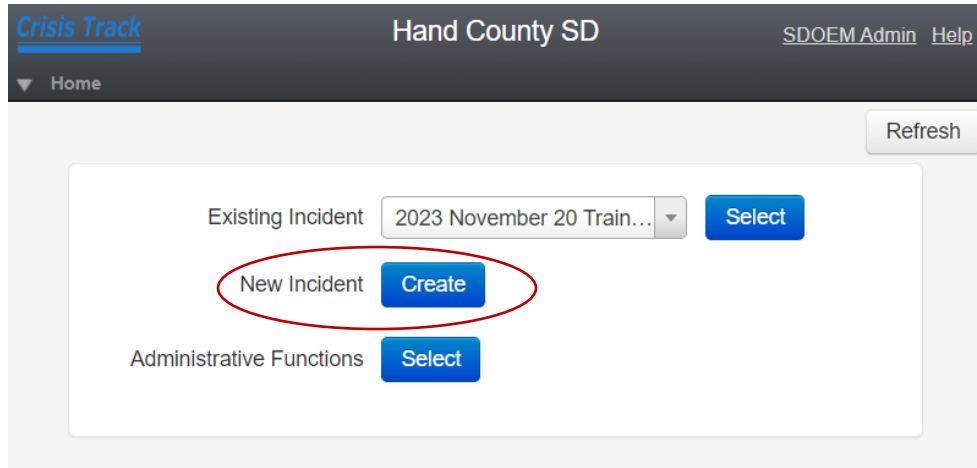
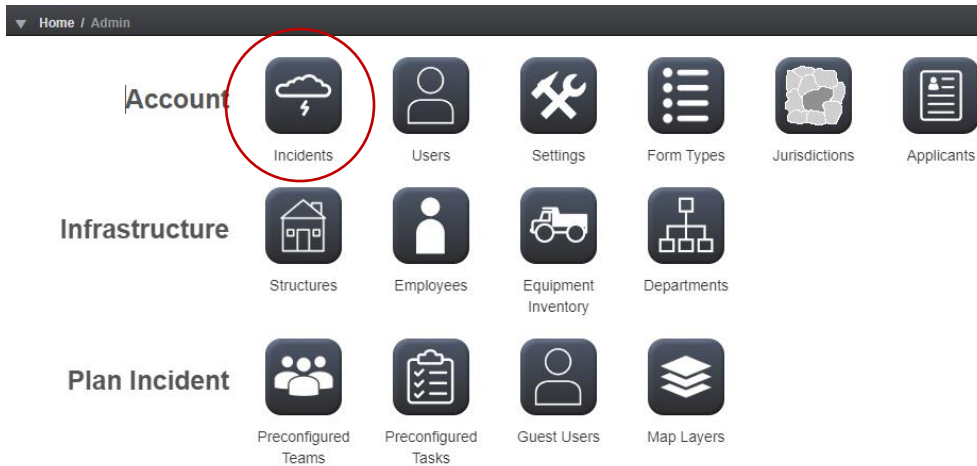


Crisis Track: Creating an Incident

1. Go to the Sign In page for Crisis Track: <https://crisistrack.juvar.com/ctc2/login.jsp> and log in to your county's Crisis Track account. **Incidents can only be created using the web version of Crisis Track.**
2. County level administrators should see three options on their home page:



3. Click on the blue Create button next to New Incident
4. Alternatively, you can click Select next to Administrative Functions and create a new incident from the Administrative Functions menu by clicking on Incidents, then selecting New in the upper left part of the screen



NAME	TYPE	DATE	DESCRIPTION	STATUS	VIEW	EDIT	DELETE
2023 November 20 Training	Flood	11/20/2023		Active	View	Edit	Delete
August 30 Exercise		8/29/2023	August 30, 2023 Statewide training exercise.	Active	View	Edit	Delete
Spring 2023 Flooding	Flood	4/12/2023	Spring 2023 flooding damage reporting.	Active	View	Edit	Delete
Dup Spring 2023 Flooding	Flood	4/12/2023	Spring 2023 flooding damage reporting.	Closed	View	Edit	Delete

5. Next, you will go through the Incident creation screens, starting with the Incident Information

The screenshot shows the 'Incident Information' form in the Crisis Track application. The form is titled 'Incident Information' and is located within the 'Incidents' section of the 'Hand County SD' interface. The form contains the following fields:

- Name: Enter Incident Name
- Status: Active (dropdown menu)
- Type: Select Type (dropdown menu)
- Date: 01/08/2024 (calendar icon)
- Disaster Number: Enter Disaster # (ex. DR-####)
- PA ID #: Enter PA ID #
- Description: Enter Description (text area)

Navigation buttons include 'Cancel', 'Next (Settings) >', and 'Finish'.

6. Use the standard incident naming convention of Year Month Event Type when naming any new incidents. Example: 2024 June Flooding
7. Keep the Incident Status as Active
8. Choose the Start date of the Incident (usually the date you are creating the incident)
9. Leave the Disaster Number blank
10. Leave the PA ID# blank
11. Type in a brief description of the incident. Example: Heavy rains over a two day period have led to overland flooding, including overtopping of roads, washed out culverts, and rivers and tributaries overtopping their banks.
12. Once you are finished with the description, click the blue Next button
13. Your County specific population and the current damage threshold per capita indicator will show up

The screenshot shows the 'Incident Settings' form in the Crisis Track application. The form is titled 'Incident Settings' and is located within the 'Incidents' section of the 'Hand County SD' interface. The form contains the following fields:

- Population: 3256
- County FEMA Factor: 4.6

Navigation buttons include 'Cancel', 'Back (Incident)', 'Next (Employees) >', and 'Finish'.

14. Click the blue Next button to advance to the next screen
15. If you have preloaded employees and equipment into your jurisdictional profile, you will be able to add employees and equipment to the incident and assign tasks to them.
16. You can also click through the blue Next Buttons , or click the Finish button to skip adding Employees, Equipment, Teams and Tasks.

On this screen, you can choose from available employees and add them to the incident:

Employee Status

Set All: [Demobilized](#) [Requested](#) [Staged-Not Available](#) [Staged-Available](#) [Assigned-Standby](#) [Assigned-Working](#)

Dale Farmen	SDOEM PA Coordinator	Staged-Not Available
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On this screen, you can choose from available equipment and add them to the incident:

Equipment Status

Set All: [Demobilized](#) [Requested](#) [Staged-Not Available](#) [Staged-Available](#) [Assigned-Standby](#) [Assigned-Working](#)

On this screen, you can choose from pre-configured Teams, or leave the Create Default Team selected:

Create Default Team

On this screen, you can choose from pre-configured Tasks, or leave the Create Default Task selected:

Create Default Task

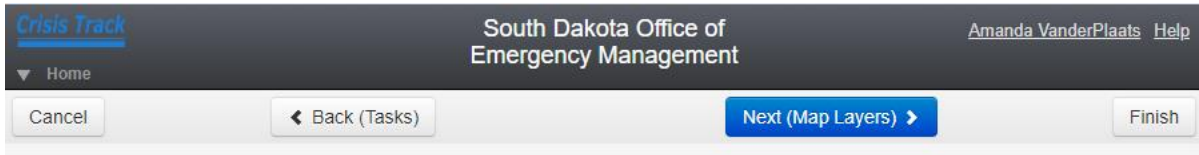
Preconfigured Tasks

Add Preconfigured Tasks, or they can be added later in the Incident Tasks Module.

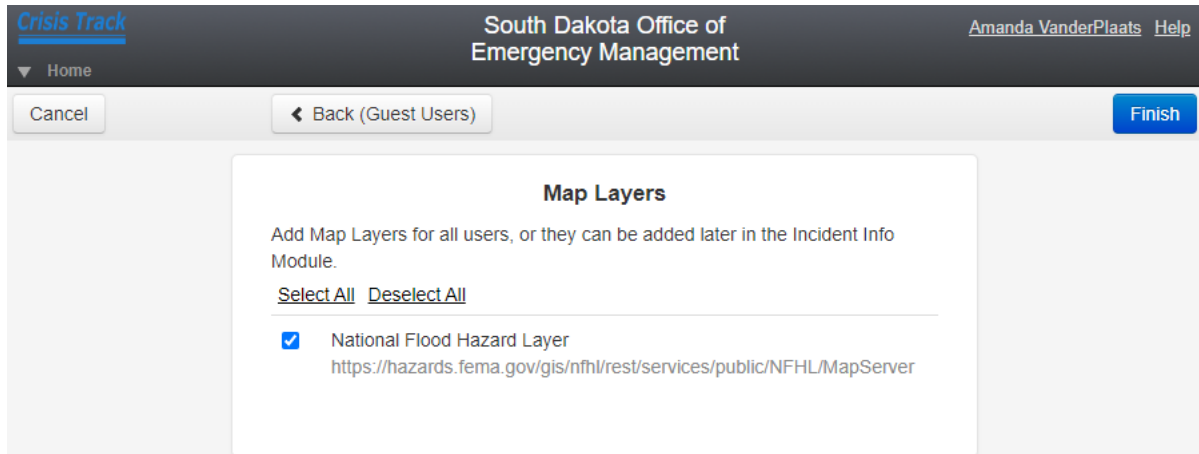
[Select All](#) [Deselect All](#) [Expand Descriptions](#) [Collapse Descriptions](#)

- South Dakota Office of Emergency Management
 - Full Time PA Team
 - Dustin H
 - Dale F
 - Amanda V
 - Colby J

On the next screen, if you have Guest users pre-loaded in your jurisdiction, you can add them to your incident:



On the next screen, if you have additional map layers to add to the incident, such as storm paths or flood maps, you can add them:



17. Once you have everything loaded for the Incident, click the blue Finish button.
18. Your new Incident will now show up in your Incident List and you can click on the incident to configure it and edit the incident information.



19. The new incident will also show up for each jurisdiction within your County and they will be able to add damages to the incident.
20. The SDOEM PA team will also be notified that you have created a new incident in your county.
21. You should also notify your Regional Coordinator that you've created a new incident so that they are aware of what is happening in your County.

For more information, please contact the SD OEM Public Assistance team at 605-773-3231, or visit us online at <https://dps.sd.gov/emergency-services/emergency-management/recovery/public-assistance>