

Incident Reporting (IR) in DOEHRs-IH

[1] First, find your location (a). Then, expand the + signs to IR as shown (b). Add a new IR with (+) (c).

The screenshot shows the DOEHRs-IH web application. The breadcrumb trail is "Home > Location/Shop Search > Incident Reporting". The left sidebar has three main sections: "Work Plan", "Environmental Health", and "Incident Reporting". Under "Environmental Health", "Location" is expanded to show "Installation KR, Camp Humphreys, KS208". Under "Incident Reporting", "Incident Reporting" is expanded to show "Initial Field Account" and "Incident Report". The main content area is titled "Incident Reports" and shows "No matching records were found." Below this, the "Location" is set to "Installation KR, Camp Humphreys, KS208". The "Report Information" section has a table with columns: "Select", "Report ID", "Location/Shop", "Report Type", "Incident Name", "Start Date", "Close Date", "Responsible PO Person", "Report Attachment", and "Status". A "+" button is visible next to the "Report Information" header, highlighted by callout 'c'.

[2] Use a "Save and Begin Report" to begin. Ignore all other fields.

The screenshot shows the "Master Schedule - Detail - Incident Reporting - Incident Report" form. At the top, there are buttons for "Save", "Save and Begin Report", and "Cancel". The "Save and Begin Report" button is highlighted with a green box. Below the buttons is the "Schedule Information" section, which contains several fields: "Location*" (Installation KR, Camp Humphreys, KS), "Task Frequency*" (One Time), "Projected Start Date*" (2015/12/22), "Actual Start Date", "Previous Close Date", "Projected Due Date", "Required by Federal Standard" (checkbox), "Comments", and "Status". A red callout box points to the "Projected Start Date" and "Projected Due Date" fields with the text "Do not modify these required fields". Below the "Schedule Information" section are sections for "Regulation Information", "Personnel Assignments", "Task Resource and Cost Information", and "Program Office Information". At the bottom, there are buttons for "Save", "Save and Begin Report", and "Cancel".

[3] Populate the required fields as shown to obtain a DOEHRs ID. Ensure the Status is Advanced to 'Ready for QA' **when finished**, and then marked 'Approved by QA' for **final completion**. Who approves the IR will depend on the situation and incident.

The screenshot shows the 'General Report Information' and 'General Incident Information' sections of the DOEHRs form. Callouts provide instructions: 'Address required fields first, the fill out the rest.' points to several required date and text fields; 'Do not leave IRs incomplete!' points to the 'Status' dropdown menu; and a callout box shows the status options: 'In Progress', 'Ready for QA', and 'Approved by QA'.

[4] Once saved, add the Potentially Exposed Population (PEP). **The details of the IR may take some time to add.** Adding the PEP may be certain to specific individuals, the unit, or a "generic" cohort (e.g. all personnel in Zone 6). The goal of the PEP is to define what this population was exposed to and for how long. You will also be asked to document if there were any **adverse medical effects to anyone in the PEP**. Great care should be used if addressing this and consulting your service specific Pubic Health Organization is advised.

The screenshot shows the 'Potentially Exposed Populations (PEPs)' section. A callout points to a plus sign icon for adding a new PEP. Below, the 'General Potentially Exposed Population Information' form is shown with a callout: 'First - add a name to the PEP, the save and get started.' The PEP Name is '130th ENG BDE personnel' and the PEP Description is 'These PAX were on the Big Island at PTA when the event occurred.' At the bottom, a table shows 'Number of PEP Persons' as 0, with a callout: 'Add a roster if known.'

Back to Potentially Exposed Population

Persons - For Official Use Only +

There are currently no persons; you may add a person by clicking on the plus image on the right.

Back to Potentially Exposed Population

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PEP Name: 130th ENG BDE personnel

Search for a Personnel record to add to the form.

SSN(FN#) Foreign National

First Name

Last Name

DOB  (yyyy/mm/dd)

Last 4 digits of SSN(FN#)

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Search for individuals in various ways.

Searched for Last Name: Smith.
Select the personnel to assign to the form.

Select	Name	SSN(FN#)	DOB
<input type="radio"/>	Smith,		*/**
<input type="radio"/>	Smith,		
<input type="radio"/>	SMITH		*/**
<input type="radio"/>	Smith,		
<input type="radio"/>	Smith,		
<input type="radio"/>	SMITH		*/**
<input type="radio"/>	Smith,		

Select the person individually, and then click "Continue". **Double check the SSN and/or DOB to ensure the correct person is added.**

DOEHRS will search a large DOD database for personnel. The more specific the information provided, the easier the search will be, but basic information can be used as well if information is limited.

Page: **N** | [View All Results](#) « Previous | Next »

Personnel Information - For Official Use Only

Name
SSN(FN#)
Gender
Address
City
State/ZIP Code
Country
Email Address
Phone #

Medical Information - For Official Use Only

Exhibited Signs/Symptoms * Yes No Unknown
Personnel decontamination performed * Yes No Unknown
Sought Medical Treatment * Yes No Unknown
Resulting Duty Status * Unknown
Comments

Save Save And Add Another Back to Search Results Back to Search Cancel

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Note: If a person cannot be found using the search feature, they can still be added from the Other Actions drop down choices.

Other Actions

- Find Personnel Record
- Add Personnel from POI
- Add Personnel from IH Shop
- Add Personnel from IH SEG
- Add New Personnel Record**

PEP Name: 130th ENG BDE personnel

Search for a Personnel record to add to the form.

SSN(FN#) Foreign National
First Name
Last Name
DOB (yyyy/mm/dd)
Last 4 digits of SSN(FN#)
Search

Cancel

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Personnel Information - For Official Use Only	
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
SSN(FN#)	<input type="text"/> <input type="checkbox"/> Foreign National
DOB	<input type="text"/> (yyyy/mm/dd)
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown
Medical Information - For Official Use Only	
Exhibited Signs/Symptoms *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
Personnel decontamination performed *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
Sought Medical Treatment *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
Resulting Duty Status *	<input type="text"/>
Comments	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Save And Add Another"/> <input type="button" value="Cancel"/>	

Manually add the required information and save when finished.

Save

[5] Complete the rest of the PEP by documenting the Hazard(s), Controls, Risk Communication, etc.

Hazards	
There are currently no hazards; you may add a hazard by clicking on the plus image on the right.	
Hazard Mitigation and Controls	
Summarize types and effectiveness of personnel decontamination	<input type="text"/>
Summarize types and effectiveness of area/equipment decontamination	<input type="text"/>
Controls Used to Minimize E	There are currently no 'Controls right.
Health Effects	
Risk Communication	
Attachments (0)	

Hazard	
Hazard*	<input type="text"/>
Frequency of Hazard	<input type="text"/>
Duration of Hazard	<input type="text"/>
Exposure Route (s)*	<input type="checkbox"/> Ingestion <input type="checkbox"/> Inhalation <input type="checkbox"/> Skin Absorption <input type="checkbox"/> Skin and/or Eye Contact
Estimated Exposure Levels (May be derived from samples, data from screening/field detection, qualitative information, etc.)	<input type="text"/>
Exposure Estimate Basis	<input type="radio"/> Quantitative Data <input type="radio"/> Modeling <input type="radio"/> Qualitative

+

Using the icon here to search on the Hazard of concern.

[6] Complete the rest of the IR as shown and carefully address the following:

Population of Interest - For Official Use Only

Risk Communication

Risk communication efforts and/or documents used to inform exposed personnel Yes No Unknown

Comments regarding risk communication efforts

Chronological Log of Events Attachments (0) +

There are currently no associated attachment files; you may upload attachment files by clicking on the plus image on the right

Points of Contact +

There are currently no Points of Contact, you may add Points of Contact by clicking on the plus image on the right.

- Overarching Risk Communication that was conducted
- Relevant Points of Contact when fished.

Close-out of Incident Reporting Data

Close-out Date (yyyy/mm/dd)

Does the incident indicate need for health assessment to determine possible long term effects and need for follow-on medical surveillance? Yes No Explain

Notification Information

Name Unit/Organization

Phone Number Email

Notification Date (yyyy/mm/dd)

Additional Remarks

Follow on Health/Risk Assessment Report/Related Attachments (0) +

There are currently no associated attachment files; you may upload attachment files by clicking on the plus image on the right

- A need for follow on medical surveillance?

Associated Samples/Surveys (0)

Type	Count	Action
Associated EH/Radiation Samples	0	View/Associate
Associated IH Samples	0	View/Associate
Associated EH/Radiation Surveys	0	View/Associate

Attachments (0) +

There are currently no associated attachment files; you may upload attachment files by clicking on the plus image on the right

Consolidated Lists - For Official Use Only

Program Office Information

Save Save And Continue Working Save And Copy as Another Report Cancel

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- If samples or surveys were added to DOEHRs-IH in the EH, IH, or Radiation modules they can be associated via a linkage to the IR.
- Attach documents as necessary.