



**SRS**  
Situation Reporting System

# **User Manual**

## **For the Situation Reporting System**

**Revision: 3.0**  
**Author: NDMC**  
**Effective Date:**

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## Introduction

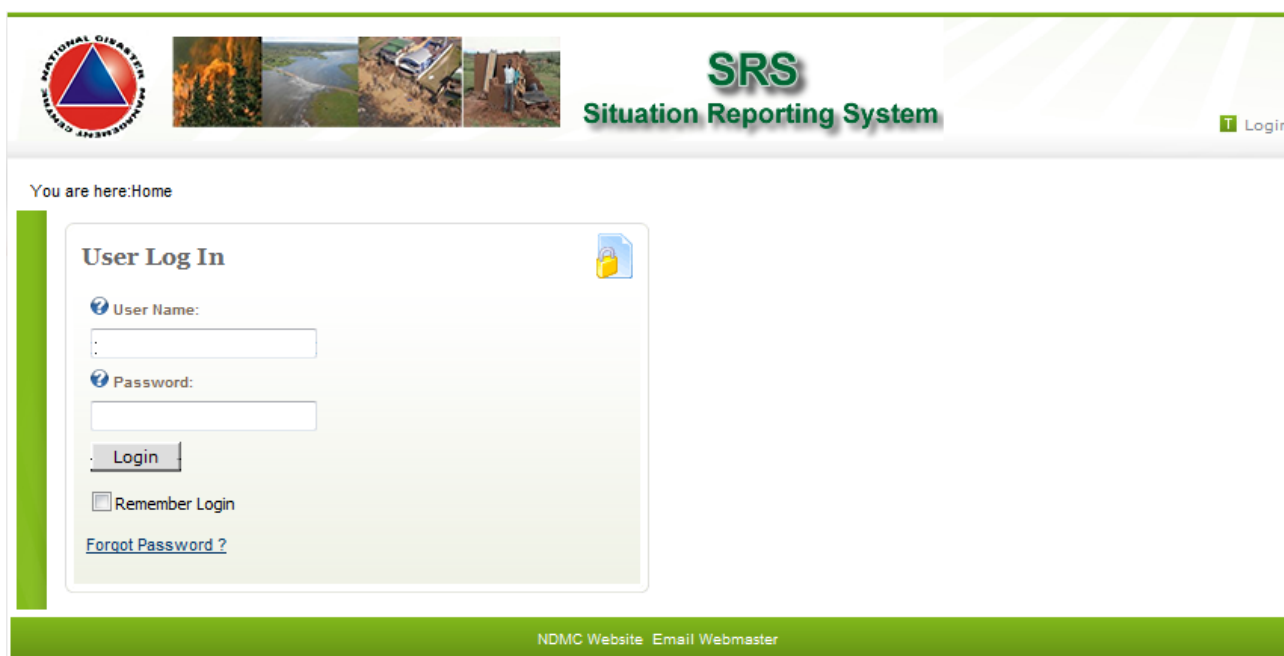
The Situation Reporting System (SRS) is an internet based Content Management System (CMS). It is used to alert, capture and view disaster related reports in South Africa.

### 1. Login

#### 1.1 How to access the system

The system is accessible from the internet site <http://www.ndmc.gov.za>, and then follow the link to SRS. This is a security driven system. Only the correct username and password will grant you access. Depending on your credentials, you will only access the appropriate information. If you have forgotten your password click on the "Forgot Password?" link to have your password emailed to you. If you wish to register for access to the system, email [webmaster@ndmc.gov.za](mailto:webmaster@ndmc.gov.za)

#### 1.2 Login Page



The screenshot displays the SRS (Situation Reporting System) home page. At the top, there is a navigation bar with the National Disaster Management Centre logo on the left, a series of four small images showing disaster scenes, and the text 'SRS Situation Reporting System' in green. A 'Login' button is visible on the right side of the navigation bar. Below the navigation bar, the text 'You are here: Home' is displayed. The main content area features a 'User Log In' form with the following elements: a 'User Name:' label and a text input field; a 'Password:' label and a text input field; a 'Login' button; a 'Remember Login' checkbox; and a 'Forgot Password?' link. At the bottom of the page, there is a green footer bar containing the text 'NDMC Website Email Webmaster'.

**Figure 1 : Home Page**

#### 1.3 SRS Homepage

Only a valid username and password will allow you access. You have an option of remembering your username and password, to allow subsequent visits to the application without re-entering your details. The Home Page Displays the Top 5 Situation Alerts and Top 5 Incident Reports. See Figure 2. A Menu can be found on the right in the green section. To logout of the SRS application, a logout button is located on top right of the web page.

You are here: Home

Home  
Situation Alert  
Situation Report  
National Report  
Search For Report  
Search Report Audit

### Top 5 Alerts

Province	Alert Date	District Council	Municipality	Placename	Hazard	Submitted By
Gauteng	18 Nov 2009	City of Johannesburg	City of Johannesburg	Abmarie SH	Vegetation	NDMC USER
Eastern Cape	14 Oct 2009	Amatole	Buffalo City	Airport	Volcano	NDMC USER
KwaZulu-Natal	14 Oct 2009	Amajuba	Dannhauser (KZ254)	Chester	Volcano	NDMC USER
KwaZulu-Natal	14 Oct 2009	Amajuba	Dannhauser (KZ254)	Annandale	Volcano	NDMC USER
KwaZulu-Natal	14 Oct 2009	eThekwini	Ethekwini	Acorn	Vegetation	NDMC USER

### Top 5 Incident Reports

Province	Incident Date	Report Number	Hazard	Classification	Severity	Report Approved?	Submitted by
Free State	3 Mar 2011	<a href="#">1366</a>	Flood	Local	Medium	Not Approved	ndmcApprover
Eastern Cape	2 Mar 2011	<a href="#">1364</a>	Fire	Local	Low	Not Approved	ndmcApprover
Eastern Cape	1 Mar 2011	<a href="#">1362</a>	Flood Wind Hail	Local	Medium	Not Approved	Eastern Cape
Eastern Cape	1 Mar 2011	<a href="#">1363</a>	Fire	Local	Low	Not Approved	Eastern Cape
Gauteng	28 Feb 2011	<a href="#">1365</a>	Flood	Provincial	High	Approved	NDMC USER

NDMC Website Email Webmaster

Figure 2: Home Page

## 2. Common to both Situation Alert, Report and Search facility

This is elaborated in the subsections below.


### 2.1 The List/Search Pages

#### 2.1.1 Clickable field headings

Some field heading are underlined. All fields that are underlined, [Alert Date](#) e.g. Alert Date, etc can be clicked on to change the sort order. You can resort on these fields from ascending to descending or vice-versa.

### 2.2 The Add/Edit Pages

#### 2.2.1 Question mark symbol

The  '?' symbol can be clicked on to get help for that particular field. See example of field help below:

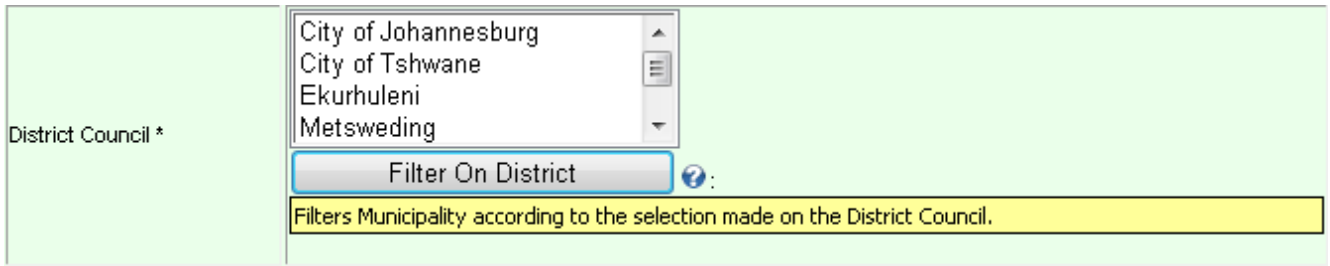


Figure 3: Field Help

### 2.2.2 The Asterix fields

All fields followed by an '\*', e.g. `Hazard Type*` are compulsory fields. The form will not submit if the Asterix fields are omitted.

### 2.2.3 Multi select fields

In order to multi select drop down fields, you need to hold the control key whilst making your selections.

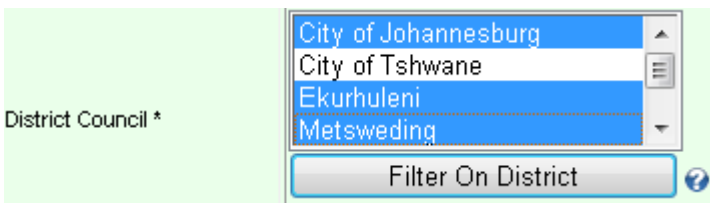
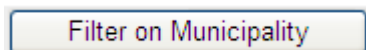


Figure 4: Multi select fields

### 2.2.4 Filter buttons



The filter button should be clicked after you have made your selection on the field above.

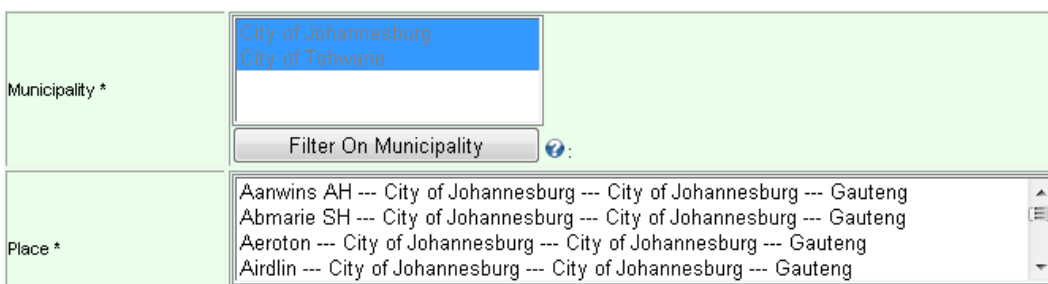
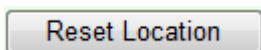


Figure 5: Filter field

In the above example, after you have selected the Municipality, click on 'Filter on Municipality' to display the corresponding matching Place names.

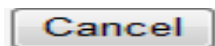
**NB: Filtering on a field may take a few seconds due to the vast amount of records.**

## 2.2.5 Reset button



The Reset button should be clicked when you want to undo a selection in the rich textbox.

## 2.2.6 Cancel button



The Cancel button should be clicked when you want to cancel any changes in a form.

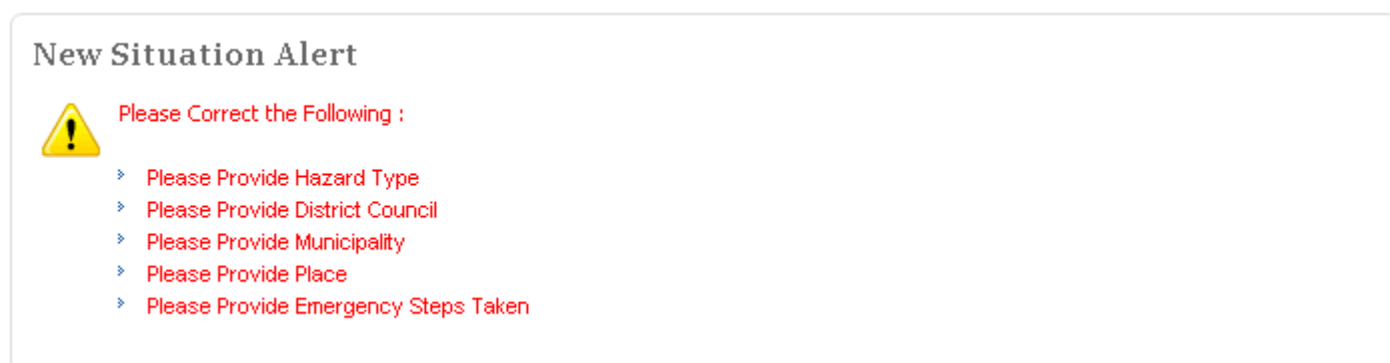
## 2.2.7 The disabled fields (Greyed out fields)

The reason being is that these fields are dependant on the selection made on the prior field above it.

For e.g. Municipality information will only appear after you make your selection (filter) on District Council. Similarly Place name will only appear after you make your selection (filter) on Municipality. These selections are made in sequence, i.e. you cannot choose Place name and then go back to Municipality. The sequence begins from Province, District Council, Municipality and then Place name.

## 2.2.8 Validation

If any compulsory fields are left blank, after you submit you will get a descriptive warning at the Top of the Page, reminding you of the fields you need to populate.



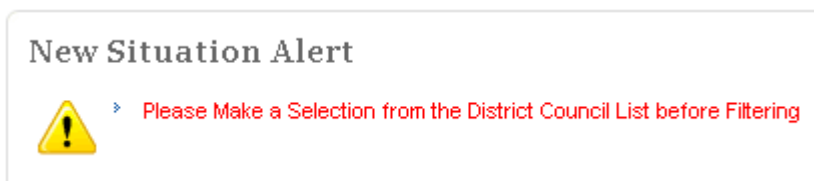
**Figure 6: Form validation**

Whilst capturing an alert or report date, you cannot choose a date into the future, i.e. the event must have occurred to capture it.



**Figure 7: Date validation**

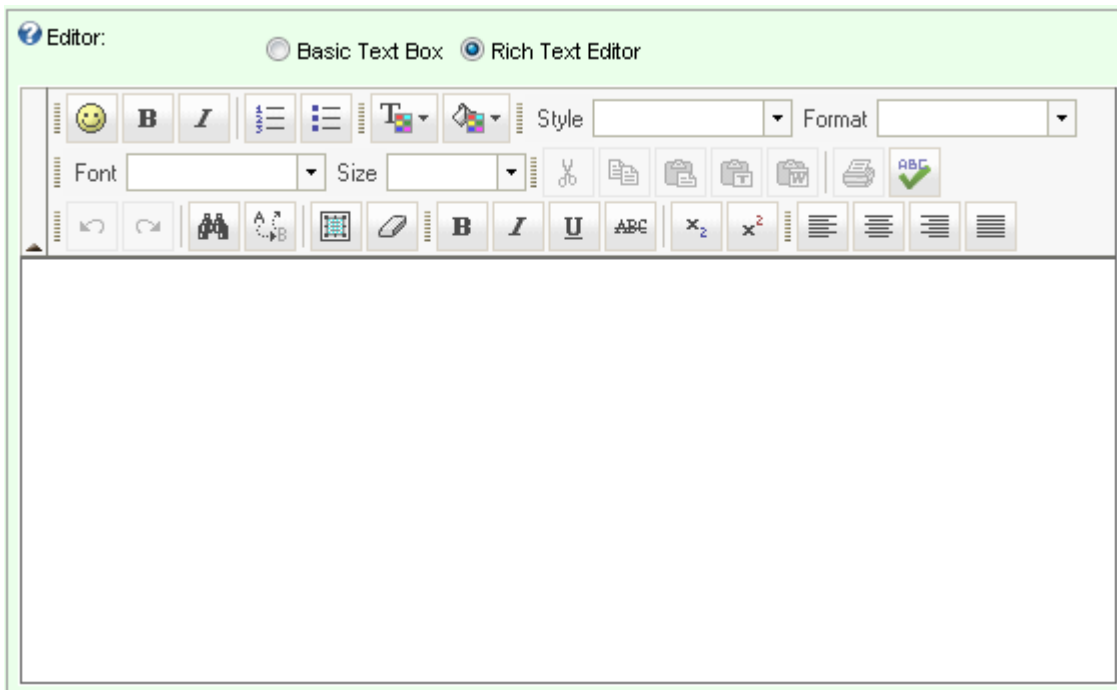
If you decide to click on a filter button without making a selection, you will get a warning similar to the following:



**Figure 8: Filter field validation**

### 2.2.9 Wysiwyg Editor

The WYSIWYG editor is similar to having your own personal word editor. You may change text size, make text bold etc.



**Figure 9: Wysiwyg Editor**

## 3. Menu

The menu on the left corner of the screen is used to navigate through the SRS. Hover the mouse over a menu title and the sub menus options will be displayed.



Figure 10: Menu

### 3.1 Situation Alert – List Alerts

Hover the Mouse over the Situation Alert Menu; it expands to display two additional menu items, namely 'List Alerts' and 'New Alert'. Click on 'List Alerts' to view the Situation Alert List page (Figure 11). You can edit an Alert by clicking on the Edit button on the right of each displayed alert.

List Situation Alerts

Province	Alert Date	District Council	Municipality	PlaceName	Hazard	Emergency Steps	Submitted By
Eastern Cape	1 Sep 2009	Cacadu Chris Hanu	Blue Crane Route Baviaans	Doon Golden Valley Cookhouse SP	Extreme Temperature	edited 3	Eastern Cape <a href="#">Edit</a>
Gauteng	1 Sep 2009	City of Johannesburg City of Tshwane	City of Johannesburg City of Tshwane	Aanwins AH Alphen Park	Volcano	TEST	Gauteng User <a href="#">Edit</a>

Figure 11: Situation Alert list page (Partial Image)

The Alert List displays 10 situation alerts at a time. To display more information you will need to click on the paging number to display more results. (See Figure 12)



Figure 12: Paging option to display more results.

### 3.2 Situation Alert – New Alert

The 'New Alert' button allows you to create a new alert. Once all the fields are captured and submitted, an email is programmatically sent in the background and an SMS is sent to selected staff at NDMC and key contacts who have subscribed to receive alerts, to notify them.



## National Disaster Management Centre

The province name is displayed according to your login credentials. Subsequently the District Councils, Municipality and Places are filtered according to that province.

**Figure 13: New Situation Alert Page (Partial Image)**

### 4.3 National Report

#### 4.3.1 List National Report

The 'National Report' button allows you to view the SRS National Reports. Enter the National Report number in the 'National Report Number' to view a specific report or Click the 'View' button next to the record he/she wants to view. The 'Edit' button on the National Report is used to make 'Description of Report' changes. A text box with the current 'Description of Report' will be displayed, enter the new description in the textbox and click on the 'Update' button.

SRS National Reports					
<a href="#">New National Report</a>					
National Report Number		<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>	
National Report No.	Description of Report	Effected Province	Reported Incident Type	Date Created	Created by
127	<a href="#">Edit</a> 2011 Floods Eastern Cape January	Eastern Cape	Flood	2/14/2011 3:05:32 PM	NDMC USER NDMC <a href="#">View</a>
129	<a href="#">Edit</a> floods	Eastern Cape Gauteng		2/16/2011 2:32:46 PM	NDMC USER NDMC <a href="#">View</a>
130	<a href="#">Edit</a> Test	Eastern Cape Gauteng	Flood,Storm	2/17/2011 8:58:54 AM	NDMC USER NDMC <a href="#">View</a>
131	<a href="#">Edit</a> Test2	Eastern Cape KwaZulu-Natal		2/17/2011 9:03:38 AM	NDMC USER NDMC <a href="#">View</a>
132	<a href="#">Edit</a> Test3	Eastern Cape	Fire	2/17/2011 9:05:47 AM	NDMC USER NDMC <a href="#">View</a>
133	<a href="#">Edit</a> Test 3	Eastern Cape	Fire,Flood	2/24/2011 11:42:28 AM	NDMC USER NDMC <a href="#">View</a>
134	<a href="#">Edit</a> KZN National Report	KwaZulu-Natal		2/28/2011 9:57:28 AM	NDMC USER NDMC <a href="#">View</a>
135	<a href="#">Edit</a> Floods	Eastern Cape	Fire,Flood,Hail,Wind	3/2/2011 9:50:37 AM	NDMC USER NDMC <a href="#">View</a>
136	<a href="#">Edit</a> test	Eastern Cape		3/8/2011 7:55:49 AM	NDMC USER NDMC <a href="#">View</a>
137	<a href="#">Edit</a> test	Eastern Cape	Fire	3/8/2011 8:00:58 AM	NDMC USER NDMC <a href="#">View</a>
138	<a href="#">Edit</a> floods in KZN	Free State Gauteng	Flood Flood	3/8/2011 3:24:42 PM	NDMC USER NDMC <a href="#">View</a>
139	<a href="#">Edit</a> Floods	Free State		3/11/2011 10:06:32 AM	ndmcApprover n <a href="#">View</a>
140	<a href="#">Edit</a> Test	Free State		3/11/2011 2:33:20 PM	ndmcApprover n <a href="#">View</a>
141	<a href="#">Edit</a> Test	Eastern Cape		3/11/2011 3:42:18 PM	ndmcApprover n <a href="#">View</a>

Figure 14: SRS National Reports

SRS National Reports

[New National Report](#)

National Report Number

National Report No.	Description of Report	Effected Province	Reported Incident type	Date Created	Created by
127	<a href="#">Edit</a> Floods Eastern Cape January 2011	Eastern Cape	Flood	2/14/2011 3:05:32 PM	NDMC USER NDMC <a href="#">View</a>
129	<a href="#">Edit</a> floods	Eastern Cape Gauteng		2/16/2011 2:32:46 PM	NDMC USER NDMC <a href="#">View</a>
130	<a href="#">Edit</a> Test	Eastern Cape Gauteng	Flood,Storm	2/17/2011 8:58:54 AM	NDMC USER NDMC <a href="#">View</a>
131	<a href="#">Edit</a> <b>Edit Report Description</b> Floods Eastern Cape January 2011			2/17/2011 9:03:38 AM	NDMC USER NDMC <a href="#">View</a>
132	<a href="#">Edit</a>			2/17/2011 9:05:47 AM	NDMC USER NDMC <a href="#">View</a>
133	<a href="#">Edit</a> Test 3	Eastern Cape	Fire,Flood	2/24/2011 11:42:28 AM	NDMC USER NDMC <a href="#">View</a>
134	<a href="#">Edit</a> KZN National Report	KwaZulu-Natal		2/28/2011 9:57:28 AM	NDMC USER NDMC <a href="#">View</a>
135	<a href="#">Edit</a> Floods	Eastern Cape	Fire,Flood,Hail,Wind	3/2/2011 9:50:37 AM	NDMC USER NDMC <a href="#">View</a>
136	<a href="#">Edit</a> test	Eastern Cape		3/8/2011 7:55:49 AM	NDMC USER NDMC <a href="#">View</a>
137	<a href="#">Edit</a> test	Eastern Cape	Fire	3/8/2011 8:00:58 AM	NDMC USER NDMC <a href="#">View</a>
138	<a href="#">Edit</a> floods in KZN	Free State Gauteng	Flood Flood	3/8/2011 3:24:42 PM	NDMC USER NDMC <a href="#">View</a>
139	<a href="#">Edit</a> Floods	Free State		3/11/2011 10:06:32 AM	ndmcApprover n <a href="#">View</a>
140	<a href="#">Edit</a> Test	Free State		3/11/2011 2:33:20 PM	ndmcApprover n <a href="#">View</a>
141	<a href="#">Edit</a> Test	Eastern Cape		3/11/2011 3:42:18 PM	ndmcApprover n <a href="#">View</a>

Figure 14b

### 4.3.2 New National Report

The SRS National Report is created by the National Disaster Management Centre’s system user. After the report is created, an email to the affected Provinces will be sent with a report number. The delegated Province’s System user/s will have to click on the link provided in the email to open the report. In order for the NDMC user to create a new National Report, he/she must click on the ‘New National Report’ button on the ‘SRS National Reports’ screen and ‘National Capture Form’ will be displayed (Figure 15).


Incident Description- A description of the report.

Incident date range- The incident start and end date.

Province(s) - Provinces affected by the incident.

## SRS National Reports

National Capture Form



### Create National Report

1. Provide a description for the report
2. Select a date range that this report will cover
3. Select the effected Province(s).
4. Click on the Submit to create a National report
5. An email will be sent out to notify members of this report

Incident Description	<input style="width: 80%;" type="text"/>
Incident date range	From <input style="width: 20%;" type="text"/> To <input style="width: 20%;" type="text"/>
Province (s)*	<div style="border: 1px solid #ccc; padding: 2px;">             Eastern Cape              Free State              Gauteng              KwaZulu-Natal         </div>
<input type="button" value="Submit"/> <input type="button" value="Cancel Submission"/>	

Figure 15: National Report

### 4.4 Situation Report – List basic Information

Hover the Mouse over the Situation Report Menu; it expands to display two additional menu items, namely 'List Basic Information' and 'New Basic Information'. Click on 'List Basic Information' to view the Situation Basic Report List page (Figure 16).

SRS Reports							
Incident Date	Report No	Place	Hazard	Classification	Severity	Report Approved?	
Tuesday, October 13, 2009	1312	(Gauteng) Sedibeng	Volcano	Local	Low	Not Approved	<a href="#">Info</a> <a href="#">GIS Map</a>
Thursday, March 27, 2008	1313	(Gauteng) City of Tshwane	Chemical	Local	Low	Not Approved	<a href="#">Info</a> <a href="#">GIS Map</a>
Monday, February 27, 2006	1281	(Gauteng)	Flood		Low	Not Approved	<a href="#">Info</a> <a href="#">GIS Map</a>
Monday, February 13, 2006	1299	(Gauteng)	Flood		Medium	Not Approved	<a href="#">Info</a> <a href="#">GIS Map</a>
Monday, February 13, 2006	1304	(Gauteng) Chris Hani	Flood		Medium	Not Approved	<a href="#">Info</a> <a href="#">GIS Map</a>
Friday, February 10, 2006	1298	(Gauteng)	Flood		Medium	Not Approved	<a href="#">Info</a> <a href="#">GIS Map</a>
Thursday, February 09, 2006	1294	(Gauteng)	Flood		Medium	Not Approved	<a href="#">Info</a> <a href="#">GIS Map</a>
Thursday, February 09, 2006	1295	(Gauteng) Frances Baard	Flood		Medium	Not Approved	<a href="#">Info</a> <a href="#">GIS Map</a>
Thursday, February 09, 2006	1296	(Gauteng)	Flood		Medium	Not Approved	<a href="#">Info</a> <a href="#">GIS Map</a>
Thursday, February 02, 2006	1276	(Gauteng) Boland	Fire		Low	Not Approved	<a href="#">Info</a> <a href="#">GIS Map</a>

1 2 3 4 5 6 7 8 9 10 ...

Figure 16: Situation Report – List Basic Information

The 'info' link takes you to detailed information that can be captured and viewed pertaining to that particular report number (Figure 17).

The GIS Map Link will provide a Map image of the geographical location of a situation.

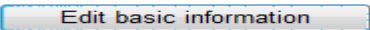
### 3.5 Situation Report – List basic Information – Additional Information

Clicking on the additional information link "Info", opens up a particular report that allows one to execute various functions. The 'Basic Report Information screen' has the 'Damages', 'Fatalities', 'Response', 'Comments', 'Documents' and 'Report Log'. These Tabs only apply to the Provincial and NDMC users. **N.B All this information pertains to a particular report!**

Basic report information	
Submitted by	ndmcApprover
Situation Report No	1364
Province	Eastern Cape
Recommended Classification	Local
Final Classification	
Hazard	Fire
Severity	Low
Incident Date	02 Mar 2011
Incident Time	08:07
Incident Description	test
SecondaryEffects	
Affected District(s)	Cacadu
Affected Municipality(ies)	Blue Crane Route
Affected Placename(s)	Bongweni SP
Other effected Province(s)	
Linked to Report	
Incident Declaration	
Report Approved?	Not Approved
Report Status	Open

Figure 17: Additional Information

The NDMC Head of Centre has an additional Tab 'NDMC'.

Basic Info	Damages	Fatalities	Response	Comments	Documents	Report Log	NDMC																																						
																																													
<div style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Basic report information</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Submitted by</td> <td>ndmcApprover</td> </tr> <tr> <td>Situation Report No</td> <td>1364</td> </tr> <tr> <td>Province</td> <td>Eastern Cape</td> </tr> <tr> <td>Recommended Classification</td> <td>Local</td> </tr> <tr> <td>Final Classification</td> <td></td> </tr> <tr> <td>Hazard</td> <td>Fire</td> </tr> <tr> <td>Severity</td> <td>Low</td> </tr> <tr> <td>Incident Date</td> <td>02 Mar 2011</td> </tr> <tr> <td>Incident Time</td> <td>08:07</td> </tr> <tr> <td>Incident Description</td> <td>test</td> </tr> <tr> <td>SecondaryEffects</td> <td></td> </tr> <tr> <td>Affected District(s)</td> <td>Cacadu</td> </tr> <tr> <td>Affected Municipality(ies)</td> <td>Blue Crane Route</td> </tr> <tr> <td>Affected Placename(s)</td> <td>Bongweni SP</td> </tr> <tr> <td>Other effected Province(s)</td> <td></td> </tr> <tr> <td>Linked to Report</td> <td></td> </tr> <tr> <td>Incident Declaration</td> <td></td> </tr> <tr> <td>Report Approved?</td> <td>Not Approved</td> </tr> <tr> <td>Report Status</td> <td>Open</td> </tr> </table>								Submitted by	ndmcApprover	Situation Report No	1364	Province	Eastern Cape	Recommended Classification	Local	Final Classification		Hazard	Fire	Severity	Low	Incident Date	02 Mar 2011	Incident Time	08:07	Incident Description	test	SecondaryEffects		Affected District(s)	Cacadu	Affected Municipality(ies)	Blue Crane Route	Affected Placename(s)	Bongweni SP	Other effected Province(s)		Linked to Report		Incident Declaration		Report Approved?	Not Approved	Report Status	Open
Submitted by	ndmcApprover																																												
Situation Report No	1364																																												
Province	Eastern Cape																																												
Recommended Classification	Local																																												
Final Classification																																													
Hazard	Fire																																												
Severity	Low																																												
Incident Date	02 Mar 2011																																												
Incident Time	08:07																																												
Incident Description	test																																												
SecondaryEffects																																													
Affected District(s)	Cacadu																																												
Affected Municipality(ies)	Blue Crane Route																																												
Affected Placename(s)	Bongweni SP																																												
Other effected Province(s)																																													
Linked to Report																																													
Incident Declaration																																													
Report Approved?	Not Approved																																												
Report Status	Open																																												

**Figure 18: Additional Information**

### 3.6 Situation Report – New basic Report

This is where you create the basic situation report. The first step in creating a 'Situation report' is done by an NDMC member. The NDMC member creates a 'National Report' and an email is sent to the affected Province/s. The Province's user will have to click on the link provided in the email and he/she will be connected to the SRS, the 'SRS-New Basic Report' Form and the created 'National Report' information will be automatically be opened. After the population of the Situation Report by the Provincial user an email is sent to the NDMC to notify them.

#### 3.6.1 Definition of Fields

**National Report** – The Report number, date, hazard description and Province incident information is displayed. The NDMC Head of Centre creates the 'National Report' information then other users must choose the report information from the combo box.

**Province** – The province displayed is in accordance with your login credentials.

**Affected District(s)** - The district(s) in which the incident occurred.

**Affected Municipality (ies)** - The municipality (ies) in which the incident occurred

**Affected Place(s)** - The places affected by the incident.

**Recommended Incident Classification** - Local, Provincial or National.

**Hazard Type(s)** – The type of incident that occurred. Examples are floods, fires etc

**Incident Severity** – Severity is low, medium or high.

**Incident Date** – The date when the incident occurred.

**Incident Time** – The time when the incident occurred.

Incident Description – The description of the incident.

Secondary Effects caused by the Incident – What other disasters was caused as a result.

National Report	142 - 03/01/11 - 03/13/11 - Test
Province	Eastern Cape
Affected District(s) *	<div style="border: 1px solid gray; padding: 2px;">                     Cacadu                      Amatole                      Chris Hanu                      Ukhahlamba                 </div> <input type="button" value="Filter on district"/> <input type="button" value="Reset Location"/>
Affected Municipality (ies) *	<input type="button" value="Filter on municipality"/>
Affected Place(s) *	<div style="border: 1px solid gray; height: 40px;"></div>
Recommended Incident Classification *	Select Classification
Hazard Type(s) *	<div style="border: 1px solid gray; padding: 2px;">                     Fire                      Flood                      Tsunami                      Wind                 </div>
Incident Serverty *	Select Severity
Incident Date *	
Incident Time	08:43:00 AM
Incident Descriptions *	<p>Use the text editor below to provide Incident information . Copy and paste information if required.</p> <p>Editor: <input type="radio"/> Basic Text Box <input checked="" type="radio"/> Rich Text Editor</p> <div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Font</span> <span>Size</span> <span>Style</span> <span>Format</span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Font</span> <span>Size</span> <span>Style</span> <span>Format</span> </div> <div style="border-top: 1px solid gray; height: 100px;"></div> </div>

Figure 18.1: Situation Report Form(Partial image)

### 3.7 Report Details – Additional Information

#### 3.7.1 Add Damages

The add Damages functionality is comprised of two screens. The first screen displays the selected place names according to the selection made on your basic report. Choose the Place name and then submit.

**Figure 19: Search Damage Place name Edit**

After you have submitted, you get to the damage edit page for that Place name. Fill in the fields and submit.

**Edit Damages For Situation Report No 1319**  
**Placename** **Peacehaven Industrial**

Social			
Formal Houses Quantity	<input type="text"/>	Formal Houses Estimated Value (Rands)	<input type="text"/>
Informal Houses Quantity	<input type="text"/>	Informal Houses Estimated Value (Rands)	<input type="text"/>
Commercial Property Quantity	<input type="text"/>	Commercial Property Estimated Value (Rands)	<input type="text"/>
Schools Quantity	<input type="text"/>	Schools Estimated Value (Rands)	<input type="text"/>
Other Education Quantity	<input type="text"/>	Other Education Estimated Value (Rands)	<input type="text"/>

**Figure 20: Damage Edit (Partial image)**

### 3.7.2 Add Fatalities

The Add Fatalities functionality is comprised of two screens. The first screen displays the selected place names according to the selection made on your basic report. Choose the Place name and then submit.

**Figure 21: Search Fatalities Place name Edit**

After you have submitted, you get to the fatalities edit page for that Place name. Fill in the fields and submit.

**Edit Fatalities For Situation Report No 1319**

**Placename** **Peacehaven Industrial**

Deaths	
Adult Male	<input type="text"/>
Adult Female	<input type="text"/>
Male Children	<input type="text"/>
Female Children	<input type="text"/>
Total Number of Deaths	<input type="text"/>
Injuries	
Adult Male	<input type="text"/>
Adult Female	<input type="text"/>
Male Children	<input type="text"/>
Female Children	<input type="text"/>
Total Number of Injuries	<input type="text"/>
Homeless	
Estimated	<input type="text"/>
Actual	<input type="text"/>
Missing	
Estimated	<input type="text"/>
Actual	<input type="text"/>

**Figure 22: Fatalities Edit**

### 3.7.3 Add / Edit Response

This form allows the user to add or edit response information. Fill in the fields and submit.

**Edit Response For Situation Report No 1319**

Please indicate JOC roleplayers if JOC established

Editor:  Basic Text Box  Rich Text Editor

Font:  Size:  Style:  Format:

**Figure 23: Response Edit (Partial image)**



### 3.7.4 Add Comments

You may add comments. Each time a comment is added, the date, data capturer and comment is captured.

Figure 24: Comments Edit

### 3.7.5 Documents

#### Upload Incident Classification Request Document

The 'Documents' screen is comprised of the 'Document Description' field and the 'Select the Document' field which is usually filled in to describe the incident classification request document you want to upload. To upload the incident classification request document, you first click on 'Browse' button to search for the file you want to upload. Thereafter you upload.

Figure 25: Upload Incident Classification Document

### 3.7.6 Report Log

The 'Report Log' shows the log in details and the

Date	User	Description
14 Mar 2011	EcUser	Basic Report Submitted for National Report

Figure 26: Report Log

### 3.7.7 NDMC

#### 3.7.7.1 Approve/Reject

The NDMC Head of Centre or individuals with relevant privileges must approve or reject a specific report. The approver must click on the 'Approve/Reject Report' button.

Figure 27: Approve/Reject Report

#### 4.6.7.2 Final Classification

The final classification is only available to NDMC or individuals with relevant privileges. Select your classification from the 'Final Incident Classification' list box.

Figure 28: Final classification

#### 4.6.7.3 Final Declaration

The final declaration is only available to NDMC or individuals with relevant privileges. Select your declaration from the 'Incident Declaration' list box. Click 'Final Declaration' button. The

user must select his declaration option (Local, Provincial or National State Disaster). Upload the Supporting documents thereafter (refer to 4.6.5.1).

The screenshot shows a web interface for 'Declaration for Situation Report No. 1367'. It is divided into two main sections: 'Final Declaration' and 'Supporting Documents'.  
1. **Final Declaration:** This section has a dark green header. Below it, there is a label 'Incident Declaration' followed by a dropdown menu currently showing 'Select'. Below the dropdown are two buttons: 'Submit' and 'Cancel'.  
2. **Supporting Documents:** This section also has a dark green header. It contains a table with the following rows:  
- A row with 'Document Description' and an empty text input field.  
- A row with 'Select the document \*' and an empty text input field with a 'Browse...' button to its right.  
- A row with an empty text input field.  
- A row with an 'Upload' button.  
Below the table, there is a label 'Current Document(s)' followed by the text 'No documents have been uploaded.' and a 'Back' button.

Figure 29: Final Declaration

#### 4.6.7.4 Close/Open Report

Closing and opening a report is only available to NDMC or individuals with relevant privileges. Once a report is closed, no editing or deleting of report information will be allowed.

The screenshot shows a web interface titled 'Edit Report Status for Situation Report No. 1367'. It features a 'Status' label followed by a dropdown menu currently set to 'Open'. Below the dropdown are two buttons: 'Submit' and 'Cancel'.

Figure 30: Report Status

#### 3.7.8 View Multimedia

The view multimedia screen allows you to view a thumbnail image, open a multimedia item and delete a particular upload.



Figure 31: View multimedia

### 3.7.9 View Damages

The View Damages functionality is comprised of two screens. The first screen displays the selected place names according to the selection made on your basic report. Choose the Place name and then submit.

Figure 32: Search Damage Place name View

After you have submitted, you get to the damages view page for that Place name. You may also delete this particular record by clicking on the 'Delete Damages' link on the top left.

Damages For Situation Report No		1319	<a href="#">Delete Damages</a>
Placename		Peacehaven Industrial	
Social			
Formal Houses Quantity	3	Formal Houses Estimated Value (Rands)	
Informal Houses Quantity		Informal Houses Estimated Value (Rands)	
Commercial Property Quantity		Commercial Property Estimated Value (Rands)	
Schools Quantity		Schools Estimated Value (Rands)	
Other Education Quantity		Other Education Estimated Value (Rands)	
Old Age Homes Quantity		Old Age Homes Estimated Value (Rands)	
Hospitals Quantity		Hospitals Estimated Value (Rands)	
Private Hospitals Quantity		Private Hospitals Estimated Value (Rands)	
Farmsteads and Resorts Quantity		Farmsteads and Resorts Estimated Value (Rands)	
Pre-Historic Sites Quantity		Pre-Historic Sites Estimated Value (Rands)	

Figure 33: Damage View (Partial dump)

### 3.7.10 View Fatalities

The View Fatalities functionality is comprised of two screens. The first screen displays the selected place names according to the selection made on your basic report. Choose the Place name and then submit.

**Figure 34: Search Fatalities Place name View**

After you have submitted, you get to the fatalities view page for that Place name. You may also delete this particular record by clicking on the 'Delete Fatalities' link on the top left.

<b>Fatalities For Situation Report No</b>	<b>1316</b>	<a href="#">Delete Fatalities</a>
<b>Placename</b>	<b>Thembalesizwe SP</b>	
<b>Deaths</b>		
Adult Male	12	
Adult Female	8	
Male Children		
Female Children		
Total Number of Deaths		

**Figure 35: Fatalities View (Partial dump)**

### 3.7.11 View Response

The View Response displays the response for that particular report number. You may also delete this particular record by clicking on the 'Delete Response Information' link on the top left.

<b>Response For Situation Report No</b>	<b>1316</b>
<a href="#">Delete Response Information</a>	
<b>JOC Roleplayers</b>	Police came to the scene
<b>Steps Taken to address the situation</b>	
<b>Problems Encountered in dealing with the Situation</b>	
<b>How the Above Problem was Solved</b>	
<b>Provincial Assistance</b>	
<b>National Assistance</b>	
<b>Other Assistance</b>	
<a href="#">Back</a>	

**Figure 36: Response view**

### 3.7.12 View Comments

The view comments display all the comments for that particular report number. Click on the Delete Link to delete a comment.

Comments For Situation Report No **1316**

Submitted By	Date	Comments	Delete
NDMCUser	5 Oct 2009	comment 1	<a href="#">Delete</a>
NDMCUser	5 Oct 2009	comment 2	<a href="#">Delete</a>

[Back](#)

Figure 37: Comments view

### 3.7.13 View Report Log

The view report log displays an audit trail for that particular report number.

Date	User	Description
17 Feb 2011	NDMCUser	Report Opened
17 Feb 2011	NDMCUser	Report Closed
11 Feb 2011	NDMCUser	Report Closed
11 Feb 2011	NDMCUser	Basic Report Edited
11 Feb 2011	NDMCUser	Damages Submitted
25 Sep 2009	NDMCUser	Report Opened
23 Sep 2009	NDMCUser	Report Classified
16 Sep 2009	NDMCUser	Fatalities Submitted
23 Aug 2006	Lavenia Nicholson	Report Submitted

Figure 38: Report Log

## 4. Search

### 4.1 Search Screen

The search screen allows you to search across the country. Once the fields are selected, you have to press the 'Search' button to find a match. Click on 'Full Report' to view the entire report with the additional information.

**Search**

Province

District Council

Local Municipality

Place Name

Situation Report Start No.

Situation Report End No.

Report Classification

Incident Severity

Hazard Type

Declaration

Start Incident Date

End Incident Date

Figure 39: Search screen

**Search**

**Search Results**

Situation Report No	Incident Start Date	Place	Hazard
268	9 Oct 2002	(Western Cape) Harkerville State Forest SP	Chemical <a href="#">Full Report</a>
610	11 Jul 2000	(Gauteng) Pretoria SP	Chemical <a href="#">Full Report</a>
965	22 Feb 1994	(Gauteng) Merriespruit	Chemical <a href="#">Full Report</a>
1015	29 Mar 2004	(Gauteng) Beaufort West Part 1 SP	Chemical <a href="#">Full Report</a>
1076	1 Sep 2004	(Gauteng) Secunda SP	Chemical <a href="#">Full Report</a>

Figure 40: Search Results

## 4.2 Search View (Full Report)

Click on the Tabs to view Information on a Report.

Basic Info Damages Fatalities Response Comments Documents Report Log NDMC

 Edit basic information

Basic report information	
Submitted by	EcUser
Situation Report No	1367
Province	Eastern Cape
Recommended Classification	Local
Final Classification	
Hazard	Tsunami
Severity	High
Incident Date	07 Mar 2011
Incident Time	09:55
Incident Description	
SecondaryEffects	
Affected District(s)	Alfred Nzo
Affected Municipality(ies)	Matatiele
Affected Placename(s)	Afzondering
Other effected Province(s)	
Linked to Report	
Incident Declaration	
Report Approved?	Not Approved
Report Status	Open

Figure 41: Search View( Full View)

Figure 35: Search view

### 5.3 Search for Report Audit

The 'Search Audit' screen allows you to search for an audit made to a Situation Report. Once the fields are selected, you have to press the 'Submit' button to find a match.

Situation Report No\*- The Situation Report number which the audit was made.

From Audit Date - The date which the audit was made.

Audit Events – The type of audit made.



**Search Audit**

Situation Report No \*

From Audit Date

Audit Events

Figure 42: Search Audit

**Search Audit**

Search Audit Results for Report No: 1367

<u>Audit Section</u>	<u>Audit Date</u>	<u>Audit Time</u>	<u>Placename</u>	<u>Audit Field</u>	<u>Field Before</u>	<u>Field After</u>	<u>Audited by</u>	<u>Province</u>	<u>Approval Status</u>
Approval	15 Mar 2011	08:25:16		Approval Status	Not Approved	Approved	ndmcApprover	Eastern Cape	<--- APPROVED --->

Figure 43: Audit Results

## Annexure

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### **A**                      **Abbreviations**

SRS	Situation Reporting System
SANDMC	South African National Disaster Management Centre
CMS	Content Management System
SMS	Short Message Service
NDMC	National Disaster Management Centre