COBRA

User Guide

v.5.2.2023

Index

COBRA User Guides

Incident Tools

Add New Incident v.3.27.2023

Last updated: 2023-03-27T17:45:18.000Z | Online Version

Incident Tools

March 27, 2023

Incident Management

The COBRA® system organizes information into distinct objects called "Incidents." Most non-administrative function users with access will be in one incident or another. The first steps in learning how to utilize COBRA includes creating, joining, and if necessary, editing incidents.

Add a New Incident

This section describes how the COBRA® user creates and populates a new incident in the system with the appropriate initial incident information. The newly created incident is saved in the system. The result is the display of the incident in the Incident List available to all users.

Adding a New Incident

1. Upon logging into COBRA® you will come to the Landing Page. This page displays a list of Active Incidents, a map showing the extent of the active incident's locations, and System Messages at the bottom of the screen.

2. To create a new incident, click on the blue **Add New Incident** button located below the Active Incidents list. The New Incident screen is displayed and made ready for editing.

3. The fields that can be edited are:

    a. Name*

    b. Type*

c. Incident Category

d. Start Date* & End Date

e. Description of the Incident

f. Latitude and Longitude*

g. Address including Street, City, State, and Zip code

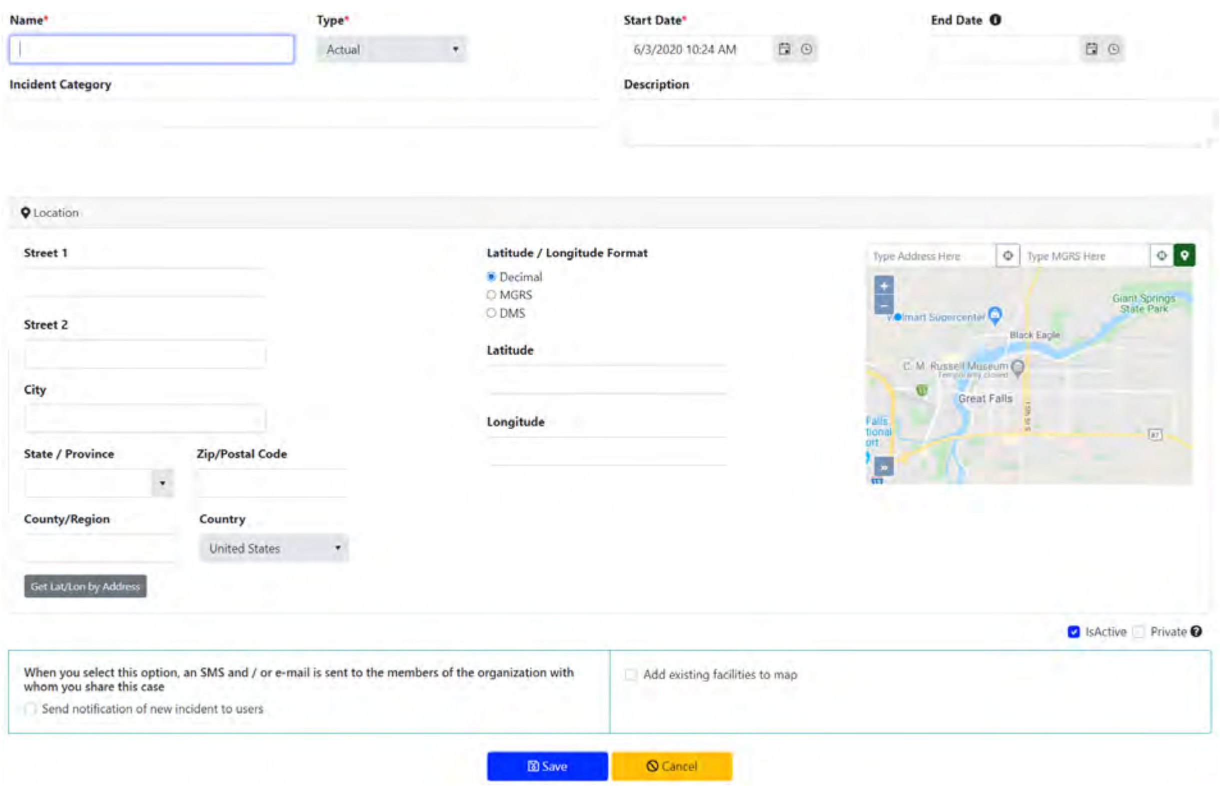
*Required Field.

4. Latitude and Longitude may be entered automatically by clicking on the mini map or by retrieving it from the previously entered street address.

5. The address fields may be entered manually or may be calculated from a previously entered latitude and longitude.

6. Press the Save Button for the incident to save to the system.

7. The list of incidents in the system is displayed.

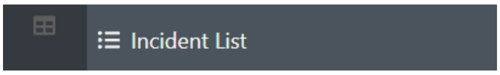


Alternate Method

You can also **Add** a new incident by using the Incident List page. There are two ways to access the Incident List page.

1. On the COBRA Landing Page, click on the Active Incidents header. This shortcut will take you directly to the Incident List.

2. Open the Incident List by accessing it from the Menu list (Menu > Incident > Incident List).



From the Incident List page

1. Click on the Add New Incident button at the bottom left of the Incident List page.

2. The Create New Incident screen is displayed and made ready for editing.

3. Press the Save button at the bottom of the page to input the new incident to the system. The list of incidents in the system is displayed.

Join an Existing Incident v.3.27.2023

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Incident Tools

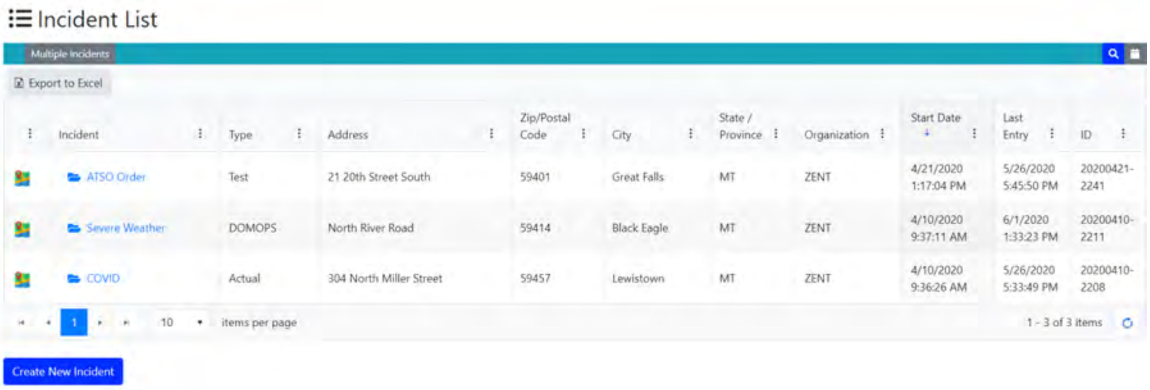
March 27, 2023

Join an Existing Incident

Once an Incident has been created and is listed in the Incident List, users can choose to join it and begin accessing features and adding information.

Join an Incident

1. A list of available incidents, including incidents marked as private, will be shown.



	Incident	Type	Address	Zip/Postal Code	City	State / Province	Organization	Start Date	Last Entry	ID
	ATSO Order	Test	21 20th Street South	59401	Great Falls	MT	ZENT	4/21/2020 1:17:04 PM	5/26/2020 5:45:50 PM	20200421-2241
	Severe Weather	DOMOPS	North River Road	59414	Black Eagle	MT	ZENT	4/10/2020 9:37:11 AM	6/1/2020 1:33:23 PM	20200410-2211
	COVID	Actual	304 North Miller Street	59457	Lewistown	MT	ZENT	4/10/2020 9:36:26 AM	5/26/2020 5:33:49 PM	20200410-2208

2. To join, click on the name of the incident. The Incident Home screen for that user or organization will populate.

Alternate Method

The user can also join an Incident by clicking on the Map Tool icon beside the name of the incident in the Incident List.

Editing Incident Details v.3.27.2023

Last updated: 2023-03-27T18:00:14.000Z | Online Version

Incident Tools

March 27, 2023

Editing Current Incident's Details

This section describes how users can edit and save the details of an Incident that they are already in.

Editing an Incident's Details

Within an Incident, open the Editing Tool by accessing it from the Menu list (Menu > Incident > Edit Current Incident Details).

1. The Incident Information screen is displayed and populated with the current incident's details.

2. The fields that can be edited are:

    a. Name*

    b. Type*

    c. Incident Category

    d. Start Date* & End Date

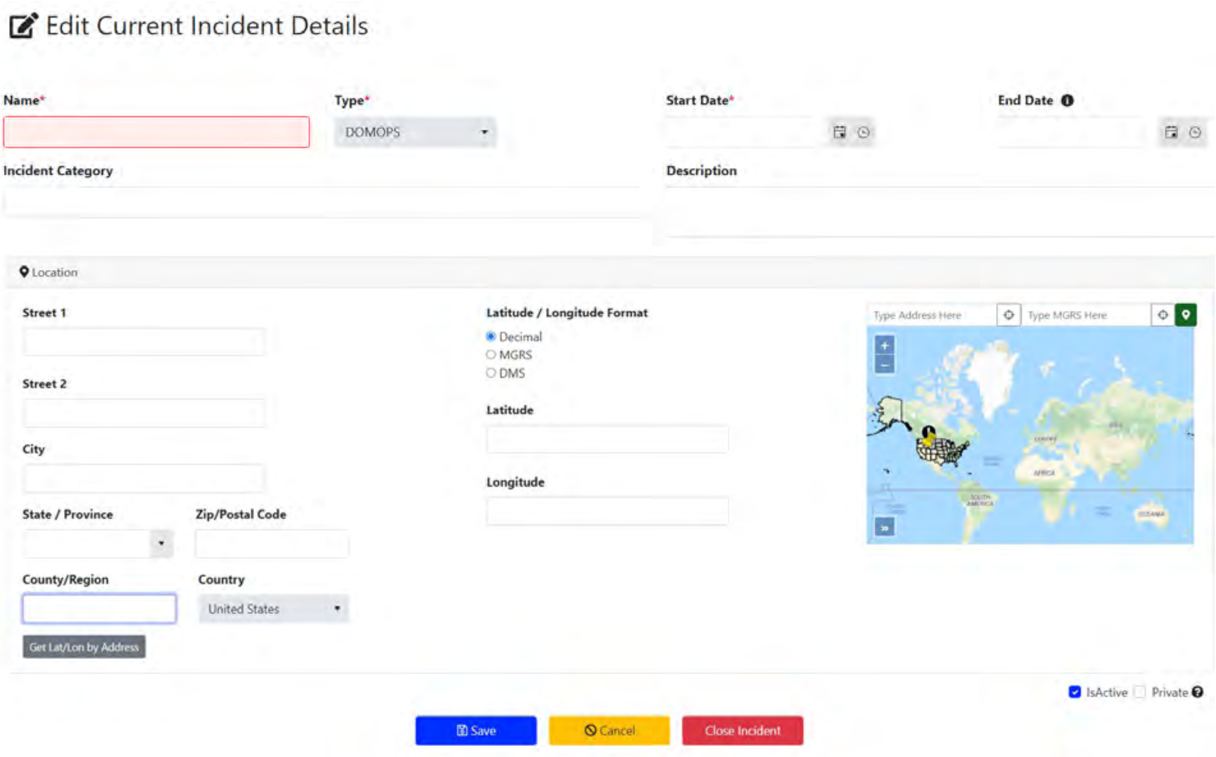
    e. Description of the Incident

    f. Latitude and Longitude

    g. Address including Street, City, State, and Zip code.

*Anything with a red asterisk must be filled.

3. Press the Save Changes button.



Operational Periods v.3.27.2023*

Last updated: 2023-03-27T18:19:54.000Z | Online Version

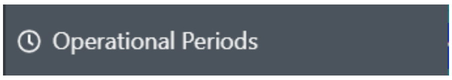
Incident Tools

March 27, 2023

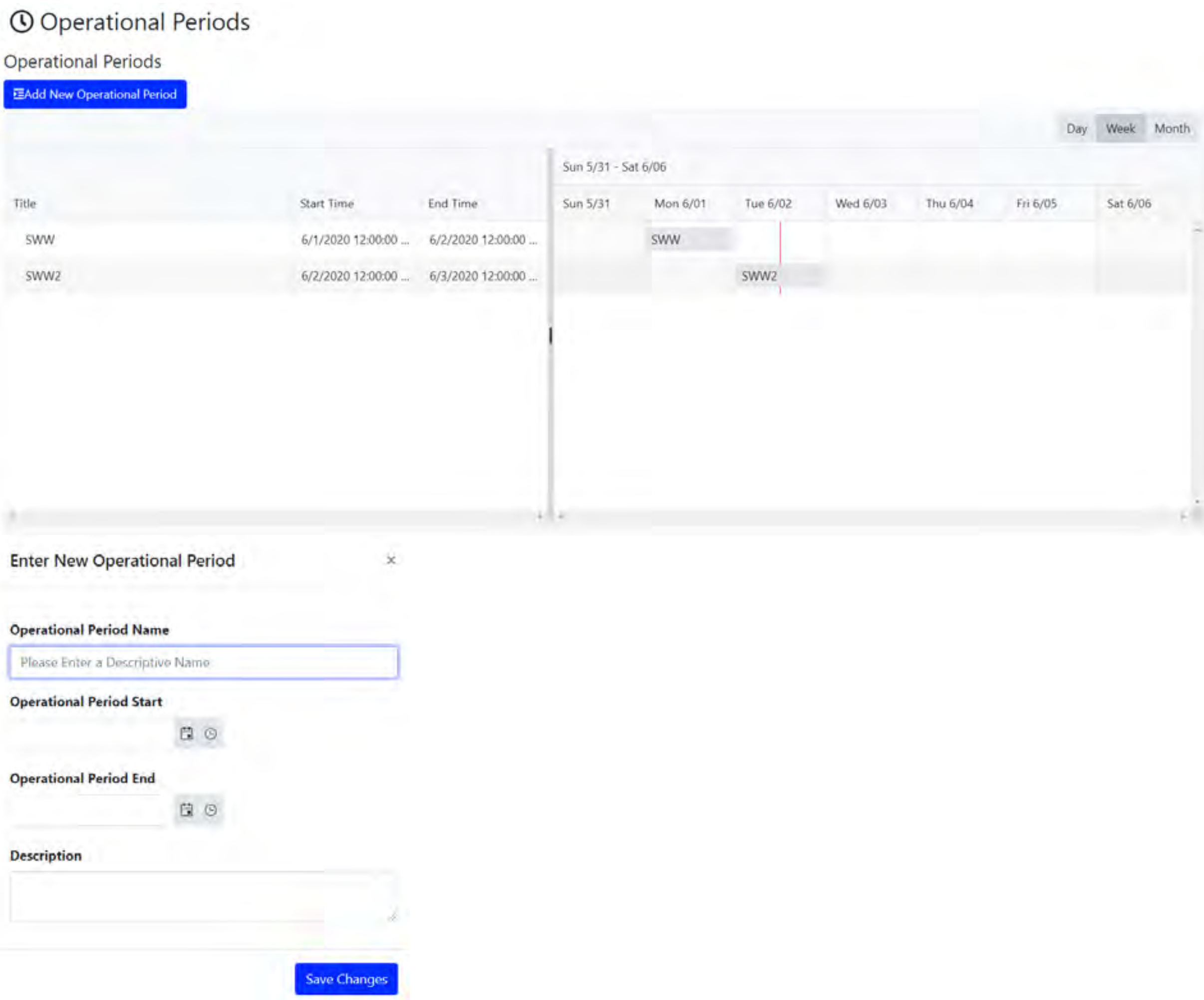
*Operational Periods** ***has quick clip***

If an incident manager wants to segment response efforts to an existing incident by Operation Periods, they can enter the periods by timeframe in the OP tool.

Open the Operational Periods tool by accessing it from the Menu list (Menu > Incident > Operational Periods).



If an Operation Period is current for the incident time, the name of the operation period will be displayed on the banner page at the top of every screen. Additionally, forms entered in the Forms tool and included in the Incident Action Plan (IAP) tool can be grouped by Operation Period.



Incident Timeline Report v.3.27.2023

Last updated: 2023-03-27T18:26:56.000Z | Online Version

Incident Tools

March 27, 2023

Incident Timeline Report

All actions and events that occur in a COBRA Incident are recorded with Time/Date, Username, Action, and Location, if available.

- The Timeline Report tool can be used to sort information by columns.
- By default, it is sorted chronologically, with the most recent actions listed first.
- Choosing what columns to sort can be done by clicking the column name itself. This will toggle between ascending and descending values as indicated by the direction of the carat next to the column name.

In the Tool's column, the entries are highlighted in blue indicating that the user can click on the tool name and be shown that tool's main display page. It is not meant to take the user to the exact item that was displayed in the log. Since users can change data within a tool, and admins can delete entries, it may not always be possible to show the exact information listed in the log by opening the specific entry by the tool.

Incident Timeline Report

Export To Excel

Date Created	Tool	Position	Name	Organization	Description
3/3/2022 1:41:25 PM			Chris Teresak	TSAK	User entered Incident Test 3.3.2022
3/3/2022 12:36:00 PM			Chris Teresak	TSAK	User entered Incident Test 3.3.2022
3/3/2022 11:44:45 AM	Weather Tool		Chris Teresak	TSAK	Weather at 33.50144549, -86.81425417. 71.92°Fahrenheit 0.26% humidity. The cloud cover value is 0.01. The wind is blowing at 4.44Miles 280° Pressure is at 1023 . Data from FIO

Export Map as KML v.3.27.2023

Last updated: 2023-03-27T18:39:55.000Z | Online Version

Incident Tools

March 27, 2023

Export Map

1. Map exports are done with a file type exchange of KML.
2. There is an option to have a self-contained Offline KML file that can be attached to e-mails and opened in another program, as well as a KML network link.
3. The “KML As Network Links” option lets other people display the COBRA incident map data on a different system and get periodic updates by network feed.
4. This allows visibility of current incident map actions by others. Since the updates look at the COBRA server, it is necessary for the end-user to have access to the network and server that is hosting COBRA.

The user has the option to only export the topical incident information (data created while in the incident with map capable tools) or they can select “Include Organization Data.”

1. Organization Data is anything added to the incident map that is not created by an incident tool. Examples could include Zones, Utilities, Buildings, or department resources.

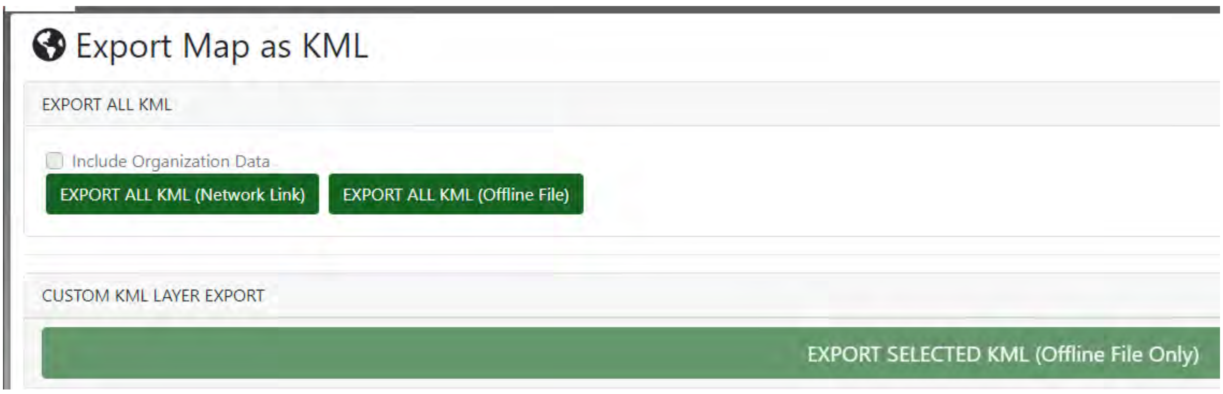
Export Map as KML (Menu Selection Option)

Without opening the Map tool, users can also access the exporting of map information for use in other systems.

Open the Export Map as KML tool by accessing it from the Menu list (Menu > Incident > Export Map as KML).

The Menu selection for Export Map as KML gives the same options as the Map Tool KML Export, but with one very important difference. If the information within the organization and/or incident needs to be restricted for some reason, the user can select what items are to be included in the modified offline KML export product. Clicking on the “EXPORT SELECTED KML (Offline File Only)” will generate a KML with only those layers of information that have been checked in the table above the button.

The "EXPORT ALL” buttons do not listen to the checked selections and will publish all the incident information.



Search Incidents, Incident Sharing, and Incident Invitation Tools v.3.27.2023

Last updated: 2023-03-27T18:58:17.000Z | Online Version

Incident Tools

March 27, 2023

Search Incidents

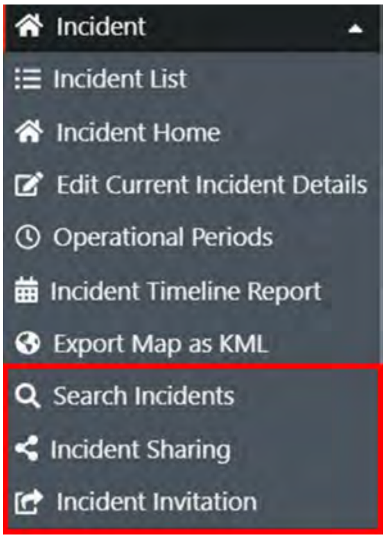
Incident Sharing

Incident Invitation

Search Incidents, Incident Sharing, and Incident Invitation Tools are some of the most significant tools within COBRA that are often overlooked, especially in times of panic or emergency. Incidents and Events carry heavy pressure from an Emergency Managers position and having the proper tools at their fingertips can make all the difference. Easily finding and/or making an Incident available to other Emergency Responders leaves a clear path for smooth transfer of information. Also being able to share information with Officials and Stakeholders quickly and clearly is of utmost importance. Each of these tools enable the above possible.

Navigating to each tool

- Click on Incident
- Click on Tool needed
- Search Incidents
- Incident Sharing
- Incident Invitation

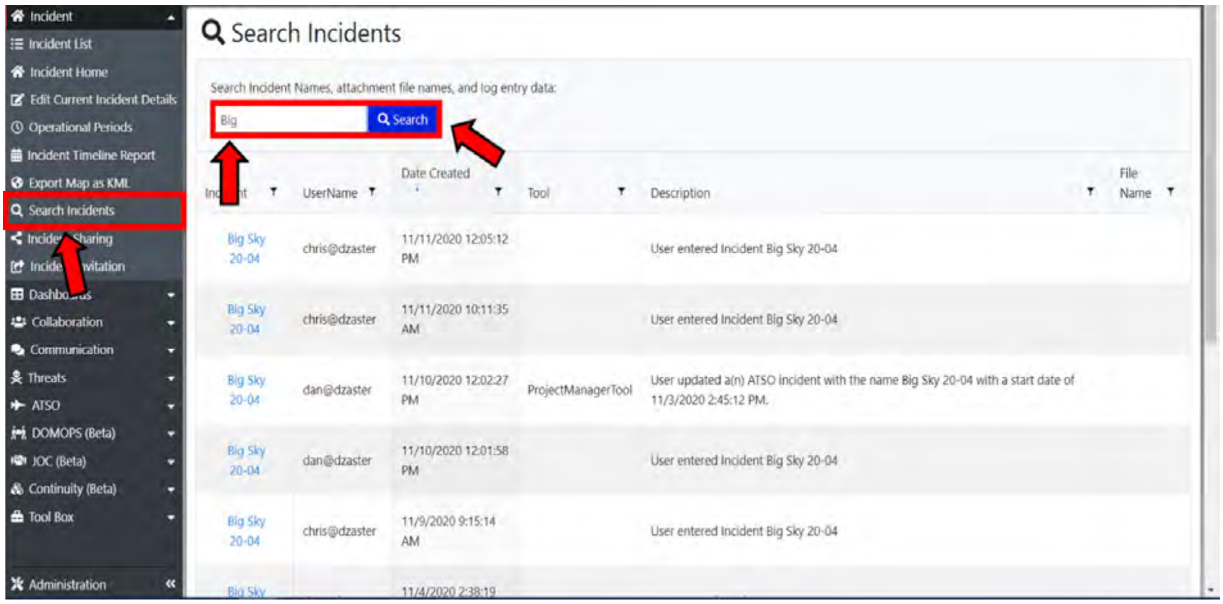


Search Incidents

1. Navigate to Search Incident Tool
2. Next, Click on the Search Box Field
3. Enter desired search text, i.e.

    - Incident name
    - Attachment File Name
    - Logbook Name

4. Click Search
5. Choose Desired information



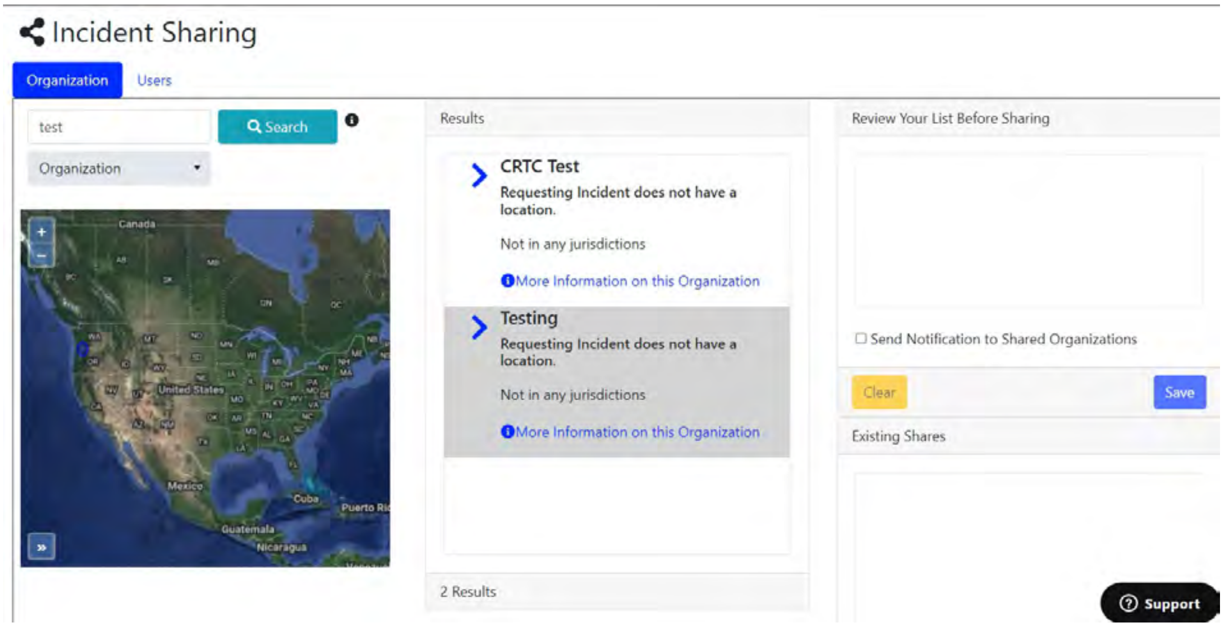
Incident Sharing (Org Admins only)

1. Navigate to Incident Sharing Tool
2. User can choose to search by

- Organization
- Users
- Next, Click on the Search Box Field
- Enter desired search text – (Org ex: 104FW or User ex: Zent)

Note: Only Orgs that have a location within the mini-map's extent view will be displayed in the search results list.

5. Click Search button
6. Choose Desired Org or User from Results
7. Click on field to send result to Review Pane
8. User can then choose to share with the member a *read only* option of the incident or the entire suite.
9. Click save, Users name will populate in Existing Shares field.

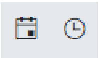


Incident Invitation

A user may create an invitation for users outside of COBRA to share Incident data. When an invitation is initiated, a URL is created that allows others to temporarily register for a particular Incident or Event as designed by the COBRA user.

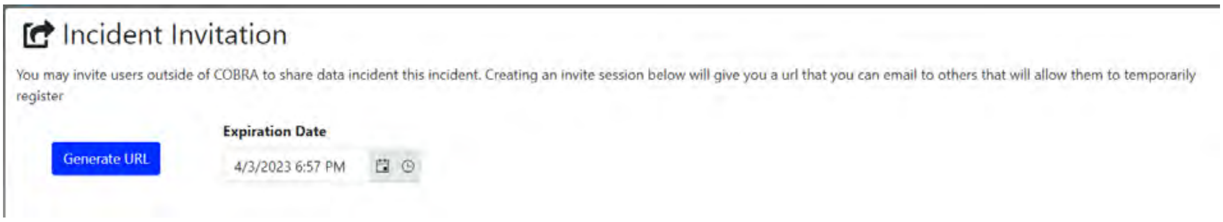
1. Navigate to Incident Invitation tool
2. Next, Choose the invitation Parameters

1. Click on the Calendar/Time Button



2. Choose Date and time, it expires or is revoked.

3. Click Generate URL. A URL text will pop up below for you to copy and paste into an email. That URL can be used by the recipient to temporarily access the COBRA incident within the expiration date.



Dashboard Tool

Dashboards v.3.28.2023

Last updated: 2023-03-28T17:49:03.000Z | Online Version

COBRA

Dashboards Tool

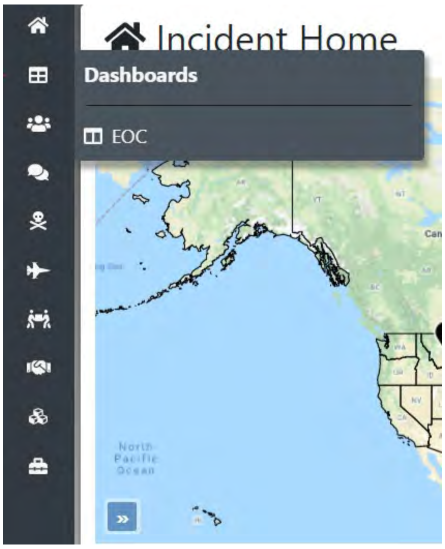
March 28, 2023

Dashboards

Dashboards offer a way to view and interact with many tools at once in an incident. Dashboards contain representations of tools in three different sizes: Small Cards, Medium Cards, and Worksheet View.

The ***COBRA Organization Administrators*** can create Dashboards and populate them with different tools. This allows for users fulfilling specific Incident Position functions to focus on the specific tools that are necessary for managing their workload.

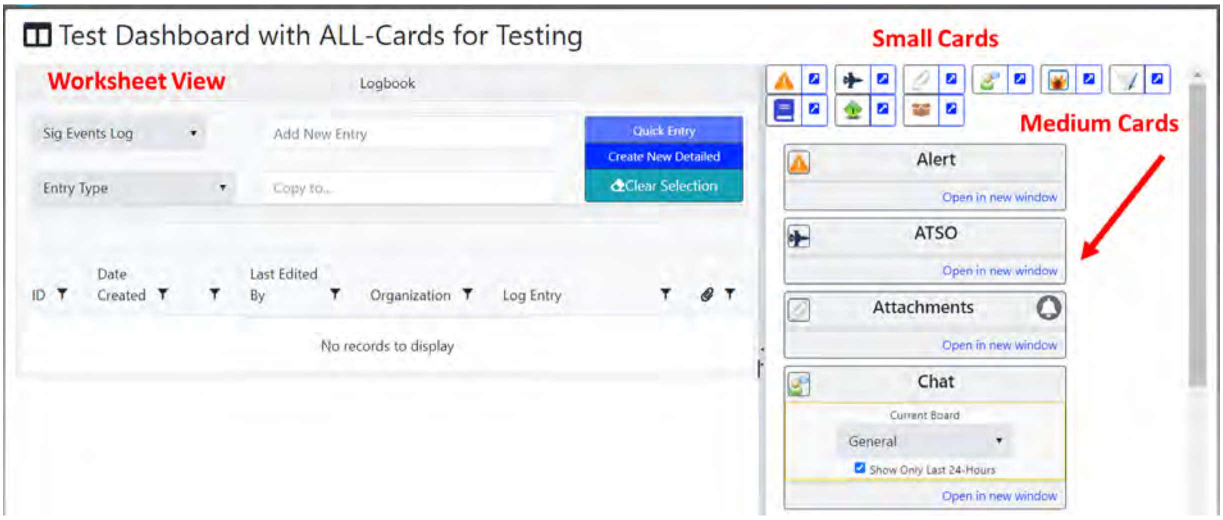
When clicking on the Dashboards button, a submenu will drop down showing what Dashboards are available for use. Clicking on the desired Dashboard will launch the view.



Dashboards have three different tool display options:

1. Small Cards
    - Smallest tool representation that only alerts the user to the number of items added since the last time the tool was accessed.
2. Medium Cards
    - Smaller area that allows multiple tools to show data on the right-hand side of the screen at once.
3. Worksheet View
    - Largest area that lets the user see the greatest number of entries and allows for input directly into that tool.

On the left-hand side of the screen is the Worksheet display of the tool selected by the Administrator to have the largest screen area. Depending on the display resolution that the user has access to, they may wish to re-size the window split to make the space available easier to use. To resize the window, click the sliding partition (the vertical grey area between the worksheet and the smaller cards) and then drag. This will automatically re-sort the smaller cards on the right. Be aware that some may be stacked vertically and moving the up/down scroll bar may be necessary to view all cards on smaller screens.



The Medium and Small Cards have the same icons allowing the user to do different things with the tool.

1. Expand to Worksheet View
   - This will expand the tool shown in the card to the Worksheet View on the left.
2. New Item Notification

   - This shows when other users have entered in new items in the tool indicated. This is especially important when Small Cards are used in the Dashboards as it is the only indication of new information.
3. Launch Full Tool

   - In the bottom right corner of each card is an icon that the user can click to open the indicated tool in a new tab.

The Worksheet View also has another unique feature. Some tools in the Worksheet mode can be used to “Pin” information entries from one tool to another with minimal user effort. When tools in the Worksheet View users can click on that item’s icon and drag/drop it onto another card’s tool. Tools that can accept the new information will highlight in blue when the icon is dragged over the corresponding card. This will generate a new entry in the target tool with the information from the origin worksheet as an information seed. This keeps copying and pasting or re-typing information to a minimum while still letting the user transfer information effectively.

Briefings Tools

Briefings- Briefings_Briefings Management v.3.28.2023

Last updated: 2023-03-28T18:31:32.000Z | Online Version

Briefings Tool

March 28, 2023

Briefings Tool

The COBRA® system offers a Briefings Tool that enables organizations to gather and disseminate information about any given incident or event. By combining several widget tools, the briefing board tool can offer an overview of an incident all at once, quickly, and accurately. This enables organizations and responders alike to share the information they want to; with the stakeholders, they want to.

For Incident Users (Operational)

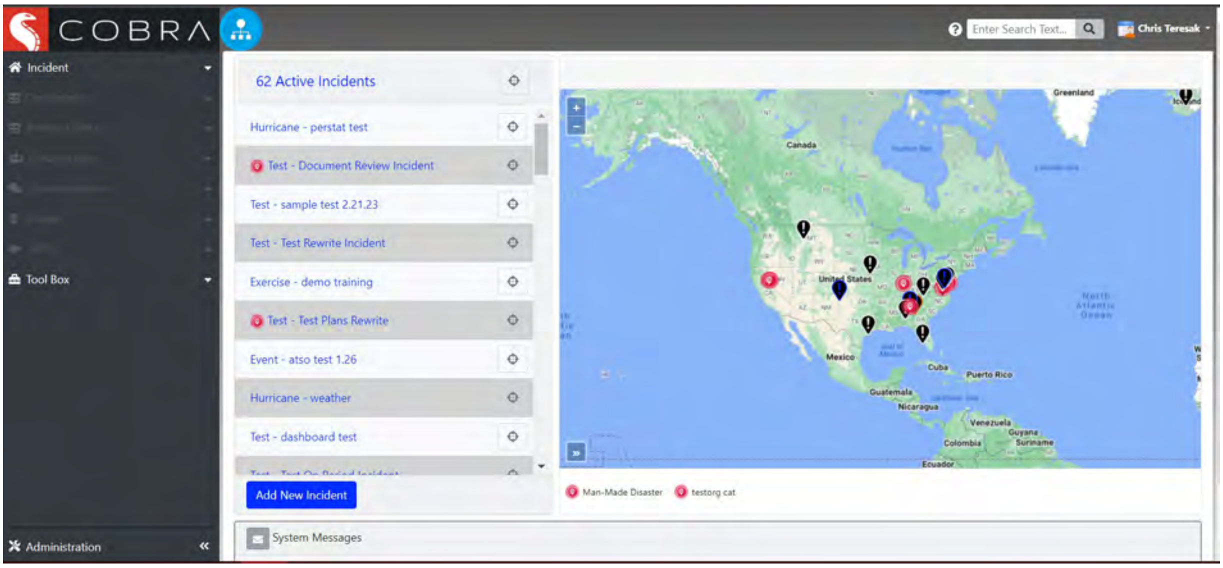
This section describes how the COBRA® user would utilize the *Briefings Board Tool* in an operational incident or event.

How to Create a Briefing Board for an Incident

1. User must log in to COBRA.

2. Once on the COBRA Landing Page, Open the Incident List by accessing it from the Menu list (COBRA Menu > Incident > Incident List).

    - Alternately, the user may choose to click on the Active Incidents header. This shortcut will take you directly to the Incident List or one of the listed most recent Active Incidents below the Active Incidents header.
    - Choose and click on the appropriate incident.

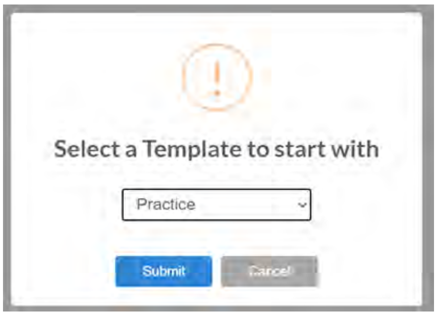


3. Once in an incident, navigate to the ***Briefings*** (Beta) button and click on it.

4. Once the dropdown appears, choose the ***Briefings Managemen*t** tab.

5. Next, Click the **+** (plus) sign.

6. Next, Select a Template to start with from the Drop Down. These Templates are prefabricated when the Administrators create their organization. (Instructions for this are above.)

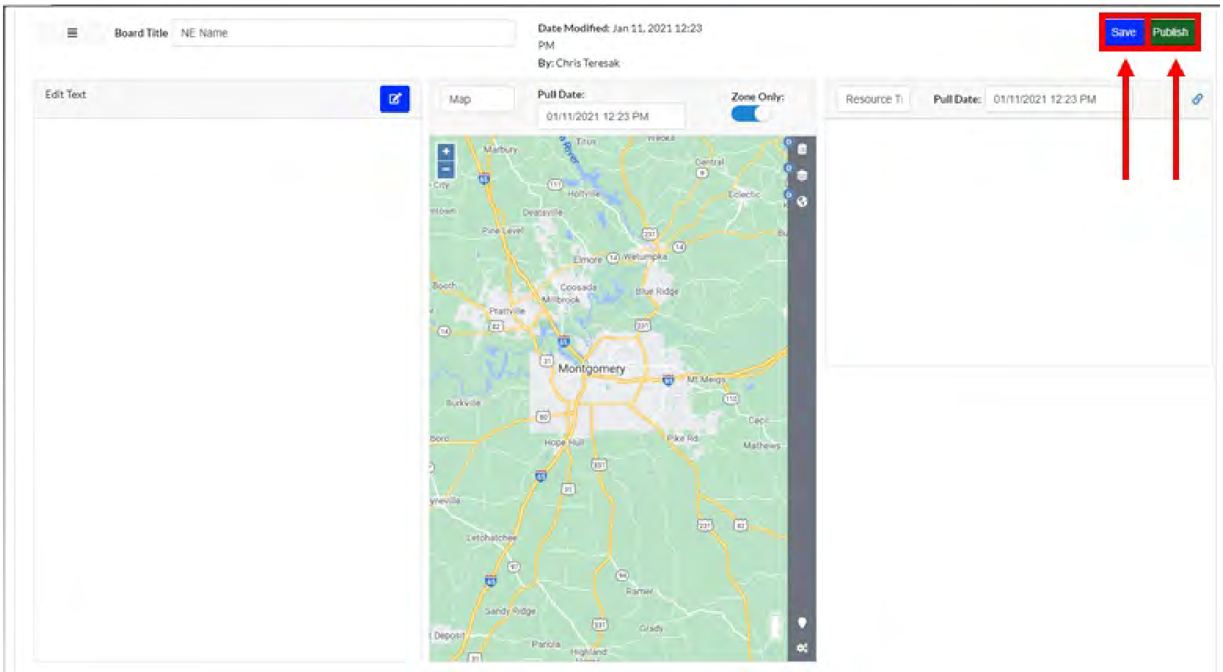


7. Once a template is chosen Click Submit.

8. Fill in or edit any information as desired into the Briefing Board Template

9. The user may Click Save as information is entered to save any progress.

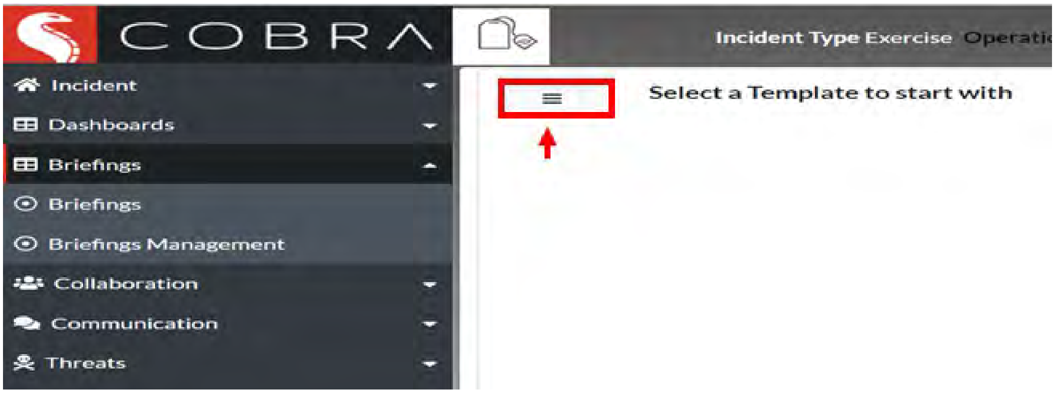
10. Finally, click Publish



Accessing Published Briefing Boards

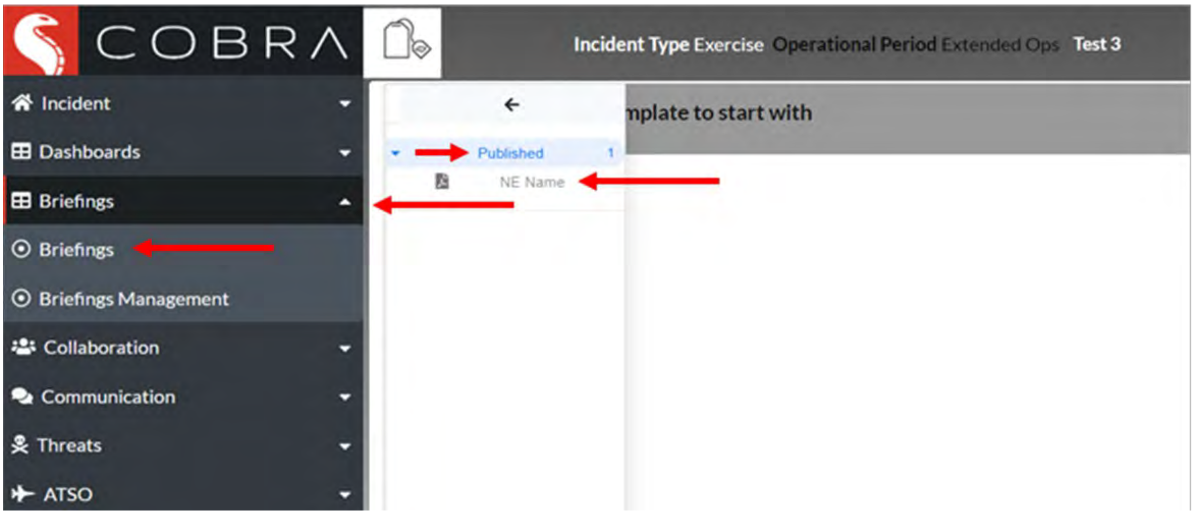
This section explains how to gain access to an organization's Published Briefing Boards. Follow these steps.

1. Click Briefings Button
2. Once Drop Down populates Click Briefings once more
3. Click on the Menu Bars



4. Click on Published

5. Choose the Name of your Published Briefing Board as desired.



Collaboration Tools

Map Tools v.3.29.2023

Last updated: 2023-03-30T15:07:41.000Z | Online Version

Collaboration Tools

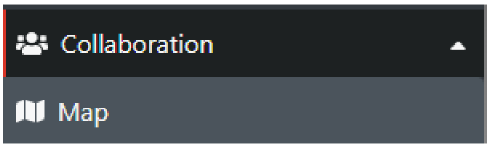
March 29, 2023

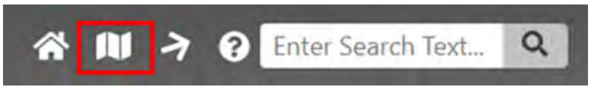
Map Tools

The Map Tool gives the user the ability to see all map-based information in the incident. Some of the information displayed is Organization and Incident Type dependent, but the focus on this section will be on the active base map display, settings, source selection, and use of Sketches.

Navigation (2 ways)

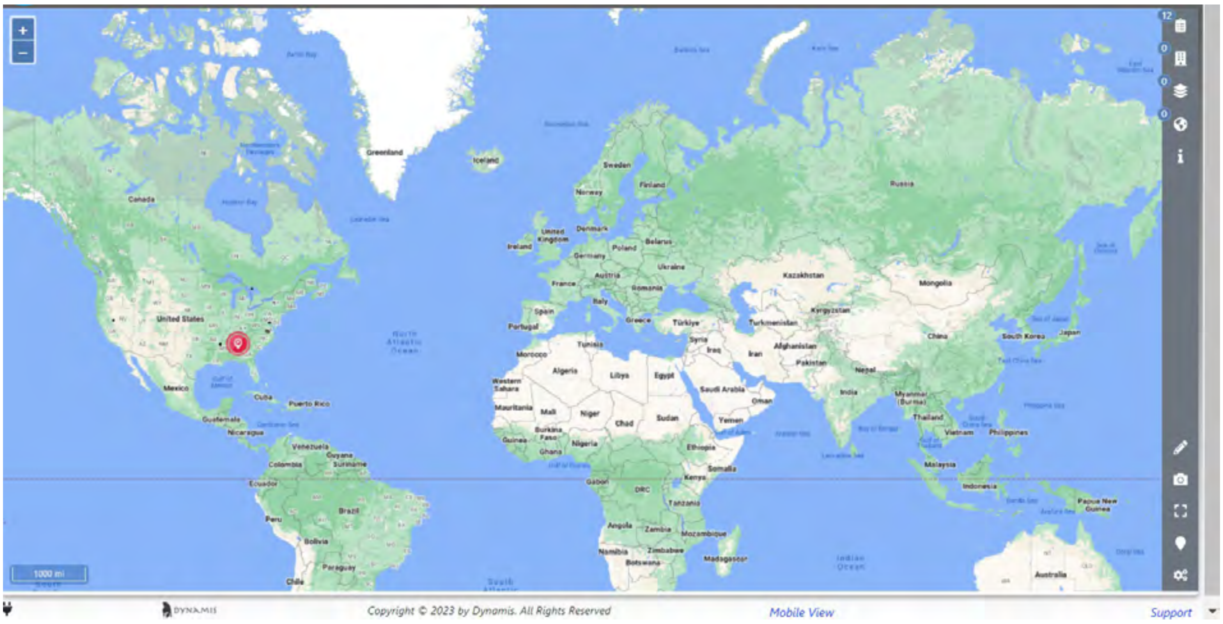
1. Launch the Map Tool by accessing it from the Menu list (Menu > Collaboration > Map).
2. Launch the Map Tool by clicking on the Map Icon from the Top bar of buttons.





To Change the Map Display:

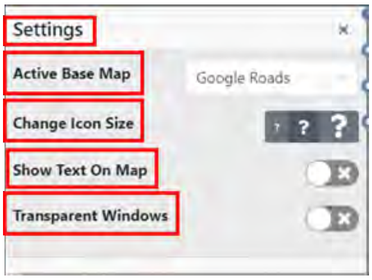
- ***Zoom***- Use the +/- buttons in the top left corner to zoom in/out from the center of the map.
- ***Pan Map***- The map can be panned up/down – left/right by clicking on the map and dragging the display to show the desired location.
- Double-clicking on the map will center the display on that point and zoom in by one level.



Map Settings (Bottom Right of Map)

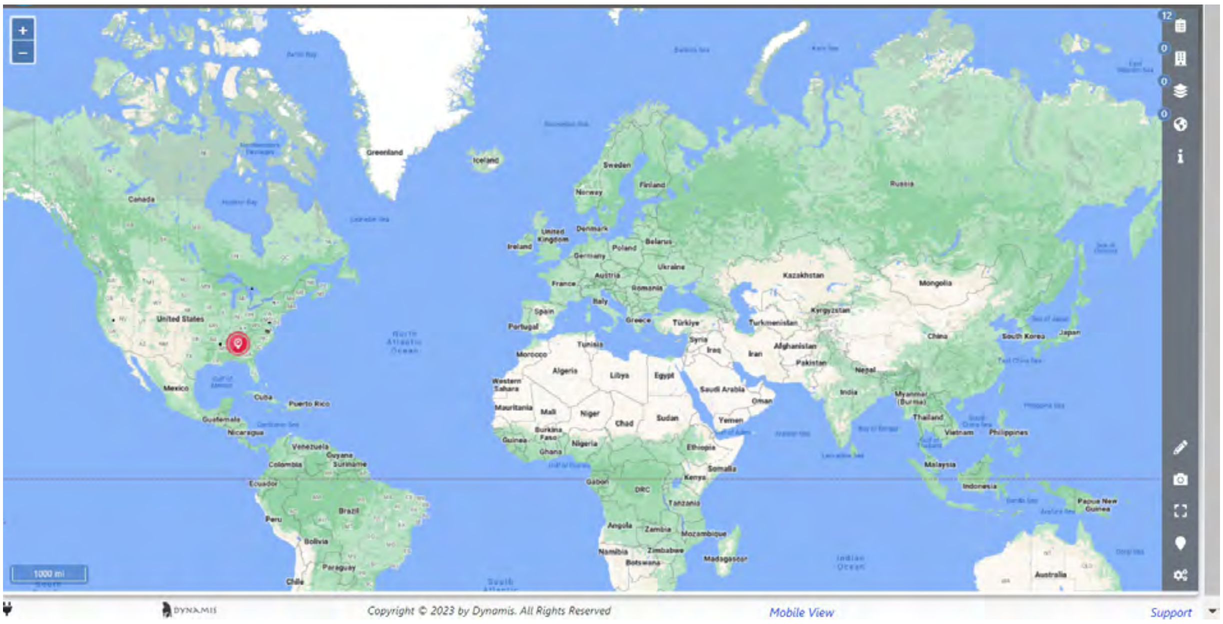
There are four (4) Map settings that users should be aware of before trying to utilize the tool.

1. ***Active Base Map***- sets the type of map layer the user might want
2. ***Change Icon Size***- will change the size of item on the map
3. ***Show Text on Map***- will enable text to be shown on the map from incident input
4. ***Transparent Windows***- allows inactive map tool windows to be seen through while staying visible in the background.



Active Base Map

COBRA uses several types of Map Data Sources to display different types of Maps. For example, when a user logs in, the default Map Display is Google Roads (see below). However there are 6 different map styles that a user may choose from.



Active Base Map Options:

1. Google Roads (Default)

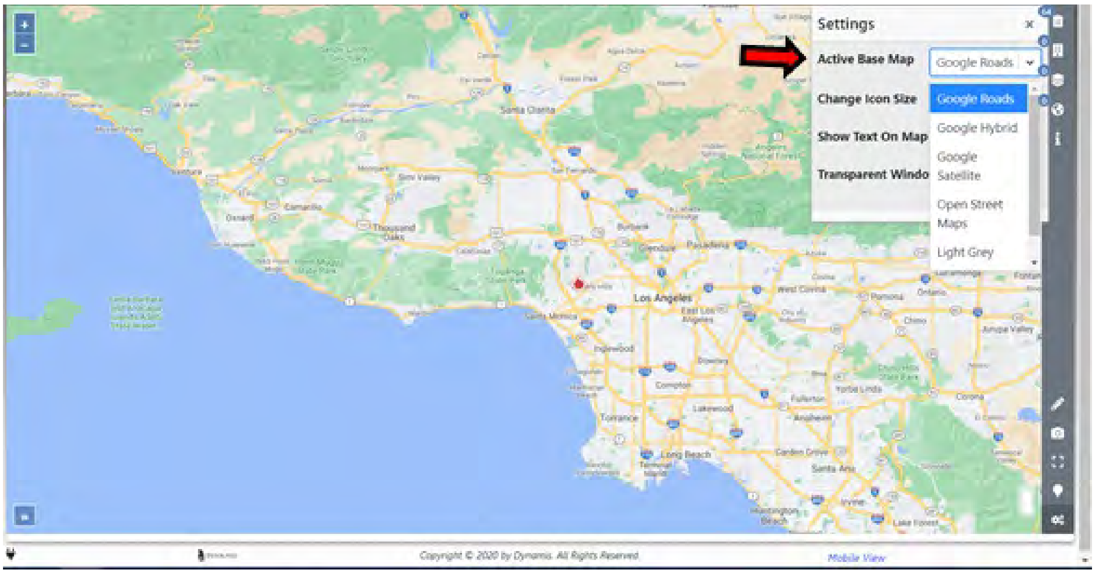
2. Google Hybrid

3. Google Satellite

4. Open Street Maps

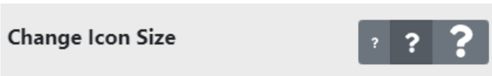
5. Light Grey

6. Dark Grey



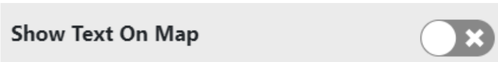
Change Icon Size

1. Click on the ? (Question Mark) that represents the size text you as a user wish to use on the Map.



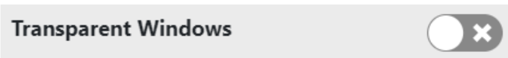
Show Text on Map

1. Click on the Button to show text on the Map from your incident, the button will turn green when on.



Transparent Windows

1. Click on the Button to make map tool boxes transparent when not actively working inside it. The button will turn green when on.



Go to Location - Expand/Contract - Save Map as Attachment

Continuing on from the bottom right of the screen we see three additional buttons. they include "go to location

Go to Location-

Expand/Contract-

Save Map as Attachment-

Background Map Layers

- Clicking on the layer list icon will show the display options for all incident related items. The layer list can be used to select what mapped items are displayed on the User's map.
- Items that have a black checkbox next to it will be displayed.
- Items can be hidden from the map by unchecking the box.
- The checkbox will propagate to all child elements.
- Individual sub-items can be turned on or off within a group.
- The parent checkbox turns into a square to indicate partial elements displayed.
- Double-clicking on a parent item will pan and zoom the map, so all child elements are within the display area. Double-clicking on a single item will bring a callout box pointing to the element on the map with the details of that item.
- If too many items are listed in the Layer List, scroll indicators will automatically appear for the user to slide and show the complete list.

Map Sketching Tools

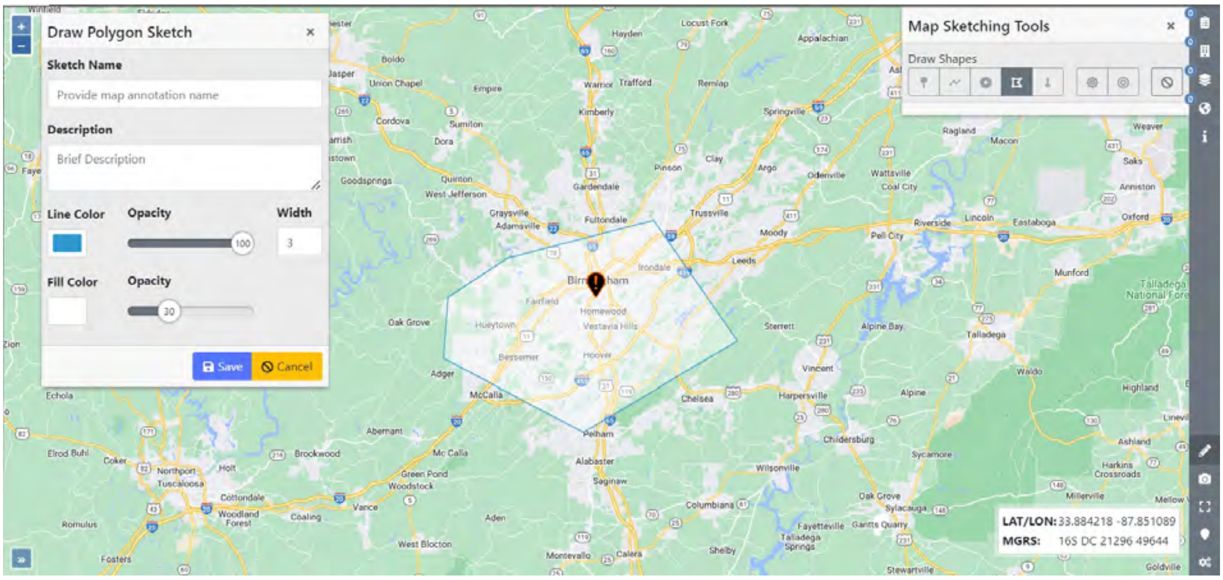
- The Sketching tool lets the user "draw" on the map to share information that does not come from any specific COBRA tool with other users.
- Unlike other COBRA tools that can be represented on the map, sketches can be published for others to see or exist only on the map that the user is operating.
- These Unpublished Sketch items exist only for the user that created them and are not shown on other users' map displays. Sketches can be point icons, lines, or polygons.

Point Icons- Adding Symbols

COBRA comes with the complete Homeland Security Symbiology Reference icon set.

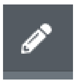
- Organization Administrators can add custom icons to the point sketch pallet.
- Administrators can also change the icons that are shown in the Favorites section.
- Icons can be searched by name using the *Name Search* feature. The dropdowns allow the user to categorize by Theme (*damage/operational*, *incident*, *infrastructure*, *natural event*, and *operations* by default) and by Category.
- Once the intended icon is found, click on it once to activate the tool.
- Then click on the map where the Icon needs to be placed. The display properties window then appears.
- Stock icons will have a pre-defined name and description attributed to them. Both areas can be edited by the user.
- The “Publish Sketch Item” checkbox determines if the icon is going to be visible on other incident members’ maps (checked) or visible only on the map the current user is editing (unchecked) after the Save button is pressed.
- The “Styling” tab is not used for Point Icons.

Creating a Sketch with the MAP SKETCHING TOOLS



Use the Sketch tool to draw a line or linked line segment on the map. There are no pre-defined items to choose from.

a. Click on the Sketch tool button



b. Once selected the Map Sketching Tools Box opens.

c. From here the user should click on the map once where the line segment should start, then move their curser, and double click on its desired endpoint.

d. If the user should want to make multiple, connected lines they should only click the curser once and a new line point will emerge.

e. Finish the sketch by double-clicking on the same point.

f. When the user determines that the line is complete, and they double click on the map, the display property window then appears.

g. Add a name and description of the line that was drawn.

Export

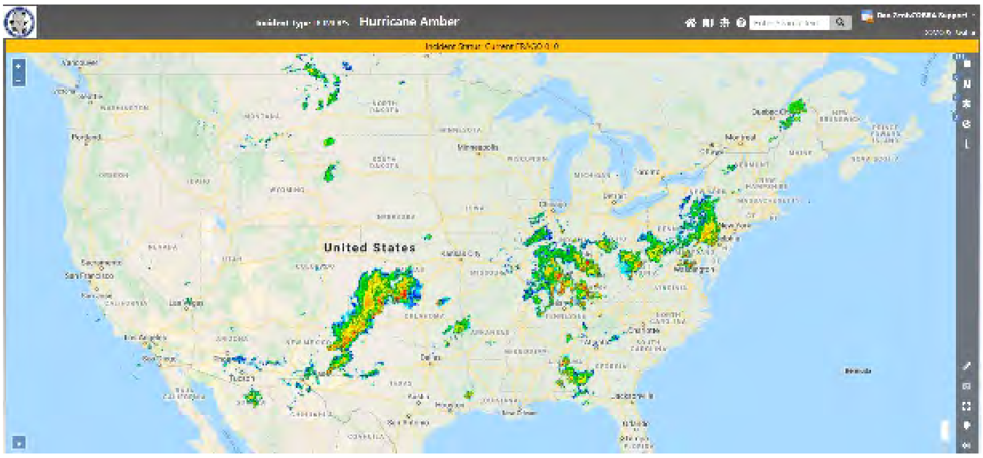
If the user needs to share the COBRA incident map data with others who do not have a COBRA User account or need to use the map data in a different mapping program, the user can Export the map.

- Please look at the “Export Map as KML” Page for guidance.

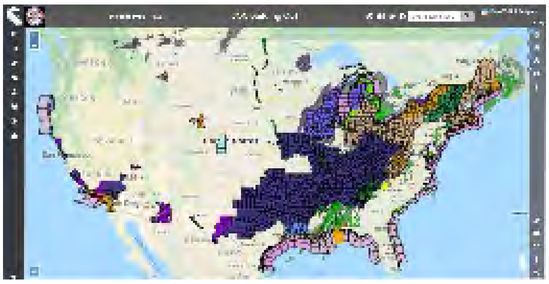
WMS & WFS Feeds

A feature of COBRA mapping that often gets overlooked is the ability to add WMS (Web Mapping Service) and WFS (Web Feature Service) feeds. There are two quickly added WMS feeds for COBRA that provides a visual representation of the current weather concerns. We are in the process of developing a comprehensive list of feeds. Once finished, we will post additional information to this site.

With one of the major updates to the COBRA map a few months ago, the tool now allows the Organization to add a live weather animation. By adding the NEXRAD National Weather Radar feed, the user can play the loop or pause it for a static view.

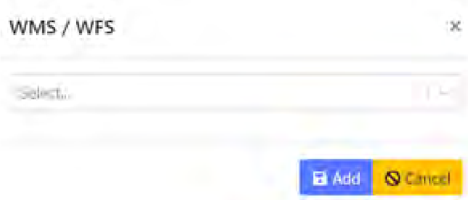


Another WMS feed allows the Organization to add the National Watches and Warning feeds. This feed displays all the declared warnings and watches across the U.S. Click on the individual county in question for current weather information. As a note, this feed is pulled from an external source without formatting. The pop-up information is in its raw form.



Follow the steps below to add these tools to the Organization. After they are added, click on the WMS/WFS feed button

on the map, then click on the + button to add them from the drop-down.



Adding feeds to an Organization

- Navigate to the Admin page.
- Click on the Mapping button.
- Click on the Available Map Services button.
- Click on the Add Service button and enter the information below.

<u>Name</u>

NexRAD National Weather Radar

<u>URL</u>

https://mesonet.agron.iastate.edu/cgi-bin/wms/nexrad/n0r-t.cgi

<u>Type</u>

WMS

<u>Name</u>

NWS Watches & Warnings

<u>URL</u>

https://idpgis.ncep.noaa.gov/arcgis/services/NWS_Forecasts_Guidance_Warnings/watch_warn_adv/MapServer/WMSServer

<u>Type</u>

WMS

- Once the site information is entered, click on the test connection
- Then Click the Next button
- Follow the directions on the following screens.
- Make sure you add all layers recommended by the system.
- Select the appropriate zoom levels desired.

Note on Zoom Levels

Cobra Techs have found that selecting 2 as the minimum zoom and 17 as the maximum zoom seems to work the best.

- Click Next.
- Click Disregard the Category Box and ensure that Private is selected. This will guarantee that they only appear in your Organization.
- To finish, click Next.

If there are additional feeds that you feel could help the community, please feel free to comment on the article.

Log Books v.3.30.2023

Last updated: 2023-03-30T17:01:18.000Z | Online Version

Collaboration Tools

March 30, 2023

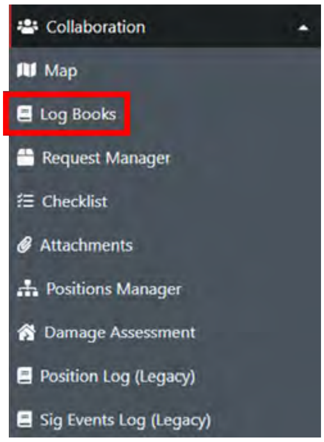
Log Books Tool

Log Books

The Logbook Tool is a central location where information about an incident or event is recorded. It is a chronological reproduction of all the important information for the management of the situation concerned. From this tool, information can be copied to other tools such as the request manager to assist in its use.

Navigation

1. To open the Logbook click on the Main Menu > Collaboration > Log Books



The logbook tool consists of two specific types.

1. **The Sig Events Logbook**: the default Logbook; accessible to all users that have access to the Incident/Event.
2. **Position/Organizational Logbooks**: accessible to select individuals and whose access is protected. The administrator determines and assigns which users will have access to which logbooks.

In principle, the logbook tool is designed for users to be able to separate the information from their Position/Organizations Logbook from that of which is relevant to the entire Incident or Event. Anything that a user writes into their specific logbook that is determined to be important or relevant, should be copied into the Sig Events Logbook.

Examples of information to add to a Logbook

- Relevant/verified/validated information
- Important information from a multidisciplinary point of view
- Decisions made at different coordination levels
- Information that helps to understand the situation
- Followed up responses to requests or questions

How to Choose Logbook type

- The logbook can be chosen from the drop-down menu at the top of the widget.

Note: If you subsequently make any adjustments in a row, these are only made in the row in which you are working. Not in the copies.

There are 2 information entry methods: Quick Entry & Detailed Entry.

1. Quick Entry

- Choose the logbook.
- Enter the information in the text field and click Enter or "Quick Entry". The text is saved automatically.
- The user can select the type of entry and/or copy to a different logbook. Once done, confirm and enter with the "Quick entry" button.

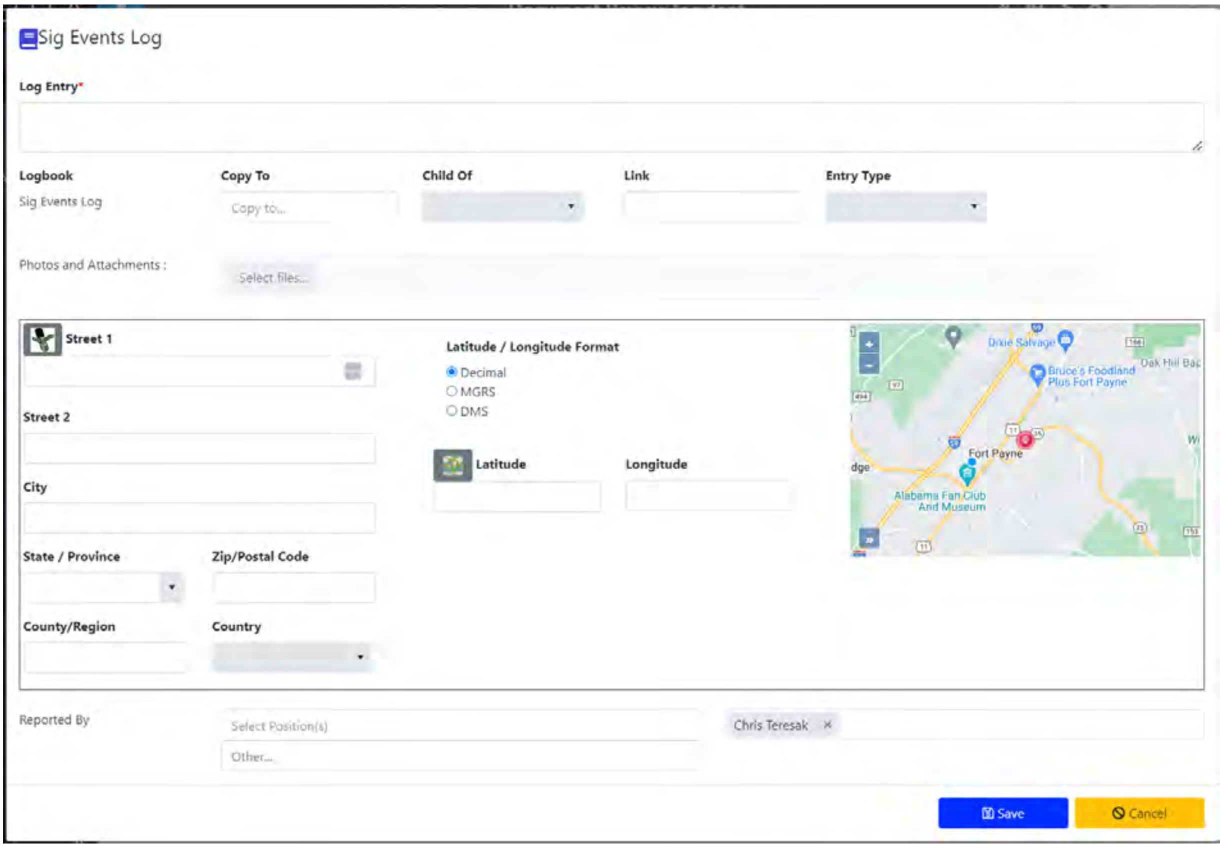
2. Detailed Entry (has requirements)

To Create New Detailed Entry users must:

1. Click on the Blue "Create New Detailed" button and the
2. Include at least the "Log Entry" text field.

Additional Fields for a Detailed Log Entry may Include:

- "Copy To" Field
- "Child Of" Field
- "Link" Field to enter hyperlink.
- Button for adding attachments. Allowed file formats: pdf, doc, docx, xls, xlsx, ppt, pptx, png, jpeg, kml and kmz. An attachment cannot exceed 10MB.
- Location Field- Manual or Mini Map Usage.
- "Reported by": can be used when making an entry for other positions or functions.



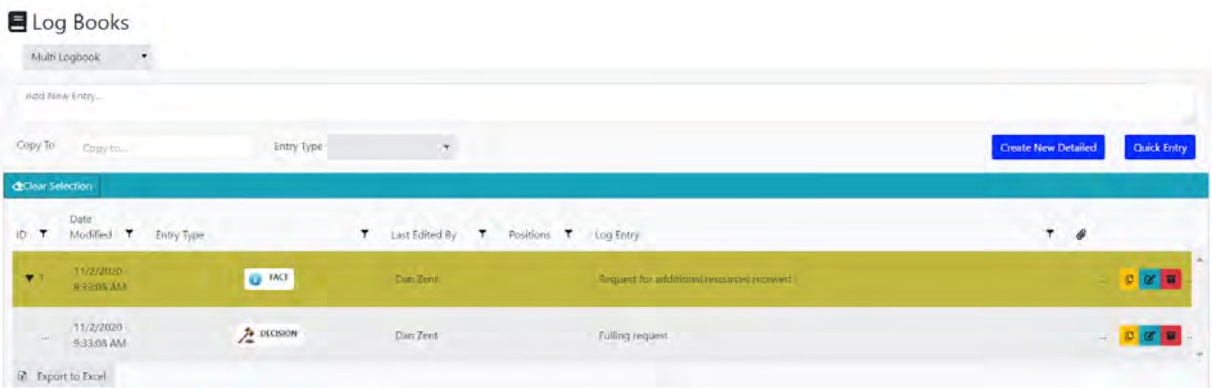
Numbering lines logbook

The logbook lines are numbered in chronological order. This simplifies the reference to specific information in the logbook. This numbering is only done in the logbook, not in the widgets.

ID..	Date Modified	Entry Type	Last Edited By	Positions	Log Entry
4	10/30/2020 11:23:22 AM		Christopher Teresak	EOC Director Incident Command	Test
3	10/30/2020 11:23:18 AM		Christopher Teresak	EOC Director Incident Command	Test
2	10/30/2020 11:23:14 AM		Christopher Teresak	EOC Director Incident Command	Test
1	10/30/2020 11:23:10 AM		Christopher Teresak	EOC Director Incident Command	Test

Other Buttons and Highlighting

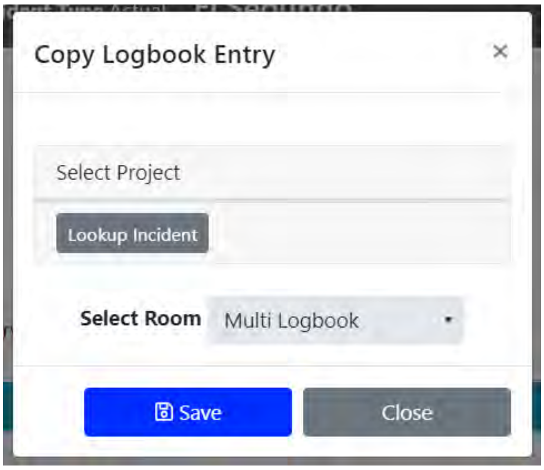
- The user can select the row that they desire to be copied/edited/deleted by clicking its coordinating button.
- The copy button is the **yellow** button, the edit button **blue** and the delete button is the **red** button.
- Logbook corrections can only be made by the person who entered the information or the administrator.
- Additional information can be added to a Logbook entry by highlighting the entry. Once the row is chosen new information added to the "Add New Entry": field will create a sub-entry linked to the original entry



Copy an Event into Another Incident/Event

- Open the logbook.
- Click on the line to be copied.
- Click on the **yellow** box "copy to"

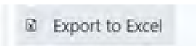
- Then select the Incident/Event where the line should go as well as the desired logbook.
- Click on "Save".
- The line is copied in the selected Incident/Event.

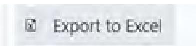


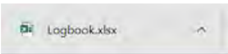
Notes:

- The system does not give additional confirmation that the row is copied but does copy the row.
- It is only possible to copy to one other case at a time.
- In the logbook to which you are copying the row, the row is resumed at the time and with the same user data (name and position) as in the logbook from which it was copied.
- There is no specific indication that a line is from another case.

Export a Logbook

- Go to the Logbook tool via menu> collaboration> logbook or via the dashboard and open the widget in a new window.
- You can export the data from the logbook to XLS using the
  

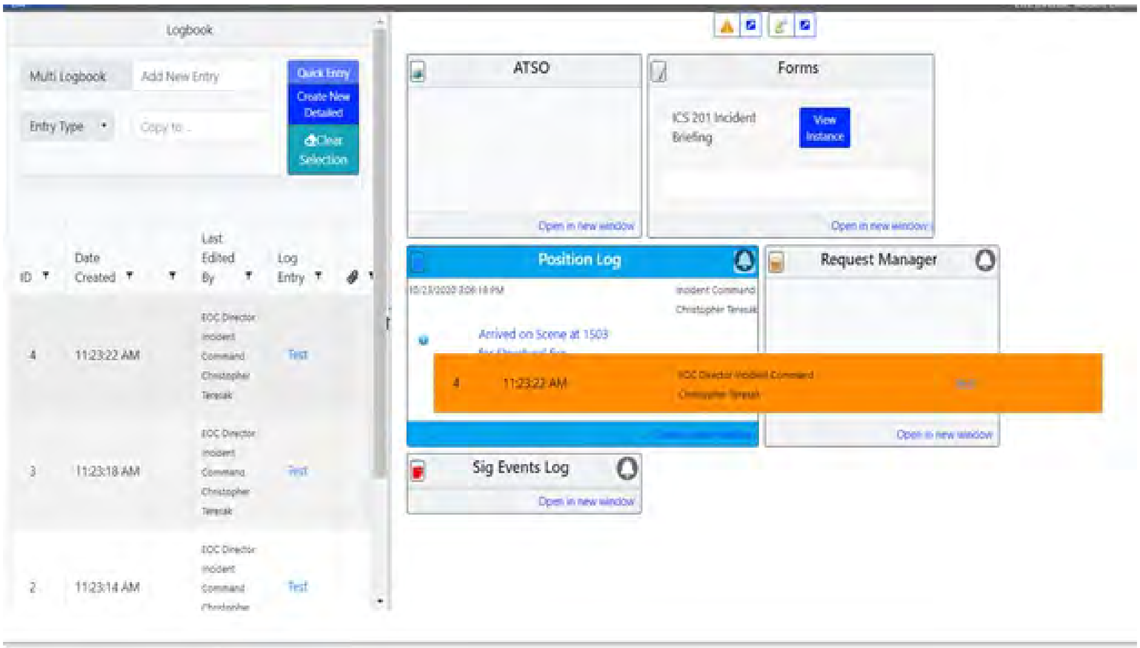
  button located at the bottom left of the table.
- Upon clicking on the
  

  button located at the bottom left of the table.   button, the Logbook exports to the user's Download file at the bottom of their browser.
  

- The user may then name the file and choose its specific location to save it.

Dashboard View, Drag: Transfer of Information

- Click on the line of information.
- Drag the line away from the logbook.
- When the user has successfully grabbed the line, it is highlighted in orange.
- The widget will turn blue when the user has successfully dragged the information over the desired widget.
- Users may then drop the highlighted information into their desired widget.
- This will create a new line item from the source tool. Depending on the widget, a new screen will appear where the information of the dragged line is already completed.



Request Manager v.3.30.2023

Last updated: 2023-03-30T18:16:25.000Z | Online Version

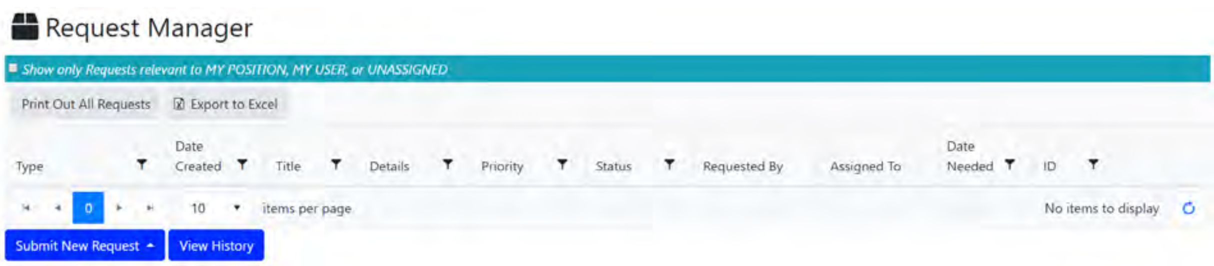
COBRA

Collaboration Tools

March 30, 2023

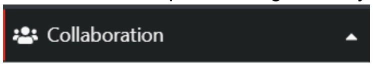
Request Manager

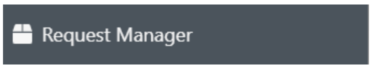
The Request Manager Tool works in a collaborative environment by allowing users to manage requests from initiation to delivery. Approval and progress steps are managed by users and tracked in the incident timeline report.



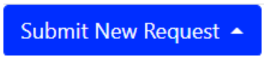
<u>Submit New Request</u>

1. Launch the Request Manager tool by accessing it from the Menu list (Menu > Collaboration > Request Manager).



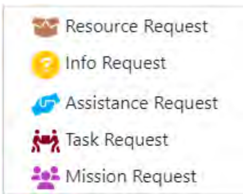


2. Press the

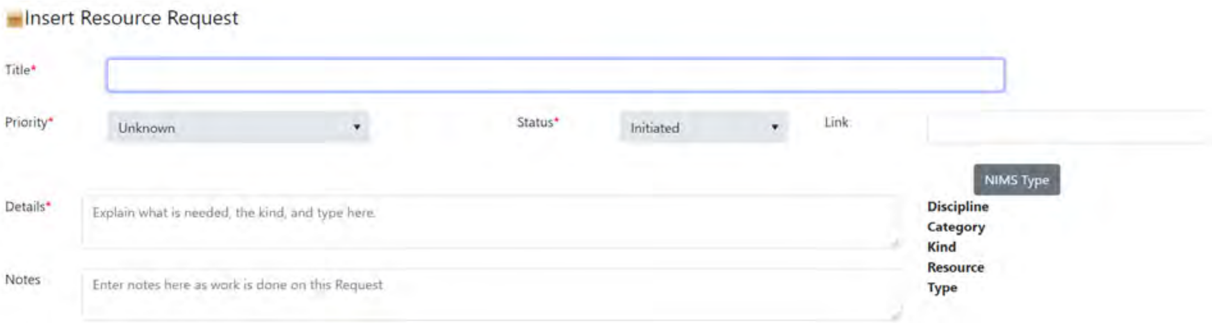


button.

3. Select which type of Request to initiate.

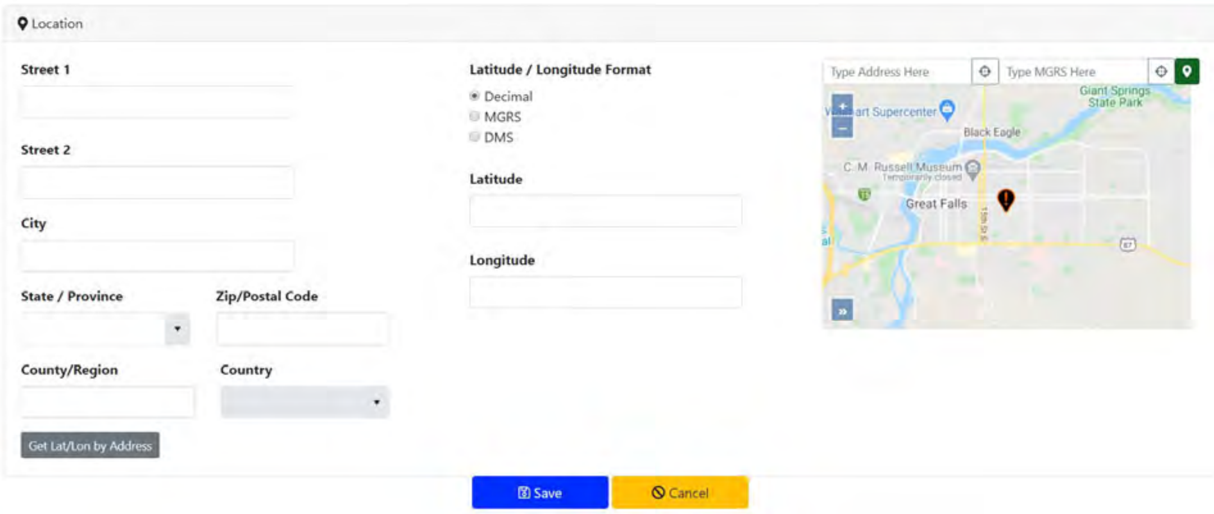


4. The Insert Request page is displayed which allows you to fill in all details appropriate for that Type of Request. Below is an example of "Inserting Resource Request"



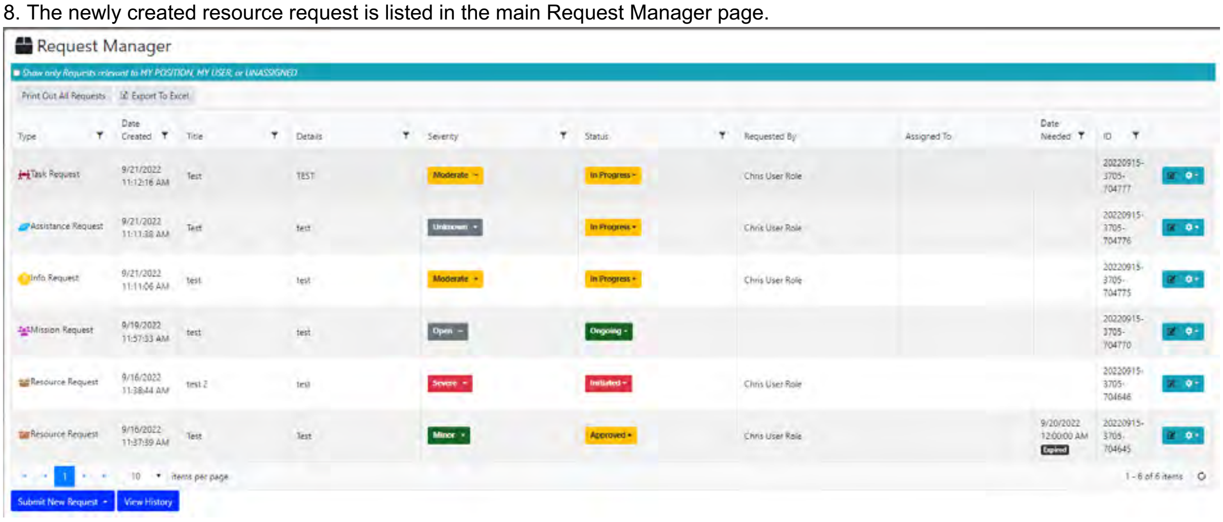
5. Fields required include Title, Priority, Status, and Details.

6. Use the Mini Map on the page to geo-tag your request. The appropriate icon for that request will be plotted on the Main map which can be selected from the Main Map's layer list.



7. Press the Save button when all appropriate information is entered.

8. The newly created resource request is listed in the main Request Manager page.



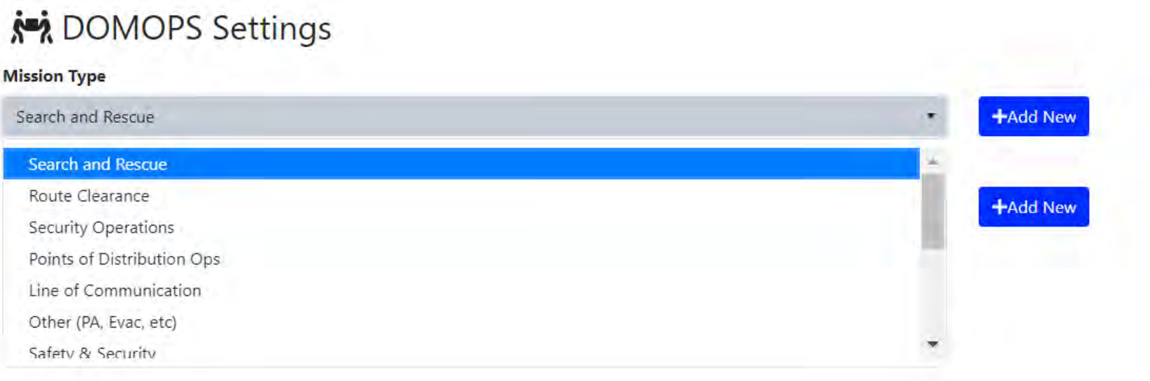
Create a Mission Request

For the Request Manager to properly create a Mission Request, an Organizational Administrator must add vital information through the Admin Tool.

Units must define "Mission Types" that are typically performed by the Organization.

<u>To add Mission Types,</u>

- Go to DOMOPS in Admin.
- Click on DOMOPS Settings.
- Add specific missions to Mission Types by clicking “Add New.”
- Enter information.
- Save Changes.
- Once all the Mission Types have been added, they will be available in the Drop Down on the Mission Request Tool.

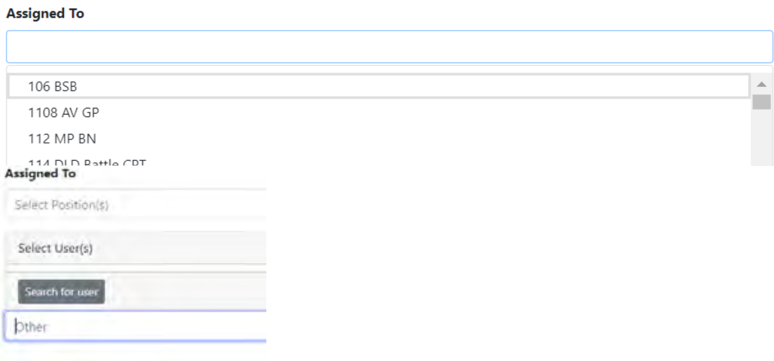


The Region for the Mission Request will also need to be added.

- Go to the DOMOPS tool in Admin.
- Click on Region Administration.
- The Regions are typically defined by your State EMA or another agency.
- Add them by clicking “Add New Entry.”
- Enter information and click Save.

This will allow them to be available in the Drop Down for Regions on the Mission Request Tool. The Region Administration also allows the Counties to be broken into respective Regions to add Zones to the Map.

Once the Admin set-up is complete, the Mission Request Tool functions much like the existing Request Management Tools. Fields are straight forward and self-explanatory. **Assigned To** and **Requested By** pull from the Positions added on the Admin side. The user can search within the system or simply add “Other” for both fields. Once all data has been entered, click Save.



This data is displayed on the Request Manager Tool as well as the JOC Briefing Board. The Top Right window indicated the number of Missions by Region, Status, and PAX supporting.

<u>Edit a Resource Request</u>

You can edit an existing resource request and then save those changes. Additional descriptions or changes to the request can be initiated by the original user clicking on *Edit* in the last column and making appropriate changes to the request.

1. On the main Request Manager page, select the Edit icon
in the last column of the resource request item.

2. Make any appropriate changes to the resource request and press the *Save* button at bottom of the page.

3. Newly updated information is saved and listed in the main Request Manager page.

<u>Create an Alert for a Resource Request</u>

You can send alerts about individual Resource Requests to a Web COBRA® user within your organization. The alert can be sent to specific or all users logged into your current incident or any incident within your Organization.

1. On the main Request Manager page, select the Gear icon

in the last column of the resource request item. From the drop-down list, select Alert.

2. Fill in any message you would like to add to the Alert in the Alert Text box.

3. You can Edit or Delete current Alert Details for the Resource Request or add a new detail by clicking the

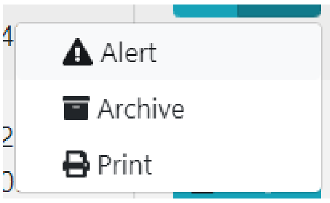

or

button.

4. Alerts are immediately sent to all users logged in and any users with email / SMS / Phone alerting configured.

5. Click the Save button to finish and send Alert.

<u>Archive/Restore Resource Request</u>



You can Archive an individual Resource Request. You will also have the option to restore any Archived Resource Requests.

1. On the main Request Manager page, select the Gear icon in the last column of the resource request item. From the drop-down list, select Archive.

2. A message box will appear to ask if you are sure you wish to archive the request. Click OK to Archive.

3. The Archived Resource Request is placed in the Archived Requests list at the bottom of the Request Manager page.

Print Resource Request

1. On the main Request Manager page, select the Gear icon in the last column of the resource request item. From the drop-down list, select Print.

2. The Resource Request will be displayed in print view in a separate browser tab.

3. Click on the Print Out All Requests
button at the top right of the page then click print again, then select the desired printer.

4. Close out the Print View tab of the Resource Request when printing is complete.

Mission Manager v.3.31.2023

Last updated: 2023-03-31T15:01:51.000Z | Online Version

Collaboration Tools

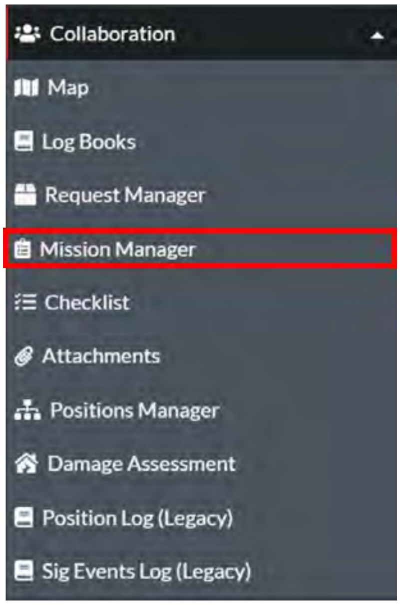
March 31, 2023

Mission Manager

The Mission Manager is COBRA's newest collaborative tool that expounds upon and is meant to be the hub for what was previously known as "Mission Requests". Mission Requests once fell under the Request Manager Tool but is now a completely separate module. This tool provides easy viewing and management of Mission-critical information including Locational, Personnel, and Request data, while keeping each Mission unique to an Incident, meaning they cannot be seen or accessed by other incidents.

Navigation:

1. Click on Main Menu.
2. Click on Collaboration Tab.
3. Choose Mission Manager to access the tool.



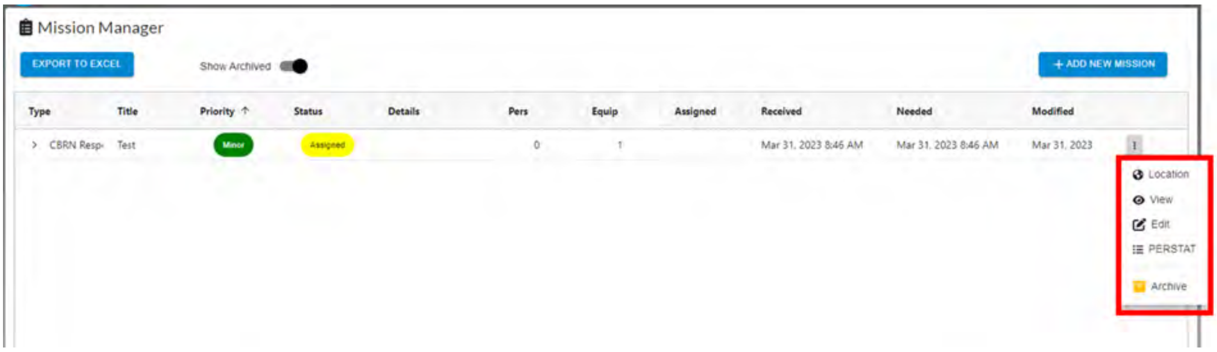
Mission Manager Landing Page

Allows for easy viewing and management of Missions in an incident while also specifically showing the user all of the current missions. From the Main Mission Manager page a user can:

- **Add New Missions-** Users can create a new mission within their current incident for their organization.
- **Export to Excel-** Moves the entire Mission Manager table and related information to an excel document for saving or distribution.
- **Show Archived-** This button will allow users to show previously archived Missions with the active missions list.

To see the following tabs from the landing screen, a mission must exist. Below is informational.

- **Location-** View the Mission in a new tab on the Main Map centered on the mission location.
- **View-** View current Missions and related information without the ability to change any data.
- **Edit-** This allows the user to view and edit all fields and have access to all page options.
- **PERSTAT-** This allows users to open the PERSTAT tool and view it while restricting the ability to change the list.
- **Archive**- Removes a Mission from the incident it is in and stores those Missions in COBRAs archived/historical documentation.

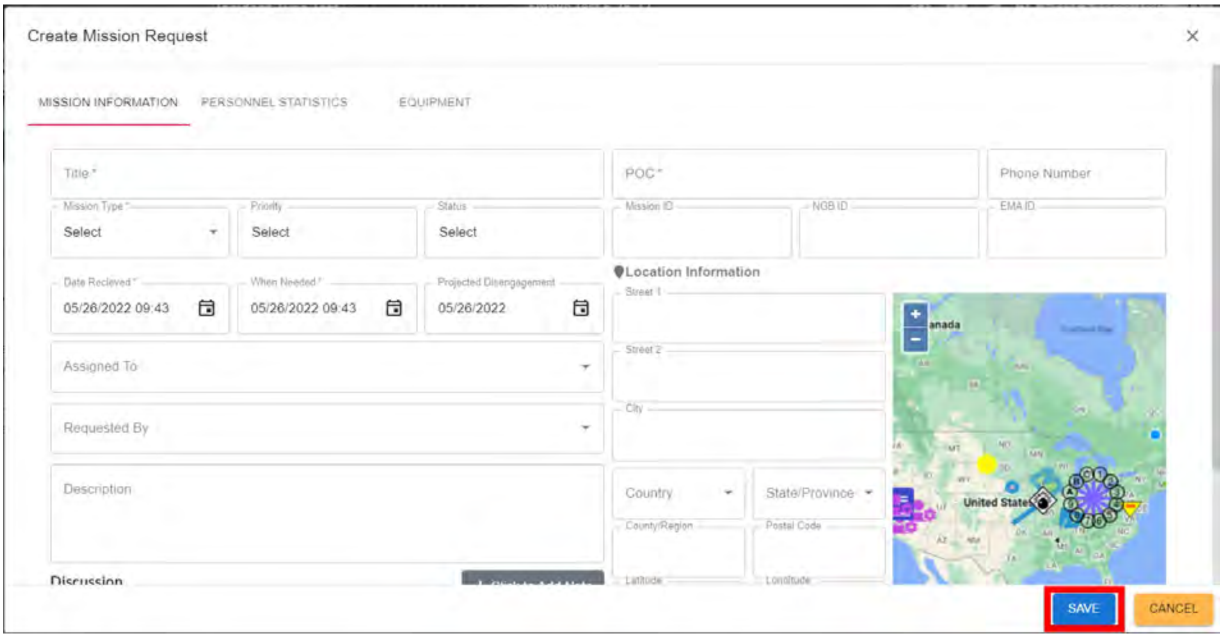


Adding a New Mission

1. Click on Add New Mission Button.
2. Fill in Mission information for your new mission.
3. Include any PERSTAT or Equipment Package information required pertaining to the mission.
4. Click Save.

Mission Information

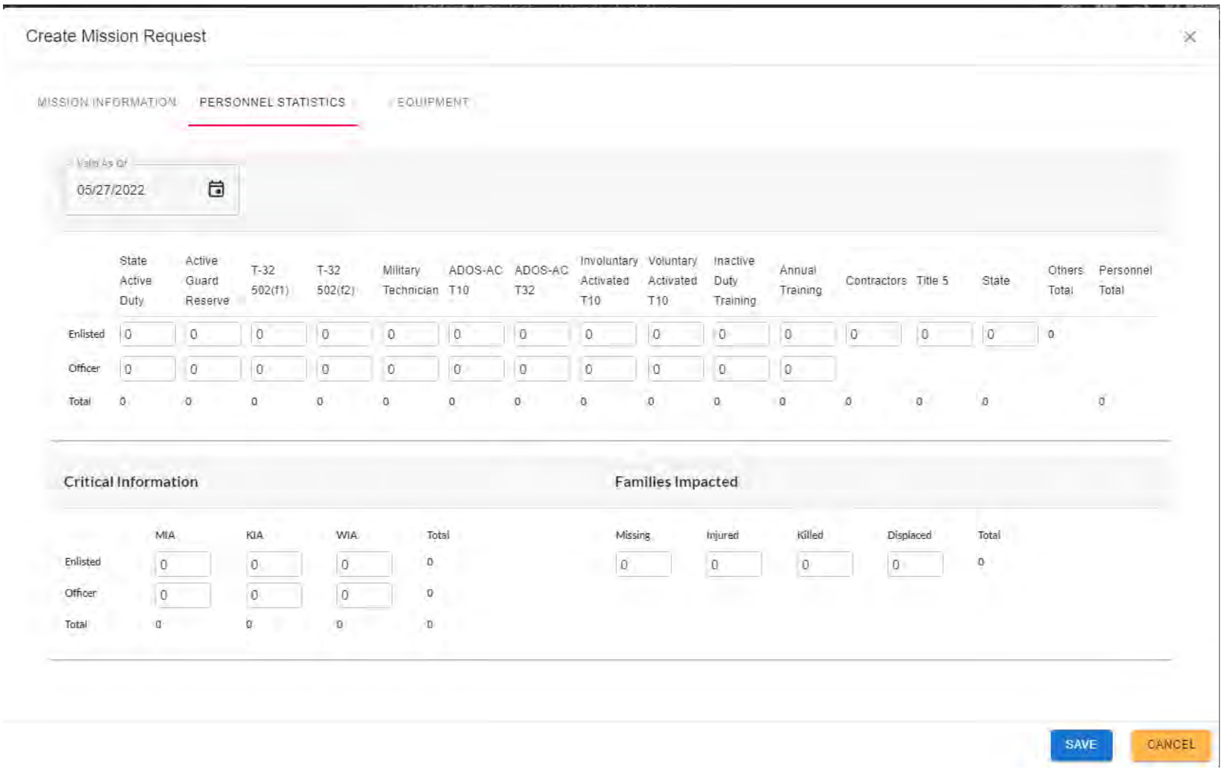
When filling out the Mission Manager Information page it it important to remember that certain sections of the form must be pre filled by Org Admins and properly filled out.



1. All Asterisks require information for the Mission to save.
2. The Mission Type is a drop down option that is prepopulated by Organizational Administrators. If you are missing information in this section or it is greyed out please contact your Org Admin or Cobra Customer Support.
3. The Requested By dropdown options are controlled through the Administrative side of COBRA under the POSITIONS tab. When needing to add or remove positions refer to your local Admin.
4. The Assigned To drop down options are controlled through the Administrative side of COBRA under the POSITIONS tab. When needing to add or remove positions refer to your local Admin.

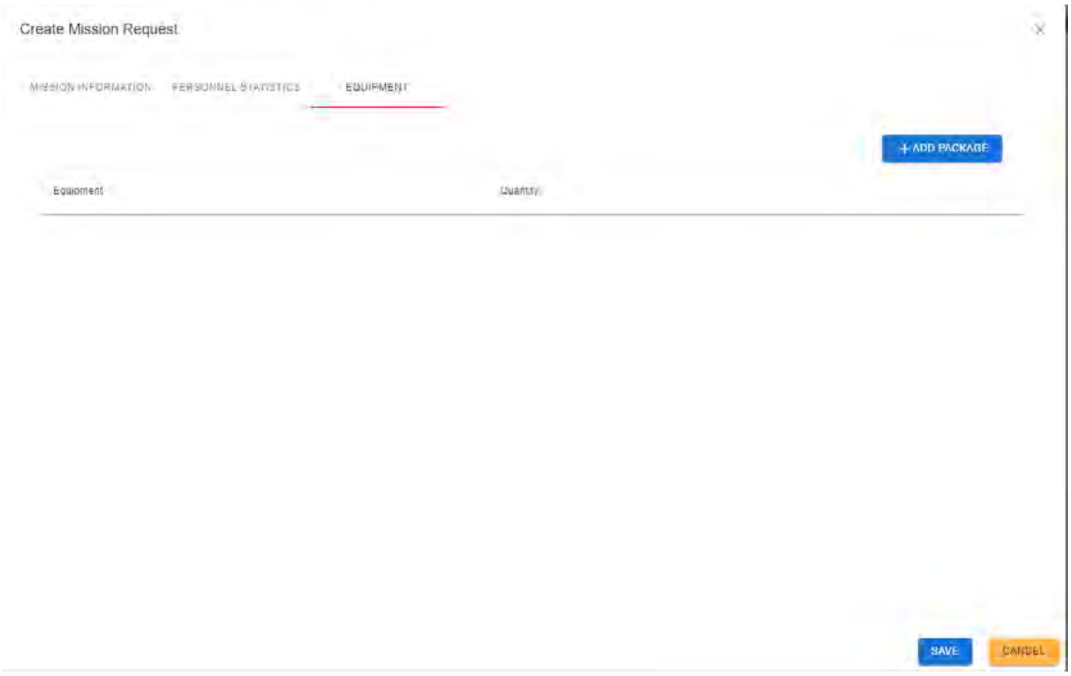
Personnel Statistics

Personnel Statistics also known as PERSTAT is a section within the mission manager in which users can record any known information about unit members that may be important for a specific Mission or Incident.



Equipment Details

When adding equipment package users must remember that their Organizations Administrators should have added the desired equipment. This section is on the Administrative Side of Cobra under the DOMOPS Tab, under the sub tab EQUIPMENT. If this information is missing or greyed out please contact your local Admin or COBRA Customer Support.

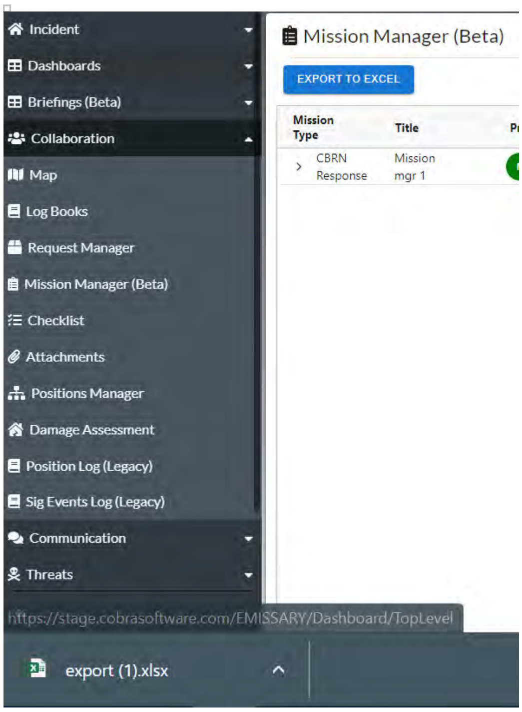


Mission History

1. Once a Mission has been created the user will be able to track its progress through the historical contents of that Mission under its historical dropdown chevron.

Exporting to Excel

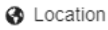
1. Click on the **Export To Excel** Button.
2. An Excel Document should download from your browser.
3. Open the downloaded file and save as desired.



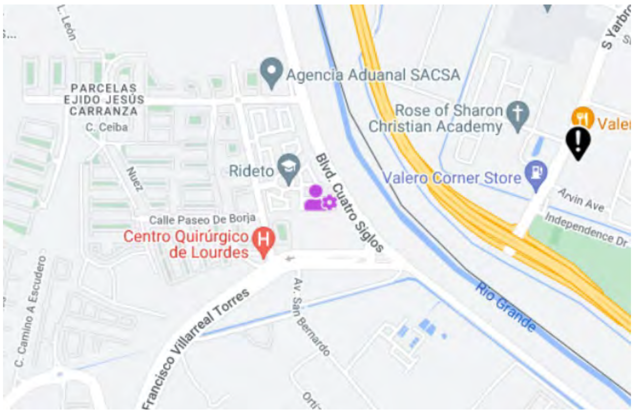
Viewing the Mission Location

1. Click on the menu button (three vertical dots) on the far side of your mission titles.

2. Click on the Location Button.



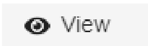
3. Shows Centered Map Location of Mission



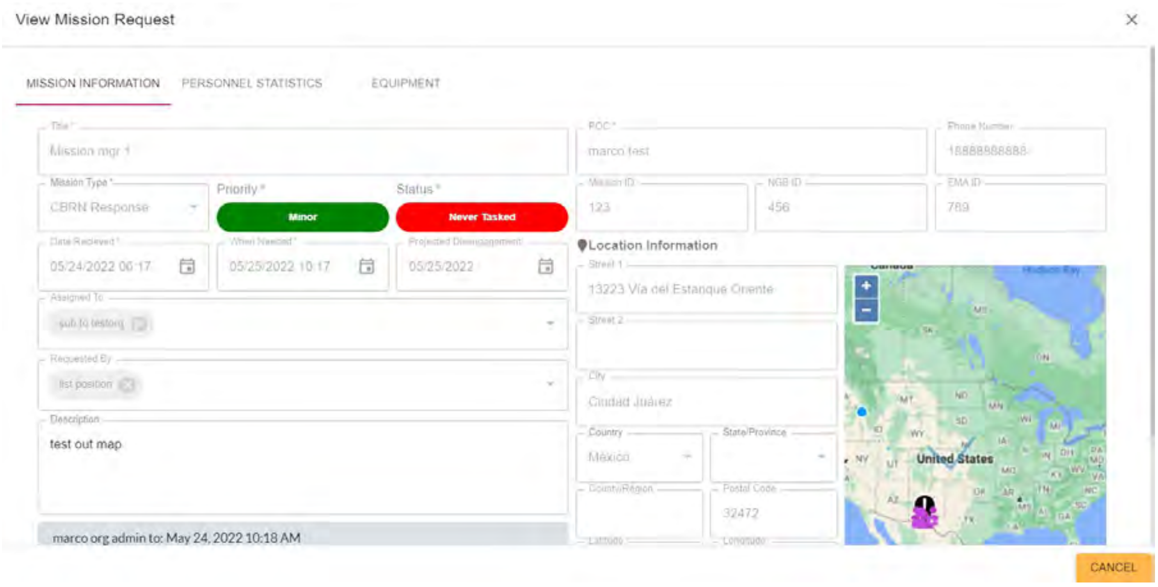
View Missions Details

1. Click on the menu button (three vertical dots) on the far side of your mission titles

2. Click on the View Button.



3. The details of the mission will then show while maintaining no editing capability (all fields will be greyed out).

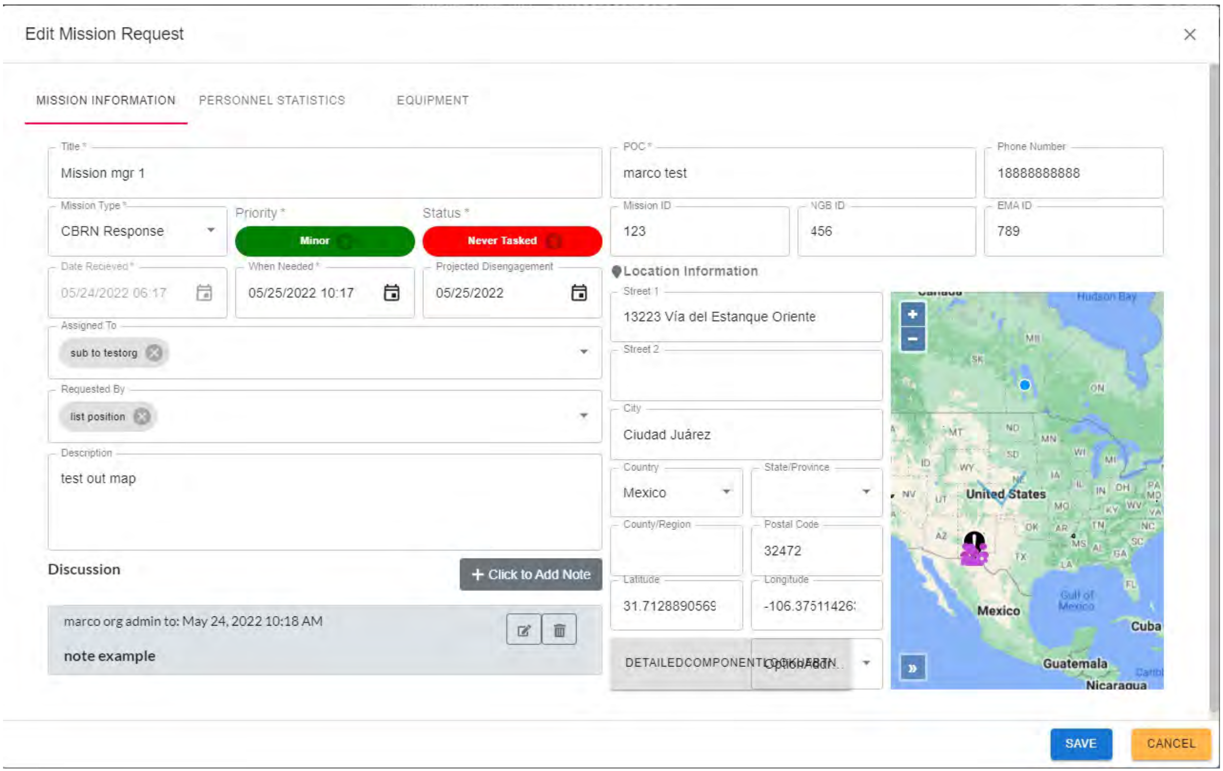


Edit Missions Details

1. Click on the menu button (three vertical dots) on the far side of your mission titles.

2. Click on Edit Button.

3. Edits fields as desired and click SAVE.

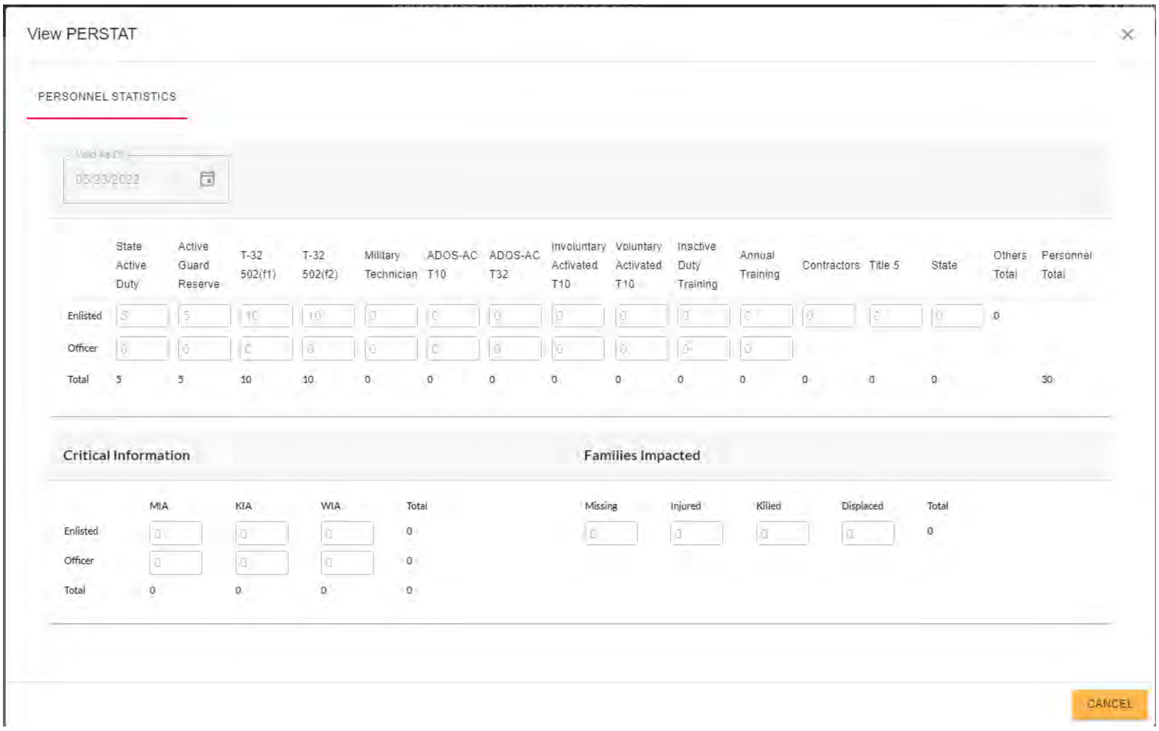


View PERSTAT

1. Click on the menu button (three vertical dots) on the far side of your mission titles.

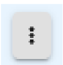
2. Click on the PERSTAT Button.

3. A view of Personnel Statistics will appear without edit capability.



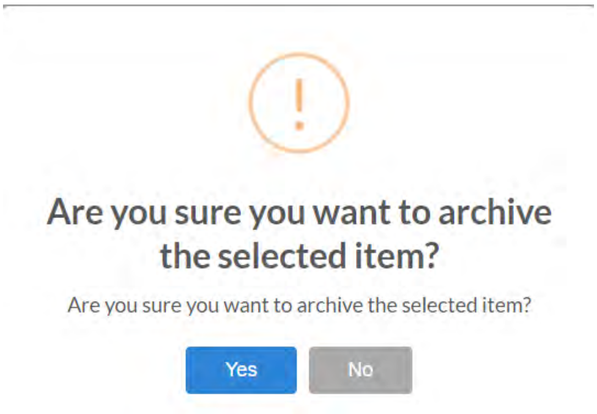
Archive Mission

1. Click on the menu button (three vertical dots) on the far side of your mission titles.



2. Click the Archive Button.

3. Click YES if you are sure you want to archive them or NO if you don't want to Archive them.



Checklist Tool v.4.6.2023

Last updated: 2023-04-06T19:06:15.000Z | Online Version

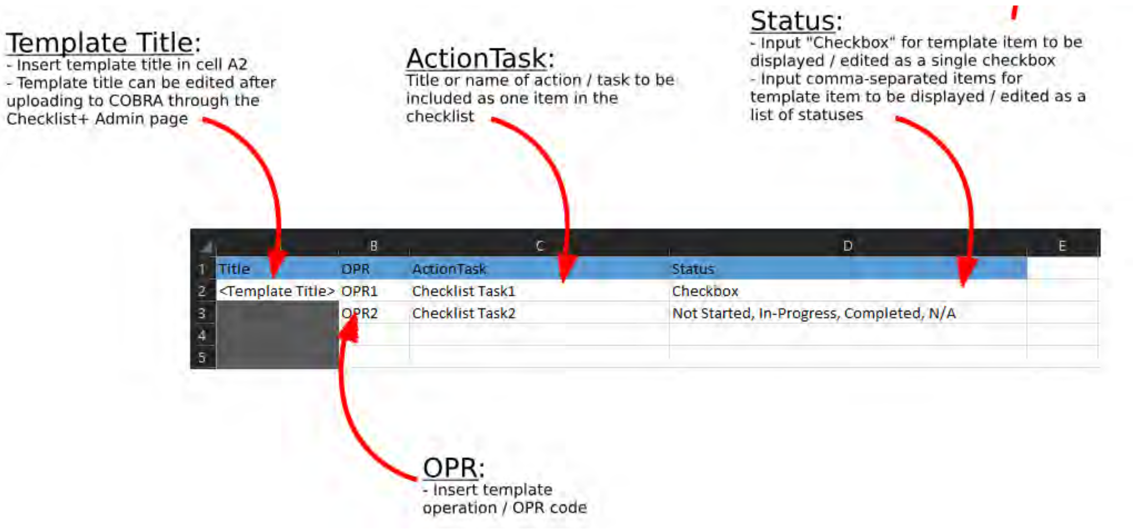
Collaboration Tools

April 6, 2023

Checklist Tool

Transfer existing Excel-based Checklists to Checklist Import Template.

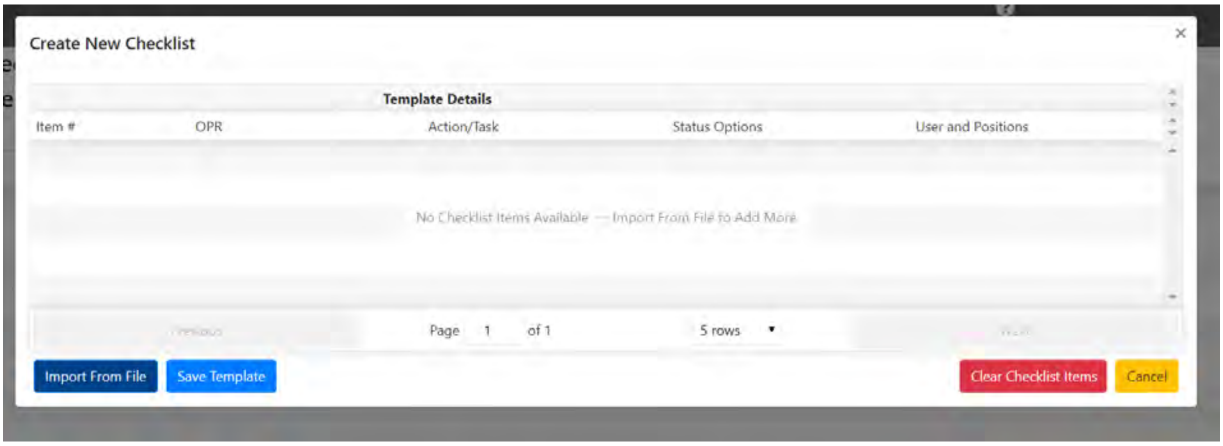
Note: Importing a checklist from a template requires administrator access. Downloadable template found at the end of this article. in work CAT*



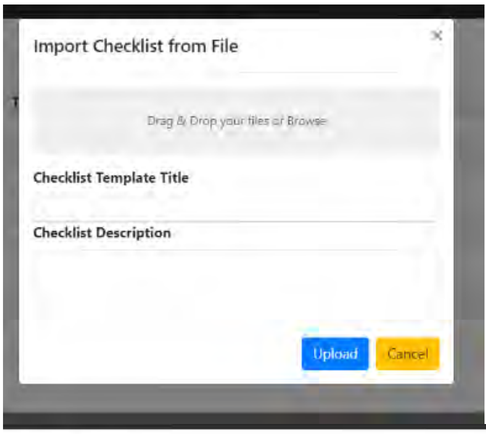
- **If the OPR field is left blank, the import tool will treat the line as a header (bold/larger font).**
- **For bulleted Action tasks, you must use Alt-Enter in Excel to add additional lines.**

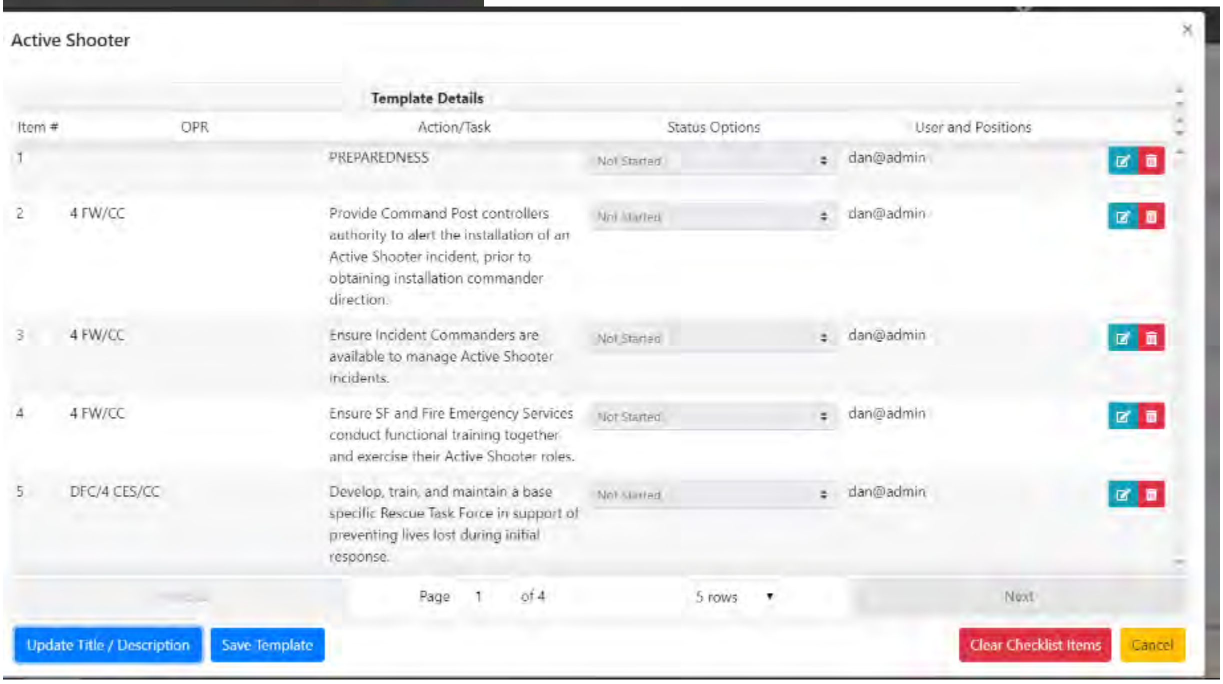
Save Checklist Import Template with Checklist name.

- From the Admin tools page, navigate to the "Checklist" tool.
- Then “Import From File” button to upload an Excel file and convert it into a checklist template on COBRA.



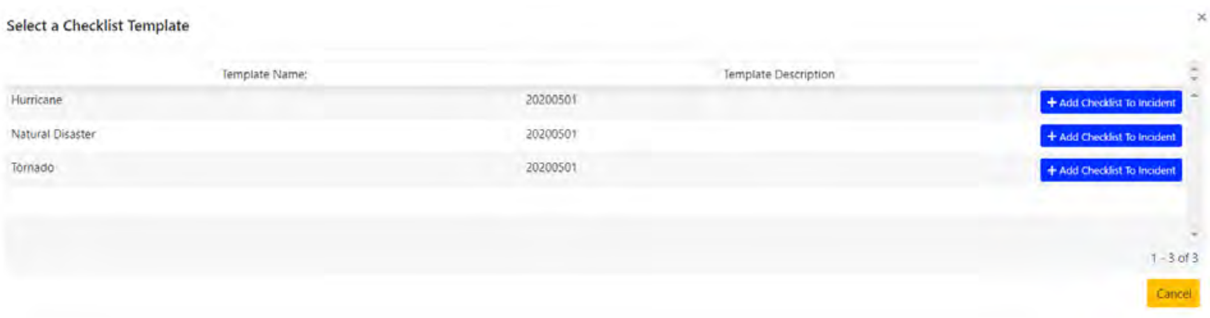
- Drag & Drop or Browse for a checklist template created above.
- Add Checklist Template Title and Description
- Then click Upload.
- When uploaded, the preview of the Checklist will show in a separate window.
- Click on Save Template.





- Once Checklist Templates have been added through Administration, they are available to use in an incident.
- Open the Checklist Tool by accessing it from the Menu list (Menu > Collaboration > Checklist).

- From there, the user can click the "Add New Checklist" to create new instances of the templates uploaded via the Admin page.
- Once there, click on the name of the checklist under Available Templates, and the checklist will appear on the screen.



- Click a checkbox or set the status to "Completed" for each task to be marked as completed (and shown in the tally of completed tasks in the list of the available templates).

Attachments v.4.6.2023

Last updated: 2023-04-06T19:07:55.000Z | Online Version

Collaboration Tools

April 6, 2023

Attachments

The Attachments tool can be used to upload and share documents of all types (ex. png) pertaining to an incident.

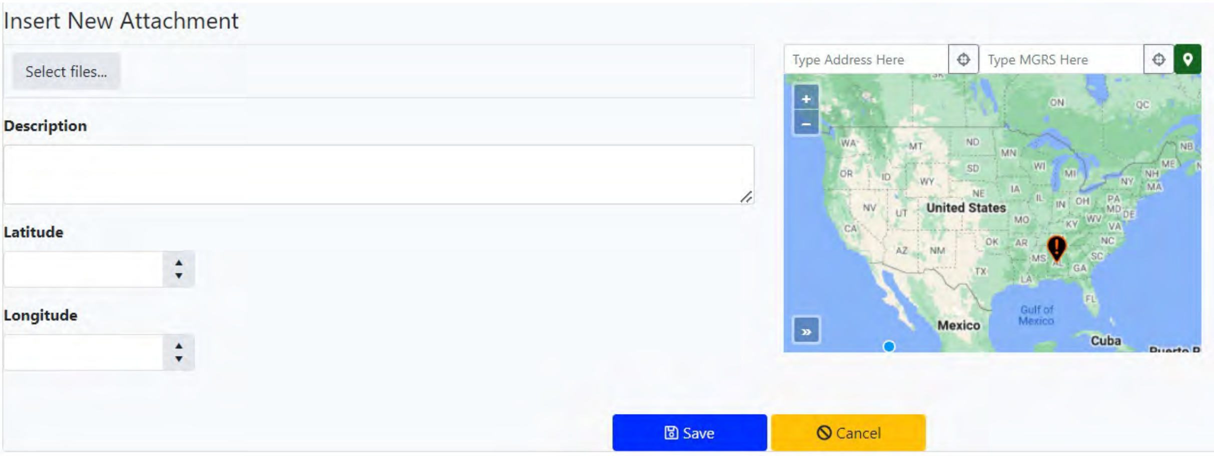
Navigation

Open the Attachments tool by accessing it from the Menu list (Menu > Collaboration > Attachments).

Add an Attachment

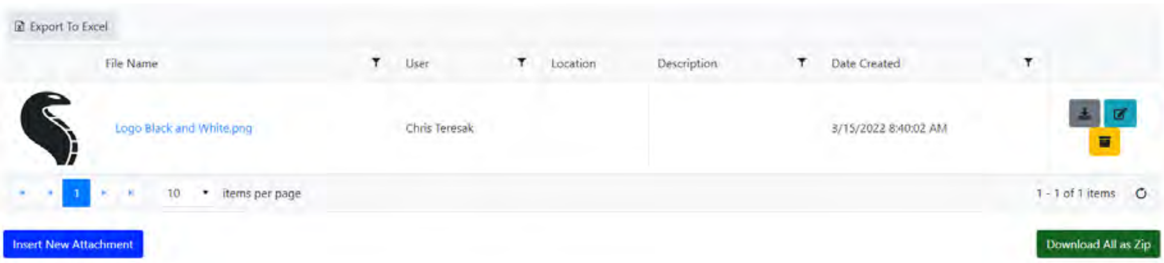
To enter a new file to the incident, click “Insert New Attachment.”

For a file to be added to the incident, click “Select Files” and chose what item/s to attach. The maximum limit file size is 100 MB. Adding a description and establishing a location for map display are optional, but can provide more descriptive information to other users.



If the user wishes to enter a location, the user can: click on the map to indicate position, enter Decimal Degree coordinates, utilize the Grid Reference System, or type the Street Address.

Once desired components have been set, click the “Save” button to commit the files to the database for the incident.



The display window now shows the list of attachments from all users. If any of the attachments are image files, a small thumbnail of the picture will show next to the file name. Additionally, in the area above the file list is a preview camera roll which the user can cycle through pictures of the image file. Clicking on the left/right facing carats on either side of the display image will change to the previous/next image shown.

Edit Attachments

If the user needs to change the location or the description of an attachment, click on the edit button . The file itself cannot be changed, but all other elements can be.

Download Attachments

Clicking the Download button will copy the file to the user's desired storage location. If all files need to be downloaded at once, clicking the

Download All as Zip

will store all files in a compressed file for download.

Archive Attachments

If an attachment needs to be removed from an Incident, clicking the Archive button will move the file from the attachment list to the Archived Attachments list.

Position Manager v.4.6.2023

Last updated: 2023-04-06T19:12:34.000Z | Online Version

Collaboration Tools

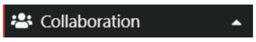
April 6, 2023

Positions Manager

Positions Manager is a tool within COBRA's **Collaboration Suite** which allows for users to look at the current users filling positions and includes the user's status and a description of the position. It can be sorted by the **Current Operational Period or be Sorted by Available Operational Periods** making it convenient to look up personnel and their positions and as a general tool to help increase the situational awareness of an Incident.

Navigation

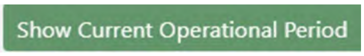
1. Click on



2. Scroll down to and click on

Choosing an Operational Period

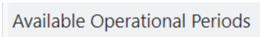
1. Click on the



button.

Or

1. Click on the Field Just below the



2. Choose a shift from the drop-down field

Adding New Positions

1. Click on the

Button
2. Fill in the Position Name Field
3. Fill in the Position Description Field if desired
4. Click Save Position

Editing Positions

1. Click on the Edit Position Button

   on any existing position.
2. Change Details by editing the Position name and or Position Description
3. Click Save Position

Assigning User Positions

1. Click on the Assign User Position Button on desired Position
2. Search for an existing User by

    1. Search Users Field
    2. Username Field
    3. Name Field
    4. Organization Field
    5. Phone Number Field
    6. E-mail Address Field

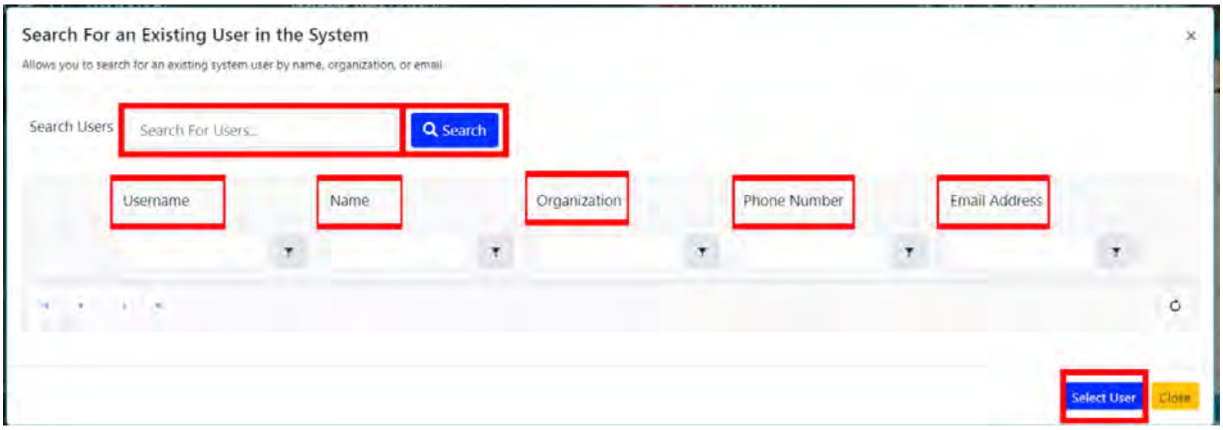
3. Click

   Button
4. Click

   Button



Setting Position Status

1. Click on the Set Position Status Button

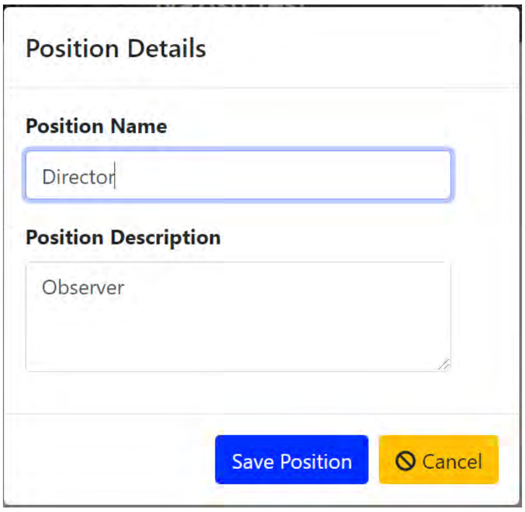
2. Enter Position Status
3. Choose Status Color
4. Save Status

1. Clear a Position Status by Clicking the Appropriate Field

Add New Position

1. Click on the

Button to bring up the Position Details pop up.

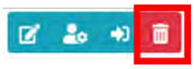


2. Fill in the Position Details then click on the Save Position button to add the newly created position to the Position Manager list.

   This newly created position will only be made available for the incident it was created in.

Deleting a Position

- Click on the Delete Position Button



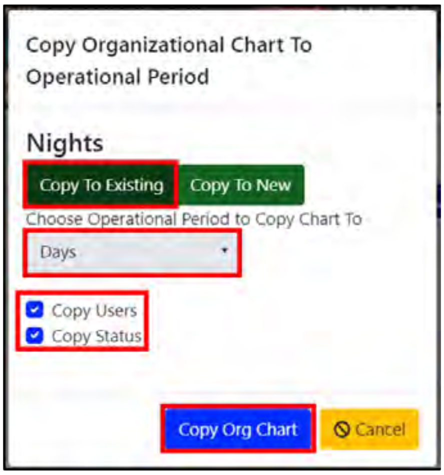
- Click the OK Button on the "Are you sure you want to delete" prompt

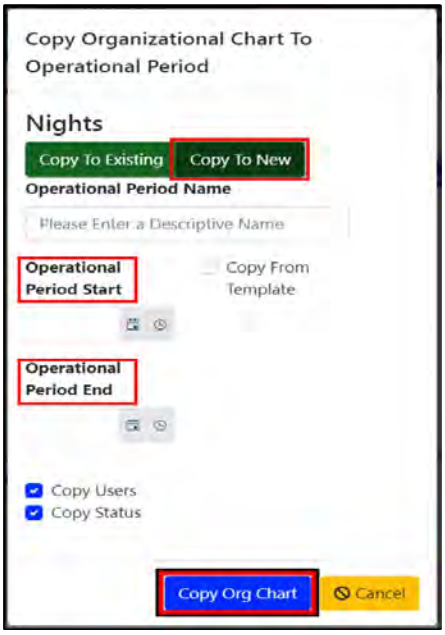
Copy Org Chart

1. Click on the

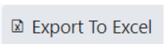
Button

2. User may choose to Copy to the Org Chart to an Existing Ops Period or Copy to a New Ops Period
3. Choose an Operational Period to Copy the Chart to
4. User will decide to Copy Users or Copy Status using select boxes
5. If a New Operational Chart needs to exist, fill in the fields present upon clicking on the "Copy to New" button.





Export to Excel

1. Click on the  Button
2. A file called “Positions.xlsx” is downloaded
3. User saves document in desired Location.

Damage Assessment v.4.6.2023

Last updated: 2023-04-06T19:13:53.000Z | Online Version

Collaboration Tools

April 6, 2023

Damage Assessment

The Damage Assessment tool helps local emergency managers and state recovery personnel quickly gather Preliminary Damage Assessments for faster submission and accuracy of disaster damages.

The tool tracks and records post-event data including:

- the number of sites and facilities affected.
- total property value loss.
- location of the damage.
- allows for unlimited file uploads of pictures, videos, and digital documents.

By using the Damage Assessment tool, local emergency managers:

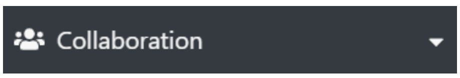
- Accurately justify their cost reimbursements
- Help state recovery personnel speed up the Presidential Disaster Declaration for their state
- Help FEMA Recovery experts gather more accurate information efficiently, resulting in the faster community rebuilding

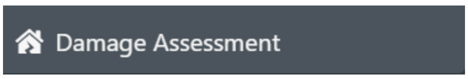
Create a Damage Report

When a user is involved with an incident, the user can consult this section and create a Damage Report that will be inserted under the designated incident.

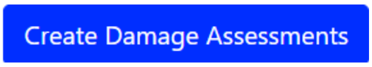
Insert New Report

1. Launch the Damage Assessment tool by accessing it from the Menu list (Menu > Collaboration > Damage Assessment).





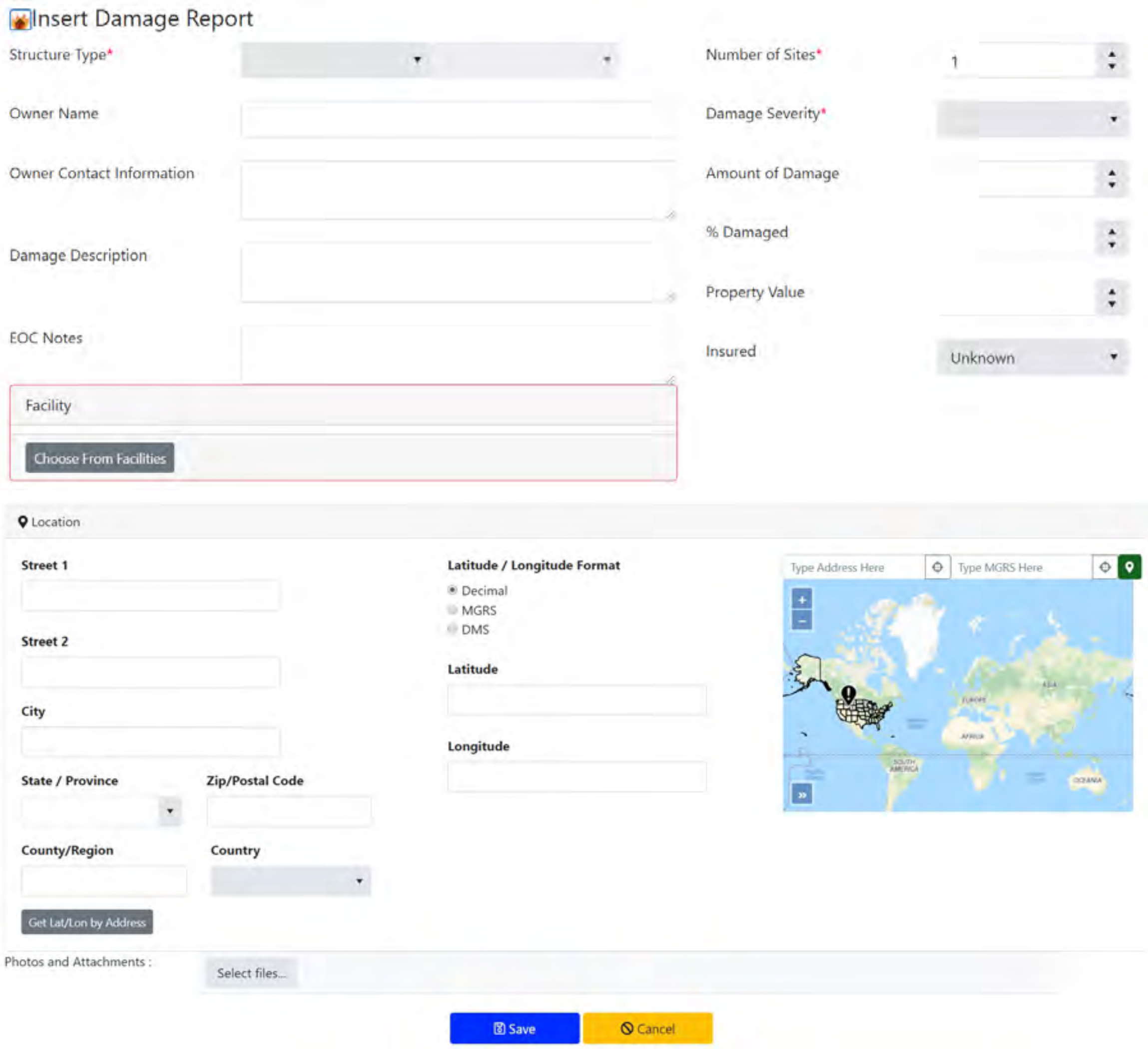
2. Press the



button to insert a new report.

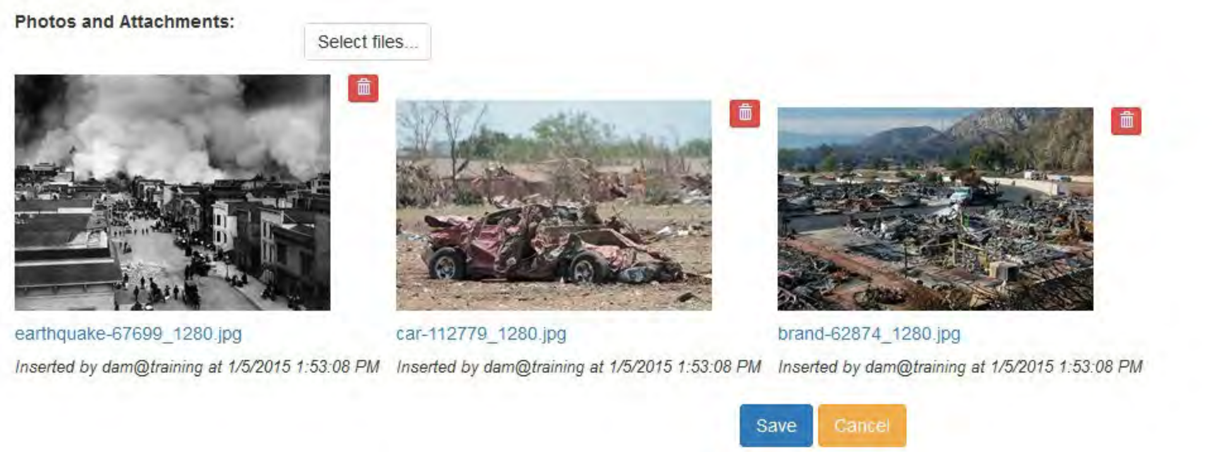
3. The Insert Damage Report page is displayed which allows you to fill in all details appropriate for the report.

4. Fields required include Structure Type, Number of Sites, Damage Severity, and Facility.



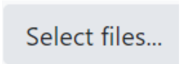
Damage Report Attachments

You can also add an attachment such as a photo or video clip to the report. All attachments are viewable by opening the record after saving.



To insert an attachment to your report:

1. Press the



button in the Photos and Attachments section at the bottom of the Damage Report page.

2. An Open File window appears.

3. Navigate to the file to be uploaded as an attachment.

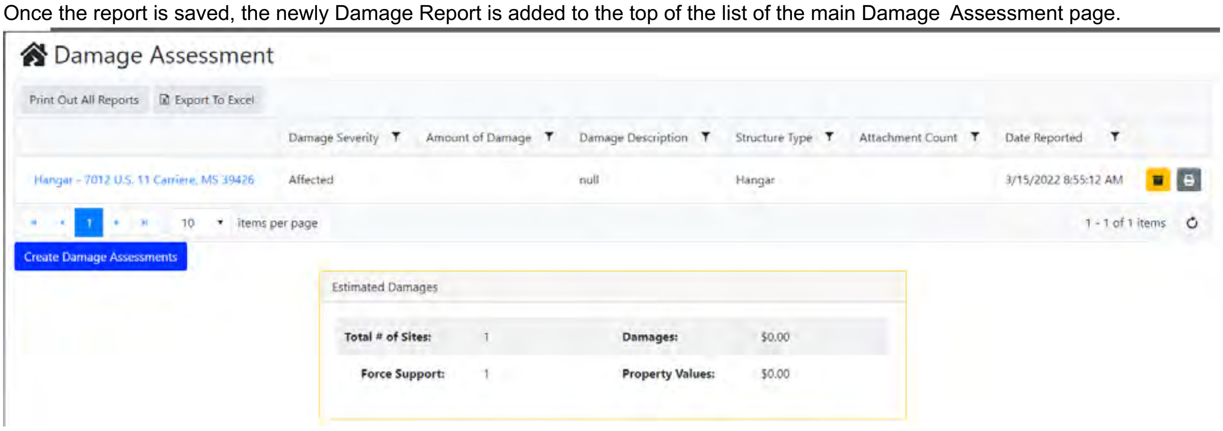
4. Press the Open button on the Open File Window.

5. The file to attach is uploaded and added to the list of attachments associated with the Damage Assessment Report.

Note: Clicking the trashcan icon will permanently delete your attachment.

6. Press the Save button to commit the attachment to the selected Damage Assessment Report.

Once the report is saved, the newly Damage Report is added to the top of the list of the main Damage Assessment page.



Damage Report Options

From the Damage Assessment grid, you can perform the following:

• Archive Report: Deleted reports will show up in the list of Archived Reports where you can choose to Delete Permanently. The list of Archived Reports will appear at the bottom of the page.

• Print Report individually.

• Print all reports in a single printable file.

• Export the list of Damage Reports as an Excel spreadsheet.

Estimated damages will be listed below the Damage Reports.

Estimated Damages

Total # of Sites:	2	$ Damages:	$300,000.00
Private Non-Profit:	1	Property Values:	$1,000,000.00
Private:	1	Property Values:	$100,000.00

Communication Tools

Chat v.4.10.2023

Last updated: 2023-04-10T19:31:08.000Z | Online Version

Communication Tools

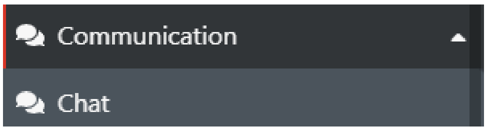
April 10, 2023

Chat

The Chat tool allows users to quickly exchange information with other Chat Room members. Organization Administrators can create Chat Rooms and manage the members that have access to each Chat Room. Users will only see the Chat Rooms that they are permitted to use.

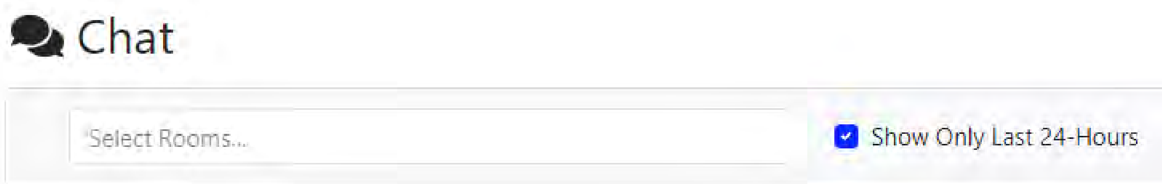
Navigation

Launch the Chat tool by accessing it from the Menu list (Menu > Communication > Chat).



Selecting Chat Rooms

The first time the chat tool is opened in an incident, the user must select which Chat Rooms they will use. Click on the Select Rooms text box and a dropdown list of all permitted Chat Rooms will populate.

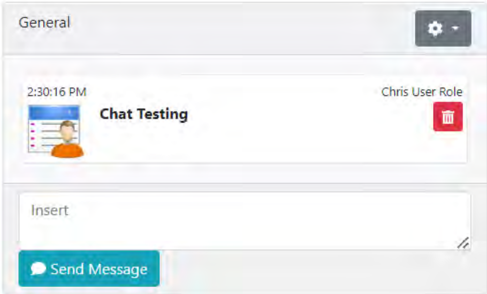


- Once rooms are selected, the “Show Only Last 24-Hours” checkbox is selected by default, limiting the display of entries to only those made in the preceding day. This helps with information overload for first-time users as Chat Rooms may have been active prior to the user joining the incident. Unchecking the box will show all entries.
- If a Chat Room was added by mistake, the user can click the “X” icon next to the Chat Room name in the dropdown box. This will remove that room from view.
- Refreshing the browser will remove all Chat Rooms from view. The user must then re-select the rooms to be displayed.

Posting Chat Text

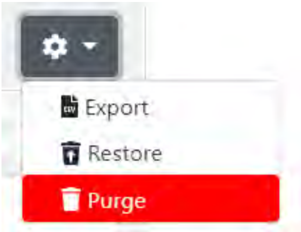
After adding the desired chatrooms, enter in chat text by:

- Typing in the text box.
- Hit the Enter button on the keyboard or click on the Send Message icon.
- This will post the text chronologically in the Chat Room with the user’s icon and date/time.



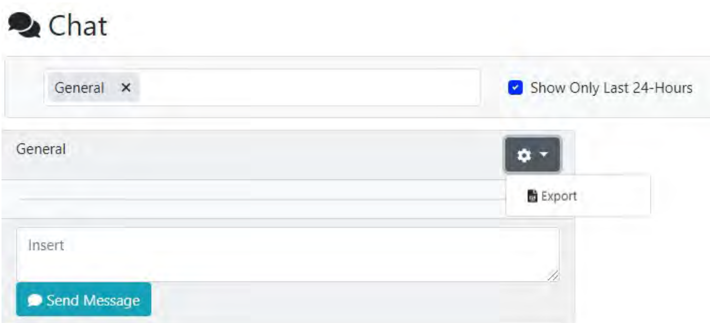
Managing Chat Content (Org Admins only)

- Users with Administrator permissions will see additional options in the Gear Options icon.
- The red trash can icon in each post allows the Administrator to remove the post from the Chat Room, regardless of the user level that authored the text.
- Additionally, the Administrator can select the Purge button to remove all posts within a Chat Room. This action is **not** reversible and should be used with caution.



Export Option

The "Export" button will generate a CSV file format that can be downloaded and viewed in a spreadsheet program. The column headings are: "Incident Name," "Chat Room Name," "Date Created," "Username," and "Description."



Alerts v.4.24.2023

Last updated: 2023-04-24T14:32:38.000Z | Online Version

Communication Tools

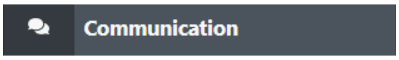
April 24, 2023

Alerts

- The Alerts Tool provides quick notification in an active popup that distributes and records receipt of important messages. All users logged into the same incident will be notified.
- Any users with email / SMS / Phone alerting configured within that org will also be notified.
- Once a user acknowledges the alert, the Alert tool will provide a positive tracking of the users confirming receipt. This allows the person who initiated the alert to see what users have yet to be notified.

Navigation

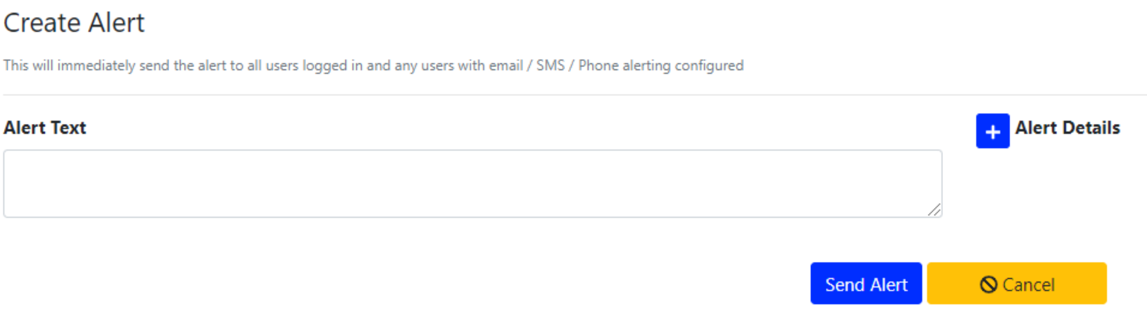
Open the Alerts Tool by accessing it from the Menu list (Menu > Communication > Alerts).



Alerts can be generated in two different ways:

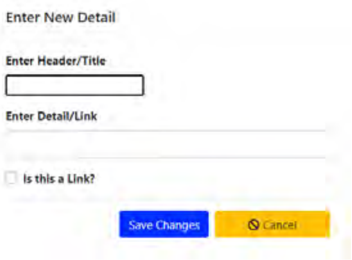
1. Alerts Tool – Main page

    a. Click the “Create Alert” button and the entry screen will appear.



b. Enter the alert message in the Alert Text Box.

c. If additional information or qualification is needed, click the “Alert Details” button. Add a descriptive header or title for the Alert, along with a URL or resource link that recipients can click on to see more information.



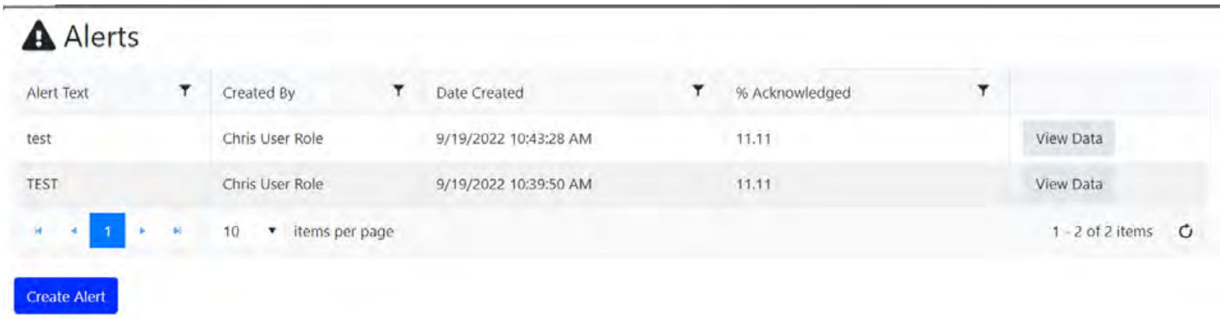
d. Click “Save Changes.”

2. Pinned Information from a Dashboard Tool

a. Within the worksheet, click and hold an entry item to drag to the Alerts medium card. This will add the description of the current tool as the body for the newly generated alert.

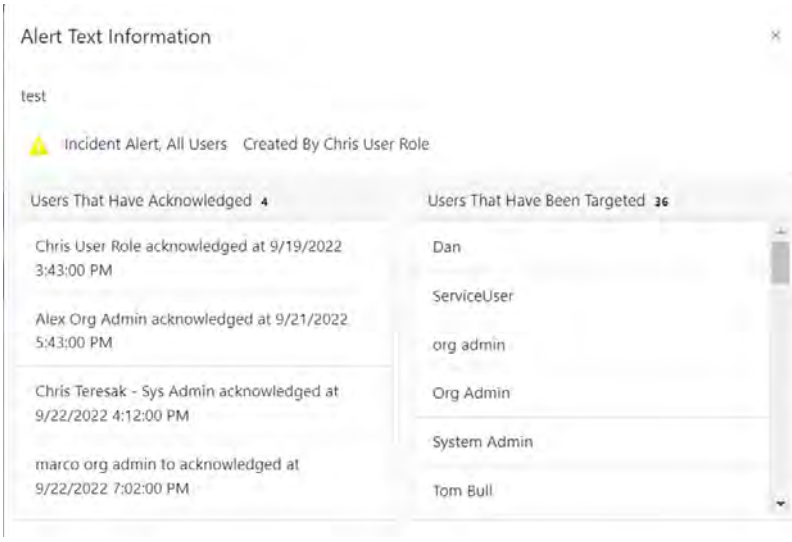
b. Make any changes or edits to the text and then click “Save Changes”

All recipients will be notified of the Alert with a popup window that allows them to acknowledge the single alert. If there are many alerts that have been issued that the user has not acknowledged, they can click the “Acknowledge All” button.



If the Organization has been set up appropriately, users can enter their personal contact information for their profile to receive phone/voice, SMS, and-or e-mail notification of the alert as well.

Acknowledgments are tracked in the Alert tool for the user to monitor. This can be done by clicking on the alert of interest in the alert tool and seeing the details by clicking on the View Data Button.



Ticker Tool & Display Banner v.4.24.2023

Last updated: 2023-04-24T15:26:53.000Z | Online Version

Communication Tools

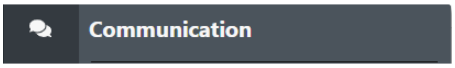
April 24, 2023

Ticker Tool and Display Banner

Included in the banner display area on each page is the option to have a constantly scrolling ticker bar that changes display information based on the Ticker Tool setting. On each page the user can have information displayed that has been entered into the tool shown below

Navigation

- Open the Ticker Tool by accessing it from the Menu list (Menu > Communication > Ticker).



Adding a Ticker Item

- Opening the tool will show a user the blank text area and two buttons.
- Adding an item to display is as simple as typing in what words will be shown, and then click the Add New Ticker button.
- This will add the text entered to the list of ticker items to be managed and activate the ticker display on all pages in the banner section.

- Additional items can be entered as ticker options.
- As more and more items are added, the list grows to show the previously entered text.
- To the left of each text, the element is a checkbox. This checkbox will allow the user to check the items that need to be included in the broadcast Ticker display on each page banner.
- Unchecking an item will remove the message from the display, but does not delete it from the Ticker management.

Managing Ticker Items

- Any changes to the content, order, or deletion of Ticker elements will display after the Save Changes button is pressed.
- The order in which items are cycled through in the display banner for the Ticker is controlled by the order they appear in the tool.
- To rearrange the order, click an item and drag it into a new position between other items.

Editing and Deleting Ticker Items

- Individual items can have their text **edited** by clicking on the pencil icon  .
- The text can be changed and saved.
- Similarly, an item can be **removed** entirely from the Ticker tool by clicking on the **trash** can icon. This will remove the item from the list and not be displayed on the banner sections of any pages.

Incident Status v.4.24.2023

Last updated: 2023-04-24T15:39:35.000Z | Online Version

Communication Tools

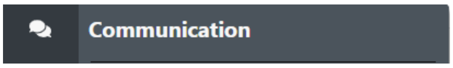
April 24, 2023

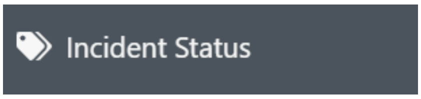
Incident Status

- The Incident Status will broadcast a status selection with text and background color.
- This status will be shown on the banner page of any displayed window. This ensures that all users will see the Incident Status that has been selected, regardless of what tool or page they have open.

Navigation

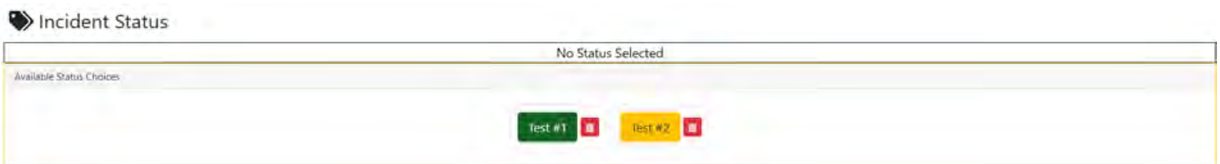
- Menu- Communication- Incident Status





Setting an Incident Status

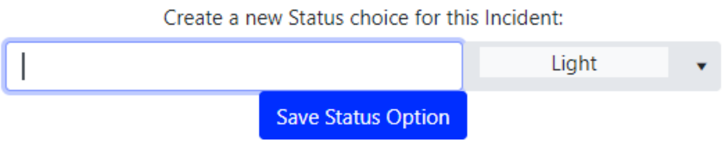
- When the Incident Status tool is loaded for the first time in a new incident, nothing is set and must be done so by Organizational Administrators.
- If an administrator has populated the tool with selections already, one can select a status by clicking on it.
- This activates the selection and will now appear with the selected text and color at the top of every page for all users.



Adding / Removing Status Selections

Below the Status indicator area is the entry point for creating new status choices.

- To add a new status option, click in the blank text box.
- type the status words to be displayed.
- Then select a background color.



- Click on the Save Status Option button to add the new option to the list above for selection.

- If a new Status choice is entered, the user has the option to delete the desired status.
- Click on the red trash can icon to delete the status.
- Status options that have been defined by the organization administrator cannot be removed from the tool in an incident.
- Once a status has been selected, the banner will be displayed on all pages.
- In the tool itself, the bottom of the page will show the status history for the entire incident. This will indicate when a status selection was activated, how long that status was in effect and the user who initiated it.

Region Status v.4.24.2023

Last updated: 2023-04-24T15:50:35.000Z | Online Version

Communication Tools

April 24, 2023

Region Status

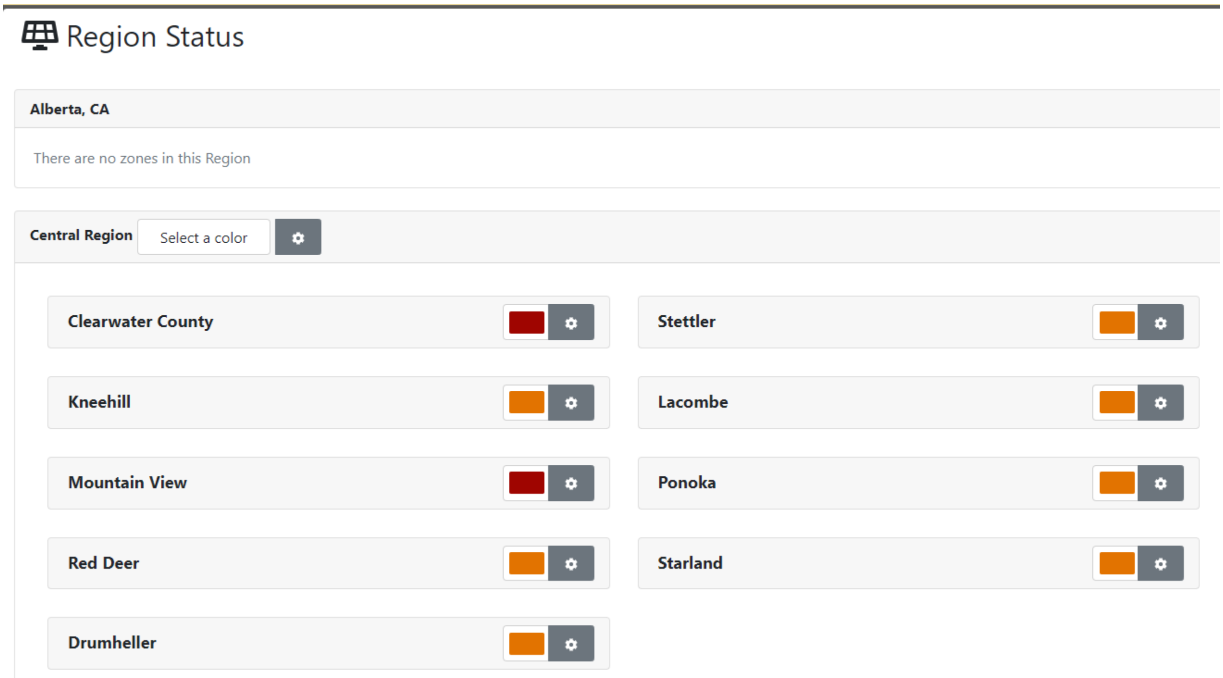
For the Region Status tool to work properly an Organizational Administrator must have pre-set the Zones and Regions on the Admin side of COBRA.

Navigation

Menu- Communication- Region Status

Setting Region Status

- Select a color appropriate to your organizations emergency system.
- All Regions and Zones are Created by Organizational Administrators



Community Lifeline Tool v.4.24.2023

Last updated: 2023-04-24T16:02:08.000Z | Online Version

Communication Tools

April 24, 2023

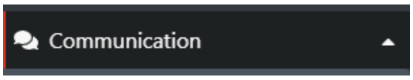
Community Lifeline Tool

The Community Lifeline Tool allows the Organization to track the overall health of their community based on the new FEMA Community Lifeline methodology. https://www.fema.gov/lifelines

Navigation

Open the Community Lifeline tool by accessing it from the Menu list

- Menu > Communication > Community Lifeline.

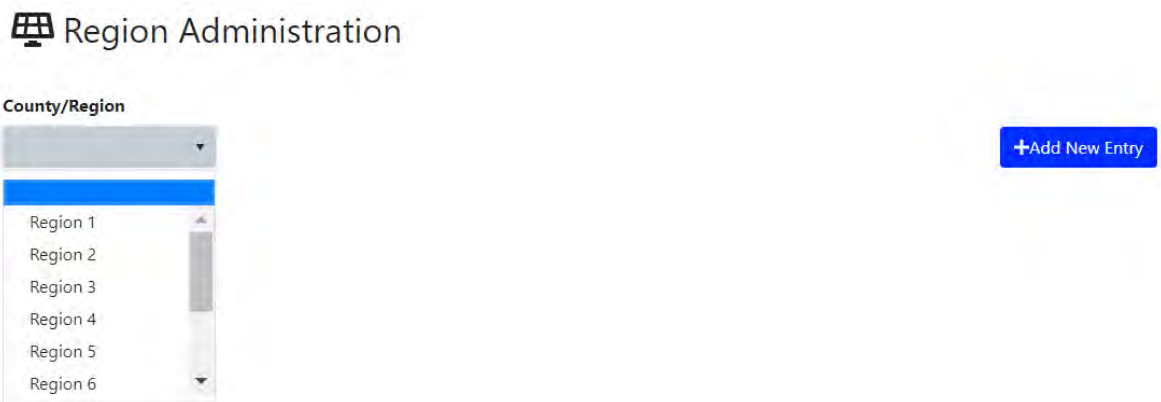


Community Lifeline Regions and Categories

- Regions are listed at the header of each ROW and are shown based upon the Regions as input and entered by the Organization Admin.
- Categories are listed at the header of each of the COLUMNS and are listed as they appear in FEMA guidance.

Adding Regions

The Regions for the Community Lifeline will need to be added. This is done under the DOMOPS tool in Admin. Click on Region Administration. The Regions are typically defined by your State EMA or another agency. Click “Add New Entry” to enter the regions, add more information, and click Save. This will allow the Regions to populate the Community Tool.



Changing the Status of a Category

- Click on the desired cell to change
- Choose the desired color and click

Status Assessment Tool v.4.24.2023

Last updated: 2023-04-24T17:29:06.000Z | Online Version

Communication Tools

April 24, 2023

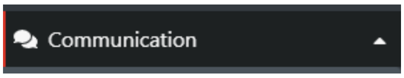
Status Assessment Tool

The Status Assessment Tool allows the Organizational Administrator to make on demand status boards for the use with Dashboards, Briefing Boards, or as a stand alone tool. It tracks different items using a simplistic color chart which can be customized by each org. Users can use the Status Assessment Tool to update anything that needs to be tracked including Region Status and Power Generation just to name a few.

Navigation

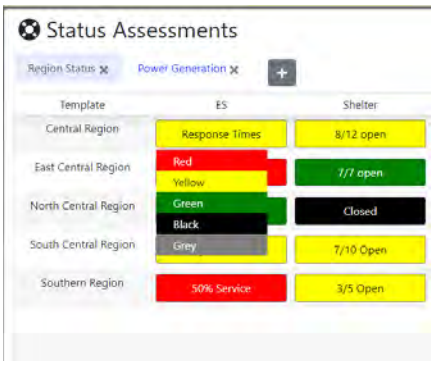
Open the Status Assessment Tool by accessing it from the Menu list

- (Menu > Communication > Status Assessment Tool).



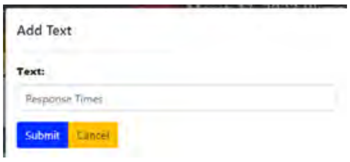
Setting A Status

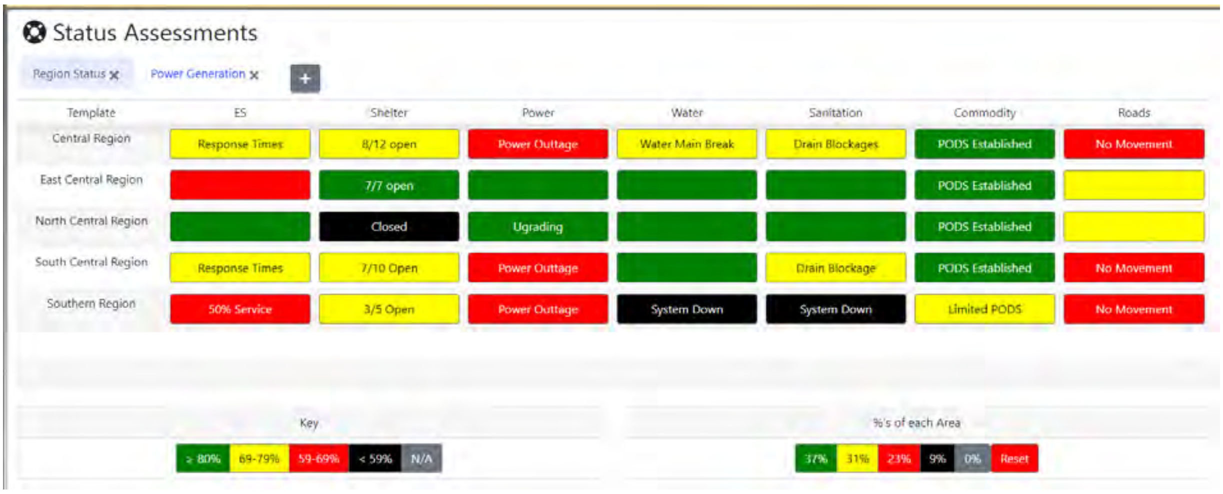
- *Click on any of the colored boxes*
- *Choose Desired Color based on Org Specifics Status options*



Editing Status Text

- Click on the Edit button on an individual Status Box
- Fill in text as Desire
- Click Submit





Forms v.4.24.2023

Last updated: 2023-04-24T17:42:24.000Z | Online Version

Communication Tools

April 24, 2023

Forms Tool

The Forms Tool can be used to prepare a set of documents that define and record information from Emergency Events and Incidents . It uses the ICS Forms from the Federal Emergency Management Agency.

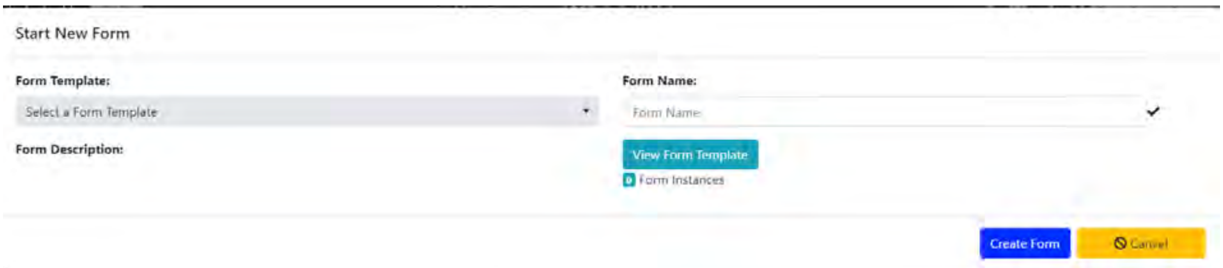
Navigation

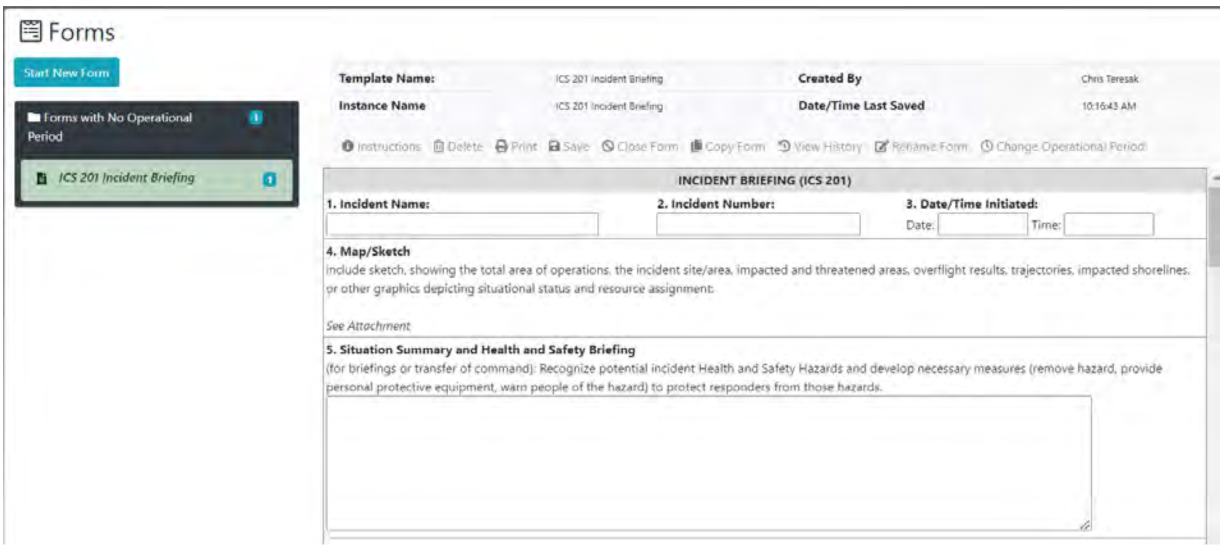
- Open the Forms Tool by accessing it from the Menu list
- (Menu > Communication > Forms).

How to Start a New Form

- *Click on the Start New Form Button*

- *Choose a Template Form as Created by your Organization Admins*
- *Name the Form*
- *Add Description is so desired*
- *Click Create Form*
- *Fill in Form with details as required*





IAP Builder v.4.28.2023

Last updated: 2023-04-28T15:17:33.000Z | Online Version

Communication Tools

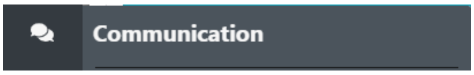
April 28, 2023

Incident Action Plan (IAP) Builder

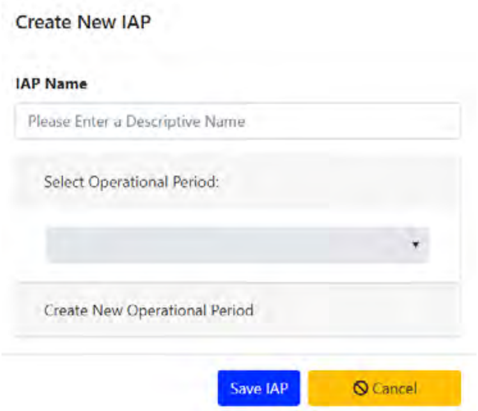
The Incident Action Plan Tool can be used to prepare a set of structured courses of action with defined goals and times.

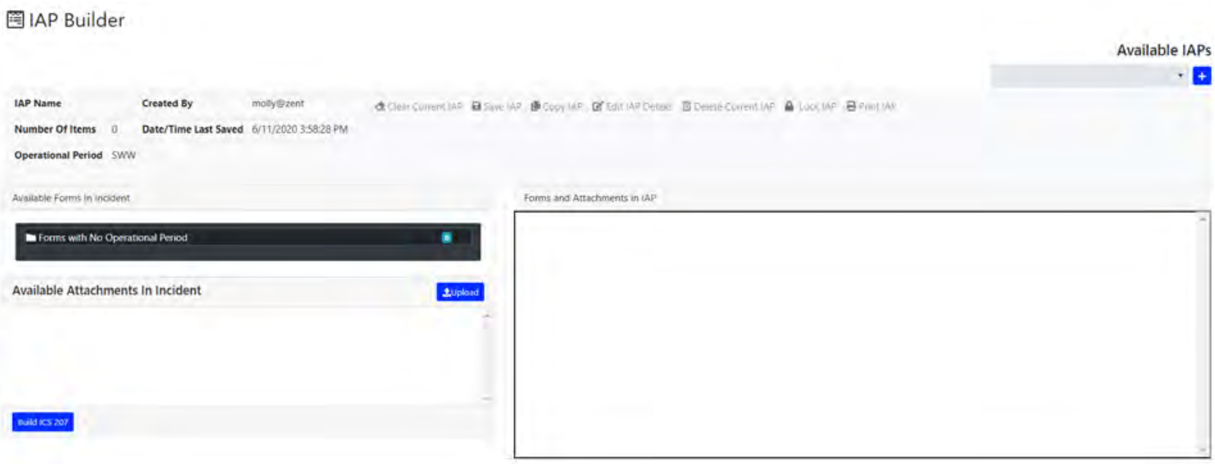
Navigation

- Open the IAP Builder Tool by accessing it from the Menu list (Menu > Communication > IAP Builder).



- An Operational Period’s progress can be recorded by filling in the Forms assigned to that Operational Period.
- Some of the Forms will remain the same for each Operational Period and can be copied in their entirety.
- Other Forms can be partially filled out and copied into appropriate periods.
- File attachments can be added to an Operational Period, including some ICS form reference mapped elements. These can be attached to the appropriate Operational Period.
- Operation Periods will stack up chronologically on the left-hand side and when selected will accordion open to show the contents.
- Forms and attachments can be added to a generic “No Operational Period” section for future use.





Spreadsheet Tool v.4.28.2023

Last updated: 2023-04-28T15:21:51.000Z | Online Version

Communication Tools

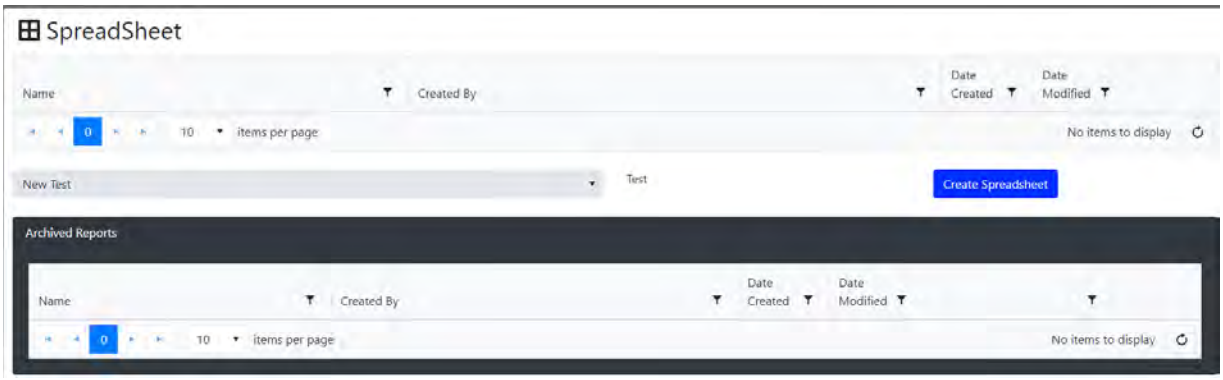
April 28, 2023

Spreadsheet Tool

The Spreadsheet Tool can be used to prepare documents similar to that of Excel. This allows users access to spreadsheets for information tracking while in the system of COBRA.

Navigation

- Open the Spreadsheet Tool by accessing it from the Menu list (Menu > Communication > Spreadsheet).

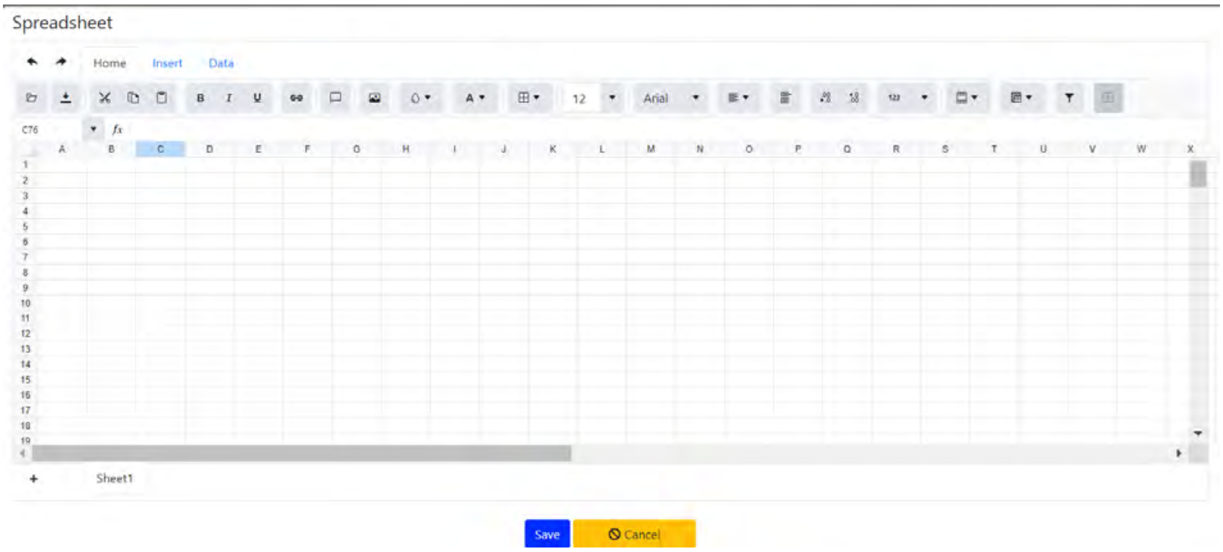


Creating a New Spreadsheet

- Click the Create Spreadsheet button

  .
- Once the Spreadsheet has loaded you can create our document.
- Click Save when complete.



How to Configure & Use COBRA Locators

Last updated: 2023-05-01T19:22:39.000Z | Online Version

We have had some questions about using COBRA Locators. Here is the instruction guide we sent out with the Air National Guard locator kits last May. It is a two pager that describes how to configure locators and then adding them to your incident. Don't worry about adding Locators to your organization, we took care of that when we shipped them out! You may want to change the type though. As always, we love feedback and ideas on how we can make our products better.

LOCATOR QUICK START GUIDE

Operation

Turn On - 1 second push of button turns on Locator.

- GPS light will flash green while obtaining satellite lock.
- LTE light will flash red while obtaining cellular connection.

Turn Off - 3 second push of button turns off Locator.

- Locator put in a sleep mode which will 'check-in' periodically with COBRA

Send Current Location - Single press of button while on

- Immediately sends current location.
- All LTE lights green will flash signaling successful transmission

Airplane Mode -3 quick button presses followed by a long press puts the locator in airplane mode. Locations are tracked, but all cellular communications are severed.

- All lights will go dark except for 1 white led flash.
- Single press returns locator to normal operations.

Shipping Mode - 5 quick button presses followed by a long press puts the locator in shipping mode.

- LED will illuminate in sequence.
- Clears internal locations memory.
- Can only be turned on by connecting to USB power.
- No periodic check-ins will occur.

COBRA Locator Indicator Lights

Green GPS Light

- Flashes while acquiring a GPS Satellite Lock. Solid green when lock is achieved.

LTE Lights

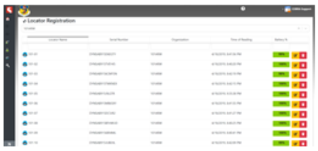
- Denote cellular signal strength. The left-most light will flash red while there is no cellular connection or there is difficulty communicating with the internet. If no lights are illuminated, then there is a very weak cellular signal. When a Locator message is successfully sent, the red LTE light will briefly flash and then return to displaying normal LTE connection status.

Red Power Button

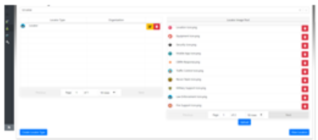
- Flashes while plugged in and charging.
  Solid red when Locator is fully charged.

COBRA Locator Administration.

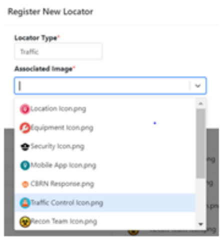
- Active Locators can be managed from COBRA Administration Page, click on Locator Registration [Locator Registration]
- **NOTE:** Changes to Locator types, names and icons must be made on Administration page before activating Locators in incident

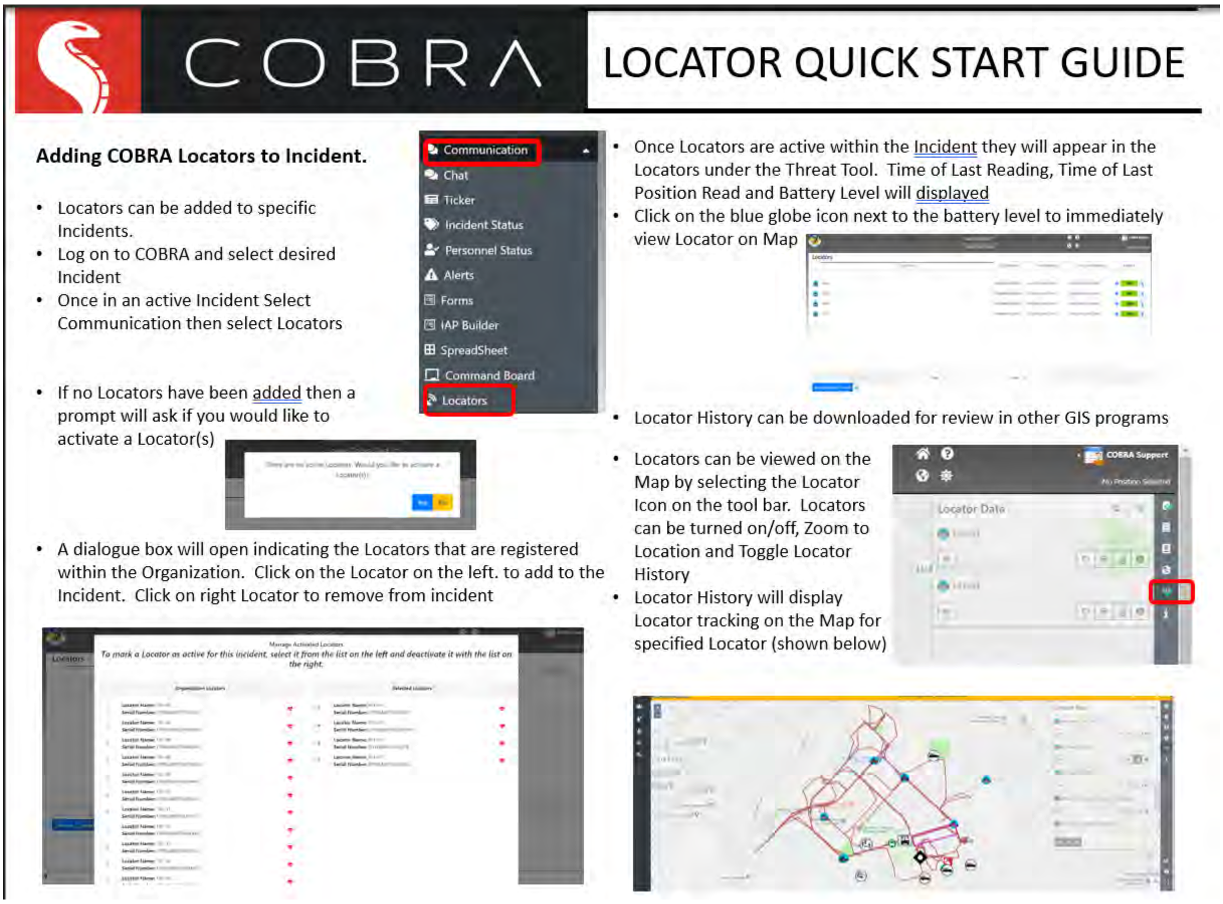


- Registered Locator Information is provided
- View, Edit, rename type, change Icon by selecting



- Click on [View Locator Types] to view current Locator Types associated with the Organization.
- Current Locator Types will be displayed along with additional Locator Icons available for use.
- Click on [Create Locator Type] to create a new Locator type and Icon from drop down
- Identify Locator Type (Traffic Control) and select desired Locator Image then click save.
- Once completed new Locator properties can be edited on main Locator Registration Page





COBRA LOCATOR QUICK START GUIDE

Adding COBRA Locators to Incident.

- Locators can be added to specific Incidents.
- Log on to COBRA and select desired Incident
- Once in an active Incident Select Communication then select Locators
- If no Locators have been added then a prompt will ask if you would like to activate a Locator(s)
- A dialogue box will open indicating the Locators that are registered within the Organization. Click on the Locator on the left. to add to the Incident. Click on right Locator to remove from incident
- Once Locators are active within the Incident they will appear in the Locators under the Threat Tool. Time of Last Reading, Time of Last Position Read and Battery Level will displayed
- Click on the blue globe icon next to the battery level to immediately view Locator on Map
- Locator History can be downloaded for review in other GIS programs
- Locators can be viewed on the Map by selecting the Locator Icon on the tool bar. Locators can be turned on/off, Zoom to Location and Toggle Locator History
- Locator History will display Locator tracking on the Map for specified Locator (shown below)

Threat Tool

Plume Manager v.5.1.2023

Last updated: 2023-05-01T19:41:32.000Z | Online Version

Threat Tools

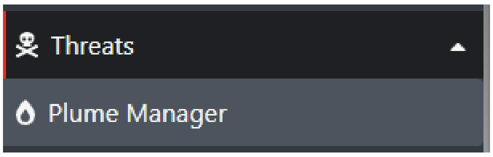
May 1, 2023

Plume Manager

The Plume Manager tool allows you to assess, model, and display the following: **Chemical/Biological Threats, Explosive Threats, Nuclear/Radiological Threats.**

Navigation

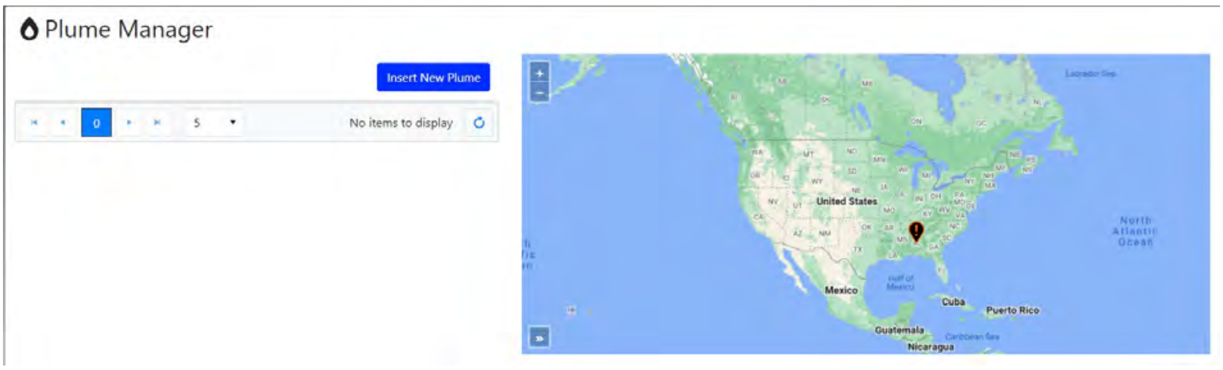
Launch the Plume Manager tool by accessing it from the Menu list (Menu > Threats> Plume Manager)



You can create the following types of plumes:

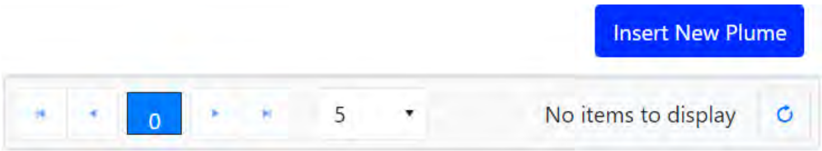
- ALOHA
- JEM
- ERG
- EXPLOSIVES STANDOFF
- BLAST EFFECTS
- NUCLEAR DEVICE EFFECTS

You can select from the different plume options, choose their source point on the map, and have the resulting plumes shown in relation to other objects and features on the map.

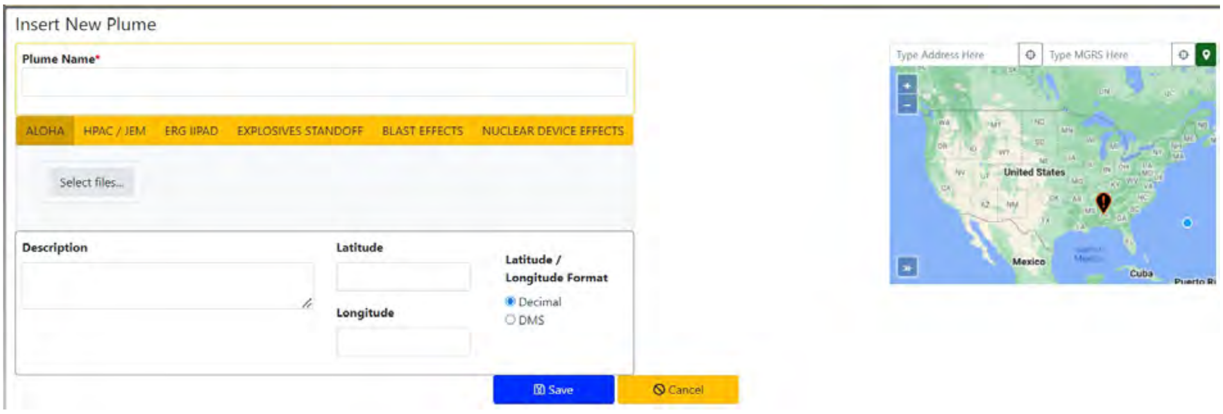


Inserting a Plume

- On the Plume Manager's main page, click on the Insert New Plume button.



- The Insert New Plume page will be displayed to allow you to create your plume.



- Start by naming your plume in the Plume Name (required field).

- Select the plume model to generate (Aloha, HPAC/JEM, ERG IIPAD, Explosives Standoff, Blast Effects, Nuclear Device Effects). Each of the plume models will have different elements to fill out. The following pages will explain the available plume models.

Editing a Plume

- Highlight the Plume you wish to edit from the list of existing plumes.

- Click on the edit icon

and make the appropriate changes in the details screen.

Deleting a Plume

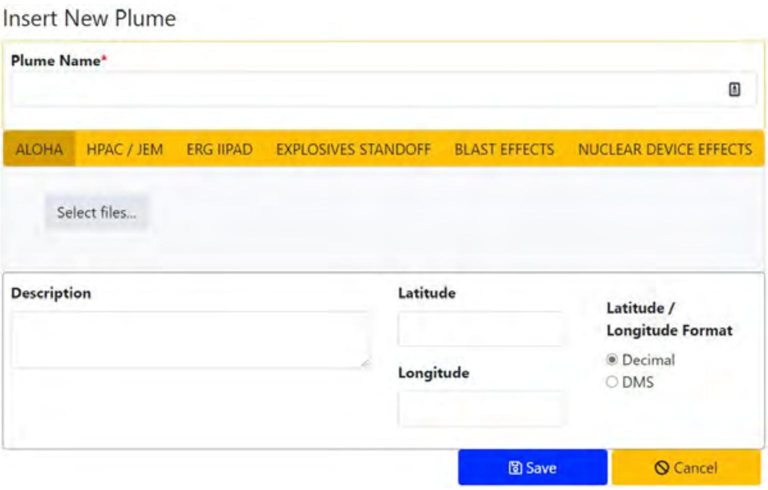
- Highlight the Plume you wish to delete from the list of existing plumes.

- Click on the trash icon

to delete your plume from the list.

ALOHA

Areal Locations of Hazardous Atmospheres is a program designed to model chemical releases. ALOHA provides a chemical dispersion model for the first 60 minutes of a chemical's dispersion. ALOHA displays a threat zone and calculates how quickly chemicals are escaping from tanks, puddles, gas pipelines, and more.



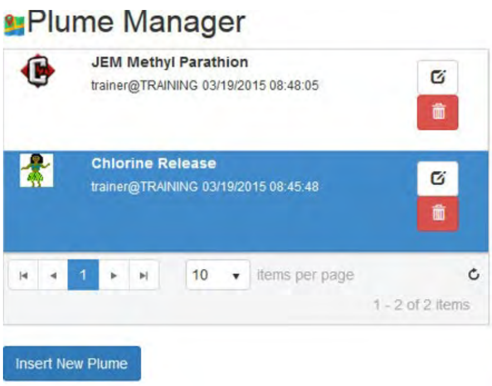
• Select ALOHA for plume type

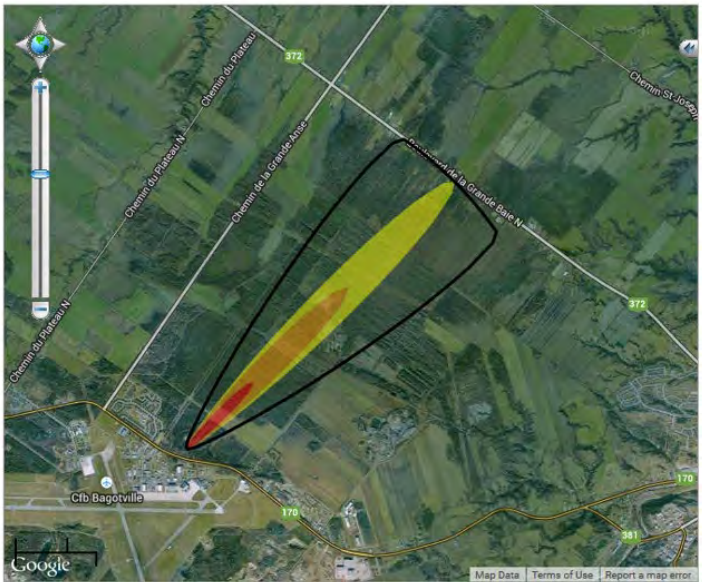
• Click on the Select files button to browse and import your PAS file (ALOHA file) • Set the Plume's source point by clicking on the mini-map

• Optionally, put in a description

• Click "Insert" to save the plume to the incident and map

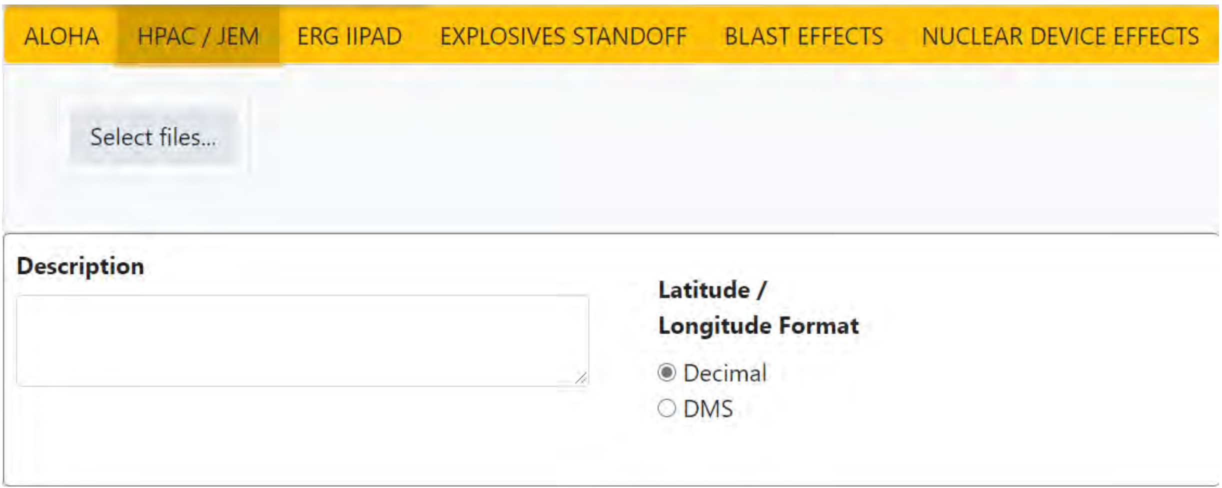
• Click the Insert button to generate plume onto map



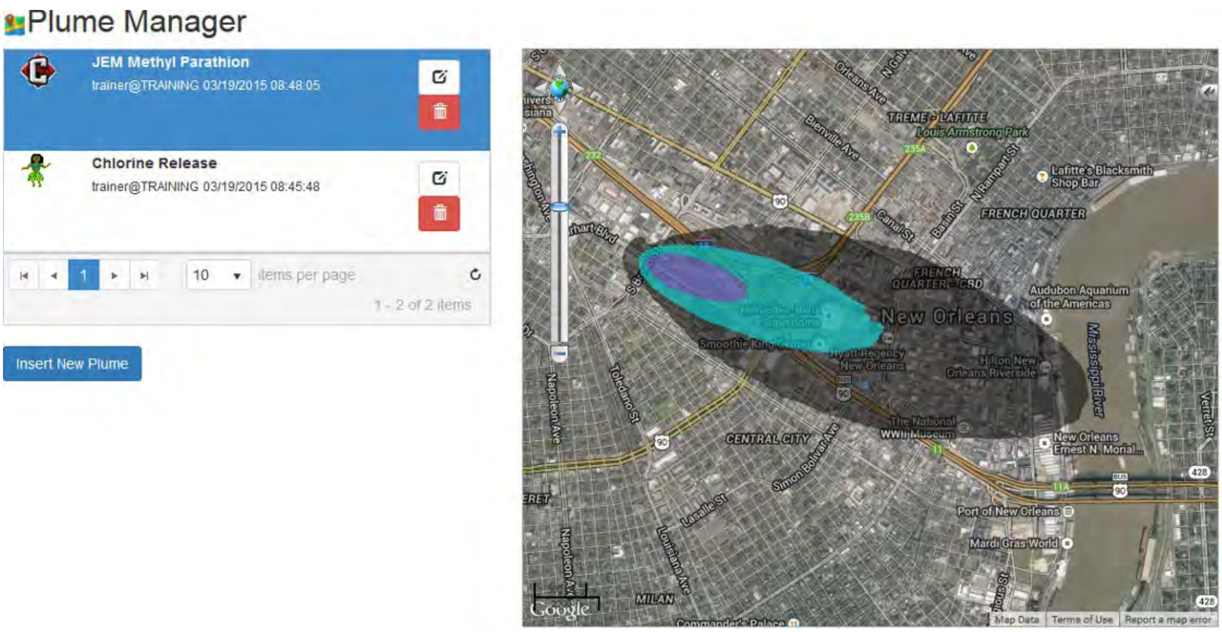


HPAC / JEM

U.S. Department of Defense Models. Hazard Prediction and Assessment Capability (HPAC) and the Joint Effects Model (JEM) provide the capability to predict Nuclear, Biological, Chemical, (NBC) and Toxic Industrial Chemical / Material (TIC/TIM) effects.

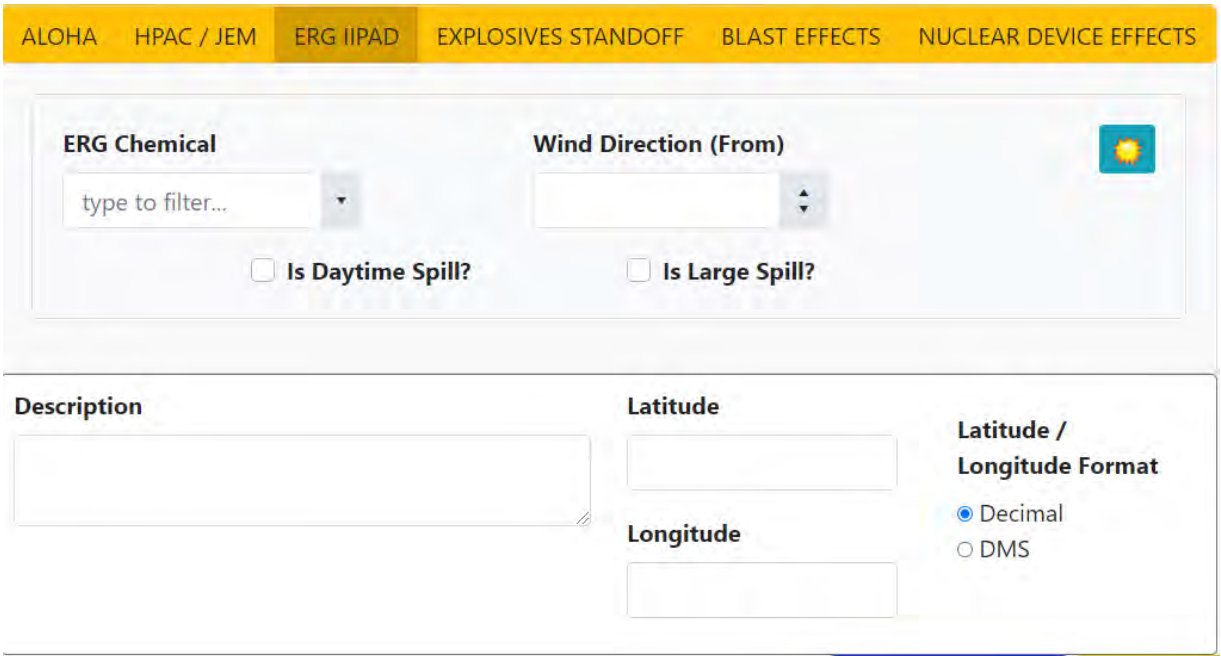


- Select HPAC / JEM for plume type
- Click on the Select files button to browse and select your ZIP file
- NO SOURCE POINT NEEDED – HPAC/JEM file sets this automatically
- Optionally, put in a description
- Click the Insert button to generate plume onto map



ERG IIPAD

The Emergency Response Guidebook Initial Isolation and Protective Action Distances provide users with a map-based plot of the green pages of the ERG. This provides distances useful to protect people from vapors resulting from spills involving toxic chemicals, including chemical warfare agents and materials that produce toxic gases upon contact with water.

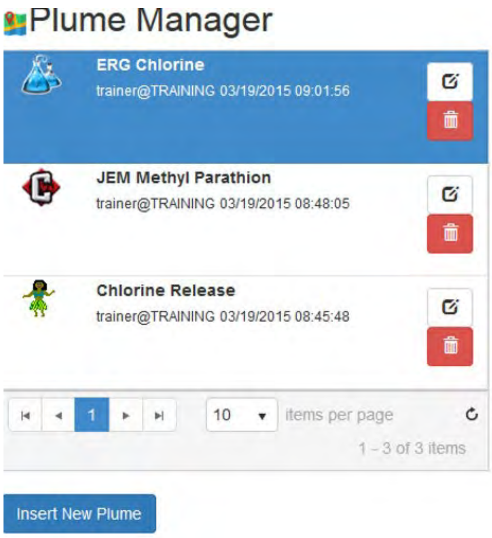


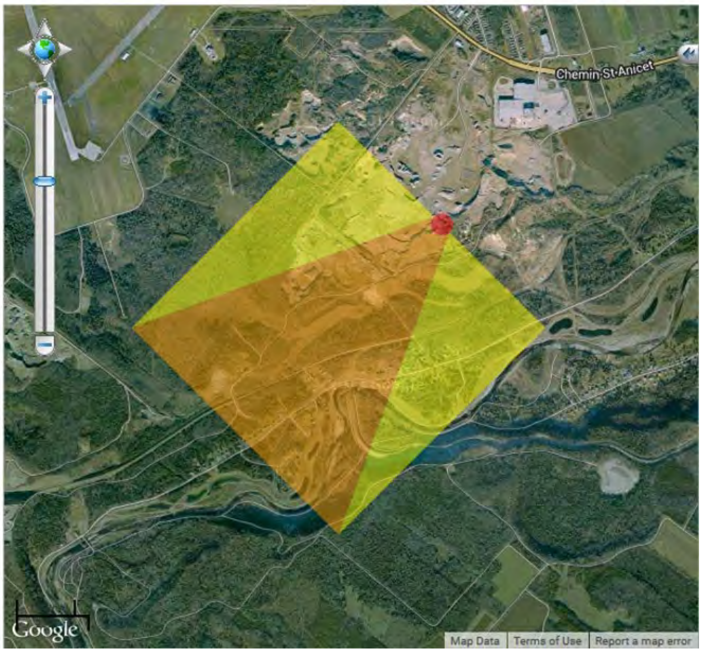
• Select ERG IIPAD for plume type

• Select the Chemical from the ERG Chemical list. You can also type in the list to filter it. • Set the “From” Wind Direction (in degrees), Daytime and Large Spill checkboxes • Set the Plume’s source point by clicking on the mini-map

• Optionally, put in a description

• Click the Insert button to generate plume onto the map

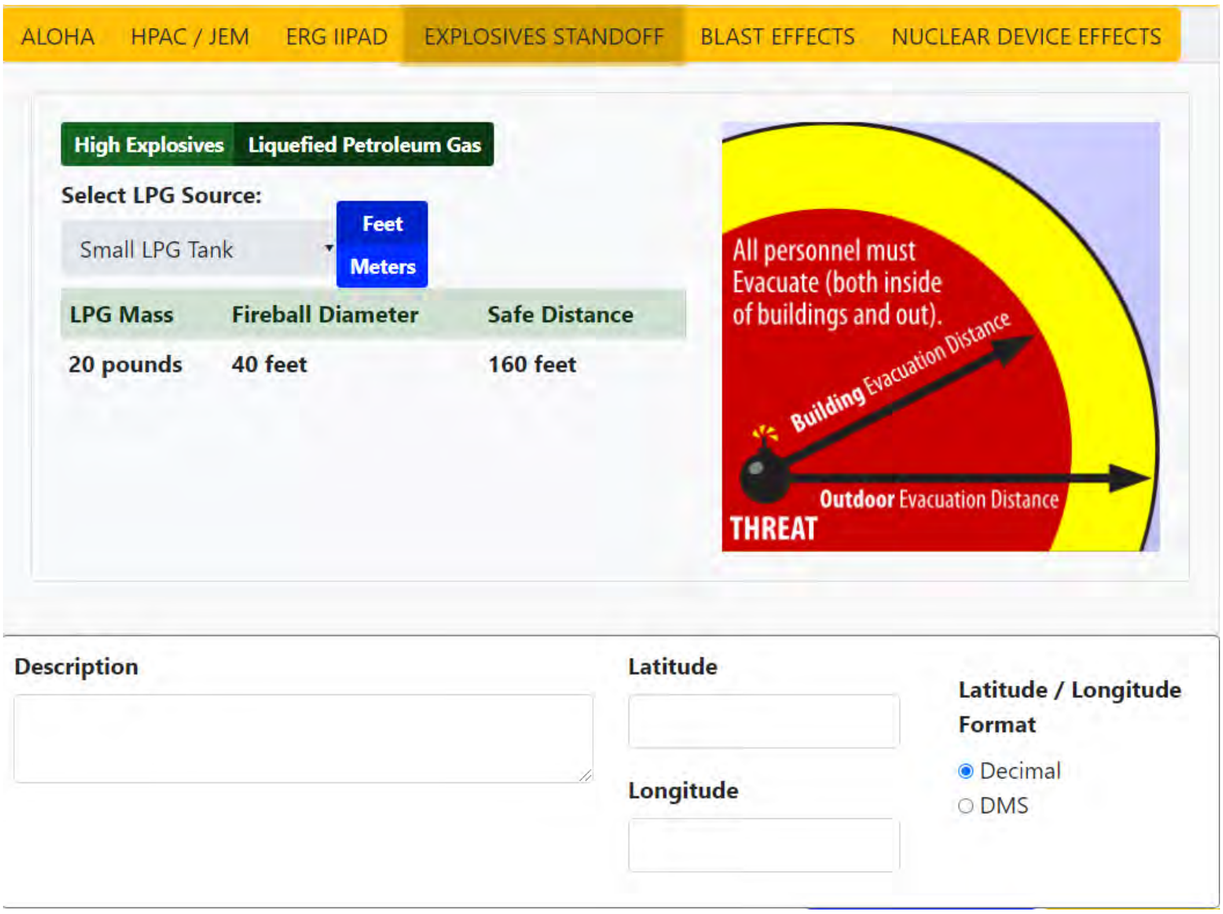




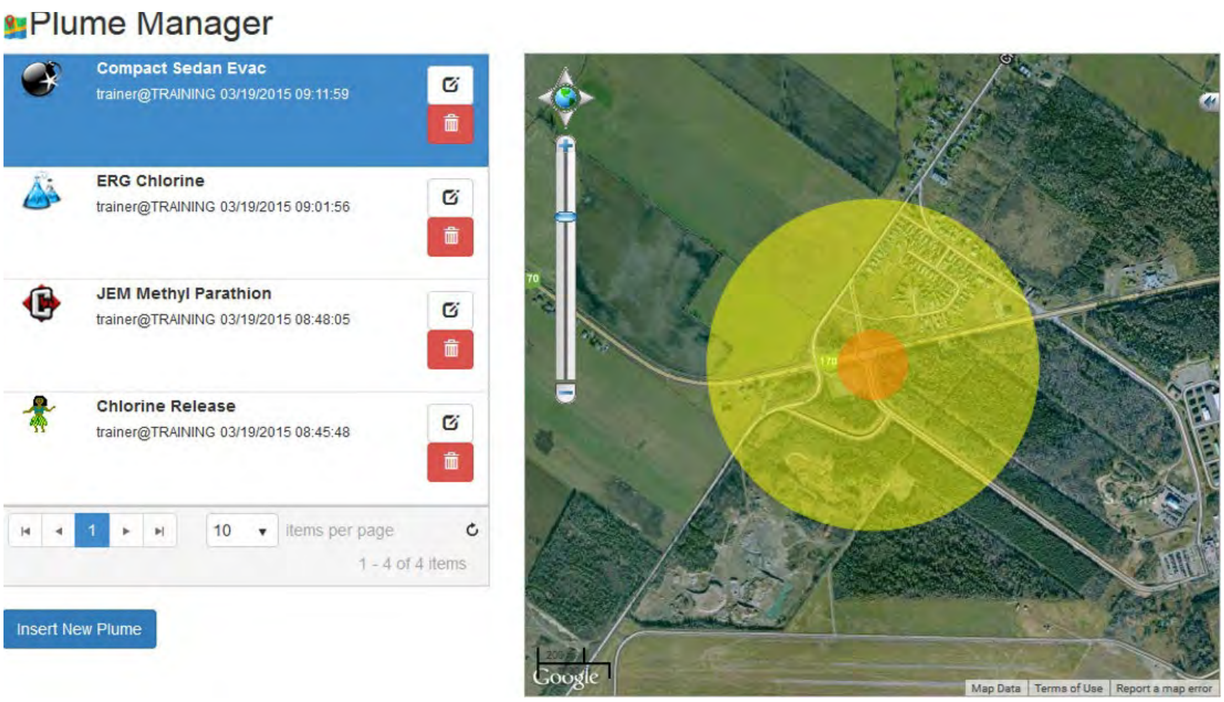
Explosives Standoff

The Explosives Evacuation plume provides two perimeters.

- Inner (Red) is the area that must be evacuated completely (buildings and outside)
- Outer (Yellow) is the area in which sheltering in a building is safe, but being outside is NOT safe
- Beyond Yellow is the area in which being outside is also safe.

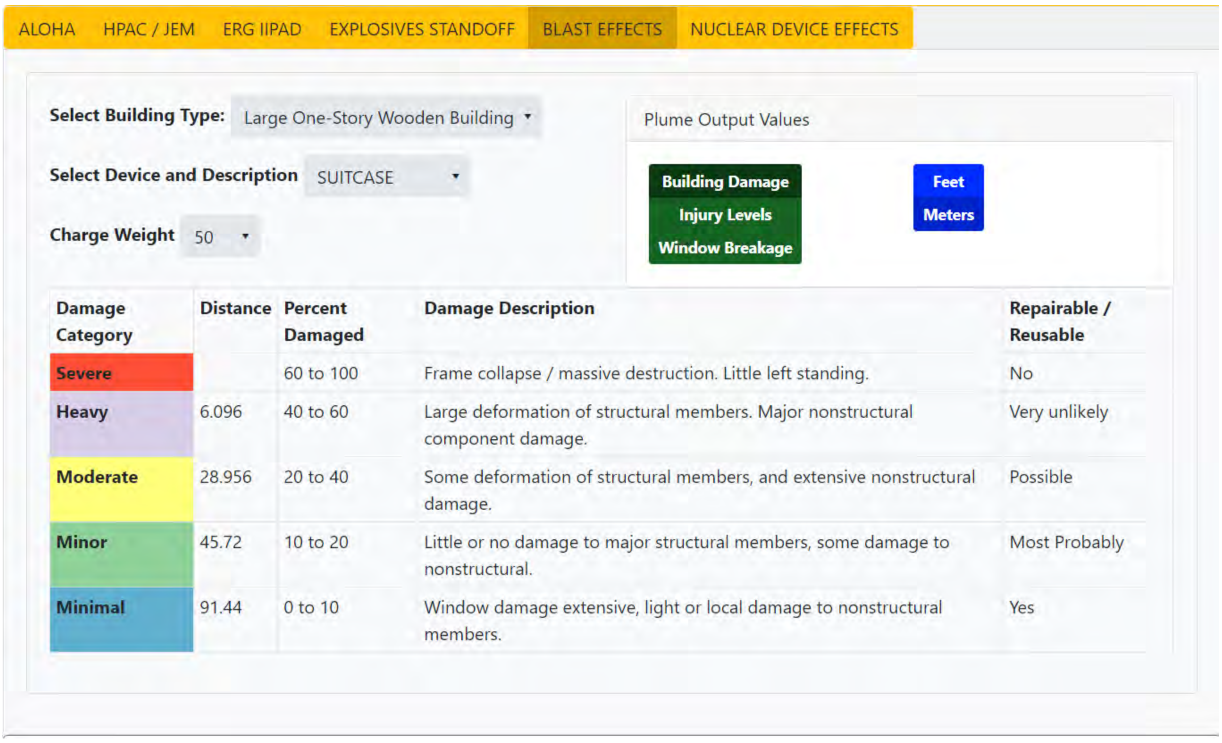


- Select Explosives Standoff for plume type
- Select the Explosive Source (device type) from the drop-down
- Set the Plume’s source point by clicking on the mini-map
- Optionally, put in a description
- Click the Insert button to generate plume onto the map



Blast Effects

The Blast Effects model provides effects on a building of an IED or VBIED (Vehicle Borne Improvised Explosive Device), or injury levels for personnel within a building. Users must select the IED type and building type. The device type is analogous to changing the value in the Charge Weight dropdown. The resulting damage categories and effected distances will be represented graphically on the map.



Damage Category	Distance	Percent Damaged	Damage Description	Repairable / Reusable
Severe		60 to 100	Frame collapse / massive destruction. Little left standing.	No
Heavy	6.096	40 to 60	Large deformation of structural members. Major nonstructural component damage.	Very unlikely
Moderate	28.956	20 to 40	Some deformation of structural members, and extensive nonstructural damage.	Possible
Minor	45.72	10 to 20	Little or no damage to major structural members, some damage to nonstructural.	Most Probably
Minimal	91.44	0 to 10	Window damage extensive, light or local damage to nonstructural members.	Yes

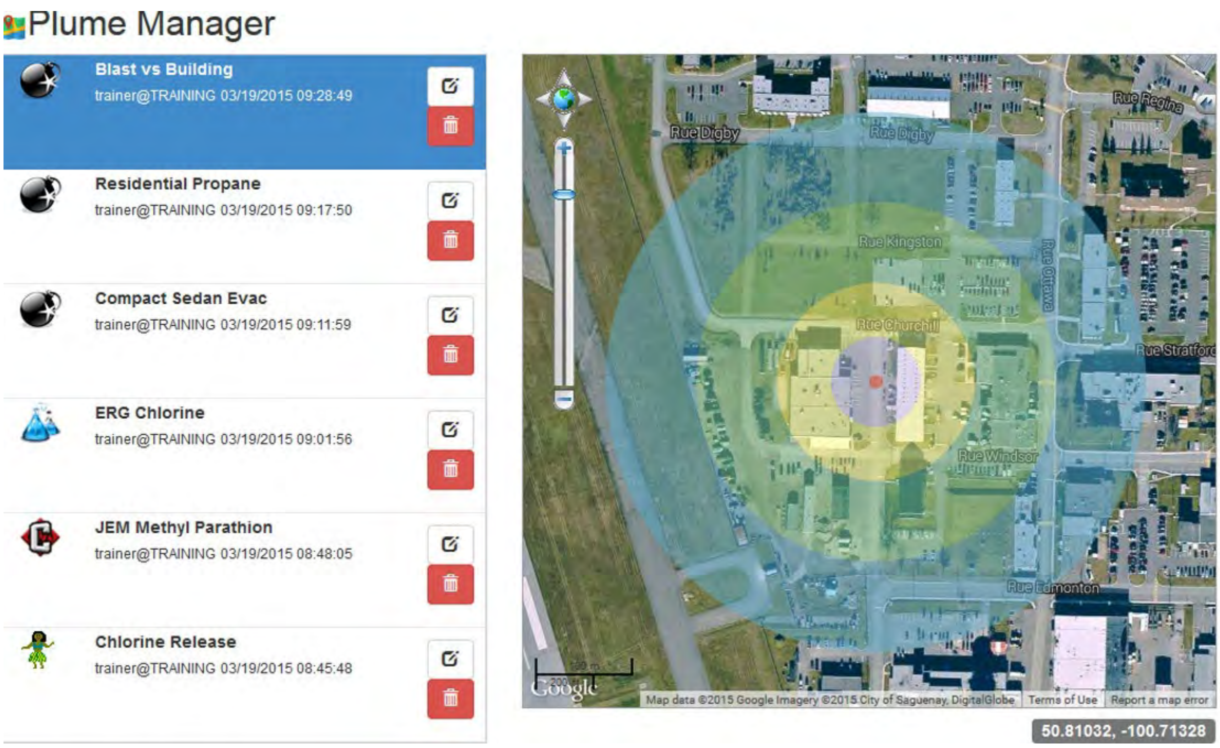
• Select Blast Effects for plume type

• Set the Building Type

• Select the Explosive Source (Device type or Charge Weight) from either drop-down • Set the Output values (building damage vs injuries vs windows) and units of measure • Set the Plume’s source point by clicking on the mini-map

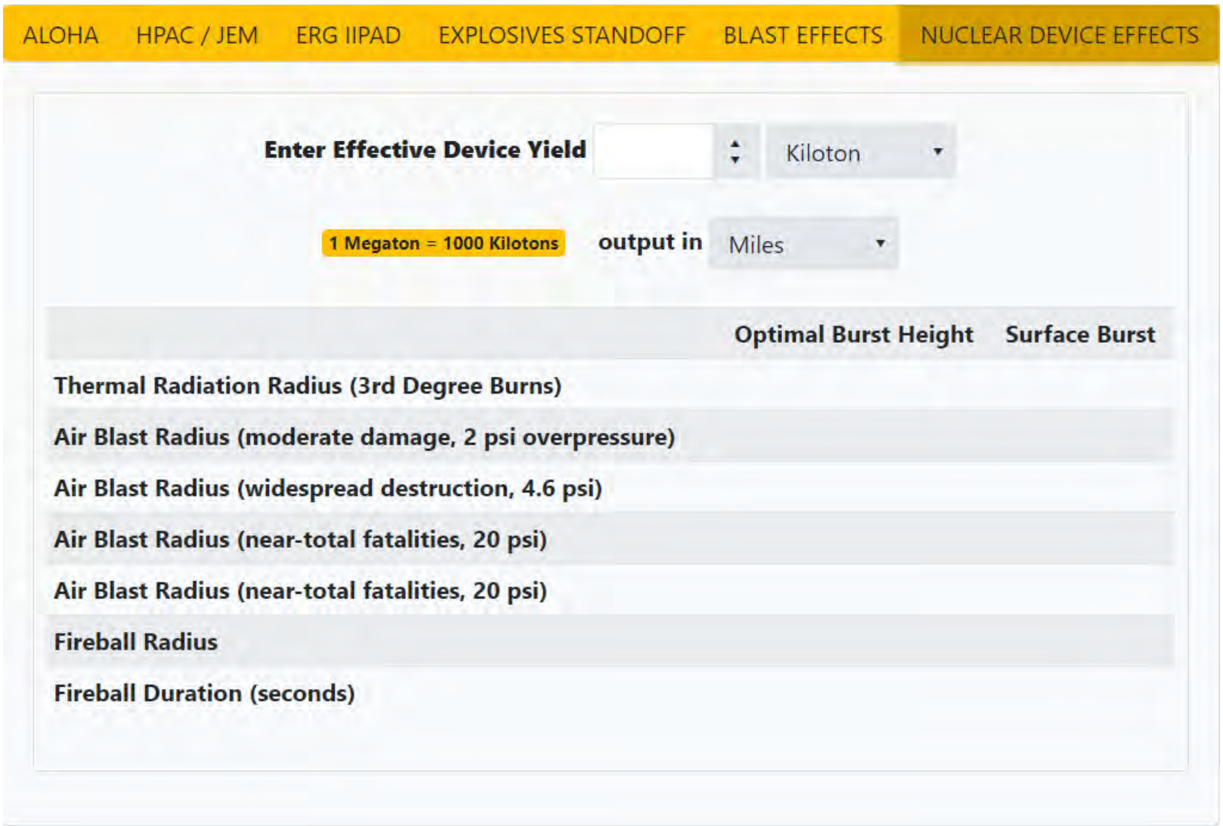
• Optionally, add a description

• Click the Insert button to generate plume onto the map

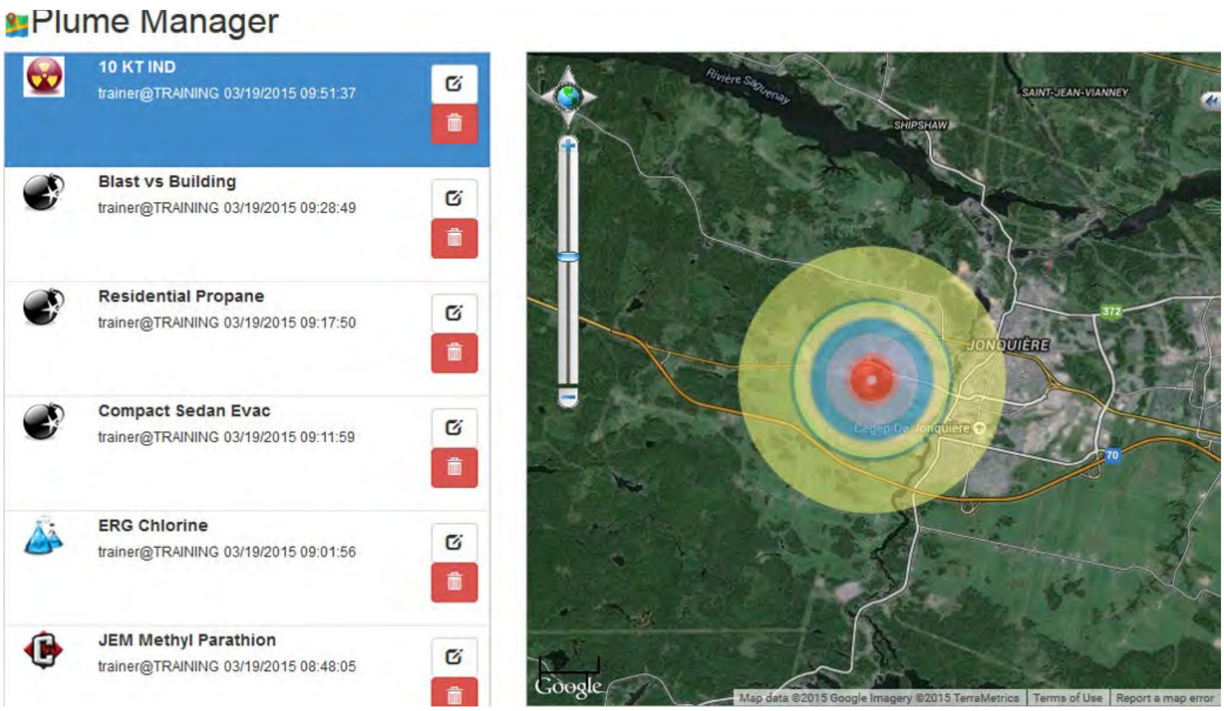


Nuclear Device Effects

The Nuclear Effects plume provides thermal, air blast, radiation, and fireball damage rings. The model takes an effective device yield as an input and provides the user with the radius for thermal radiation (3rd-degree burns), air blast over-pressures, ionizing radiation (500 rem), and fireball radius for both an optimal and a surface burst of a nuclear device.



- Select Nuclear Device Effects for plume type
- Enter the Device Yield
- Set the Plume’s source point by clicking on the mini-map
- Optionally, add a description
- Click the Insert button to generate plume onto the map


Plume Manager
10 KT IND
trainer@TRAINING 03/19/2015 09:51:37
Blast vs Building
trainer@TRAINING 03/19/2015 09:28:49
Residential Propane
trainer@TRAINING 03/19/2015 09:17:50
Compact Sedan Evac
trainer@TRAINING 03/19/2015 09:11:59
ERG Chlorine
trainer@TRAINING 03/19/2015 09:01:56
JEM Methyl Parathion
trainer@TRAINING 03/19/2015 08:48:05
Rivière Saguenay
SAINT-JEAN-VIANNEY
SHIPSHAW
JONQUIÈRE
372
70
Cégep De Jonquière
Google
Map data ©2015 Google Imagery ©2015 TerraMetrics
Terms of Use
Report a map error

ATSO Tools

ATSO Event Status v.3.13.2023

Last updated: 2023-03-13T15:21:26.000Z | Online Version

ATSO Event Status

March 13, 2023

The pictured and attached file is a detailed chart of the ATSO Event Common Operating Picture Status Definitions. This attached file is also available for download in the "ATSO Tools Suite" Article.

ATSO Event Common Operating Picture Status Definitions

Event Item	Red	Yellow	Green	Grey
Casualties	- Added to COBRA by UCC - Identified as injured	- Self Aid Buddy Care complete - Waiting to transport to DMF - Event data completed in COBRA - Acknowleded by EOC Med Rep	- Received at MTF - Personnel replace/returned to duty - Resolved by MCC/FSS	Items whose status color is grey will no longer appear on event lists or COBRA Maps. Event information will still be recorded in the Log.
Facility / Equipment Damage	- Added to COBRA by UCC - Facility/Equip. damaged/not operational - Emergency Responder have not arrived	- Fire out, Evac complete - Facility partcially Operational - Event data completed in COBRA - Acknowledged by EOC OPR	- Facility Operational - Equipment repaired - Resolved by EOC OPR	
UXO List	- Added to COBRA by UCC - Identified and reported	- Cordoned off - Plotted on COBRA - Event data completed in COBRA - Acknowledged by EOC CES Rep	- UXO Cleared - Render Safe Procedures completed - Resolved by EOC CES Rep	
Contamination List	- Added to COBRA by UCC - Identified and reported	- Plotted in COBRA - ATSO procedures completed - Event data completed in COBRA - Acknowledged by CBRN Cell	- Contamination Cleared - Resolved by CBRN Cell	
S.A.L.U.T.E. - Enemy Action List	- Added to COBRA by UCC - Identified and reported	- Situation under control - Plotted on COBRA - Event data completed in COBRA - Acknowledged by EOC SF/BDOC Rep	- Area secure - Threat resolved - Resolved by SF/BDOC	
Real World List	- Added to COBRA by UCC - Identified and reported	- Plotted on COBRA if necessary - Event data completed in COBRA - Acknowledged by EOC	- Issue resolved - Transferred authority (Updates required) - Cleared by EOC	
Other List	- Added to COBRA by UCC - Identified and reported	- Plotted on COBRA if necessary - Event data completed in COBRA - Acknowledged by EOC	- Issue Resolved - Transferred authority (Updates required) - Cleared by EOC	

PAR Team Status	
Ready	- PAR Teams Assembled
Released	- Released for initial assessment
Initial Complete	- Initial threat assessment complete
PAR Complete	- PAR completed, threats reported and updated in COBRA
Update Required	- PAR rout complete - Additional information required

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ATSO Tool Suite v.5.1.2023

Last updated: 2023-05-02T15:19:59.000Z | Online Version

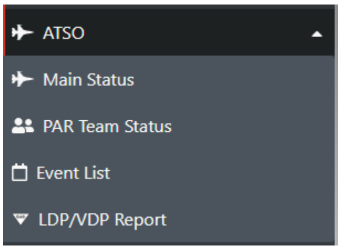
ATSO Tools

May 1, 2023

ATSO Tool Suite

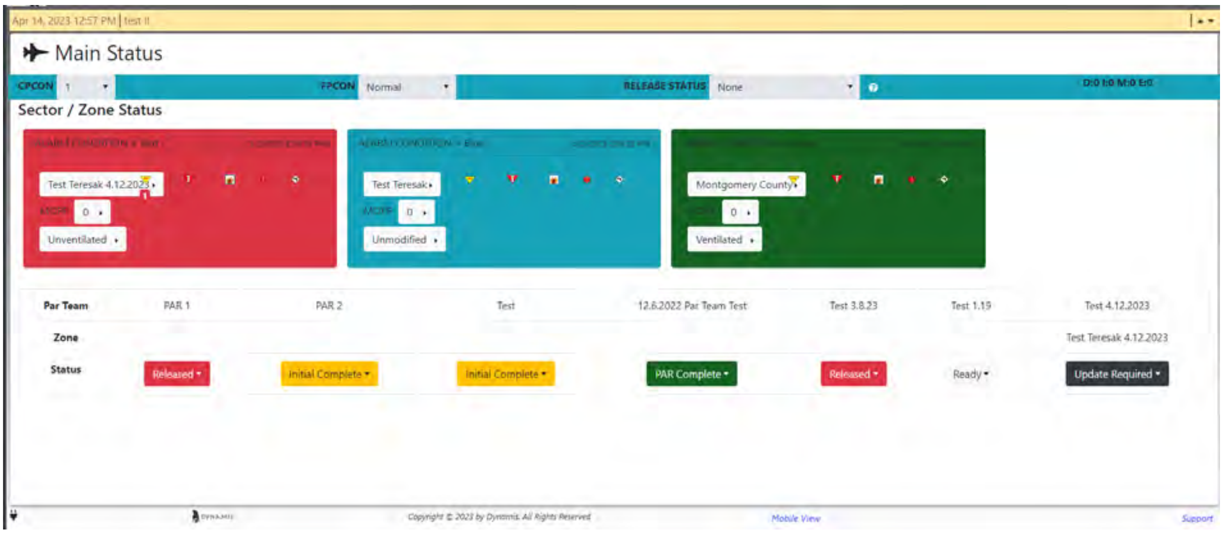
Navigation

- *Menu > ATSO > Sub tool*



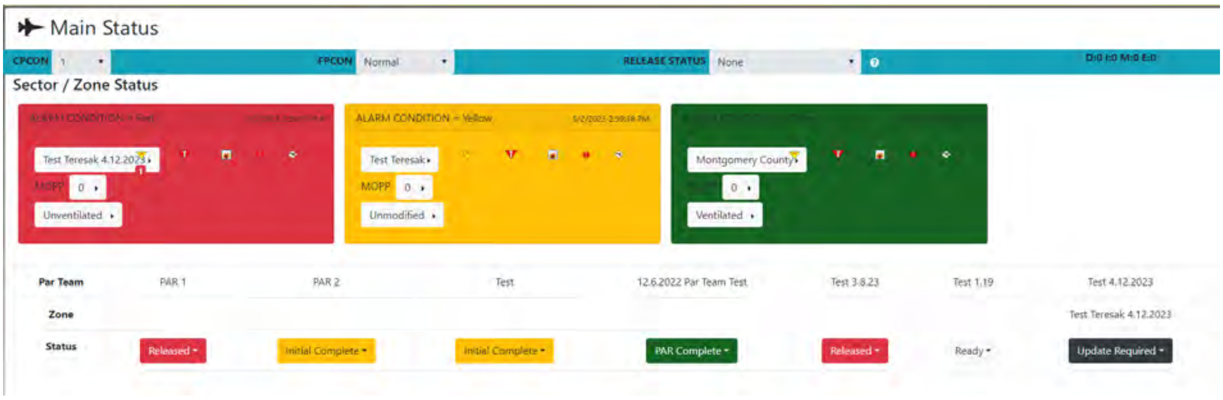
ATSO Main Status

The main status screen allows a single page to convey many types of information.



- ATSO event report quantity and severity are displayed in tables for each Zone.
- Zones are color coded to show status and have information on Mission Oriented Protective Posture (MOPP) levels and Modifiers.
- UCC sections and Associated PAR Team status are displayed in a table below the Zone area.
- At the top of the screen are indicators for:

    - Cyberspace Protection Condition (CPCON)
    - Force Protection Condition (FPCON)
    - Area/Base Wide Personnel Release Status
    - Summation of Dead, Injured, and Missing Personnel from all reports from any Zone or UCC

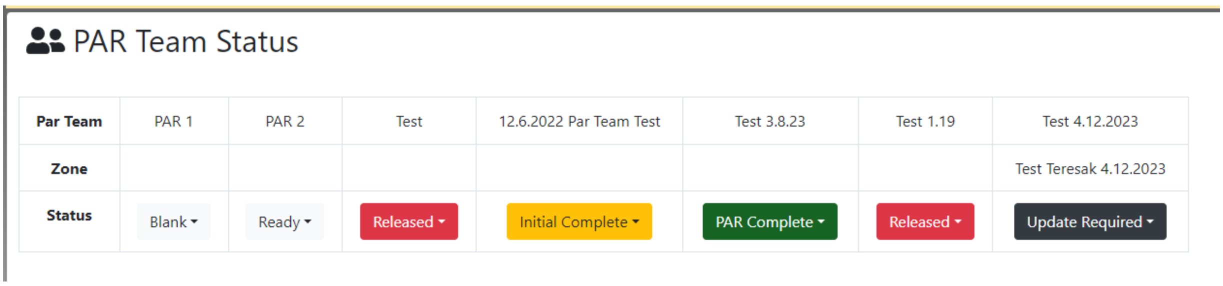


Making Changes to Zone Status/Alarms, MOPP, PAR Team Status, INFOCON, and FPCON

- Selecting the associated dropdown
- Choose the desired value to update for that section.

PAR Team Status

- The PAR Team Status can be managed in both the PAR Team Tool, and in the lower section of the Main Status Page.
- The Team Status Tool also has a dedicated chat window to assist the UCC and teams to communicate.
- Setting the Teams Status is a simple as clicking on the Status dropdown and selecting the new option to establish.

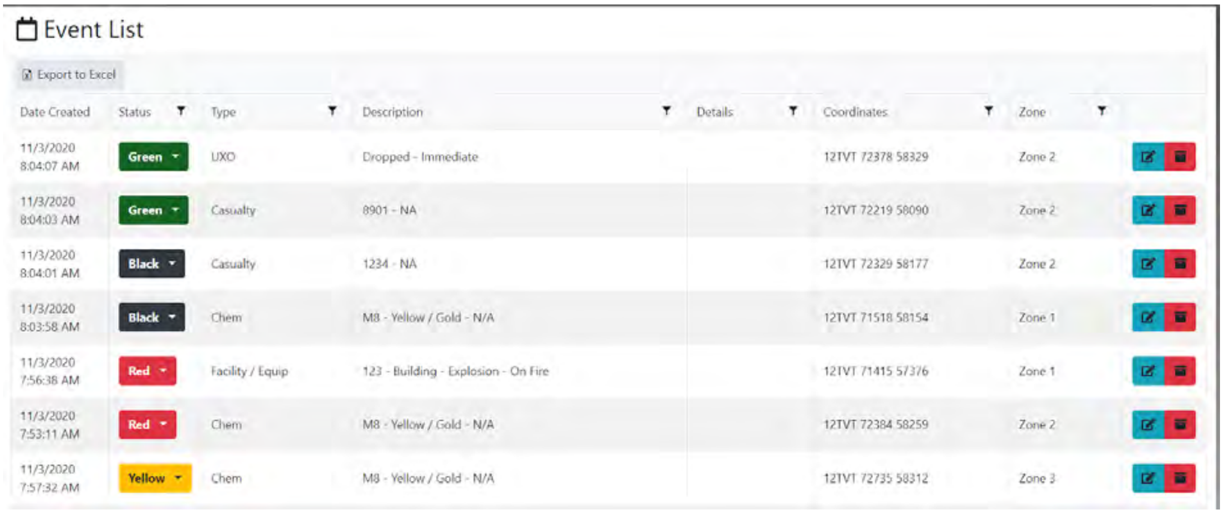


Event List

The ATSO Event List screen shows all event reports posted of any type at once. The grid view display of information allows the user to sort and filter by

- specific fields
- change report status options
- open individual reports for editing, deleting or viewing.

Attached at the end of this article are the ATSO Event Common Operating Picture Status Definitions.



Event List

Export to Excel

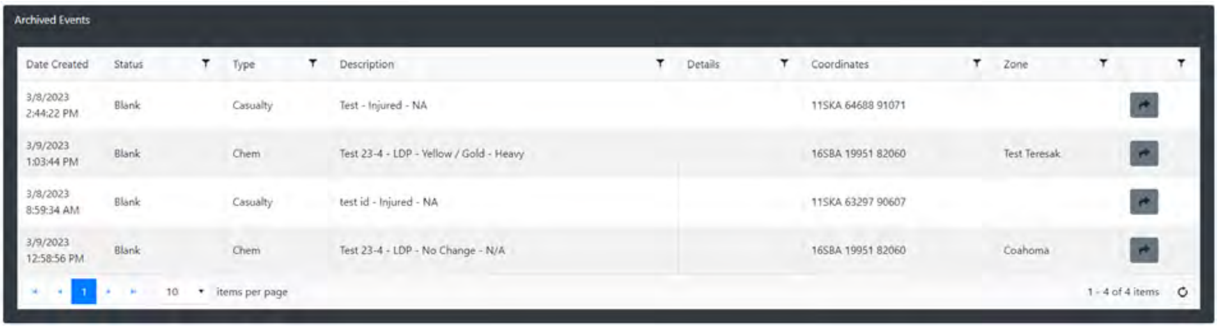
Date Created	Status	Type	Description	Details	Coordinates	Zone	
11/3/2020 8:04:07 AM	Green	UXO	Dropped - Immediate		12TVT 72378 58329	Zone 2	
11/3/2020 8:04:03 AM	Green	Casualty	8901 - NA		12TVT 72219 58090	Zone 2	
11/3/2020 8:04:01 AM	Black	Casualty	1234 - NA		12TVT 72329 58177	Zone 2	
11/3/2020 8:03:58 AM	Black	Chem	M8 - Yellow / Gold - N/A		12TVT 71518 58154	Zone 1	
11/3/2020 7:56:38 AM	Red	Facility / Equip	123 - Building - Explosion - On Fire		12TVT 71415 57376	Zone 1	
11/3/2020 7:53:11 AM	Red	Chem	M8 - Yellow / Gold - N/A		12TVT 72384 58259	Zone 2	
11/3/2020 7:57:32 AM	Yellow	Chem	M8 - Yellow / Gold - N/A		12TVT 72735 58312	Zone 3	

Creating a new event report

- Click on the “Create New Event” button.
- User then selects the type of event report to enter.

Deleted/Archived Event Report

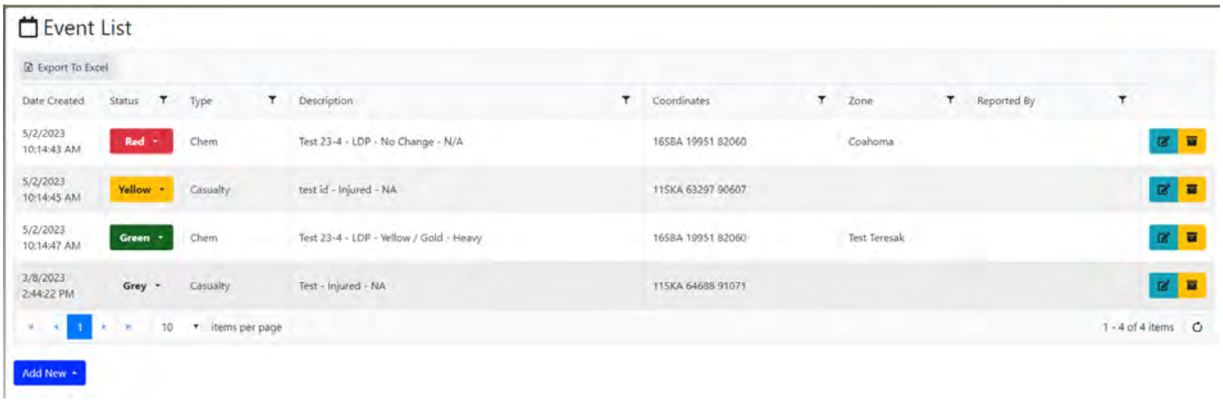
- Reports that have been Deleted/Archived will show in the Archived Event Report list at the bottom of the screen.



Archived Events

Date Created	Status	Type	Description	Details	Coordinates	Zone	
3/8/2023 2:44:22 PM	Blank	Casualty	Test - Injured - NA		11SKA 64688 91071		
3/9/2023 1:03:44 PM	Blank	Chem	Test 23-4 - LDP - Yellow / Gold - Heavy		16SBA 19951 82060	Test Teresak	
3/8/2023 8:59:34 AM	Blank	Casualty	test id - Injured - NA		11SKA 63297 90607		
3/9/2023 12:58:56 PM	Blank	Chem	Test 23-4 - LDP - No Change - N/A		16SBA 19951 82060	Coahoma	

1 · 10 items per page · 1 - 4 of 4 items

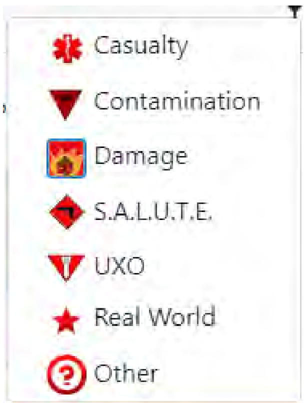


Creating an Event Report (All Categories)

- Creating any one of the Event Reports available is the same although the individual information required or available in each form may vary.
- All reports have a location segment that can indicate position on a map with a color-coded icon representing the status of that report.
- Some information elements in a report are optional, while mandatory ones are indicated with a red asterisk.
- Most forms have Description and/or Notes sections where the user can type more defining information for the report.

The Categories of Event Reports are:

- Casualty
- Facility/Equipment Damage
- UXO
- Contamination
- SALUTE
- Real World

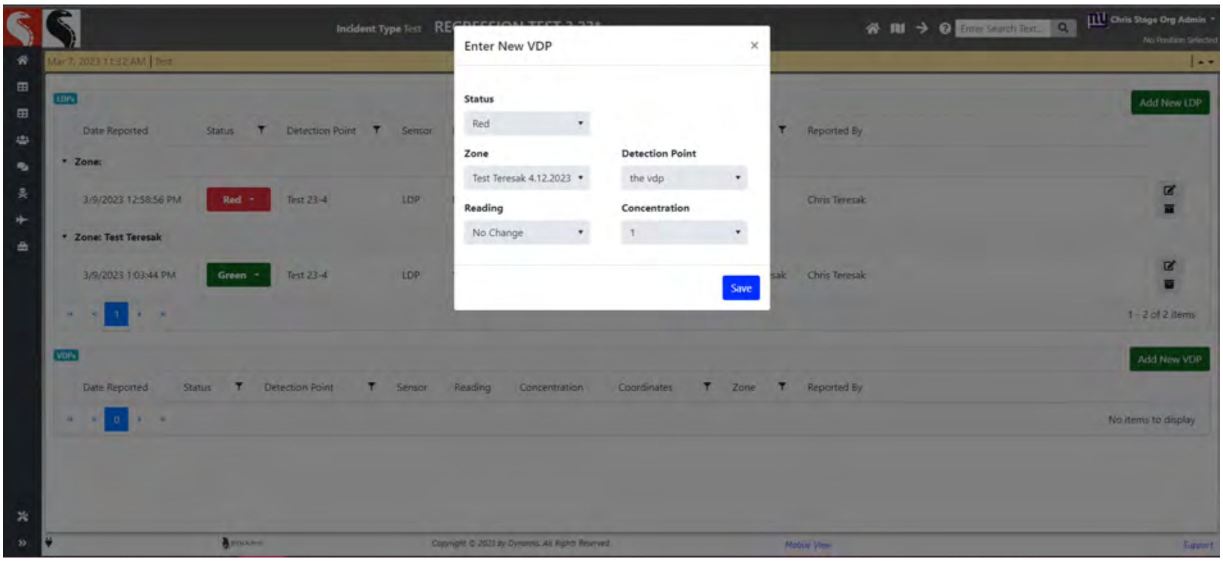


- Other
- After a report is saved, the summary page for that Event Type will be shown.
- Tool specific report summaries have the same functionality of editing and archiving as the Main Event List.

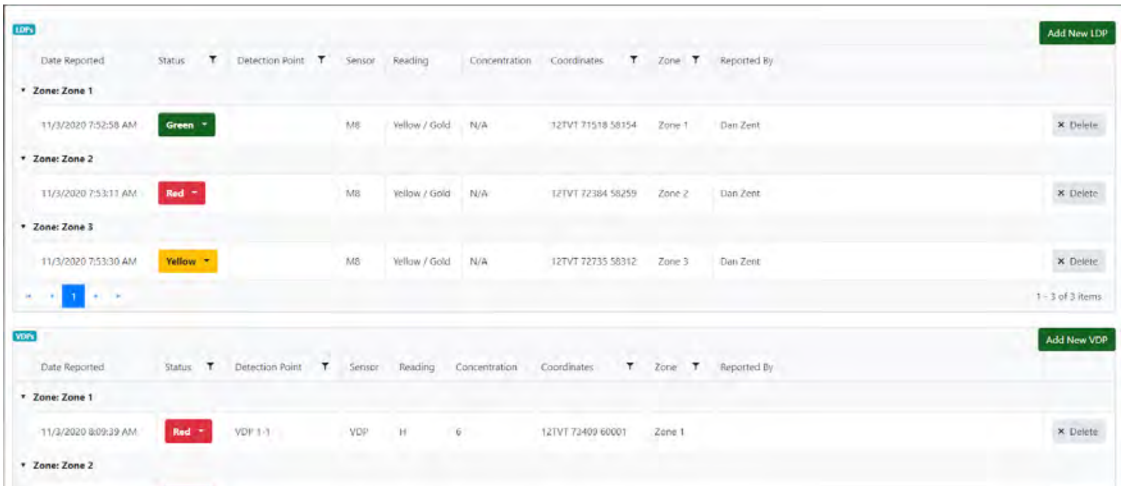
LDP/VDP Reporting- Liquid and Vapor Detection Point

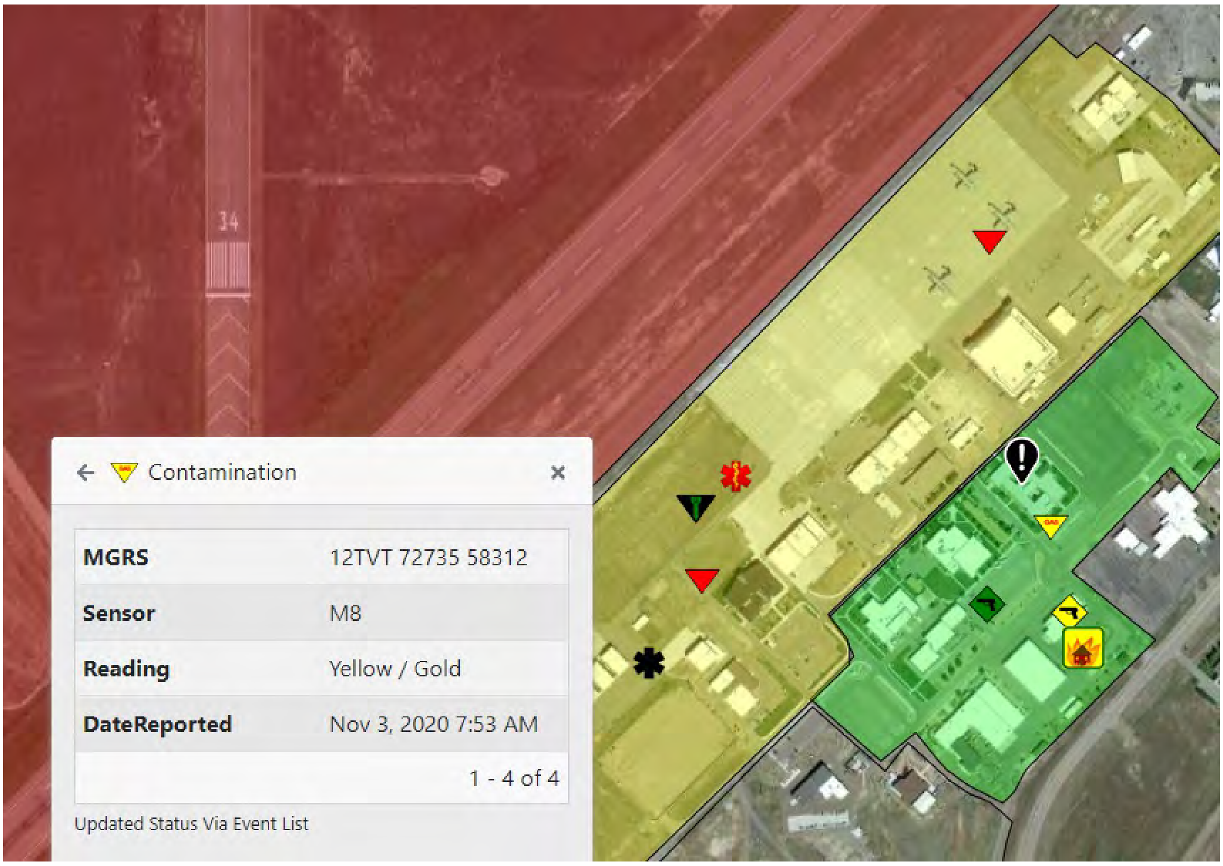
- If detection points are being used, reports can be filled out and saved.
- LDP/VDP are Established by Organization Administrator
- These reports allow users to enter the readings of M8/M9 chemical detection paper.

By clicking “Add New VDP” or “Add New LDP” a generated form allows users to enter the readings of M8/M9 chemical detection paper.



- The edit screen displays where the specific Detection point is selected, and the Concentration and Reading values may be entered.





Tool Box

Weather v.5.2.2023

Last updated: 2023-05-02T15:23:00.000Z | Online Version

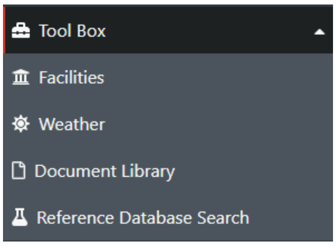
Tool Box Tools

May 2, 2023

Weather Tool

Navigation

Launch the Weather tool by accessing it from the Menu list (Menu > Toolbox > Weather).



The weather tool is used for recording and displaying weather information from a variety of sources.

To receive weather information, the user can choose between different listed methods of selecting a location. Web COBRA® uses a variety of internet-based weather sources such as Forecast IO, and Weatherbit.io.

The weather source of information can be based on your current location or by manually entering an address, zip code, Lat/Lon coordinates, or MGRS value. A user can also plot on the Weather Mini Map to set the location to obtain weather data.

Accessing Weather Data

First, enter the desired location to receive weather information from WeatherBug or the other available sources. Once you select which option to enter your weather's location, expand the weather information provider you would like to display. This information can be viewed in a Daily or Hourly display.

The options to enter your location are as follows:

1. ***Zip Code-*** Enter the desired Zip Code number in the Zip Code text box, then click on the button.
2. ***Latitude/Longitude-*** Enter the desired numeric positive or negative Latitude and Longitude pairs in their respective text boxes, then click on the button.
3. ***Current Location-*** If your Internet browser's location services are enabled, you can click on the Get Current Location button above the Mini Map. This function will populate the Lat/Lon coordinates. You will need to click the button to display the weather information.
4. ***Address-*** Enter an address into the box near the Get Current Location button. This will populate the Lat/Lon coordinates. You will need to click the button to display the weather information.
5. ***MGRS-*** Enter an MGRS value into the box next to the Get Current Location button. This will populate the Lat/Lon coordinates. You will need to click the button to display the weather information.
6. ***Mini Map Tool-*** Click on the Mini Map where you would like to get weather information. The pinicon will be plotted where you click on the map and the Lat/Lon coordinates will be displayed . This will also populate the Lat/Lon coordinates in their boxes.

Weather Data History

Any pulled weather data is logged into the History grid at the bottom of the Weather Tool page. These entries cannot be edited or deleted from the History log. The entries are also logged into the Incident's Timeline Report.

Document Library v.5.2.2023

Last updated: 2023-05-02T15:24:40.000Z | Online Version

Tool Box Tools

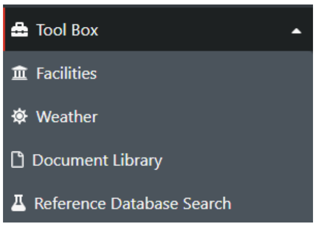
May 2, 2023

Document Library

The Document Library tool is used to access reference documents in various formats such as PDF, DOC, or HTML files. These documents are stored and organized within your COBRA® system. The documents must initially be uploaded by a user with COBRA® Administrator level access. Regular User-Level access will only allow for viewing or downloading documents from the library.

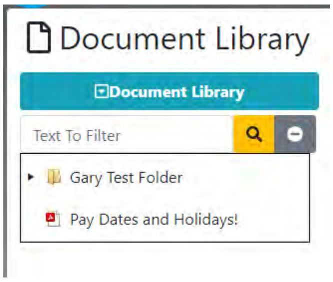
Navigation

Launch the Document Library tool by accessing it from the Menu list (Menu > Toolbox > Document Library).

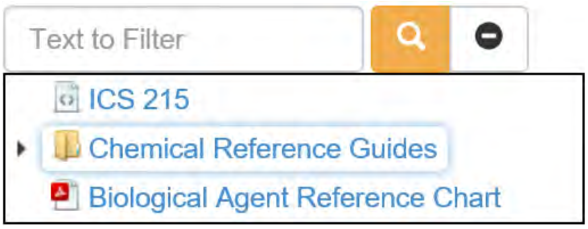


Viewing a Document

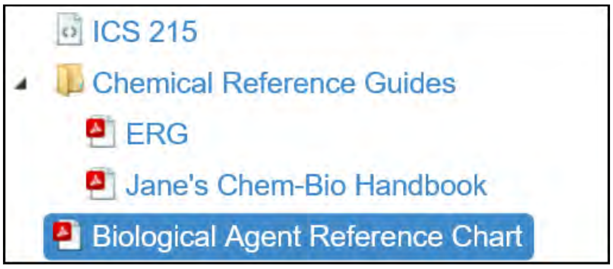
The image below shows a COBRA system that has stored documents. Please refer to the COBRA Admin User guide on how to upload documents.



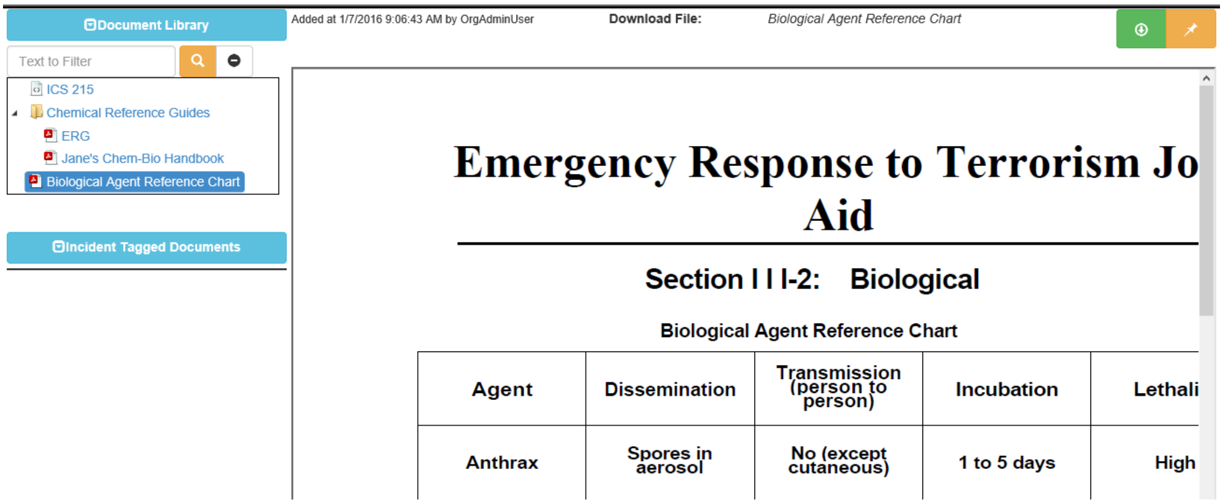
Once documents have been uploaded and organized by your COBRA Organization Administrator, the Document Library Tree will be displayed. The documents may either be listed in the main root or contained in a folder.



Highlight the document you wish to view. Folders that contain any documents can be expanded to browse.



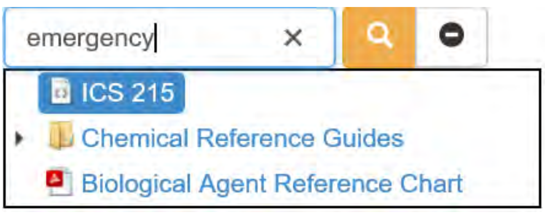
The document will be displayed in a separate window to the right of the Document Library tree.



Filter Search

Use the filter search to quickly search within the document library tree via keywords within a document. Custom keywords can also be added by your COBRA Administrator during the file uploading process.

1. Type in a keyword within the Text to Filter text box.



2. Click on the yellow search icon

. Results will be displayed below the Text to Filter box, replacing the main library tree.

3. To reset your search and display the main library tree, click on the

icon.

Downloading a Document

PDF documents will have the ability to utilize Adobe Acrobat tools. This will allow you to directly save the PDF document to your computer, print the PDF, and zoom in/out of the PDF. Non-PDF documents will need to utilize the Document Library green download button located above the document.

Click on the

button to download the currently displayed document. This will allow you to save or print your document directly from your computer.

Reference Database Search v.5.2.2023

Last updated: 2023-05-02T15:25:31.000Z | Online Version

Tool Box

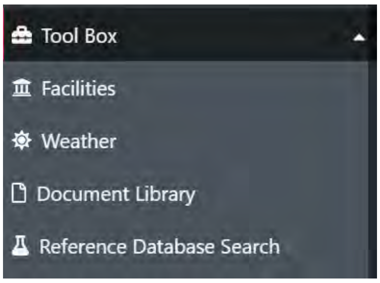
May 2, 2023

Reference Database Search

Users can access some of the chemical and hazard database information without having to log into an incident. The Reference Database Search can also be used in an incident where the details and results are logged to the incident.

Navigation

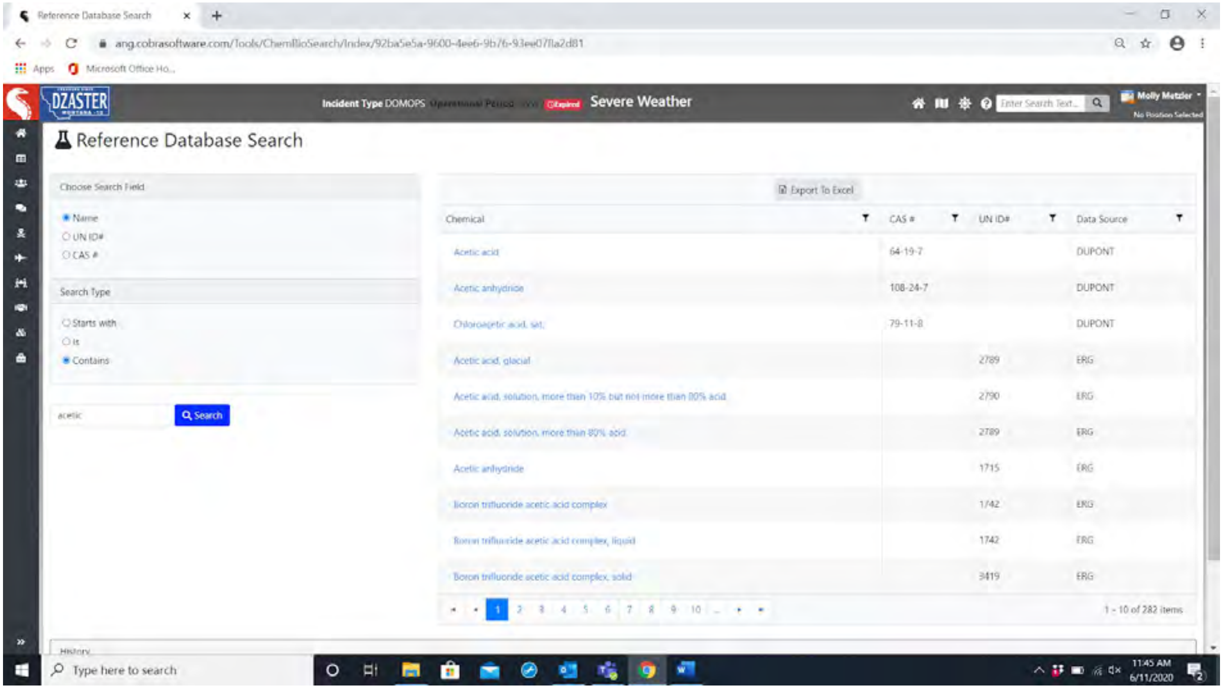
Open the Reference Database tool by accessing it from the Menu list (Menu > Toolbox > Reference Database Search).



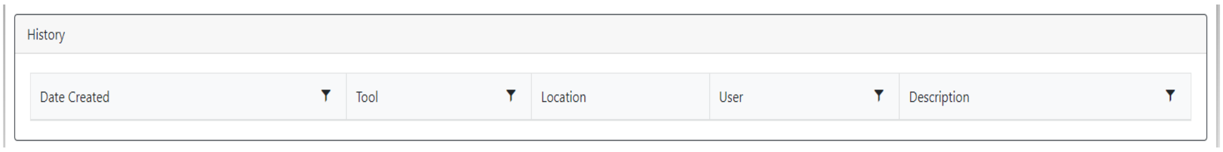
The searches are initiated by filling in as much of the chemical name (chemicals can be named differently), UN Identification Number (ID), or Chemical Abstract Service Number (CAS). Depending on how accurate the search source is believed to be, the qualifiers of searching for the item entered are:

- "Is" – for exact matches
- "Starts With" – for searching only the beginning of the term
- "Contains" – looking at all parts of the database for anything matching the entered string

Results of the search are listed in a table with links to the indicated target. Initially, these results are grouped based on the information source. Users can click on the other columns of the results to re-sort based on the column desired. For example, clicking on the "Name" column will put all results in alpha-numeric order. This can be useful when comparing information for the same chemical from multiple sources.



If the Database Search tool is used within an incident, the history of past searches and individual information from tool use will be shown below the current search results.



Additional Tools

ATAK-COBRA Integration v. 7.7.21

Last updated: 2021-12-16T16:36:16.000Z | Online Version

ATAK-COBRA Integration

July 7, 2021

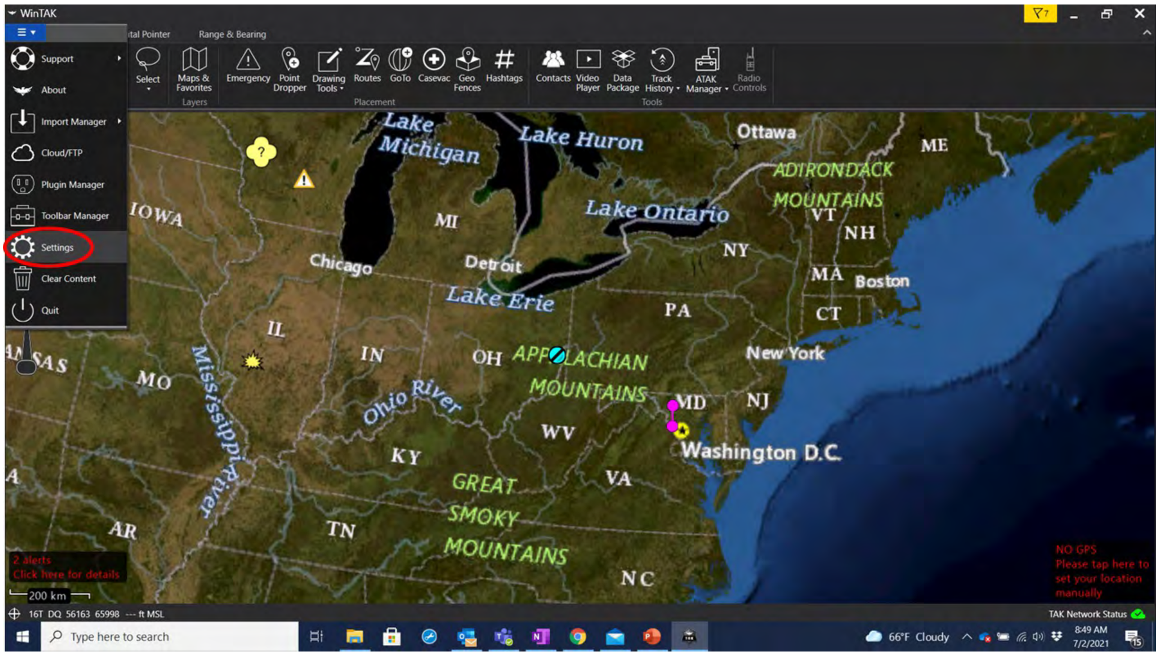
Overview

COBRA now has basic integration with the Android Team Awareness Kit (ATAK), a geospatial and situational awareness application that allows users and teams to collaborate while geographically dispersed. The ATAK-COBRA integration functions similarly to COBRA Locators and offers another option for emergency managers and the Emergency Operations Center to track personnel and teams deployed to the field during an incident.

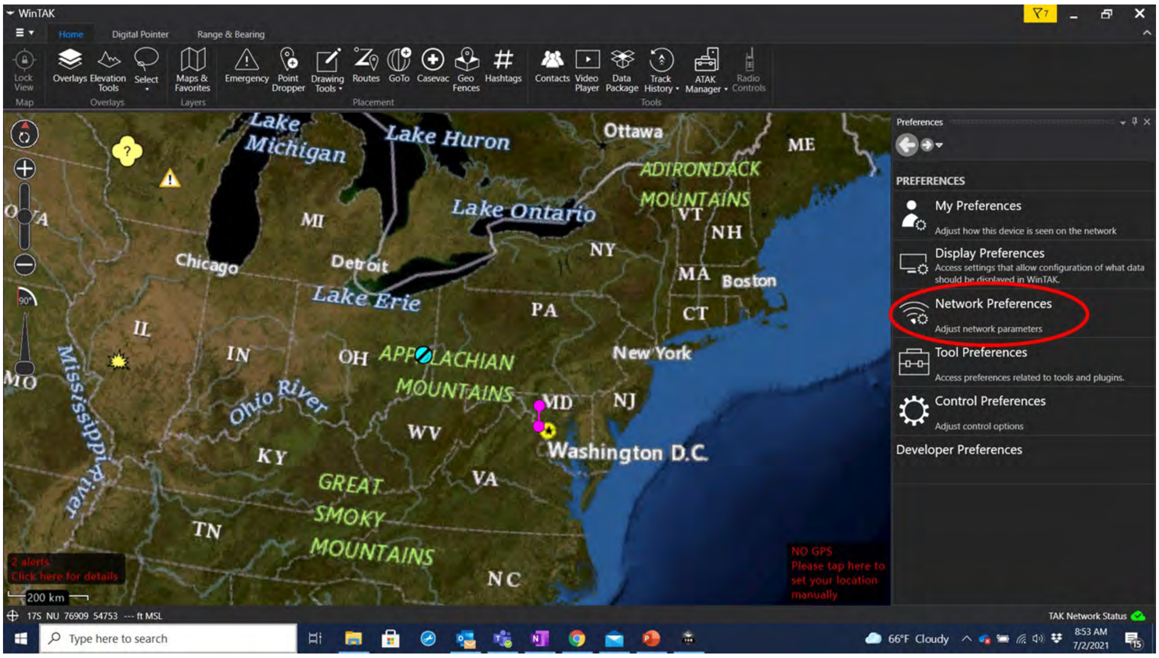
Connect ATAK Device to COBRA FreeTAK Server

In order share ATAK device data with COBRA, the device needs to connect to the COBRA FreeTAK Server. To connect to the COBRA FreeTAK Server, take the following steps below.

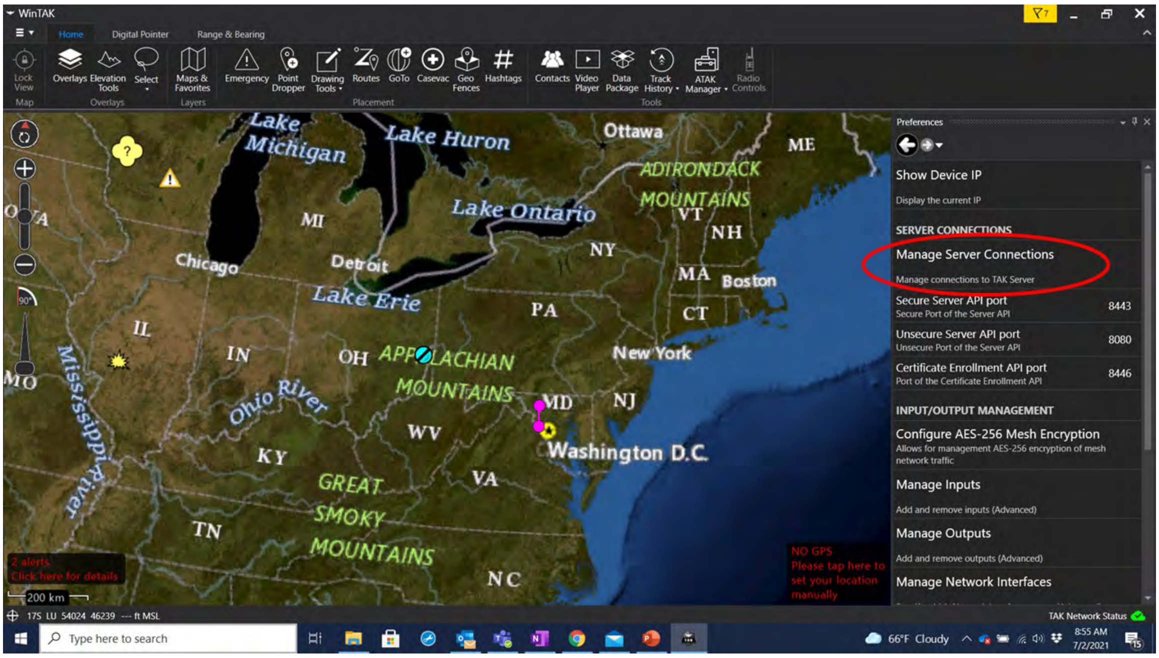
1. In ATAK (or WinTAK, if using the desktop application), click the hamburger menu button in the upper left hand corner of the application and then click the "Settings" gear wheel button.



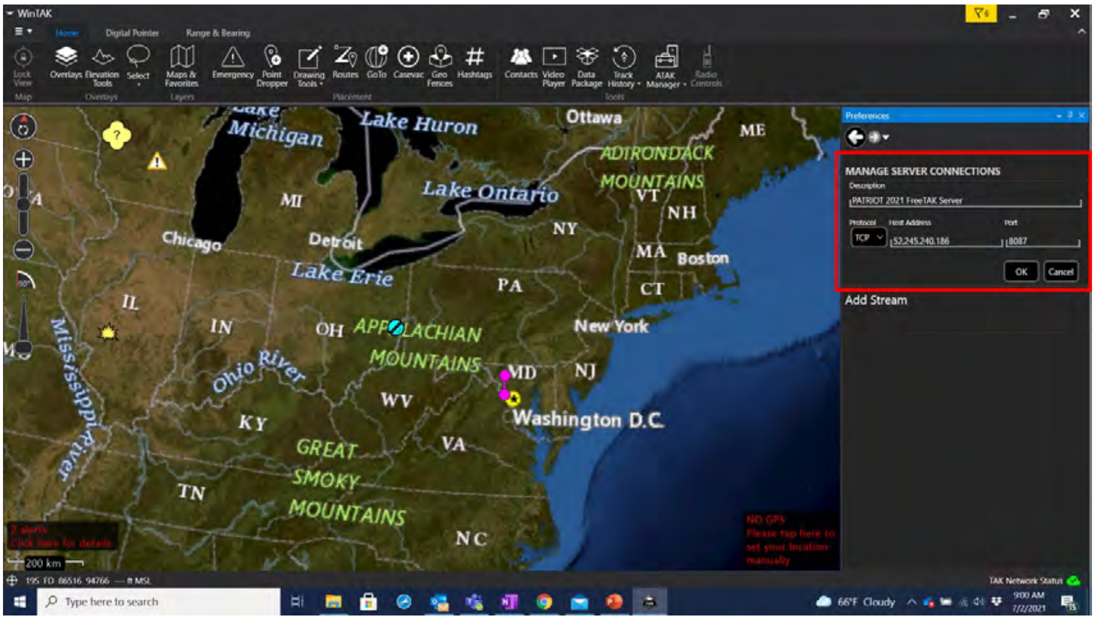
2. With the Settings menu open, select "Network Preferences."



3. In Network Preferences, click the "Manage Server Connections" button.



4. In Manage Server connections, enter the following information:
    - Description: PATRIOT 2021 FreeTAK Server
    - Protocol: Select "TCP"
    - Host Address: 52.245.240.186
    - Port: 8087
    - Click "OK"

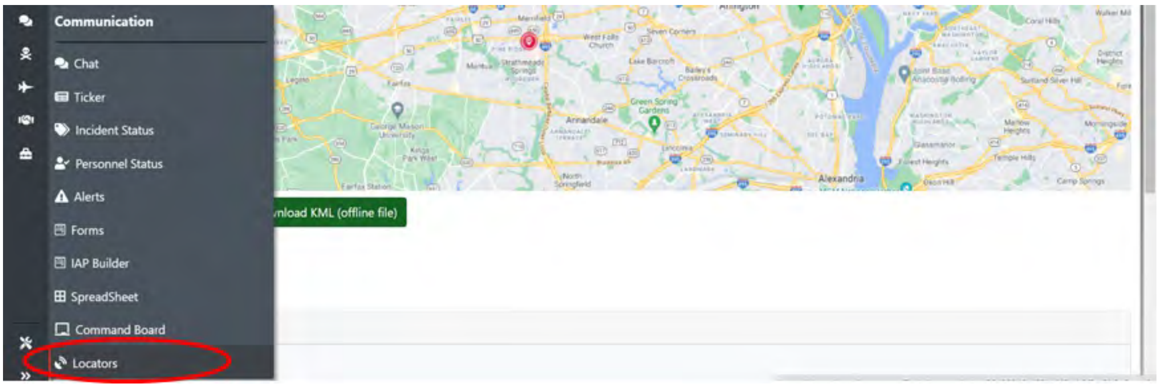


5. Once successfully connected to the TAK Server, the user should see the TAK Network Status cloud bubble at the bottom right hand corner of the screen turn green with a check mark inside.

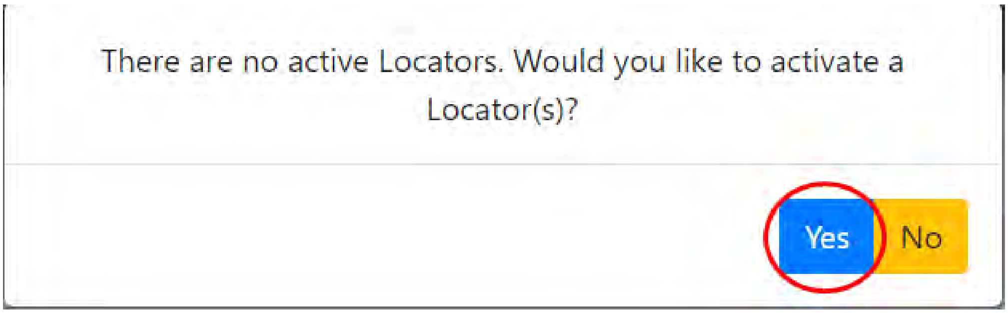
Adding ATAK Devices to a COBRA Incident

To add ATAK devices to an incident in COBRA, ensure you are logged in as an Organizational Administrator and follow the steps below:

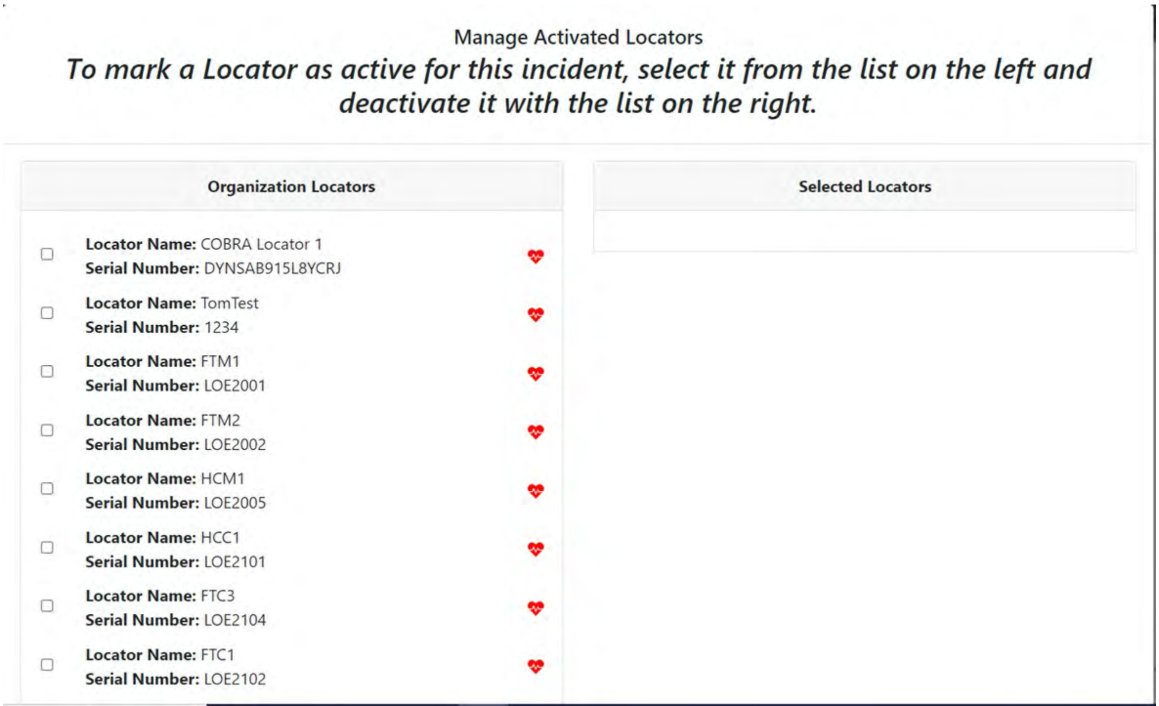
1. From the incident home page, navigate and click on the "Locators" option under the Communication submenu.

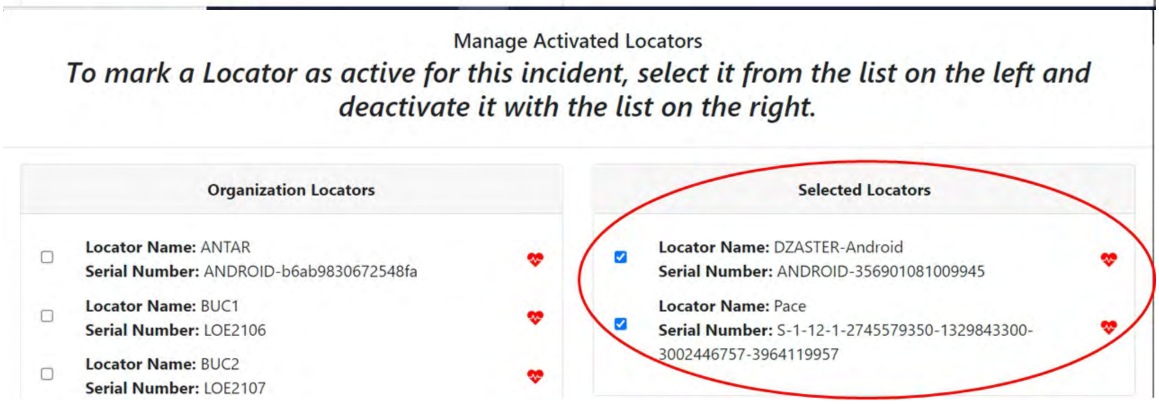


2. From here, the user will arrive on the Locators page. If Locators have not yet been added to the incident, a pop-up window will present asking if you would like to activate locator(s). Click "Yes".

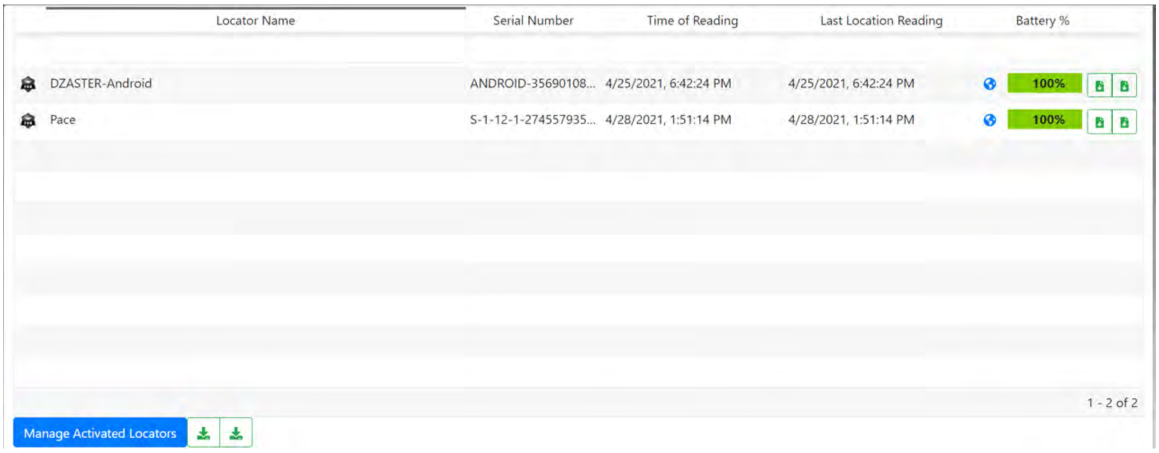


3. The user will now see a list of locators available to the Organizational Administrator to be added to the incident under the "Organization Locators" list on the left side of the page. Using the checkbox located to the left of the Locator Name, the user can mark locators to be added to the incident. These marked locators will then appear under the "Selected Locators" list on the right side of the page.





4. After marking the desired ATAK devices to be added to the incident, they will be displayed in the Locator table with the following data: Locator Name, Serial Number, Time of Reading, Last Location Reading, and Battery %.



Locator Name	Serial Number	Time of Reading	Last Location Reading	Battery %
DZASTER-Android	ANDROID-35690108...	4/25/2021, 6:42:24 PM	4/25/2021, 6:42:24 PM	100%
Pace	S-1-12-1-274557935...	4/28/2021, 1:51:14 PM	4/28/2021, 1:51:14 PM	100%

1 - 2 of 2

Manage Activated Locators

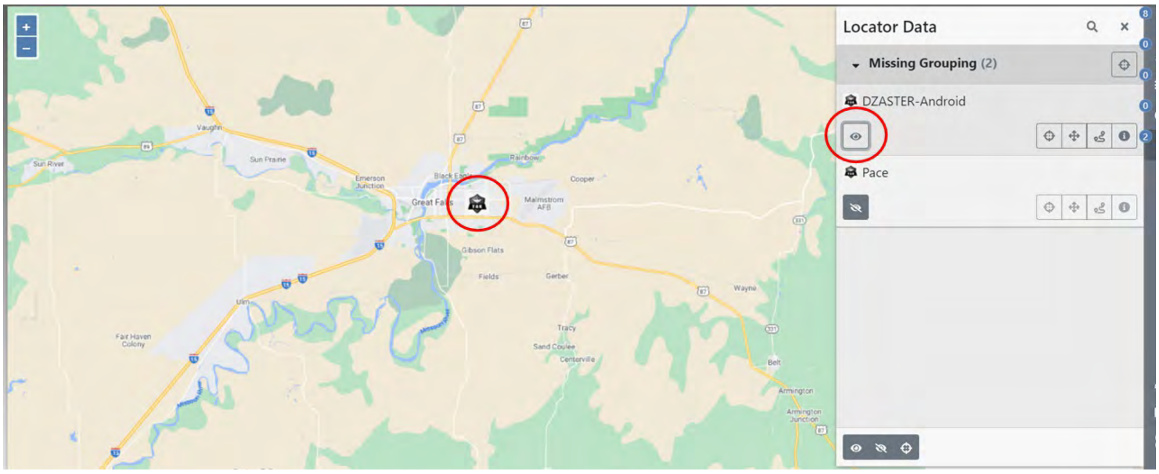
Viewing ATAK Devices in a COBRA Incident

Once ATAK devices are added to an incident, they can be viewed and tracked in the incident map tool. Follow the steps below to display activated ATAK devices in the COBRA mapping tool:

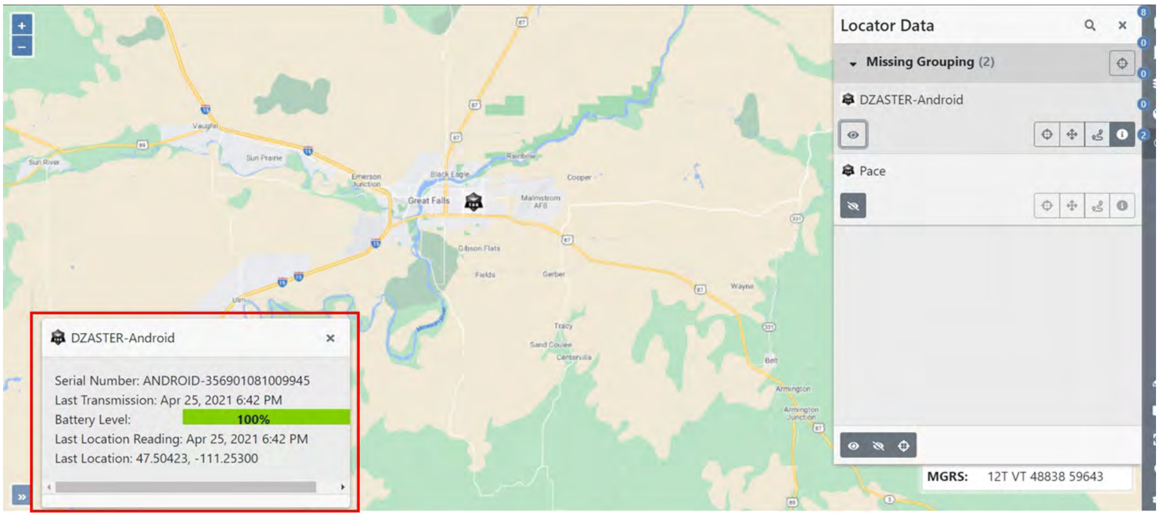
1. In the mapping tool, navigate and click on the "Locator Data" button found on the right side of the map, just under the WMS/WFS button.

2. After clicking the "Locator Data" button, a fly-out window will appear with a nested list of available Locators to display (in this case, ATAK devices). By expanding the list with the arrow button, the user should see the ATAK devices that were previously added by the Organizational Administrator.

3. To display the location of the ATAK device on the incident map, click on the "Show / Hide Feature" button located under the ATAK device name. The ATAK device should then appear on the map with the TAK symbol.



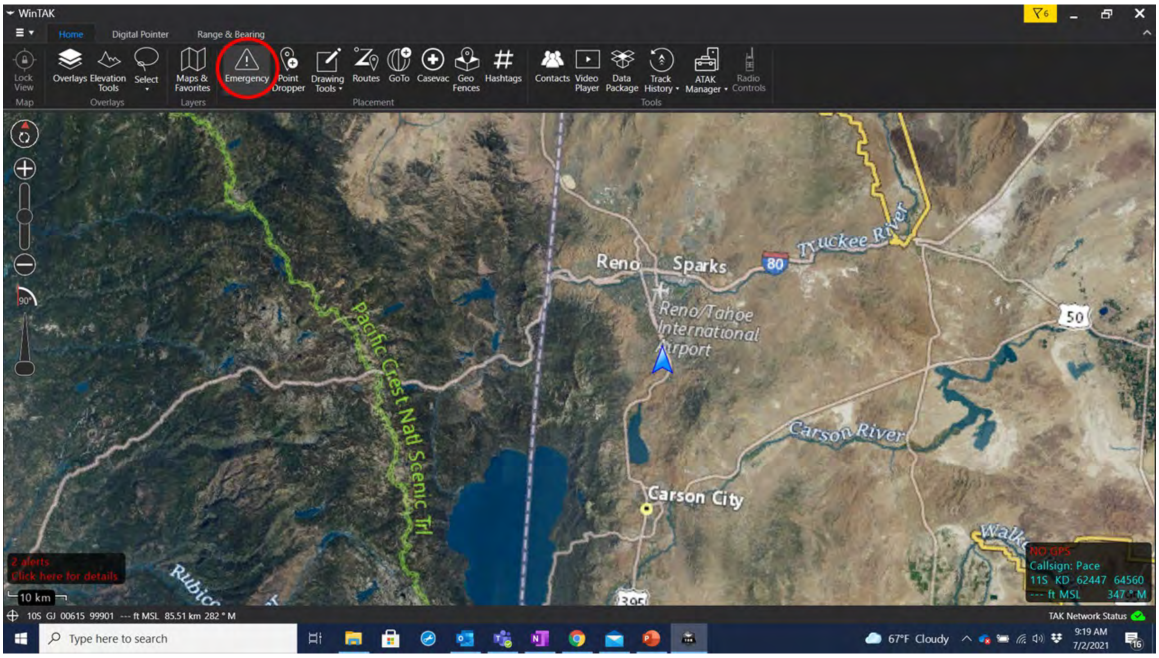
4. By clicking on the ATAK feature icon, the user can display an information pop-up that provides the following information: Serial Number, Last Transmission (date and time), Battery Level (%), Last Location Reading (date and time), and Last Location (in Lat/Long coordinates).



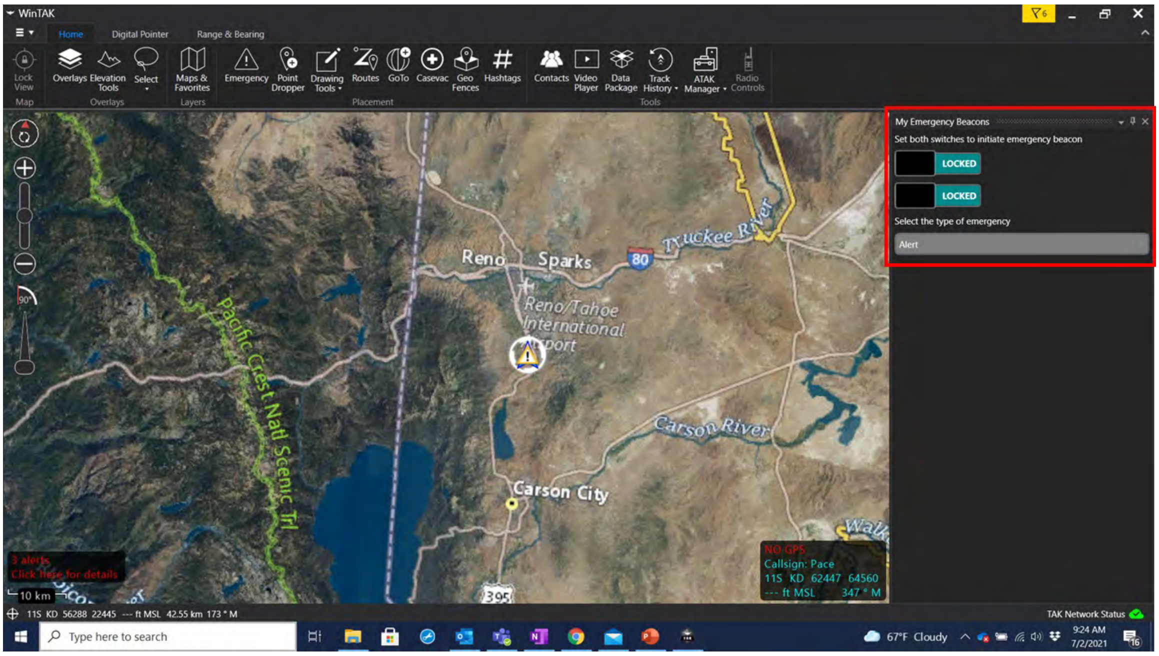
Send Alert from ATAK Device to COBRA

ATAK users in the field can send basic alert communications to a COBRA Organization by following the steps below.

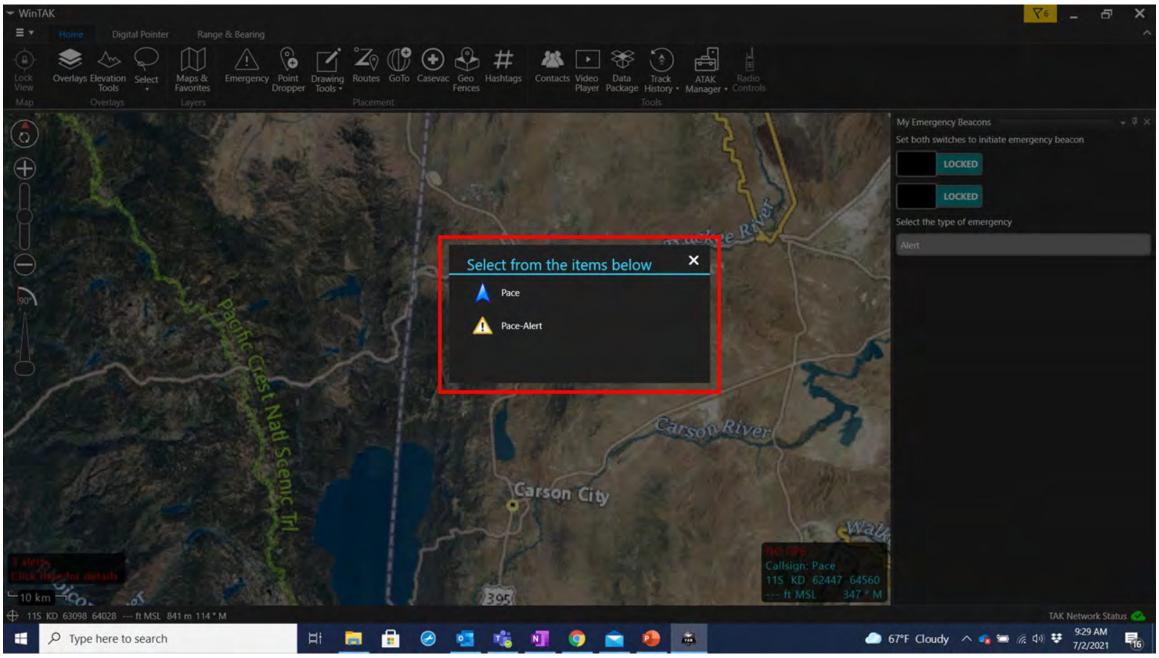
1. In ATAK or WinTAK, click on the "Emergency' button in the upper menu.



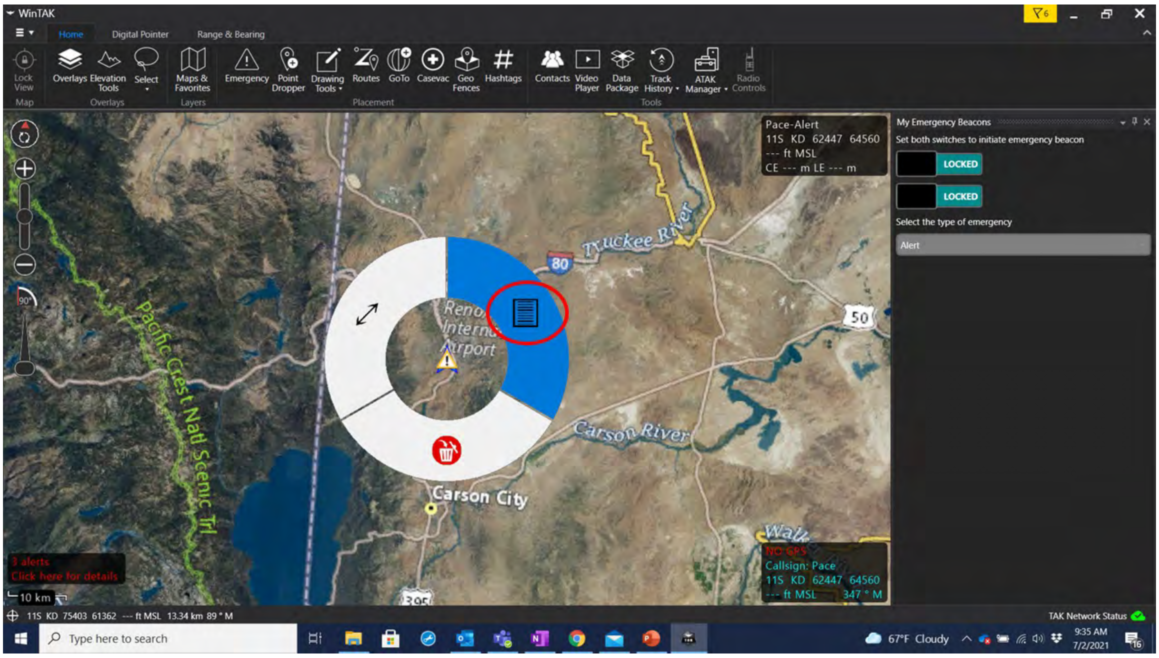
2. In the "My Emergency Beacons" menu on the right side of the screen, set both switches to initiate an emergency beacon, and ensure the "Type of Emergency" is set to Alert.



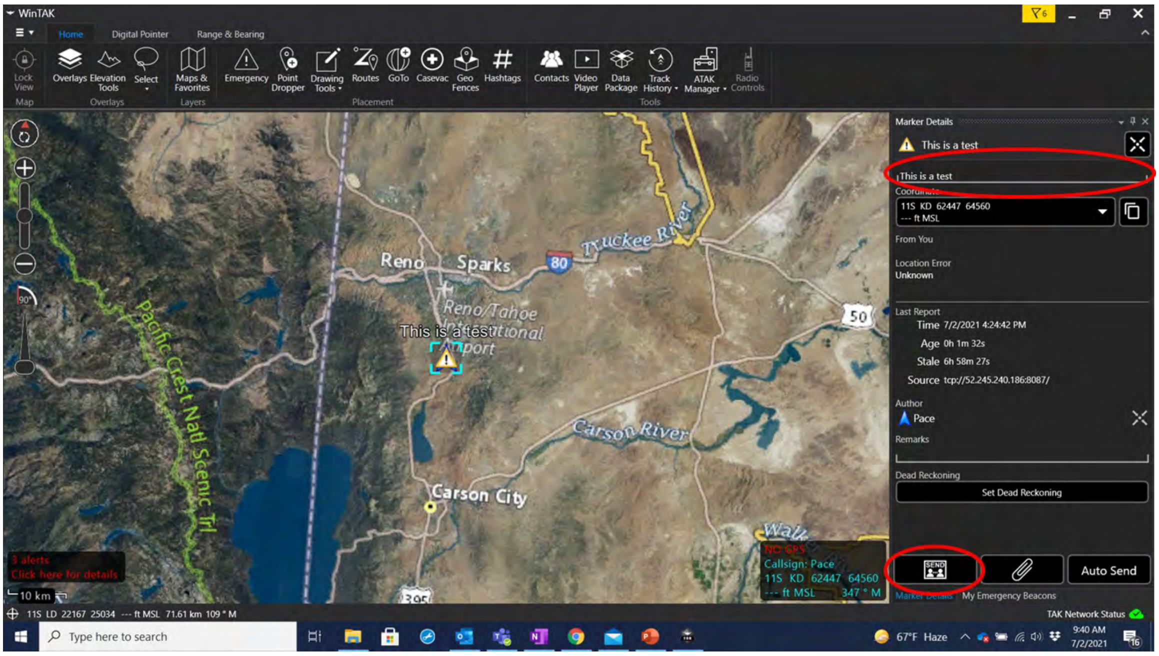
3. Click on your ATAK Callsign location on the map and select the alert, which should be designated as a combination of your Callsign-Alert (e.g., Pace-Alert).



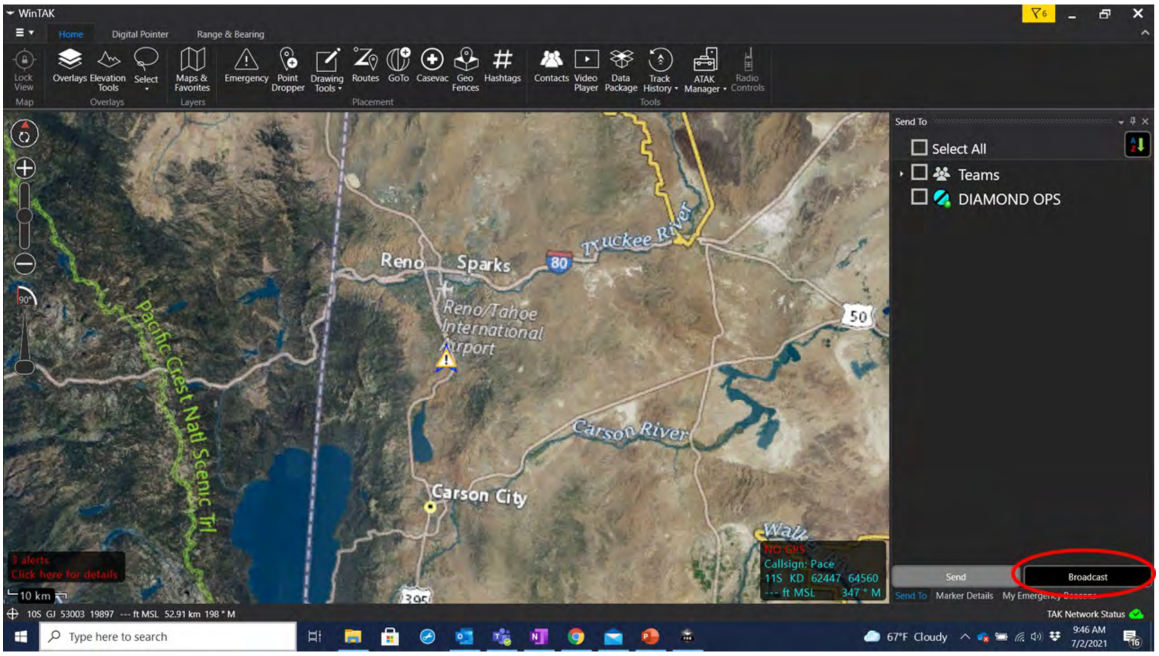
4. After selecting the alert, a set of buttons will appear around the alert - select the document button on the right.



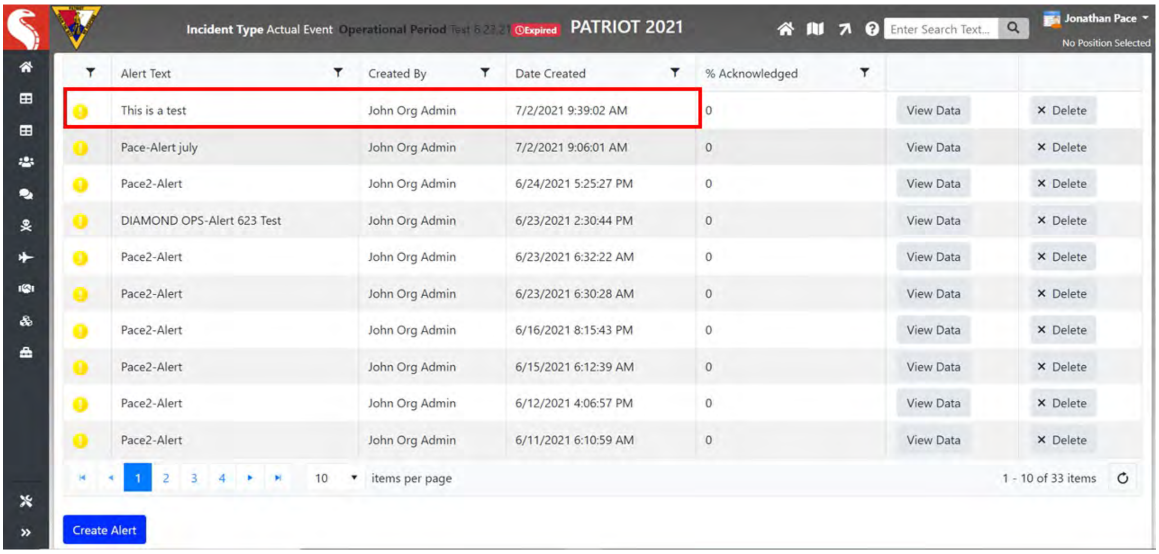
5. In the Alert marker details box on the right side of the screen, enter a short message in the top text field, and then click the "Send" button in the lower left corner of the menu.



6. In the "Send To" menu, click the "Broadcast" button in the lower right corner.



7. In COBRA, under the Communication menu, click on the "Alerts" button. On the Alerts page, the user should see the emergency alert that was sent by the ATAK user (e.g., "This is a test") in the COBRA Alert table.



	Alert Text	Created By	Date Created	% Acknowledged		
	This is a test	John Org Admin	7/2/2021 9:39:02 AM	0	View Data	✕ Delete
	Pace-Alert july	John Org Admin	7/2/2021 9:06:01 AM	0	View Data	✕ Delete
	Pace2-Alert	John Org Admin	6/24/2021 5:25:27 PM	0	View Data	✕ Delete
	DIAMOND OPS-Alert 623 Test	John Org Admin	6/23/2021 2:30:44 PM	0	View Data	✕ Delete
	Pace2-Alert	John Org Admin	6/23/2021 6:32:22 AM	0	View Data	✕ Delete
	Pace2-Alert	John Org Admin	6/23/2021 6:30:28 AM	0	View Data	✕ Delete
	Pace2-Alert	John Org Admin	6/16/2021 8:15:43 PM	0	View Data	✕ Delete
	Pace2-Alert	John Org Admin	6/15/2021 6:12:39 AM	0	View Data	✕ Delete
	Pace2-Alert	John Org Admin	6/12/2021 4:06:57 PM	0	View Data	✕ Delete
	Pace2-Alert	John Org Admin	6/11/2021 6:10:59 AM	0	View Data	✕ Delete

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Adding County KML files (Zones) v.9.16.21

Last updated: 2022-01-28T18:29:06.000Z | Online Version

Collaboration Tools

September 16, 2021

UPDATED Instructions included.

One of the new features in COBRA is the ability to add County KML Zones to your Organization. Think of these as ATSO Zones, but at a state-wide level. The individual zones can be added to Regions that mirror how your State EMA categorizes responses actions. Once loaded into an Incident Type, the C2 node has the ability to change colors of the zone, exactly like ATSO Zones.

The process to add the County KMLs is very similar to the creation of ATSO Zones. The first step is to determine the desired Regions. For most States, the Regions are defined by the Emergency Management Agency, Department of Health or other entity. Once the Regional break out is determined the Regions and Zones can be added to COBRA for use.

Step 1. Enter the Admin page and select Region Administration under the DOMOPS button. Enter each Region and save.

Step 2. Once the Regions have been entered, begin to add the individual County KML files. On the Admin page select Zones under the ATSO button. Enter the County Name, Select the Incident Type you would like to associate the Country Zones with, Select the proper Region from the drop down, Select the County KML from it's file location, Check the "Include in Mini Map" box, type the Region name in the Description box then click save. Repeat this process for all Counties.

Region Status

A-Division — Set All...

Baldwin | Choctaw | Clarke | Conecuh | Escambia | Mobile | Monroe | Washington

B-Division — Set All...

Barbour | Butler | Coffee | Covington | Crenshaw | Dale | Geneva | Henry | Houston | Pike

C-Division — Set All...

Bibb | Dallas | Greene | Hale | Marengo | Perry | Pickens | Sumter | Tuscaloosa | Wilcox

D-Division — Set All...

Autauga | Bullock | Chambers | Chilton | Coosa | Elmore | Lee | Lowndes | Macon | Montgomery | Russell | Tallapoosa

E-Division — Set All...

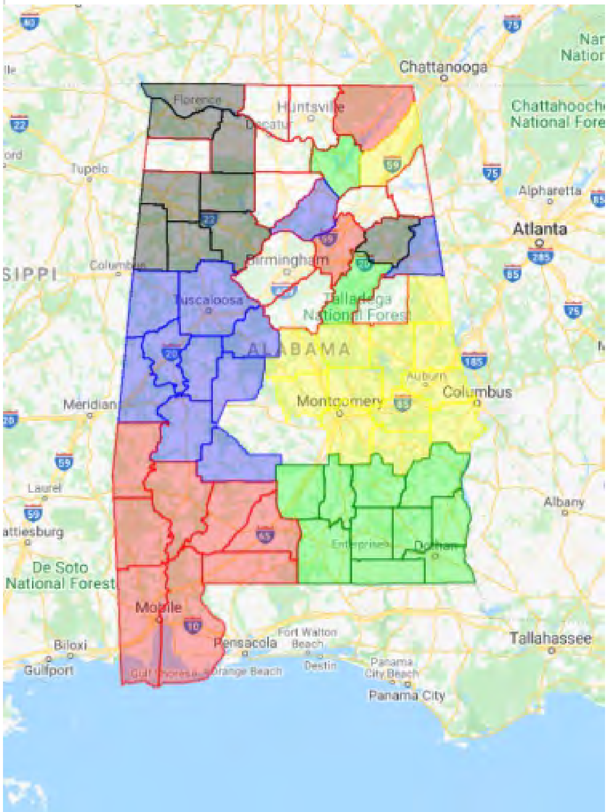
Colbert | Fayette | Larmar | Lauderdale | Lawerence | Marion | Walker | Winston

F-Division — Set All...

Franklin | Blount | Cherokee | Cullman | DeKalb | Etowah | Jackson | Limestone | Madison | Marshall | Morgan

G-Division — Set All...

Calhoun | Clay | Cleburne | Jefferson | Randolph | Shelby | St. Clair | Talladega



If you would like assistance in building out your Region/County Zones, please submit a help ticket and we will be glad to work with you.

ArcGIS Online Feature Services v. 7.7.21

Last updated: 2021-12-14T16:56:00.000Z | Online Version

ArcGIS Online Mapping Services

July 7, 2021

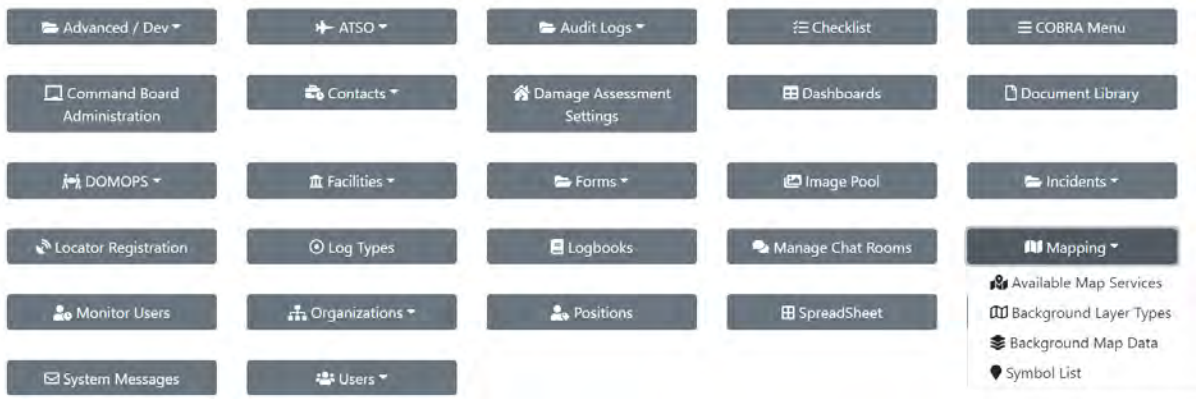
Overview

COBRA now supports the integration and display of ArcGIS Feature Services in the mapping tool. This allows COBRA users to include dynamically updated map data using ArcGIS authoritative data feeds.

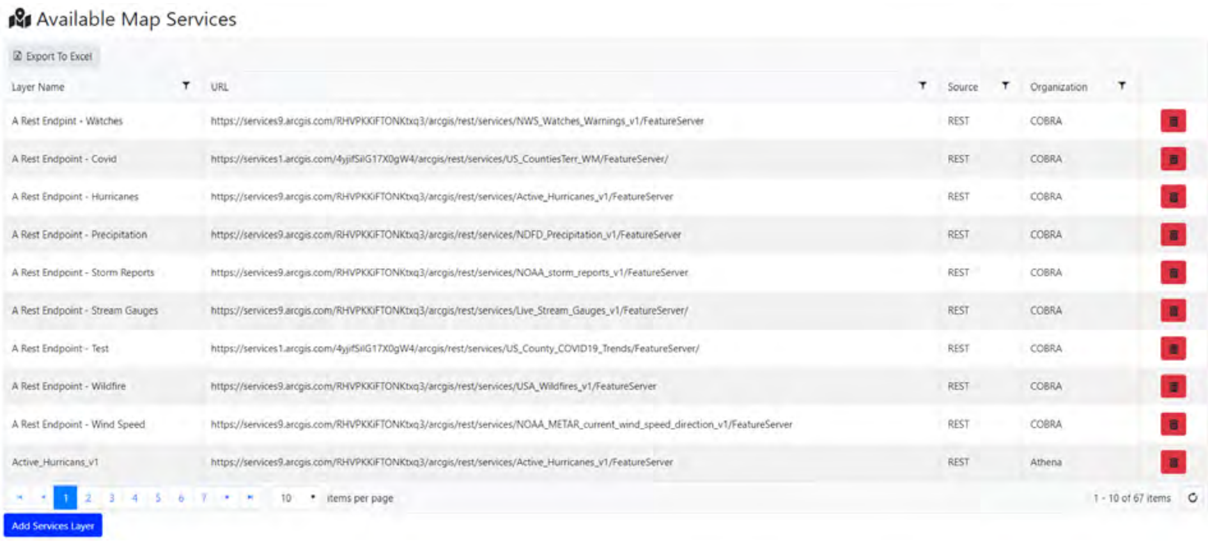
Add New Feature Services

To add a new ArcGIS Online Feature Service, you must be logged in as a System Administrator.

- Once logged in, proceed to the Administration page. There, click on the Mapping button and select the "Available Map Services" option.



- At the bottom of the Available Map Services page, click on the "Add Service Layer" Button.



Available Map Services

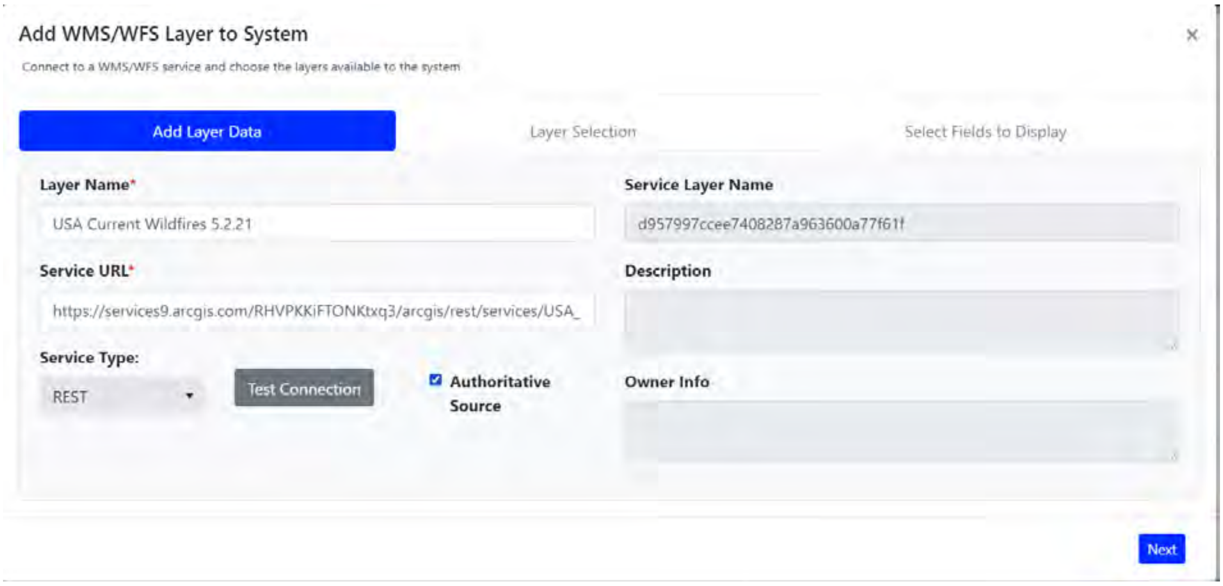
Export To Excel

Layer Name	URL	Source	Organization
A Rest Endpint - Watches	https://services9.arcgis.com/RHVPKKiFTONKtxq3/arcgis/rest/services/NWS_Watches_Warnings_v1/FeatureServer	REST	COBRA
A Rest Endpoint - Covid	https://services1.arcgis.com/4yjifSiIG17X0gW4/arcgis/rest/services/US_CountiesTerr_WM/FeatureServer/	REST	COBRA
A Rest Endpoint - Hurricanes	https://services9.arcgis.com/RHVPKKiFTONKtxq3/arcgis/rest/services/Active_Hurricanes_v1/FeatureServer	REST	COBRA
A Rest Endpoint - Precipitation	https://services9.arcgis.com/RHVPKKiFTONKtxq3/arcgis/rest/services/NDFD_Precipitation_v1/FeatureServer	REST	COBRA
A Rest Endpoint - Storm Reports	https://services9.arcgis.com/RHVPKKiFTONKtxq3/arcgis/rest/services/NOAA_storm_reports_v1/FeatureServer	REST	COBRA
A Rest Endpoint - Stream Gauges	https://services9.arcgis.com/RHVPKKiFTONKtxq3/arcgis/rest/services/Live_Stream_Gauges_v1/FeatureServer/	REST	COBRA
A Rest Endpoint - Test	https://services1.arcgis.com/4yjifSiIG17X0gW4/arcgis/rest/services/US_County_COVID19_Trends/FeatureServer/	REST	COBRA
A Rest Endpoint - Wildfire	https://services9.arcgis.com/RHVPKKiFTONKtxq3/arcgis/rest/services/USA_Wildfires_v1/FeatureServer	REST	COBRA
A Rest Endpoint - Wind Speed	https://services9.arcgis.com/RHVPKKiFTONKtxq3/arcgis/rest/services/NOAA_METAR_current_wind_speed_direction_v1/FeatureServer	REST	COBRA
Active_Hurricans_v1	https://services9.arcgis.com/RHVPKKiFTONKtxq3/arcgis/rest/services/Active_Hurricanes_v1/FeatureServer	REST	Athena

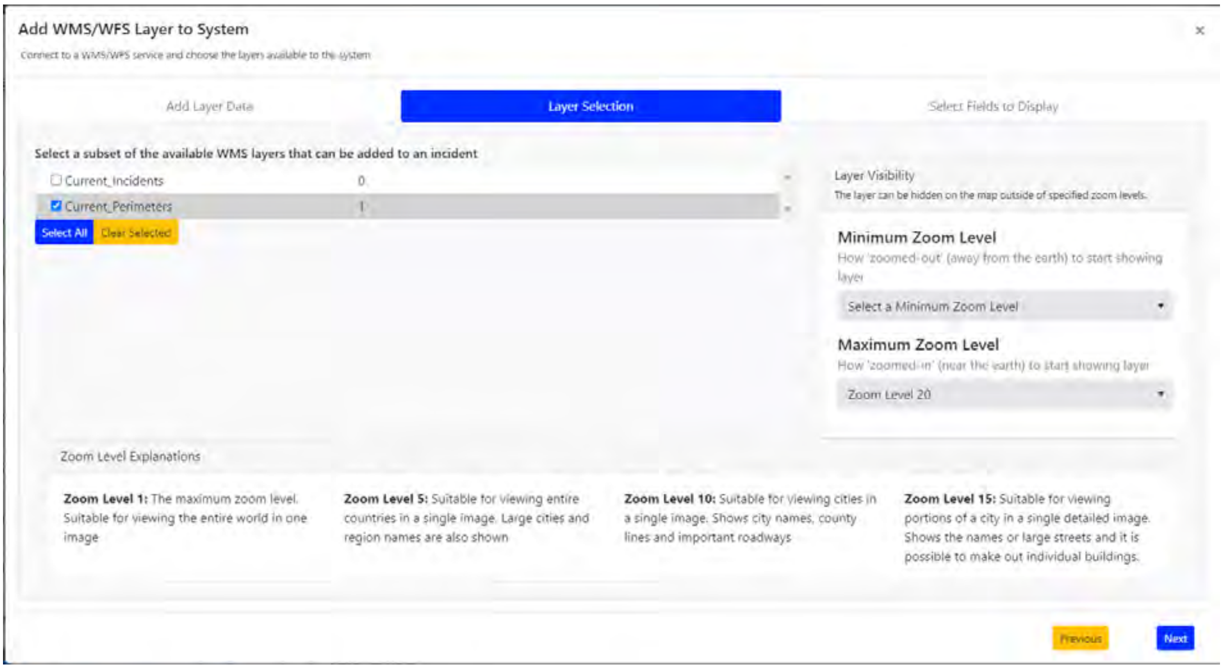
1 2 3 4 5 6 7 10 items per page 1 - 10 of 67 items

Add Services Layer

- The "Add WMS/WFS Layer" modal now includes a "REST" option in the "Service Type" drop-down menu, in addition to a checkbox for the System Administrator to designate the layer as an "Authoritative Source." Copy and paste the Service URL for the ArcGIS Feature Service you wish to add; type in a Layer Name, ensure REST Service type is selected, and Authoritative Source is checked. Click the "Test Connection" button and verify that a Service Layer Name populates. Available ArcGIS Feature Services can be found here: https://services9.arcgis.com/RHVPKKiFTONKtxq3/ArcGIS/rest/services. Click the "Next" button at the bottom right corner of the modal to proceed to the next step.



- In the "Layer Selection" tab, use the checkboxes to select specific subset layers from the Feature Service you wish to be added to an incident, or select all available subset layers with the "Select All" button. After choosing Minimum and Maximum Zoom Levels, click the "Next" button to proceed to the "Select Fields to Display" tab.



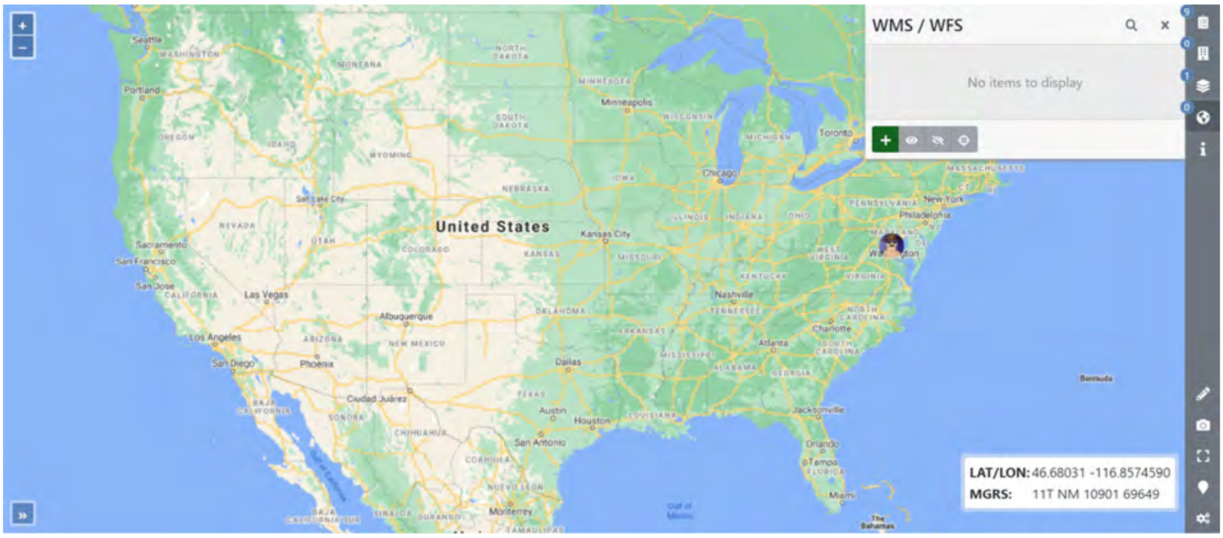
- In the "Select Fields to Display" tab, use the checkboxes to select specific data fields from the Feature Service you wish to display on the incident map when the mouse hovers over data points. You can also use the "Select All" button if you wish to display all data fields available from the Feature Service Layer. Once all field selections are made, click the "Finish" button in the lower right-hand corner of the modal to complete the process.

Add Feature Service to Incident

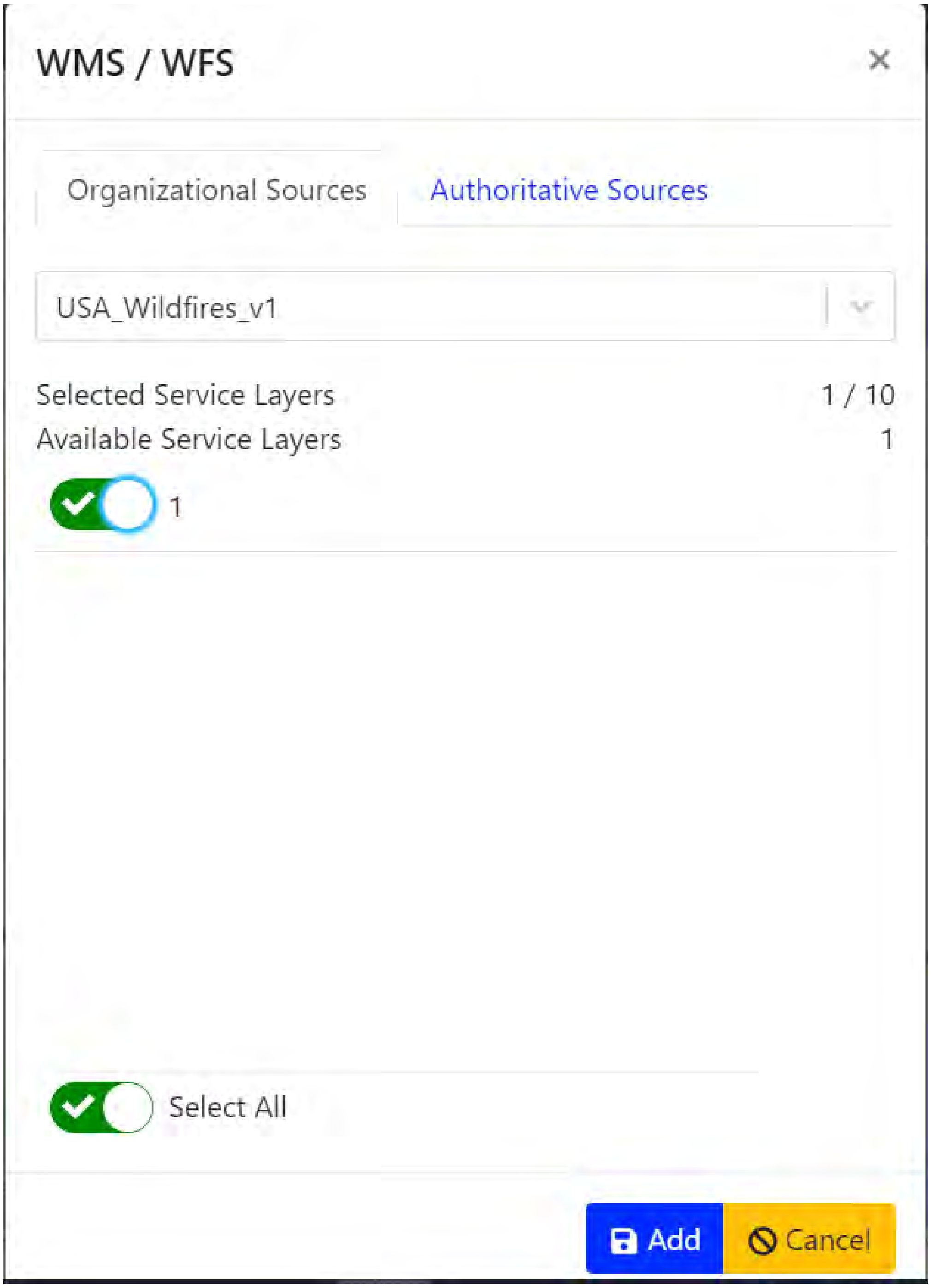
Once a System Administrator creates a new Feature Service in COBRA, it can be added to an Incident map.

- In an Incident, hover over the "Collaboration Tools" icon and then select the first "Map" tool option. This will update the incident page to include mapping tools on the right side of the map display.

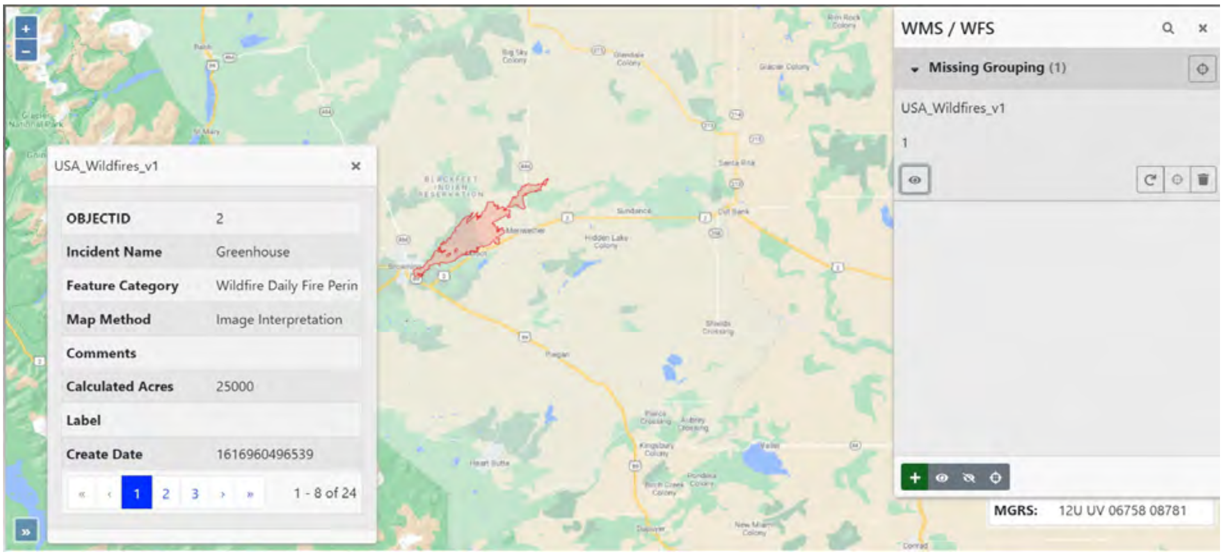
- Click on the "WMS/WFS" button, which expands a window to display current WMS, WFS, and other REST feature service layers added to the incident. Click on the to add a new Feature Service layer to the incident.



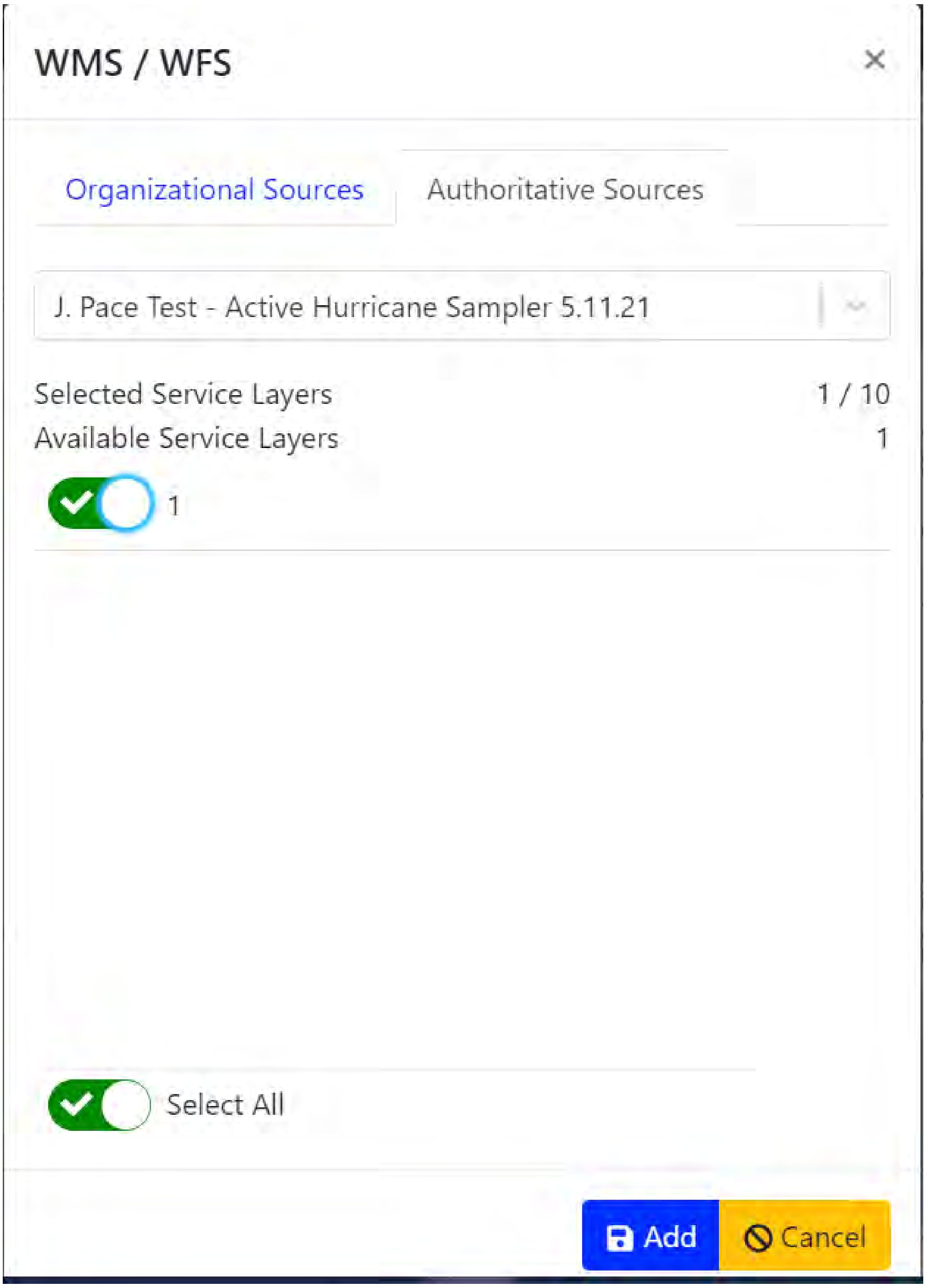
- The WMS/WFS modal will appear with two tabs: "Organizational Sources" and "Authoritative Sources." If the Feature Service Layer was not added as an Authoritative Source, it will appear in the dropdown of Organizational Sources. Once the Feature Service Layer is selected (e.g., USA_Wildfires_v1), use the toggle switch to select the available service layers, and then click the "Add" button.



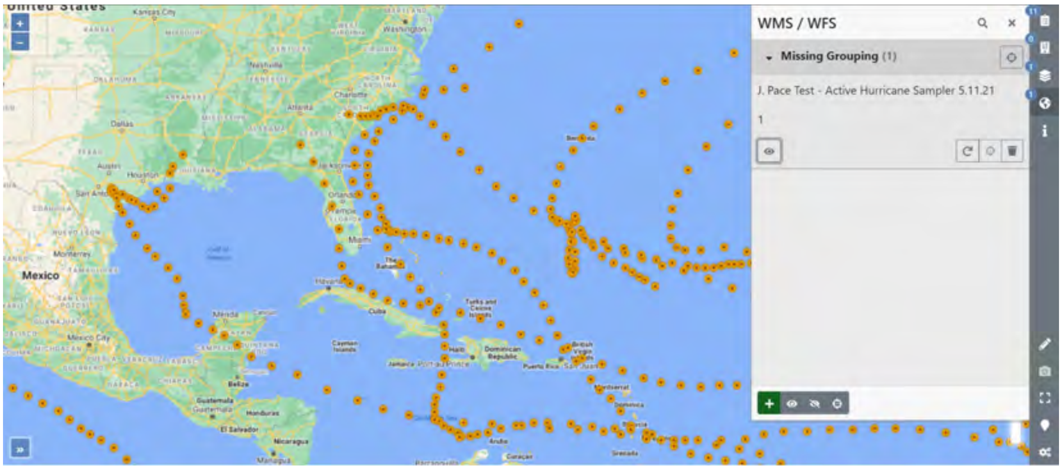
- Once the Feature Service Layer is added, the data can be viewed in the map similarly to any other WMS/WFS service layer.



- If the Feature Service Layer was added as an Authoritative Source, it will appear in the dropdown of Authoritative Sources. Similar to Organizational sources, a user selects an available Feature Service from the dropdown menu and selects the available service layers to add to the incident map.



- Once the Authoritative Feature Service Layer is added, the data can be viewed in the map similarly to any other WMS/WFS or Organizational service layer.


WMS / WFS
Missing Grouping (1)
J. Pace Test - Active Hurricane Sampler 5.11.21
1
Mexico