FOR HAZARD ANALYSIS      TASK:   1   OPERATIONAL
   INDEX TYPE         DESCRIPTION                QUANTITY   UNITS
---------------------------------------------------------------------
   001   FOOD       GROCERIES                        2     BOXES
```

```
Select Index :        Resource #:
Resource Type: FOOD   Resource Desc: GROCERIES
     Quantity: 2 BOXES              Operation: MOVE
     Location: LOCAL STORAGE
  Destination: HIGH SCHOOL
```

The **Operation** field enables the IP to automatically adjust the amounts of resources at selected facilities as tasks are completed.

Note: Be aware that marking a task as Done will modify the location of resources in the database. This is a powerful feature that must be used carefully. Make frequent backups of your site database, especially before exercises or training. This will enable you to restore the correct database following an exercise.

You can enter the following operations which will be performed on the resource at the selected facility:

Produce: Add the quantity of resources to the Location

Move: Move the quantity of resources from one location to another.

Use: Use a quantity of resources for the duration of the task, returning them to the location when the task is completed.

Consume: Remove the quantity of resources from the location.

The **Destination** field must be filled when you Move resources. Enter a facility location, or type ?? to see a list of locations.

As the IP is used in Operational mode, resources will be moved/produced/used or consumed according to the resource information associated with each task. When an IP is reset you will have the option to reset the resource levels to the levels set before the IP was used.

As tasks are marked as either started or done, the corresponding resource operations will be performed. For example: a task Uses 3 radios at the police station. When the task is marked as Started, the 3 radios would be removed from the quantity at the police station. Then, when the task is marked as Done, the 3 radios would be added back to the quantity at the police station.

```
┌─────────────────────────────────────────────────────────────────┐
│                           Caution                                 │
│                                                                   │
│   Changing task resources for tasks that have been Started or     │
│   Completed will cause unpredictable results when the IP is reset.│
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

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

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

•   If you enter a new position code, the system will prompt you to confirm the creation of the new position. If you answer yes to the prompt, the system will add the new position.

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

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

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

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

Listing Overdue Tasks

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

Use Tasks Screen — Overdue Tasks (operational mode)

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

The listed Use Task capabilities are also available through the **Change Tasks** capability and are described in detail in the following text.

- Listing tasks by description (alternative heading)

- Viewing (and changing) task actions

- Viewing (and changing) task resources

- Viewing (and changing) task/action/resource notes.

Listing Tasks by Description

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

Tasks Screen with Alternative Heading (any mode)

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

Viewing (and Changing) Task Actions

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

```
ACTIONS FOR (emergency function)        TASK: nnn        (mode)
INDEX    DESCRIPTION
1        Complete notification report
2        Hand carry to the Governor's office            .      .
.        .                                   .                 .
┌─────────────────────────────────────────────────────────────┐
│ Select Index:___   Action: ___   Location: _____ │
│ _____ │
│ _____ │
└─────────────────────────────────────────────────────────────┘
```

Enter an **H** in the Select Index to display the alternate heading as shown in the following example.

```
ACTIONS FOR (emergency function)        TASK: nnn          (mode)
INDEX    LOCATION
1        County EOC
2        Local High School
                                                    •  :
  •          •                                                •

┌──────────────────────────────────────────────────────────────────────┐
│ Select Index:___   Action: ___   Location: _____│
│ _____│
│ _____│
└──────────────────────────────────────────────────────────────────────┘
```

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

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

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

- **Location**: Enter a facility location or enter two question marks ?? to see a list of the available locations. To select an item from the list, type a > followed by the index number of the item in the help list.

- **Description**: Enter two lines of description.

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

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

Viewing (and Changing) Task Resources

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

```
┌──────────────────────────────────────────────────────────────────────────┐
│ RESOURCES FOR (emergency function)      TASK: nnn                (mode)    │
│ INDEX TYPE   DESCRIPTION                             QUANTITY    UNITS     │
│ 1              Food                                     10       Boxes     │
│ 2        .        .                                          .            │
│   ┌──────────────────────────────────────────────────────────────────┐   │
│   │ Select Index :___      Resource #:___                            │   │
│   │ Resource Type:_____  Resource Desc: _____ │   │
│   │      Quantity:_____        Operation:_____  │   │
│   │      Location:_____                                         │   │
│   └──────────────────────────────────────────────────────────────────┘   │
└──────────────────────────────────────────────────────────────────────────┘
```

Enter an **H** in the Select Index to display the alternate heading as shown in the following example.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ RESOURCES FOR (emergency function)      TASK: nnn                (mode)    │
│ INDEX (mode)                                  LOCATION                     │
│ 1                                             Local High School            │
│ 2        .        .                                          .            │
│   ┌──────────────────────────────────────────────────────────────────┐   │
│   │ Select Index :___      Resource #:___                            │   │
│   │ Resource Type:_____  Resource Desc: _____ │   │
│   │      Quantity:_____        Operation:_____  │   │
│   │      Location:_____                                         │   │
│   └──────────────────────────────────────────────────────────────────┘   │
└──────────────────────────────────────────────────────────────────────────┘
```

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

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

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

- **Resource Type:** Enter the general resource type or enter two question marks **??** to see a list of resource types. To select an item from the list, type a **>** followed by the index number of the item in the help list.

- **Resource Description:** A resource description will fill in automatically once you select a Resource Type. You can enter two question marks **??** to see a list of other resources of this type. To select an item from the list, type a **>** followed by the index number of the item in the help list.

- **Quantity:** Enter a nonzero quantity.

- **Location:** Enter a facility location (or enter **??**) to see a list of locations.

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

Viewing (and Changing) Task/Action/Resource Notes

If you enter a **Y** in one of the **Notes** fields of the Use Tasks screen or the Change Tasks screen, the task note, action note, or resource note for the selected task is immediately displayed on another screen that can be scrolled to view additional lines of the note. The heading for the Task Note follows:

```
Task Note for (emergency function),  Task: nnn          (mode)
Move  Notes _____
 __   _____
 __   _____
 __   _____
 __   _____
 __   _____
 .     .
 .     .
 .     .
```

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

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

Key	Result
?	Displays HELP info on key commands for scrolling resources: Up, Down, Top, Bottom (U, U#, D, D#, T, B)
D	Scrolls Down to the next page of tasks
D#	Scrolls Down # pages
U	Scrolls Up to the previous page of tasks
U#	Scrolls Up # pages
T	Scrolls to the Top of the list (first page)
B	Scrolls to the Bottom of the list (last page)

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

- To *edit* an existing line, type over the existing text.

- To *delete* a line, enter a blank at the beginning of the line.

- To *add* a line, move the cursor to the first blank line and type new information.

- **GOLD Z** exits and saves any changes.

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

C) Change Tasks *

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

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

Change Tasks Screen (planning mode)

```
    (emergency function)          IP # nnn              PLANNING
    TASK DONE    AGENCY   POSITION         DELTA START          DELTA DONE
    01   N       Hosp     Doctor               OD  8H   OM        3D  8H   OM
    02   N       Fire     Radio Operator       OD  9H   OM        3D  9H   OM
    03   N       Fire     Firefighter          OD 11H   OM        3D 11H   OM
    04   N       Hosp     Ambulance Driver     OD 12H   OM        3D 12H   OM
    05    .       .        .                      .         .      .        .
     .    .       .        .                      .         .      .        .

    ┌─────────────────────────────────────────────────────────────────────┐
    │ Select Task:___  Task #:__        Agency:_____   Position: _____   │
    │    Crucial:_  Estimated Task Duration --->   3 Days  0 Hours  0 Minutes│
    │               Delta Start after Event --->   0 Days  8 Hours  0 Minutes│
    │               Delta End after Event   --->   3 Days  8 Hours  0 Minutes│
    │                                                                       │
    │ Task Notes:_  Actions:_  Resources:_  Action Notes:_  Resource Notes:_ │
    └─────────────────────────────────────────────────────────────────────┘
```

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

<u>Key</u>   <u>Result</u>
??   Displays HELP information on screen functions

#	Select a task number to edit
C	Cancels and clears information from the boxed working area
H	Switches between alternative Headings and task information
I	Switches to INSERT mode for adding tasks
R#	Removes task number # from the task list
D	Scrolls Down to the next page of tasks
D#	Scrolls Down # pages
U	Scrolls Up the previous page of tasks
U#	Scrolls Up # pages
T	Scrolls to the Top of the list (first page)
B	Scrolls to the Bottom of the list (last page)
P	Show personnel responsible for a task. A + indicates the person is scheduled to be on duty.
PH	Enables you to switch between pre-event and post-event tasks.
L	Toggle between Task Link mode and the main task screen in planning mode.

Changing Phases

In planning mode (or operational mode if you have the privelege to change the IP) you can switch between the pre-event and post-event tasks on the Change Tasks screen by typing *PH* (PHase) in the Select Task field. The following prompt will display below the Select Task box:

```
Select Task:___    Task #:_        Agency:_____    Position: _____
    Crucial:_      Estimated Task Duration --->    3 Days  0 Hours  0 Minutes
                   Delta Start after Event --->    0 Days  8 Hours  0 Minutes
                   Delta End after Event   --->    3 Days  8 Hours  0 Minutes


Task Notes:_  Actions:_  Resources:_  Action Notes:_  Resource Notes:_
```
1) Show pre-event tasks   2) Show post-event tasks   3) Show ALL tasks [3] ==>

The current display phase is in brackets to the left of the = = > prompt. As shown in the previous example, the default is phase 3) Show ALL tasks. If you select 1) Show pre-event tasks, the system will display only tasks which have a negative delta estimated start time. If you select 2) Show post-event tasks, the system will display all tasks which have a positive planned start time.

Task Information Fields

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

- Agency and Position: Enter the *agency code* (up to five characters) and the position of the contact person for the task. To see a numbered list of possible agencies (or positions), enter two question marks ?? in the Agency (or Position) field. To select an item from the list, type a > followed by the index number of the item in the help list.

- **Crucial:** A prompt similar to the following will display.

  Are you sure the task is crucial? [Y]

  Enter Y (Yes) or N (No).

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

- **Estimated Task Duration:** Enter the number of days, hours, and minutes needed to complete the task.

- **Delta Start after Event:** During the planning phase, the delta start time is determined by subtracting the task duration from the delta end time.

- **Delta End after Event:** The time by which you want the task completed.

- **Task Description:** Enter two lines of task description in the available space. The first 66 characters of the first line of text will display in the task description lists.

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

- **Actions and Resources:** To display a screen for adding actions or resources for the selected task, enter Y in either of these fields.

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

Editing Task Information

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

To insert a new task:

1. Enter I in the Select Task field.

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

`You are in INSERT mode`

2.   Fill in the screen information.

Required

- ●   **Agency and Position**

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

Recommended

- ●   **Crucial**: Indicate whether the task is crucial (Y or N).

- ●   **Task Description**: Enter two lines of task description. The first 66 characters of the first line of text will display in the task description lists.

      Once you enter the second line of description the task will be inserted automatically and insert mode will turn off.

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

- ●   task actions

- ●   task resources

- ●   task notes, action notes, and resource notes

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

To change a task:

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

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

2.   Change the task information.

3.   Do one of the following:

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

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

Linking Tasks

IBS provides some basic task link functions similar to that provided by project management software. The task link functions enable you to assign relationships between tasks. If you have two tasks which are dependent upon each other, you can link the tasks. This will enable you to adjust the starting time on only one of the tasks and any successor task times will be recalculated automatically. For example, if you have the two following tasks:

1. Open road for evacuation
2. Direct traffic to newly opened road

The road must be opened before you can direct traffic to it. You can link the tasks so that the traffic direction will begin whenever the road opening is complete. In this example, the task *open road* is a predecessor to the task *direct traffic*. The task *direct traffic* is a successor to the task *open road*. The tasks must have a finish to start relationship because the predecessor must finish before the successor can begin.

To link tasks, type an *L* (Link) in the Select Task field of the Change Tasks form. The Task Link form will display as shown.

```
       HAZARD ANALYSIS    TASKS FOR IP 009              PLANNING
TASK DONE  AGENCY   POSITION         DELTA START         DELTA DONE
01    N    PNL      ANALYST             OD   8H   OM        3D   8H   OM
02    N    RC       DOCTOR              OD   9H   OM        3D   9H   OM
03    N    EOC      PLANNER             OD   7H   OM        1D   7H   OM
```

```
Select Task:___   Task #: _____   Constraint:ASAP
Pred #  Predecessor Description   Type  Lead/Lag Time
  2     Transfer medicine         FS       0 Days   1 Hours   0 Minutes
                                             Days     Hours     Minutes
                                             Days     Hours     Minutes
                                             Days     Hours     Minutes
                                             Days     Hours     Minutes
```

Use the following fields to enter the following information.

Select Task   The Select Task field on the Task Link form works the same way as the Select Task field on the Change Tasks form. You can scroll the tasks listed at the top of the form, toggle the header, and select a current task to work with.

Task #   If you select a task, the Task # field will be filled in with the current number and a portion of the task description will be filled in to the right of the number.

Constraint   This can be either ASAP (As Soon As Possible) or FIX (fixed time). If a task is to start ASAP it will be adjusted to start as soon as all of its predecessor conditions are met. If a task is fixed (FIX) in time, it will not be adjusted when its predecessors change. A fixed task will generate error messages if its predecessors change in such a way that they cannot complete in time to start the fixed task. Any predecessor task information which the current task may have will be filled in on the lines below.

Pred #   When you type a task number in this field, the Predecessor Description field will be filled in with a short description of the task. Each task can have up to 20 predecessors, but only five will fit on the screen at any one time. Use the previously described IP scroll commands to see all of the predecessors.

Predecessor Description   This field is read only. You can change it by changing the task description on the Change Task form.

Type   This field contains the task relationship and will initially be filled with the default type FS (Finish-Start).

IBS supports 3 types of task relationships:

FS - When the predecessor Finishes, the successor Starts
SS - Both successor and predecessor Start at the same time
FF - Both successor and predecessor Finish at the same time.

Lead/Lag Time   This field will initially be set to 0. Use this field to link tasks with some leeway time. For example, you may want 3 hours to pass after closing a road before removing the traffic control officer. Use a positive number to set a lag time, use a negative number to set a lead time. The successor task will be adjusted according to the combination of task constraint, task relationship, and lead/lag time with the predecessor.

Note: Task link functions work only in planning mode.

D) Phase Display

In planning mode (or operational mode if you have the privelege to change the IP) you can switch between the pre-event and post-event tasks by typing *D* (Phase Display) in the Select Menu Option field. The following prompt will display below the Implementing Procedure screen:

```
13  Damage Assessment       2      0    0           5      6    0      N/A
14  ALL (Reporting Only)   N/A                      N/A                 N/A
 ┌──────────────────────────────────────────────────────────────────────┐
 │ A) Report     B) View IP Notes    C) Use Tasks  D) Phase Display  X) Exit │
 │ Select Menu Option:                                                    │
 └──────────────────────────────────────────────────────────────────────┘
1) Show pre-event tasks  2) Show post-event tasks  3) Show ALL tasks [3] ==>
```

The current display phase is in brackets to the left of the = = > prompt. As shown in the previous example, the default is phase **3) Show ALL tasks**. If you select **1) Show pre-event tasks**, the system will display only tasks which have a negative delta estimated start time. If you select **2) Show post-event tasks**, the system will display all tasks which have a positive planned start time.

■ ONPOST EVENT STATUS

This option displays the Onpost Status Board screen, which is shown in the following example.

```
┌─────────────────────────────────────────────────────────────────┐
│ Onpost Status Board Form           ᶜ          V2.00               │
├─────────────────────────────────────────────────────────────────┤
│ Time Notification Sent: 12/16/93  18:21:54                        │
│ Time Event Occurred    : 12/16/93  18:21:54                       │
│ Classification:  POST ONLY EMERGENCY     ID:    0 Local ID:       │
│ Essential Pop :    50     Non-Essential Pop: 1000 Team Pop: 6     │
│ Description lines (10)                                             │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│ last line here                                                    │
└─────────────────────────────────────────────────────────────────┘
```

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

● **EVENT CLASSIFICATION** on the form is one of four types of emergencies:

- Non-Surety Emergency
- Limited Area Emergency
- Post Only Emergency
- Community Emergency.

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

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

■ RESET IP *

The **RESET IP** option enables the user to

● It also allows the user to reset the base time of the IP
● Clear all done flags, actual start times, and actual completion times.
● Reset the Resources back to the levels they were at before the IP was used.

This option is available only in Operational mode. The following message prompt will display:

This function reinitializes an IP for operational mode. There are three ways to reinitialize an IP:

1) Erase all actual start and done times from the current IP, and mark all tasks as being NOT done.

2) Reset the base time of the IP.

3) Reset the resources to their original values before the IP began

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

Do you wish to continue? (Y/N) ==>

If you type a *Y* (Yes), the following prompt will display:

Erase all actual start/done times and done flags? (Y/N) ==>
Reset the base time of the IP? (Y/N) ==>
Change Resources to levels before IP used? (Y/N) ==>

If you type a *Y* (Yes) at the Reset the base time of the IP prompt, the system will display another prompt to enable you to enter the new the time.

Type an *N* (No) to leave the resources unchanged at their current levels. Type a *Y* (Yes) to reset the resources to the levels before the IP was used — resources will be Moved-back, un-Consumed, and un-Produced, depending upon which tasks have been performed.

If the IP reset is successful, the following message will display.

Current IP has been reset.

Press <RETURN> to continue...

```
┌─────────────────────────────────────────────────────────────┐
│                          Caution                            │
│                                                             │
│    Resources should never be reset while other users are doing resource │
│    management tasks.                                        │
│                                                             │
│    After an IP has been reset without changing the levels of resources, │
│    you can not later reset the IP and change the levels of resources. │
│    Once an IP is reset, all information about which resources were │
│    changed is lost.                                         │
│                                                             │
│    If users have changed the resource data manually, the results of │
│    resetting the resources will be unpredictable.          │
│                                                             │
│    You may want to make a backup of the Resource Management and IP │
│    data before an IP is used, and also make a backup before an IP is │
│    Reset.                                                    │
└─────────────────────────────────────────────────────────────┘
```

▮ SELECT IP *

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

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

Selecting a New IP in Operational Mode

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

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

1.   Choose IP selection method and select IP.

   A.   Choose IP by NUMBER: from a list of IPs, select one IP.

   B.   Choose IP by SEARCH FOR IP CRITERIA

      1)   Identify appropriate D2 cases by using a D2 Track Qualification screen to search for and identify the D2 cases you want.

      2)   From a list of the D2 cases identified, select one case.

      3)   From a list of IPs that use the selected D2 case, select one IP.

2. Now that the new IP number has been selected, choose whether to retain completed tasks from the previous IP.

3. Set IP base time.

This procedure is detailed in the following sections.

When you select **Select IP** in operational mode, the Choose IP menu displays.

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

Choose IP by NUMBER

If you select Choose IP by NUMBER, a list of all possible IPs displays:

IP	DESCRIPTION
1	One line description of IP 1
7	One line description of IP 7
11	One line description of IP 11
.	. .
.	. .

```
   Select desired IP:                   o
```

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

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

Choose Whether to Retain Completed Tasks from the Previous IP

After you select an IP, the following message displays.

```
   WARNING:   You may retain tasks from the previous IP, BUT keep in
              mind that each emergency function can contain AT MOST 99
              tasks.  If retaining tasks surpasses this limit, NO
              tasks will be retained.
                                     c
   Press <RETURN> to continue...
```

After you press the Return key, if you have already been checking off tasks in the previous IP you can retain the completed tasks as part of the current data. The system gives you a number of options by displaying the following menu:

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

Select an option based on your current situation:

0.   EXIT. Exit the current menu.

1.   Do NOT retain tasks. In this case the IP will be changed to the new IP without retaining any tasks from the previous IP.

   Note: If you retain tasks, the newly selected IP will have all the tasks from the previous IP. These tasks will remain in the new IP until removed in planning mode or overwritten by an archived IP.

2:      Retain STARTED and COMPLETED tasks only. The started and completed tasks are merged with the tasks of the newly selected IP for each Emergency Management category. Example: When an event occurs, you can select this option, so that the tasks in progress and completed IP tasks remain as a part of the overall preparation for and response to the event. Be sure that the new IP has sufficient space for the number of tasks being retained. The current limit is 99 tasks. If there is not enough space for all the tasks, no tasks will be retained.

   Note: If tasks are not retained, resetting the IP later will have unpredictable results on the Resource data.· If this happens, use the **Reset IP** option to restore the Resource Management data to its original state.

3:      Retain ALL tasks. All tasks, completed or incomplete, are merged with the tasks of the newly selected IP for each Emergency Management category.

Set IP Base Time

Finally, you will need to set a base time for your IP. In planning mode, planners create an IP based on delta times from an event. When this IP is selected for use in operational mode, it is up to the person selecting the IP to input an appropriate base event time. This time can be when people are supposed to begin work on the plan; it can be when an event occurs; it can be the current time. It is left to the user to decide what is appropriate. Pre-event and post-event times will be based on this time and the delta task times specified in planning mode.

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

```
┌─────────────────────────────────────────────┐
│ Set Implementing Procedures Base Date/Time  │
└─────────────────────────────────────────────┘
```

Please input a base date and time for this Implementing Procedure.
                15/DEC/93   10:04

Press <GOLD><Z> to exit form when date and time are correct.

After you exit this form, the following prompts will display.

Change Resources to level before IP used? (Y/N) ==>
Do you wish to see the IP note? [N] ==>
* * * MSG: Changed from IP#: 505 to IP#: 002
            Press <RETURN> to continue...

> **Note:** This method can only be used if pre-planning has linked D2 cases with IP scenarios. See *Section 11, Emergency Activities*, **HAZARD ANALYSIS, EXECUTE D2** for more information on scenario tables.

Choose IP by SEARCH FOR IP CRITERIA

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

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

Identify Appropriate D2 Cases

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

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

- The default tolerances for wind direction, wind speed, and agent quantity are displayed. You can change these values for this particular search.

- You can remove one or more criteria from the search by leaving blank the text fields (agent, munition, release type, stability class) or by entering a negative one (-1) in the numeric fields. If all fields are removed from the search, you must then select one case from a list of *all D2 cases* in the scenario table. °

- If any criteria are used, the IBS compares these case input criteria with D2 cases in the scenario table. (If no perfect matches can be found, the IBS displays a message to indicate how many criteria were actually matched.) You must then select from a list of *D2 cases that match the greatest number of criteria* (see the next screen).

- If no cases match the specified criteria, you will see this message:

```
SORRY: THERE WERE NO EXACT MATCHES.
0 CRITERIAL MATCHED.

PRESS <RETURN> TO CONTINUE...
```

```
        ┌─────────────────────────────┐
        │   D2 TRACK QUALIFICATION    │
        └─────────────────────────────┘

AGENT:  _____        MUNITION:  _____       RELEASE:  _____

WIND DIRECTION  ___ (deg)       ___ (deg tolerance)
                                   .
WIND SPEED      ___ (m/s)       ___ (m/s tolerance)

QUANTITY       _____ (mg)     _____ (mg tolerance)

STABILITY CLASS:  _

<GOLD Z> to exit and continue, <GOLD Y> to quit.
```

Select from a List of Identified D2 Cases

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

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

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

```
D2                                    ___Wind___
Case#   Agent   Munition   Release    Dir   Speed   Quantity   Stability
123     VX      M55        INS        90    15      100        D
124     VX      M55        INS        180   40      100        C
.       .       .          .          .     .       .          .
.       .       .          .          .     .       .          .
Select desired IBS D2 Case: ___
```

Select the IP You Want

After you select a D2 case, a screen similar to the following one lists the IPs that contain that case. If more than one IP is associated with the selected D2 case, use the evacuation case, population and description to decide which IP to select.

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

To select an IP, enter the IP number.

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

After selecting a new IP, the only remaining step is to choose whether to retain completed tasks from the previous IP. If you reselect the current IP you will be returned to the Status Board menu without any changes being made.

Choose Whether to Retain Completed Tasks from the Previous IP

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

Set IP Base Time

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

This concludes the process of selecting an IP in operational mode, which is initiated by choosing the Select IP from the **Status Board** menu.

Selecting an IP in Planning Mode

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

If you select Select IP in plan mode, a list of all the possible IPs in your planning database is displayed.

```
IP        DESCRIPTION

1         One line description of IP 1
7         One line description of IP 7
8         One line description of IP 8
.              .                    .
.              .                    .
```

        Select desired IP:

You can select a number from the list or press **GOLD-Y** to escape IP selection. In planning mode you do not have the option of selecting an IP by searching the scenario table. It is also not possible to retain tasks from the previous IP. Planning mode uses delta times from the start of a hypothetical event, so you need not specify a base date and time as you would in operational mode.

■ SELECT ONPOST ACTIVITY * and VIEW ONPOST ACTIVITY

Note: To enable general users to view onpost activity, you must first use **SELECT ONPOST ACTIVITY** to make the information available to everyone else.

Using **SELECT ONPOST ACTIVITY**, those with Information Manager privileges can view and modify the current work plan description, declare an event, and select an IP based on the current Work Plan.

Both **SELECT ONPOST ACTIVITY** and **VIEW ONPOST ACTIVITY** display information from the current Work Plan as shown in the following procedures.

Viewing an Onpost Activity

To view the current Work Plan, select **VIEW ONPOST ACTIVITY**. This option enables general users to view the current Work Plan description.

```
┌────────────────────────────────────────────────────────────────────────┐
│ ┌───────────────────────┐                                                │
│ │ Work Plan Form        │     Received by IBS:  01/01/70  00:00:00       │
│ └───────────────────────┘     Authorization:                            │
│ Longitude:  0.0000000              Start D/T:  01/01/70  00:00:00        │
│ Latitude :  0.0000000                End D/T:  01/01/70  00:00:00        │
│ Team Pop :    0           MCE Type:   Local ID:123456789012             │
│ Mun      :                Agent   :      D2 #:000                       │
│                                                                          │
│ Description.                                                             │
│                                                                          │
│ Protective Action Recommendation.                                        │
│                                                                          │
│                                                                          │
│ Comments.                                                                │
│                                                                          │
│                                                                          │
│ Wind Dir :  0.0   Wind Speed:  0.0(M/Sec)  Stabil:C    Temp:  0.0 (C)    │
│ Select IP:N  (y/N)                     Declare event:N (y/N)             │
└────────────────────────────────────────────────────────────────────────┘
```

To exit the Work Plan, press **GOLD Y**.

Selecting an Onpost Activity

Use **SELECT ONPOST ACTIVITY** to display and edit the onpost work plan. Once you have done this the work plan is available for other IBS users to view using the VIEW ONPOST ACTIVITY option.

Note: You must have the appropriate privileges to use this function.

If you have the privilege to use this function, the following prompt will display:

`Use onpost work plan? (Y/N) [Y] ==>`

If you type an *N* (No) to this prompt, no updates will be made to the work plan, and the system will display the following prompt:

`Use latest met data? (Y/N) [Y] ==>`

After you select the desired met data the main Work Plan form will display for manual editing.

If you type *Y* (Yes) or press the Return key, the following menu will display before the WORK PLAN:

```
          Select Onpost Activity
    ----------------------------------------------------
      0 : EXIT
      1 : Use Scheduled Onpost Activity Data
      2 : Select Onpost Activity From List
    ----------------------------------------------------
          Menu Choice (?=Help) ==>
```

1 : **Use Scheduled Onpost Activity Data** - if you select option 1, the work plan will be filled in with the work plan information sent by the post for the current time period. This information includes:

- The chemical agent being handled
- The type of munition
- A location
- A one-line description

If no new data from the post exists, the system will display error messages similar to the following.

```
*  *  *  ERR: 29 Opening file OFF$FROMDIR:WORKPLAN.DAT
            Press <RETURN> to continue...
```

2 : **Select Onpost Activity From List** - if you select option 2, you can select an onpost work plan activity from a list of onpost work plan data.

Regardless of which option you select, the following prompt will display.

```
Use latest met data? (Y/N) [Y] ==>
```

Type an *N* (No) to leave the current met information in the work plan display. Type a *Y* (Yes) to update the work plan with the most recent met data. If no met data exists, the system will display an error message.

Once the onpost data has been used to update the Work Plan, the Work Plan form will display for any manual updating you want to perform.

```
┌──────────────────────────────────────────────────────────────────────┐
│  Work Plan Form          │        Received by IBS:  01/01/70  00:00:00 │
│                          │        Authorization:                       │
│  Longitude:   0.0000000              Start D/T:  01/01/70  00:00:00     │
│  Latitude :   0.0000000                End D/T:  01/01/70  00:00:00     │
│  Team Pop :   0              MCE Type:   Local ID:123456789012          │
│  Mun      :                  Agent  :       D2 #:123                    │
│                                                                        │
│  Description.                                                           │
│                                                                        │
│  Protective Action Recommendation.                                     │
│                                                                        │
│                                                                        │
│  Comments.                                                             │
│                                                                        │
│                                                                        │
│  Wind Dir :  0.0   Wind Speed:  0.0(M/Sec)  Stabil:C    Temp:  0.0 (C) │
│  Select IP:N  (y/N)                   Declare event:N  (y/N)           │
└──────────────────────────────────────────────────────────────────────┘
```

Only those with Information Manager privileges can modify the following information on the Work Plan form.

STATUS BOARD
SELECT ONPOST ACTIVITY * and VIEW ONPOST ACTIVITY

- **Work Plan:** Information from the onpost work plan report or the most recent version of the work plan (edited by the Information Manager) is displayed automatically in the upper part of the form.

- **Meteorological Data:** In the lower part of the form, you can enter meteorological data from whatever data sources are available.

- **Select IP:** If you wish to use the Work Plan data as the basis for selecting an IP, enter Y. A response of N simply saves the form data for the current Work Plan.

If you choose to select a new IP, you can do so by selecting an IP number or by searching for *scenarios* that closely match the current situation, based on the current Work Plan. This method is described in detail under **STATUS BOARD—SELECT IP**.

An alternative method for selecting the IP based on Emergency Planning Zones (EPZs) is described in *Section 11, Emergency Activities*, **DIRECTION/CONTROL**.

- **Declare event?:** A Y answer declares an event and notifies IBS users by displaying a message at the bottom of their terminal screens.

After altering the Work Plan form, press **GOLD Y** to save and exit the form.

The system then displays the following sequence of menus and messages. Enter your choice of options for the work plan headers.

```
Press <RETURN> to continue...

    Header Mode Options
------------------------------------
    0 : EXIT
    1 : EXER
    2 : OPER
------------------------------------
        Menu Choice (?=Help) ==>

    Header Phase Options
------------------------------------
    0 : EXIT
    1 : PREP
    2 : EVNT
------------------------------------
        Menu Choice (?=Help) ==>
```

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

Enter description ==> a test description
```

After you enter the text description and press the Return key, the system will display
the headers you have chosen for the new work plan.

```
    * * * MSG: Mode: OPER
    * * * MSG: Faze: EVNT
    * * * MSG: Post: TEAD
    * * * MSG: Site: TEAD
    * * * MSG: Node: SPOCK
    * * * MSG: User: D3456
    * * * MSG: Date: 16-DEC-1993 11:01:10.47
    * * * MSG: File:                    °
    * * * MSG: Vers: V2.00
    * * * MSG: Desc: A TEST DESCRIPTION
                Press <RETURN> to continue...
```

The system then displays the Notification Form, taken from the onpost work plan.
Modify this form as needed.

```
Notification Form                        12/16/93  11:03:34      V2.00

  Current Time    : 12/16/93  11:23:34  (When Notification Sent)
  Event Time      : 12/16/93  11:23:34  (When Event Occured)
  Classification  : POST ONLY EMERGENCY  ID:     0 Local ID:123456789012
  Essential Pop   : 50     Non-Essential Pop: 1000  Team Pop:   6
Ten lines of description
line 2
line 3
•
•
•
•
```

Exit the form by pressing **GOLD Y**. The system displays the following message:

```
Select IP? (Y/N) [N] ==>                 °
```

A notification will display on screen when an event has been declared.

If an event is already under way, a different inquiry displays on the form: **Declare
event over?**. In that case, a Y answer declares the event over and notifies IBS users

the event is finished. When an event is declared over, the system will display a
sequence of messages similar to the following.

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

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

Press <RETURN> to continue ...
Select IP? (Y/N) [N] ==>
```

Press the Return key to send the new work plan to the onpost system.

■ SHOW USER ENVIRONMENT

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

Planning Mode

```
=================================================================================
User            : D3C392        on Node: SPOCK::          \
Date/Time       : 14-OCT-1993 10:32:44.45  IBS Version 2.04 February 23, 1994
Unread Mail?    : NO
Late   Mail?    : NO
Map database    : TEST

Mode            : PLANNING
Site            : TEST
Operational Site: TEST

Model     Operational Case     Planning Case
-------   ------------------   --------------
D2          000                  000
IDYNEV      004                  000
IP          000                  000
CHEMS       ---                  000
MESORAD     ---                  000
OSPM        ---                  000
-------   ------------------   --------------
=================================================================================
End of Report: <Return>=Continue, <Ctrl-Z>=Exit, M=Redirect...
```

Operational Mode - Event Not Declared

```
======================================================================
User              : D3C392          on Node: SPOCK::
Date/Time         : 14-OCT-1993 10:32:44.45   IBS Version 2.04 February 23, 1994
Unread Mail?      : NO
Late    Mail?     : NO
Map database      : TEST

Mode              : OPERATIONAL
Site              : TEST
Operational Site: TEST

Model     Operational Case
--------  -----------------
D2          000
IDYNEV      004
IP          000
--------  -----------------



======================================================================
End of Report: <Return>=Continue, <Ctrl-Z>=Exit, M=Redirect...
```

Operational Mode - Event Declared

```
======================================================================
User              : D3C392          on Node: SPOCK::
Date/Time         : 14-OCT-1993 10:32:44.45   IBS Version 2.04 February 23, 1994
Unread Mail?      : NO
Late    Mail?     : NO
Map database      : TEST

Mode              : OPERATIONAL
Site              : TEST
Operational Site: TEST

Model     Operational Case
--------  -----------------
D2          000
IDYNEV      004
IP          000
--------  -----------------



======================================================================
End of Report: <Return>=Continue, <Ctrl-Z>=Exit, M=Redirect...
```

This option is useful for planners who want to check whether they are in planning or operational mode, and which cases they are using.

■ VALIDATE IP

This option enables the system to determine if there are sufficient Resources and Personnel to perform the current IP. It can also display locations at which the plume may have arrived before the tasks are scheduled to complete.

Note: This function can be time consuming: if the IP is detailed and complex, it could take several minutes to perform a validation.

This option displays the following prompt:

```
        Select Data to Validate
=================================================
   0 : EXIT
   1 : Validate IP Resources
   2 : Validate IP Personnel
   3 : Validate IP Locations
=================================================
        Menu Choice (?=Help) ==>
```

Select the types of data you want to validate. You can make more than one selection, a marker => will display beside your selections. After you have selected the options, type a *0* (Exit) and press the Return key.

Validating resources creates a report that lists all tasks that require more resources at a location than are (or would be) available if the IP was executed exactly as designed.

Validating personnel creates a report that lists all positions for which demands for personnel are greater than the number of personnel. This can be calculated either on all personnel, or just those personnel who are on duty.

Validating locations creates a report that lists locations where the plume from the current D2 case may have arrived before the tasks requiring that location are scheduled to complete.

If you selected to validate Personnel, the following additional prompt will display.

```
On Duty personnel only? (Y/N) ==>
```

Type a *Y* (Yes) to validate the IP against all available personnel who would (according to the schedule information in the personnel records) be working at the time each task starts, given that the Event occurs at a time you specify. It will not take into account that more personnel may be called in to work, or that others will work overtime.

Type an *N* (No) to validate the IP against all personnel, ignoring whether or not they are actually on duty. You may wish to use some combination of the reports to determine if enough personnel are available — such as only using the On Duty personnel report for the first hour after an IP is started.

If you entered Yes to the prompt, the following form will display. Set the base Event time to use. Enter the date and time in the fields provided (use a 24 hour clock for the time). This date and time is important, if the event occurs at 1:00 on a Sunday morning, you are (probably) less likely to have sufficient personnel to perform all the required tasks.

```
┌─────────────────────────────────────────────────────────┐
│                    Enter a Date/Time                      │
└─────────────────────────────────────────────────────────┘
```

```
        Please input a base date and time
                      23/SEP/93  11:30

Press <GOLD><Z> to exit form when date and time are correct.
```

If you selected to validate Locations, you will receive the additional prompt:

```
Check only Points within Risk Area? (Y/N/<Ctrl-Z>=Abort)  ==>
```

This enables you to select whether or not to check all points around the source of the plume, or only points that fall in the currently selected risk area.

The IP will then be stepped through, performing resource adjustments, personnel requirements, and location checks as required. A report will be printed indicating problems, the contents will depend on what types you selected. The following report is an example of all types:

```
        Validate IP # 012
===================================================================

Emergency Func.        Task #
  1: Type              Description              Operation
  2: Location                 Required                    Avail
-------------------------------------------------------------------
HEALTH/MEDICAL          1
  1ST AID    BANDAGES                  CONSUME
  MEMORIAL HOSPITAL                                100         50
LAW ENFORCEMENT         3
  COMM EQ    RADIOS          USE
  POLICE STATION          10              8
-------------------------------------------------------------------


Agency                          Num   Num
  Code     Position             Req.  Avail. Time
                                             Emergency Func.      Task
-------------------------------------------------------------------
                     Start Time: 29/APR/93 15:08:30.00
CSCHL    BUS DRIVERS            3     1      29/APR/93 18:45:00.00
                                             EVACUATION           001
CPD      POLICE OFFICER         5     4      29/APR/93 23:45:00.00
                                             TRAFFIC CONTROL      002
-------------------------------------------------------------------
```

```
Emergency Func. Task # Res/Act ###  Possibly Unsafe Location
-----------------------------------------------------------------
HAZARD ANALYSIS      4     ACT     2   FIRE STATION
EVACUATION           6     ACT     1   BUS DEPOT 12
-----------------------------------------------------------------

=================================================================
End of Report: <Return> to continue, M to change destination...
```

The sample report shows that there are insufficient bandages and radios for this IP, insufficient Bus Drivers and Police Officers to perform tasks at the shown times, and that the plume may reach the fire station and bus depot 12 before all tasks are completed there.

If the report did not use only On Duty personnel, the report would not indicate a time. Using all possible personnel, the report would list requirements that are more than available personnel.

▮ VIEW BATCH LOG

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

```
$ IF F$SEARCH("CCSBACKUP.COM").NES."" THEN @CCSBACKUP
$ verify=f$verify(0)
$ SET NOVER
* * * MSG:  1 2-DEC-1992 11:14:12.26 D2LOG0001.DAT;1
* * * MSG: Copying file D2LOG0001.DAT;1
* * * MSG:  1 2-DEC-1992 11:15:15.63 D2LOG0001.DAT;1
* * * MSG:  2 2-DEC-1992 11:15:15.73 DOSAGE0001.DAT;1
* * * MSG:  3 2-DEC-1992 11:15:15.83 PDATA0001.DAT;1
* * * MSG:  4 2-DEC-1992 11:15:15.93 SLICE0001.DAT;1
* * * MSG: Copying file D2LOG0001.DAT;1
* * * MSG: Copying file DOSAGE0001.DAT;1
* * * MSG: Copying file PDATA0001.DAT;1
* * * MSG: Copying file SLICE0001.DAT;1
* * * MSG:  1 2-DEC-1992 11:16:27.99 D2LOG0001.DAT;1
* * * MSG:  2 2-DEC-1992 11:16:28.09 DOSAGE0001.DAT;1
* * * MSG:  3 2-DEC-1992 11:16:28.19 PDATA0001.DAT;1
* * * MSG:  4 2-DEC-1992 11:16:28.29 SLICE0001.DAT;1
* * * MSG:  5 2-DEC-1992 11:16:28.39 WEATHER_OBS.DAT;1
* * * MSG:  6 2-DEC-1992 11:16:27.52 CURRENT_RUN.DAT;1
* * * MSG:  7 2-DEC-1992 11:16:28.62 ENVIRONMENT.DAT;1
* * * MSG:  8 2-DEC-1992 11:16:28.72 NOTIFICATION.DAT;1
* * * MSG:  9 2-DEC-1992 11:16:28.82 CAS_SUM.DAT;1
* * * MSG: 10 2-DEC-1992 11:16:28.92 TOWER_SEL.DAT;1
* * * MSG: Copying file D2LOG0001.DAT;1
* * * MSG: Copying file DOSAGE0001.DAT;1
* * * MSG: Copying file PDATA0001.DAT;1
* * * MSG: Copying file SLICE0001.DAT;1
* * * MSG: Copying file WEATHER_OBS.DAT;1
* * * MSG: Copying file CURRENT_RUN.DAT;1
* * * MSG: Copying file TOWER_SEL.DAT;1
```

```
        Accounting information:
        Buffered I/O count:         48372    Peak working set size:  2454
        Direct I/O count:            1186    Peak page file size:   48183
        Page faults:                 3955    Mounted volumes:           0
        Charged CPU time:    0 00:08:22.37   Elapsed time:   0 07:32:44.70
        <Return> to continue...
```

▮ VIEW ONPOST WORK PLAN

(See **CHANGE ONPOST WORK PLAN**)

Section 4
Personnel Management

■ PERSONNEL MANAGEMENT

```
IBS MAIN MENU




PERSONNEL MANAGEMENT


MESSAGE BOARD              ->
STATUS BOARD               ->


ADD         AGENCIES        *
MODIFY      AGENCIES        *
DELETE      AGENCIES        *
LIST        AGENCIES

ADD         POSITIONS       *
MODIFY      POSITIONS       *
DELETE      POSITIONS       *
LIST        POSITIONS

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

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

—— *General options*

<-- Add to list of agencies in the database.
<-- Modify list of agencies in the database.
<-- Delete list of agencies in the database.
<-- List the agencies in the database.

<-- Add to list of positions at agencies.
<-- Modify list of positions at agencies.
<-- Delete list of positions at agencies.
<-- List positions (assignments) at agencies.

<-- Fill in new information form for one person.
<-- Modify information form for one person.
<-- Delete information form for one person.
<-- List info for personnel selected by name.
<-- List personnel at a specific agency.
<-- List personnel by position (assignment).

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

• *Agency Tasks*

• *People Tasks*

• *Position Tasks*

Agency Tasks

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

```
      Code        Agency Name
----------------------------------------------------------------
      NFS         NATIONAL FOREST SERVICE
      PNL         PACIFIC NORTHWEST LABORATORY
      FEMA        FEDERAL EMERGENCY MANAGEMENT AGENCY
      OEM         OREGON EMERGENCY MANAGEMENT
----------------------------------------------------------------
End of Report:   <RETURN> to continue, M to change destination...
```

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

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

• ADD AGENCIES
• MODIFY AGENCIES
• DELETE AGENCIES
• LIST AGENCIES

Any IBS user can look at the table by using the **LIST AGENCIES** option, but only a user with the appropriate privileges can change the contents of the table, either through **ADD AGENCIES, MODIFY AGENCIES,** or **DELETE AGENCIES.**

■ ADD AGENCIES *

This option enables a user with the appropriate privileges to add information to the agency lookup table.

The system prompts:

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

1.   Enter the acronym for the agency (or press **Gold Z** to quit).

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

   The system prompts:

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

2.   Enter the full name of the agency.

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

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

■ DELETE AGENCIES *

This option enables a user with the appropriate privileges to delete information from the agency lookup table. The system displays the Agency Selection method menu as described in Modify Agencies. Use the menu in the same way as in **MODIFY AGENCIES** to choose the agencies you want to delete.
The system will then prompt:

```
Delete agency: (agency code) (Y/N) [N] ==>
```

Enter *Y* (Yes) to delete the agency.

■ MODIFY AGENCIES *

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

1. Specify Which Agency to Modify

If your default selection method is **none**, the system will display the following menu:

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

Note: If you have a prior default selection method set up, you will see one of the following four prompts instead of the Selection method menu.

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

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

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

Enter the acronym for the agency you wish to modify, or **Gold Z** to exit. If it is not i the table, you must try again.

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

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

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

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

Enter the name of the agency you wish to modify, or **Gold Z** to exit. If the name you enter is not in the table, you must try again, or enter a Q (Quit) to display the Agency Selection method menu.

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

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

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

2. Modify the Agency (Name and Code)

The system prompts:

Modify the Agency name? [Y] ==>

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

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

Enter new Agency name [Code] ==>

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

To change the agency code: Enter N. The system prompts:

Enter new Agency code [Code] ==>

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

After the modified agency code or name information are saved, the system returns
to Step 1 and prompts you again. To exit, select 0 : EXIT from the menu.

■ LIST AGENCIES

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

People Tasks

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

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

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

Any IBS user can look at this information by using the LIST PEOPLE BY... options, but only a user with appropriate privileges can change the contents of this information, either through ADD PEOPLE, MODIFY PEOPLE, or DELETE PEOPLE.

▮ ADD PEOPLE *

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

```
┌──────────────────────────────────────────────────────────────────────────┐
│                                                                            │
│ Personnel Management    DD-MMM-YYYY    hh:mm:ss.hh    Personnel Form V2.07  │
│ ------------------------------------------------------------------------   │
│         Person Name :  (last, first, MI)                                    │
│         Address     :  _____                                     │
│         City        :  _____   Status  Position                 │
│         State       :  __                 Y/N?_                             │
│         ZIP         :  _____             Y/N?_   _____          │
│         Title       :  _____             Y/N?_   _____          │
│         Available?  :  _                   Y/N?_   _____         │
│         Agency      :  _____              Y/N?_   _____          │
│             (full agency name)                                             │
│                                           Day   Start   End                │
│         Office    Phone :  _____       ---   ------  -----               │
│         Home      Phone :  _____       Sun   __:__   __:__               │
│         Beeper    Phone :  _____       Mon   __:__   __:__               │
│         Emergency Phone :  _____       Tue   __:__   __:__               │
│                                           Wed   __:__   __:__               │
│                                           Thu   __:__   __:__               │
│                                           Fri   __:__   __:__               │
│                                           Sat   __:__   __:__               │
└──────────────────────────────────────────────────────────────────────────┘
```

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

- **Available?** (Y or N): Is the person available (Y) or unavailable for some reason, such as travel. (N). The person must be available to have active status in any of the positions for which the person is qualified.

- **Status** and **Position**: A list of up to five position titles can be entered to indicate emergency positions for which the person is qualified. Status indicates whether the person is currently active in the corresponding position (Y or N).

- **Office Phone**: If the person is the designated contact person for a particular facility, it is expected that the "Office Phone" is the contact phone number included in the facility database. (For more information on the facility database, see **RESOURCE MANAGEMENT--ADD FACILITIES.**)

- **Schedule**: The schedule is an area located in the lower right corner of the screen. The schedule is used for indicating the person's scheduled work times for each day of the week. Enter times for a

24-hour clock; for example, 13:00 is 1 p.m. You can enter the hours for night shift workers as well. For example, if a worker works from 10 p.m. on Monday to 6:00 a.m. Tuesday, enter the times as follows: Monday Begin 22:00 End 06:00. Even though this appears to give a negative amount of hours, the system will take the night shift hours from Monday through Tuesday into account.

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

▇ DELETE PEOPLE *

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

After you select a person, the system will prompt:

Delete person: (last name) (Y/N) [N] ==>

Type a *Y* (Yes) to delete the record of the person from the database.

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

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

● Name
● Agency
● Position

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

```
      Personnel Selection method menu
------------------------------------------------------
  0 : EXIT
  1 : Type in Person name
  2 : Select Person from a list
------------------------------------------------------
      Menu Choice (?=Help) ==>
```

If you select Option 1: Type in Person name. The system then displays the following prompts. You can enter a whole or partial name, for example, BE for BELL.

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

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

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

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

You can select multiple people from this menu. Enter the number of the person you want to select at the = = > prompt, or indicate a range of numbers. For example, select numbers 2 through 8 by typing: 2+8. The system will indicate the

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

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

```
Personnel Report (By Name)                    8-JUL-1993 15:20:28.41

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

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

<Return> to continue...

Status   Position
------   -------------------------------
   N     DOCTOR

++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
End of Report: <RETURN> to continue, M to change destination...
```

I■ MODIFY PEOPLE *

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

1. Specify Which Person to Modify

The system prompts:

```
      Personnel Selection method menu
-----------------------------------------------
  0 : EXIT
  1 : Type in Person name
  2 : Select Person from a list
-----------------------------------------------
      Menu Choice (?=Help) ==>
```

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

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

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

You can enter a whole or partial name, for example, BE for BELL. If you enter a partial name, the system will display the first matching name. If the name is found in the personnel database, proceed to Step 2.

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

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

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

2. Enter New Information about the Person

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

```
Personnel Management     27-JUL-1993  14:46:08.45          Personnel Form V2.07
--------------------------------------------------------------------------------
      Person Name  :  BELL                 ALEXANDER    G (Last, First, MI)
      Address      :  555 WATSON STREET
      City         :  SALT LAKE CITY         Status  Position
      State        :  UT                     Y/N?Y   COMMUNICATIONS SPEC
      ZIP          :  99999-9999             Y/N?_   DAY SHIFT SUPERVISOR
      Title        :  _____               Y/N?_   _____
      Available?   :  Y                      Y/N?_   _____
      Agency       :  CNTEL                  Y/N?_   _____
          CONSOLIDATED TELEPHONE AND TELEGRAPH COMPANY
                                            Day   Start      End
      Office    Phone :  555-555-0001        ---   ------    -----
      Home      Phone :  555-555-0002        Sun    :__       :__
      Beeper    Phone :  _____         Mon   07:30    17:00
      FAX       Phone :  _____         Tue   07:30    17:00
                                            Wed   07:30    17:00
                                            Thu   07:30    17:00
                                            Fri   07:30    17:00
                                            Sat   07:30    12:00
```

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

Position Tasks

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

Agency	Position
PNL	PROJECT MANAGER
PNL	GIS PROGRAMMER
OEM	COMMUNICATIONS OFFICER

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

While any IBS user can look at the table by using the **LIST POSITIONS** option, only a user with appropriate privileges can change the contents of the table, either through **ADD POSITIONS, DELETE POSITIONS,** or **MODIFY POSITIONS.**

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

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

■ ADD POSITIONS *

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

1. Specifying which agency is associated with the position.

2. Entering a new position name.

1. Specify Which Agency

If your default selection method is **none**, the system will display the following menu:

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

Note: If you have a prior default selection method set up, you will see one of the following four prompts instead of the Selection method menu.

Use one of these four methods to select an agency to which you will add a position:

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

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

   Enter the acronym for the agency, or **Gold Z** to exit. If it is not in the table, you must try again.

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

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

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

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

Enter the name of the agency to which you will add a position, or **Gold Z** to exit. If the name you enter is not in the table, you must try again, or enter a *Q* (Quit) to display the Agency Selection method menu.

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

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

After selecting an agency, you can then add a position.

2. Enter a New Position Name

The system prompts:

`Enter new Position for (agency code)  ==>`

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

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

After the new position information is saved, the system returns to Step 1 and prompts you again. When you are finished, select the 0 : EXIT option and press the Return key.

■ DELETE POSITIONS *

This option enables a user with appropriate privileges to delete a position associated with an agency.

The system displays the Agency/Position Selection Method menu.

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

Note: If your default selection method is *menu* or *list*, you will not see the above menu, instead the system will skip directly to one of the following two options.

If you select option 1 : **Type in Agency/Position**, the system will prompt you to enter the agency code.

`Enter Agency Code ==>`

Then the system will prompt you to enter the position.

`Enter Position ==>`

If you select option 2 : **Select Agency/Position from a list**, the system displays the Agency/Position menu.

```
         Agency/Position Menu           1/8
------------------------------------------------
 0 : EXIT
 1 : ACS    PROGRAMMER
 2 : ACS    SECRETARY
 3 : ARC    STATE ARC COORD
 4 : ARC    UMATILLA ARC COORD
 5 : BCED   BC DISPATCHER
 6 : EBS    STATION MANAGER 1
 7 : EBS    STATION MANAGER 2
 8 : EBS    STATION MANAGER 3
 9 : FEMA   EMERG PLANNER
10 : HFIR   HFIR COORD
------------- M O R E ---------------------
       Menu Choice (?=Help) ==>
```

Select the agency position you want to delete from the menu and press the Return key.

After you select an agency position, the system will display the following prompt.

```
Delete position:   XXX   (Y/N) [N] ==>
```

Type a Y (Yes) at the prompt to delete the agency position, or press the Return key to cancel the deletion. The system will return you to the previous menu or prompt.

▉ MODIFY POSITIONS *

This option enables a user with appropriate privileges to modify information already in the position lookup table. This consists of 1) selecting which position to modify and 2) entering a new name for the position.

1. Specify Which Position to Modify

The system prompts:

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

Note: If your default selection method is *menu* or *list*, you will not see the above menu, instead the system will skip directly to one of the following two options.

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

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

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

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

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

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

Enter the number of the position you wish to modify.

2. Enter a New Name for the Position

The system then prompts:

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

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

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

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

■ LIST POSITIONS

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

Section 5
Map Analysis

Section 5
Map Analysis

■ MAP ANALYSIS

```
IBS MAIN MENU




MAP ANALYSIS
_____

CONTINUE
MESSAGE BOARD          ->
STATUS BOARD           ->



GRID OPTIONS
DISPLAY ICONS
DISPLAY TEXT
DISPLAY LOCATION
DETERMINE AREA
ESTIMATE POPULATION
IDENTIFY MAP ITEM
SUMMARIZE POINT DATA
HIGHLIGHT    DATA
UNHIGHLIGHT DATA
SELECT MAP LAYERS

SET      BASEMAP
RESTORE BASEMAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN
```

MAP ANALYSIS presents this menu of capabilities for displaying maps and obtaining information about the map features.[a]

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

├── *General options*

<-- Switch on (or off) display of map grid.
<-- Switch on (or off) display of icons.[b]
<-- Switch on (or off) text on the maps. [c]
<-- Show long./lat. coordinates picked points.
<-- Show sq. mileage picked/drawn polygon.
<-- Estimate pop. within a chosen area.
<-- Show data about picked map features.
<-- Summarize point data within chosen area.
<-- Highlight a selected kind of map item.
<-- Return highlighted map items to normal.
<-- Choose map features from a list.

<-- Make the current screen the default area.
<-- Cancel zooms, redraw the default area.
<-- View area picked by centerpoint/radius.
<-- Enlarge a portion of the current screen.
<-- Expand the view to show a larger area.
<-- Redraw and clean up the current screen.

(a)   An independent utility program, GEDIT, provides map editing capabilities. GEDIT is documented in the IBS Utilities Guide.

(b)   When chosen, DISPLAY ICONS switches to TURN OFF ICONS at the same position.

(c)   When chosen, DISPLAY TEXT switches to TURN OFF TEXT at the same position.

■ DETERMINE AREA

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

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

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

Your choices are these:

1. Current screen: Determines the area of the current screen.

2. Select existing polygon: Enables you to pick an existing polygon to define the desired region.

3. Draw polygon: Enables you to pick points that define a polygon around the desired region.

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

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

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

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

End of Report: <Return> to continue, M to change destination...

The units of measure in the display can be different, depending upon the default settings for units of measure—english or metric. You can change these settings under **SETUP-JOB ENVIRONMENT-MISCELLANEOUS SETTINGS.**

4. Press M if you want to send the data to another output destination. For example, you can send the on screen information to a printer. Pressing M displays the Output Redirection Menu for your use.

■ DISPLAY ICONS _(TURN OFF ICONS)_

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

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

■ DISPLAY LOCATION

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

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

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

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

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

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

The units of measure in the display can be different, depending upon the default settings for units of measure—english or metric. You can change these settings under **SETUP-JOB ENVIRONMENT-MISCELLANEOUS SETTINGS**.

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

■ DISPLAY TEXT _(TURN OFF TEXT)_

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

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

■ ESTIMATE POPULATION

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

- Census data

- People Locate data

Census data (if present in the site database) comes from static census database map layers chosen using **SELECT MAP LAYERS** in **MAP ANALYSIS**, or **CHANGE DEFAULT LAYERS** in **SETUP**. People Locate data is generated by the People Location (LOCATE) program (see Appendix C). The source of population data accessed within **ESTIMATE POPULATION** depends on the type of population report selected. When you select Estimate Population, the system displays the following menu.

```
        Estimate Population Selection Menu
----------------------------------------------------------------
        0: EXIT
        1: Total population           (Census)
        2: Population by age group    (Census)
        3: Population by facility      (People Locate)
        4: Facility summary            (People Locate)
----------------------------------------------------------------
        Menu Choice (?=Help) ==>
```

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

Note: If the data required for population estimation is not present, the system will display a message similar to the following:

```
        * * * MSG: No population topography selected
                   Press <RETURN> to continue...
```

Your choices are:

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

```
                                        DD-MMM-YYYY HH:MM:SS
       Estimated Population Based on Census Data
       ------------------------------------------------------------
       Map Layer           :   POPULATION
       Population Pattern  :   Weeknight
       Total Population    :   XXXXXX
       ------------------------------------------------------------
                   Press <Return> to continue ...
```

If no population map layer is selected, the program will display the following message:

```
* * * MSG:  No population topography selected
            Press <Return> to continue...
```

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

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

```
                                        DD-MMM-YYYY HH:MM:SS
Estimated Population Based on Census Data
------------------------------------------------------------
Map Layer           :   DEMOGRAPHIC
Population Pattern  :   Weeknight
Total Age   0- 5    :   XXXX
Total Age   6-19    :   XXXX
Total Age  20-64    :   XXXX
Total Age    >65    :   XXXX
Total Population    :   XXXX
------------------------------------------------------------
<Return> to continue ...
```

If no demographic map layer is selected, the program will display the following message:

```
* * * MSG:  No demographic topography selected
            Press <Return> to continue...
```

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

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

```
                                          DD-MMM-YYYY HH:MM:SS
Population by Facility for People Location Database
------------------------------------------------------------
Facility                          Received  Released  Remaining
------------------------------------------------------------
Reception center name               XXXX      XXXX      XXXX
Reception center name               XXXX      XXXX      XXXX
Reception center name               XXXX      XXXX      XXXX
Reception center name               XXXX      XXXX      XXXX
                     •                         •         •        •
                     •                         •         •        •
Total in Facilities               XXXXXXX   XXXXXX    XXXXXX
------------------------------------------------------------
          Press <Return> to continue ...
```

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

```
                                          DD-MMM-YYYY HH:MM:SS
Facility Summary for People Location Database
--------------------------------------------------------------------------
Facility                  Number          Population         Load/Cap (%)
                    (Active) (Total)   (Active) (Total)   (Active) (Total)
--------------------------------------------------------------------------
Shelter               XXX     XXX        XXX      XXX        XXX     XXX
Reception centers     XXX     XXX        XXX      XXX        XXX     XXX
Decontamination centers XXX   XXX        XXX      XXX        XXX     XXX
Hospital              XXX     XXX        XXX      XXX        XXX     XXX
Morgue                XXX     XXX        XXX      XXX        XXX     XXX
Other                 XXX     XXX        XXX      XXX        XXX     XXX

TOTAL:               XXXX    XXXX       XXXX     XXX       XXXXX    XXXX
--------------------------------------------------------------------------
          Press <Return> to continue ...
```

The report lists:

A. The number of total and active facilities.

B. The number of people remaining at active facilities, and combined inactive and active facilities.

C. The percent load (people remaining/facility capacity) for active, and combined inactive and active facilities.

After you make a choice from the Estimate Population Selection Menu, the system displays the following menu.

```
          Select Area of Interest Menu
-----------------------------------------------------
          0: EXIT
          1: Current screen
          2: Select existing polygon
```

```
      3: Draw polygon
-----------------------------------------------
         Menu Choice (?=Help) ==>
```

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

1.   Current screen: Will calculate population for the entire display area.

2.   Select existing polygon: Prompts you to select a polygon from the screen with the cross hairs.

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

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

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

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

After you have selected an area, the system will display or output your choice. The Output Redirection Menu may display, if you have not defined a default output choice as described in *Section 12, Setup*.

■ GRID OPTIONS

This option enables you to superimpose a grid over the current map display. You can select the color of the grid, the line type, and type of units displayed.

EXIT
CURRENT VALUES
GRID TYPE:LONG/LAT D-M-S
LINE STYLE:SOLID
LINE COLOR:
LABEL COLOR:
DISPLAY/ERASE GRID NOW!
TURN ON GRID DISPLAY
USE LONG/LAT DECIMAL DEG GRID
USE LONG/LAT DEG-MiN-SEC GRID
CHANGE LINE STYLE   —>
CHANGE LINE COLOR   —>
CHANGE LABEL COLOR   —>
RESET TO SYSTEM DEFAULTS
GRID TYPE:LONG/LAT D-M-S
LINE STYLE:SOLID
LINE COLOR:
LABEL COLOR:

GRID OPTIONS presents this menu of capabilities for displaying grids. Note that the first menu item **CURRENT VALUES** is simply an onscreen listing of current system settings (which are listed underneath) and will not perform any function if selected.

<-- Display any grid changes.

<-- Turn on/off grid display

<-- Use a decimal degree grid.
<-- Use a degree/minute/second grid.

<-- Shows line style menu.
<-- Shows line color menu.
<-- Shows label color menu.

<-- Return to the system default settings.
<-- The default grid type setting.
<-- The default line style setting.
<-- The default line color setting.
<-- The default label color setting.

Select from the above menu the grid characteristics you want to change.

- Longitude and Latitude Decimal Degree grid
- Longitude and Latitude Degree/Minute/Second grid
- Line Style
- Line Color
- Label Color

After you make changes, you can select **DISPLAY/ERASE GRID NOW!** to display the changes on the screen immediately. If you do not select this option, your changes to the grid will display after you exit this menu.

Selecting **RESET TO SYSTEM DEFAULTS** will reset all the values to the default values used before you made any changes.

Note: If you accidently pick an unreadable combination of colors, you can use Non-Graphic IBS to return to the default colors or pick some other readable combination. See *Appendix B, Non-Graphic IBS* for further instructions.

▉ HIGHLIGHT DATA

HIGHLIGHT DATA enables you to highlight specific types of graphic items (lines, points, icons, etc.) within the map display area. The graphic items must be visible within the display area. **ZOOM IN** or **ZOOM OUT** first, as required, before selecting Highlight Data. (See also—**UNHIGHLIGHT DATA.**)

After you select **HIGHLIGHT DATA**, the system prompts with the following menu:

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

Use one of these two methods to specify which items on the graphics display screen are to be highlighted:

1. Enter attribute description: Prompts you to enter an attribute description:

    `Enter data description ==>`

    Enter any text that describes the feature you are interested in (from 1 to 60 characters). You can enter the entire attribute description (example, NATIONAL FOREST OR GRASSLAND), or only part of the attribute description (FOREST). All attributes that contain the text you entered will be displayed in a menu.

2. List attributes for current screen: Presents a menu of attributes for all data items within the current screen display area.

After using either of the above methods, a menu of the attributes on the screen is presented. An example of such a menu follows:

```
        Attribute Description Menu                                    1/7
-----------------------------------------------------------------------
    0 : EXIT
    1 : BARRICAD
    2 : BLOCK GROUP
    3 : CARS
    4 : COMM EQ
    5 : CONST EQ
    6 : DAY FOR TAIL OF PLUME
    7 : DECONTAMINATION CENTER
-----------------------------------------------------------------------
        Menu Choice (?=Help) ==> _
```

Select an attribute from the menu of attributes. All data with this attribute description are then highlighted. Lines are redrawn as wide lines and the location of points or icons are shown as highlighted white asterisks.

To highlight additional types of data, select **HIGHLIGHT DATA** again. Highlighted areas remain onscreen until you cancel the highlighting or exit IBS. To cancel highlighting, use the **UNHIGHLIGHT DATA** option.

■ IDENTIFY MAP ITEM

IDENTIFY MAP ITEM displays attribute information about a graphic item (or sequence of items) that you pick on the map screen. When you select **IDENTIFY MAP ITEM**, the following prompt appears:

```
* * * MSG: Pick a map item using mouse or crosshair.
```

After you pick an item on the map, attributes for that item are listed as shown in the following example.

```
#   Parm    Description
--  -----   -------------------------------------------------
1)  2000    DISTANCE IN METERS
2)   243    243 TIME IN TENTHS OF MINUTES OF TIP OF PLUME
```

As you continue to pick graphic items, the information about previous items is superseded. Picking Continue or another menu item ends the capability and removes the information from the screen.

■ MAP ZOOM

The zoom capabilities change or affect the size of the region shown in the map display area of the graphics screen. **MAP ZOOM** enables you to specify the center point and radius of an area displayed on the screen. (See also **ZOOM IN, ZOOM OUT, SET BASEMAP, RESTORE BASEMAP.**)

MAP ZOOM prompts you to define the center in one of three ways:

```
        Selection of Map Center Menu
-------------------------------------------------------
    0 : EXIT
    1 : Point to center with crosshair
    2 : Enter longitude and latitude values
    3 : Use current screen center
    4 : Select Known Point as center
-------------------------------------------------------
        Menu Choice (?=Help) ==> _
```

Your choices are:

1. Point to center with crosshair: Enables you to point to the location that you wish to be screen center. The system prompts:

    ```
    * * * MSG: Use the crosshair to pick center of new display
    ```

    ```
    Enter the radius (in Miles) [  15.0000006] ==>
    ```

    You can accept the default radius displayed in the square brackets, or enter a new radius at the = = > prompt. Press the Return key.

2.   Enter longitude and latitude values: Enables you to enter specific longitude and latitude values. The system prompts:

```
Enter Longitude in either Decimal DDD.DDDDD or Minute/Second
DDD,MMM,SS form ==>
Enter Latitude in either Decimal DDD.DDDDD or Minute/Second
DDD,MMM,SS form  ==>
```

3.   Use current screen center: Enables you to use the current center point of the screen. The system displays the following prompt.

```
Enter the radius (in Miles) [  15.0000006] ==>
```

You can accept the default radius displayed in the square brackets, or enter a new radius at the = = > prompt. Press the Return key.

4.   Select Known Point as center: Enables you to enter a known point name and use that as the center point of the zoom. The system displays the following menu:

```
        Known Point Selection method menu
---------------------------------------------------------
    0 : EXIT
    1 : Type in Known Point name
    2 : Select Known Point name from a list
    3 : Type in long/lat coordinates
---------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select a method for selecting a known point. See *Section 6, Resource Management* for more information about working with known points.

In all of these cases, after you select a zoom center point, you are then prompted for the desired radius:

```
Enter the radius (in miles) [  15.0000000] ==>
```

You can accept the default radius displayed in the square brackets, or enter a new radius at the = = > prompt. Press the Return key.

When you have entered all required information, the map screen is redrawn with the center and radius as you have specified.

Note: If you use a known point as the center of your map zoom, the known point may not be displayed on the screen.

■ REFRESH SCREEN

REFRESH SCREEN redraws the current map display screen. This may be needed after text or graphic items have been erased, redrawn, or overdrawn: these operations sometimes create "holes" in the displayed data.

■ RESTORE BASEMAP

RESTORE BASEMAP enables you to refresh the display and restore the original extents of the map to the area displayed before any zoom operations. However, if you have used **SET BASEMAP**, then **RESTORE BASEMAP** resets the display size to the area that was displayed when **SET BASEMAP** was last picked.

■ SELECT MAP LAYERS

```
IBS MAIN MENU
 MAP ANALYSIS



SELECT MAP LAYERS
_____


FORWARD
BACKWARD

MAP LAYER 1
MAP LAYER 2
  .
  .
  .
MAP LAYER n
```

SELECT MAP LAYERS produces this submenu, which lists the different groups of map features (layers) available for display in the map database. The currently displayed map layers are already selected (listed in a different color than your default color) when you first see this menu.

You can select additional map layers for temporary display or cancel some of those already selected. When you exit this menu, the selected map layers are drawn on the map screen and remain for the rest of your work session unless you change them again here.

Note: As soon as you exit Map Analysis and redraw the screen, default map layers defined in **SETUP** will supersede any map layers you alter in **MAP ANALYSIS**.

Not all map layers than can be shown on a single menu. Use the **FORWARD** and **BACKWARD** options to display other pages of the map layer list:

● **FORWARD** shows the next page of map layers. When you reach the end of the list, the next **FORWARD** returns you to the first page.

● **BACKWARD** shows the previous page of map layers. When you reach the first page of the list, the next **BACKWARD** sends you to the last page.

■ SET BASEMAP

This enables you to reset the *base map*—the default display area for this session—to be the area currently displayed on the screen. If you later use **RESTORE BASEMAP**, the display is redrawn to show this default display area.

■ SUMMARIZE POINT DATA

SUMMARIZE POINT DATA produces a summary of information about the point data within a defined area.

The program prompts you to define the area in one of three ways:

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

Your choices are these:

1. Current area: Produces summary information for all point data within the current screen map area.

2. Select existing polygon: Enables you to choose an existing polygon to define the desired area.

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

4. Select point: Prompts you to select a point with the cross hairs or mouse. You can use the **HIGHLIGHT DATA** command to make the point easier to see before selecting it with the **SUMMARIZE POINT DATA** command. If you select this option, the following message displays.

    ```
    * * * MSG: Pick a data point using mouse or crosshair
    ```

After you have selected an area, the following menu displays.

```
        List Attribute Description Menu
-----------------------------------------------------
        0: EXIT
        1: List attributes for selected area
        2: Enter attribute description
-----------------------------------------------------
        Choice (?=Help) ==>
```

Use one of these two methods to specify which attributes from the selected area are to be displayed.

1.   List attributes for selected area: Presents a list of attributes for all data items within the previously selected area.

```
        Select Attribute Description Menu
--------------------------------------------------------
    0 : EXIT
    1 : CEMETERY
    2 : FLOWING WELL
    3 : MINE
    4 : MINE SHAFT
    5 : MINE TUNNEL
--------------------------------------------------------
        Choice ==> _
```

Each description is associated with one or more point(s) on the screen. Enter the index number that corresponds to the data that you want summarized.

2.   Enter attribute description: The system prompts you to enter an attribute description:

```
Enter data description ==> _
```

Enter any text (from 1 to 60 characters). You can enter the entire attribute description (example, NATIONAL FOREST OR GRASSLAND), or only part of the attribute description (FOREST). All attribute descriptions that match the entered text and are within the selected area of interest are listed.

After you have selected an attribute, the IBS summarizes information for all point data within the selected area which have that attribute. For example:

```
                                          DD-MMM-YYYY HH:MM:SS
Point Data Summary for Selected Area
Description: DAY FOR TAIL OF PLUME
--------------------------------------------------------------------
                    Attribute Parameter Statistics

# of Points        Sum        Minimum        Maximum        Average
--------------------------------------------------------------------
    12             130           3             21             11
--------------------------------------------------------------------
   Press <RETURN> to continue...
```

The point data summary includes:

- The number of *points with the selected attribute*

- The SUM, MINIMUM, MAXIMUM, and AVERAGE of the attribute parameter values associated with those points.

■ TURN OFF ICONS *(DISPLAY ICONS)*

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

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

■ TURN OFF TEXT *(DISPLAY TEXT)*

TURN OFF TEXT enables you to cancel the display of text on the screen. Select **REFRESH SCREEN** after selecting **TURN OFF TEXT** to complete the removal of text from the screen.

When you select **TURN OFF TEXT**, the menu item switches to **DISPLAY TEXT**. **DISPLAY TEXT** immediately redraws the text on the map screen.

■ UNHIGHLIGHT DATA

UNHIGHLIGHT DATA can be used to cancel the effect of **HIGHLIGHT DATA**, which highlights all instances of a particular type of map item. **UNHIGHLIGHT DATA** returns one type of highlighted map item to normal.

After you select **UNHIGHLIGHT DATA**, the system prompts you with the following menu:

```
        UnHighlight Data Menu
------------------------------------------------
    0 : EXIT
    1 : Enter attribute description
    2 : List all highlighted attributes
    3 : UnHighlight all Highlighted items
------------------------------------------------
        Choice (?=Help) ==> _
```

Use one of these three methods to specify which items on the graphics display screen are to be unhighlighted:

1. Enter attribute description: Prompts you to enter a data attribute description:

    Enter data description ==> _

    Enter any text (from 1 to 60 characters). You can enter the entire attribute description (example, NATIONAL FOREST OR GRASSLAND), or only part of the attribute description (FOREST). All highlighted attribute descriptions that match the entered text are listed.

2. List all highlighted attributes: Presents a list of attributes which are currently highlighted.

3. Unhighlight all highlighted items: Selecting this menu item unhighlights all of the data which is currently highlighted.

After selecting a method, a listing of the highlighted attributes (which match the input description, if the user entered an attribute description) is presented. An example of such a listing follows:

```
        Highlighted Attribute Description Menu                        1/1
--------------------------------------------------------------------------
        0 : EXIT
        1 : EMERGENCY PLANNING ZONE BOUNDARY
        2 : INDIAN RESERVATION
        3 : NATIONAL FOREST OR GRASSLAND
        4 : NATIONAL SCENIC WATERWAY OR WILDERNESS AREA
        5 : SHELTER
--------------------------------------------------------------------------
        Choice (?=Help) ==> _
```

Select an attribute from the list of attributes. All data with this attribute
description are then unhighlighted and returned to normal.

To unhighlight additional types of data, select **UNHIGHLIGHT DATA** again.

Restoring map items to their original appearance with **UNHIGHLIGHT DATA** may
produce graphic fragments where the map items are redrawn. If this happens, pick
REFRESH SCREEN to clean up the screen.

ZOOM IN

ZOOM IN enables you to enlarge a square portion of the current display screen.
(See also **MAP ZOOM**.)

The program prompts:

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

1.   Position the graphics cursor (cross hairs) on the center of the area you want
      to zoom in and press the Return key.

2.   Position the graphics cursor on the edge of the zoom region and press the
      Return key.

      A square zoom in box is drawn by the system, indicating the zoom in area.
      The screen is refreshed, and the zoom in area is expanded to fit the entire
      map graphics area.

■ ZOOM OUT

ZOOM OUT enables you to view a larger area of interest on the screen. (See also **MAP ZOOM.**)

The program prompts:

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

1. Position the graphics cursor (cross hairs) on the center of the area you want to zoom out and press the Return key.

2. Position the graphics cursor on the edge of the zoom out region and press the Return key.

    A square zoom out box is drawn by the system, indicating the zoom out area. The screen is refreshed, and the previous map display area is compressed and redrawn within the zoom out box area. The zoom out box area is centered in the new map display screen.

Section 6
Resource Management

■ RESOURCE MANAGEMENT

```
IBS MAIN MENU



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

ADD          FACILITIES
MODIFY       FACILITIES
DELETE       FACILITIES
LIST         FACILITIES
DESCRIBE     FACILITIES
HIGHLIGHT    FACILITIES
SUMMARIZE    FACILITIES

SWITCH TO RESOURCES        ->
ZOOM IN
ZOOM OUT
REFRESH SCREEN
```

RESOURCE MANAGEMENT displays two alternating pages of capabilities for managing the resources and facilities (materials, equipment, and capabilities) needed before, during, and after an event. This is an example of the Facilities page.

—— General options

<— Add a new facility to the database.
<— Modify facility information.
<— Delete a facility from the database.
<— Print a listing of current facilities.
<— Show facility information & resources.
<— Resource descriptions based on facilities.
<— Summary on screen of facilities.

<— Toggle to Resources page.
<— Enlarge a portion of the current screen.
<— Expand the view to show a larger area.
<— Redraw (and clean up) the current screen.

The locations of resources and facilities are depicted by graphic icons. Each of these *resource and facility icons* represents a major *resource type*. Each facility can include any number of unique resources. Thus, a facility icon often depicts the location of one or more individual resources within one resource type.

This is an example of the Resources page.

```
┌─────────────────────────────────────┐
│ IBS MAIN MENU                        │
│                                      │
│                                      │
│ RESOURCE MANAGEMENT                  │
│ ──────────────────────────────────  │
│                                      │
│ CONTINUE                             │
│ MESSAGE BOARD           ─>           │
│ STATUS BOARD            ─>           │
│ PERSONNEL MANAGEMENT    ─>           │
│ MAP ANALYSIS            ─>           │
│                                      │
│ DEFINE        RESOURCES              │
│ ASSIGN        RESOURCES              │
│ MODIFY        RESOURCES              │
│ MOVE          RESOURCES              │
│ DELETE        RESOURCES              │
│ LIST          RESOURCES              │
│ DESCRIBE      RESOURCES              │
│ SUMMARIZE     RESOURCES              │
│ ENABLE        RESOURCES              │
│ DISABLE       RESOURCES              │
│                                      │
│                                      │
│ SWITCH TO FACILITIES    ─>           │
│ ZOOM IN                              │
│ ZOOM OUT                             │
│ REFRESH SCREEN                       │
└─────────────────────────────────────┘
```

General options

<-- Define a new resource.
<-- Assign resources to a facility.
<-- Modify resource information.
<-- Move resources to another facility.
<-- Delete a resource from the database.
<-- Print a listing of current resources.
<-- Show information about a resource.
<-- Summary on screen of resources in an area.
<-- Turn on selected resource icons.
<-- Remove selected resource icons from screen.

<-- Toggle to Facilities page.
<-- Enlarge a portion of the current screen.
<-- Expand the view to show a larger area.
<-- Redraw (and clean up) the current screen.

Facility icons that graphically depict the locations of facilities are automatically displayed when you start **RESOURCE MANAGEMENT**. Each facility can have up to 60 resource types associated with it. All IBS users can view facility information and list the resources located at the facilities. Information Managers can also define resources, define facility locations, assign quantities of resources at facilities, update this information in the resource database, and check (validate) the available resources against the resources required by the current Implementing Procedure.

The **RESOURCE MANAGEMENT** menu options are described in *alphabetical order* within two general categories:
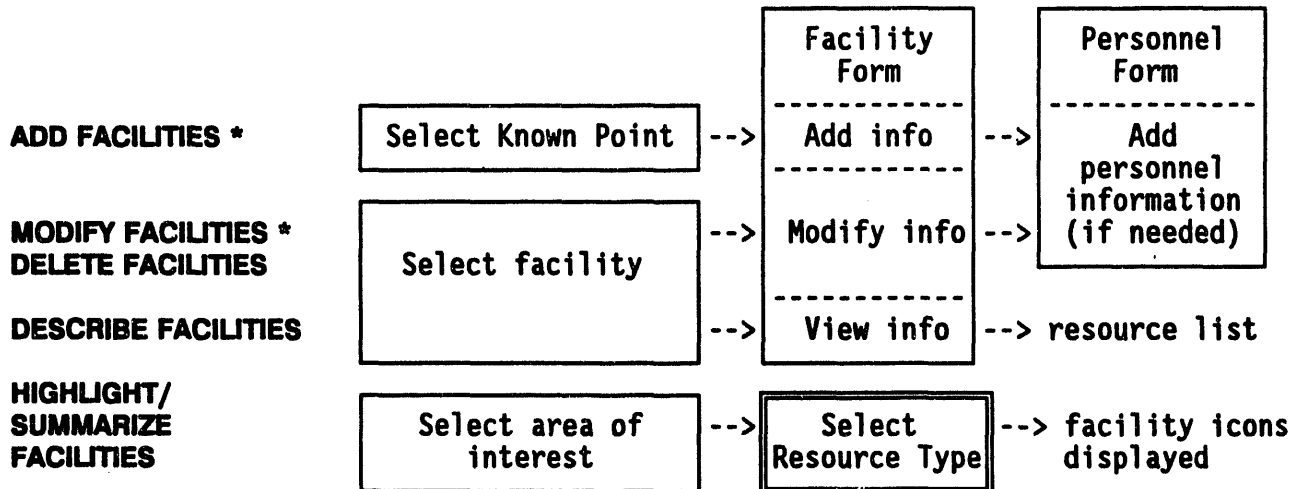
●   *Facility Tasks*

• *Resource Tasks*

REFRESH SCREEN and ZOOM IN/OUT are explained as options of MAP ANALYSIS in *Section 5*.

Facility Tasks

The tasks of adding a new facility, updating facility information, and viewing information about a facility share some procedures in common. The following figure illustrates these common elements:

```
                                                   ┌───────────┐    ┌─────────────┐
                                                   │ Facility  │    │ Personnel   │
                                                   │   Form    │    │   Form      │
                                                   │ --------- │    │ ----------- │
ADD FACILITIES *      ┌──────────────────┐  -->    │ Add info  │ -->│    Add      │
                      │ Select Known Point│        │ --------- │    │ personnel   │
                      └──────────────────┘         │           │    │ information │
MODIFY FACILITIES *   ┌──────────────────┐  -->    │Modify info│ -->│ (if needed) │
DELETE FACILITIES     │  Select facility  │        │           │    └─────────────┘
                      │                  │         │ --------- │
DESCRIBE FACILITIES   │                  │  -->    │ View info │ --> resource list
                      └──────────────────┘         └───────────┘

HIGHLIGHT/            ┌──────────────────┐  -->    ┌───────────┐ --> facility icons
SUMMARIZE            │ Select area of    │         │  Select   │      displayed
FACILITIES           │    interest       │         │Resource Type│
                      └──────────────────┘         └───────────┘
```

• Three options (ADD FACILITIES, MODIFY FACILITIES, and DESCRIBE FACILITIES) present facility information in the same *facility form*. (See ADD FACILITIES for a complete description of this information form.)

• MODIFY FACILITIES and DESCRIBE FACILITIES allow you to first select which facility to modify or describe. **Selecting a Facility** is explained as an independent facility task.

• ADD FACILITIES and MODIFY FACILITIES can involve the use of a *personnel form* for entering the information about the facility contact person into the personnel database.

• HIGHLIGHT FACILITIES is used to highlight (flash) the icons of facilities that contain resources of a selected type. **Selecting a Resource Type** is explained as an independent *resource task*.

■ ADD FACILITIES*

This option enables an Information Manager to add a new facility. Adding a
facility consists of 1) specifying a facility location, 2) entering a facility description,
and 3) entering personnel information about the facility contact person (if
necessary).

1. Specify a Facility (Known Point) Location

The system displays the following menu

```
        Known Point Selection Method menu
--------------------------------------------------------
     0 : EXIT
     1 : Type in Known Point name
     2 : Select Known Point name from a list
     3 : Type in long/lat coordinates
     4 : Use mouse to select Known Point
--------------------------------------------------------
            Menu Choice (?=Help) ==>
```

Use the Known Point Selection Method menu to choose the method you want to
use to select a known point. For example, if you select Option 4 : Use mouse to
select Known Point, the following message will display.

```
* * * MSG: Select Known Point location w/mouse
```

If you select a point near an existing facility, the system will display a message
similar to the following example.

```
<facility name>
located at      xxx.xxxxxxxxx  ,  xxx.xxxxxxxxx
Use new point  xxx.xxxxxxxxx  ,  xxx.xxxxxxxxx
anyway? [N] =r>
```

If you select a point with no preexisting facility, the system displays a message
similar to the following example.

```
* * * MSG: No Known Point @: -112.6025 (latitude)  40.4348
(longitude)
Do you want to create it? [N] ==>
```

If you enter a Y for yes at the prompt, the system displays the following prompt.

```
Enter new Known Point name ==>
```

You can enter the name (up to 40 characters) of a point location. After you enter the new known point name, the system displays the Resource Management Facility Form as shown in 2. Enter a Facility Description.

2. Enter a Facility Description

After specifying the facility location, enter facility information in the following *facility form* (also used for **DESCRIBE FACILITIES** and **MODIFY FACILITIES**).

```
Resource Management                               Facility Form V2.01
-------------------------------------------------------------------------
    Longitude    :  (display only)
    Latitude     :  (display only)
    Facility     :  (KNOWN POINT NAME--display only)
    Type (Icon)  :  _____
    Address      :  _____
    City         :  _____    State : __   ZIP : _____

    Contact Name:  (last name)_____  (first name) _ (middle initial)
    Phone        :  (office phone)
    Agency       :  _____         Position    :  _____
       (full agency name)_____

    Mutual Aid?  :  N     Agreement # :  _____
                                         Active?      :  _
    Capacity     :  _____           Received     :  (display only)
    Cur Load     :  (display only)   Released     :  (display only)
```

The location coordinates, facility name, current load, received and released information are for display only. Enter the following information on this form:

● **Type (Icon):** the name of the icon associated with this facility.
   This field has some special features to help you:

   <u>Enter this:</u>   <u>To get this result:</u>
   ??   a numbered list of all possible icon names:

```
                   #    Facility Types
                   ----  -----------------------
                     1 : AIRP
                     2 : CHURCH
                     3 : COMMUNICATIONS FACILITY
                     4 : DAM
                     5 : DECONT CENTER
                   -------------------------------
                   More...
```

Press RETURN to display more icon names,
or   CTRL-Z to exit this list.

?*xxx*   a numbered list of all icon names starting with *xxx*

?**xxx*   a numbered list of all icon names containing *xxx*

>*icon number*   icon name automatically entered in the Type field

- **Address/City/State/ZIP**: the complete mailing address of the facility, including ZIP code

- **Contact Name**: the name of the contact person for this facility. If the contact person is already in the current personnel database, the rest of the contact fields are prefilled. If the contact person is NOT in the current CSEPP personnel database, the system informs you that you need to supply additional personnel information for the CSEPP personnel database:

  * * * MSG: Name not in personnel database

- **Phone**: the contact person's *office phone number*

- **Agency**: the *agency code* (an acronym, up to five characters) and the full *agency name* with which the contact person is affiliated

- **Position**: the contact person's job position

- **Mutual Aid?**: Y or N--Is there a mutual aid agreement in force?

- **Agreement #**: the mutual aid agreement number (if agreement exists)

- **Capacity**: the number of people this facility can hold (if the facility is a shelter or care facility)

When you finish and exit this form, you will return to the Known Points Selection method menu, where you can continue to add facilities.

3. Enter Personnel Information about the Facility Contact Person

If the contact person is not in the personnel database, the following message will display after you finish entering information in the Facilities Form.

* * * MSG: Need to add a personnel record
         Press <RETURN> to continue...

To modify the personnel file, press RETURN to continue and then complete the personnel information on the following screen form. The Person Name and Office Phone are taken from the facility form. When you exit this personnel form, you will return to the Known Points Selection method menu, where you can continue to add facilities.

```
Resource Management    MM/DD/YY   hh:mm:ss           Personnel Form V2.06

-----------------------------------------------------------------------
    Person Name :   (last name)          (first name) _ (middle initial)
    Address     :   _____
    City        :   _____   Status  Position
    State       :   __                        -     _____
    ZIP         :   _____                   -     _____
    Available?  :   _                         -     _____
    Agency      :   _____                     -     _____
       (full agency name)
                                            Day   Start hr   End hr
    Office    Phone :  _____            ---   --------   ------
    Home      Phone :  _____            Sun    __:__      __:__
    Beeper    Phone :  _____            Mon    __:__      __:__
    Emergency Phone :  _____            Tue    __:__      __:__
                                            Wed    __:__      __:__
                                            Thu    __:__      __:__
                                            Fri    __:__      __:__
                                            Sat    __:__      __:__
```

▮ DELETE FACILITIES*

This option enables an Information Manager to delete a selected facility. The system displays the Facility Selection Method menu. You can use this menu to select facilities to delete.

```
           Facility Selection method menu
-------------------------------------- ----------------
      0 : EXIT
      1 : Type in Facility name
      2 : Select Facility name from a list
      3 : Type in long/lat coordinates
      4 : Use mouse to select Facility
-----------------------------------------------------
           Menu Choice (?=Help) ==>  _
```

When you have selected a facility, the system displays the Facility Form associated with that icon for you to check.

```
Resource Management                              Facility Form V2.01
-----------------------------------------------------------------------
    Longitude    :   -112.6025
    Latitude     :     40.434
    Facility     :   RED CROSS
    Type (Icon)  :   SHELTER
    Address      :   123 N. BLUESTAR ST
    City         :   ANYTOWN              State : UT   ZIP : 67854

    Contact Name:   JADWIN          THOMAS      S (Last, First, MI)
    Phone        :   555-1234
    Agency       :   RDCR            Position   : SHELTER ADMIN.
       RED CROSS OF UTAH

    Mutual Aid?  :   N     Agreement # :   _____
                                        Active?      :  N
    Capacity     :   _____            Received     :  (display only)
    Cur Load     :   (display only)    Released     :  (display only)

Delete this facility? [N] ==>
```

If you are certain this is the facility you want to delete, type a Y at the Delete this facility? prompt and press the Return key. The system then returns the screen to the Facility Selection Method menu. Using this method, you can delete as many facilities as you want.

Exit the Modify Facilities function by selecting 0: EXIT from the menu.

▦ DESCRIBE FACILITIES

This option displays the description of a selected facility and gives you the option of listing the resources of the facility. The system displays the Facility Selection Method menu.

```
            Facility Selection method menu
        --------------------------------------------
        0 : EXIT
        1 : Type in Facility name
        2 : Select Facility name from a list
        3 : Type in long/lat coordinates
        4 : Use mouse to select Facility
        --------------------------------------------
            Menu Choice (?=Help) ==>
```

Use one of these four methods to select a facility, as described under the heading **Selecting a Facility.**

After you have selected a facility, the Facility Form displays, as shown in the following example. All fields are for display only.

```
┌─────────────────────────────────────────────────────────────────────┐
│ Resource Management                               Facility Form V.2.01│
│ --------------------------------------------------------------------- │
│    Longitude    :  -111.7028198242                                    │
│    Latitude     :    40.6703453064                                    │
│    Facility     :  FIRE STATION #12                                   │
│    Type (Icon)  :  FIRE STATION                                       │
│    Address      :  2121 SOUTH ARBOR ST                                │
│    City         :  RICHLAND             State : WA   ZIP : 99352       │
│                                                                       │
│    Contact Name:  MONTAG            RAYMOND        B                   │
│    Phone        :  555-1234 (office)                                  │
│    Agency       :  RFD              Position    : FIRE FIGHTER 1       │
│       RICHLAND CITY FIRE DEPARTMENT                                    │
│                                                                       │
│    Mutual Aid? :  N     Agreement # :  _____               │
│                                        Active?     :  Y               │
│    Capacity    :      14               Received    :      0           │
│    Cur Load    :       0               Released    :      0           │
│ --------------------------------------------------------------------- │
│   View the facility's resources? [Y] ==>                              │
└─────────────────────────────────────────────────────────────────────┘
```

To view the resources at that facility, type Y or press the Return key. The resources are then listed in alphabetical order by resource type:

```
Res Type      Quant Unit      Description


===============================================================================
    FOOD            20 BOX        MEALS READY TO EAT
    MEDIC EQ        120 UNIT       FIRST AID KIT (LG)
    WATER         30 GAL       PURIFIED WATER FOR DRINKING
    •                • •           •


===============================================================================
    Press <Return> to continue...
```

■ HIGHLIGHT FACILITIES

This option enables you to highlight *facility icons* that show the locations of certain resources within a specified area of interest. This involves 1) specifying an area of interest and 2) selecting the resource(s) to be noted at facilities within that area. The facilities that have the selected resources in that area then flash until you choose another menu option.

1. Specify an Area of Interest

The system prompts:

```
        Resource area of interest menu
----------------------------------------------------
    0 : EXIT
    1 : Select an area
    2 : Define an area
    3 : Delete an area
    4 : Entire screen
      5 : Current area

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

Use one of these methods to identify the area of interest:

1. Select an area: Prompts you to select an existing area by picking a polygon. For example, you could pick the outer polygon of the D2 model track output.

2. Define an area: Prompts you to define an area by drawing a polygon around the desired area.

    When you pick **CONTINUE** to finish the last side of the polygon, the polygon lines are redrawn in white. The polygon remains on the screen until you use the Delete an Area option to erase it, or you exit Resource Management.

3. Delete an area: Prompts you to pick a polygon to be deleted from the area of interest. The polygon must be one that you have drawn by using the Define an Area option.

    When you pick **CONTINUE** to confirm the deletion, the polygon is erased (redrawn in the background color). You may need to use **REFRESH SCREEN**.

4. Entire screen: Uses the entire current map area as the area of interest.

5. Current area: Uses the current polygon you picked using option 1: Select an area. This option only displays after you have selected a polygon by using option 1: Select an area.

After you have specified the area, the subsequent selection of facilities by resource then applies only to facilities in that area.

2. Select Which Resources to Locate

The system displays the Resource Description Selection method menu.

```
        Resource Descr Selection method menu
--------------------------------------------------------
    0 : EXIT
    1 : Type in Resource Description
    2 : Select Resource Descr from list
    3 : All resource descriptions
    4 : No resource descriptions
    5 : Boolean expression
--------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Use one of the following five methods to identify individual resources.

1. Type in Resource Description: Type in the name of a resource.

2. Select Resource Description from list: Displays the Resources Descriptions list.

3. All resource descriptions: Select any facilities with resources.

4. No resource descriptions: Unselect all selected (blinking) facilities.

5. Boolean expression: Presents a numbered list of resources (as in number 2) and prompts you for an expression that defines a *set* of resources:

    ```
    Enter expression ==> 1,3
    ```

If you enter	Then facility icons flash for...
1	all facilities with resource 1
1,7,5	all facilities with resources 1 or 7 or 5

    The system will then highlight any resources matching the selected description. The Resource Descr Selection method menu continues to display. Continue to select resources.

6. When you have finished selecting resources, select 0: EXIT to return to the Resource area of interest menu.

7. Select 0: EXIT to return to the Resource Management menu.

∎ MODIFY FACILITIES*

This option enables an Information Manager to modify facility information.
Updating a facility consists of 1) deciding whether to update the facility itself
(address, contact name), or 2) the known point of the facility (name and location).

The system will display the Facility Modification menu.

```
        Facility Modification menu
-----------------------------------------------
    0 : EXIT
    1 : Modify Facility
    2 : Modify Known Point
-----------------------------------------------
        Menu Choice (?=Help) ==>
```

Updating the facility consists of: 1) selecting a facility and 2) modifying the facility
description.

Updating a known point consists of: 1) selecting a known point and 2) modifying
either the location or the name.

1. Select a Facility

The Facility Selection method menu displays. For details on using this menu, see
the heading Selecting a Facility.

```
        Facility Selection method menu
-----------------------------------------------
    0 : EXIT
    1 : Type in Facility name
    2 : Select Facility name from a list
    3 : Type in long/lat coordinates
    4 : Use mouse to select Facility
-----------------------------------------------
        Menu Choice (?=Help) ==> _
```

2. Modify the Facility Description

The facility form description of the selected facility is then presented for updating
(for details on using or updating the form, see ADD FACILITIES, Entering a Facility
Description).

```
┌─────────────────────────────────────────────────────────────────────┐
│ Resource Management                          Facility Form V2.01      │
│ ----------------------------------------------------------------------│
│    Longitude   :   (display only)                                     │
│    Latitude    :   (display only)                                     │
│    Facility    :   (KNOWN POINT NAME--display only)                   │
│    Type (Icon) : _____                          │
│    Address     : _____                          │
│    City        : _____        State : __   ZIP : _____ │
│                                                                        │
│    Contact Name:  (last name)         (first name) _ (middle initial) │
│    Phone       :  (office phone)                                      │
│    Agency      :  _____        Position    : _____       │
│       (full agency name)                                              │
│                                                                        │
│    Mutual Aid? :  N    Agreement # :  _____                 │
│                                        Active?      :  _               │
│    Capacity    :  _____              Received     :  (display only)  │
│    Cur Load    :  (display only)       Released     :  (display only)  │
└─────────────────────────────────────────────────────────────────────┘
```

When you exit the facility form, the screen returns to the Facility Selection method menu, where you can choose another facility for modification.

Exit the Modify Facilities function by selecting 0: EXIT from the menu.

1. Select a Known Point

The Known Point menu displays. This menu works the same as the Facility Selection method menu described above. The only difference is that there can be known points with no associated facility that can be selected with this menu.

```
        Known Point Selection method menu
--------------------------------------------------
    0 : EXIT
    1 : Type in Known Point name
    2 : Select Known Point name from a list
    3 : Type in long/lat coordinates
    4 : Use mouse to select Known Point
--------------------------------------------------
        Menu Choice (?=Help) ==>
```

2. Modify the Known Point Location or Name

The Known Point name will display in a prompt similar to the following example.

```
Known Point: HIGH SCHOOL
Modify the Known Point location? [Y] ==>
```

Press the Return key (Yes) to modify the location. You will be prompted to select a new location for the Known Point with the mouse (or joydisk). After you select the new location, the facility will be moved.

If you enter N (No) at the prompt you can then modify the Known Point name. The following warning prompt will display.

```
*****************************
        W A R N I N G !
*****************************

This allows you to change a known point name.
Any IP which uses this location WILL BE INVALIDATED!

Are you really sure you want to change the known point name?

(Y/N) ==>
```

You can corrupt a lot of data if you change a Known Point name. Be sure of the consequences before you commit to the change.

If you choose to continue, the following prompts will display.

```
Known Point: HIGH SCHOOL
Enter new Known Point name: ==>
```

Type in the new name at the prompt and press the Return key to change the name.

```
Known Point: HIGH SCHOOL
Enter new Known Point name: ==> GRADE SCHOOL
```

Selecting a Facility

The following **RESOURCE MANAGEMENT** menu options require you to select a particular facility:

- MODIFY FACILITIES
- DELETE FACILITIES
- DESCRIBE FACILITIES
- ASSIGN RESOURCES
- DELETE RESOURCES
- DESCRIBE RESOURCES
- MOVE RESOURCES

In each case, the general sequence for selecting a facility is the same. The system displays the following menu:

```
          Facility Selection method menu
-----------------------------------------------------
    0 : EXIT
    1 : Type in Facility name
    2 : Select Facility name from a list
    3 : Type in long/lat coordinates
    4 : Use mouse to select Facility
-----------------------------------------------------
          Menu Choice (?=Help) ==> _
```

Select one of these four methods to identify the facility:

1. Type in Facility name: Prompts you to enter the name of an existing facility. For example:

```
    Enter Facility name ==>  FIRE STATION #3
```

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

```
          Facility Names
    ------------------------------
    0 : EXIT
    1 : BLOOD BANK
    2 : FIRE STATION #3
    3 : POLICE HQ
    ------------------------------
          Menu Choice (?=Help) ==> _
```

Enter the facility's number, or exit.

3. Type in long/lat coordinates: Prompts you for the longitude and then the latitude coordinates of the facility location.

```
Enter longitude in either Decimal DDD.DDDDD or Minute/Second
DDD,MM,SS form. ==> -112.796
```

```
Enter latitude in either Decimal DDD.DDDDD or Minute/Second
DDD,MM,SS form.  ==> 40.507
```

4. Use mouse to select Facility: Enables you to pick a facility icon on the screen by using the cross hairs.

The selected facility is then used in completing the current operation.

Resource Tasks

The following figure illustrates that many of the resource tasks share common procedural elements:

DEFINE RESOURCES | *Resource Form* |

ASSIGN RESOURCES | Select facility | --> | *Resource Form* |

MODIFY RESOURCES
DELETE RESOURCES | Select resource (at a facility) | --> | *Resource Form* |

MOVE RESOURCES | Select resource (at a facility) | --> | *Resource Form & Amt to move* | -> | Select (2nd) facility |

DESCRIBE RESOURCES | Select facility | --> | Select Resource Type | --> *resource list*

SUMMARIZE RESOURCES | Select area of interest | --> | Select Resource Type | --> *resource list*

ENABLE RESOURCES   -------------------> | Select Resource Type | --> resource icons displayed

HIGHLIGHT FACILITIES | Select area of interest | --> | Select Resource Type | --> facility icons displayed

- The Information Manager tasks—**DEFINE RESOURCES, ASSIGN RESOURCES, MODIFY RESOURCES, DELETE RESOURCES,** and **MOVE RESOURCES**--present facility information in the same *resource form*. (See **Resource Form Use** for a summary description of how to use this information form.)

- **Selecting a Resource** is explained independently as a *resource task*.

- **Selecting a Resource Type** is explained independently as a *resource task*.)

- **Selecting a Facility** is explained independently as a *facility task*.

- Note that **HIGHLIGHT FACILITIES** is a *facility task* that relates to locating resources.

∎ ASSIGN RESOURCES*

This option enables an Information Manager to assign a quantity of a resource to a specific facility. (The resource type and description must have been already defined with **DEFINE RESOURCES**.) Assigning resources consists of 1) selecting the facility where the resource is to be assigned and 2) entering the resource information.

1. Select a Facility

The Facility Selection method menu will display.

```
        Facility Selection method menu
------------------------------------------------
   0 : EXIT
   1 : Type in Facility name
   2 : Select Facility name from a list
   3 : Type in long/lat coordinates
   4 : Use mouse to select Facility
------------------------------------------------
        Menu Choice (?=Help) ==>
```

Use one of these four methods to select a facility, as described under the heading Selecting a Facility.

After you have selected a facility, the Resource Form displays, as shown in the following example.

2. Enter the Resource Information

After selecting the facility, enter resource information in the Resource Management Resource Form.

```
Resource Management                              Resource Form V2.03
-----------------------------------------------------------------------

                                        Operation : ASSIGN
                        -------------------------------------------
   Location    :  (facility name)
                        -------------------------------------------
   Type        :  _____
   Description :  _____
   Units       :  _____ (display only)
   Quantity    :  _____

   Date/Time   :  DD-MM-YYYY hh:mm
-----------------------------------------------------------------------
```

The Operation, Location, and Units fields are automatically filled and cannot be modified.

Enter the following information on this form. (For details on special entry features, see **Resource Form Use** under the heading *Resource Tasks*.)

- **Type:** the general type of resource (or ?? to see a list of resource types)

  This must be a defined resource type or the system ignores your input.

- **Description:** the name of a specific resource of the selected Type (or ?? to see a list of resource descriptions)

  If you enter a resource description that is NOT defined for the entered resource type, the system ignores your input.

- **Quantity:** a number of units greater than zero.

- **Date/Time:** the date and time at which the resource was assigned.

When you approve the information and exit the form with **GOLD-Z**, the screen returns to the Facility Selection method menu, where you can choose another facility for assigning resources.

■ DEFINE RESOURCES*

This option enables an Information Manager to define individual resources within general resource types. The defined resources can then be assigned in various quantities to facilities. A resource is defined by its

- *Type*

- *Description*

- *Units* of measure

These fields are in the following *resource form*. (For details, see **Resource Form Use** under the heading *Resource Tasks*.)

```
Resource Management                                    Resource Form V2.03
----------------------------------------------------------------------------
                                                Operation : DEFINE
                         --------------------------------------------------
   Location      :  (not used)
                         --------------------------------------------------
   Type          :  _____
   Description   :  _____
   Units         :  _____
   Quantity      :  (not used)

   Date/Time     :  DD-MM-YYYY hh:mm
----------------------------------------------------------------------------
```

The Operation field is automatically filled in. The Location and Quantity fields do not apply to resource definition.

Enter the following information on this form:

- **Type:** the general type of resource (up to eight characters) or ?? to see a list of resource types. This type of help list is similar to the following example.

```
   #      Resource Type
 ----     --------------
    1  :  1ST AID
    2  :  BARRICADE
    3  :  CARS
    4  :  COMM EQ
    5  :  FOOD
 ----     --------------
More...
```

- **Description:** a unique description (up to 32 characters).

  If you enter ⌐ resource description that is already defined, the system informs you and enables you to enter a different description.

- **Units:** any units of resource quantity (up to eight characters).

- **Date/Time:** the date and time when the resource was defined.

When you approve the information and exit the form by pressing the RETURN key or **GOLD-Z**, another blank resource form is presented so you can continue to define resources. To quit when you are finished, press **GOLD-Y**.

■ DELETE RESOURCES*

This option enables an Information Manager to delete individual resources from the resource database. The Resource Selection method menu displays as shown.

```
        Resource Selection method menu
-----------------------------------------------------
   0 :  EXIT
   1 :  Type in Resource Location & Name
   2 :  Select Resource from a list
   3 :  Type in long/lat coordinates
   4 :  Use mouse to select Resource
-----------------------------------------------------
        Menu Choice (?=Help) ==>
```

Use one of these four methods to select a resource type, as described under the heading **Selecting a Resource**.

After you select a resource using one of the above methods, it is deleted from the database and the screen is returned to the Resource Selection method menu. You can continue to delete resources, or you can select option 0 to exit.

If you have deleted resources, the following message appears when you exit the delete function.

```
* * * MSG: Run VALIDATE IP since you have deleted resources
          Press <RETURN> to continue...
```

■ DESCRIBE RESOURCES

DESCRIBE RESOURCES enables you to view a list of resources of a specific type at a specific facility. Describing a resource consists of 1) selecting a facility and 2) selecting a resource type. The Resource Selection method menu displays as shown.

```
        Resource Selection method menu
------------------------------------------------------
   0 : EXIT
   1 : Type in Resource Location & Name
   2 : Select Resource from a list
   3 : Type in long/lat coordinates
   4 : Use mouse to select Resource
------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Use one of these four methods to select a resource type, as described under the heading **Selecting a Resource.**

After you select a resource using one of the above methods, the system displays a list of the resources of that type located at that facility:

```
    Facility Name:  TOOLE FIRE DEPT.
    Resource Type:  MEDICAL

    Description                      Quantity  Units
    ------------------------------------------------------
    BANDAGES                              20 BOXES
    SUTURES                                5 CASES
    .                                        .  .
    .                                        .  .
    ------------------------------------------------------
            Press <RETURN> to continue...
```

Press the Return key to exit the list and return to the Resource Selection method menu. Select 0 : EXIT to exit the menu.

■ DISABLE RESOURCES

This option enables you to erase *resource icons* that show the locations of selected resources (icons that have been drawn on the screen by using the **ENABLE RESOURCES** option). When you select Disable Resources, the system displays the Resource Type Selection method menu.

```
      Resource Type Selection method menu
      ------------------------------------------------
      0 : EXIT
      1 : Type in Resource type
      2 : Select Resource type from a list
      3 : All Resource types
      ------------------------------------------------
          Menu Choice (?=Help) ==> _
```

Use one of the three options to select resource type(s).

The selected icons are then erased. Erasing is done by drawing the icons in black (the background color), which can obscure other map features. If this occurs, use **REFRESH SCREEN** to clean up the display.

■ ENABLE RESOURCES

This option enables you to display *resource icons* that show the locations of selected resources. When you select Enable Resources, the system displays the Resource Type Selection method menu.

```
     Resource Type Selection method menu
-------------------------------------------------
 0 : EXIT
 1 : Type in Resource type
 2 : Select Resource type from a list
 3 : All Resource types
-------------------------------------------------
     Menu Choice (?=Help) ==> _
```

Use one of the three options to select resource type(s).

The selected icons are then displayed at the locations of that resource. Each icon represents a major resource type, which can include any number of unique resources.

■ LIST RESOURCES

This option enables you to list all

● Resources

● Resource types

● Quantities

● Units

● Facility where the resources are located

When you select this command, the system displays a report similar to the following example.

```
--------------------------------------------------------------------------
LIGHTS    PROPANE LANTERNS              1 UNIT      USED CAR DEALERSHIP
CARS      TAXIS                         5 UNIT      USED CAR DEALERSHIP
TRUCKS    CEMENT MIXERS                 1 UNIT      USED CAR DEALERSHIP
MEDIC EQ  STRETCHERS                   34 UNIT      USED CAR DEALERSHIP
EMERG EQ  BLANKETS                      5 UNIT      FIRE STATION
LIGHTS    PROPANE LANTERNS              5 UNIT      FIRE STATION
1ST AID   SUTURES                       6 BOXES     FIRE STATION
--------------------------------------------------------------------------
       Press <RETURN> to continue...
```

Page through the list by pressing the Return key. When all resources have been listed, the system returns you to the Resource Management menu.

■ MODIFY RESOURCES*

This option enables an Information Manager to modify the:

● Quantity of a resource that is already assigned to a facility

● Description or Units of any resource

Modifying the quantity consists of 1) selecting a resource at a particular facility and 2) modifying the quantity information for one resource assigned to that facility. This change will be updated in the resource database.

Modifying the Description or Units consists of 1) selecting a resource at a particular facility and 2) modifying the Description or Units of the resource. All facilities that contain this resource will be updated in the resource database.

> **Note:** You must have enabled resources (turned on their icons) before using this option. Use the Enable Resources option to do this.

1. Select a Resource for Modifying

After you select the Modify Resources option, the system prompts:

```
        Resource Modification Menu
-----------------------------------------------------
  0 : EXIT
  1 : Modify amount of resources at a facility
  2 : Modify resource Description or Units
-----------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select the parameter or parameters you want to modify and press the Return key. The system will display the following menu:

```
        Resource Selection method menu
-----------------------------------------------------
  0 : EXIT
  1 : Type in Resource Location & Name
  2 : Select Resource from a list
  3 : Type in long/lat coordinates
  4 : Use mouse to select Resource
-----------------------------------------------------
        Menu Choice (?=Help) ==>
```

Use one of these four methods to identify a resource as described under the heading **Selecting a Resource.**

When you select a resource to modify the Description or Units, the system will display the following warning prompt.

```
******************************************
            W A R N I N G !
******************************************

This function allows you to edit the resource Description and
Units.
Any IP that contains the resource edited WILL BE INVALIDATED!

Are you sure this is what you want to do?

(Y/N) ==>
```

Be sure you understand the consequences of changing the data before you answer yes (Y) to the prompt.

2. Modifying the Resource Information

After identifying a resource, you can modify the Description and Units information in the *resource form*. (For details, see Resource Form Use under the heading Resource Tasks.) With the exception of Description, Units, and date/time, all items in the Resource Form are Read Only.

```
┌──────────────────────────────────────────────────────────────────┐
│                                                                    │
│ Resource Management                               Resource Form V2.03│
│ ------------------------------------------------------------------ │
│                                         Operation : MODIFY          │
│                           ---------------------------------------- │
│     Location    :  (facility name)                                 │
│                           ---------------------------------------- │
│     Type        :  __(display only)_____                          │
│     Description :  __(display only)_____│
│     Units       :  __(display only--based on Type/Description)      │
│     Quantity    :  _____                                         │
│                                                                    │
│     Date/Time   :  DD-MM-YYYY   hh:mm                               │
│ ------------------------------------------------------------------ │
└──────────────────────────────────────────────────────────────────┘
```

All form fields are filled in automatically, based on the resource and facility that you selected. You can modify only the Quantity and Date/Time fields to update the resource at that facility:

● **Type** *(display only)*: the general type of resource

● **Description** *(display only)*: the description of an individual resource

- **Units** *(display only)*: the units of measure that apply to the resource named by the Description field. Units cannot be changed in this field.

- **Quantity**: the current quantity of the resource named by Description. The quantity cannot be less than zero.

If you *change* the quantity of an existing resource, the system prompts

`* * * MSG: Run VALIDATE IP, resources have been moved`

When you exit the resource form, the screen returns to the Resource Selection method menu, where you can continue to select other resources for modification.

To exit, select the 0: EXIT option.

▌█ MOVE RESOURCES*

MOVE RESOURCES enables you to move currently assigned resources between facilities. Moving a resource consists of 1) selecting a resource that is associated with a particular facility, 2) specifying the quantity to be moved and 3) selecting a destination facility for the moved resource.

1. Select a Resource to Move

The system displays the Resource Selection method menu.

```
            Resource Selection method menu
-----------------------------------------------------------
        0 : EXIT
        1 : Type in Resource Location & Name
        2 : Select Resource from a list
        3 : Type in long/lat coordinates
        4 : Use mouse to select Resource
-----------------------------------------------------------
            Menu Choice (?=Help) ==>
```

Use one of these four methods to identify a resource, as described under the heading **Selecting a Resource.**

2. Specify an Amount of Resource to Move

After selecting the resource to be moved, the *resource form* appears on the screen:

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│ Resource Management                           Resource Form V2.03 │
│ -------------------------------------------------------------     │
│                                         Operation : MOVE          │
│                       -------------------------------------       │
│      Location    :  (facility name)                               │
│                       -------------------------------------       │
│      Type        :  __(display only)_____                        │
│      Description :  __(display only)_____        │
│      Units       :  __(display only--based on Type/Description)    │
│      Quantity    :  __(display only)_____                        │
│      Amt to move :  _____                                     │
│      Date/Time   :  DD-MM-YYYY   hh:mm                             │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

The Operation, Location, Type, Description, Units, and Quantity fields are automatically filled in and cannot be changed.

● **Amt to Move:** The amount moved must be less than the current quantity.

- **Date/Time:** Change the date and time, if necessary, to reflect the date of the change.

3. Select a Destination Facility

The system displays the Facility Selection method menu.

```
            Facility Selection method menu
------------------------------------------------------
    0 : EXIT
    1 : Type in Facility name
    2 : Select Facility name from a list
    3 : Type in long/lat coordinates
    4 : Use mouse to select Facility
------------------------------------------------------
            Menu Choice (?=Help) ==>
```

Use one of these four methods to identify a resource as described under the heading **Selecting a Facility.**

After you have selected a destination facility, the system makes the desired changes in the resource database and returns to the Select a Resource prompt, where you can continue with another move.

If you try to move more resources than the facility has in stock, the system displays the following message:

```
* * * ERR: Cannot move more than is held
```

If you need to adjust quantities, use the Define Resources or Modify Resources options.

When you exit the resource form, the screen returns to the Resource Selection method menu, where you can continue to select other resources for modification.

To exit, select the 0: EXIT option.

Resource Form Use

Many **RESOURCE MANAGEMENT** options present the following form for specifying resource information.

```
┌─────────────────────────────────────────────────────────────────────┐
│ Resource Management                              Resource Form V2.03 │
│  ------------------------------------------------------------------  │
│                                       Operation : xxxxxx     ─┐      │
│                         ------------------------------------   ├─     │
│ (display                                                      │      │
│    Location    :  (facility name)                             │      │
│ only)                                                                │
│                         ------------------------------------   ─┘     │
│                                                                       │
│      Type        :   _____                                        │
│      Description :   _____                       │
│      Units       :   _____                                       │
│      Quantity    :  nnnnnnnn                                         │
│      Amt to Move :   _____                                        │
│      Date/Time   :  DD-MM-YYYY hh:mm                                 │
│  ------------------------------------------------------------------  │
│  ----                                                                │
└─────────────────────────────────────────────────────────────────────┘
```

The form fields are described here.

● **Operation** *(display only)*: DEFINE, ASSIGN, MODIFY, or MOVE

● **Location** *(display only)*: the name of the facility where the resource is located. (During the DEFINE operation, this field is blank.)

● **Type**: the general type of resource (up to eight characters). This field includes special help features (see the following page).

● **Description**: a unique description (up to 32 characters). This field includes special help features (see the following page).

● **Units**: the units of resource quantity (up to eight characters). Units are entered only during the Define Resources operation. At other times, the units are an automatic display, based on the Type and Description values.

Units are coordinated with the resource description. The units of some resources can be simply "units". For example:

Resource Description	Units
Rice (50-lb)	Sacks
Blankets	Units
Gas Masks	Units
Sutures	Boxes

- **Quantity:** the number of units of the resource at the designated facility. (For the DEFINE and MOVE operations, the quantity is for display only.)

- **Amt to move:** amount of resource to move between facilities. This appears only during the Move Resources operation.

- **Date/Time:** the date and time the resource was actually defined, assigned, modified, or moved.

Help Features for Type and Description

These fields have identical special features to help you:

Field   Enter this: To get this result:

Type   ??   a numbered list of all resource types. For example:

```
  #    Resource Type
 ---   --------------------
   1 : 1ST AID
   2 : BARRICAD
   3 : CARS
   4 : COMM EQ
   5 : CONST EQ
 ----------------------------
 More...
```

Press RETURN to display more resource names,
or   CTRL-Z to exit this list.

            ?xxx   a list of all resource types starting with xxx

            ?*xxx   a list of all resource types containing xxx

            >index #   resource type from the numbered list automatically
            (from list)   entered in the "Type" field

Descrip. ??   a numbered list of all resource descriptions. For example:

```
  #    Resource Descriptions
 ----  ------------------------
   1 : BACKHOE
   2 : BEANS (WHITE)
   3 : BLANKETS
   4 : BUOYANCY COMPENSATOR
   5 : CB RADIO TRANSMITTER
 ----  ------------------------
 More ...
```

Press RETURN to display more resource descriptions,
or   CTRL-Z to exit this list.

            ?xxx   a list of all descriptions starting with xxx

            >index #   resource description from the numbered list
            (from list)   automatically entered in the "Description" field

Selecting a Resource

The following **RESOURCE MANAGEMENT** menu options require you to select a specific resource within a general resource type:

MOVE RESOURCES   MODIFY RESOURCES   DELETE RESOURCES

In each case, the general sequence for selecting a resource type is similar. The system prompts:

```
          Resource Selection method menu
-------------------------------------------------------
     0 : EXIT
     1 : Type in Resource Location & Description
     2 : Select Resource from a list
    ·3 : Type in long/lat coordinates
     4 : Use mouse to select Resource
-------------------------------------------------------
          Menu Choice (?=Help) ==>
```

Use one of these four methods to identify a resource at a facility:

1. Type in Resource location and name: Prompts you to enter the name of an existing facility and a resource description.

```
        Enter Resource location    ==>
        Enter Resource description ==>
```

2. Select Resource from a list: Prompts you to choose one from a numbered list of resources at various facilities. For example:

```
    Resources
-------------------------------------------------------
     0 : EXIT
     1 : POLICE HEADQUARTERS      SQUAD CARS
     2 : SHELTER 1                BLANKETS
     3 : FRANKLIN SCHOOL          FIRST AID KITS
     4 : FIRE STATION #3          HOOK AND LADDER
-------------------------------------------------------
          Menu Choice (?=Help) ==> _
```

Enter the number that corresponds to the desired facility and resource, or press **CTRL-Z** to exit.

3. Type in long/lat coordinates: Prompts you for the longitude and then the latitude coordinates of the resource location.

4. Use mouse to select Resource: Enables you to pick a resource icon on the screen by using a mouse (or other pointing device).

   Note: You must first have enabled (turned on the icons) the resources before you can select them with the mouse. Use the Enable Resources option to do this.

The selected resource description is then used in completing the current operation.

Selecting a Resource Type

The following **RESOURCE MANAGEMENT** menu options require you to select a general resource type:

DESCRIBE RESOURCES   ENABLE RESOURCES   SUMMARIZE RESOURCES

In each case, the general sequence for selecting a resource type is similar. The system prompts:

```
     Resource Type Selection method menu
------------------------------------------------------
  0 : EXIT
  1 : Type in Resource type
  2 : Select Resource type from a list
  3 : All Resource types
------------------------------------------------
     Menu Choice (?=Help) ==> _
```

Use one of these three methods to select the resource type:

1. Type in Resource type: Prompts you to enter the name of an existing resource. For example:

```
     Enter Resource type ==>  FOOD
```

2. Select Resource type from a list: Prompts you to choose one from a numbered list of resource types. For example:

```
     Resource Types
-------------------------------
  0 : EXIT
  1 : 1ST AID
  2 : BARRICAD
  3 : CARS
  4 : FOOD
-----------------------------
     Menu Choice (?=Help) ==>
```

Enter the number corresponding to a resource type, or exit.

3. All resource types: Will select all resource types in a defined area of interest.

The selected resource type is then used in completing the current operation.

▨ SUMMARIZE RESOURCES

SUMMARIZE RESOURCES enables you to view a list of all resources of one resource type within a specified area. Producing this summary of resources consists of 1) selecting an area of interest and 2) selecting a resource type.

1. Select an Area of Interest

The system prompts:

```
    Resource area of interest menu
--------------------------------------------
    0 : EXIT
    1 : Select an area
    2 : Define an area
    3 : Delete an area
    4 : Entire screen
    5 : Current area <--(Item 5 occurs only after choosing an area.)
--------------------------------------------
        Menu Choice (?=Help) ==>
```

Use one of these five methods to identify the area of interest:

1. Select an area: Prompts you to select an existing area by picking a polygon. For example, you could pick the outer polygon of the D2 model track output.

2. Define an area: Prompts you to define an area by drawing a polygon around the desired area.

   When you pick **CONTINUE** to finish the last side of the polygon, the polygon lines are redrawn in white. The polygon remains on the screen until you use the "Delete an area" option to erase it, or exit the Summarize Resources option.

3. Delete an area: Prompts you to pick a polygon to be deleted. The polygon must be one that you have drawn by using the "Define an area" option.

   When you pick **CONTINUE** to confirm the deletion, the polygon is erased (redrawn in the background color). You may need to use **REFRESH SCREEN**.

4. Entire screen: Uses the entire current map area as the area of interest.

5. Current area: "Re-uses" the last-specified area. This option appears on the menu only after you have selected an area of interest once.

After you have specified the area, the subsequent selection of resource type applies only to resources within that area.

2. Select a Resource Type to be Summarized

The system prompts with the Resources Types, list as shown in the following example.

```
Resources Types
-----------------------------------
 0 :  EXIT
 1 :  1ST AID
 2 :  CARS
 3 :  COMM EQ
 4 :  CONST EQ
 5 :  DRY GOOD
 6 :  EMERG EQ
 7 :  FOOD
 8 :  GENERATOR
 9 :  HAND TL
10 :  MEDIC EQ
------------ M O R E -------------
      Menu Choice (?=Help) ==>
```

You can select a resource type directly from the list or press the Return key to display the Resource Type Selection method menu.

```
Resource Type Selection method menu
-----------------------------------------------
 0 : EXIT
 1 : Type in Resource type
 2 : Select Resource type from a list
 3 : All Resource types
-----------------------------------------------
      Menu Choice (?=Help) ==> _
```

Use one of the three options to select resource type(s). For detailed instructions on using this menu, see the heading **Selecting a Resource Type**.

All resources for that resource type within the specified area are then listed in a
summary table. For example:

```
Type        Description                      Quantity  Units
-------------------------------------------------------------
HEAVY EQ    BACKHOE                            6   MACHINES
            CRANE (100-FT)                     1   MACHINES
            DUMP TRUCK                         4   MACHINES
                .                              .   .
                .                              .   .
                .                              .   .
-------------------------------------------------------------
            Press <RETURN> to continue...
```

Section 7
Show/Refresh Latest
Onpost Track

Section 7
Show, Remove, and Refresh Latest
Onpost Track

■ SHOW *(REMOVE)* LATEST ONPOST TRACK

SHOW LATEST ONPOST TRACK displays the latest D2 track from the onpost system, overlaying it on the current D2 track for the IBS event database. This allows *two tracks* to be displayed simultaneously. To make it clear that you are viewing both tracks, the menu item then changes to **REMOVE LATEST ONPOST TRACK.**

When **REMOVE LATEST ONPOST TRACK** is selected, the screen is refreshed, removing the onpost track from the display. The current D2 case track continues its display.

Whenever new information is received from the onpost system, the IBS displays a single-line message at the bottom of your screen. If the information received from the onpost system is adequate for the generation of a new D2 model case, the system creates the new case, assigns it a model number, and puts the output file in the appropriate directory. Use **REFRESH LATEST ONPOST TRACK** to display the latest information. You can use the **MESSAGE BOARD** at any time to view other textual information for the latest onpost system case.

■ REFRESH LATEST ONPOST TRACK

When you receive a notification message concerning new D2 output from the onpost system, you may ignore it or choose **REFRESH LATEST ONPOST TRACK** to display the new information *in addition to* the track from the current D2 case.

Section 8
Analyze D2 Track

■ ANALYZE TRACK

IBS MAIN MENU	The output of the D2 dispersion model is expressed graphically on the map screen as *track* contours of time-weighted concentration. **ANALYZE TRACK** presents a menu of options for obtaining information about the current track from the current *event database*.

The output of the D2 dispersion model is expressed graphically on the map screen as *track* contours of time-weighted concentration. **ANALYZE TRACK** presents a menu of options for obtaining information about the current track from the current *event database*.

ANALYZE TRACK

The track analysis and elevation options on this menu are also available under **EMERGENCY ACTIVITIES—HAZARD ANALYSIS**.

CONTINUE
DOSE DETAILS   <-- Check doses along the track center line.
DESCRIBE TRACK   <-- View the label of a selected track contour.
PRINT D2 REPORT   <-- Display or print D2 output reports.
ANIMATE D2 TRACK   <-- Animate the D2 display.
SHOW ELEVATION   <-- Show elevation of point locations.

DETERMINE AREA   <-- Show area/perim. of a region (polygon).
DISPLAY LOCATION   <-- Show coordinates of picked points.
ESTIMATE POPULATION   <-- Estimate population within a region (a)
                               (polygon) based on *population pattern*.

SET BASEMAP   <-- Make the current screen the default area.
MAP ZOOM   <-- View area picked by center point/radius.
ZOOM IN   <-- Enlarge a portion of the current screen.
ZOOM OUT   <-- View current area within a larger area.
REFRESH SCREEN   <-- Redraw (and clean up) the current screen.

The track analysis and elevation options in this section are described in *alphabetical order*.

(a) These options are explained as menu items on the MAP ANALYSIS menu and are NOT duplicated in this section.

D2 Track: The time-weighted concentration track on the map screen consists of
contour lines. Each contour represents a constant level of dose or concentration
(depending on the original inputs to the D2 model). A series of asterisks (*) along
the track center line (if they appear) indicate slice points along the track where the
DOSE DETAILS option can be used to display dose or concentration information
about those locations. Some chemical agents do NOT result in the generation and
appearance of these points.

I■ ANIMATE D2 TRACK

IBS MAIN MENU	**ANIMATE D2 TRACK** presents a menu of options for viewing D2 output.
ANALYZE TRACK	
	Animate D2 Track is also accessible from the **EMERGENCY ACTIVITIES** menu under the functions **EVACUATION** and **HAZARD ANALYSIS**.
ANIMATE D2 TRACK	

RUN STEPS	<--	Run all of the animated D2 steps.
STEP FORWARD	<--	Display the next time step.
STEP BACKWARD	<--	Back up one time step.
SELECT STEP	<--	Select one time step in particular.
DISPLAY CURRENT STEP	<--	Displays the step at the current time.[a]
RESTART STEPS	<--	Resets the steps to the start point.
SYNC STEP WITH EVAC	<--	Set D2 time step to Evacuation time step.[b]
DISPLAY RECEPTOR REPORT	<--	Display dosage report for a map position.
SET WEDGE ANGLE	<--	Define the degrees spanned by the wedge.
SET WEDGE SCALE TO KILOMETERS	<--	Set the arc space to kilometers or miles.
TURN ON SCALE ARCS	<--	Display the distance arcs on the map.
SAVE CURRENT AS POLYGON	<--	Save the polygon defined by the animation.
DELETE ANIMATION POLYGON	<--	Delete the polygon produced.
SELECT ANIMATION ITEMS	<--	Select map items to animate.
PICK LEGEND POINT	<--	Move the legend to a new place on the map.
ZOOM IN	<--	Enlarge a portion of the current screen.
ZOOM OUT	<--	View current area within a larger area.
REFRESH SCREEN	<--	Redraw (and clean up) the current screen.

Animating the D2 Track

To animate the D2 output, perform the following procedures.

1. Select Select Animation Items from the menu and select one or more items to animate.

2. Select Set Wedge Angle. This will display a wedge over which you will view the animation

---

(a) Available in operational mode only when an event has been declared.

(b) Available from the Evacuation submenus only. You can also use this option to set up concurrent animation.

3.   Select the Run Steps command, or one of the other Step commands.

The D2 animation will then display in a series of steps. The following illustration is an example of a D2 animation step.
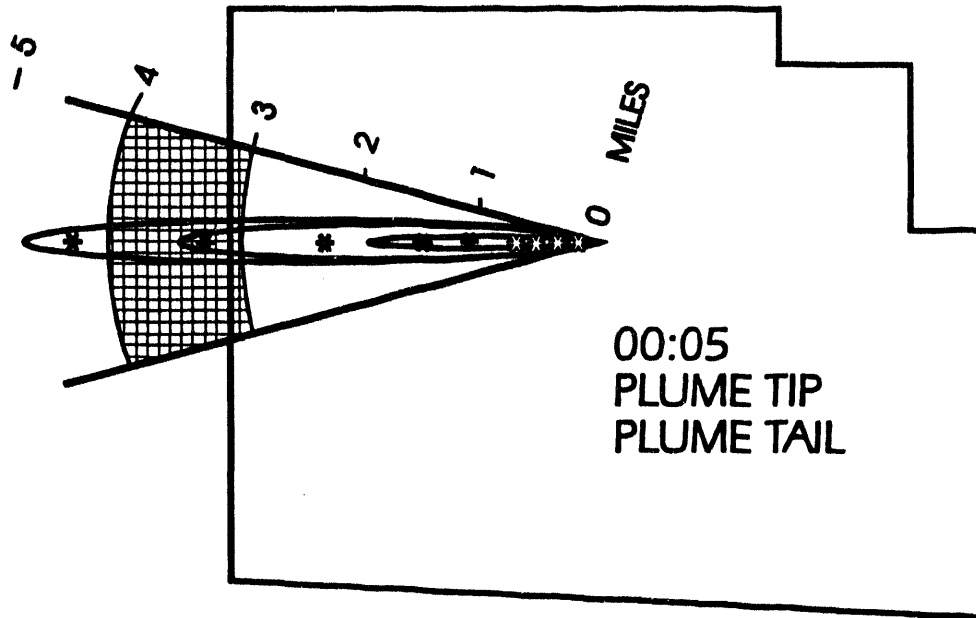
The options for using the animation function are:

Run Steps - Sequentially step through each 1 minute frame of the D2 track display.

Step Forward - Display the next frame of the D2 track.

Step Backward - Display the previous frame of the D2 track.

Display Current Step - Display the D2 track frame which corresponds to the current time since the release and continue to update the display by advancing frames each minute (Operational mode only).

Select Steps - Display a specified frame of the D2 track.

Restart Steps - Display the first frame of the D2 track.

Sync Step with Evac - (Only available from the **EMERGENCY ACTIVITIES-EVACUATION** menu.) Set d2 animation time step to the number of minutes from the release that matches the time shown for the current evacuation time step.

You will be prompted to set up concurrent animation of D2 and Evacuation model output. If you select this option, using the D2 animation step functions will also cause the evacuation network animation to change where appropriate.

Display Receptor Report - Any point can be a discrete receptor. This option prompts you with the following text menu.

```
        Select Method of Receptor Selection
--------------------------------------------------------
    0 : EXIT
    1 : Graphic Pick
    2 : Select From List
    3 : Hazard Zones
--------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Provide the identified means of selecting locations for which to perform PARDOS calculations and obtain PARDOS reported values.

Option 1 : **Graphic Pick** may display a prompt similar to the following example.

```
Draw facilities onscreen? [Y] ==>
```

Press the Return key if you want the facilities icons to display. The system will then display the following prompt.

```
* * * MSG: Select Known Point location w/mouse
```

If you select a point at or near an existing known point, a prompt similar to the following will display.

```
SHELTER1
located at    -112.4658263549000  ,  40.2661234540000
use newpoint  -112.4603871602900  ,  40.2647316603325
anyway? [N] ==>
```

Press return or type N to use the current known point value. The system will display a message similar to the following.

```
* * * MSG: Performing calculations.  Please wait.
```

The system will then display a report on the distance to the point selected.

If you type a Y the system will prompt you to create a new known point value.

```
Enter new Known Point name ==>
```

Enter any name up to 40 characters in length.

If you select a point that is not near an existing known point, the system will prompt you to create a new known point.

```
* * * MSG: No known Point @: -112.6537814730     40.2647316603
Do you want to create it? [N] ==>
```

If you press Return or type N (No), the following message will display.

```
* * * MSG: Performing calculations.  Please wait.
```

The system will then display a report on the unnamed location.

If you type a Y (Yes) at the prompt, the system will prompt you to create a new Known Point.

```
Enter new Known Point name ==>
```

Enter any name up to 40 characters in length.

Option 2 : **Select From List** will display a menu list similar to the following example.

```
        Select Locations On Which To Report     1/4
=================================================================
    0 : EXIT
    1 : EOC
    2 : LOCAL HIGH SCHOOL
    3 : MIDTOWN HOSPITAL
    4 : KNOWN POINT 4
    5 : KNOWN POINT 5
        .     .
=================M O R E ==========================
        List Choice (?=Help) ==>
```

Note: If you select a receptor that is more than 50 kilometers from the source, the system will display the following message.

```
* * * MSG: Tower1
* * * MSG: is more than 50KM from source location.
* * * MSG: Point(s) more than 50KM from source location dropped
        Press <RETURN> to continue...
```

Press Return and the system will continue with the calculations for the rest of the receptors you selected.

If you select Option 3: **Hazard Zones**, the following prompt will display.

```
Check only Points within Risk areas? (Y/N) ==>
```

Type a Y (Yes) to display a report on all Known Point locations within the current risk area. The system gives no consideration to the direction from the source to the known point, only the distance and the fact that the point is in the current risk area.

Type an N (No) to display a report on all known points in the current database.

Note: A large number of known points can cause the following message to display.

```
* * * MSG: Too many points specified.  Only the nearest
           55 will be reported.
           Press <RETURN> to continue...
```

After you select one or more points, select **0 : EXIT** and the system will print a report similar to the following example.

```
Number of Dosage Levels:    3
A)    10.0 mg-min/m3
B)     6.0 mg-min/m3
C)     0.5 mg-min/m3
```

DIST. (M)	TOTAL DOS (MG-MIN/M3)	TIME FOR TIP	(min) CLOUD TAIL		DOSAGE (%)	TIME (MIN)		DOSAGE (%)	TIME (MIN)		DOSAGE (%)	TIME (MIN)
LOCAL HIGH SCHOOL
3683.	.3986E+00	6.8	11.6	A	4.0	–	B	6.6	–	C	79.7	–
MIDTOWN HOSPITAL
7958.	.9383E-01	15.0	24.7	A	0.9	–	B	1.6	–	C	18.8	–

```
End of file.

End of Report: <RETURN>=Continue, <Ctrl-Z>=Exit, M=Redirect...
```

Set Wedge Angle - Prompts you to specify the width of an angle about the track centerline. Select an angle from the following menu.

```
         Select Full Angle of Wedge, Currently = 40.0 Degrees
-------------------------------------------------------------------------
         0 : EXIT
         1 : 20 DEGREES
         2 : 30 DEGREES
         3 : 40 DEGREES
         4 : 45 DEGREES
         5 : 90 DEGREES
         6 : 120 DEGREES
         7 : 180 DEGREES
         8 : 360 DEGREES
         9 :    OTHER
        10 : NO WEDGE
-------------------------------------------------------------------------
         Menu Choice (?=Help) ==>
```

This angle is used in creating the D2 animation. Note that if no angle is specified, no animation items will be displayed.

Set Wedge Scale to Kilometers/Miles - will redraw the current wedge scale using the specified units.

Turn On Scale Arcs - will display regularly spaced arcs in the wedge denoting distance from source. Either 1 mile or one kilometer spacing will be used depending on whether wedge scale is provided in miles or kilometers.

Save Current As Polygon - will save a polygon, defined by the current wedge arc, current time step, and the distance(s) associated with one or two items selected from a menu. The items are the same as those in the SELECT ANIMATION ITEMS menu. If two items are selected, the polygon saved will look something like a segment of a tire. If only one item is selected the release origin is used as one point of a pie shaped polygon. In either case the polygon is saved in the current D2 map layer and is displayed on your screen. Remember, you must have selected a wedge and time before an animation frame can be created and then saved. The polygon you save can also be used in Risk Area Analysis (under **DIRECTION/CONTROL** in **EMERGENCY ACTIVITIES**) to define the current risk area.

Delete Animation Polygon - will remove the polygon created with SAVE CURRENT AS POLYGON from the D2 map overlay.

Select Animation Items - Displays a list of the various items reported by D2/PARDOS. You must select at least one item from the list to animate the D2 track.

```
    Select Animation Items (legend assumed)
=================================================
    0 : EXIT
    1 : PLUME TIP
    2 : PLUME TAIL
    3 => 	10.0 mg-min/m3
    4 :      6.0 mg-min/m3
    5 :      0.5 mg-min/m3
=================================================
        List Choice (?=Help) ==>
```

Any combination of items can be selected. If both TIP and TAIL are selected, the region between the tip and tail will be shaded.

Pick Legend Point - Enables you to move the location of the animation legend. By default the legend will appear with its upper left corner in the middle of the map display. Use the mouse or crosshairs to select a new point. When you pick a different location, the current legend will be erased and repositioned with its upper left corner at the location you picked.

I■ DESCRIBE TRACK

DESCRIBE TRACK enables you to pick one or more of the three contours displayed in the current D2 track. When you select Describe Track, the system will display the following message at the top of the screen.

* * * MSG: Select TRACK boundary with crosshairs

As you pick a track contour, a text description of the contour is displayed.

```
              ┌─────────────────────────────────────┐
              │  OFFPOST D2 TRACK  INFORMATION        │
              └─────────────────────────────────────┘
Track Distance        :      3.8689    MI         (      20424.   ft)
Dosage of Interest    :      0.5 (mg-min/m3)
Description           :  NO EFFECTS

Agent                 :  GB SARIN
Release Type          :  INS   INSTANTANEOUS(EXPLOSIVE)
Munition              :  8IN   8-INCH PROJECTILE,M126
Number Munitions      :  5.0

Wind Direction        :  110.0    degrees
Wind Speed            :   22.0    ft/s
Temperature           :   41.0    F
Stability             :    C       SLIGHTLY UNSTABLE

Press <RETURN> to continue...
```

Be sure to place the cross hairs inside the track when you make your selection. The selected contour highlights in white and also blinks. You can pick more than one contour. When you have finished selecting contours, select Continue to stop.

> **Note:** Not all D2 variables are listed on this screen. For a complete listing of all D2 input variables, you need to check the D2 input forms found under the following options: **EMERGENCY ACTIVITIES-HAZARD ANALYSIS**. Under **HAZARD ANALYSIS**, select the option **EXECUTE D2** and then select the option 2 : **Modify D2 Case Input**.

I■ DOSE DETAILS

Asterisks (*) are used to mark locations of changing dose along the D2 track center line. **DOSE DE AILS** enables you to select an asterisk on the track center line to display dose information for that location. When you select Dose Details, the system displays the following message at the top of the screen.

Select dose site (*) with crosshairs

Pick an asterisk location. The information includes details such as those in the following example:

```
                    D2 Dose Details
-----------------------------------------------------------------
 Distance                     :      1000
 Time for Tip (Minutes)       :      5.90
 Time for Tail (Minutes)      :     10.80
 Total dosage (mg-min/m**3)   :      2.90

NO EFFECTS
 Dosage level (mg-min/m**3)  :      0.50
 Portion of dosage level (%):    100.00
 Time for dosage level (min):      7.50

NO DEATHS
 Dosage level (mg-min/m**3)  :      6.00
 Portion of dosage level (%):     48.40

1 PERCENT LETHALITY
 Dosage level (mg-min/m**3)  :     10.00
 Portion of dosage level (%):     29.00
-----------------------------------------------------------------
End of Report: <Return>=Continue, <Ctrl-Z>=Exit, M=Redirect...
```

When you have finished selecting asterisks, select **CONTINUE** to stop the selection process.

The information provided can vary somewhat, depending on the input parameters selected for the D2 cases. For example, dosage information is not available when the D2 input requests concentrations.

▉ PRINT D2 REPORT

This option enables you to display or print the output reports produced by the IBS implementation of D2.

The system first prompts you to identify the desired report:

```
     Select report type
-------------------------------------
     0 : EXIT
     1 : D2log
     2 : Dosage
     3 : Slice
-------------------------------------
       Menu Choice (?=Help) ==>
```

To select the type of report, enter the number associated with the desired report. To exit without selecting a report, type 0 and press the Return key.

When you select one of these reports, you choose whether to display or print the report. Refer to the discussion of the **MESSAGE BOARD** capability for illustrations of the report outputs.

■ SHOW ELEVATION

SHOW ELEVATION displays the elevation (meters above sea level) associated with the point location you pick with the graphic cursor. You can pick more than one point location. The information from the previous picks remains visible on the screen until you choose another menu option.

Section 9
Change D2 Track Case

■ CHANGE D2 TRACK CASE*

CHANGE D2 TRACK CASE is used to select an existing D2 case as the "current" D2 case for the IBS event database. This erases the currently displayed track from the map screen and replaces it with the track for the "new" current D2 case. If you select a case without output, the system will display the following message.

```
* * * MSG: Output for case nnn does not exist
Go ahead and select case nnn? (Y/N) [Y] ==>
```

When an Information Manager switches between D2 cases, other system users see a message that instructs them to pick **REFRESH SCREEN** to see the current D2 track case.

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

```
* * * MSG: Case 019 has been checked out
Go ahead and select case 019? (Y/N) [Y] ==>
```

The planner who has checked out this case will not be able to check it back in as long as it is selected as the current Operational D2 case.

CHANGE D2 TRACK CASE gives you the options of entering a case number directly or specifying a set of case description criteria:

```
    Choose D2 Case Menu
----------------------------------------------------------
 0 : EXIT
 1 : Choose D2 case by CASE NUMBER
 2 : Choose D2 case by SEARCH FOR D2 CRITERIA
 3 : Choose D2 case by CASE LIST
----------------------------------------------------------
    Menu Choice (?=Help) ==>
```

Choosing a D2 Case by Case Number

Select option 1 : **Choose D2 case by CASE NUMBER** to see a listing of D2 cases similar to the following example. Select the D2 case number you want from the listing.

D2	AGENT	MUNITION	RELEASE	CHANGE CASE WIND DIR	WIND SPEED	QUANTITY	STAB
0	GA	8IN	INS	180.0	3.21	0.658000E+07	A
1	GA	8IN	INS	90.0	8.10	0.658000E+07	B
2	GB	M23	INS	150.0	5.01	0.149680E+08	B
6	GB	M55	IGL	199.0	1.00	0.658000E+07	F
7	VX	NON	FIR	199.0	3.00	0.658000E+07	S
10	GB	M23	INS	180.03	1.05	0.149860E+08	A
20	GB	M23	INS	90.05	2.31	0.100700E+9	B

`Select desired IBS D2 case (Current=    7): nnn.`

To move around in the form, you can type in the following options at the **Select desired IBS D2 case** prompt.

H = Display alternate headers. This option will enable you to toggle between the above form and a one-line description of each case.

D = Move down the list to see more cases.

U = Move up the list.

T = Go to the top of the list.

B = Go to the bottom of the list.

? = Help.

D# = Move down number (#) of pages.

U# = Move up number (#) of pages.

Choosing a D2 Case by Searching for D2 Criteria

Select option 2 : **Choose D2 case by SEARCH FOR D2 CRITERIA** to display the following screen for specifying a set of case description criteria. IBS then generates a selection list of D2 cases that match (or approximately match) the criteria.

On this screen you can modify the fields, which serve as "search keys" into the database of D2 cases:

- The default tolerances for wind direction, wind speed, and agent quantity are displayed. You can change these values for this particular search.

- You can remove one or more criteria from the search by leaving blanks in the text fields (agent, munition, release type, stability class) or by entering a negative one (-1) in the numeric fields.

  If you enter a non-existent case number in the IBS D2 Case Number field, the following message displays.

```
Case not found.  Please specify another case or input search
criteria by hand.
```

```
                          ┌─────────────────────────┐
                          │ D2 Track QUALIFICATION  │
                          └─────────────────────────┘
IBS D2 CASE NUMBER:          7

AGENT:  VX                   MUNITION: NON              RELEASE:  FIR

WIND DIRECTION      199.0 (deg)                10.0      (deg tolerance)

WIND SPEED            3.0 (m/s)                 1.0      (m/s tolerance)

QUANTITY        6580000.    (mg)        10000.00     (mg tolerance)

STABILITY CLASS:  S

<GOLD Z> to exit and continue, <GOLD Y> to quit.
```

- If all fields are removed from the search by entering 0 or -1 in each field, you must instead select one case from a list of *all D2 cases* (see the next screen).

- If any criteria are used, the IBS compares these case input criteria with the database of D2 cases. (If no identical matches can be found, the IBS displays a message to indicate how many criteria were actually matched.) You must then select from a list of *D2 cases that match the greatest number of criteria* (see the next screen).

- Press the Return key in the Stability Class field to complete the form and start the search.

- If all fields are removed from the search, the system displays a list of all D2 cases. Select one case from the list.

The selection list of D2 cases looks like the following example:

D2	AGENT	MUNITION	RELEASE	CHANGE CASE WIND DIR	WIND SPEED	QUANTITY	STAB
0	GA	8IN	INS	180.0	3.21	0.658000E+07	A
1	GA	8IN	INS	90.0	8.10	0.658000E+07	B
2	GB	M23	INS	150.0	5.01	0.149680E+08	B
6	GB	M55	IGL	199.0	1.00	0.658000E+07	F
7	VX	NON	FIR	199.0	3.00	0.658000E+07	S
10	GB	M23	INS	180.03	1.05	0.149860E+08	A
20	GB	M23	INS	90.05	2.31	0.100700E+9	B

`Select desired IBS D2 case (Current=   7): nnn.`

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

To select a case, enter the case number at the **Select desired IBS case:** prompt. The IBS program then removes the previous track contours and displays the D2 results for the selected D2 case.

Choosing a D2 Case by Case List

Select option **3 : Choose D2 Case by CASE LIST** to display a list similar to the following example.

```
        D2 Case Selection Menu (Current= 31)
----------------------------------------------------
  0 : EXIT
  1 : Case #   0 Input   Output
  2 : Case #  12 Input   Output
  3 : Case #  25 Input
  4 : Case #  31 Input   Output         Current
----------------------------------------------------
        Menu Choice (?=Help) ==>
```

Notice that each case listed has input and output markers associated with it. Also the current case is labeled in the list and in the title line.

> **Note:** All D2 cases listed should have input. If a D2 case is listed without input, there is a file maintenance problem.

This option differs from the other methods of D2 selection in that the other methods concentrate on D2 input variables, whereas this form of selection concentrates on whether input/output files exist.

Section 10
Report Current D2 Description

■ REPORT CURRENT D2 DESCRIPTION

This option displays a description of the current D2 case. This description consists of the two lines entered on the D2 Standard Input form shown for the **HAZARD ANALYSIS** emergency activity. For more information, see *Section 11, Emergency Activities*.

When you select Report Current D2 Description, a message similar to the following example displays.

```
Current D2 Description:

This is a sample D2 template

Press <RETURN> to continue...
```

Press the Return key to return to the IBS Main menu.

Section 11
Emergency Activities

■ EMERGENCY ACTIVITIES

```
IBS MAIN MENU




EMERGENCY ACTIVITIES


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

HAZARD ANALYSIS        ->
EOC ACTIVATION         ->
DIRECTION/CONTROL      ->
EVACUATION             ->
SHELTERING             ->
SEARCH/RESCUE          ->
DAMAGE ASSESSMENT      ->
```

—— General options

<-- D2 dispersion model and scenarios
<-- Capabilities for starting EOC activities
<-- Facility locations, special populations
<-- Traffic evacuation model
<-- Facilities, information and management
<-- Search/rescue resources, locations
<-- Site restoration boundaries.

EMERGENCY ACTIVITIES displays this menu of
Emergency Activities as well as the general
IBS options described in other sections of this
document.

The **EMERGENCY ACTIVITIES** in this section
are described in *alphabetical order* by name.

When you select any one of the seven Emergency Activities, the IBS presents a
submenu of capabilities for that function. These Emergency Activities submenus
usually include an overlay option that is similar from one function to another:

- **RELEASE OVERLAYS (RETAIN OVERLAYS).** The map layers
  associated with an Emergency Activity are automatically
  overlaid on the screen map when you first use that function.
  These overlays continue to be displayed (both in and out of
  Emergency Activity operations) until you cancel their display.

To cancel their display, pick **RELEASE OVERLAYS** (the menu item then switches to **RETAIN OVERLAYS**). To redisplay them, pick **RETAIN OVERLAYS** (the menu item switches back to **RELEASE OVERLAYS**). To choose the overlay map layers for each Emergency Activity, use **SETUP—MAP LAYERS BY FUNCTION.**

■ DAMAGE ASSESSMENT

```
IBS MAIN MENU
  EMERGENCY ACTIVITIES




DAMAGE ASSESSMENT
───────────────────────────

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




DRAW NATIONAL DEFENSE AREA   *
DELETE NATIONAL DEFENSE AREA *
DRAW CONTAMINATION AREA      *
DELETE CONTAMINATION AREA    *




RELEASE OVERLAYS
```

This Emergency Activity currently includes boundary drawing options to be used in developing and evaluating strategies for restoring a contaminated area.

—— General options
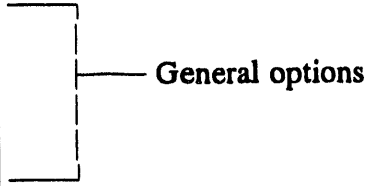
<-- Draw boundary of Nat. Def. Area.
<-- Pick/delete a Nat. Def. Area boundary.
<-- Draw boundary of a contamination area.
<-- Pick/delete a contam. area boundary.

<-- Cancel display of **DAMAGE ASSESSMENT** map layers.

The **DAMAGE ASSESSMENT** menu options are described in *alphabetical order*.

II■ DELETE CONTAMINATION AREA*

This option enables you to pick and delete a boundary that identifies a contamination area (see **DRAW CONTAMINATION AREA**) by selecting it on the screen:

1. After picking **DELETE CONTAMINATION AREA**, the system displays the following message.

    * * * MSG: Select Contaminated Area to delete. CONTINUE when done

    Use the mouse (or joydisk) to pick any point on the boundary that you want to delete.

    The selected boundary blinks to indicate your selection.

2. Pick **CONTINUE** to confirm the deletion.

    The selected boundary is then removed from the screen.

II■ DELETE NATIONAL DEFENSE AREA*

This option enables you to pick and delete a boundary that identifies a National Defense Area (see **DRAW NATIONAL DEFENSE AREA**) by selecting it on the screen.

After picking **DELETE NATIONAL DEFENSE AREA**, the system displays the following message.

* * * MSG: Select National Defense Boundary to delete. CONTINUE when done

Use the same procedures described under **DELETE CONTAMINATION AREA** to complete the deletion.

II■ DRAW CONTAMINATION AREA*

This option enables you to plot points that define the boundaries of a contamination area. Selecting this menu item causes it to highlight and flash in green. The system displays the following message.

* * * MSG: Draw a Contaminated Area. CONTINUE when done

Move the cursor to the first point of the area you want to draw. Select this point and then move the cursor to the next point. Select this point and a green line is drawn between the two points. Continue this selection process until you are ready to select the last segment to close the area. Select the CONTINUE option from

the menu. The area automatically is redisplayed with the last segment completed
and the Contamination area boundary drawn in white.

II■ DRAW NATIONAL DEFENSE AREA*

This option enables you to plot points that define the boundaries of a National
Defense Area. Selecting this menu item causes it to highlight and flash in green.
The system displays the following message.

```
* * * MSG: Draw a National Defense Boundary.  CONTINUE when done
```

Move the cursor to the first point of the area you want to draw. Select this point
and then move the cursor to the next point. Select this point and a green line is
drawn between the two points. Continue this selection process until you are ready
to select the last segment to close the area. Select the CONTINUE option from the
menu. The area automatically is redisplayed with the last segment completed and
the National Defense Area boundary drawn in white.

■ DIRECTION/CONTROL

```
IBS MAIN MENU
  EMERGENCY ACTIVITIES



DIRECTION/CONTROL


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

ADD     FACILITIES          *
MODIFY FACILITIES           *

ADD     SPECIAL POPULATION   *
MODIFY SPECIAL POPULATION    *

ESTIMATE  POPULATION
RISK AREA POPULATION SUMMARY

RISK AREA ANALYSIS          ->

SELECT IP                    *

RELEASE OVERLAYS
```

This Emergency Activity includes direction and control capabilities, which are shown on this menu and specified below.

——— General options

<-   Add a new facility to the database.
<-   Revise data on shelters, hospitals, etc.

<-   Add data on people w/special req's.
<-   Revise data on people w/ special req's.

<-   Approximate count by *population pattern*.
<-   Show population data for the risk area.

<-   Choose a **risk area**; show population data.

<-   Select IP based on risk area components.

<-   Cancel display of **DIRECTION/CONTROL** map layers.

The following options are the same as those described in *Section 6, Resource Management* in this guide. See Section 6 for complete information on using these options.

ADD FACILITIES

MODIFY FACILITIES

■■ ADD SPECIAL POPULATION

This option is used to enter data about populations with special requirements (such as transportation dependence). Special population data must be added to an existing facility, or a new facility must be created prior to adding the special population data.

After selecting **ADD SPECIAL POPULATION**, the system prompts with the following menu:

```
        Add Special Population Menu
------------------------------------------------------------
    0 : EXIT
    1 : Add special population to existing facility
    2 : Create new facility and add special population
------------------------------------------------------------
        Menu Choice (?=Help) ==> _
```

Use one of these two methods to specify adding a special population:

Option 1 : **Add special population to existing facility**: The system will display the following prompt.

```
Draw facilities onscreen? [Y] ==>
```

After you press return, the system will draw the facility icons on the screen and display the following prompt.

```
* * * MSG: Select a Facility w/ mouse.   CONTINUE for menu.
```

Once you have selected a facility, the Special Population Form displays as shown in the following example.

If you select Continue, the system displays the Facility Selection method menu, as described in *Section 6, Resource Management*, **MODIFY FACILITIES**. This menu will enable you to select facilities by name, from a list, or by location.

Option 2 : **Create new facility and add special population**: Prompts you for information to create a new facility. When you select this option, the system displays the Known Point Selection method menu, as described in *Section 6, Resource Management*.

> You can now create a new Known Point, or add facilities to an existing Known Point. The procedures you use to add the facility are similar to those described in *Section 6, Resource Management*, under **ADD FACILITIES**.

After a facility has been selected, or created, the following special population form displays:

```
 Emergency Functions                         Special Population Form V1.00
-----------------------------------------------------------------------------
 Longitude   : (display only)
 Latitude    :       .
 Location    :       .
 Address     :       .
 City        :                              State :       ZIP :
 Contact Name:
 Phone       : (display only)

 Number of persons requiring specialized care: _____
 Isolated Structure (y/n): _
 Transportation-dependent (y/n): _

 Alert/Notification Requirement (y/n): _

 Other Needs (y/n): _
```

The upper part of the special population form is for displaying facility information only. The lower part of the form is used to enter special population data. Enter the following information on this form:

Number of persons requiring specialized care: Enter the number of persons at the facility requiring specialized care (special population).

Isolated Structure (y/n): Y or N -- Is the special population located at an isolated structure?

Transportation-dependent (y/n): Y or N -- Is the special population transportation dependent? Use the following line for adding comments.

Alert/Notification Requirement (y/n): Y or N -- Is an alert/notification required for the special population? Use the following line for adding comments.

Other Needs (y/n): Y or N -- Are there other additional needs? Use the following line for adding comments.

II■ MODIFY FACILITIES*

This option enables an Information Manager to modify facility information by
1) selecting a facility and 2) modifying the facility data.

After selecting **MODIFY FACILITIES**, the system displays the Facility Modification
menu.

```
        Facility Modification menu
_____
0 :  EXIT
1 :  Modify Facility
2 :  Modify Known Point
_____
        Menu Choice (?=Help) ==> _
```

See *Section 6, Resource Management*, **MODIFY FACILITIES** for a complete
description of how to select a facility.

Modify the Facility Description

The facility form description of the selected facility is then presented for updating
(for details, see the heading Entering a Facility Description in *Section 6, Resource
Management*, under the **ADD FACILITY** option). When you exit the facility form,
you return to the Facility Selection method menu above, where you can choose
another facility for updating.

```
┌──────────────────────────────────────────────────────────────────────────┐
| Resource Management                                    Facility Form V2.01 |
| ------------------------------------------------------------------------   |
|   Longitude   :  (display only)                                            |
|   Latitude    :  (display only)                                            |
|   Facility    :  (KNOWN POINT NAME--display only)                          |
|   Type (Icon) :  _____                                  |
|   Address     :  _____                           |
|   City        :  _____   State : __   ZIP : _____       |
|                                                                            |
|   Contact Name:  (last name)_____   (first name) _ (middle initial)     |
|   Phone       :  (office phone)                                            |
|   Agency      :  _____            Position   : _____         |
|      (full agency name)_____           |
|                                                                            |
|   Mutual Aid? :  N     Agreement # : _____                     |
|                                       Active?   : (display only)_          |
|   Capacity    :  _____               Received  : (display only)           |
|   Cur Load    :  (display only)       Released  : (display only)           |
└──────────────────────────────────────────────────────────────────────────┘
```

If you cannot find the facility in graphic selection mode that you want to modify, or
if you want to quit modifying facilities, select **CONTINUE** from the menu. The
system returns you to the Facility Selection method menu.

■■ MODIFY SPECIAL POPULATION*

This option is used to modify special population data that has been previously
entered.

After selecting **MODIFY SPECIAL POPULATION**, the system prompts with the
following menu:

```
      Modify Special Population Menu
------------------------------------------------------------
   0 : EXIT
   1 : Update existing special population
   2 : Delete existing special population
------------------------------------------------------------
      Menu Choice (?=Help) ==> _
```

Use one of these two methods to specify adding a special population:

1. Update existing special population: The system displays the Facility Selection
    method menu, as described in *Section 6, Resource Management*.

    After you select the facility, the special population form (see **ADD
    SPECIAL POPULATION**) will display. This menu enables you to modify
    the special population data at the facility.

2. Delete existing special population: Prompts you to select an existing facility
    by displaying the Facility Selection method menu.

    After the facility has been selected, a prompt appears verifying that you
    want to delete the special population data at this facility:

    Delete special population: *facility name* (Y/N) [N] ==> _

    Enter 'Y' or <ENTER> to delete the special population data at the
    facility.

▌▌■ ESTIMATE POPULATION

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

- Census data

- People Locate data

To use this option, see the complete procedures in *Section 5, Map Analysis*, under Estimate Population.

▌▌■ RELEASE OVERLAYS

This option enables you to switch on or switch off the display of the map layers associated with **DIRECTION/CONTROL** (To choose these map layers, see *Section 12, Setup*, under **MAP LAYERS BY ACTIVITY**.)

II■ RISK AREA ANALYSIS

An Information Manager can establish the *risk area*, which is made up of one or more Emergency Planning Zones (EPZs). (EPZs are areas defined during emergency planning. Generally, the risk area includes any EPZs where the D2 model predicts the chemical track.) The Information Manager can establish a risk area by defining a *risk polygon*: any EPZ that overlaps a part of this risk polygon is considered to be part of the initial risk area. If a risk area is chosen or modified, the Information Manager must inform the general users. The general users can then display the boundaries of the risk area, as well as determine the populations of the EPZs within the risk area.

```
IBS MAIN MENU
  EMERGENCY ACTIVITIES
    DIRECTION/CONTROL


RISK AREA ANALYSIS
_____

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

PICK           RISK POLYGON
DRAW  NEW      RISK POLYGON
DELETE DRAWN  RISK POLYGON
DRAW  WEDGE   RISK POLYGON
ADD      EP ZONE (PICK)
DELETE EP ZONE (PICK)

ADD      EP ZONE  (NAME)
DELETE EP ZONE (NAME)

DISPLAY SAVED RISK AREA
SAVE CURRENT RISK AREA

RISK AREA POPULATION SUMMARY
REFRESH SCREEN
```

When you select **RISK AREA ANALYSIS**, the IBS displays this submenu (left) along with the event site, the surrounding EPZs, the current D2 track, and the **RISK POLYGONS** map layer. When you exit, the system prompts you to save any changes.

—— General options

<-- Pick an existing polygon (e.g., track)
<-- Pick points to draw a new polygon.
<-- Delete the new risk polygon.
<-- Draw a wedge risk polygon.

—— Include or exclude EPZs
 in the final risk area.

<-- Highlight the currently saved risk area
<-- Save the current risk area.

<-- Show populations by EPZ in the risk area.
<-- Redraw (and clean up) the screen.

These **RISK AREA ANALYSIS** options are explained in the following paragraphs.

PICK RISK POLYGON enables you to pick an *existing* polygon as the risk polygon that is used to specify which Emergency Planning Zones compose the risk area. (For example, a convenient choice might be to pick the polygon that represents the outer contour of the D2 track.) When you pick the desired polygon (and finish by picking **CONTINUE**), the boundaries of the risk area (all EPZs that intersect the chosen polygon) are drawn with bold lines.

DRAW NEW RISK POLYGON enables you to plot points that define a new risk polygon. As you use the cursor to plot points on the screen, line segments are drawn between the points. When you draw the final line segment between the first and last points (by picking **CONTINUE**), the boundaries of the risk area (all EPZs that intersect the drawn polygon) are then drawn with bold lines. Risk polygons that are defined in this way are then stored as a map layer named **Risk Polygons**.

DELETE DRAWN RISK POLYGON enables you to pick a risk polygon for removal from the **Risk Polygons** map layer. Select the polygon you want to remove then select **CONTINUE**.

DRAW WEDGE RISK POLYGON provides a menu of wedge angles you may choose from and then draws a risk polygon based on the current D2 case track and the wedge angle chosen.

The **ADD** and **DELETE** options enable you to include or exclude specific EPZs within the risk area:

● **ADD   EP ZONE (PICK)** enables you to use the cursor to pick the boundary of an EPZ to be included. When you pick the desired EPZ boundary (finishing by picking **CONTINUE**), the boundary is then redrawn with bold lines like the rest of the risk area.

● **DELETE EP ZONE (PICK)** enables you to use the cursor to pick the boundary of an EPZ to be excluded. When you pick the desired EPZ boundary (finishing by picking **CONTINUE**), the boundary lines are then restored to lines of normal width.

● **ADD   EP ZONE (NAME)** lists he EPZs not included in the current risk area and prompts you to select the EPZ to be included. The boundary of the identified EPZ is then redrawn with bold lines like the rest of the risk area.

● **DELETE EP ZONE (NAME)** lists the EPZs in the current risk area (by name) and then prompts you to select the EPZ to be excluded. The boundary lines of the identified EPZ are then restored to lines of normal width.

DISPLAY SAVED RISK AREA displays the most up-to-date risk area by drawing the EPZ boundaries with bold lines. General users of the IBS must use this option to update the current risk area when the Information Manager changes the risk area boundaries. Usually this option is used after receiving a message from the Information Manager.

SAVE CURRENT RISK AREA saves the currently defined risk area to the system database.

REFRESH SCREEN redraws the current screen and cleans up any graphic debris left from selecting a risk polygon or from manipulating the EPZs that are included in the risk area.

RISK AREA POPULATION SUMMARY provides an estimate of the population within the current risk area. The two sources of data for risk area population reports are:

● Census data

● Special Population data

Census data (if present in the site database) comes from static census database map layers chosen using **SELECT MAP LAYERS** in **MAP ANALYSIS**, or **CHANGE DEFAULT LAYERS** in **SETUP**. Special population data is generated by the functions **ADD SPECIAL POPULATION** and **MODIFY SPECIAL POPULATION** within **DIRECTION/CONTROL** and contains data for people with special requirements (such as transportation dependence)

After selecting **RISK AREA POPULATION SUMMARY**, the system displays the Output Redirection menu if you have not specified a default output. The system then prompts with the following menu:

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

Your choices are these:

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

```
                                        DD-MMM-YYYY HH:MM:SS
Estimated Population of the Current Risk Area
Map Layer           :  POPULATION
Population Pattern  :  Weeknight
-----------------------------------------------------------
Zone Name               Population
-----------------------------------------------------------
PAZ2A                   XXXXX
PAZ2B                   XXXXX
  .
  .
  .
TOTAL :                 XXXXXX
-----------------------------------------------------------

End of Report: <Return>=Continue, <Ctrl-Z>=Exit, M=Redirect ...
```

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

* * * MSG: No population topography selected

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

2. Special population summary (Special Population): Produces a report of the total special population in the current area of interest. Special population data is used to generate this report.

```
Special Population Summary Status               DD-MMM-YYYY HH:MM:SS

        All Special Populations in Risk Area


Type of Population          # of Structures         Population
-----------------------------------------------------------------------
Isolated                        XXXX                    XXXXX
Transportation Dependent        XXXX                    XXXXX
Alert/notification              XXXX                    XXXXX
Other                           XXXX                    XXXXX

TOTAL:                          XXXXXX                  XXXXXXX
-----------------------------------------------------------------------
End of Report: <Return>=Continue, <Ctrl-Z>=Exit, M=Redirect ...
```

Note: Some special population facilities can be counted more than once in the # of Structures or Population columns. A special population facility can qualify for more than one category of facility. For example, the same facility can have transportation dependent people and be isolated. This can cause the Totals to not match.

3. Special population by EPZ (Special Population): Produces a report of the special population for each emergency planning zone within the current risk area. Special Population data is used to generate this report.

```
Special Population Summary Status          DD-MMM-YYYY HH:MM:SS

              All Special Populations in EPZXX

Type of Population            # of Structures          Population
------------------------------------------------------------------------
Isolated                         XXXX                   XXXXX
Transportation Dependent         XXXX                   XXXXX
Alert/notification               XXXX                   XXXXX
Other                            XXXX                   XXXXX

TOTAL:                          XXXXXX                  XXXXXXX
------------------------------------------------------------------------
End of Report: <Return>=Continue, <Ctrl-Z>=Exit, M=Redirect ...
```

Note: Some special population facilities can be counted more than once in the # of Structures or Population columns. A special population facility can qualify for more than one category of facility. For example, the same facility can have transportation dependent people and be isolated. This can cause the Totals to not match.

▌▌▇ SAVE CURRENT RISK AREA

This option enables you to save the current risk area to the system database. The risk area then displays whenever you start the IBS and select the **RISK AREA ANALYSIS** option.

When you select this option, the system prompts you to define a risk area, if one has not been defined earlier.

```
* * * MSG: No Risk Area defined
           Press <RETURN> to continue...
```

If a risk area has been drawn on screen, the system displays the following message.

```
Do you wish to save the RISK AREA? [Y] ==>
```

Press the Return key to complete the option and save the risk area. If you decide you do not want to save the risk area, type N at the prompt and press the Return key.

II■ SELECT IP*

The Select IP option enables you to change your current IP. This option is only used by information managers, planners, and others with appropriate authorization. For more information on IPs and their use, see *Section 3, Status Board*, under the heading **Implementing Procedures**.

The system displays a listing of the Emergency Planning Zones.

```
Emergency Planning Zones
----------------------------------------------------
1 : EPZ: PAZB
        IRZ2
        IRZ3
        PAZ1
----------------------------------------------------
    Are emergency zones correct? (Y/N) [Y] ==>
```

If you answer yes (Y) at the prompt, the system displays a listing of all IPs in the database (Planning or Operational, depending on which mode you are in).

```
IP  DESCRIPTION
---------------------------------------------------------------
    0    Current Test IP
    1    Old Test IP
    2    IP for holiday conditions
    3    IP for severe weather conditions
    4    Newest Test IP



---------------------------------------------------------------
Select desired IP :  ___
```

Type the number of the IP you want to use at the Select desired IP prompt and press the Return key. The system displays a message similar to the following example.

```
Your old IP number was 000
Your new IP number is 001

Press <RETURN> to continue...
```

You will now be using the new IP.

If you answer no (N) at the prompt, the system directs you to select new Emergency Planning Zones using **RISK AREA ANALYSIS**.

■ EOC ACTIVATION

```
IBS MAIN MENU
  EMERGENCY ACTIVITIES




EOC ACTIVATION
_____



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

LIST FIRST TASKS

GENERATE CALL LIST          *






RELEASE OVERLAYS
```

EOC ACTIVATION presents a menu of capabilities for initiating EOC activities in case of an event. These include listing the initial tasks for all Emergency Functions in an IP.
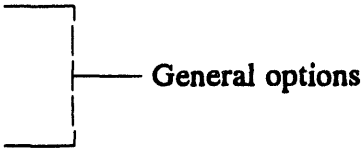
—— General options

<-- Show chronological list of initial tasks from all IP Emergency Functions.

<-- Generate phone call list for EOC personnel.

The **EOC ACTIVATION** options in this section are described in alphabetical order.

<-- Cancel display of **DIRECTION/CONTROL** map layers.

▮▮ GENERATE CALL LIST*

This option generates a phone call list for emergency management personnel. This list can be sent to the default printer or displayed on the screen. When you select **GENERATE CALL LIST**, the system prompts you to select one of three types of lists.

```
      Generate Call List
------------------------------------------------------------------
  0 : EXIT
  1 : Make call list of ALL IP tasks
  2 : Make call list of IP tasks for a specified duration
  3 : Make call list of ALL positions in database
------------------------------------------------------------------
      Menu Choice (?=Help) ==>
```

Option 1 : **Make call list of ALL IP tasks.** The following menu displays.

```
      Generate Call List
------------------------------------------------------------------
  0 : EXIT
  1 : List only those on duty
  2 : List those on duty and alternates
------------------------------------------------------------------
      Menu Choice (?=Help) ==>
```

Your choices are:

1. List only those personnel on duty.

2. List those personnel on duty and their alternates, if any.

After you select the personnel to list the system will display the following menu.

```
      Generate Call List
------------------------------------------------------------------
  0 : EXIT
  1 : List only those assigned to pre-event tasks
  2 : List only those assigned to post-event tasks
  3 : List assignments regardless of event phase
------------------------------------------------------------------
      Menu Choice (?=Help) ==>
```

This menu enables you to select people assigned to pre-event or post-event tasks. After you select the type of assignments you want to list on the report, the system will display the following prompt.

```
Include task description in call list [N] ?
```

Option **2** : **Make call list of IP tasks for a specified duration.**   The following prompt displays.

```
IBS will now generate a call list of personnel responsible for
the current IP tasks.  Only personnel required for those tasks
to be started in the time period you specify will be listed.

Please specify the number of hours after an event==>
```

After you specify the number of hours after an event and press the Return key, the system displays the following menu.

```
Generate Call List
------------------------------------------------------------------
   0: EXIT
   1: List only those on duty
   2: List those on duty and alternates
------------------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Your choices are:

1.   List only those personnel on duty.

2.   List those personnel on duty and their alternates, if any.

After you select the personnel to list the system will display the following prompt.

```
        Generate Call List
------------------------------------------------------------------
   0 : EXIT
   1 : List only those assigned to pre-event tasks
   2 : List only those assigned to post-event tasks
   3 : List assignments regardless of event phase
------------------------------------------------------------------
        Menu Choice (?=Help) ==>
```

This menu enables you to select people assigned to pre-event or post-event tasks. After you select the type of assignments you want to list on the report, the system will display the following prompt.

```
Include task description in call list [N] ?
```

Option **3** : **Make call list of ALL positions in database.** The following menu displays.

```
Generate Call List
------------------------------------------------------------------
   0: EXIT
   1: List only those on duty
   2: List those on duty and alternates
------------------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Your choices are:

1. List only those personnel on duty.

2. List those personnel on duty and their alternates, if any.

If you have not specified a default output (which you can define under **SETUP, JOB ENVIRONMENT, MISCELLANEOUS SETTINGS**), the following menu displays.

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

After you finish selecting one of the three call list options, the system displays or prints a report similar to the following.

```
+ = person on duty

AGENCY : FEMA     POSITION: EMERG TECH.
    LAST NAME        FIRST NAME         M HOME #        OFFICE #       BEEPER #
--------------- ------------------- - ------------- ------------- -------------
+ SMITH            JAMES              C 609-555-1212 609-555-1234 609-555-4567

AGENCY : FEMA     POSITION: EMERG PLANNER
    LAST NAME        FIRST NAME         M HOME #        OFFICE #       BEEPER #
--------------- ------------------- - ------------- ------------- -------------
  JOHNSON          WILLIAM            R 609-555-3453 609-555-4321 609-555-1243
+ STANDISH         SEYMOUR            L 609-555-3453 609-555-4321 609-555-1243
  BARR             ANNE               N 609-555-3453 609-555-4321 609-555-1243
```

▮▮ LIST FIRST TASKS

This option displays a list of the initial tasks that must be completed for all Emergency Functions. The list is shown in chronological order by the start time of the task.

The system prompts:

```
Listing tasks by planned starting time--
List tasks for how many hours? ==>
```

After entering a time period, you then specify the type of report:

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

After selecting a report type, you can then select from the following menu.

```
        Generate Call List
----------------------------------------
 0 : EXIT
 1 : List only those assigned to pre-event tasks
 2 : List only those assigned to post-event tasks
 3 : List assignments regardless of event phase
----------------------------------------
     Menu Choice (?=Help) ==>
```

Tasks that must be started within the specified time period are listed. Those tasks that have the earliest start times are listed first.

After you have selected a report, the system displays a report similar to the following example.

```
IMPLEMENTATION PROCEDURES REPORT                    17-OCT-1993 10:52:41.63
------------------------------------------------------------------------------
* * *     LAW ENFORCEMENT      TASK 01      IP 001      * * *
------------------------------------------------------------------------------

   DONE: N   AGENCY   : NYPD      POSITION : POLICE DETECTIVE
   PLANNED START: 01/JAN/92 01:00      ESTIMATED DONE: 03/JAN/92 01:00
   ACTUAL START:                       ACTUAL DONE:

------TASK NOTES FOR LAW ENFORCEMENT          TASK 01      IP 001----------------

------ACTION NOTES FOR LAW ENFORCEMENT        TASK 01      IP 001---------------

------ACTIONS FOR LAW ENFORCEMENT             TASK 01      IP 001----------------

------RESOURCE NOTES FOR LAW ENFORCEMENT      TASK 01      IP 001-----------

------RESOURCES FOR LAW ENFORCEMENT           TASK 01      IP 001----------------


------------------------------------------------------------------------------
* * *     LAW ENFORCEMENT      TASK 02      IP 001      * * *
------------------------------------------------------------------------------

   DONE: N   AGENCY   : RDCR      POSITION : DISPATCHER
   PLANNED START: 01/JAN/92 01:00      ESTIMATED DONE: 03/JAN/92 01:00
   ACTUAL START:                       ACTUAL DONE:

------TASK NOTES FOR LAW ENFORCEMENT          TASK 01      IP 001----------------

------ACTION NOTES FOR LAW ENFORCEMENT        TASK 01      IP 001--------------
```

```
-----ACTIONS FOR LAW ENFORCEMENT          TASK 01     IP 001----------------

-----RESOURCE NOTES FOR LAW ENFORCEMENT   TASK 01     IP 001-----------

-----RESOURCES FOR LAW ENFORCEMENT        TASK 01     IP 001--------------

END OF IMPLEMENTING PROCEDURES REPORT-------------------------------------

<Return> to continue...
```

Figure 11.1 shows the general list format.

```
Emergency function:
Start time:
Task #
Task note
     Action note
     Action # 1
     Action # 2
     .
     .
     .
     Resource list # 1
     .
     .
     .
Emergency function:
Start time:
Task #
Task note
     Action note
     Action # 1
     Action # 2
     .
     .
     .
     Resource list #1
     .
     .
     .
     .
```

Figure 11.1. List Format for First Tasks of All Emergency Functions

■ EVACUATION

```
IBS MAIN MENU
  EMERGENCY ACTIVITIES



EVACUATION
```

EVACUATION incorporates a modeling program for evacuation planning that predicts the progress of area evacuations by indicating the changing conditions of population movement over a roadway network. **EVACUATION** displays this menu along with the default map layers that include population, roads, and trails.
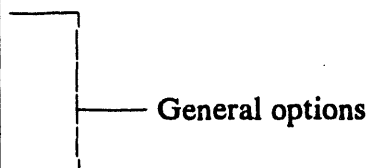
```
CONTINUE
MESSAGE BOARD              ->
STATUS BOARD              ->
PERSONNEL MANAGEMENT      ->        General options
MAP ANALYSIS             ->
RESOURCE MANAGEMENT      ->
ANIMATE D2 TRACK                 <-- Show D2 track movement over time.
SELECT MODEL CASE *              <-- Change the current case to another case.
RUN                              <-- Show evacuation output sequence on map.
SELECT TIME STEP                 <-- Enter a time step for evac. output.
RESTART                          <-- Restart output sequence at first time step.
STEP FORWARD                     <-- Show the next step of evac. output.
STEP BACKWARD                    <-- Show the previous step of evac. output.

DESCRIBE EVACUATION POINT        <-- Show information on picked evac. item.
ZOOM IN                          <-- Enlarge a portion of the current screen.
ZOOM OUT                         <-- View the current area within a larger area.
EVAC ROUTE OVERLAYS              <-- View, create, or delete evac. route overlays.
                                 <-- Execute evac. model for the current case.
EXECUTE EVAC MODEL *             <-- Show status of some icon items.
SELECTIVE STATUS                 <-- Cancel display of EVACUATION map layers.
RELEASE/RETAIN OVERLAYS
```

The evacuation model produces several measures of evacuation effectiveness, including travel times, vehicle counts, queues and delays, and person throughput over the *links* (street segments) and *nodes* (intersections) of the roadway network. Many of the model results are shown graphically: the network is overlaid on the site map, and you can visualize the results by stepping through the time sequence of the evacuation. Red bars on the network links indicate the extent of traffic lineups near intersections. When you pick **EVACUATION**, the evacuation network overlay (or *link-node diagram*) is automatically displayed for the current evacuation case.

Note: In some cases, a message similar to the following can display when you initially select Evacuation from the Emergency Activities menu.

```
The current case does not include record type 6.  One will now be created.
Enter the current site origin longitude (-112.34010315) ==>
```

Press the Return key to accept the default longitude, or enter a new longitude. Another prompt will display.

```
Enter the current site origin latitude (   40.29669952) ==>
```

Press the Return key to accept the default latitude, or enter a new latitude. A final prompt will display.

```
Enter the current site radius in miles (   37.40000153) ==>
```

Press the Return key to accept the default radius, or enter a new radius.

This message and sequence of prompts indicates that the current evacuation case is incomplete. If you are a planner, select **Execute Evac Model** from the Emergency Activities menu. Select **A: Change Input Data** from the Evacuation Model menu to complete the evacuation case.

If you are not a planner, you must notify the person responsible for the evacuation cases that the current case is incomplete. If the case is left incomplete, the message will display whenever you select a command or option requiring evacuation case input data.

ZOOM IN and ZOOM OUT operate as described in *Section 5, Map Analysis.* The EVACUATION options are described in *alphabetical order.*

ANIMATE D2 TRACK

This option presents a menu of options for viewing D2 output and is identical to the option of the same name on the **ANALYZE TRACK** menu. For a complete discussion of **ANIMATE D2 TRACK**, see *Section 8, Analyze Track.* **ANIMATE D2 TRACK** is also accessible from the **EMERGENCY ACTIVITIES** menu under the function **HAZARD ANALYSIS**.

II■ EVAC ROUTE OVERLAYS

This option displays a menu of three evacuation route functions similar to the following example. This menu enables you to perform the following activities:

List   Select from a menu of existing evacuation route overlays and display your selection graphically.

Create   Select a roadway segment to be identified as a named evacuation route overlay.

Delete   Remove an overlay from a list of named evacuation route overlays.

```
        EVAC ROUTE FUNCTIONS
-------------------------------------------
    0 : EXIT
    1 : List route overlays
    2 : Create route overlay
    3 : Delete route overlay
-------------------------------------------
        Menu Choice (?=Help) ==>
```

Option 1 : **List route overlays**: this option lists the evacuation route overlays in a list similar to the following example.

```
        Known Routes
-------------------------------------------
    0 : EXIT
    1 : SOUTH
    2 : NORTH
    3 : COMBINED
-------------------------------------------
        Menu Choice (?=Help) ==>
```

After you select an evacuation route, the system will display the route in blinking highlight on the graphic screen. The system will display the prompt:

```
Press <RETURN> to continue...
```

Press the Return key to redisplay the Known Routes menu. As you select other choices from the menu, each route will be added to the display. To end the selection of evacuation routes, select **0 : EXIT**. The routes you have selected will be redrawn on screen.

Option 2 : **Create route overlay**: this option enables you to create a graphic overlay showing an evacuation route . This *evacuation route overlay* can be made available to the onpost system as a map graphics file. The primary purpose of this option is to pass evacuation-related information to the onpost system. The system prompts:

```
Enter route name (single word - no special characters) ==>
```

Enter any name (up to 40 characters).

If you enter a route name that already exists, the system informs you and prompts again. After obtaining an appropriate name, the system prompts:

```
Trace the evacuation route by picking roadway segments.
After picking the last segment, select CONTINUE.
```

Pick a sequence of roadway segments, as instructed.

Each picked roadway segment blinks continuously to indicate selection. To unselect any segment, pick on it again and it will stop blinking. When you pick **CONTINUE**, the segments are stored using the name you specified earlier and you are returned to the Evacuation menu.

Option 3 : **Delete route overlay**: this option enables you to delete one of the evacuation route overlays by selecting from a list:

```
    Known Routes
------------------------------------------------
  0 : EXIT
  1 : SOUTH
  2 : NORTH
  3 : COMBINED
------------------------------------------------
    Menu Choice (?=Help) ==>
```

The system draws the route with blinking roadway segments and prompts:

```
    Is this the route you want to delete? (Y/N) [N] ==>
```

● **Y** deletes the evacuation route overlay (graphics file) and returns you to the **EVACUATION** menu.

● **N** returns you to the **EVACUATION** menu without deleting the route overlay.

ll■ DESCRIBE EVACUATION POINT

This option enables you to graphically pick a part of the *evacuation network overlay* (the link-node diagram) and display model information for that part. If you have displayed a time step (see **RUN, STEP FORWARD, STEP BACKWARD,** and **SELECT TIME STEP**) the system displays a menu similar to the following.

```
        Describe Menu
---------------------------
  0 : EXIT
  1 : Describe Node
  2 : Describe Link
  3 : Describe Exit Node
  4 : Describe Centroid
---------------------------
        Menu Choice (?=Help) ==>
```

If you do not have a time step displayed, the menu will display as follows.

```
        Describe Menu
---------------------------
  0 : EXIT
  1 : Describe Exit Node
  2 : Describe Centroid
---------------------------
        Menu Choice (?=Help) ==>
```

These selections provide the following information.

● *links* (roadway segments)--Link information includes, for example, Level of Service (LOS) codes that indicate traffic conditions from free-flow (code A) to unmoving (code F), number of vehicles discharged through the link, and people statistics for the current time step.

  If you select a link, the system will display information similar to the following example.

```
*  *  * MSG: CUMULATIVE DYNEV STATISTICS SINCE BEGINNING OF
                          SIMULATION

SIMULATED ELAPSED TIME:  0 HOURS, 4 MINUTES
VEH-MILES           17.00    VEH-DISCH             43.00
                             PEOPLE DISCHARGED     55.90
M/T                  1.00    AVG SPEED MPH         44.9
CONTENT VEHICLES     6.00    LOS            A
PEOPLE ON LINK       7.00

        Press <RETURN> to continue...
```

● *nodes* (intersections)

  If you select a node, the system will display information similar to the following example.

```
INTERVAL  DURATION          NODE 99 IS UNDER SIGN CONTROL
NUMBER (SEC) (PCT)     ----------- APPROACHES ---------
   1     0    100      (97,99) (100,99) (101,99)
```

Press <RETURN> to continue...

- *exit nodes* (intersection of a link and the evacuation boundary)

- *centroids* (traffic loading and exit points internal to the network).

II▪ EXECUTE EVAC MODEL*

EXECUTE EVAC MODEL displays the following short menu, which enables Information Managers or planners to prepare evacuation data or run the evacuation model.

Note: This option is available only in Planning mode. To change from Operational to Planning mode, use the **SETUP** option under the IBS Main Menu. For complete instructions on changing modes, see *Section 12, Setup.*

```
                         EVACUATION MODEL


A    Change Input Data
B    Run Evacuation Model
C    Update Evacuation Case Header
X    Return to EVACUATION Menu



   Enter option selection: __
```

Option A   Change Input Data enables you to modify the input data for the evacuation model. The IBS Models Guide describes background and procedures for modifying evacuation model input.

Option B   Run Evacuation Model first displays a check list for the current evacuation case. For example:

```
┌──────────────────────────────────────────────────────────────────────────┐
│        Current IDYNEV case attributes                                      │
│ ----------------------------------------------------------------------     │
│                                                                            │
│ Case:  004                                                                 │
│ Type:  SIMULATION                                                          │
│ Site:  JCB1                                                                │
│ Name:  MY PLANNING SITE                                                    │
│                                                                            │
│ Section statistics WILL NOT  be generated.                                 │
│                                                                            │
│ Start time :   22:00                                                       │
│ # Periods  :   10                                                          │
│ Time span  :    0:05:00                                                    │
│                                                                            │
│ Time period breakdown:                                                     │
│    150     150     150     150     150     150     150     150     150   1650│
│      0       0       0       0       0       0       0       0       0      │
│ ----------------------------------------------------------------------     │
│ Execute IDYNEV for this case? (Y/N) [Y] ==>                                │
└──────────────────────────────────────────────────────────────────────────┘
```

The check list is for your information only: you cannot change any of the information shown. Read the check list to be sure that the case is set up to run as you wish.

Press the Return key to run the model. While the model is running, you CANNOT interact with the modeling program or with any other IBS capability.

The following prompt will display.

Do you want to wait for completion of model (Y/N) [N] ==>

The system will generate and display a series of messages as it runs the model. If you choose to wait, the model run will complete, after which the system will display the following prompt.

* * * MSG: Do you wish to execute a related simulation case? (Y/N) [N] ==>

Type a *Y* (Yes) only if the current case is a traffic assignment case and you want to merge the results into a related simulation case.

After the evacuation model has finished executing, IBS displays a brief summary report and then draws the roadway network on the site map. The system prompts you to enter two items that serve as additional *case descriptors*:

Enter percent of population evacuated ==>

This refers to the population inputs to the model as a portion of the population expected in the evacuation area. That is, what part of the estimated population data set was supplied to the model as the total

number of people to be evacuated? (This should be 100 percent unless you: 1) decided that some people within the evacuation boundary did NOT have to be evacuated and 2) adjusted the model inputs accordingly.)

The system will display a menu similar to the following.

```
        Select Population Type
-----------------------------------------
   0 : EXIT
   1 : Weekday    (Mon Fri, 8am - 5pm)
   2 : Weeknight  (Mon Fri, 5pm - 8am)
   3 : Weekend    (Fri 5pm - Mon 8am)
   4 : Seasonal
-----------------------------------------
        Menu Choice (?=Help) ==>
```

Use this menu to specify the population pattern that was used as the base population evacuated by the simulation.

Each population pattern defines a data set that estimates the number and distribution of people for that time period.

As the evacuation case modeler, you must supply these two case descriptors here because they are considerations that are outside the actual inputs to the model. They can later serve as a basis for categorizing evacuation cases (for example, see SELECT MODEL CASE in this section).

If the model needs further information, you can be presented with one or all of the following prompts.

```
Enter total minutes load time. ==>
Enter persons per car. ==>
Enter number of evacuation zones. ==>
```

The following prompt will display once for each evacuation zone specified.

```
Enter evacuation zone name for zone nnn. ==>
```

Stopping the Model. No clean way is provided to halt the evacuation model while it is running. Pressing CTRL-Y is a standard system interrupt command that halts model execution, but it does not guarantee where you will regain control. The model can be restarted only from the beginning of its execution.

Evacuation Model Report. If the model is executed for a traffic simulation, and if one or more time steps of the simulation are completed, the IBS produces a summary report of the evacuation following model completion. This report file contains various statistics extracted from the last simulation time period reported by the evacuation model: vehicle miles, vehicle minutes, vehicle trips, average speed, percentage of vehicles that stopped, average

number of vehicles per queue, average delay per vehicle, etc. The summary
report file is named as follows:

[*username*.SITES.*site*.OUTPUT.DYNEV]C*nnn*SUM.RPT

where *username* is your system username, *site* is a four-character site code,
and *nnn* is the evacuation case number. The summary file is also displayed on
your screen as shown in the following example.

```
IDYNEV SUBNETWORK STATISTICS

VEHICLE-MILES              34911.04
VEHICLE-MINUTES           572492.00
VEHICLE-TRIPS(EST.)         10807
PCT OF VEHS THAT STOPPED       12.724
MOVING/TOTAL TRIP TIME          0.083
AVG. SPEED(MPH)                 3.66
AVG. QUEUE CONTENT           3291.5 VEH
DELAY/VEH                     177.86 SEC.
TOTAL DELAY                525075.9 MIN.
DELAY/VEH-MILE                 15.04 MIN/V-MILE
TRAVEL TIME/VEH-MILE           16.40 MIN/V-MILE

IDYNEV completed processing thru    2  36  0,
Press <RETURN> to continue...
```

Option C   Update Evacuation Case Header enables you to change or update
            the case he   the current evacuation case. The system
            displays th   g prompt and menu.

```
Enter percent of population evacuated. ==>


            Select Population Type
----------------------------------------
    0 : EXIT
    1 : Weekday    (Mon Fri, 8am - 5pm)
    2 : Weeknight  (Mon Fri, 5pm - 8am)
    3 : Weekend    (Fri 5pm - Mon 8am)
    4 : Seasonal
----------------------------------------
            Menu Choice (?=Help) ==>
```

⬛ RELEASE/RETAIN OVERLAYS

The appearance of this option on the menu switches back and forth between
RELEASE OVERLAYS and **RETAIN OVERLAYS**. When you use the **EVACUATION**
Emergency Activity for the first time, the default map layers associated with
evacuation are automatically overlaid on the map screen and **RELEASE OVERLAYS**
appears on the **EVACUATION** menu.

Pick this option	To see this effect on your map screen
RELEASE OVERLAYS	Removes all the map layers associated with this emergency activity
RETAIN OVERLAYS	Re-displays the map layers—The map layer overlays continue to be display until you select RELEASE OVERLAYS.

To choose which map layers are the ones associated with the emergency activity, see *Section 12, Setup* —MAP LAYERS BY ACTIVITY.)

II■ RESTART

RESTART resets the model output display at the first time step.

II■ RUN

This option displays the evacuation model output, showing changes in the traffic network as the output steps from the first time step to the last.

Red bars on the network links (street segments) indicate the extent of traffic lineups near nodes (intersections).

II■ SELECT MODEL CASE*

SELECT MODEL CASE enables you to change the current evacuation model case. You are asked to supply selection criteria for searching through the existing set of evacuation cases. All cases matching the specified criteria are then displayed in a list from which you can select one.

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

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

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

SELECT MODEL CASE gives you the options of entering a case number directly or specifying a set of case description criteria:

```
        CHANGE EVACUATION CASE MENU
------------------------------------------------------------------
    0 : EXIT
    1 : Choose evacuation case by CASE NUMBER
    2 : Choose evacuation case by SEARCH FOR EVACUATION CRITERIA
------------------------------------------------------------------
        Menu Choice (?=Help) ==>
```

These options are explained here.

Option 1.   Choosing an Evacuation Case by Case Number. Choose this option if you know the number of the evacuation case that you want to use. The system displays the following prompt.

```
        Would you like to create a new evacuation case? [N] ==>
```

Press the Return key to accept the default. The system displays a listing of evacuation cases.

```
+----------------------------------------------------------------------+
|  EVAC                     PERSON/      PERCENT    LOADING            |
|  CASE      POPULATION     VEHICLE      EVAC       PERIOD CLASS        |
| ----------------------------------------------------------------     |
|    0       WEEKDAY          1.4        100.0      60.00              |
|              ez011                                                   |
|    1       --------------   ----       ------     -------            |
|    2       --------------   ----       ------     -------            |
|    3       --------------   ----       ------     -------            |
|    4       --------------   ----       ------     -------            |
|    5       --------------   ----       ------     -------            |
|   11       --------------   ----       ------     -------            |
|   12       --------------   ----       ------     -------            |
|   13       --------------   ----       ------     -------            |
|   14       --------------   ----       ------     -------            |
|   21       --------------   ----       ------     -------            |
|   22       --------------   ----       ------     -------            |
|   23       --------------   ----       ------     -------            |
|   24       --------------   ----       ------     -------            |
+----------------------------------------------------------------------+
Select Evacuation Case # :__
```

To scroll through the cases on the list, use the U, D, T, B keys as described in *Section 1, Introduction and Overview.* Select an evacuation case by typing the Evac Case number at the prompt.

Option 2.   Selecting an Evacuation Case by Search for Evac Criteria. Choose this option if you want to search the evacuation criteria to select an evacuation case. This second option displays the following screen where you can specify criteria for selecting the evacuation case. The IBS then generates a selection list of evacuation cases that match (or approximately match) the criteria. For example:

```
┌─────────────────────────────────────────────────────┐
│        EVACUATION CASE SELECTION CRITERIA           │
└─────────────────────────────────────────────────────┘
IDYNEV Case number 000
Population pattern:  WEEKNIGHT
Persons/vehicle:   2.10  with     0.05  people/vehicle tolerance (+/-)
Percent evacuation:   55.00%  with    0.05 % tolerance (+/-)
Loading period class:      3.   minutes with    0.  minutes of tolerance (+/-)

ZONES:  PAZ1A      PAZ1B      _____    _____    _____
        _____      _____      _____    _____    _____

<GOLD Z> to exit and continue, <GOLD Y> to quit.
```

The entry fields serve as search keys into the database of evacuation cases:

●   The default tolerances are displayed. You can also change these values for this particular search.

●   You can remove one or more criteria from the search by entering blanks in the text fields or a negative one (-1) in the numeric fields. If all fields are removed from the search, you must instead select one case from a list of *all evacuation cases*.

●   If any criteria are used, the IBS compares these case input criteria with the database of evacuation cases. (If no identical matches are found, the IBS displays a message to indicate how many criteria were actually matched.) You must then select from a list of *evacuation cases that match the greatest number of criteria* (see the next screen).

After the search, the resulting set of evacuation cases are listed by Evacuation case number, as shown in the following screen example.

```
 EVAC                    PERSON/    PERCENT    LOADING
 CASE    POPULATION      VEHICLE     EVAC      PERIOD CLASS
-------------------------------------------------------------------
  44     WEEKEND           2.1        55.0       3.10
         PAZ1A PAZ1B PAZ1C
```

Select Evacuation Case # :__

II■ SELECTIVE STATUS

This option enables you to use the mouse to pick an icon that identifies a point associated with evacuation: sirens, EBS stations, traffic control points, and reception centers.

> **Note:**   You must have turned on the correct map layers (**FACILITIES/RESOURCES** under the **MAP ANALYSIS** option) for this option to work. If the needed map layers are not turned on, the system displays the following message.
>
> ```
> * * * MSG: Must have Facilities/Resources in map layers
> Press <RETURN> to continue...
> ```

If the map layers have been selected, but are not on the map display, the following prompt displays

```
Draw selected Icons onscreen? [Y]
```

Press the Return key to accept the default. The Facilities/Resources icons display. The system then displays the following message.

```
* * * MSG: Select Item with Mouse
* * * MSG: E.O.C., HOSPITAL, RECEPTION CENTER
* * * MSG: SHELTER, SCHOOL, or TRAFFIC CONTROL
```

Select an icon with the mouse.

The system responds by displaying information about the status of the item (retrieved from the IBS real-time database related to that item.) The information displayed is similar to the following examples. The format and content of the report can vary depending on what kinds of information is available and where the information for a particular item was stored.

```
#  Value  Description
--  ------  ------------------------------
1)       0 Hospital complex
2)     100 RECEPTION CENTER CAPACITY
3)       0 RECEPTION CENTER LOAD


FACILITY NAME:   SHELTER 1
FACILITY CAPACITY:    200
FACILITY LOAD:          0
STATUS: INACTIVE
```

You can continue to select one icon at a time. The new icon information replaces the previous information on the screen. When you are finished viewing information, select the **CONTINUE** option from the menu.

ⅠⅠ■ SELECT TIME STEP

This option enables you to set the display of model results to a specific time step. After you select this option, the following message will briefly display.

```
* * * MSG: Opening and Reading evac model files
```

After the message, a prompt similar to the following will display.

```
Time Step Length =      15.0 minutes
Enter Time Step (0 -  20) ==>
```

Enter a time step number and press the Return key. The time displays in white on the menu.

ⅠⅠ■ STEP FORWARD

This displays the traffic network results for the next sequential time step in the model output. The step forward is calculated from your currently displayed time step.

ⅠⅠ■ STEP BACKWARD

This displays the traffic network results for the previous sequential time step in the model output. The step backward is calculated from your currently displayed time step.

■ HAZARD ANALYSIS

```
IBS MAIN MENU
  EMERGENCY ACTIVITIES



HAZARD ANALYSIS
_____

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

CHANGE TRACK CASE           *
EXECUTE D2                  *
DOSE DETAILS
DESCRIBE TRACK
PRINT D2 REPORT
REPORT CURRENT D2 DESCRIPTION
ANIMATE D2 TRACK
SHOW ELEVATION
DETERMINE AREA
DISPLAY LOCATION
ESTIMATE POPULATION
ZOOM IN
ZOOM OUT
REFRESH SCREEN
RELEASE OVERLAYS
```

HAZARD ANALYSIS supports the use of D2, the Army's modeling program for predicting the downwind hazard resulting from the release of a chemical agent. The output of the D2 model is expressed graphically on the map screen as track contours of dose or concentration.

HAZARD ANALYSIS presents this menu of options (described in alphabetical order).

— General options
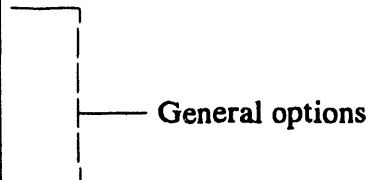
<-- Switch among D2 cases with track output.
<-- View menu of D2 case/run/scenario options.
<-- Check doses along the track center line.
<-- View info about a picked track contour.
<-- Display or print D2 output reports.
<-- Show current D2 case description.
<-- Show D2 track movement over time.
<-- Show elevation of point locations.
<-- Show area/perim. of a region (polygon).
<-- Show coordinates of picked points.
<-- Estimate based on *population pattern*.
<-- Enlarge a portion of the current screen.
<-- View current area within a larger area.
<-- Redraw the screen display.
<-- Cancel display of **HAZARD ANALYSIS** map layers.

When you begin **HAZARD ANALYSIS**, the map screen automatically displays the default map layers associated with this function. These map layers should include **POPULATION** and **D2 TRACK** for the current D2 case.

D2 Track. The D2 output track on the map screen consists of contour lines. Each contour represents a level of dose or concentration (depending on the original inputs to the D2 mod·l). A series of asterisks (*) appearing along the track center line indicate slice points along the track where the **DOSE DETAILS** option can be used to display dose or concentration information about those locations. Some releases do NOT result in the generation and appearance of these points.

II■ ANIMATE D2 TRACK

This option presents a menu of options for viewing D2 output and is identical to the option of the same name on the **ANALYZE TRACK** menu. For a complete discussion of **ANIMATE D2 TRACK**, see *Section 8, Analyze Track*. **ANIMATE D2 TRACK** is also accessible from the **EM'ERGENCY ACTIVITIES** menu under the function **EVACUATION**.

II■ CHANGE TRACK CASE*

This option for identifying the current D2 case is identical to the option of the same name on the IBS main menu (see *Section 9, Change D2 Track Case*). **CHANGE TRACK CASE** is available only to the Information Manager and Planners (for their planning site databases).

II■ DESCRIBE TRACK

DESCRIBE TRACK enables you to pick one or more of the contours displayed in the current D2 track. When you select this option, the Describe Track command highlights in blinking green and the following message displays.

```
* * * MSG: Select TRACK boundary with crosshairs
```

As you pick a contour, a text description of the contour is displayed at the top of your screen. For example:

```
          ┌─────────────────────────────────────┐
          │   OFFPOST D2 TRACK INFORMATION       │
          └─────────────────────────────────────┘
Track Distance      :  0.0367  MI           (      194. ft)
Dosage of Interest  :     2.0 (mg-min/m**3)
Description         :  NO EFFECTS

Agent               :  HD      DISTILLED MUSTARD
Release Type        :  INS     INSTANTANEOUS(EXPLOSIVE)
Munition            :  105     105-MM CARTRIDGE,M60,M360
Number Munitions    :  3.3

Wind Direction      :    20.0    degrees from
Wind Speed          :     3.3    ft/s
Temperature         :    68.0    F
Stability           :     A      VERY UNSTABLE

          Press <RETURN> to continue...
```

You can pick more than one contour. The information from the previous picks remains visible on the screen until you choose another menu option. To stop, select the **CONTINUE** command from the menu.

II■ RELEASE/RETAIN OVERLAYS

The appearance of this option on the menu switches back and forth between
RELEASE OVERLAYS and **RETAIN OVERLAYS**. When you use the **HAZARD
ANALYSIS** Emergency Activity for the first time, the default map layers associated
with hazard analysis are automatically overlaid on the map screen and **RELEASE
OVERLAYS** appears on the **HAZARD ANALYSIS** menu.

Pick this option	To see this effect on your map screen
RELEASE OVERLAYS	Removes all the map layers associated with this emergency function
RETAIN OVERLAYS	Re-displays the map layers—The map layer overlays continue to be displayed until you select **RELEASE OVERLAYS**.

To choose which map layers are the ones associated with the emergency function,
use **SETUP—MAP LAYERS BY ACTIVITY**.)

II■ DOSE DETAILS

Asterisks (*) are used to mark intervals of predetermined length along the D2
track center line. **DOSE DETAILS** enables you to pick one asterisk on the track
center line to see a report of dosage information for that location. When you select
this option, the Dose Details command highlights in blinking green and the
following message displays.

```
* * * MSG: Select dose site (*) with crosshairs
```

After you select a dose site, the Output Redirection Menu will display if you have
not specified a default output format. You can pick more than one asterisk
location to see further reports. For each pick you will see information details
similar to those shown in the following example report. The report provided can
vary somewhat, depending on the input parameters selected for the D2 cases.

> **Note:** It is possible that some chemical releases will not result in the
> generation of dose details.

Example Report:

```
                              D2 Dose Details
-------------------------------------------------------------------------
Distance                        :       2000
 Time for Tip (Minutes)         :      12.10
 Time for Tail (Minutes)        :      21.30
 Total dose (mg-min/m**3)       :       4.10

NO EFFECTS
 Dosage level (mg-min.m**3)     :       0.50
 Portion of dosage level (%)    :     100.00
 Time for dosage level (min)    :      14.90

NO DEATHS
 Dosage level (mg-min.m**3)     :       6.00
 Portion of dosage level (%)    :      69.20

1% LETHALITY
 Dosage level (mg-min.m**3)     :      10.00
 Portion of dosage level (%)    :      41.50
-------------------------------------------------------------------------
End of Report: <Return>=Continue, <Ctrl-Z)=Exit, M=Redirect...
```

To stop, select the Continue command from the menu.

▌▊ EXECUTE D2*

This option displays the Execute D2 Menu Options menu. The menu includes options for creating a new case (based on an existing case), modifying the input, running the model, and maintaining the model cases (input and output data). Also included is a key capability for creating *scenarios*: scenarios are unique combinations of situational data that link the D2 case output with an evacuation model case, meteorological conditions, and *population pattern* for a specific Implementing Procedure.

Caution

The D2 model inputs are easy to change; however, the knowledge of *what* those changes will be is left up to you.[a] For other than testing purposes, you probably should NOT change D2 model input unless you have a clear understanding of the model. The many input parameters are interrelated in non-straightforward ways. Also, please interpret the D2 model results cautiously. The D2 model itself is unchanged from previous implementations: data that caused aborted runs in the D2PC model will do so in the IBS as well.

```
          Execute D2 Menu Options
     ----------------------------------------------------
     0 : EXIT
     1 : Create New D2 Case
     2 : Change Track Case
     3 : Modify D2 Case Input
     4 : Run Current D2 Case
     5 : Copy Onsite D2 Input to Offsite
     6 : Perform File Maintenance
     7 : Create Scenario for Current D2 Case
     ----------------------------------------------------
          Menu Choice (?=Help) ==>
```

Note: For Option 3 : Modify D2 Case Input a case marked as a Maximum Credible Event (MCE) cannot be edited. This setting can be changed by using the INFOMANAGER ROOT MAINTENANCE command under the SETUP main menu option.

The options of the D2 RUN Capabilities menu are described in the following paragraphs.

(a) See Whitacre, C.G., J.H. Griner III, M.M. Myirski, and D.W. Sloop. 1987. *Personal Computer Program for Chemical Hazard Prediction (D2PC)*. CRDEC-TR-87021, U.S. Army Munitions Chemical Command, Aberdeen Proving Ground, Maryland.

Option 1 : **Create New D2 Case** enables you to create a new case based on an existing case. The existing case is then referred to as the *base case*. You select the case to be used as a base case by either: 1) entering a D2 case number directly, 2) searching the agent, munition, and meteorological data for the cases, or 3) selecting the D2 case from a list of cases—as explained for **CHANGE D2 TRACK CASE** on the IBS main menu. After selecting a case the following form is displayed.

```
                    CREATE D2 CASE

        Please enter NEW D2 case number :  ___

        Please enter BASE D2 case number:  ___


        To exit and save inputs press <GOLD><Z>.  To abort press
<GOLD><Y>.
```

Option 2 : **Change Track Case** is the same as the main menu option **CHANGE D2 TRACK CASE** described in *Section 9*.

Option 3 : **Modify D2 Case Input** displays an input screen similar to the following example for entering D2 input data:

```
                    D2 STANDARD INPUT FOR CASE #200
 ┌─SOURCE DATA─────────────────────────┐ ┌─LOCATION──────────────────────────┐
 │  Agent   :GB    2-Min Correct: Y   D │ │  Location: DPG      Long:-112.35702│
 │  Munition:105   # Munitions:   1.0   │ │  Igloo: 1101        Lat :  40.32125│
 │  Release :SEM                        │ └───────────────────────────────────┘
 │                                      │ ┌─MET DATA──────────────────────────┐
 │     Quantity:          Time:         │ │  Stability      : E               │
 │  1 1.3608E+08 mg          20. min    │ │  Season         : SPR             │
 │                                      │ │  Temperature    :     41.0 F      │
 │                                      │ │  Wind speed     :      6.6 ft/s   │
 │                                      │ │  Wind dir       :    180.0 deg (FROM)│
 │                                      │ │  Hgt Mix Layer  :    492.1 ft     D│
 │  Source Sigma X:   1.9           D   │ │  Atm Pressure   :    651.0 mm hg  D│
 │  Source Sigma Y:   1.9           D   │ │                                   │
 │  Source Sigma Z:   0.6           D   │ │                                   │
 │                                      │ │                                   │
 │  Supp. Input(N):  Release #: 1 of  2 │ │  Latest Met:    Met Period  1 of  1│
 └──────────────────────────────────────┘ └───────────────────────────────────┘
 Enter a text D2 description here:  D2 case #200, Agent GB,
 Release type Semi-continuous, Temperature 41.0 F, Wind speed 6.6 ft/s
```

To view more information about the possible inputs on this screen, press ? (or the HELP key) at each field. To exit the form and save, press **GOLD-Z**, to exit without saving, press **GOLD-Y**.

Note: As shown in the previous example, you can enter a two line text description at the bottom of the D2 input form. Use this area to enter the agent, munitions, release type, and other useful information. The two line description is what the system will display when you select **REPORT CURRENT D2 DESCRIPTION** from the main menu, so be as descriptive and specific as possible when you enter the text.

In **Modify D2 Case Input** there are a number of different input screens.

- There is a main input screen with commonly changed parameters,

- An additional input screen for less commonly changed parameters,

- Six screens which display depending on user input for the first two screens. In general, the other input screens will display when a stability or release type change causes D2 to prompt for more information.

Supplemental screens display for the following:

EVP and EVS releases
STK and STJ releases
FIR and FLS releases
U stability
S stability

Finally, if you type a W (woods) in the Stability field, the system will display the following menu.

```
    D2 Woods Type
-----------------------------------
0 : EXIT
1 : Deciduous, winter
2 : Mixed,     winter
3 : Mixed,     summer
4 : Coniferous forest
5 : Rain forest
-----------------------------------
     Menu Choice (?=Help) ==>
```

Select the type of woods from this menu and press the Return key.

Holds on Variables

The D2 model has internal defaults for some of its variables. Each of these variables has a source flag which causes D2 to use its default values or to use the user defined values. Most of these variables display on the main D2 input form, and the source flag can be found to the right of the variable itself. A U specifies the user defined value should be used (hold the variable), and a D specifies the default D2 value should be used (release the variable). The variables which can be held in this manner on the D2 Standard Input form are:

Sigma x
Sigma y
Sigma z
Two-minute correction
Atmospheric pressure
Height of the mixing layer
Quantity.

Changing Met Conditions

In the D2 model it is possible to change some weather conditions during the course of the run. For example, if the wind speed is 1 m/s for the first 5 minutes and then picks up to 10 m/s for the remainder of the dispersion run, you could model this using the **Met Period:** function. This function breaks up the D2 run into segments based on weather conditions. The only met data which can be changed in this way are stability class, wind speed, and the height of the mixing layer.

The **Met Period:** displays the index of the met change records the user is currently editing. (For example Met Period: 1 of 2.)

To create a new met peri>d, simply enter the index you wish to create. For example, if you currently have two met change periods and wish to create a third, type the number three over the number two in the **Met Period: 1 of 2** field. The system will display the following prompt.

```
Do you wish to create a new met change interval? [Y] ==>
```

If you answer Yes to the prompt, you will be set to the third met change period. For all met change periods greater than one, only stability, wind speed, height of mixing layer, and the time to the next met change will be accessible.

Once met change records have been added, you can easily move between met change periods by typing the appropriate index in the **Met Period** field.
To remove a met change interval from the list, type *R#* in the **Met Period** field where *#* is the number of the met change interval you want to remove.

Summing Dosage Distribution

The D2 model also enables you to sum the dosages between separate runs of the same agent at the same location. For example, if a palletized M55 rocket were to explode and cause neighboring rockets to leak and evaporate, you could model this case by summing instantaneous and evaporative releases.

The **Release #** field at the bottom of the form displays the index of the current release being edited and the number of releases, for example Release #: 2 of 2. By default there is one release. If you want to add more, just type the next release number in the **Release #** field. (Release numbers must be consecutive.) When you enter a new release number, the values for your current release will be saved, and the form will be redisplayed for you to enter the next release.

To remove a release from the list, type *R#* in the **Release #:** field where *#* is the number of the release you wish to remove. You will be prompted:

```
Are you sure you wish to delete summation release number xxx [N] ==>
```

Quantity Information

In D2 there are two types of quantities that you can input. For all releases except instantaneous and evaporative, you input quantity in up to six source time increments. For evaporative and explosive releases, you only input one quantity. The quantity fields displayed will vary, depending on which release mode is specified. If you are using the source time increments, you will also be prompted for the number of increments.

Two-Minute Correction

The **2-Min Correct:** field is only applicable for GB and VX releases, and will only display on the main input form when one of these agents are specified.

Note: Two minute correction has to do with the body's ability to detoxify itself for low dosage levels in the first two minutes of exposure. If two-minute correction is turned on, this is taken into account when modeling.

Converting Units

The user may select default units for several fields on the main D2 input form. Subsequent D2 forms will follow these unit defaults. Notice that if you change units on the main D2 input form, the actual data field will be converted automatically.

Time After Functioning

For explosive releases of HD or HT (mustard), you will be prompted for a time after functioning in minutes.

Latest Met

To load the latest met conditions into the D2 input file, the user should type a *Y* into the **Latest Met** field. This will update the form with the latest met data found at the current time.

Supp Input

If you want to access some of the more obscure D2 variables, you can do so by typing a *Y* in the **Supp Input** (Supplemental Input) field. A Y or N (Yes or No) displayed beside the Supp Input field indicates whether or not supplemental data currently exists. The D2 Supplementary Inputs form displays similar to the following example.

```
              D2 SUPPLEMENTARY INPUT FOR CASE #200

┌─────────────────────────────────────────────────────────────────────┐
│  Assess: Dosage (mg-min/m^3)       From: D2 Default Levels    Num Levels:  3 │
│                                                                       │
│  Num Dosage Levels           Dosage Level Descriptions                │
│   1       0.5  mg-min/^3     D.5   NO EFFECTS                          │
│   2       6.0  mg-min/^3     D6    NO DEATHS                           │
│   3       10.  mg-min/^3     D10   1% LETHALITY                        │
│                                                                       │
│                                                                       │
│                                                                       │
├─────────────────────────────────────────────────────────────────────┤
│  Vapor Depletion        : OFF   N                                     │
│  Slope of Frost Wind    :  0.   N      Roughness Length    :  0.   N   │
│  Breathing Rate         : 25.   N      Settling Velocity   :  0.   N   │
│  Skin Factor .          :  0.   N      Sampling Height      :  0.   N   │
│  Reflection Coefficient :  1.   N      Height of Source     :  0.   N   │
└─────────────────────────────────────────────────────────────────────┘
```

In D2 you can assess either dosage or concentration. The top half of this form enables you to specify what to assess, how many levels to assess, and what levels should be assessed.

When assessing dosage, you can use the three default dosage levels, 1% lethality, no deaths, and no effects, or you can specify your own levels.

The bottom half of this form enables you to access some miscellaneous variables which are not used very often. To the right of each variable listed at the bottom of this form is a source flag. If you do not wish to specify any value for a given variable, type an *N* (for Not defined) in the source flag field of that variable. If you do want to input a value for one of these variables, type a *U* (for User defined) in the source flag field for that variable. Unless you have a good understanding of these inputs into the model, it is recommended that all the source flags at the bottom of this form be set to N.

Option 4 : Run the Current D2 Case executes the D2 model for the current case inputs. Based on the case results, IBS creates output files that are identified with the current IBS D2 case number. IBS also creates one graphic output file that contains polygons depicting the D2 track contours. Note that the amount and type of information contained in this graphic output file depends on the D2 input. If possible, the model produces information on dose slice points along the track. Those points appear as asterisks along the track center line. Some releases do NOT result in the generation and appearance of these points. In that case, this message is displayed after D2 execution:

```
* * * MSG: SLICE FILE NOT CREATED.  DOSAGE ATTRIBUTES WILL NOT
BE GENERATED.
```

Option 5 : Copy Onsite D2 Input to Offsite enables you to create a new offsite D2 case based on an onsite D2 case. It copies the input of the case only. You must rerun the case after you copy it. The new offsite case becomes the current D2 case.

When you select this option, the following menu will display.

```
        Copy Onpost D2 to Offpost D2 Menu
------------------------------------------------------
    0 : EXIT
    1 : Copy current onpost D2 to offpost case
    2 : Select onpost case to copy to offpost case
------------------------------------------------------
        Menu Choice (?=Help) ==>
```

If you select **Option 2: Select onpost case to copy to offpost case**, the following menu will display.

```
        Onpost D2 Case Selection Menu
------------------------------------------------------
    0 : EXIT
    1 : Onpost D2 # xxx
    2 : Onpost D2 # yyy
    3 : Onpost D2 # zzz
    .    .     .     .
    .    .     .     .
------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select the onpost case on which you want to base the offpost case.

If you selected option 1, or after you select a case from option 2, the system will display the following menu.

```
        New Offpost D2 Case Menu
------------------------------------------------------
    0 : EXIT
    1 : New Offpost D2 # 111
    2 : New Offpost D2 # mmm
    3 : New Offpost D2 # nnn
    4 : New Offpost D2 # ooo
------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select a new offpost case number which will be based on the onpost case. Once you have selected a new case number, the system will display the following prompt:

```
Do you wish to make this your current planning(operational) D2 case? (Y/N) ==>
```

If you type a *Y* (yes) at the prompt the system will switch you to the newly created offpost D2 case. The system will then display a prompt similar to the following example.

```
You are now set to case nnn.
Press <RETURN> to continue...
```

If you type a *N* (no) at the prompt the new case will be created, but your current case will still remain in effect. The system will display a message similar to the following example.

```
Offpost D2 case #nnn has been created based on an onpost case.
Your current D2 case remains #mmm.
Press <RETURN> to continue...
```

Option 6 : Perform File Maintenance displays the following menu. The menu options enable you to list the directories of evacuation cases for the current site. You also can delete selected input and output files from the system (if you own the files). Exercise care here, especially in deleting input files, because recreating files can be time consuming.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                     PERFORM FILE MAINTENANCE                              │
│                                                                           │
│  Selection                                                                │
│  Designator   Selection                                                   │
│                                                                           │
│      A        Display Directory of Cases                                  │
│      B        Delete Case Output for a Specified Case                     │
│      C        Delete Input and Output for a Specified Case                │
│      X        Exit to Previous Menu                                       │
│                                                                           │
│               Enter selection designator:                                 │
└─────────────────────────────────────────────────────────────────────────┘
```

Option 7 : Create Scenario for Current D2 Case enables you to create scenarios to be included in the *scenario table* for the current D2 case: this scenario applies to the current Implementing Procedure (IP). The following illustration is a compressed example of the scenario table.

Scenario Table

IP #	DESCRIPTION	EVENT CLASS CODE	POPULATION PATTERN: WEEK DAY WEEK NIGHT WEEKEND SPECIAL	AGENT	MUNITION	RELEASE TYPE	QUANTITY	WIND DIRECTION STABILITY	WIND SPEED	CASE #	EVACUATION ZONES			EVACUATION CASE #
											IR Z	PA Z 1	PA Z 2	% EVACUATED
														PERSONS PER CAR EVACUATION LOAD TIME

Each record in the scenario table represents a unique combination of

● D2 case

● Evacuation case (IDYNEV)

● Meteorological conditions

● Population pattern

A single IP can apply to several different scenarios, but each scenario maps to only one IP.

The case number of the current D2 case is assigned to the new scenario(s). If you want to create scenarios that are based on a different D2 case, use the **CHANGE D2 TRACK CASE** option before creating a new scenario.

This Create Scenario option is used extensively in the planning phase. In operational mode the menu will only enable you to print the current scenario table. In planning mode you can Add, Modify, Delete, or Print records in the scenario table by using the following text menu:

```
                      SCENARIO TABLE
-------------------------------------------------------------
         0 : EXIT
         1 : Add Scenario Records
         2 : Modify Scenario Records
         3 : Delete Scenario Records
         4 : Print Scenario Table
-------------------------------------------------------------
              Menu Choice (?=Help) ==>
```

The options of the scenario table menu are explained in the following paragraphs.

Option 1.   **Add Scenario Records** - The IBS prompts for the number of the IP for which you wish to add a scenario:

```
IP   DESCRIPTION
---------------------------------------------------------------------------

0      Descriptive text
1      Descriptive text
2      Descriptive text
3      Descriptive text

Select desired IP :  ___
```

You must already know the number of the IP for which you wish to add a scenario record.

After entering the IP number, add the scenario table records during several stages in which you must define or select the following:

risk area: one or more Emergency Planning Zones that intersect either the current D2 case track or a polygon that you draw

population pattern : the number and distribution of people at a specific time of week and day

evacuation model case : the number of the evacuation model case associated with the current D2 case

The current D2 case is automatically entered in the scenario record for the IP. (The records also include data used in creating the D2 case: munition, agent, quantity, wind direction, wind speed, release type, and stability class. This allows searching of the scenario table to find matching cases during selection of an IP at a later date.)

A.   Defining a risk area: The *risk area* consists of a number of Emergency Planning Zones (EPZs) that are affected by the event. To help you define the risk area, the system directly displays the **RISK AREA ANALYSIS** menu from the **DIRECTION/CONTROL** Emergency Activity. After defining the risk area and

picking **CONTINUE SCENARIO CREATION**, you have
an opportunity to save the risk area before
continuing.

B. Associating population pattern with the IP: You are
then asked to select the *population pattern* for the IP:

```
┌──────────────────────────────────────────────────────────┐
         SELECTION OF POPULATION PATTERN FOR IP# nnn
       ----------------------------------------------------------
       0 : EXIT
       1 : WEEKDAY (MONDAY-FRIDAY  8AM-5PM)
       2 : WEEK END (FRIDAY 5PM - MONDAY 8AM)
       3 : WEEK NIGHT (MONDAY-FRIDAY 5PM-8AM)
       4 : SEASONAL
       ----------------------------------------------------------
           Menu Choice (?=Help) ==>
└──────────────────────────────────────────────────────────┘
```

C. Associating an evacuation case with the D2 case (for
the IP): After selecting the D2 case and population,
you must select an evacuation case. IBS first displays
a screen on which you can specify criteria for
selecting the evacuation case. The entry fields on
this screen serve as search keys int ⟩ the database of
evacuation cases. For example:

```
┌──────────────────────────────────────────────────────────┐
                  EVACUATION CASE SELECTION CRITERIA

 IP # 004 (display only)
 Population pattern:  WEEKDAY (display only)
 Persons/vehicle: _1.3_ with __.5_ people/vehicle tolerance (+/-)
 Percent evacuation: 100%  with __.05 % tolerance (+/-)
 Loading period class:  1.0_ hour(s) with __.5_ hours of tolerance (+/-)

 ZONES:  _IRZB     PAZ1A     _____     _____     _____

          _____     _____     _____     _____     _____
└──────────────────────────────────────────────────────────┘
```

- The default tolerances are displayed. You can also change
these values for this particular search.

- You can remove one or more criteria from the search by
leaving blanks in the text fields or by entering a negative
one (-1) in the numeric field(s).

- If all fields are removed from the search, then no search is
made. You must then select one case from a list of *all
evacuation cases* (see the next screen).

● If entries are made in one or more fields, the IBS compares these case input criteria with the database of evacuation cases. (If no identical matches can be found, the IBS displays a message to indicate how many criteria actually matched.) You must then select from a list of *evacuation cases that match the greatest number of criteria* (see the next screen).

After the search, the IBS lists the resulting set of cases in numeric order by IBS case number:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ EVAC      POPULATION   PERSON/      PERCENT        LOADING                │
│ CASE                   VEHICLE      EVAC           PERIOD CLASS           │
│ ─────────────────────────────────────────────────────────────────────    │
│ 101       WEEKDAY         1.3         100              1.0                │
│                        IRZA         IRZB        IRZC      PAZ1A      PAZ1C │
│                                                                           │
│ 102        .              .           .           .                      │
│                                                                           │
│  .         .              .           .           .                      │
│ Select Evac Case #:  _____                                              │
└─────────────────────────────────────────────────────────────────────────┘
```

To scroll through the cases on the list, enter a command key in the field after **Select Evac Case #** (U, U#, D, D#, T, B). To select an evacuation case, enter the case number in the same field. Note that a single evacuation case can be mapped to several different IPs (because the particular combination of the D2 case, meteorological data, and/or population pattern is different for each IP).

After finishing the scenario, the system displays the following message.

Enter a one line description for this scenario record:

```
---------------------------------------------------------------------------
```

After you enter the description, the system displays the record you have created and prompts you to verify its addition. Press the Return key to add the scenario record. The system returns you to the Scenario Table menu.

Option 2. **Modify Scenario Records** - You can search the scenario table using IP #, D2 case #, and Evac case #. The matching records are then displayed, and you can select one record to modify. You can modify the IP #, D2 case #, Evac case #, population pattern, and the scenario record description. This action

creates a new scenario record. An example of the
Scenario Record Form follows.

```
        Scenario Record Form

_____(scenario record description)

Population : WEEKDAY
         IP: 001
Evacuation : 001
         Evacuated:   1.0%   Persons per car:   1.0   Evac load
time:   1.00

         D2: 000
This is the first line of a test scenario

         Agent: GB    Release: INS      Munition: 8IN  Stability B
         Wind Dir:  189.00 (degrees)            Wind Speed:  5.00
(m/s)
         Quantity:   6580000.   (mg)

Press <GOLD><Z> to save and see next record.   <GOLD><Y> to quit.
```

After you exit the form, the system displays the following prompt:

Modify more records? [Y] ==>

If you press the Return key, or type a Y, the system enabled you to
modify more records. If you type N, the system returns you to the
Scenario Table menu.

Option 3. **Delete Scenario Records** - Is similar in function to Modify Scenario
Records. You can search the scenario table using IP #, D2 case #,
and Evac case #. You can delete a scenario record by specifying
the record number. After you confirm the deletion of the selected
record, that record is removed from the scenario table.

Option 4. **Print Scenario Records** - If you have not specified a
default output, the Output Redirection menu
displays. After you select the type of output you
want, the IBS prints a list of all scenario table
records, one page at a time.

▌▌■ PRINT D2 REPORT

This option allows you to display or print the output reports produced by the IBS implementation of D2.

The system prompts you to identify the desired report:

```
-----------------------------------------
    0 : EXIT
    1 : D2LOG
    2 : DOSAGE
    3 : SLICE
-----------------------------------------
         Menu Choice (?=Help) ==>
```

To select the type of report, enter the number of the type of report you want. To exit without selecting a report, press Ctrl-Z.

You can have these reports displayed on the screen, or sent to a printer. See *Section 12, Setup* for a complete description of setting up your system for default printing.

▌▌■ REPORT CURRENT D2 DESCRIPTION

This option displays a description of the current D2 case at the top of the screen. This description consists of the two lines entered on the D2 Standard Input form illustrated in **EXECUTE D2.**

▌▌■ SHOW ELEVATION

SHOW ELEVATION displays the elevation (meters above sea level) associated with one or more point locations that you pick with the graphic cursor. The information from previous picks remains visible on the screen until you quit by selecting another menu option. To use this option, you must have the Elevation map layer selected under either the Setup or Map Analysis options.

■ SEARCH/RESCUE

```
IBS MAIN MENU
  EMERGENCY ACTIVITIES




SEARCH/RESCUE
_____

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




DRAW  SEARCH  AREAS      *
DELETE SEARCH AREA       *






RELEASE OVERLAYS
```

The **SEARCH/RESCUE** activity supports search and rescue planning and operations. The default map layers for this Emergency Activity include roads and trails as well as search and rescue resources. See *Section 12* for more information on activating default map layers.

<-- Stop the command and return to the menu.

General options
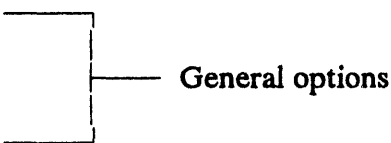
<-- Draw a search area boundary.
<-- Delete a search area boundary.

<-- Cancel display of **SEARCH/RESCUE** map layers.

■ DRAW SEARCH AREAS

This option enables you to draw boundary lines that define a search area.

1. After picking **DRAW SEARCH AREAS**, the system displays the following message.

* * * MSG: Draw a Search & Rescue Area. CONTINUE when done

Use the mouse (or joydisk) to pick three or more points that define the sides of the search area.

A boundary line segment is drawn between each new point and the previous point.

2. Pick **CONTINUE** to complete the search area.

The final boundary line segment is then drawn between the first and last points picked. The entire search area redisplays in white.

▐■ DELETE SEARCH AREA

This option enables you to delete an existing search area boundary by selecting it on the screen:

1. After picking **DELETE SEARCH AREA**, the system displays the following message.

* * * MSG: Select Search & Rescue Area to delete.   CONTINUE when done

Use the mouse (or joydisk) to pick any point on the boundary that you want to delete.

The selected boundary blinks to indicate your selection.

2. Pick **CONTINUE** to confirm the deletion.

The selected boundary is then removed from the screen.

▐■ RELEASE/RETAIN OVERLAYS

This appearance of this option on the menu switches back and forth between **RELEASE OVERLAYS** and **RETAIN OVERLAYS**. When you use the **SEARCH/RESCUE** Emergency Activity for the first time, the default map layers associated with search/rescue are automatically overlaid on the map screen and **RELEASE OVERLAYS** appears on the **SEARCH/RESCUE** menu.

Pick this option	To see this effect on your map screen
RELEASE OVERLAYS	Removes all the map layers associated with this emergency activity
RETAIN OVERLAYS	Redisplays the map layers—The map layer overlays continue to be displayed until you select **RELEASE OVERLAYS**.

To choose which map layers are the associated with the emergency activity, see *Section 12, Setup* under the heading **MAP LAYERS BY ACTIVITY**.

■ SHELTERING

```
IBS MAIN MENU
  EMERGENCY ACTIVITIES



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

ADD   LOCATION          *
ADD   FACILITIES        *
MODIFY FACILITIES       *

SHELTER OR CENTER INFO
SHELTER & CENTER SUMMARY




RELEASE OVERLAYS
```

SHELTERING enables you to display information about shelters and reception centers. If you have appropriate privileges, you can also designate the locations of these facilities and store the locations as map information.

——— General options

<-- Name new location in point database.
<-- Add new facility to point database.
<-- Modify facility information.

<-- Show info for a selected shelter or center.
<-- Show information about shelters and centers within a selected area.

<-- Cancel display of **SHELTERING** map layers.

II■ ADD FACILITIES*

This option allows an Information Manager to add a new facility. Adding a facility consists of: 1) specifying a facility location, 2) entering a facility description, and 3) entering personnel information about the facility contact person, if necessary. Details for this task are described in *Section 6, Resource Management*, under **ADD FACILITIES**. .

II■ ADD LOCATION*

ADD LOCATION adds a new location to the database of Known Points. The following prompt appears first:

```
Enter new Known Point name ==>
```

1. Enter any name (up to 40 characters) and press the Return key or press CTRL-Z to exit.

    This location name serves as the facility name for any facility that is added at that location.

    If you enter a name that is already used for a location, the system prompts you to enter another name. After you enter a valid new location name, the following prompt appears:

```
* * * MSG: Select new Known Point location w/ mouse
```

2. Pick a location on the map screen.

    If you pick a location that is already specified as a Known Point location, the system prompts you to select another point.

    After you pick a valid location, that location is placed in the database of Known Points. The system then returns to Step 1 where you can continue to add point locations until you quit by pressing CTRL-Z.

II■ MODIFY FACILITIES*

This option enables an Information Manager to modify facility information. Updating a facility consists of: 1) selecting a facility and 2) modifying the facility description. Details for this task are described in *Section 6, Resource Management*, under **MODIFY FACILITIES**.

II■ RELEASE/RETAIN OVERLAYS

The appearance of this option on the menu switches back and forth between
RELEASE OVERLAYS and **RETAIN OVERLAYS**. When you use the **SHELTERING**
Emergency Activity for the first time, the default map layers associated with
search/rescue are automatically overlaid on the map screen and **RELEASE
OVERLAYS** appears on the **SHELTERING** menu.

Pick this option	To see this effect on your map screen
RELEASE OVERLAYS	Removes all the map layers associated with this emergency activity
RETAIN OVERLAYS	Redisplays the map layers—The map layer overlays continues to display until you select **RELEASE OVERLAYS**.

To choose which map layers are the associated with the emergency activity, see
Section 12, Setup, under **MAP LAYERS BY ACTIVITY**.)

II■ SHELTER & CENTER SUMMARY

SHELTER & CENTER SUMMARY enables you to view a table of information about
the shelters and reception centers within a specified area.

```
        Resource area of interest menu
-----------------------------------------------------
   0 : EXIT
   1 : Select an area
   2 : Define an area
   3 : Delete an area
   4 : Entire screen
-----------------------------------------------------
        Menu Choice (?=Help) ==>
```

For example, if you select Option 1, the system displays the following message.

```
* * * MSG: Select an area.   CONTINUE when done
```

Select an area with the mouse or cross hairs. The area you have picked highlights in white and blinks. Select the Continue command when you have finished. The system then displays a shelter and center summary report similar to the following example.

```
Act.?   Cap.    Rem.    Rec.    Rel.   Description
-----  ------  ------  ------  ------  ------------------------------------------
  N      100      0       0       0    MEMORIAL HOSPITAL
  Y       50     13       7       6    SACRED HEART HOSPITAL
  Y       50     15       8       2    COUGAR HIGH SCHOOL
  N       25      0       0       0    JEFFERSON MIDDLE SCHOOL
-----  ------  ------  ------  ------  ------------------------------------------
         225     28       7       8
              Press <RETURN> to continue...
```

Press the Return key to return to the Resource area of interest menu. You can continue to select and view summary reports, or exit by selecting Option 0.

■■ SHELTER OR CENTER INFO

This option displays the description of a selected shelter or reception center and gives you the option of listing the resources of the facility. Details for this task are described in *Section 6, Resource Management*, under **DESCRIBE FACILITIES**.

Section 12
Setup

■ SETUP

IBS MAIN MENU
SETUP
CHANGE SITE *
MAP LAYERS - DEFAULT **MAP LAYERS - BY ACTIVITY**
JOB ENVIRONMENT
COMMON LEGEND *
BACKUP/RESTORE SITE DATA *

SETUP displays this submenu of capabilities for tailoring the default map layers, site, and job environment to your needs. Most users are not expected to need the **SETUP** capabilities. It is anticipated that the System Manager has tailored these defaults when setting the user up as an IBS user. For those users whose requirements can differ, such as emergency planners, **SETUP** enables them to adjust the IBS environment to their needs.

<-- Switch between site databases.

<-- Choose which map layers are displayed.
<-- Choose map layers for specific activities.

<-- Control setups of hardware, software, data.

<-- Place a title at the top of the screen. (Only in planning mode. This option is not available in Non-Graphic IBS.)

<-- Save and restore the site database.

The **SETUP** menu options and capabilities are specified in *alphabetical order* in the following sections.

■ BACKUP/RESTORE SITE DATA *

This option enables you to save and restore different types of site data, such as Resource Management data, or Model Case data.

When you select **BACKUP/RESTORE SITE DATA**, the following menu displays.

```
        Select Backup/Restore operation
-------------------------------------------
  0 : EXIT
  1 : Backup  Selected Data
  2 : Restore Selected Data
  3 : List all Backup Sets
  4 : Delete   Backup Set
-------------------------------------------
        Menu Choice (?=Help) ==>
```

Select the menu option corresponding to your choice. The options are:

1 : Backup Selected Data

This option enables you to create a backup set containing selected types of IBS data. The following list will display.

```
         Select Items to Backup
=========================================
  0 : EXIT
  1 =>Backup Resource Management data
  2 =>Backup D2        Case data
  3 =>Backup IP        Case data
  4 : Backup EVAC      Case data
  5 : Backup OSPM      Case data
  6 : Backup CHEMS     Case data
  7 : Backup MESORAD   Case data
  8 : Backup Risk Area data
  9 : Backup data Received
 10 : Backup data Sent
 11 : Backup All Site data
=========================================
        List Choice (?=Help) ==>
```

Select all the data types you want to include in this backup. An arrow = > will display in front of any selected items (in the above example, items 1, 2, and 3 have been selected.) When you have selected all the items you want, select 0 to Exit. The following prompt will display:

```
View output of Backup? (Y/N) ==>
```

Entering Y (Yes) will list files as they are backed up.

Note: To get out of the backup at the View output prompt, press Ctrl-Z to return to the Select Backup/Restore operation menu.

The backup will then begin. It may take over 10 minutes for the backup to complete, depending on how much data you selected to include in the backup, so be patient.

After the backup is complete, you will be prompted to enter a brief description of this backup.

```
Please enter a brief (one line) description of this backup.
==>  4/22/93, MJB. Backup made before Exercise.
```

2 : Restore Selected Data:

This option enables you to restore backed up data. This data will become the current data for a site.

Note: You must have write access to all directories when restoring data, and read access to all directories when backing up data.

The following menu will display. Select how to choose the Backup set.

```
        Backup Selection Method
------------------------------------------
   0 : EXIT
   1 : Select Backup by Description
   2 : Select Backup by Date & User
------------------------------------------
        Menu Choice (?=Help) ==>
```

Depending on the method you select, menus similar to one of the following will display:

```
        Select Backup by Description
---------------------------------------------------------------------
   0 : EXIT
   1 : 03/01/93, MJB. Monthly backup.
   2 : 03/09/93, MJB. Backup data before Exercise.
   3 : 04/02/93, MJB. Monthly backup.
---------------------------------------------------------------------
        Menu Choice (?=Help) ==>
```

```
        Select Backup by Date & User
------------------------------------------------------------
   0 : EXIT
   1 : 01-FEB-1993 12:08:10.23 M_BENNETT
   2 : 09-FEB-1993 07:36:54.54 M_BENNETT
   3 : 01-APR-1993 18:20:01.42 M_BENNETT
------------------------------------------------------------
        Menu Choice (?=Help) ==>
```

After selecting a backup set from the menu, a menu containing all the data types stored in the selected backup set will display.

```
        Select data to Restore
══════════════════════════════════════════
 0 : EXIT
 1 =>Restore Resource Management data
 2 =>Restore D2      Case data
 3 =>Restore IP      Case data
 4 : Restore EVAC    Case data
 5 : Restore OSPM    Case data
 6 : Restore CHEMS   Case data
 7 : Restore MESORAD Case data
 8 : Restore Risk Area data
 9 : Restore ONSITE data
10 : Restore Report data
11 : Restore All site data
══════════════════════════════════════════
        List Choice (?=Help) ==>
```

All data types are shown in the above menu, but only those types that are stored in the selected backup set will actually be shown. Select the data types you want to restore. An arrow = > will display next to every selected item (in the above example, items 1, 2, and 3 are selected).

If some of the data you have selected to restore is Shared, such as the Resource Management data, the following prompt will display:

```
* * * MSG: You will be restoring Shared data.  If others are currently
* * * MSG: using the system, this can easily Corrupt data!

Really restore Shared data? (Y/N) ==>
```

┌──┐
│   Caution   │
│   │
│   You should NEVER restore shared data while other users are using the │
│   system. It can corrupt the data base.   │
└──┘

If you are not restoring all site data, the following prompt will display:

```
* * * MSG: Restoring All Site data will cause ALL changes since the Backup
* * * MSG: was made to be LOST!

Really restore All Site data? (Y/N) ==>
```

If you type a *Y* (Yes) at either of the prompts, the following message will display.

```
        View output of Restore? (Y/N) ==>
```

Typing *Y* (Yes) will list files as they are restored from backup.

The restore will then begin. It may take over 10 minutes for the restore to complete, depending on how much data you selected to include in the restore, so be patient.

3 : List all Backup Sets:

This option prints information about all the backup sets that have been made for the current site. The report will contain the following information:

● When the backup was made
● Who made it
● A brief description by the person who made the backup
● The data types included in the backup.

The report will be sent to your default report destination. If you have not specified a default output destination, the Output Redirection Menu will display and you can select a destination for the report.

The report will be similar to the following example:

```
                    BACKUP SET LIST
-----------------------------------------------------------------------
Backup created on: 01-FEB-1993 12:08:10.23  by: M_BENNETT
03/01/93, MJB. Monthly backup.
Backup set contains:
    Resource Management data
    D2 Case data
    IP Case data

Backup created on: 09-FEB-1993 07:36:54.54 M_BENNETT
03/09/93, MJB. Backup data before Exercise.
Backup set contains:
    Resource Management data
    D2 Case data
    IP Case data
    EVAC Case data
    Risk Area data

Backup created on: 01-APR-1993 18:20:01.42 M_BENNETT
04/02/93, MJB. Monthly backup.
Backup set contains:
    Resource Management data
    D2 Case data
    IP Case data


-----------------------------------------------------------------------
```

4 : Delete Backup set:

Backed up data can use lots of disk space, especially if many backup sets are made. This option allows you to delete selected backup sets. This option displays a menu to select how to choose the Backup set to delete.

```
        Backup Selection Method
-------------------------------------------
 0 : EXIT
 1 : Select Backup by Description
 2 : Select Backup by Date & User
-------------------------------------------
        Menu Choice (?=Help) ==>
```

Depending on the method you select, menus similar to one of the following will display:

```
        Select Backup by Description
------------------------------------------------------------
 0 : EXIT
 1 : 03/01/93, MJB. Monthly backup.
 2 : 03/09/93, MJB. Backup data before Exercise.
 3 : 04/02/93, MJB. Monthly backup.
------------------------------------------------------------
        Menu Choice (?=Help) ==>

        Select Backup by Date & User
----------------------------------------------------
 0 : EXIT
 1 : 01-FEB-1993 12:08:10.23 M_BENNETT
 2 : 09-FEB-1993 07:36:54.54 M_BENNETT
 3 : 01-APR-1993 18:20:01.42 M_BENNETT
----------------------------------------------------
        Menu Choice (?=Help) ==>
```

After selecting a backup set, the contents and information about that backup set will be displayed and you will be asked to verify that this is the backup set you wish to delete. The following is an example of a backup contents listing.

```
Backup created on: 09-FEB-1993 07:36:54.54 M_BENNETT
03/09/93, MJB. Backup data before Exercise.

This Backup set contains:
    Resource Management data
    D2 Case data
    IP Case data
    EVAC Case data
    Risk Area data

Delete this Backup set? (Y/N) ==>
```

Type a *Y* (Yes) to delete the Backup. Unless the data has also been backed up to tape, the data will be lost.

■ CHANGE SITE*

CHANGE SITE enables planners, and others who have appropriate privileges, to switch their current site database between the

● Operational site database(s)

● Their own planning site database(s)

General users do NOT have this option: they use only the current operational site database.

After you select this option, if you have the privilege to change the operational site database, you will either proceed to Step A, or go directly to Step C.

Step A:

You have the privilege to change the operational site. The system displays the following prompt:

```
Do you want to change the operational site? (Y/N) [N] ==>
```

The current operational site is what all users who are not in planning mode are currently using. Changing it for yourself also changes it for them.

If you do not want to change the current operational site database, then type an *N* (No) at the prompt and go to Step C.

Step B:

You said you wanted to change the operational site database. The system displays the following message and prompt:

```
* * * MSG: If other users are using the system, changing the operational
* * * MSG: site May cause them to lose changes they have made.
Do you really want to change the operational site? (Y/N) ==>
```

If you really do want to change the operational site, type a *Y* (Yes) at the prompt.

> **Note:** Use caution before changing the operational site database. You should normally only change the operational site when no other people are using the IBS program. A privileged user can change the operational site while others are using the program even though this can cause them to lose some recent changes.

Step C:

A menu similar to the following will display. If you have the appropriate privileges and you want to change the operational site, then the menu will contain only operational

sites, the first item in the menu being the current operational site. Otherwise, the menu will contain the current operational site and all your own planning sites. The first item in the menu will be your current site, whether it is a planning site or the current operational site.

```
          Select new site
_____
   0 : EXIT
   1 : TOOE [Plan] --> TOOE [Real]          (Current)
   2 : TOOE [Real]                          (Oper)
_____
          Menu Choice (?=Help) ==>
```

To select no new site, select either **0 : (EXIT)** or **1 :** (your current site). Otherwise, select the new site you want to use. This menu indicates which site is your current site, and which site is the operational site. A site which is both the current and the operational site will be marked (Curr/Oper). Planning sites also reference operational sites, which is what the --> means. In the above example, the TOOE planning site references the TOOE operational site. The other designations are:

Plan   Planning database
Real   Real database
Exer   Exercise database

Changing planning sites will not affect other users of the system.

If you selected a new operational site, the system then stops and resets to the new site database. Users in operational mode are changed to the new site database. Users in planning mode remain in planning mode looking at their own data.

If you selected a new site, the system will display a message similar to the following as it stops and resets to the new site database.

```
Changing Current site to: TOOE [Real]

Changing sites.  Please wait...
```

■ COMMON LEGEND*

This option enables you to display a title legend or other information at the top of the display screen. You can choose from two predefined legends or define your own. The legend appears in tall white lettering and can obscure some map information. The legend appears in Operational mode on all terminal screens tied into the system, so its use is restricted to the Information Manager.

Note: This option is available only in Operational mode. To change from Planning to Operational mode, use the **CHANGE SITE** option described in this section.

The system displays the following menu:

```
        TITLE OPTIONS
------------------------------
  0 : EXIT
  1 : Enable Title (toggle between Disable)
  2 : CURRENT ESTIMATE    <-- For best estimate of the current situation
  3 : HYPOTHETICAL        <-- For viewing speculative "what if" data
  4 : Define My Own
------------------------------
        Menu Choice (?=Help) ==> _
```

Your options are:

1. DISABLE TITLE: Removes any currently displayed title text from the screen. This can leave breaks in the map information where the title occurred; **REFRESH SCREEN** restores the missing information.

2. CURRENT ESTIMATE: Displays the title, "CURRENT ESTIMATE." This is intended as a standard way of identifying the display as the most up-to-date information and modeling estimates about the current situation.

3. HYPOTHETICAL: Displays the title, "HYPOTHETICAL." This is intended as a quick way of indicating the display contains speculative modeling results or other information that does necessarily reflect the current situation.

4. Define My Own: Enables you to enter a title of your own choosing.

```
        Enter Title ==> _
```

■ JOB ENVIRONMENT

```
IBS MAIN MENU
 SETUP



JOB ENVIRONMENT
```

The IBS *job environment* is the current overall setup of equipment, software, and data that you can use. **JOB ENVIRONMENT** on the **SETUP** menu provides a consistent means of identifying what general data sets you want to use and how you want to use them.

MODEL CASE MANAGER	< – List and delete model cases.
CHANGE D2 CASE*	< – Change current D2 case
CHANGE EVAC CASE *	< – Change current evacuation case.
CHANGE IP CASE *	< – Change current IP case.
CHANGE SITE CHARACTERISTICS	< – Change your own site file.
COPY CASE OR SITE FILE(S) *	< – Copy site or case data to/from another IBS user.
MISCELLANEOUS SETTINGS	< – Set up system defaults for printing, etc.
HARDWARE SETTINGS	< – Specify your terminal type.
CHANGE MENU COLORS	< – Change your personal menu colors.
CHANGE TEXT COLORS	< – Change your personal text colors.
SET TO DEFAULT COLORS	< – Reset to the system default colors.

The following functions are the same as functions defined elsewhere in this manual:

● Change D2 Case - same as Change D2 Track Case, see *Section 9*.

● Change Evac Case - same as Select Model Case under the Evacuation function under the Emergency Activities menu, see *Section 11*.

● Change IP Case - Same as Select IP under the Status Board menu, see *Section 3*.

The job environment affects both mapping (graphic) interactions and modeling functions. For example, the job environment defines the type of graphics terminal you use.

For most users of the IBS, most parts of the job environment are fixed. Only those with special privileges (an Information Manager) are able to modify the files that define the job environment. In general, it is the responsibility of the system or data manager to supply general users with the appropriate job environment.

II■ CHANGE MENU COLORS

This option enables you to select different default colors for the graphic menu display.

```
IBS MAIN MENU
 SETUP
  JOB ENVIRONMENT



CHANGE COLORS
─────────────────────────


COLOR NUMBER 1
COLOR NUMBER 2
COLOR NUMBER 3
.
.
.
COLOR NUMBER 15
```

To select the default color for the graphic menus, select one of the color options from the menu display. The menu option is the color that will be used for all graphic menus. After you select an option, and exit the Setup function, the item you selected, for example, map displays, will change to the color you selected.

Note:
Since selected menu items flash in green, you should not change your default graphic menu color to green, since this will make selected items hard to see.

██ CHANGE SITE CHARACTERISTICS

This option enables you to change the contents of your personal site file. It is normally used to change the default site center and radius that IBS uses for a site. A menu similar to the following will display.

```
        Select Site to Change
-------------------------------------------
   0 : EXIT
   1 : (code1) (Site name 1)
   2 : (code2) (Site name 2)
   .    .      .
   .    .      .
   9 : (code9) (Site name 9)
-------------------------------------------
        Menu Choice (?=Help) ==>
```

Select the site you want to modify. If you are using the Infomanager account, and the site selected is the current operational site, the following prompt will display to verify that you want to modify the current Operational site.

```
* * * MSG: Modifying the current Operational site could cause problems for
* * * MSG: other users currently using IBS.

Really modify the Operational site? (Y/N) ==>
```

You will not usually want to modify the current Operational site. If you either enter a Y, or selected a site other than the current Operational site, the following form will display.

```
+-----------------------------------------------------------------+
|              EDIT SITE FORM                    V2.00            |
+-----------------------------------------------------------------+
|                                                                 |
|   Site Code :  (code for site) <= READ ONLY                     |
|                                                                 |
|   Disk Name :  (disk where the site is located) <== READ ONLY   |
|                                                                 |
|   Site Name :  (Site name)                                      |
|                                                                 |
|   Site Type :  (Planning, Exercise, or Real site)               |
|                                                                 |
|   Assoc Site:  (associated site code)                           |
|                                                                 |
|   Longitude :  (longitude of site center)                       |
|                                                                 |
|   Latitude  :  (latitude of site center)                        |
|                                                                 |
|   Radius    :  (radius of site to display)                      |
|                                                                 |
+-----------------------------------------------------------------+
```

```
To exit and save inputs press <GOLD><Z>. To abort press <GOLD><Y>.
```

Change the information as required (Note that the Site Code and Disk Name fields are read only—you cannot modify them). Press GOLD Z to exit and save your changes when you are done, or press GOLD Y to exit without changing anything. The information you changed will be verified for correctness, then saved.

If you receive a message informing you of some error with your input, your changes will not be saved.

If the site changed was your current site, the following message will be displayed if you changed the associated site:

```
* * * MSG: Your associated site has changed
* * * MSG: You may want to Exit and restart
 * * * MSG: or you will update the wrong OFFSITE.
```

You need to exit IBS and restart for your changes to take effect.

Note: Before changes are made, a backup copy of the site file will be created. The file is named SITE.DAT_BCK and can be found in your login directory.

■■ CHANGE TEXT COLORS

This option enables you to select the default colors for text prompts, menus, and forms. This enables you to select the most readable option for your specific hardware/software combination. IBS is delivered with text default colors of white text on a blue background. A menu similar to the following will display.

```
        Select Item to Change
------------------------------------------
  0 : EXIT
  1 : Text Color
  2 : Background Color
------------------------------------------
        Menu Choice (?=Help) ==>
```

Option 1: **Text Color**, allows you to change the color of the text letters that will be displayed.   Option 2 : **Background Color**, allows you to change the color of the background of the text display. From either of the above choices, a menu similar to the following will display.

```
        Select (Text/Background) Color
-------------------------------------------------
  0 : EXIT
  1 : Black
  2 : White
  3 : Yellow
  4 : Green
  5 : Blue
  6 : Cyan
  7 : Magenta
  8 : Red
-------------------------------------------------
        Menu Choice (?=Help) ==>
```

After selecting an option, the menu will redisplay with the colors changed according to your selection. Select **0 : EXIT** when the colors are set the way you want. The menu shown above is not exactly what will be viewed, the color of the opposite item will not be shown on the menu, to prevent you from accidentally picking a totally unreadable combination (such as white letters on a white background.)

Some terminals use Yellow (or another color) to indicate bold text. You should not use this color as the background color for the text display—it will be unreadable.

Note: TGRAF users: Depending on your hardware and Tektronix emulation software, the color names shown above may not match the actual colors that will be displayed. Do not be concerned; just select the most readable combination.

II■ COPY CASE OR SITE FILES *

This option enables you to

● Copy site or case data from another person's directories to your own

● Copy similar information from your directories to another person

These operations require special IBS privileges, VMS privileges, and password use, especially when data are copied between different systems (nodes). At some point in the copying process, you are prompted to enter a user name and password.

When you select the **COPY CASE OR SITE FILE** option, the following Copy Case Site Options menu displays.

```
          Copy Case Site Options
      ------------------------------------
       0 : EXIT
       1 : Check-out IP
       2 : Check-in  IP
       3 : Check-out D2
       4 : Check-in  D2
       5 : Check-out Evac
       6 : Check-in  Evac
       7 : Copy Onsite D2 Input to Offsite
       8 : General Copy Case Site
       9 : Check-in/out Tracking
      10 : Delete Site
      ------------------------------------
          Menu Choice (?=Help) ==>
```

The following examples show the typical prompts for various menu selections.

Options 1 through 6 contain the Check-out and Check-in functions. For example, when you select Option 1 : **Check-out IP**, the following series of menus will display.

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

```
Select INFOMANAGER site (Source)
------------------------------------------------------------
   0 : EXIT
   1 : SALA [Real]
   2 : TEAD [Real]
   3 : TEST [Real]                               (Curr/Oper)
   4 : UMDA [Real]
------------------------------------------------------------
         Menu Choice (?=Help) ==>


   Select USER site (Destination)
------------------------------------------------------------
   0 : EXIT
   1 : AAAA [PLAN] --> ABCD [REAL]           (Current)
   2 : BBBB [PLAN] --> ABCD [REAL]
   3 : CCCC [PLAN] --> WXYZ [EXER] --> ABCD
------------------------------------------------------------
         Menu Choice (?=Help) ==>


         Select Case
----------------------------------
   0 : EXIT
   1 : (model) case #nnn
   2 : (model) case #nnn
   3 : (model) case #nnn
   4 : (model) case #nnn
----------------------------------
         Menu Choice (?=Help) ==>
```

The following messages and prompt will display to allow you to verify that the operation you defined is correct.

```
* * * MSG: Check (in/out)  : (Model)
* * * MSG: Infomanager site: (Site)
* * * MSG: Your site        : (Site)
* * * MSG: Case number      : (nnn)

Accept values? (Y/N) ==>
```

After you specify which IP to use, the system checks to see whether the specified IP is already checked out (that is, already assigned to another planner).

● If the IP is already checked out, the system cannot check it out to you until the IP has been checked back in.

● If the IP is available, the system copies the IP and associated records from the *scenario table* to your current planning site database.

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

For more detailed information on **CHECK-OUT IP** and **CHECK-IN IP**, see *Section 3, Status Board*.

When you select Option **7: Copy Onsite D2 Input to Offsite**, the following menu will display.

```
        Copy Onpost D2 to Offpost D2 Menu
----------------------------------------------------
   0 : EXIT
   1 : Copy current onpost D2 to offpost case
   2 : Select onpost case to copy to offpost case
----------------------------------------------------
        Menu Choice (?=Help) ==>
```

This function enables you to create a new offsite D2 case based on an onsite D2 case. It copies the input of the case only. You must rerun the case after you copy it. The new offsite case becomes the current D2 case.

If you select Option **2: Select onpost case to copy to offpost case**, the following menu will display.

```
        Onpost D2 Case Selection Menu
--------------------------------------------------
   0 : EXIT
   1 : Onpost D2 # xxx
   2 : Onpost D2 # yyy
   3 : Onpost D2 # zzz
   .   .    .    .
   .   .    .    .
--------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select the onpost case on which you want to base the offpost case.

If you selected option 1, or after you select a case from option 2, the system will display the following menu, which contains only those case numbers which are not already in use.

```
        New Offpost D2 Case Menu
-----------------------------------------------
   0 : EXIT
   1 : New Offpost D2 # 111
   2 : New Offpost D2 # mmm
   3 : New Offpost D2 # nnn
   4 : New Offpost D2 # ooo
-----------------------------------------------
        Menu Choice (?=Help) ==>
```

Select a new offpost case number which will be based on the onpost case. Once you have selected a new case number, the system will switch you to the newly created offpost D2 case.

When you select Option 8: General Copy Case Site, the following two page form displays.

```
--------------------------------------------------------------------
   GENERAL COPY CASE SITE: Page 1; Source and Destination   V2.00
--------------------------------------------------------------------

      Source
           Node:
           Disk:
           User:
           Site:                       All Site Data (y/N): N

      Destination
           Node:
           Disk:
           User:
           Site:

--------------------------------------------------------------------
```

After filling in the first page of the form, press Return. Page two of the form will display.

```
--------------------------------------------------------------------
   GENERAL COPY CASE STE: Page2; Data to copy               V2.00
--------------------------------------------------------------------


      Model Name   (** = all) :
      Case Number  (** = all) :   ...
                                                            (y/N)
      Population Set Name      :   OSPM TAC Files            : N
      Topography   (** = all) :   Model Elevation Files      : N




--------------------------------------------------------------------
```

The same screens are used for copying data to or from another IBS user. These two processes are explained in the following sections. In general, you must know what *kinds* of data you want to copy (which fields to use on the screen). The IBS provides specific help with the names of models and data sets:

To see a menu listing of possible entries for a field of the screen: enter ?? in the field. A menu appears so that you can select the model or data set name.

Copying Site or Case Data *FROM* Another IBS User

For example, if you were working with a planner to create evacuation scenarios for a specific site, you can copy case data from that person's directories directly into your own directories.

The fields of the **COPY CASE OR SITE FILES** screen are explained here. A bullet (•) appears next to each input item. Remember: for some fields you can enter ?? to see a menu list of possible inputs.

● **Source Node:** Enter the name of the node (system) from which you wish to copy data. Type ?? for help.

● **Source Disk:** Enter the name of the disk used by the person whose files you want to copy. Type ?? for help.

● **Source User:** Enter the "user name" of the person whose files you want to copy. Type ?? for help.

● **Source Site:** Enter the 4-character site name of the site from which you wish to copy data. Type ?? for help.

● **All Site Data?:** Enter **Y** to copy a complete site. If necessary, site directories are created on the destination disk. All model data, mapping data, and other support files are then copied from the source disk to the destination disk. The site file in your login directory is also updated.

● **Model Name or **:** Enter a specific model name (such as **D2** or **IDYNEV**)—or ** (two asterisks) to signify all models for the chosen site. Type ?? for help.

● **OSPM TAC Files? (Y or N):** Enter **Y** to copy TAC (cell data) files associated with the OSPM model. These files must comply with IBS naming conventions for OSPM TAC data files. Type ?? for help.

● **Case Number or **:** Enter a case number—or ** (two asterisks) to signify all cases for the chosen model. Type ?? for help.

● **Population Set Name:** Enter the name of the population set to be copied with the chosen site. Type ?? for help.

● **Topography or **:** Enter a two-character topographic code to identify one topography—or ** (two asterisks) to signify all topographies (map layers) from the chosen site. Type ?? for help.

● **Model elevation files? (Y or N):** Enter **Y** to copy TAC (cell data) elevation files associated with the models. These files must comply with IBS naming conventions for model elevation data files. Type ?? for help.

● **Destination Disk:** Enter the name of the destination disk device to which IBS is to copy the desired files. Type ?? for help.

● **Destination Site:** Enter the 4-character site name of the site to which you want to copy data. Type ?? for help.

- **Destination User:** Enter the user name of the person who will receive the data. Type ?? for help.

- **Destination Node:** Enter the name of the node to which you want to copy data). Type ?? for help.

Regardless of what you copy, the settings for such things as the current case, site, and population set remain unchanged in your job environment. You must explicitly set these items to the new data using **SETUP—JOB ENVIRONMENT**, if that is what you wish to do.

Copying Site or Case Files *TO* Another IBS User

In this situation, you use the same input screen to specify that site or case files be directed to another IBS user.

Tracking Case Check-In and Check-out

Option 9 : Check-in/out Tracking enables you to determine who checked out a selected case, which of their sites they checked it into, and the date and time the case was checked out.

> **Note:** Cases checked out with versions of IBS prior to 2.00 will not be able to be tracked until the case is checked back in.

After you select this option, the following menu will display:

```
        Select INFOMANAGER site
---------------------------------------------
   0 : EXIT
   1 : TEST [REAL]                  (Oper)
   2 : ABCD [REAL]
   3 : WXYZ [EXER] --> ABCD
---------------------------------------------
        Menu Choice (?=Help) ==>
```

To check which cases have been checked out, select one of the Infomanager sites. The system will display the following menu.

```
        Select Model
-----------------------------
   0 : EXIT
   1 : D2
   2 : IP
   3 : IDYNEV
-----------------------------
        Menu Choice (?=Help) ==>
```

After you select an Infomanager site, the system will display a menu of cases from the selected site and model that have been checked out by users. Select a model and case from the menu.

```
          Select Case
    ------------------------------
    0 : EXIT
    1 : (model)    Case #(nnn)
    2 : (model)    Case #(nnn)
           . . .
   nn : (model)    Case #(nnn)
    ------------------------------
          Menu Choice (?=Help) ==>
```

After you have selected a model and case, a report similar to the following example will display if the case was successfully found in the Tracking file.

```
-----------------------------------------------------------------------------
Copy Case Site Tracking: D2       Cases Checked out from Infomanager Site: TEAD
-----------------------------------------------------------------------------
#001 By: Smith         To site: JCS1    Date/Time:25-SEP-1993 13:27
#002 By: Smith         To site: JCS1    Date/Time:25-SEP-1993 09:35
#003 By: Smith         To site: JCS1    Date/Time:25-SEP-1993 14:52
#004 By: Smith         To site: JCS1    Date/Time:25-SEP-1993 15:30
.
.
.
-----------------------------------------------------------------------------
End of Report: <Return> to continue, M to change destination...
```

If the case was not found, a message similar to the following will display.

```
* * * MSG: Infomanager site: (site)
* * * MSG: Model          : (model)
* * * MSG: Case number    : (###)
* * * MSG: No record in Copy Case Site Tracking file.
* * * MSG: Case may have been checked out with an earlier version of IBS
      Press <RETURN> to continue...
```

Deleting a Site Database

Option 10 : Delete Site enables you to delete a site database by using the DELSITE utility.

The DELSITE utility deletes an entire IBS site database from the system, removing all the directories, subdirectories, and files associated with the site database. Anyone with the appropriate IBS privilege can delete a site database by using DELSITE. DELSITE is also accessible as a stand-alone utility as well as under the Delete Site option.

+---+
| **Caution** |
| |
| DELSITE permanently removes a site database. Once deleted, a site |
| database cannot be recovered unless it is available on system |
| backups. |
+---+

This discussion covers the following topics:

• Why delete a site database?

• What You Need to Know Before Using DELSITE

• Deleting a Site Database with DELSITE

• Results of Using DELSITE.

Why delete a site database?

If for some reason a site database becomes obsolete and is no longer needed, it can be removed by any user with the appropriate IBS privilege. The disk space used by the site database then becomes available for system use.

What You Need to Know Before Using DELSITE

Before using DELSITE, you must know the following information, which DELSITE will request as input:

disk   This is the name of the disk device on which the user account currently resides.

           Example: DISK1

user   This is the name of the user account under which the site database is located. All IBS site databases are located as subdirectories under a user account directory.

site   This refers to the four-character *site code* that serves as the subdirectory name of the site database to be deleted.

           Examples: ABCD or TEST

Before using the DELSITE utility, make sure that this information is correct. If this information is wrong, DELSITE could remove the wrong site database. You could expect the owners of a wrongfully wiped database to be unhappy.

Note: To update system files that support site information, you should use the FIXMSTRDIR utility whenever you delete a site from the system. See FIXMSTRDIR.

Deleting a Site Database with DELSITE

The following is an example of how to delete a site database.

The program will display a warning message, then prompts you for the information outlined in the previous section. The series of prompts will look like the following (simulated answers are in bold):

```
* * * * * * * * * * * * * * * * * * * * * * *

            W A R N I N G

  You are about to delete an entire site.

  You must specify the disk, user, & site.

* * * * * * * * * * * * * * * * * * * * * * *

  Enter disk (<Ctrl-Z>=Exit) ==> DISK1
  Enter user (<Ctrl-Z>=Exit) ==> JDOE
  Enter site (<Ctrl-Z>=Exit) ==> ABCD
```

To cancel the deletion process at any of these prompts and exit, press CTRL-Z.

To delete a specific database, enter the appropriate disk, user, and site names as requested. Once you have supplied this information, the utility deletes the site database, displaying a sequence of messages similar to the following:

```
Now Deleting From DISK1:[JDOE.SITES.ABCD.BCK]
Now Deleting From DISK1:[JDOE.SITES.ABCD.INPUT.CHEMS]
Now Deleting From DISK1:[JDOE.SITES.ABCD.INPUT.D2]
Now Deleting From DISK1:[JDOE.SITES.ABCD.INPUT.DYNEV]
Now Deleting From DISK1:[JDOE.SITES.ABCD.INPUT.IP]
Now Deleting From DISK1:[JDOE.SITES.ABCD.INPUT.MAPS.D2]
Now Deleting From DISK1:[JDOE.SITES.ABCD.INPUT.MAPS.DA].
  .
  .
  .
NOW Deleting From DISK1:[JDOE.SITES.ABCD]
* * * MSG: Site deleted
```

Results of Using DELSITE

DELSITE removes all the directories and files associated with a site database. Once removed, the files cannot be restored through any IBS utilities. If a mistake is made, the only possible way you could recover the data would be to retrieve it from system backups made earlier.

▉▉ HARDWARE SETTINGS

The purpose of modifying hardware settings is to tell the system what kind of hardware devices you are using. When you select this option, the IBS displays the following input screen for modifying hardware parameters. The current hardware selections are indicated by the letters that appear in the input fields.

```
┌─────────────────────────────────────────────────────────────────┐
│   Job Environment                   Hardware Setup Form V2.00     │
├─────────────────────────────────────────────────────────────────┤
│  Terminal type: _                                                 │
│    T = Tektronix (32 lines)                                       │
│    P = PC-TGRAF   (24 lines)                                      │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

If you modify a hardware choice and accept the modification (when you exit the form), the system tells you that the previous value of the device's logical name has been superseded by your new choices.

Terminal (display device) type: Enter:

T - to use the Tektronix terminal monitor (or other terminal emulating a Tektronix monitor). Tektronix terminals have 32 lines on the screen.

P - to use the Tektronix emulation provided by TGRAF software on personal computer. These terminals have 24 lines on the screen.

▉▉ MISCELLANEOUS SETTINGS

This option enables you to specify the default

● Selection mode

● Report destination

● Default units of measure (English or Metric)

When you specify a default selection mode, the system offers you that mode of selecting an item. This occurs whenever you have to select an item as part of another IBS option. The options for selecting (picking) are:

1. List

2. Mouse

3. Name

4. None

When you specify a default report destination, the system sends any generated report to your preferred destination. The destination can be:

0. None

1. Screen

2. Printer

3. Mail

4. File

When you specify a default units of measure, certain reports will use those units. The units can be:

1. English

2. Metric

If you select no defaults, the system displays the general selection and report destination menus whenever you select an option that requires these actions.

```
┌──────────────────────────────────────────────────────────────────────────┐
│   Setup -- Job Environment               Miscellaneous Settings V2.0       │
│  ----------------------------------------------------------------------    │
│                                                                            │
│      Graphics Mode : 2          Non-Graphics Mode : 1                      │
│      1 => List  Picking -- Select items from a list                        │
│      2 => Mouse Picking -- Select items w/ a mouse                         │
│      3 => Name  Picking -- Select items by typing name                     │
│      4 => None          -- No default selection method                     │
│                                                                            │
│      Report Destination : 0                 Default Units : 2              │
│      0 => None    -- No default destination    2 => English -- Miles, etc  │
│      1 => Screen  -- Default is on Screen       1 => Metric  -- Meters, etc │
│      2 => Printer -- Default is to Printer                                  │
│      3 => Mail    -- Default is mailing to other user(s)                    │
│      4 => File    -- Default is to a File                                   │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

▌▌▌MODEL CASE MANAGER

This option enables you to:

- List model cases

- Delete model cases

- Change the model case index which contains the current state of each Model Case in a site.

A menu similar to the following will display.

```
        Site to Manage Cases
   ------------------------------------
   0 : EXIT                        :
   1 : Your Site:        (site1)
   2 : Your Site:        (site2)
   .    .              .
   .    .              .
   8 : Infomanager Site:  (site8)
   9 : Infomanager Site:  (site9)
   ------------------------------------
        Menu Choice (?=Help) ==>
```

The menu will list all your sites, as well as all the Infomanager sites (if you have the appropriate privileges). Select the site you want to modify. If the site selected is the current operational site, the following prompt will display to verify that you want to modify the current operational site.

```
* * * MSG: Modifying the current Operational site could cause problems for
* * * MSG: other users currently using IBS.

Really modify the Operational site data? (Y/N) ==>
```

You would not normally want to modify the current operational site. If you enter *Y* at the prompt, or selected a site other than the current operational site, a menu similar to the following will display.

```
        Select Model in Site (name of site selected)
   ----------------------------------------------------
   0 : EXIT
   1 : IP
   2 : D2
   3 : EVACUATION
   4 : List All Cases
   ----------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select the model for which you want to change case information. If you do not have the correct privilege to change one of the models, it will not appear on the menu. Select **List All Cases** to receive paged lists of all the model cases for all the models (all models will be viewed in the list, whether or not you have privileges to change them).

After selecting a model to change, the following prompt will display.

```
Enter model case number to change (LIST=List all) ==>
```

Enter the number of the model case that you would like to change, or type *list* to display a paged list of all the model cases for the model selected. After entering a model case number, a menu similar to the following will display.

```
        Site (site) (model) case (###) marked as: (current status)
------------------------------------------------------
0 : EXIT
1 : Delete case Output
2 : Completely Delete case
3 : Mark case as Existing
4 : Mark case as Not Existing
5 : Mark case as Checked Out
6 : Mark case as Maximum Credible Event
------------------------------------------------------
        Menu Choice (?=Help) ==>
```

All possible menu options are shown in the example, but would not all display for a single case. Select the option you want from the menu. The options are:

Delete case Output: For D2 and Evacuation cases, this removes any data created by the case having been executed. To view the case output information, it would need to be re-executed. The following prompt will display to verify that you want to continue:

```
Delete Output for case (###)? (Y/N) ==>
```

Completely Delete case: Allows all data for the selected case to be removed. The following prompt will display to verify that you want to continue:

```
Delete case (###)?  Data will be lost! (Y/N) ==>
```

Unless you have a backup copy, or have archived the site, all information about the selected case will be lost.

Mark case as Existing/Not Existing/Checked Out/Maximum Credible/Event: Allows you to change the status in the Model Case Index file for the selected model case to the status specified in the menu. The following prompt will display:

```
* * * MSG: Change Case Index file can easily corrupt data.

Are you sure you want to do this? (Y/N) ==>
```

Note: Be careful using this option, because you can easily corrupt the Model Case Index file.

||■ SET TO DEFAULT COLORS

This option enables you to reset your graphic display and text colors to the standard system default colors (orange menu, white on blue text).

◼ MAP LAYERS - BY ACTIVITY

```
IBS MAIN MENU
  SETUP



MAP LAYERS - BY ACTIVITY
─────────────────────────────


HAZARD ANALYSIS
EOC ACTIVATION
DIRECTION/CONTROL
EVACUATION
SHELTERING
SEARCH/RESCUE
DAMAGE ASSESSMENT
RESOURCE MANAGEMENT
PERSONNEL MANAGEMENT
RISK AREA ANALYSIS
```

⇩

```
IBS MAIN MENU
  SETUP
    MAP LAYERS - BY ACTIVITY
      (emergency activity)


(emergency activity)
─────────────────────────────


FORWARD
BACKWARD

ADMINISTRATIVE BOUNDARY
ELEVATION CONTOUR
ELEVATION
MAP LAYER 4
MAP LAYER 5
  •
  •

  •
MAP LAYER N
```

MAP LAYERS - BY ACTIVITY enables you to choose which map layers you wish to display for each Emergency Activity. You can select one Emergency Activity at a time from the menu list.

After selecting an Emergency Activity, a submenu of map layers for that function displays, similar to the one at lower left.

The initial default map layers (see **MAP LAYERS - DEFAULT**) and any map layers already defined as default layers for the chosen Emergency Activity are already selected (shown in highlight on the list). You can select additional map layer(s) to be included in the set of default map layers for this Emergency Activity. The new map layers also are highlighted. To deselect a map layer, pick on a highlighted map layer, so it returns to its original color.

When you exit from the menu, the form for restricting the display of map layers based on display size is shown. As described for **MAP LAYERS - DEFAULT**, this form enables you to make the display of map layer data dependent on the size of the displayed area. For each Emergency Activity map layer listed on the form, you can specify a range of display sizes within which that map layer is shown. The following screen example shows map layers that were selected for the **HAZARD ANALYSIS** Emergency Activity.

```
┌─────────────────────────────────────────────────────────────────────┐
         RESTRICTIONS OF MAP LAYERS BY DISPLAY SIZE

                                 Display Size Radius in Miles
  Map Layers for HAZARD ANALYSIS    Minimum    Maximum
  RISK AREA POLYGONS                  0.0       1000.0
  100K ROADS                          0.0          5.0
  ROADS & TRAILS                      5.0       1000.0
  D2 TRACK                            0.0       1000.0
  POPULATION                          0.0       1000.0
     .                                 .           .
     .                                 .           .
└─────────────────────────────────────────────────────────────────────┘
```

After you exit this form, the new set of default map layers will be displayed within that emergency activity. To display the new map layers, return to the IBS Main menu and select the desired emergency activity. The new map layers display when the graphic display is refreshed.

▉ MAP LAYERS - DEFAULT

```
IBS MAIN MENU
 SETUP



MAP LAYERS - DEFAULT
_____

FORWARD
BACKWARD

ADMINISTRATIVE BOUNDARY
ELEVATION CONTOUR
ELEVATION
MAP LAYER 4
MAP LAYER 5
 .
 .
 .
MAP LAYER N
```

This option displays a menu that lists the different layers available in the current map database. Any highlighted menu items are the currently selected *default map layers* — the map layers that are automatically displayed when you start using the IBS. You can select additional map layers or remove some of those already selected. The selected map layers then appear on the map screen throughout this session — unless you remove map layers later.

The map layers are too numerous to show on a single screen. The menu shown here is the first of several "pages" of map layers. The actual list of map layers is dependent upon your current map database and may be different for other map databases.

Use the **FORWARD** and **BACKWARD** options to display other pages of the map layer menu:

- **FORWARD** shows the next page of map layers. If you reach the end of the list, the next **FORWARD** returns you to the first page.

- **BACKWARD** shows the previous page of map layers. If you reach the first page of the list, the next **BACKWARD** sends you to the last page.

Restricting Map Layers Based on Display Size

When you exit the menu, you see a form for restricting the display of map layers based on display size (0 to 9,999 miles or kilometers). For example:

```
            RESTRICTIONS OF MAP LAYERS BY DISPLAY SIZE

                                   Display Size    (Radius in miles)
Map Layers For STANDARD DEFAULT    Minimum           Maximum
  POLITICAL BOUNDARIES                0.0              9520.0
  100K ROADS                          0.0                 5.0
  ROADS & TRAILS                      5.0              1000.0
       .                               .                  .
       .                               .                  .

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

This form enables you to make the display of map layer data dependent on the size of the displayed area. For each map layer listed, you can specify a range of display sizes (radius in miles or kilometers) within which that map layer will be shown.

You can use this capability to customize the use of data sets that have different resolutions. For example, you might specify that 1:2 million-scale road data be shown for displays from 5 to 1000 miles across while 1:100,000-scale data is used for displays 0 to 5 miles across. This enables you to avoid the display of high-resolution data that might be appropriate for smaller areas but which are too detailed and time consuming to display for large areas.

Note: Some data rich map layers such as 100K Roads will cause the system to hang if you try to display the map layer over a large map area. Restrict such layers in the same way as shown in the previous screen example. Recommended settings for 100K Roads can be a minimum of 0.0 miles and a maximum of 5.0 miles. If you zoom out your map display to anything larger than a 5-mile radius, the 100K Roads layer does not display. This keeps your system up and running.

If you see blank map layer descriptions that have minimum and maximum display sizes listed, this is because your Job Environment file contains one or more map layers that are not in the current map database. This should not interfere with the operation of the IBS program, but should be addressed by your database administrator.

After you exit this form, the new set of map layer defaults are immediately displayed.

Appendix A
IBS Graphic Menus

This appendix shows the appearance and structure of the graphic-screen menus
used by IBS. Most of the options listed on the IBS Main Menu result in the
display of further submenus. These submenus are presented in the order in which
they appear on the IBS Main Menu.

This appendix contains a series of menu diagrams which you can remove from the
book and use for handy reference. The IBS Menu Structure is located at the back
of this appendix. The menu structure reads from left to right; the first menu on
the left is always the IBS Main Menu.

As you select options that result in further submenus, each level or layer of menu
selection is listed in the upper area of the menu. The hierarchy of selections is
indicated by indentation. You may go directly to any of the previous menus by
selecting an item in the hierarchy of selections. For detailed information on
selecting from a graphic menu, see *Section 1, Introduction and Overview*.
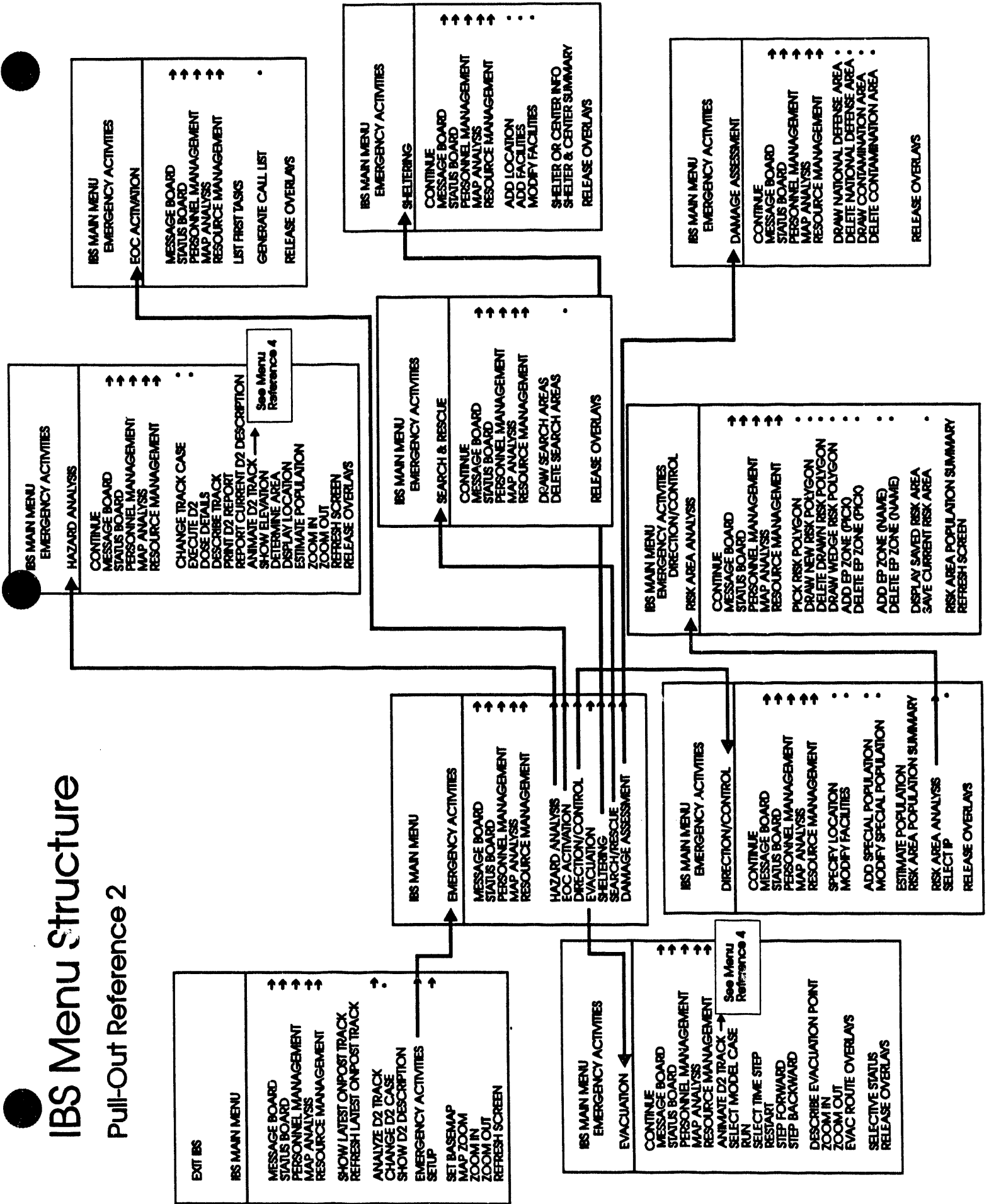
Example of a Submenu with Layered Menu Selections

```
┌─────────────────────────────┐
│  EXIT IBS                   │
│                             │
│                             │
│                             │
│                             │
│                             │
│                             │
│  IBS MAIN MENU              │
│ ─────────────────────────── │
│                             │
│                             │
│  MESSAGE BOARD        ─>    │
│  STATUS BOARD         ─>    │
│  PERSONNEL MANAGEMENT ─>    │
│  MAP ANALYSIS         ─>    │
│  RESOURCE MANAGEMENT  ─>    │
│                             │
│  SHOW LATEST ONPOST TRACK   │
│  REFRESH LATEST ONPOST TRACK│
│                             │
│  ANALYZE D2 TRACK           │
│  CHANGE D2 CASE          *  │
│  SHOW D2 DESCRIPTION        │
│                             │
│  EMERGENCY ACTIVITIES       │
│  SETUP                      │
│                             │
│  SET BASEMAP                │
│  MAP ZOOM                   │
│  ZOOM IN                    │
│  ZOOM OUT                   │
│  REFRESH SCREEN             │
└─────────────────────────────┘
```

Menu Item	Line #
<-- IBS MAIN MENU	1
Selection	2
Selection	3
Selection	4
Selection	5
Selection	6
<-- Menu Title (Yellow)	7
<-- Separator	8

* <-- Asterisks on these listings indicate capabilities that require special privileges. These options appear as blank lines on the menus of those users who lack appropriate privileges.
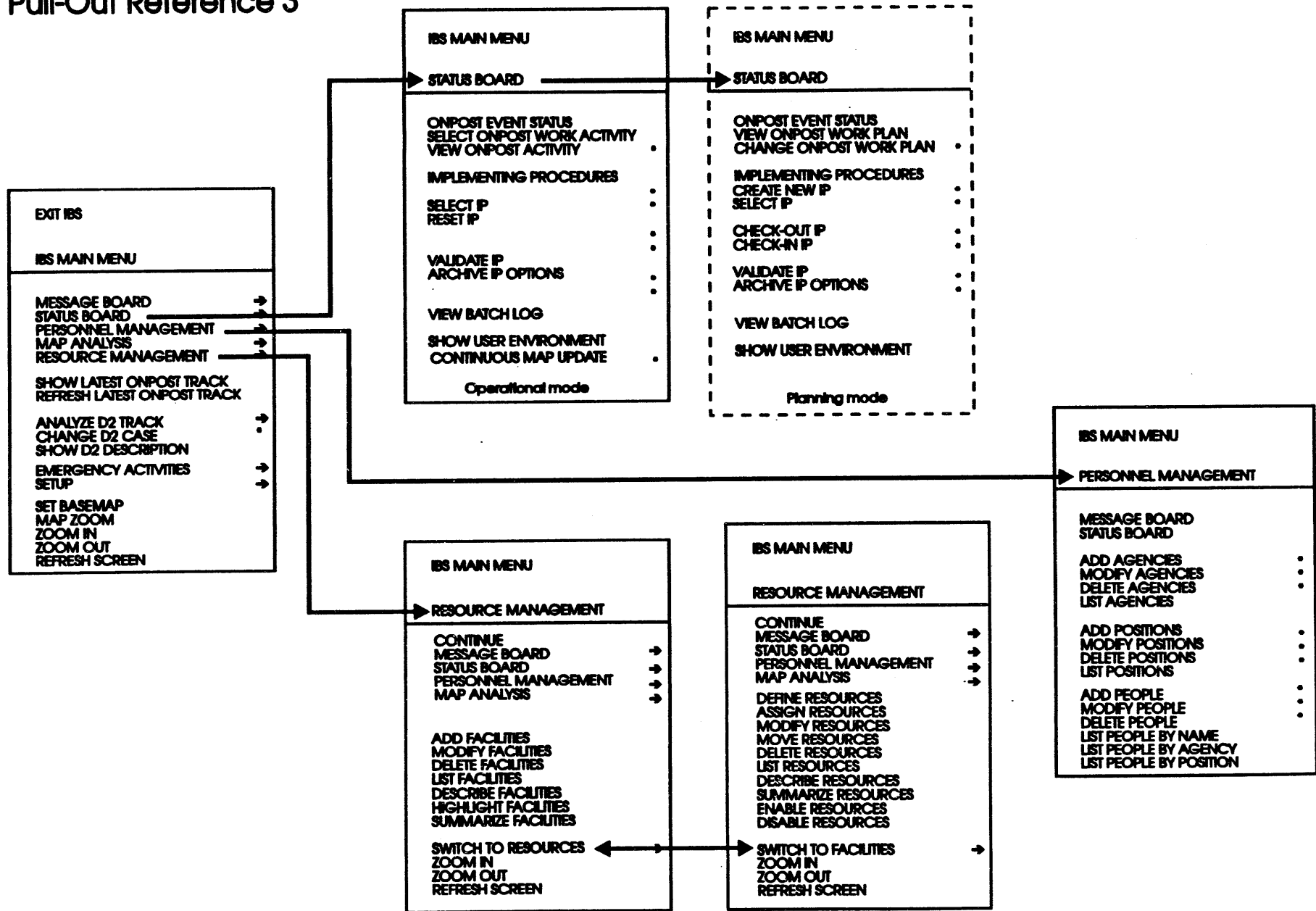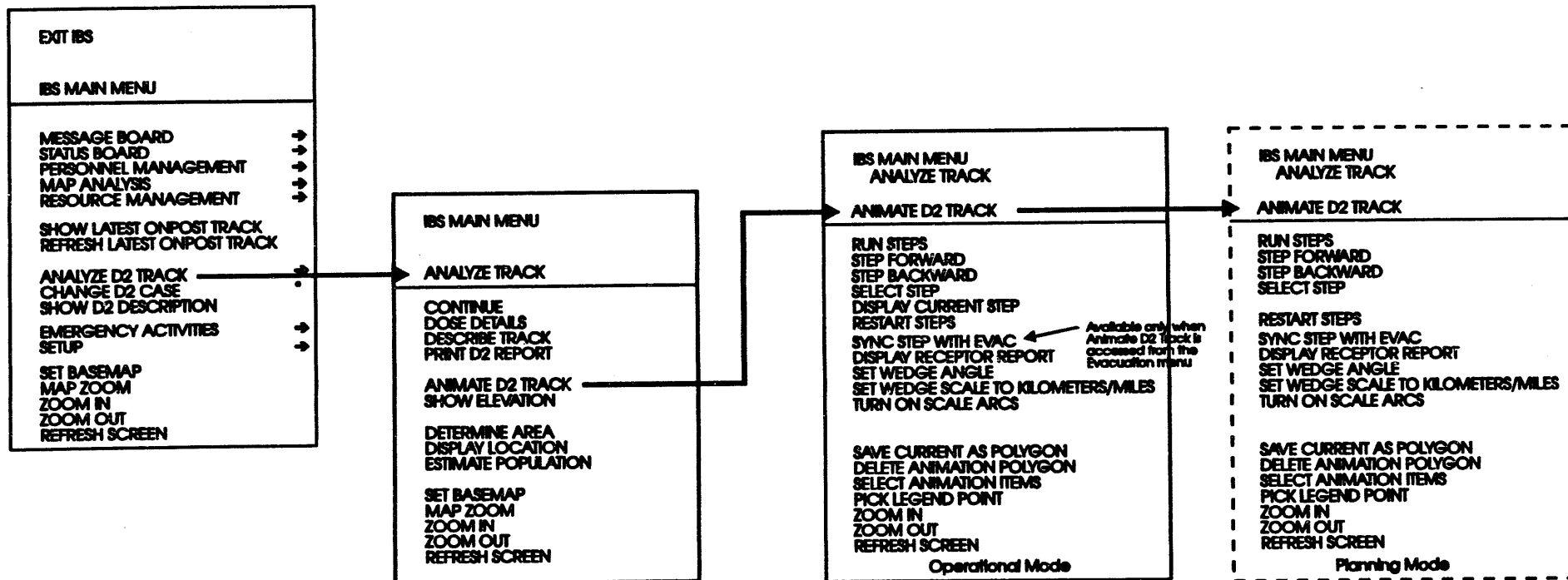
IBS Menu Structure

Pull-Out Reference 1

IBS MAIN MENU

MESSAGE BOARD
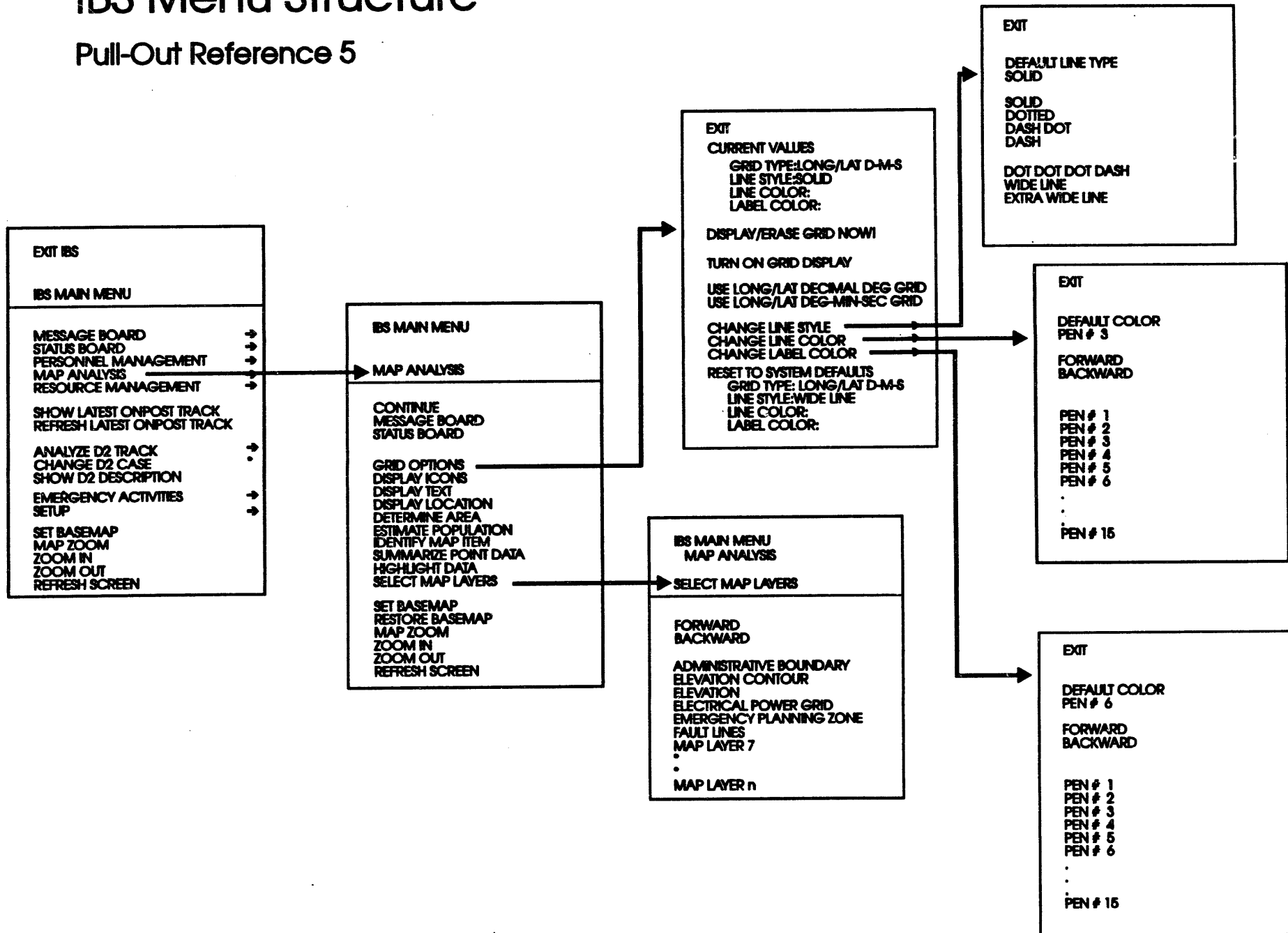
VAX PHONE
VAX MAIL

CREATE/EDIT MAIL LIST
SEND MAIL

CHECK SENT MAIL

VIEW IBS -> ONPOST RPT →
VIEW ONPOST -> IBS RPT →

CREATE IBS -> ONPOST RPT →
RESEND IBS -> ONPOST RPT →

ANNOTATE LOG •

CREATE COMMON LOG REPORT •
CREATE PRIVATE LOG REPORT

VIEW COMMON LOG REPORT
VIEW PRIVATE LOG REPORT

IBS MAIN MENU
SETUP
MAP LAYERS - BY ACTIVITY

HAZARD ANALYSIS

FORWARD
BACKWARD

ADMINISTRATIVE BOUNDARY
ELEVATION
EMERGENCY PLANNING ZONE
GNIS (Geographic Names)
POLITICAL BOUNDARIES
POPULATION
MAP LAYER 7
•
•
MAP LAYER n

IBS MAIN MENU
SETUP

MAP LAYERS - BY ACTIVITY

HAZARD ANALYSIS
EOC ACTIVATION
DIRECTION/CONTROL
EVACUATION
SHELTERING
SEARCH/RESCUE
DAMAGE ASSESSMENT
RESOURCE MANAGEMENT
PERSONNEL MANAGEMENT
RISK AREA ANALYSIS

IBS MAIN MENU
SETUP

MAP LAYERS - DEFAULT

FORWARD
BACKWARD

ADMINISTRATIVE BOUNDARY
ELEVATION
EMERGENCY PLANNING ZONE
GNIS (Geographic Names)
POLITICAL BOUNDARIES
POPULATION
MAP LAYER 7
•
MAP LAYER n

EXIT IBS

IBS MAIN MENU

MESSAGE BOARD →
STATUS BOARD →
PERSONNEL MANAGEMENT →
MAP ANALYSIS →
RESOURCE MANAGEMENT →

SHOW LATEST ONPOST TRACK
REFRESH LATEST ONPOST TRACK

ANALYZE D2 TRACK →
CHANGE D2 CASE •
SHOW D2 DESCRIPTION

EMERGENCY ACTIVITIES →

SETUP

SET BASEMAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN

IBS MAIN MENU

SETUP

CHANGE SITE •

MAP LAYERS - DEFAULT
MAP LAYERS - BY ACTIVITY •

JOB ENVIRONMENT
COMMON LEGEND •
BACKUP/RESTORE SITE DATA •

Operational
mode only

IBS MAIN MENU
SETUP

JOB ENVIRONMENT

MODEL CASE MANAGER

CHANGE D2 CASE •
CHANGE EVAC CASE •
CHANGE IP CASE •

CHANGE SITE CHARACTERISTICS

COPY CASE OR SITE FILE(S) •

MISCELLANEOUS SETTINGS

HARDWARE SETTINGS

CHANGE MENU COLORS
CHANGE TEXT COLORS
SET TO DEFAULT COLORS

IBS MAIN MENU
SETUP
JOB ENVIRONMENT
CHANGE COLORS

CHANGE MENU COLORS

COLOR NUMBER 1
COLOR NUMBER 2
COLOR NUMBER 3
COLOR NUMBER 4

•

COLOR NUMBER 15

IBS Menu Structure

Pull-Out Reference 2

IBS MAIN MENU
EMERGENCY ACTIVITIES
EOC ACTIVATION
MESSAGE BOARD
STATUS BOARD
PERSONNEL MANAGEMENT
MAP ANALYSIS
RESOURCE MANAGEMENT
LIST FIRST TASKS
GENERATE CALL LIST
RELEASE OVERLAYS

IBS MAIN MENU
EMERGENCY ACTIVITIES
SHELTERING
CONTINUE
MESSAGE BOARD
STATUS BOARD
PERSONNEL MANAGEMENT
MAP ANALYSIS
RESOURCE MANAGEMENT
ADD LOCATION
ADD FACILITIES
MODIFY FACILITIES
SHELTER OR CENTER INFO
SHELTER & CENTER SUMMARY
RELEASE OVERLAYS

IBS MAIN MENU
EMERGENCY ACTIVITIES
DAMAGE ASSESSMENT
CONTINUE
MESSAGE BOARD
STATUS BOARD
PERSONNEL MANAGEMENT
MAP ANALYSIS
RESOURCE MANAGEMENT
DRAW NATIONAL DEFENSE AREA
DELETE NATIONAL DEFENSE AREA
DRAW CONTAMINATION AREA
DELETE CONTAMINATION AREA
RELEASE OVERLAYS

IBS MAIN MENU
EMERGENCY ACTIVITIES
HAZARD ANALYSIS
CONTINUE
MESSAGE BOARD
STATUS BOARD
PERSONNEL MANAGEMENT
MAP ANALYSIS
RESOURCE MANAGEMENT
CHANGE TRACK CASE
EXECUTE D2
DOSE DETAILS
DESCRIBE TRACK
PRINT D2 REPORT
REPORT CURRENT D2 DESCRIPTION
ANIMATE D2 TRACK → See Menu Reference 4
SHOW ELEVATION
DETERMINE AREA
DISPLAY LOCATION
ESTIMATE POPULATION
ZOOM IN
ZOOM OUT
REFRESH SCREEN
RELEASE OVERLAYS

IBS MAIN MENU
EMERGENCY ACTIVITIES
SEARCH & RESCUE
CONTINUE
MESSAGE BOARD
STATUS BOARD
PERSONNEL MANAGEMENT
MAP ANALYSIS
RESOURCE MANAGEMENT
DRAW SEARCH AREAS
DELETE SEARCH AREAS
RELEASE OVERLAYS

IBS MAIN MENU
EMERGENCY ACTIVITIES
DIRECTION/CONTROL
RISK AREA ANALYSIS
CONTINUE
MESSAGE BOARD
STATUS BOARD
PERSONNEL MANAGEMENT
MAP ANALYSIS
RESOURCE MANAGEMENT
PICK RISK POLYGON
DRAW NEW RISK POLYGON
DELETE DRAWN RISK POLYGON
DRAW WEDGE RISK POLYGON
ADD EP ZONE (PICK)
DELETE EP ZONE (PICK)
ADD EP ZONE (NAME)
DELETE EP ZONE (NAME)
DISPLAY SAVED RISK AREA
SAVE CURRENT RISK AREA
RISK AREA POPULATION SUMMARY
REFRESH SCREEN

IBS MAIN MENU
EMERGENCY ACTIVITIES
MESSAGE BOARD
STATUS BOARD
PERSONNEL MANAGEMENT
MAP ANALYSIS
RESOURCE MANAGEMENT
HAZARD ANALYSIS
EOC ACTIVATION
DIRECTION/CONTROL
EVACUATION
SHELTERING
SEARCH/RESCUE
DAMAGE ASSESSMENT

IBS MAIN MENU
EMERGENCY ACTIVITIES
DIRECTION/CONTROL
CONTINUE
MESSAGE BOARD
STATUS BOARD
PERSONNEL MANAGEMENT
MAP ANALYSIS
RESOURCE MANAGEMENT
SPECIFY LOCATION
MODIFY FACILITIES
ADD SPECIAL POPULATION
MODIFY SPECIAL POPULATION
ESTIMATE POPULATION
RISK AREA POPULATION SUMMARY
RISK AREA ANALYSIS
SELECT P
RELEASE OVERLAYS

EXIT IBS
IBS MAIN MENU
MESSAGE BOARD
STATUS BOARD
PERSONNEL MANAGEMENT
MAP ANALYSIS
RESOURCE MANAGEMENT
SHOW LATEST ONPOST TRACK
REFRESH LATEST ONPOST TRACK
ANALYZE D2 TRACK
CHANGE D2 CASE
SHOW D2 DESCRIPTION
EMERGENCY ACTIVITIES
SETUP
SET BASEMAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN

IBS MAIN MENU
EMERGENCY ACTIVITIES
EVACUATION
CONTINUE
MESSAGE BOARD
STATUS BOARD
PERSONNEL MANAGEMENT
MAP ANALYSIS
RESOURCE MANAGEMENT
ANIMATE D2 TRACK → See Menu Reference 4
SELECT MODEL CASE
RUN
SELECT TIME STEP
RESTART
STEP FORWARD
STEP BACKWARD
DESCRIBE EVACUATION POINT
ZOOM IN
ZOOM OUT
EVAC ROUTE OVERLAYS
SELECTIVE STATUS
RELEASE OVERLAYS

IBS Menu Structure

Pull-Out Reference 3

IBS MAIN MENU

STATUS BOARD

ONPOST EVENT STATUS
SELECT ONPOST WORK ACTIVITY
VIEW ONPOST ACTIVITY

IMPLEMENTING PROCEDURES

SELECT IP
RESET IP

VALIDATE IP
ARCHIVE IP OPTIONS

VIEW BATCH LOG

SHOW USER ENVIRONMENT
CONTINUOUS MAP UPDATE

Operational mode

IBS MAIN MENU

STATUS BOARD

ONPOST EVENT STATUS
VIEW ONPOST WORK PLAN
CHANGE ONPOST WORK PLAN

IMPLEMENTING PROCEDURES
CREATE NEW IP
SELECT IP

CHECK-OUT IP
CHECK-IN IP

VALIDATE IP
ARCHIVE IP OPTIONS

VIEW BATCH LOG

SHOW USER ENVIRONMENT

Planning mode

EXIT IBS

IBS MAIN MENU

MESSAGE BOARD　→
STATUS BOARD
PERSONNEL MANAGEMENT →
MAP ANALYSIS　→
RESOURCE MANAGEMENT →

SHOW LATEST ONPOST TRACK
REFRESH LATEST ONPOST TRACK

ANALYZE D2 TRACK　→
CHANGE D2 CASE
SHOW D2 DESCRIPTION

EMERGENCY ACTIVITIES →
SETUP　→

SET BASEMAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN

IBS MAIN MENU

PERSONNEL MANAGEMENT

MESSAGE BOARD
STATUS BOARD

ADD AGENCIES
MODIFY AGENCIES
DELETE AGENCIES
LIST AGENCIES

ADD POSITIONS
MODIFY POSITIONS
DELETE POSITIONS
LIST POSITIONS

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

IBS MAIN MENU

RESOURCE MANAGEMENT

CONTINUE
MESSAGE BOARD　→
STATUS BOARD　→
PERSONNEL MANAGEMENT →
MAP ANALYSIS　→

ADD FACILITIES
MODIFY FACILITIES
DELETE FACILITIES
LIST FACILITIES
DESCRIBE FACILITIES
HIGHLIGHT FACILITIES
SUMMARIZE FACILITIES

SWITCH TO RESOURCES
ZOOM IN
ZOOM OUT
REFRESH SCREEN

IBS MAIN MENU

RESOURCE MANAGEMENT

CONTINUE
MESSAGE BOARD　→
STATUS BOARD　→
PERSONNEL MANAGEMENT →
MAP ANALYSIS　→

DEFINE RESOURCES
ASSIGN RESOURCES
MODIFY RESOURCES
MOVE RESOURCES
DELETE RESOURCES
LIST RESOURCES
DESCRIBE RESOURCES
SUMMARIZE RESOURCES
ENABLE RESOURCES
DISABLE RESOURCES

SWITCH TO FACILITIES　→
ZOOM IN
ZOOM OUT
REFRESH SCREEN

IBS Menu Structure

Pull-Out Reference 4

EXIT IBS

IBS MAIN MENU

MESSAGE BOARD →
STATUS BOARD →
PERSONNEL MANAGEMENT →
MAP ANALYSIS →
RESOURCE MANAGEMENT →

SHOW LATEST ONPOST TRACK
REFRESH LATEST ONPOST TRACK

ANALYZE D2 TRACK →
CHANGE D2 CASE
SHOW D2 DESCRIPTION

EMERGENCY ACTIVITIES →
SETUP →

SET BASEMAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN

IBS MAIN MENU

ANALYZE TRACK

CONTINUE
DOSE DETAILS
DESCRIBE TRACK
PRINT D2 REPORT

ANIMATE D2 TRACK
SHOW ELEVATION

DETERMINE AREA
DISPLAY LOCATION
ESTIMATE POPULATION

SET BASEMAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN

IBS MAIN MENU
ANALYZE TRACK

ANIMATE D2 TRACK

RUN STEPS
STEP FORWARD
STEP BACKWARD
SELECT STEP
DISPLAY CURRENT STEP
RESTART STEPS
SYNC STEP WITH EVAC   ← Available only when Animate D2 Track is accessed from the Evacuation menu
DISPLAY RECEPTOR REPORT
SET WEDGE ANGLE
SET WEDGE SCALE TO KILOMETERS/MILES
TURN ON SCALE ARCS

SAVE CURRENT AS POLYGON
DELETE ANIMATION POLYGON
SELECT ANIMATION ITEMS
PICK LEGEND POINT
ZOOM IN
ZOOM OUT
REFRESH SCREEN

Operational Mode

IBS MAIN MENU
ANALYZE TRACK

ANIMATE D2 TRACK

RUN STEPS
STEP FORWARD
STEP BACKWARD
SELECT STEP

RESTART STEPS
SYNC STEP WITH EVAC
DISPLAY RECEPTOR REPORT
SET WEDGE ANGLE
SET WEDGE SCALE TO KILOMETERS/MILES
TURN ON SCALE ARCS

SAVE CURRENT AS POLYGON
DELETE ANIMATION POLYGON
SELECT ANIMATION ITEMS
PICK LEGEND POINT
ZOOM IN
ZOOM OUT
REFRESH SCREEN

Planning Mode

IBS Menu Structure

Pull-Out Reference 5

EXIT

DEFAULT LINE TYPE
SOLID

SOLID
DOTTED
DASH DOT
DASH

DOT DOT DOT DASH
WIDE LINE
EXTRA WIDE LINE

EXIT

CURRENT VALUES
    GRID TYPE:LONG/LAT D-M-S
    LINE STYLE:SOLID
    LINE COLOR:
    LABEL COLOR:

DISPLAY/ERASE GRID NOW!

TURN ON GRID DISPLAY

USE LONG/LAT DECIMAL DEG GRID
USE LONG/LAT DEG-MIN-SEC GRID

CHANGE LINE STYLE
CHANGE LINE COLOR
CHANGE LABEL COLOR
RESET TO SYSTEM DEFAULTS
    GRID TYPE: LONG/LAT D-M-S
    LINE STYLE:WIDE LINE
    LINE COLOR:
    LABEL COLOR:

EXIT

DEFAULT COLOR
PEN # 3

FORWARD
BACKWARD

PEN # 1
PEN # 2
PEN # 3
PEN # 4
PEN # 5
PEN # 6
.
.
.
PEN # 15

EXIT IBS

IBS MAIN MENU

MESSAGE BOARD   →
STATUS BOARD   →
PERSONNEL MANAGEMENT →
MAP ANALYSIS   →
RESOURCE MANAGEMENT →

SHOW LATEST ONPOST TRACK
REFRESH LATEST ONPOST TRACK

ANALYZE D2 TRACK   →
CHANGE D2 CASE
SHOW D2 DESCRIPTION

EMERGENCY ACTIVITIES   →
SETUP   →

SET BASEMAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN

IBS MAIN MENU

MAP ANALYSIS

CONTINUE
MESSAGE BOARD
STATUS BOARD

GRID OPTIONS
DISPLAY ICONS
DISPLAY TEXT
DISPLAY LOCATION
DETERMINE AREA
ESTIMATE POPULATION
IDENTIFY MAP ITEM
SUMMARIZE POINT DATA
HIGHLIGHT DATA
SELECT MAP LAYERS

SET BASEMAP
RESTORE BASEMAP
MAP ZOOM
ZOOM IN
ZOOM OUT
REFRESH SCREEN

IBS MAIN MENU
  MAP ANALYSIS

SELECT MAP LAYERS

FORWARD
BACKWARD

ADMINISTRATIVE BOUNDARY
ELEVATION CONTOUR
ELEVATION
ELECTRICAL POWER GRID
EMERGENCY PLANNING ZONE
FAULT LINES
MAP LAYER 7
.
.
MAP LAYER n

EXIT

DEFAULT COLOR
PEN # 6

FORWARD
BACKWARD

PEN # 1
PEN # 2
PEN # 3
PEN # 4
PEN # 5
PEN # 6
.
.
.
PEN # 15

Appendix B
Non-Graphic IBS

Although IBS is designed to be used with a terminal for displaying map graphics, you can also use the non-graphic capabilities of IBS from a non-graphic terminal by using a separate utility program called IBS_NOGR.

To Start NON-GRAPHIC IBS (IBS_NOGR)

Enter **IBS_NOGR** at the system prompt and press the Return key.

The system will display the following menu of IBS capabilities:

```
        Non-Graphic IBS Main Menu
--------------------------------------------------------------
    0: EXIT
    1: Message Board
    2: Status Board
    3: Personnel Management
    4: Resource Management
    5: Current D2 Description
    6: Emergency Activities
    7: Setup
--------------------------------------------------------------
        Menu Choice (?=Help) ==>
```

With minor changes to accommodate making selections with numbers instead of the graphics cursor (cross hairs), these options are implemented as they are described in the body of this document. Both versions of IBS act on the same database. Any changes made using one version of IBS are reflected in the other.

Using IBS Shell to Run Non-Graphic IBS

This program can also be accessed through the IBS Shell program.

> **Note:** Running Non-Graphic IBS through the IBS Shell will cause your system to run slower.

Enter *IBSSH* at the system prompt and press the Return key.

This starts the IBS Shell. The IBS Shell: Main Menu will display.

```
        IBS Shell: Main Menu
--------------------------------------------------------------
    0 : EXIT
    1 : Setup
    2 : IBS Programs
```

```
3 : System Administration Utilities          -->
4 : Conversion Utilities                      -->
5 : Miscellaneous Utilities                   -->
6 : Models                    (Graphic)       -->
7 : Models                    (Non-Graphic)   -->
8 : GIS Utilities             (Graphic)       -->
9 : GIS Utilities             (Non-Graphic)   -->
-----------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select the **IBS Programs** option and press the Return key. The IBS Shell: IBS Programs menu will display.

```
        IBS Shell: IBS Programs
-----------------------------------------------------------
0 : EXIT
1 : IBS           IBS Main Program
2 : IBS_NOGR      IBS Main Program (Non-Graphical)
3 : MAIL_LIST     Mail List Management
4 : MBMGR         Message Board
5 : RAMGR         Risk Area Analysis
6 : RMMGR         Resource Management
7 : RMMGR_NOGR    Resource Management (Non-Graphical)
-----------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select the **IBS_NOGR** option and press the Return key. The Non-Graphic IBS Main Menu will display.

```
        Non-Graphic IBS Main Menu
-----------------------------------------------------------
0 : EXIT
1 : Message Board
2 : Status Board
3 : Personnel Management
4 : Resource Management
5 : Current D2 Description
6 : Emergency Activities
7 : Setup
-----------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Appendix C
People Location

Appendix C
People Location

The people location program (LOCATE) enables personnel at various emergency-related facilities to record the names and whereabouts of people who enter or leave the facilities (shelters, reception centers, hospitals, etc.). If you are a Locator (an authorized operator of the LOCATE program), you can search the facility records in the IBS database to find information about specific persons or to determine the currently recorded loading status of facilities. The aggregate data are available in the main IBS program through the **SUMMARY** and **SELECTION** options on the emergency Function menus.

The people location program is designed to be used with an alphanumeric (text-only) workstation; it does NOT require a graphics workstation. This program is accessed through the IBS Shell program.

To Start the LOCATE Program

Enter **LOCATE** at the system prompt.

The system presents the following title screen and a list of the facilities in the IBS database:

```
┌─────────────────────────────────────────────────┐
│                    LOCATE                        │
│                                                  │
│         VERSION   4.17      06/19/92             │
└─────────────────────────────────────────────────┘

*  *  *  MSG:  Welcome...

          Facility Menu                              1/4
------------------------------------------------------------
      0 : EXIT
      1 : 2ND HOSPITAL
      2 : EDISON ELEMENTARY
      3 : GENERAL HOSPITAL
      4 : KAMIAKIN
      5 : MEMORIAL HOSPITAL
      6 : ARNOLD MACHINERY CO
      7 : ACME DEPT. STORE
      8 : ARMORY
      9 : FULLERS DRUG
     10 : WEST SIDE MORGUE
------------------- M O R E -----------------------------
          Menu Choice (?=Help) ==>
```

The facilities list is displayed one page at a time.

The facility that you select is the initial facility for which person information is entered or updated.

PEOPLE LOCATION Menu

After you select a facility for making inquiries, the following general PEOPLE LOCATION menu displays.

```
┌────────────────────────────────────────────────────────────────────────┐
│                           PEOPLE LOCATION                                │
│                                                                          │
│  Facility Name:  (facility name)                 Facility Status:_____  │
│  Facility Phone: ###-###-####                                            │
│                                                                          │
│  A.  Enter Persons                                                       │
│  B.  Update Persons                                                      │
│  C.  Search for Missing Persons                                          │
│  D.  Enter Default Values for the Enter Persons Form                     │
│  E.  Display Loading Data for Each Facility                              │
│  F.  Select a Different Facility (for Enter/Update)                      │
│  G.  Deactivate the Current Facility                                     │
│  X.  Exit, with Optional Facility Deactivation                           │
│                                                                          │
│  Select Option: _                                                        │
└────────────────────────────────────────────────────────────────────────┘
```

The facility named at the top of the form is the facility entered or updated for each person chosen when you use the **Enter Persons** or **Update Persons** options. You can change this default by using Option F above. The options of the menu are explained on the following pages in the order in which they appear on this menu.

The facility status displays for each facility you select. The status can be:

● Active

● Inactive

Option A. Enter Persons

This first option enables you to record personal data on the following blank form, which is based on the Red Cross shelter registration form.

```
ENTER     Family Name:_____
          First Name    MI  Soc.  Sec. #  Age  Status              Health
Man:                             -    -
Woman:                           -    -
Children:                        -    -
                                 -    -
                                 -    -
                                 -    -
                                 -    -
                                 -    -

Family Members not at Registering Facility:
          First Name    MI  Soc.  Sec. #  Age  Status              Health
                                 -    -
                                 -    -
Pre-disaster Address:
City:                                State:         Zip:         -
Pre-disaster Telephone Number:  (    )    -
                                                         Confidential (Y/N):  N
Location:                                                Phone: nnn-nnnn
A) SAVE   B) CLEAR   X) EXIT     Select Option:  A
```

Unknown Names: If the name of a person at the facility is unknown, enter XXXXX as the name. The counts of persons at various facilities include these unnamed persons.

Default Values: If default values are already set for the city, address, and the telephone area code by using option D on the PEOPLE LOCATION menu, they appear on this form. All entries apply to the current facility.

To select one of the form's operative functions, enter the associated letter:

A SAVE - After modifying the data in an existing form or entering data in a blank form, you can select SAVE to add the data to the database. After selecting SAVE, a blank form appears for a new entry.

B CLEAR discards data entered on the current form and provides another blank form.

X EXIT returns you to the previous PEOPLE LOCATION menu.

Option B. Update Persons

This option enables you to modify personal data using the same registration form
with different operative functions. When you choose Update Persons, you see the
following form, which is also blank until you specify which record you wish to
update. All updates apply to the current facility.

```
UPDATE      Family Name:_____
            First Name     MI   Soc.   Sec. #  Age  Status         Health
Man:                              -     -.
Woman:                            -     -
Children:                         -     -
                                  -     -
                                  -     -
                                  -     -
                                  -     -
                                  -     -

Family Members not at Registering Facility:
            First Name     MI   Soc.   Sec. #  Age  Status         Health
                                  -     -
                                  -     -
Pre-disaster Address:
City:                                State:          Zip:         -
Pre-disaster Telephone Number:   (    )     -
                                                    Confidential (Y/N):   N
Location:                                           Phone: nnn-nnnn
A) FIND   B) SAVE   C) CLEAR   X) EXIT    Select Option:  A
```

A **FIND** enables you to enter any known data in the name and address fields. The system then searches the database for matching records. Information from the selected record is then displayed in the form. If you have appropriate privileges, you can modify any field. Press **GOLD-Z** to see the next matching record, if any.

Searching with Inexact Names or Addresses. Note that partial names such as BRO* are valid search keys that match all names containing the specified string. The asterisk (*) serves as a wild card character that matches any string of characters.

To enter any changes in the database, you must use the SAVE option.

B **SAVE** - After modifying the data in an existing form or entering data in a blank form, you can select SAVE to add the data to the database. After selecting SAVE, a blank form appears for a new operation.

C **CLEAR** discards data entered on the current form and provides another blank form.

X **EXIT** returns you to the PEOPLE LOCATION menu.

Option C. Search for Missing Persons

This option enables you to search the people location database to find information about a person. When you choose Search for Missing Persons, you see the following form for identifying the source of the query. This information is required before you can search for the person.

```
┌───────────────────────────────────────────────────────────────────┐
│                                                                     │
│ Inquiry from:_____                               │
│           First Name    Middle Initial  Last Name                   │
│ Relationship:_____         -         _____                    │
│                                                                     │
│ A    Phone                                                          │
│ B    TWX                                                            │
│ C    Radio                                                          │
│ D    Letter                                                         │
│ E    Person                                                         │
│                                                                     │
│ Select Mode of Inquiry, or X to exit: _                             │
└───────────────────────────────────────────────────────────────────┘
```

After identifying who made the query and how the query was made, you see another registration-type form similar to the form for Update Persons data. You can enter any or all information on this form. An example of this form follows.

The system searches the database for matching records. Information from the selected record is then displayed in a form similar to that used for data entry.

Note: If the record has been marked confidential, no information is displayed. Press **GOLD-Z** to view the next matching record, if any.

```
SEARCH    Family Name:_____
          First Name    MI   Soc.   Sec. #  Age   Status        Health
Man:                           -     -
Woman:                         -     -
Children:                      -     -
                               -     -
                               -     -
                               -     -
                               -     -
                               -     -

Family Members not at Registering Facility:
          First Name    MI   Soc.   Sec. #  Age   Status        Health
                               -     -
                               -     -

Pre-disaster Address:
City:                                State:          Zip:          -
Pre-disaster Telephone Number:  (    )      -
                                                     Confidential (Y/N):   N
Location:                                            Phone: nnn-nnnn
A) FIND    B) CLEAR    X) EXIT      Select Option:   A
```

Option D. Enter Default Values for the Enter Persons Form

This option enables you to enter default values that automatically appear in the Enter Persons form when a blank form appears. Because the city address and telephone area code are likely to remain the same for entries made at any one facility, this feature saves time and makes these entries consistently accurate. (Or consistently *inaccurate*—check this information carefully when you enter it.)

```
Default Information for the Enter Persons Form:

City:     _____  State: __Zip: _____-____
Pre-disaster Telephone area code: (____)
```

Use **GOLD-Z** to exit the form without filling in information.

Option E. Display Loading Data for Each Facility

This option presents a scrolled tabular report of the capacities, status, and currently recorded loadings of emergency-related facilities in the IBS database. The report is similar to the following example:

```
FACILITY LOADING SUMMARY AT 31-JUL-1991  12:22:08


Name of Facility              CapacityIn   Load  Out    Active
A-CORE CONCRETE CUTTING SPEC.     0        0            0           0
  *YES
BROCKBANK JR. HIGH SCHOOL       1000       0            0           0
  NO
.                                           .     .      .           .
  .
.                                           .     .      .           .
  .


<CTRL-Z> to exit, <RETURN> to repeat
<Return> to continue...
```

Option F. Select a Different Facility
(for Enter/Update)

This option enables you to switch to a different default facility for entering or updating person records. You choose from the same scrolled list of facilities that displays when you first start the LOCATE program.

Option G. Deactivate the Current Facility

This option enables you to deactivate a facility.

The program displays the following prompt:

```
* * * MSG: Facility has been deactivated:  (facility name)
         Press <Return> to continue ...
```

The same scrolled list of facilities that occurs when you first start the LOCATE program is displayed. After you choose another facility, the program displays the message

```
* * * MSG: Activating Facility: (facility name)
```

and returns to the initial PEOPLE LOCATION menu.

Option X. Exit, with Optional Facility Deactivation

This option enables you to exit the LOCATE program.

The program displays the following information and prompt:

```
* * * MSG: Current facility: (facility name).

Deactivate facility? [N] ==>_
```

When you answer Y (yes), the program displays the message

```
* * * MSG: Facility was deactivated: (facility name)
* * * MSG: Good bye
```

and exits to the IBS Shell: Main Menu.

When you answer N (no) the program displays the following message:

```
* * * MSG: Good Bye
```

and exits to the IBS Shell: Main Menu.

Using IBS Shell to Run People Location

Enter *IBSSH* at the system prompt and press the Return key.

This starts the IBS Shell. The IBS Shell: Main Menu will display.

```
      IBS Shell: Main Menu
-----------------------------------------------------------
   0 : EXIT
   1 : Setup
   2 : IBS Programs
   3 : System Administration Utilities        -->
   4 : Conversion Utilities                    -->
   5 : Miscellaneous Utilities                 -->
   6 : Models                    (Graphic)     -->
   7 : Models                    (Non-Graphic) -->
   8 : GIS Utilities             (Graphic)     -->
   9 : GIS Utilities             (Non-Graphic) -->
-----------------------------------------------------------
      Menu Choice (?=Help) ==>
```

Select the **Miscellaneous Utilities** option and press the Return key. The IBS Shell:
Miscellaneous Utilities menu will display.

```
        IBS Shell: Miscellaneous Utilities
------------------------------------------------------------
  0 : EXIT
  1 : ONPOSTSIM   Onpost Simulator
  2 : IMPORT      Import Resource Data
  3 : IBSCOPY     Copy Data to Other Offpost System
  4 : MLROUTE     Send Master MailList to Other Nodes
  5 : RMCHK       Validate Resource Database
  6 : FIXLOG      Fix Corrupt Log Journals
  7 : SM_DUMP     Dump Shared Memory for Debugging
  8 : XMAIL       Run XMAIL, the Extension to MAIL
  9 : LOCATE      Run People Location Program
 10 : SITEBKP     Backup Selected Parts of a Site DB
 11 : SHOWCOL     Show Colors Your Terminal Supports
 12 : SHOWTEK     Show TEK Terminal Parameters
 13 : UTMXLL      Convert UTM to/from lan/lat
------------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select the LOCATE option and press the Return key. The LOCATE opening title
screen will display in the same manner as described previously in this appendix.

Appendix D
Onpost Simulator

The Onpost Simulator program enables privileged IBS users to send messages that are usually sent by the Army's onpost computer system in communication with the IBS. The Onpost Simulator enables testing and exercising of IBS, independent of onpost participation. Also, if the IBS/onpost interface were inoperable, an IBS user could trigger a simulated onpost notification or other onpost-type reports.

The use of the Onpost Simulator program is restricted to authorized users, such as an IBS Information Manager.

To Start the Onpost Simulator

Enter **ONPOSTSIM** at the system prompt.

The Onpost Simulator copies onpost-type files to the appropriate IBS directory just as the onpost system does. You have the opportunity to modify the files before copying them. After you start the Onpost Simulator, the main menu displays as shown.

```
        Onpost Simulator Main Menu
-----------------------------------------------
   0 : EXIT
   1 : Load Offsite D2 Cases
   2 : View/Update a File
   3 : Modify Header
   4 : Send Files
-----------------------------------------------
        Menu Choice (?=Help) ==>
```

Onpost Simulator copies onpost-type files to the appropriate IBS directory just as the onpost system does. You have the opportunity to modify the files before copying them.

Option 1.   The system displays the following menu.

```
        Select Offpost D2 Case Menu
-----------------------------------------------
   0 : EXIT
   1 : Load Offpost D2 # 000
   2 : Load Offpost D2 # 001
   3 : Load Offpost D2 # 002
   4 : Load Offpost D2 # 003
   5 : Load Offpost D2 # 004
   6 : Load Offpost D2 # 005
   7 : Load Offpost D2 # 006
-----------------------------------------------
        Menu Choice (?=Help) ==>
```

Select an offpost D2 case to be loaded. After selecting a case, press the Return key. The system will display the following message.

```
The offpost D2 case you specified has been copied to ONPOSTSIM.  Changing
the D2 files through ONPOSTSIM is not recommended.  To view the files use
the 'View/Update a File' option.  To send the files, use the 'Send Files'
option.

Press <RETURN> to continue...
```

Option 2.   Use this option to view or update files. The system displays the following menu.

```
------------------------------------------------
      0 : EXIT
      1 : View/Update D2LOGxxxx.DAT
      2 : View/Update DOSAGxxxx.DAT
      3 : View/Update D2INPxxxx.DAT
      4 : View/Update SLICExxxx.DAT
      5 : View/Update WEATHER.DAT
      6 : View/Update WORKPLAN.DAT
      7 : View/Update ENVIRON.DAT
      8 : View/Update NOTIFY.DAT
      9 : View/Update CAS_SUM.DAT
     10 : View/Update TOWERSEL.DAT
------------------------------------------------
          Menu Choice (?=Help) ==>
```

Select the file you want to view or update. These files are described in general in *Section 2* under the heading **VIEW ONPOST->IBS REPORTS** and in detail *Appendix E*.

Option 3.   The system displays the following messages:

```
* * * MSG: Mode: OPER
* * * MSG: Faze: PREP
* * * MSG: Post: TEAD
* * * MSG: Site: TEAD
* * * MSG: Node: SPOCK
* * * MSG: User: D36500
* * * MSG: 17-Nov-1993 14:58:49.50
* * * MSG: File:
* * * MSG: Vers: V2.00
* * * MSG: Desc:
          Press <RETURN> to continue ...
```

These messages are the current system headers. After viewing the messages, press the RETURN key to display the following menu.

```
          Header Mode Options
     ------------------------------------
      0 : EXIT
      1 : EXER
      2 : OPER
     ------------------------------------
          Menu Choice (?=Help) ==>
```

Select the number of the header mode you want to use. After you select the header mode, the system displays the following menu.

```
Header Phase Options
-------------------------------------
    0 : EXIT
    1 : PREP
    2 : EVNT
-------------------------------------
    Menu Choice (?=Help) ==>
```

Select the number of the header phase you want to use. After you select the header phase, the system displays the following menu.

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

Select the number of the header post you want to use. After you select the header post, the system displays the following prompt.

Enter description ==>

Type in a description of the files you will be sending. Press the Return key after entering a description. The system will then display the updated list of headers. Your responses to these menus are used by the system to construct the header record. The header record is the first record of each file sent by the Onpost Simulator.

```
* * * MSG: Mode: OPER
* * * MSG: Faze: PREP
* * * MSG: Post: TEAD
* * * MSG: Site: TEAD
* * * MSG: Node: SPOCK
* * * MSG: User: D36500
* * * MSG: 17-Nov-1993 14:58:49.50
* * * MSG: File:
* * * MSG: Vers: V2.00
* * * MSG: Desc: A TEST OF THE SYSTEM
         Press <RETURN> to continue ...
```

Option 4.   The system displays the following menu.

```
        Select files to send           1/2
=================================================
    0 : EXIT
    1 : IEMIS$SIMF:D2LOGxxxx.DAT
    2 : IEMIS$SIMF:DOSAGxxxx.DAT
    3 : IEMIS$SIMF:D2INPxxxx.DAT
    4 : IEMIS$SIMF:SLICExxxx.DAT
    5 : IEMIS$SIMF:WEATHER.DAT
    6 : IEMIS$SIMF:WORKPLAN.DAT
    7 : IEMIS$SIMF:ENVIRON.DAT
    8 : IEMIS$SIMF:NOTIFY.DAT
    9 : IEMIS$SIMF:CAS_SUM.DAT
   10 : IEMIS$SIMF:TOWERSEL.DAT
============== M O R E==================
        List Choice (?=Help) ==>
```

Select the number of the file you want to send. Selected files (those previously selected or reviewed/updated) will be marked with an arrow = >. You can select as many files as you want. After you have selected the file or files, select the 0 : EXIT option.

After you select files and exit, the system will display the report (XFERLIST.DAT) for the files to be transferred.

XFERLIST Form	10/06/93	10:30:00	2.00

Type	Report Type	Name of File
T	WEATHER	WEATHER.DAT
T	TOWER SELECTION	TOWERSEL.DAT

Use the techniques described in *Section 1*, under the heading **Conventions for Interacting with the IBS**, to move around in this report.

Exit the report and send the listed files by pressing **GOLD-Z**. To exit the report without sending the files, press **GOLD-Y**. The Onpost Simulator Main Menu will display.

Using IBS Shell to Run the Onpost Simulator

You can use the IBS Shell menu system to start and run the Onpost Simulator.

Note: Running the onpost simulator through the IBS Shell will cause your system to run slower.

Enter **IBSSH** at the system prompt.

This starts the IBS Shell. The IBS Shell: Main Menu will display.

```
        IBS Shell: Main Menu
-----------------------------------------------------------
    0 : EXIT
    1 : Setup
    2 : IBS Programs
    3 : System Administration Utilities          -->
    4 : Conversion Utilities                      -->
    5 : Miscellaneous Utilities                   -->
    6 : Models                     (Graphic)      -->
    7 : Models                     (Non-Graphic)  -->
    8 : GIS Utilities              (Graphic)      -->
    9 : GIS Utilities              (Non-Graphic)  -->
-----------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select option **5 : Miscellaneous Utilities** from the main menu and press the Return key. The Miscellaneous Utilities menu will display.

```
          IBS Shell: Miscellaneous Utilities
-----------------------------------------------------------
    0 : EXIT
    1 : ONPOSTSIM   Onpost Simulator
    2 : IMPORT      Import Resource Data
    3 : IBSCOPY     Copy Data to Other Offpost System
    4 : MLROUTE     Send Master MailList to Other Nodes
    5 : RMCHK       Validate Resource Database
    6 : FIXLOG      Fix Corrupt Log Journals
    7 : SM_DUMP     Dump Shared Memory for Debugging
    8 : XMAIL       Run XMAIL, the Extension to MAIL
    9 : LOCATE      Run People Location Program
   10 : SITEBKP     Backup Selected Parts of a Site DB
   11 : SHOWCOL     Show Colors Your Terminal Supports
   12 : SHOWTEK     Show TEK Terminal Parameters
   13 : UTMXLL      Convert UTM to/from lon/lat
-----------------------------------------------------------
        Menu Choice (?=Help) ==>
```

Select option **1 : ONPOSTSIM** from the menu and press the Return key. The Onpost Simulator Main Menu will display as described previously in this appendix.

Appendix E
IBS and Onpost
EOC Reports

Appendix E
IBS and Onpost EOC Reports

This appendix shows the formats of the reports exchanged between IBS and the onpost emergency operations center (EOC). These reports are accessible through options on the **MESSAGE BOARD** menu:

```
┌────────────────────────────────────┐
│ IBS MAIN MENU                       │
│                                     │
│                                     │
│                                     │
│ MESSAGE BOARD                       │
│ ─────────────────────────────────  │
│                                     │
│                                     │
│ VAX PHONE                           │
│ VAX MAIL                            │
│                                     │
│ CREATE/EDIT MAIL LIST               │
│ SEND MAIL                           │
│ CHECK SENT MAIL                     │
│                                     │
│ VIEW     IBS->ONPOST  RPT           │
│ VIEW     ONPOST->IBS  RPT           │
│                                     │
│ CREATE IBS->ONPOST  RPT      ─>     │
│ RESEND IBS->ONPOST RPT       ─>     │
│                                     │
│ ANNOTATE LOG                  *     │
│                                     │
│ CREATE COMMON LOG REPORT      *     │
│ CREATE PRIVATE LOG REPORT           │
│                                     │
│ VIEW COMMON LOG REPORT              │
│ VIEW PRIVATE LOG REPORT             │
└────────────────────────────────────┘
```

<-- View reports sent from the IBS.
<-- View reports sent from the onpost system.

<-- Create IBS reports for the onpost system.
<-- Resend an IBS report to the onpost system.

Reports from the IBS

The **Create IBS -> Onpost Rpt** and the **View IBS -> Onpost Rpt** options display a menu similar to the following for creating reports (messages) transmitted from IBS to the onpost computer system. The entire menu will not display as shown, since IBS can show only 10 items at a time in a menu. To see the rest of the report types, type a *D* (Down) at the = = > prompt and press the Return key.

```
        Select File Type for Report    3/3
-------------------------------------------------------
  0 : EXIT
  1 : D2 LOG
  2 : D2 DOSAGE
  3 : D2 INPUT
  4 : D2 SLICE
  5 : GENERIC TEXT DATA
  6 : GENERIC GRAPHIC DATA
  7 : KEYED DATA
  8 : OFFPOST CASUALTY REPORT
  9 : OFFPOST EVACUATION ROUTES
 10 : OFFPOST KNOWN POINTS
 11 : OFFPOST KNOWN POLYGONS
 12 : OFFPOST MCE DIRECTORY
 13 : PROTECTIVE ACTION REPORT
 14 : PROPOSED EVACUTION ROUTES
 15 : PROPOSED MILITARY ROUTES
 16 : RECEPTION CTR DIRECTORY
 17 : RECEPTION CTR REPORT
 18 : OFFPOST SHELTER REPORT
 19 : OFFPOST STATUS REPORT
 20 : TRAFFIC CONTROL REPORT
 21 : CHANGE FILE HEADERS
-------------------------------------------------------
        Menu Choice (?=Help) ==>
```

The IBS report formats are shown on the following pages in alphabetical order by menu item name. Much of the information presented in these reports is automatically calculated from data in your current site database.

For complete information on using and exiting reports, see **Create IBS -> Onpost Rpt** in *Section 2, Message Board*.

II■ CHANGE FILE HEADERS

This option enables you to set and change the header on reports sent from IBS to the onpost system. See *Section 2, Message Board*, under the heading **Create IBS -> Onpost Rpt** for complete information on using this option.

∎∎ D2 DOSAGE

```
┌──────────────────────────────────────────────────────────────────────────┐
│ Dosage Form (Page 1/2)          09/23/93  08:44:53                V2.00    │
│ ──────────────────────────────────────────────────────────────────────── │
│ # Levels:   3    Lon:-112.3000000   Lat:  40.3000000   Wind Dir:   77      │
│ # Mun   : 7.70   Mun:8IN            Agent:GB            Release Type:INS    │
│ Wind Spd: 7.7   Temp: 7.7       Location:DPG                 Season:SPR     │
│ Stabil. :C      Quant:0.560E+10     Time:     0.00     Ht. Source:    0.0  │
│ Ht. Mix : 1300.00                  Assess:     0                           │
│ Dosages or Concentrations of interest                                      │
│         0.500E+00    0.600E+01    0.100E+02    0.000E+00    0.000E+00       │
│         0.500E+00    0.600E+01    0.100E+02    0.000E+00    0.000E+00       │
│                                                                            │
│  Dosage or Concentration level descriptions                               │
│ D1                                                                         │
│ D2                                                                         │
│ D3                                                                         │
└──────────────────────────────────────────────────────────────────────────┘
```

```
┌──────────────────────────────────────────────────────────────────────────┐
│  Dosage Form (Page 2/2)                                          V2.00     │
│ ──────────────────────────────────────────────────────────────────────── │
│ Distance Max Dos/Con Half1 Half2 Half3 Half4 Half5 Half6 Half7 Half8 Half9 Hlf10│
│ -------- ----------- ----- ----- ----- ----- ----- ----- ----- ----- ----- -----│
│       1.    0.000     21.   18.   17.    0.    0.    0.    0.    0.    0.    0.  │
│      10.    0.000     23.   19.   19.    0.    0.    0.    0.    0.    0.    0.  │
│      20.    0.000     25.   21.   20.    0.    0.    0.    0.    0.    0.    0.  │
│      30.    0.000     26.   22.   21.    0.    0.    0.    0.    0.    0.    0.  │
│      40.    0.000     28.   23.   22.    0.    0.    0.    0.    0.    0.    0.  │
│      50.    0.000     29.   24.   23.    0.    0.    0.    0.    0.    0.    0.  │
│      60.    0.000     31.   25.   24.    0.    0.    0.    0.    0.    0.    0.  │
│      70.    0.000     32.   26.   25.    0.    0.    0.    0.    0.    0.    0.  │
│      80.    0.000     34.   27.   26.    0.    0.    0.    0.    0.    0.    0.  │
│ Maximum Distances:                                                         │
│   6225.  1528.   1172        0.    0.      0.      0.       0.     0.    0. │
└──────────────────────────────────────────────────────────────────────────┘
```

Note: The content of this report can vary if the selected D2 output was *concentration* rather than *dosage*.

You can scroll the information in this report.

II■ D2 INPUT

```
                            D2 STANDARD INPUT
┌─SOURCE DATA──────────────────────┐ ┌─LOCATION──────────────────────────┐
│  Agent   :GB    2-Min Correct: Y    D │ │  Location: DPG          Long:-112.339000 │
│  Munition:8IN   # Munitions:    5.0   │ │  Igloo:                 Lat :   40.29780  │
│  Release :INS                         │ └───────────────────────────────────┘
│  Quantity:    14.50649                │ ┌─MET DATA──────────────────────────┐
│                                       │ │  Stability      : E                      │
│                                       │ │  Season         : SPR                    │
│                                       │ │  Temperature    :     41.0 F             │
│                                       │ │  Wind speed     :      6.6 ft/s          │
│                                       │ │  Wind dir       :    180.0 deg (FROM)    │
│                                       │ │  Hgt Mix Layer  :    492.1 ft       D    │
│  Source Sigma X:    5.0          D    │ │  Atm Pressure   :    651.0 mm hg    D    │
│  Source Sigma Y:    5.0          D    │ │                                          │
│  Source Sigma Z:    1.7          D    │ │                                          │
│                                       │ │                                          │
│  Additional Input:   Release Num:  1  │ │  Met Change Period:  1 Latest Met:       │
└───────────────────────────────────┘ └───────────────────────────────────┘
```

⬛ D2 LOG

The following form is an example of what you may see when you display the D2 Log. This example represents only a portion of the D2 information since the display is limited to 15 lines at a time. You can scroll the form to see all the information.

```
D2LOG Form                        11/15/93  13:48:02              V2.00

Enter D2LOG Form:
              ---------------------------------------------------
              | DOWNWIND HAZARD PROGRAM D2PC V.2 (EMIS 2.0)|
              ---------------------------------------------------
          TYPE ? FOR DEFINITIONS

 1. YOUR NOVICE LEVEL: 3,2,1 OR 0 NOV
$ INPUT:
          0

 2. LOCATION                        LOC
$ INPUT:
 DPG
```

This form is presented as unformatted information. The form can be quite long.

▐▌▌▌ D2 SLICE

Slice Form		09/23/93 08:44:53						V2.00

Distance (m)	Total Dose (mg-mn/m3)	Time to Arrive (minutes)		Dosage @ Distance (%)			Time to Dosage (minutes)		
		Tip	Tail	Hi	Med	Low	Hi	Med	Low
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

▌▌▋ GENERIC GRAPHIC DATA

Generic Graphic form	__/__/__ __:__:__	V2.00

Filenames for generic graphic data:

ⅡⅢ GENERIC TEXT DATA

After you select Generic Text Data, the system will display the following prompt.

`Do you want to read info from file? (Y/N) ==>`

If you type a *Y* (Yes), the system will prompt you to enter the name of the existing data file you want to display.

If you type a *N* (No), the system will display the following form.

```
Generic Text Data              __/__/__  __:__:__              V2.00
 Enter Generic Text Data_____
```

You can scroll this report.

II■ KEYED DATA

After you select Keyed Data, the system will display the following prompt.

`Do you want to read info from file? (Y/N) ==>`

If you type a *Y* (Yes), the system will prompt you to enter the name of the existing data file you want to display.

If you type a *N* (No), the system will display the following form.

```
┌─────────────────────────────────────────────────────────────────────┐
│ Keyed Data Form              __/__/__  __:__:__              V2.00    │
└─────────────────────────────────────────────────────────────────────┘
 # records in for this Key:____     Key:_____

 Contents
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
                              n/10  Next/Prev/eXit [N]:__
```

You can scroll this report.

■■ OFFPOST CASUALTY REPORT

Casualty Report Form	__/__/__ __:__:__	V2.00

```
Fatalities          :____       Chem. Agent Exposure:____
Hospital Admissions :____       Fracture            :____
Outpatient care     :____       Anxiety reaction    :____
Total casualties    :____       Total Civilian cas. :____
```

Description:

_____
_____
_____
_____
_____

This option automatically displays casualty information that is available in the current database.

II■ OFFPOST EVACUATION ROUTES

```
┌─────────────────────────────────────────────────────────────────────┐
│  Evacuation Routes Form          11/02/93  10:48:06           V2.00  │
├─────────────────────────────────────────────────────────────────────┤
│ Code  Known Route name                       Graphic file name       │
│ ----  ---------------------------------      ---------------------    │
│   1   BLUEROUTE                              OFF$DIR:EVR_BLUE.DMS     │
│   2   REDROUTE                               OFF$DIR:EVR_RED.DMS      │
│   0                                                                   │
│   0                                                                   │
│   0                                                                   │
│   0                                                                   │
│   0                                                                   │
│   0                                                                   │
│   0                                                                   │
│   0                                                                   │
│   0                                                                   │
└─────────────────────────────────────────────────────────────────────┘
```

The date and time fields are filled with the system time.

II■ OFFPOST KNOWN POINTS

```
┌──────────────────────────────────────────────────────────────────────────┐
│ Known Points Form              _/_/_   _:_:_              V2.00 │
└──────────────────────────────────────────────────────────────────────────┘

Known Point Name:                 ID       Maj Min  Longitude      Latitude
------------------------------    ------   --  ---  -------------  ----------
_____ _____  __  ___  _____  _____
_____ _____  __  ___  _____  _____
_____ _____  __  ___  _____  _____
_____ _____  __  ___  _____  _____
_____ _____  __  ___  _____  _____
_____ _____  __  ___  _____  _____
_____ _____  __  ___  _____  _____
_____ _____  __  ___  _____  _____
_____ _____  __  ___  _____  _____
_____ _____  __  ___  _____  _____
___                     n/100  Next/Prev/eXit [N]: _
```

II■ OFFPOST KNOWN POLYGONS

This option automatically displays information about the polygonal boundaries that have been created to represent specific areas. The following form lists this information in alphabetical ascending order by area code.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Known Polygons Form          __/__/__  __:__:__              V2.00       │
└─────────────────────────────────────────────────────────────────────────┘

  ID  Known Polygon name                        Graphic file name
  ───  ──────────────────────────────────────    ────────────────────────────

  ___  ──────────────────────────────────────    ────────────────────────────
  ___  ──────────────────────────────────────    ────────────────────────────
  ___  ──────────────────────────────────────    ────────────────────────────
  ___  ──────────────────────────────────────    ────────────────────────────
  ___  ──────────────────────────────────────    ────────────────────────────
  ___  ──────────────────────────────────────    ────────────────────────────
  ___  ──────────────────────────────────────    ────────────────────────────
  ___  ──────────────────────────────────────    ────────────────────────────
  ___  ──────────────────────────────────────    ────────────────────────────
  ___  ──────────────────────────────────────    ────────────────────────────
                        n/100   Next/Prev/eXit [N]:  _
```

The date and time fields are filled with the current system time.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it **GOLD Y**.

II■ OFFPOST MCE DIRECTORY

```
┌─────────────────────────────────────────────────────────────────────┐
│ Maximum Credible Events Form    __/__/__  __:__:__            V2.00   │
└─────────────────────────────────────────────────────────────────────┘

MCE Code    :____        Munition:____    Agent:__   Release:___
Likely Dist:_____  Stable Dist:_____   Duration      :_____
Lbs Spilled:_____                         Lbs Detonated:_____
Lbs Emitted:_____

MCE accident description:

_____
_____
_____
_____
_____
                          n/1000   Next/Prev/eXit [N]: _
```

The date and time fields are filled with the current system time.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it **GOLD Y.**

II■ OFFPOST SHELTER REPORT

This option enables you to enter the name of a graphic file to show shelter areas and emergency shelter information in the following form.

```
┌─────────────────────────────────────────────────────────────────────┐
│  Shelter Report Form              11/02/93  10:48:06         V2.00  │
└─────────────────────────────────────────────────────────────────────┘
      Exposed:   0      Physical Trauma:   0    Anxiety:   0

Shelter name                              Area shelter located
Status     Load       Capacity
--=-------=====-------====---------------  -----------------------------
BLUE MOUNTAIN COMMUNITY COLLEGE
  N          0            0

BURNS MORTUARY OF PENDLETON
  N          0            0

LOCAL ELEMENTARY SCHOOL
  N          0            0
```

The date and time fields are filled with the current system time.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it **GOLD Y**.

II■ OFFPOST STATUS REPORT

When you select this report, the system will first display the Select Person Who Chose MCE menu.

```
        Select Person Who Chose MCE      1/8
------------------------------------------------------
  0 : EXIT
  1 : ABEL        GLENN      E
  2 : BAILEY      ROGER
  3 : BARNES      DAVID      C
  4 : BENNETT     JOHN
  5 : BLAKE       SCOTT      J
  6 : BOYD        RICHARD    W
  7 : BROWN       LARRY
  8 : BURNS       JOE        R
  9 : CARLSON     BRUCE      A
 10 : CHAPMAN     SUSAN      L
------------------ M O R E ---------------------------
        Menu Choice (?=Help) ==>
```

After you select a person, the system will display the Select Hospital menu.

```
        Select Hospital #  1
-------------------------------------------------
  0 : EXIT
  1 : DELAMARTER CARE CENTER, INC.
  2 : GOOD SHEPHERD HOSPITAL
  3 : PIONEER MEMORIAL HOSPITAL
  4 : SACRED HEART HOSPITAL
  5 : ST. ANTHONY HOSPITAL
-------------------------------------------------
        Menu Choice (?=Help) ==>
```

After you select the first hospital, the system will display a series of similar menus. Using these menus select Hospital 2, Hospital 3, and so on until you have ranked all the hospitals. The system will then display the Status Report form.

```
  Status Report Form              11/02/93  10:48:06          V2.00
Status:____-____  Classification:_____  Offpost MCE:____
Name  :_____  AG:____  POS:_____
Work  :_____  Home:_____  FAX:_____  Beep:_____
Comments
_____
_____
_____
_____
_____

 Hospital for onpost casualties        Load Capacity Status
 ------------------------------------  ----  ----    --
 _____  ____  ____    __
```

You can scroll this report.

The date and time fields are filled using the current system time. The name field is filled with the name and phone number of the person you selected from the Person Who Chose MCE menu. The hospitals you selected are listed in order.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it **GOLD Y**.

II■ PROTECTIVE ACTION REPORT

When you select this report, the system will first display the Select Person Who Gave the Order menu.

```
        Select Person Who Chose MCE      1/8
-----------------------------------------------------
  0 : EXIT
  1 : ABEL       GLENN       E
  2 : BAILEY     ROGER
  3 : BARNES     DAVID       C
  4 : BENNETT    JOHN
  5 : BLAKE      SCOTT       J
  6 : BOYD       RICHARD     W
  7 : BROWN      LARRY
  8 : BURNS      JOE         R
  9 : CARLSON    BRUCE       A
 10 : CHAPMAN    SUSAN       L
----------------- M O R E -------------------------
      Menu Choice (?=Help) ==>
```

After you select a person, the system will display the Select Evacuation Route menu.

```
        Select Evacuation Route
-----------------------------------------------------
  0 : EXIT
  1 : BLUE
  2 : RED
  3 : ALTERNATE1
  4 : ALTERNATE2
  5 : A10
-----------------------------------------------------
      Menu Choice (?=Help) ==>
```

After you select an evacuation route, the system will display the Select Zones to be Sheltered list.

```
        Select Zones to be Sheltered
=====================================================
  0 : EXIT
  1 : IRZ
  2 : PAZA
  3 : PAZB
  4 : PAZC
=====================================================
      List Choice (?=Help) ==>
```

After you select a zone or zones to be sheltered, the system will display the Select Zones to be Evacuated list.

```
        Select Zones to be Evacuated
==========================================
    0 : EXIT
    1 : IRZ
    2 : PAZA
    3 : PAZB
    4 : PAZC
==========================================
        List Choice (?=Help) ==>
```

After you select a zone or zones to be evacuated, the system will display the Select Reception Centers to Use list.

```
        Select Reception Centers to Use      1/4
==========================================
    0 : EXIT
    1 : BLUE MOUNTAIN COMMUNITY COLLEGE
    2 : BURNS MORTUARY
    3 : DELAMARTER CARE CENTER, INC.
    4 : GOOD SHEPHERD HOSPITAL
    5 : H. MCCUNE JUNIOR HIGH SCHOOL
    6 : HARRIS ACADEMY
    7 : HAWTHORNE SCHOOL
    8 : HEPPNER HIGH SCHOOL
==========================================
        List Choice (?=Help) ==>
```

After you select the reception centers you want to use, the system displays the Protective Action Form filled with the information you selected earlier. This is a two page form, to see page two, press **Gold Z**.

```
+----------------------------------------------------------------+
|  Protective Action Form (page 1)    11/02/93  10:48:06   V2.00 |
+----------------------------------------------------------------+

Last Name:_ABEL_____    First: GLENN_____    MI:E
Total to Evacuate:____

Code  Evacuation route name                      Graphic file
----  -----------------------------------------  ------------------------
  1   BLUEROUTE                                   OFF$DIR:EVR_BLUE.DMS

Code Area to shelter    (# shelter areas:____)    Graphic file
---- ---------------------------------------      ------------------------
_101 IRZ_____  MAP$DATA$EZ:EZ.DMS_____
____ _____     _____
____ _____     _____
____ _____     _____
____ _____     _____
____
       (Gold-Z = Next Page,  Gold-Y = Abort)
```

```
┌─────────────────────────────────────────────────────────────────────┐
│   Protective Action Form (page 2/2)                         V2.00    │
└─────────────────────────────────────────────────────────────────────┘
Code   Area to Evacuate     (# Evac. areas:    1)  Graphic file
────   ────────────────────────────────────────   ────────────────────────────
 102   PAZA                                         MAP$DATA$EZ:EZ.DMS
   0
   0
Description of available resources/services        (# Resources/Services: 0)


Reception center name     (# Rcpt. ctrs.:   3)  Load      Capacity    Status
────────────────────────────────────────────   ────      ────        ──
BLUE MOUNTAIN COMMUNITY COLLEGE                    0          0         N
H. MCCUNE JUNIOR HIGH SCHOOL                       0          0         N
HEPPNER SCHOOL                                     0          0         N
```

II■ PROPOSED EVACUATION ROUTES

When you select this report, the system will first display the Select
Evacuation Routes list.

```
     Select Evacuation Routes
=================================================
   0 : EXIT
   1 : BLUE
   2 : RED
   3 : ALTERNATE1
   4 : ALTERNATE2
   5 : A10
=================================================
     List Choice (?=Help) ==>
```

After you select an evacuation route or routes, the system will display the Evacuation
Routes Form as shown in the following example.

```
   Evacuation Routes Form          11/02/93  10:48:06            V2.00

 Code   Known Route name                      Graphic file name
 ----   ------------------------------------  -------------------------
   1    BLUEROUTE                             OFF$DIR:EVR_BLUE.DMS
   2    REDROUTE                              OFF$DIR:EVR_RED.DMS
   0
   0
   0
   0
   0
   0
   0
   0
   0
```

The date and time fields are filled with the system time.

PROPOSED EVACUATION ROUTES automatically assembles and displays route data.
The evacuation route codes and overlay labels are listed by route code in
alphabetical ascending order. To look through this information, scroll it up and
down on the screen with the arrow keys.

Approve and send the information (as described in *Section 2, Message Board* under
the heading, **Exiting After Creating an IBS Report**) or cancel it **GOLD Y.**

il■ PROPOSED MILITARY ROUTES

When you select this report, the system will first display the Select Proposed Military Route menu.

```
        Select Proposed Military Route
-------------------------------------------------
    0 : EXIT
    1 : BLUE
    2 : RED
    3 : ALTERNATE1
    4 : ALTERNATE2
    5 : A10
-------------------------------------------------
        Menu Choice (?=Help) ==>
```

After you select a military route, the system will display the Select Destinations for Military Teams list.

```
        Select Destinations for Military Teams      1/20
================================================================
    0 : EXIT
    1 : AGRI-CHECK INC.
    2 : AMTRAK           ,
    3 : BLUE MOUNTAIN COMMUNITY COLLEGE
    4 : COLLINS DRUG
    5 : DELAMARTER CARE CENTER, INC.
    6 : EMPIRE GAS CO.
    7 : H. MCCUNE JUNIOR HIGH SCHOOL
    8 : HARRIS ACADEMY
    9 : HAWTHORNE SCHOOL
   10 : HEPPNER HIGH SCHOOL
================== M C R E =========================
        List Choice (?=Help) ==>
```

After you select the military destinations, the system displays the Incoming Military Routes Form filled with the information you selected earlier.

```
+----------------------------------------------------------------------+
|   Incoming Military Routes Form    11/02/93  10:48:06        V2.00    |
+----------------------------------------------------------------------+
| Code   Known Route name                   Graphic file name          |
| ----   ----------------------------------- ------------------------   |
|   1   BLUEROUTE                            OFF$DIR:EVR_BLUE.DMS        |
|                                                                       |
|   Known Point ID        Known Point                                   |
|      ----               -------------------------------------------   |
|       37                ARATEX SERVICES                               |
|       48                AGRI-CHECK INC.                               |
|       75                AGTECH CONSTRUCTION CO.                       |
|                                                                       |
|                                                                       |
+----------------------------------------------------------------------+
```

This option displays a form that describes the route(s) proposed for incoming military response teams. Each route description consists of a source, a destination, and a reference to a map overlay describing the route.

The date and time fields are filled with the system time.

Approve and send the information (as described in *Section 2* under the heading, **Exiting After Creating an IBS Report**) or cancel it **GOLD Y**.

II■ RECEPTION CTR DIRECTORY

This option presents a scrolling form that enables you to enter descriptions of the reception centers.

```
┌─────────────────────────────────────────────────────────────────────┐
│   Reception Ctr Contacts form      11/02/93  10:48:06       V2.00     │
└─────────────────────────────────────────────────────────────────────┘
Reception center name                   Reception center address
Phone #         Contact last name       First name    MI
=============--=====================------ ===========--=-----------------
BLUE MOUNTAIN COMMUNICY COLLEGE         405 N 1ST
567-1800         FULLER                 LARRY         M

BURNS MORTUARY OF PENDLETON             336 SW DORION ST
555-8765         SMITH                  JOHN          Q

LOCAL ELEMENTARY SCHOOL                 3411 CRYSTAL AVE
555-1233         JONES                  THOMAS        R
```

II■ RECEPTION CTR REPORT

This option automatically displays information about reception centers in the current database.

```
┌──────────────────────────────────────────────────────────────────────┐
│ Reception Ctr Summary form      11/02/93  10:48:06              V2.00 │
├──────────────────────────────────────────────────────────────────────┤
│ Reception center name               Received   Released   Remaining  │
│ ---------------------------------   --------   --------   ---------   │
│ BLUE MOUNTAIN COMMUNITY COLLEGE         0          0          0       │
│ GOODCHILD KINDERCARE                    0          0          0       │
│ HARRIS JUNIOR HIGH                      0          0          0       │
│ MILFORD SENIOR HIGH                     0          0          0       │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                            Total:       0          0          0       │
└──────────────────────────────────────────────────────────────────────┘
```

The date and time fields are filled using the current system time.

Approve and send the information (as shown under the heading, **Exiting After Creating an IBS Report**) or cancel it **GOLD Y**.

II■ TRAFFIC CONTROL REPORT

This option displays information from the current Law Enforcement tasks in the current Implementing Procedure and event database. The Traffic Control facilities are listed.

```
 Traffic Control Points Form      11/02/93  10:48:06              V2.00

    # Staffed:____            Staffed Traffic Control Points
                              -------------------------------------------

                              -------------------------------------------
                              -------------------------------------------
                              -------------------------------------------
                              -------------------------------------------

    # Un-Staffed:____         Staffed Traffic Control Points
                              -------------------------------------------

                              -------------------------------------------
                              -------------------------------------------
                              -------------------------------------------
```

The date and time fields are filled with the current system time.

Apprcve and send the information (as shown under the heading, **Exiting After Cre⸱ ng an IBS Report**) or cancel it **GOLD Y**.

Reports from the Onpost EOC System

VIEW ONPOST->IBS RPT displays a two page menu for reviewing reports (messages) that have been transmitted from the onpost system to IBS. Each menu item corresponds to one type of report. To see the second page, type *D* (Down) at the Menu Choice = = > prompt.

```
      Select File Type for Report          1/2
------------------------------------------------
  0 : EXIT
  1 : D2 LOG
  2 : D2 DOSAGE
  3 : D2 INPUT
  4 : D2 SLICE
  5 : WEATHER
  6 : WORK PLAN
  7 : ENVIRONMENT
  8 : NOTIFICATION
  9 : CASUALTY SUMMARY
 10 : TOWER SELECTION
----------------- M O R E -----------------
      Menu Choice (?=Help) ==>


      Select File Type for Report          2/2
------------------------------------------------
 11 : BASE POPULATION
 12 : CALL LIST
 13 : KNOWN POINTS
 14 : MCE DIRECTORY
 15 : SIGNIFICANT EVENTS
 16 : GENERIC TEXT DATA
 17 : GENERIC GRAPHIC DATA
 18 : KEYED DATA
------------------------------------------------
      Menu Choice (?=Help) ==>
```

The formats for reports from the onpost system are shown on the following pages **in alphabetical order by menu item name.** Additional interactions with the system are also described. See the heading, **Using the Report Selection Method Menu** for instructions for using the Report Selection Method menu that initially displays when you select a report.

II■ BASE POPULATION

```
Population Form              __/__/__  __:__:__         V2.00

Essential daytime pop  : ____    Non-essential daytime pop  : ____
Essential nighttime pop: ____    Non-essential nighttime pop: ____
Ave. People per vehicle: ____

Name (Known Point) of gate             # vehicles expected
-------------------------------------  ----

_____  ____
_____  ____
_____  ____
_____  ____
_____  ____
_____  ____
_____  ____
```

II■ CALL LIST

```
┌─────────────────────────────────────────────────────────────────────┐
│  Call List Form              __/__/__  __:__:__           V2.00      │
├─────────────────────────────────────────────────────────────────────┤
│   Enter Call List Form:                                             │
│ John Doe           AMC   (123) 555-7891                             │
│ Allan Smith        AMC   (123) 555-7890                             │
│ William Public     AMC   (123) 555-1234                             │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

II■ CASUALTY SUMMARY

```
Onpost Casualty Summary Form    __/__/__  __:__:__              V2.00
─────────────────────────────────────────────────────────────────────
Fatalities               :  _____
Hospital Admissions      :  _____
Outpatient Care          :  _____
Total                    :  _____
Chemical Agent Exposure  :  _____
Fracture                 :  _____
Anxiety reaction         :  _____
Non-related              :  _____
# of civilian casualties:  _____
─────────────────────────────────────────────────────────────────────
```

II■ D2 INPUT

```
                          D2 STANDARD INPUT
┌─SOURCE DATA─────────────────────────┐ ┌─LOCATION────────────────────────────┐
│  Agent   :GB    2-Min Correct: Y   D │ │  Location: DPG          Long:-112.339000 │
│  Munition:8IN  # Munitions:    5.0  │ │  Igloo:                 Lat :   40.29780 │
│  Release :INS                        │ └─────────────────────────────────────┘
│  Quantity:   14.50649                │ ┌─MET DATA────────────────────────────┐
│                                      │ │  Stability      : E                  │
│                                      │ │  Season         : SPR                │
│                                      │ │  Temperature    :     41.0 F         │
│                                      │ │  Wind speed     :      6.6 ft/s      │
│                                      │ │  Wind dir       :    180.0 deg (FROM)│
│                                      │ │  Hgt Mix Layer  :    492.1 ft      D │
│  Source Sigma X:    5.0         D    │ │  Atm Pressure   :    651.0 mm hg   D │
│  Source Sigma Y:    5.0         D    │ │                                      │
│  Source Sigma Z:    1.7         D    │ │                                      │
│                                      │ │                                      │
│  Additional Input:   Release Num:  1 │ │  Met Change Period:  1 Latest Met:  │
└──────────────────────────────────────┘ └──────────────────────────────────────┘
```

II▪ D2 LOG

The following form is an example of what you may see when you display the D2
Log. This example represents only a portion of the D2 information since the
display is limited to 15 lines at a time. You can scroll the form to see all the
information.

```
D2LOG Form                        11/15/93  13:48:02              V2.00

Enter D2LOG Form:
            -----------------------------------------------------
            | DOWNWIND HAZARD PROGRAM D2PC V.2 (EMIS 2.0)|
            -----------------------------------------------------
      TYPE ? FOR DEFINITIONS

1. YOUR NOVICE LEVEL: 3,2,1 OR 0 NOV
$ INPUT:
          0

2. LOCATION                        LOC
$ INPUT:
 DPG
```

This form is presented as unformatted information. The form can be quite long.

!I■ D2 DOSAGE

```
Dosage Form (Page 1/2)          09/23/93  08:44:53              V2.00

# Levels:   3    Lon:-112.3000000   Lat:  40.3000000   Wind Dir:   77
# Mun    : 7.70   Mun:8IN          Agent:GB          Release Type:INS
Wind Spd: 7.7   Temp: 7.7       Location:DPG                 Season:SPR
Stabil. :C    Quant:0.560E+10      Time:   0.00     Ht. Source:    0.0
Ht. Mix : 1300.00              Assess:   0
Dosages or Concentrations of interest
        0.500E+00   0.600E+01   0.100E+02   0.000E+00   0.000E+00
        0.500E+00   0.600E+01   0.100E+02   0.000E+00   0.000E+00

Dosage or Concentration level descriptions
D1
D2
D3
```

```
Dosage Form (Page 2/2)                                          V2.00

Distance Max Dos/Con  Half1 Half2 Half3 Half4 Half5 Half6 Half7 Half8 Half9 Hlf10
-------- -----------  ----- ----- ----- ----- ----- ----- ----- ----- ----- -----
      1.    0.000      21.   18.   17.   0.    0.    0.    0.    0.    0.    0.
     10.    0.000      23.   19.   19.   0.    0.    0.    0.    0.    0.    0.
     20.    0.000      25.   21.   20.   0.    0.    0.    0.    0.    0.    0.
     30.    0.000      26.   22.   21.   0.    0.    0.    0.    0.    0.    0.
     40.    0.000      28.   23.   22.   0.    0.    0.    0.    0.    0.    0.
     50.    0.000      29.   24.   23.   0.    0.    0.    0.    0.    0.    0.
     60.    0.000      31.   25.   24.   0.    0.    0.    0.    0.    0.    0.
     70.    0.000      32.   26.   25.   0.    0.    0.    0.    0.    0.    0.
     80.    0.000      34.   27.   26.   0.    0.    0.    0.    0.    0.    0.

Maximum Distances:
  6225.  1528.   1172       0.    0.    0.    0.      0.    0.    0.
```

Note: The content of this report can vary if the selected D2 output was *concentration* rather than *dosage*.

You can scroll the information in this report.

ll■ D2 SLICE

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Slice Form                    01/10/94   13:52:35              V2.00      │
├─────────────────────────────────────────────────────────────────────────┤
│Number of Dosage Levels:   3                                              │
│  A)     0.5 mg-min/m3     E)    0.0 mg-min/m3     I)    0.0 mg-min/m3     │
│  B)     6.0 mg-min/m3     F)    0.0 mg-min/m3     J)    0.0 mg-min/m3     │
│  C)    10.0 mg-min/m3     G)    0.0 mg-min/m3                             │
│  D)     0.0 mg-min/m3     H)    0.0 mg-min/m3                             │
│                                                                           │
│DIST.   TOTAL DOS    TIME (min)  DOSAGE TIME    DOSAGE TIME    DOSAGE TIME │
│ (m)   (mg-min/m3)   FOR CLOUD    (%)   (min)    (%)   (min)    (%)   (min)│
│                     TIP   TAIL                                            │
│─────────────────────────────────────────────────────────────────────────│
│      1. .9627E+06    0.0   0.2  A 100.0    0.0 B 100.0  0.0 C 100.0   0.0 │
│                                 D   0.0    0.0 E   0.0  0.0 F   0.0   0.0 │
│                                 G   0.0    0.0 H   0.0  0.0 I   0.0   0.0 │
│     10. .3843E+06    0.0   0.4  A 100.0    0.0 B 100.0  0.0 C 100.0   0.0 │
│                                 Г   0.0    0.0 E   0.0  0.0 F   0.0   0.0 │
│                                 G   0.0    0.0 H   0.0  0.0 I   0.0   0.0 │
│                                 J   0.0    0.0                            │
└─────────────────────────────────────────────────────────────────────────┘
```

II■ ENVIRONMENT

Displays a summary report of information gathered from various types of on-site detectors or human observations.

Environment Form	_/_/_ _:_:_	V2.00

Chemical Sensor Reading   Device Type   Longitude   Latitude
------------------------------   ------------------   ----------   ----------

II■ GENERIC GRAPHIC DATA

Generic Graphic form	__/__/__ __:__:__	V2.00

Filenames for generic graphic data:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

■■ GENERIC TEXT DATA

The system will display the Select Report to View: GENERIC TEXT DATA menu.

```
     Select Report to View: GENERIC TEXT DATA
-----------------------------------------------------------------
  0 : EXIT
  1 : OPERPREP TEAD SPOCK     D3G507     10-JAN-1994 13:52:35.00
      .
  2 : OPERPREP TEAD SPOCK     D3G507     10-JAN-1994 13:42:43.00
      .
  3 : OPERPREP TEAD SPOCK     D3G507     10-JAN-1994 11:17:16.00
      .
  4 : OPERPREP TEAD SPOCK     D3G507     10-JAN-1994 13:47:02.00
-----------------------------------------------------------------
     Menu Choice (?=Help) ==>
```

After you select a report, the system will display the report in the following format.

```
┌─────────────────────────────────────────────────────────────────┐
│ Generic Text Data          __/__/__  __:__:__            V2.00   │
├─────────────────────────────────────────────────────────────────┤
│  Enter Generic Text Data_____                │
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
│ ───────────────────────────────────────────────────────────────│
└─────────────────────────────────────────────────────────────────┘
```

You can scroll this report.

II■ KEYED DATA

Keyed Data Form	__/__/__ __:__:__	V2.00

\# records in for this Key:____   Key:_____

Contents
_____

_____
_____
_____
_____
_____
_____
_____
_____
_____

_____n/10_____Next/Prev/eXit [N] :_

You can scroll this report.

II KNOWN POINTS

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Known Points Form              __/__/__  __:__:__              V2.00 │
└─────────────────────────────────────────────────────────────────────────┘

Known Point Name:              ID      Maj Min  Longitude    Latitude
_____   _____   ___ ____  _____  _____

_____   __  ____  _____  _____
_____   __  ____  _____  _____
_____   __  ____  _____  _____
_____   __  ____  _____  _____
_____   __  ____  _____  _____
_____   __  ____  _____  _____
_____   __  ____  _____  _____
_____   __  ____  _____  _____
_____   __  ____  _____  _____
__                          n/100  Next/Prev/eXit [N]:_
__
```

II■ MCE DIRECTORY

```
┌──────────────────────────────────────────────────────────────────────┐
│ Maximum Credible Events Form    __/__/__  __:__:__          V2.00      │
└──────────────────────────────────────────────────────────────────────┘

MCE Code    :____      Munition:____    Agent:__  Release:___
Likely Dist:_____  Stable Dist:_____  Duration    :_____
Lbs Spilled:_____                    Lbs Detonated:_____
Lbs Emitted:_____

MCE accident description:
_____
_____
_____
_____
_____
                        n/1000  Next/Prev/eXit [N]:_
```

II■ NOTIFICATION

```
┌─────────────────────────────────────────────────────────────────────┐
│ Notification Form              __/__/__  __:__:__            V2.00    │
├─────────────────────────────────────────────────────────────────────┤
│ Current Time  :__/__/__ __:__:__ (when Notification Sent)            │
│ Event Time    :__/__/__ __:__:__ (when Event Occurred)              │
│ Classification:_____  ID:_____      MCE:_____            │
│ Essential Pop :_____   Non-Essential Pop:____   Team Pop:____        │
│ ─────────────────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────────────────── │
│ ─────────────────────────────────────────────────────────────────── │
└─────────────────────────────────────────────────────────────────────┘
```

An optional free-form comments section is included on the form: onpost personnel may want to recommend a specific IBS scenario or recommend protective actions on this form.

II■ SIGNIFICANT EVENTS

```
Significant Activities Form    __/__/__  __:__:__              V2.00
Enter Significant Activities:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
```

II■ TOWER SELECTION

TOWER SELECTION displays the following report. This report identifies the meteorological data that is fed into the D2 model in IBS.

```
Tower Selection Form          __/__/__   __:__:__                    V2.00

Weather Reading   Tower ID    Cluster ID
---------         --------    --------
_____          _____      _____
_____          _____      _____
_____          _____      _____
____ ___          _____      _____
_____          _____      _____
_____          _____      _____
_____          _____      _____
```

II■ WEATHER

WEATHER displays the following report. If any values are known to be incorrect, those fields are filled with * (asterisks).

```
Weather Form               __/__/__  __:__:__              V2.00

Tower   Cluster Stat Speed Dir  Temp  Atm  Cloud Ht Mix Hum  Sigma Volts
ID              Stab                   Pres   Ht  Layer
------- ------- -- - ---- ----- ----- ----- ----- ----- ----- ----- ----
_____ _____ __ _____
_____ _____ __ _____
_____ _____ __ _____
_____ _____ __ _____
_____ _____ __ _____
_____ _____ __ _____
_____ _____ __ _____
_____ _____ __ _____
_____ _____ __ _____
_____ _____ __ _____
_____ _____ __ _____
```

▌▌■ WORK PLAN

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                              V2.00   │
│ Work Plan Form            __/__/__  __:__:__                          │
│ ┌───────────────────────────────────────────────────────────────────┤
│ │ Start D/T: __/__/__  __:__:__              End D/T:  __/__/__  __:__:__│
│ │ Longitude:_____              Latitude:_____                   │
│ │ Team Pop :____        MCE Type:_    MCE:____                         │
│ │ Mun      :__          Agent    :__  D2 #:__                          │
│ │                                                                     │
│ │ Description:_____│
│ ├─────────────────────────────────────────────────────────────────────┤
│ │ Protective Action Recommendation:                                   │
│ │ _____│
│ │ _____│
│ │ _____│
│ │ _____│
│ │ _____ n/10  Next/Prev/eXit (_)_               │
│ └─────────────────────────────────────────────────────────────────────┘
└─────────────────────────────────────────────────────────────────────┘
```

Appendix F
IBS Icons

Appendix F
IBS Icons

Icons are symbols used in the IBS to graphically depict the location and availability of features such as facilities, resources, services, and physical landmarks. Each icon is represented by a symbol which can be drawn on the topographic map display. This appendix provides a listing of the current set of icons available in IBS, together with their type.

The current set of icons has been divided into three categories within this appendix. These categories are:

- **Facility Icons:** Represent the location of facilities such as schools, hospitals, and shelters.

- **Resource Icons:** Used to depict resources at a facility, such as communication equipment, food, and medical equipment.

- **Non-Facility/Resource Icons:** Represent items which do not fall within the facility or resource categories. Examples of non-facility/resource icons are:

  - City
  - Flood
  - Earthquake

The following pages contain the icon lists for the IBS. The icon listings contain two fields describing the icons. These fields are:

- **Symbol:** This is the graphic symbol used for displaying the icon. Because the symbols shown are drawings of the actual icons, and are not in color (some icons contain multiple colors), some minor differences in appearance may exist between the symbols and the actual icon display. Listed above each symbol in parentheses is the icon color. If the icon contains multiple colors, more than one color is listed.

- **Type:** This is a text field for the icon name. The icon name can be up to 8 characters in length for resource icons and up to 25 characters for all other icons.

  Note: Some icons will have two names. The first (upper) name is the full name of the icon with correct spelling, the second (lower) name is the name of the icon exactly as it appears in IBS system listings.

Resource icons are used to indicate the location of several subtypes of resources. For example, one food icon could be used to represent 100 boxes of dried fruit, 10 pounds of sugar, and 2 sacks of potatoes. The dried fruit, sugar, and potatoes are all resource subtypes; a more detailed breakdown of the resource type food. All resource types can be used to represent many resource subtypes. This is done in IBS, under Resource Management, using the privileged function Define Resources. After selecting a resource type, the user defines the subtype. The resource subtype is also called the resource description. See *Section 6, Resource Management* for more information on defining resources and facilities.

While it is possible to later change or even delete the subtype (description), it is not recommended. If it is changed or deleted, IP's which reference the resource will become corrupted. To prevent this, resource subtypes can be added after initial system installation but never modified or deleted. Resource subtypes can be added at any time.

The same caution is true for resource types: add them anytime, but never modify or delete them. When delivered, IBS contains some predefined resource types - the specified entries in the icon control file.
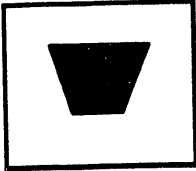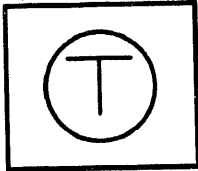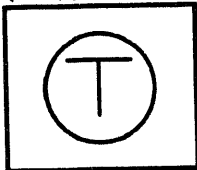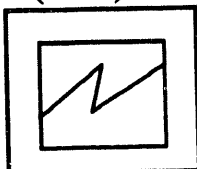
To add an icon to the icon control file, perform the following procedures:

1. Create an icon using the GEDIT utility and the BLANKICON.DMS file.

2. Move the new icon (*.DMS) to the icon directory MAP$ICONS:

3. Find an available major/minor code pair by looking in the ASCII version of the attribute dictionary (MAP$ATTRIBDIC.BIX)

4. Add a line to the icon control file MAP$ICONS:ICON.CTL

5. Add an entry to the attribute dictionary using the UPDATEATT utility. Dump the file using the ATTXASC utility.
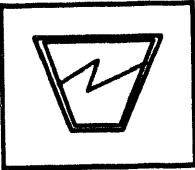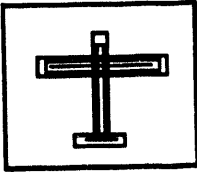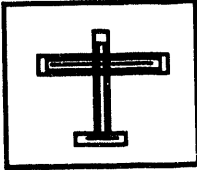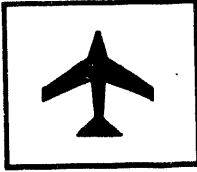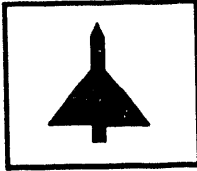
In general, you will only add facility and resource icons.

Refer to the *IBS Utilities Guide* for more information about the GEDIT, UPDATEATT, and ATTXASC utilities.

Facility Icons

Symbol	Type
(cyan)	Dam
(red)	Recreation Area
(red/white)	Traffic Control Point Traf Ctrl Pt
(red/yellow)	Traffic Control Point (Inactive) Traf Ctrl Pt (Inactive)
(white)	Power Station

Symbol	Type
(cyan/red)	Hydroelectric Plant
(cyan)	Civilian Airport
(cyan)	Airport
(cyan)	Civilian Air Hub
(red)	Military Airport

Symbol	Type
(white)	Transportation facility
(white)	Church
(white)	School
(white)	Hospital
(blue)	V.M.A.C. Hospital
(yellow)	Hospital (Inactive)
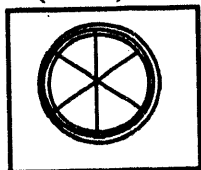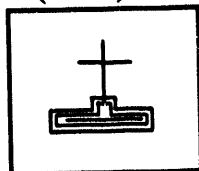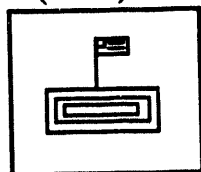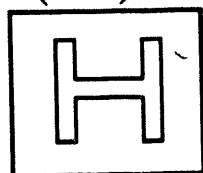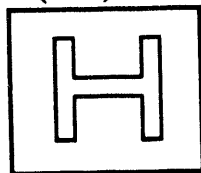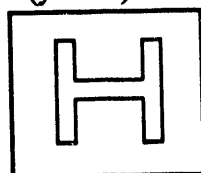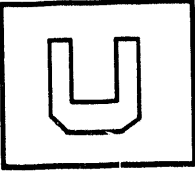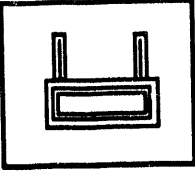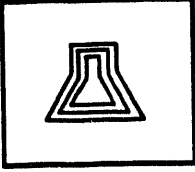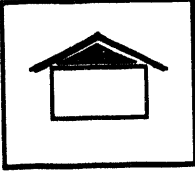
Symbol	Type
(cyan)	Public Utility
(red)	Industrial Park
(red)	Private Business
(red)	Nuclear Plant
(magenta)	Shelter
(yellow)	Shelter (Inactive)

Symbol	Type
(cyan)	Police Station
(red)	Fire Station
(red)	Government Building
(red)	E.O.C.
(yellow)	E.O.C. (Inactive)
(yellow)	Fuel Tank Farm
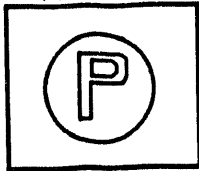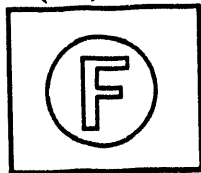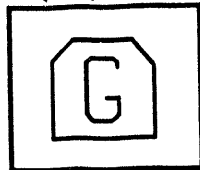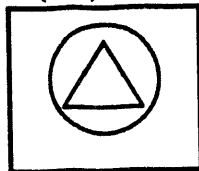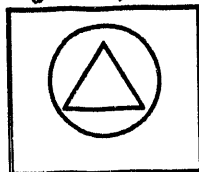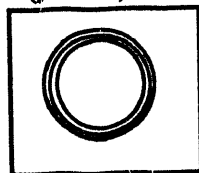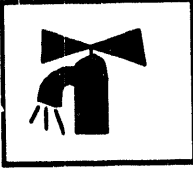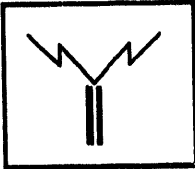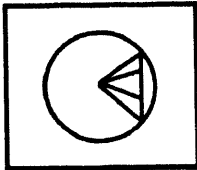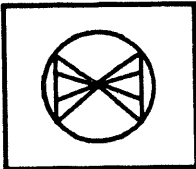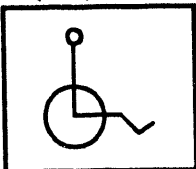
Symbol	Type
(blue/blink white)	Water Supply
(red)	Communications Facility
(red)	Siren - Rotating
(red)	Siren - Nonrotating
(red)	Special Population
(magenta)	Reception Center Reception Ctr
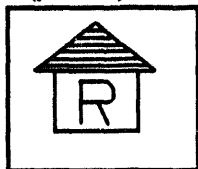
Symbol	Type
(yellow)	Reception Center (Inactive)
	Reception Ctr (Inactive)
(white)	Decontamination Center
	Decon Center
(yellow)	Decontamination Center (Inactive)
	Decon Center (Inactive)
(white)	Morgue
(yellow)	Morgue (Inactive)
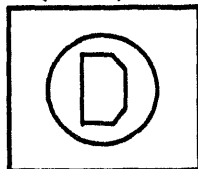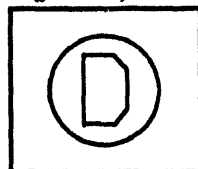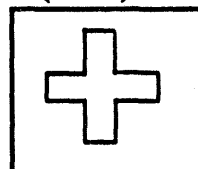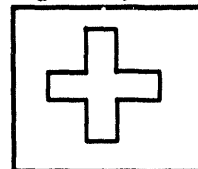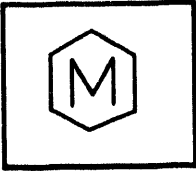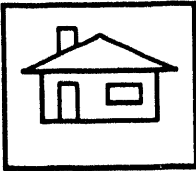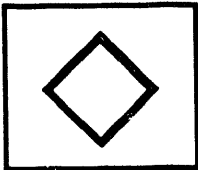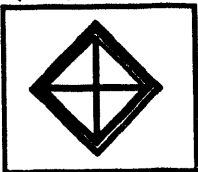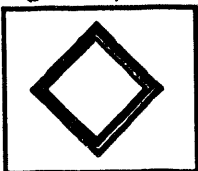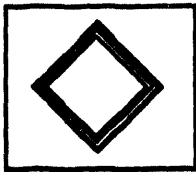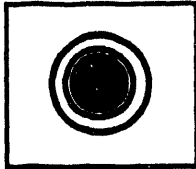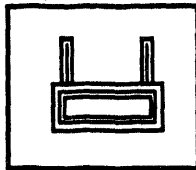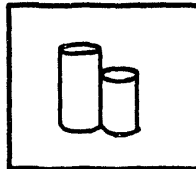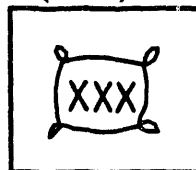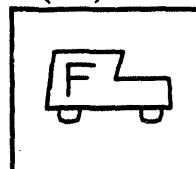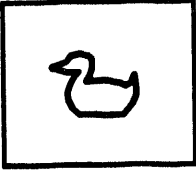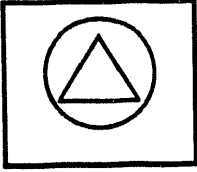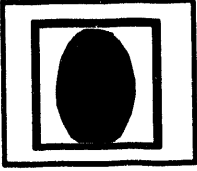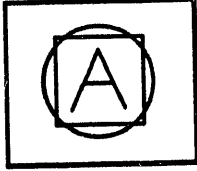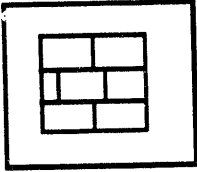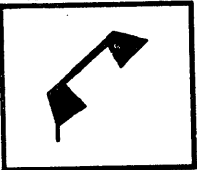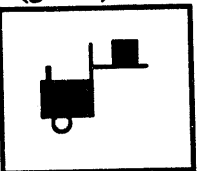
Symbol	Type
(magenta/green)	Mobile Medical Unit
(white)	Private Residence
(red)	Refinery
(white)	Coal Mine
(red/white)	Coke Producer
(yellow)	Natural Gas Pressure Plant Nat Gas Pressure Plant
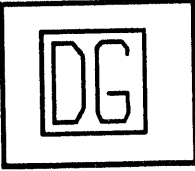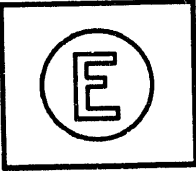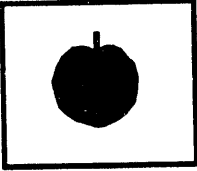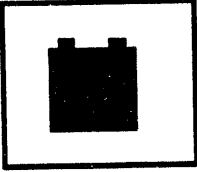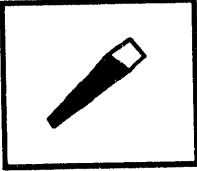
Symbol	Type
(blue)	Natural Gas Underground Storage
	Nat Gas Underground St
(white/yellow)	Petroleum Import Facility
	Petrol Import Facility
(blue)	Port Facility
(white)	Grain Storage
(white)	Flour Mills
(red)	Food Distribution

<u>Symbol</u>	<u>Type</u>
(white)	Poultry Production
(green)	Agriculture E.O.C.
(white)	Egg Producers
(white)	Food Production

Resource icons

Symbol	Type
(green)	1st Aid
(green)	Barricade Barricad
(green)	Cars
(green)	Communications Equipment Comm Eq
(green)	Construction Equipment Const Eq

Symbol	Type
(green)	Dry Goods
	Dry Good
(green)	Emergency Equipment
	Emerg Eq
(green)	Food
(green)	Generator
	Generatr
(green)	Hand Tool
	Hand Tl

<u>Symbol</u>	<u>Type</u>
(green)	Heavy Equipment
	Heavy Eq
(green)	Lights
(green)	Medical Equipment
	Medic Eq
(green)	Office Machine
	Office M
(green)	Paving Equipment
	Pave Eq
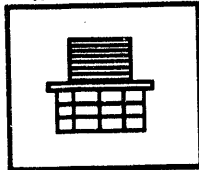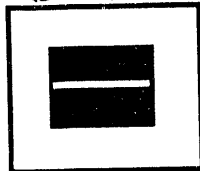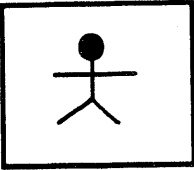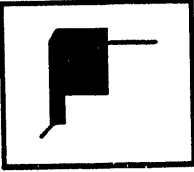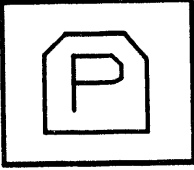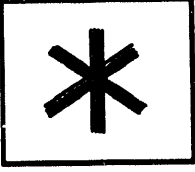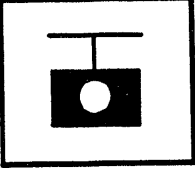
Symbol	Type

Type

People

(green)

Power Tool
Power Tl

(green)

Prefabricated Building
Prefab B

(green)

Rescue Squad
Rescue S

(green)

Scales

(green)

<u>Symbol</u>	<u>Type</u>
(green)	Non-rotating Siren Siren-NR
(green)	Rotating Siren Siren-R
(green/white)	Transport Vehicles Transprt
(green/white)	Trucks
(green/white)	Water
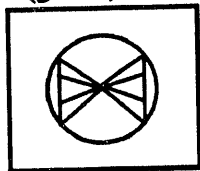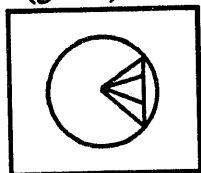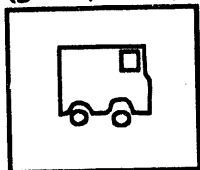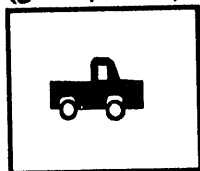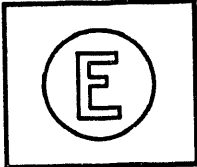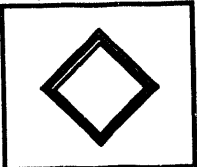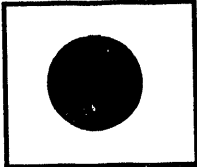
<u>Symbol</u>   <u>Type</u>

(green)   Weapons
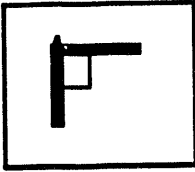
Non-Facility/Resource Icons

Symbol	Type
(red)	Emergency Equipment
(green)	Hazmat Site
(yellow)	Other Control Point
(magenta)	Evacuation Shelter
(magenta)	Hurricane

(magenta)

Tropical Storm

(magenta)

Tsunami

(red)
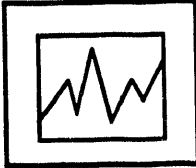
Earthquake

(red)

Fire

(white)
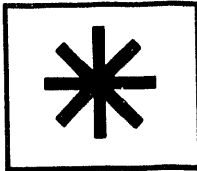
Blizzard

(blue)

Tornado

<u>Symbol</u>	<u>Type</u>
(cyan)	Flood
(red)	City
(red)	Environment Report
(blue/yellow)	Weather Report
(red/blink white)	NAPB Target
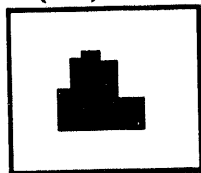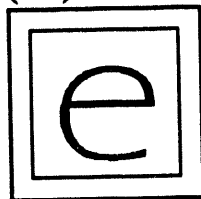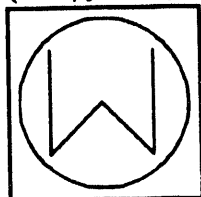
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