

How to create an incident using InciWeb

Login

Go to <http://www.inciweb.org/>. At the bottom of this page, click on the “**Log In**” link. Enter your user name and password (typically your agency email address.) If you forgot your password, click the “**Forgot**” tab and enter your email address on the proceeding page. A new password will be emailed to you.

Select Unit

Select the unit you wish to manage. If you do not have access to the unit you wish to manage contact the unit PIO/PAO or the HelpDesk for access - 1-800-253-5559.

***NOTE:** Every user has access to the InciWeb Demo Site. This is a practice area for all users. Content generated here is not available to the public.*

Create an Incident

To create a new incident, click the “**Add a New Incident**” link found in the main menu. (If the link is not available, click the “**Unit Home**” link in the main menu.) You will be asked to enter some basic incident and contact information. Click the add button to proceed.

Once the incident has been created you will automatically be presented with a view of the 209 Data for the incident. The menu links allow you access and edit 209 data, contacts, summary, new and announcements, maps and photographs, related links, and cooperators. Here's an overview each area:

- **209 Data** allows you to add incident information from the ICS-209. This information is displayed in table form on the incident main page.
- **Contacts** allows you add multiple contacts for the incident. You can identify a single contact to be the primary contact (displayed on every page of the incident.) Additional contacts will be available on the contacts page.
- **Summary** is the primary narrative for the incident. The summary is displayed on the incident home page. A history of every summary is kept for internal use. Only the most recent summary is displayed on the main page.
- **Articles** is where news releases and announcements are managed. The basic rule of thumb is that if the information is not a scheduled news release then it is most likely an announcement. You can copy/paste news a release from MS Word into a new article. You can add specific related links to articles. You can also select an article to be highlighted on the main page if the incident.
- **Images** is where you can upload incident photographs and maps. Your initial image must be a JPEG no larger than 2 MB in size. Once the initial JPEG is uploaded, you can upload a higher resolution PDF as an alternative. This is especially helpful with maps. You can highlight an image on the main page of the incident.
- **Related Links** allow you to add links to web sites with related incident information. An example would be a link to a local air quality web site.
- **Cooperators** is where you can give credit to everyone working on the incident, including IMT's. Many federal cooperators have been pre-loaded so look under “Available Cooperators” before adding a new cooperator.

Edit an Incident

To edit an existing incident click the “**Unit Home**” link in the main menu. From the table you can select any of the areas associated with the target incident.