

DisasterLAN

Incident Folders

Quick Facts

- Incident Specific File and Doc Storage
- Secure
- Store Procedures and Policies

Features

- Zip Files
- Batch Download
- Batch Upload
- Add Folders
- Add Files
- Auto-Generate Custom Folder Structure on Incident Creation

Tools

- Post Files to Status Board
- Text Search
- Sort and Organize

Documentation: Incident Folders

The screenshot shows the 'Incident Folders' interface. On the left is a folder tree under 'All Documents' with sub-folders: 'Incident Folders', 'Default', 'Jons testbed', 'Talladega Storms - Aug 2011', 'Disaster Declarations', 'ICS Forms', 'Images', 'Maps', 'Press Releases', 'Situation Reports', and 'Reference Library'. On the right is the 'Folder Settings' panel with a search box and a table of folder settings.

Type	Title	Description	Modified	Actions
Folder	Disaster Declarations	Disaster Declarations	8/9/2011 15:38	Edit Delete
Folder	ICS Forms	ICS Forms	8/9/2011 15:38	Edit Delete
Folder	Images	Images	8/9/2011 15:38	Edit Delete
Folder	Maps	Maps	8/9/2011 15:38	Edit Delete
Folder	Press Releases	Press Releases	8/9/2011 15:38	Edit Delete
Folder	Situation Reports	Situation Reports	8/9/2011 15:38	Edit Delete

Incident Folders is a file storage module designed to save incident specific documentation such as disaster scene photos, press releases, new articles, agency generated documentation, etc. All files can be secured down with group based security policies to protect sensitive information. DisasterLAN administrators have full control over folder and sub-folder generation. DisasterLAN will even auto-generate a default folder structure for each new incident. This can be used

to create a unique storage folder for each agency active in the EOC (DOT, DOH, American Red Cross, etc.)

The screenshot shows a file upload dialog box. The 'Location' is 'Train Derailment' and the 'Description' is 'HAZMAT Policy for First Responders'. The 'Upload Files' section shows 'DLAN Manual Instructions.rtf / (100%)' with a progress bar. Below is a 'Security' section with a 'Baseline?' checkbox and a table of users with checkboxes for permissions.

Security	Edit	Read	Group Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Everyone
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_DisasterLAN Administrator
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	agencyleveluser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buffalo Computer Graphics Support
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUHMC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FHMC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hospital 1 - Jamaica
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hospital 2 - Flushing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hospital 3 - Brookdale

