

2021

NIRSC EQUIPMENT RADIO DATABASE (N.E.R.D.)



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INTRODUCTION

Welcome to the NIRSC Equipment and Radio Database (N.E.R.D.). This database utilizes macros and queries to track and modify data in tables via user interface forms. All data is auto saved once entered through each form. Each form contains separate functions that allow the users to easily modify the data. NERD allows the users to export filtered data to excel spreadsheets, PDF reports or word documents to easily disseminate information to the CDO/COMC or passdowns to incoming COMLs or COMTs.

The NERD is produced by NIRSC to help communications personnel on wildfire incidents to easily keep track of NIRSC radio equipment and frequencies. Functionality has also been added to track vendor equipment if needed. The user has the capability to add or remove functionality to fit their situation or incident as the incident changes.

The NERD is intended to work as a stand alone access database and is not intended to tie in with any other fire related applications, forms or databases from NIFC, NWCG or the private sector. This database is tool to help the field and is ***NOT*** a required platform to keep an accurate record of NIRSC radio equipment. It is also not intended to replace current inventory tracking databases used by the fire community.

This is non password protected access database that allows the users to modify any form and data on the fly if needed. Once the forms or data have been modified by the end user, NIRSC can not be held responsible for any data loss or database errors. The end user must find and fix the database errors on the modified database or download a new standard NERD template database from the NIRSC website.

If errors are contained in a non modified version of NERD please e-mail any issues or added functionality to NIRSC at jose.lopez2@usda.gov. Issues or updated functionality will be looked at and resolved or added/removed in later version releases.

For database help, please open the “***Help Me***” file for a quick step by step of each function of the database.

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MAIN MENU

NERD Main Menu

NIICD Equipment Radio Database (N.E.R.D.)



- Equipment Issue Form
- Incident Phone List
- Communications Unit Personnel
- Equipment Location/Frequencies
- Reports
- Daily Log and Radio Station Log
- Clean Database
- Exit Database
- HelpMe

NIICD/NIRSC
V2021

Main Menu

The Main Menu contains links to all the available forms in the database.

- *Equipment Issue*
- *Incident Phone List*
- *Communications Unit Personnel*
- *Equipment Locations and Frequencies*
- *Reports*
- *Daily Log and Radio Station Log*
- *Clean Database*
- *Exit Database*
- *Help Me*

Click on any of the links to open the desired form.

Radio Equipment Issue Form

Radio Issue Form

The Radio Issue Form keeps track of all the radio equipment assigned to the incident. This includes radios, cell phones, and miscellaneous equipment. Information must be entered for each piece of equipment for the database to function properly.

T-Card Information and Status:

Equipment: Select a type of equipment using the drop down list.

- *This drop down list can be edited by the user if needed.*

Kit #: Enter the Kit number of the Radio Kit.

ID#: Select the Radio Number using the drop down list 1-16.

- *This drop down list can be edited by the user if needed.*

Model #: Select the equipment model number using the drop down list.

- *This drop down list can be edited by the user if needed.*

Serial #: Enter the serial number of the equipment.

Cell/Sat#: Enter the Cell or Sat number of the equipment if the Equipment field is a Cell Phone or Sat Phone.

Status: Select status of the equipment from the drop down list.

- *Note: User must select "Issued", "Available", or "Out of Service" for the queries to work correctly.*

Issued: Select the Issued date from the calendar icon on the right side of the field.

Name: Enter the personnel name associated with the equipment being issued.

Resource #: Enter the resource number of the personnel associated with the equipment being issued.

Assignment: Enter the incident assignment of the personnel associated with the equipment being issued.

Home Unit: Enter the home unit of the personnel associated with the equipment being issued.

Contact #: Enter a good contact number of the personnel associated with the equipment being issued.

Email: Enter a valid email of the personnel associated with the equipment being issued.

Returned: Enter a returned date once the equipment has been returned. *See "Check In Equipment".*

Radio Equipment Issue Form

Button Macros:

Check In Equipment: This button runs a macro to return the selected equipment. It adds a “**Returned Date**” automatically, deletes all personnel data and keeps all the equipment data for that record. The user must then select the status of the equipment from “**Available**” or “**Out of Service**”.

Add New Record: Runs a macro to take user to a new blank record to add information.

Delete Current Record: Runs a macro to delete the current record out of the database.
Note: Once the record is deleted it can not be recovered back into the database.

Query All Equipment: Runs a macro to show a snap shot of the equipment in a spreadsheet.

Search Options:

Find Personnel: Allows user to find a record based on the Personnel Name.

- User can scroll through the drop down list or direct enter the name to search the record.
- This field is filtered to only show personnel names.

Find Resource #: Allows the user to find a record based on the Personnel Resource Order #.

- User can scroll through the drop down list or direct enter the resource number to search the record.
- This field is filtered to only show personnel resource order numbers.

Find Radio: Allows the user to find a records based only on radio equipment.

- This field is filtered to only show radio equipment.

Find Phone: Allows the user to find a record based on the phone equipment.

- This field is filtered to only show phone equipment.

Find Equipment: Allows the user to find a record based on any equipment type.

Report Options:

Radio Equipment by Kit Number: View, Print or Save a report filtered and sorted by Kit Numbers.

Radio Equipment by Name: View, Print or Save a report filtered and sorted by Personnel Name

Radio Equipment by Resource #: View, Print or Save a report filtered and sorted by Personnel Resource Number.

All Equipment: View, Print or Save a report filtered and sorted by Equipment Type.

VHF/UHF Radios Only: View, Print or Save a report filtered and sorted by VHF and UHF radios only.

Cell/Sat Phone Only: View, Print or Save a report filtered and sorted by phone equipment only.

Equipment Summary:

This summary box shows a snap shot of equipment in the database.

Phone List Form

The screenshot shows a web-based form titled "Incident Phone List Form". At the top, there are input fields for "Incident:" (containing "Testing"), "Lat:" (N45 00 00), "Long:" (W125 00 00), "ICP Location:" (Lowman Idaho), "Provider:" (Century Link), "Contact Info:" ((208) 555-4444), and "Remarks:" (25 Pair Line). Below these are two main sections: "Incident Phone Records" and "Incident Phone Reports". The "Incident Phone Records" section contains fields for "Function:" (Communications), "Personnel:" (COML), "Line Type:" (Primary), "Phone #:" ((208) 454-5454), "Supply #:" (S-12), "Installed:" (1/14/2021), "Un-Published:" (checkbox), "Email:" (jose.lopez2@usda.gov), and "Note:". Below these fields are three buttons: "Add New Phone", "Delete Current Phone", and "Query Phone List". The "Incident Phone Reports" section contains three buttons: "Master Phone List", "Published Phone List", and "Un-Published Phone List". Below these is an "Incident Phone Summary" section with three rows: "Total Phone #'s:" (1), "Published #'s:" (1), and "UnPublished #'s:" (0). At the bottom of the form is a "Search Phone Records" field with a yellow background and a dropdown arrow.

Phone Form

The Phone Form keeps track of all the phone numbers assigned to the incident. This include cell phones, fax, landlines, and satellite phones. Information must be entered for each phone record for the database to function properly. Incident header information is only entered once. Once phone records are in the database, the user can produce a master phone list for the incident.

Incident Header:

Incident: Enter the incident name.

Lat/Long: Enter the Lat and Long of the incident.

ICP Locations: Enter the ICP location name.

Provider: Enter the phone provider for the incident phones.

Contact Info: Enter the contact information for the phone provider.

Remarks: Enter any special remarks or comments for the incident.

Incident Phone Records:

Function: Select the function of the phone being installed or issued from the dropdown menu.

- *This drop down list can be edited by the user if needed.*

Personnel: Enter the personnel name or assignment associated with the phone extension.

Line Type: Select the line type from the dropdown menu.

- *This drop down list can be edited by the user if needed.*

Phone #: Enter the phone number extension.

Supply #: Enter the supply number associated with the extension or service.

Installed: Select the date the phone was installed via the calendar picker.

Un-Published: Check the box if this number will remain an un-published number.

Email: Enter a valid email of the personnel associated with the phone extension being issued.

Note: Enter any comments or notes for that particular extension or number.

Phone List Form

Button Macros:

Add New Phone: Runs a macro to take user to a new blank record to add information.

Delete Current Phone: Runs a macro to delete the current record out of the database.
Note: Once the record is deleted it can not be recovered back into the database.

Query Phone List: Runs a macro to show a snap shot of the all the phone extension in a spreadsheet.

Search Options:

Search Phone Records: Allows user to find a record based on the Function or extension.

- User can scroll through the drop down list or direct enter the name to search the record.

Report Options:

Master Phone List: View, Print or Save a report filtered to show all phone records.

Published Phone List: View, Print or Save a report filtered and sorted by Published phone records only.

Un-Published Phone List: View, Print or Save a report filtered and sorted by Un-Published phone records only.

Incident Phone Summary:

This summary box shows a snap shot of phone records in the database.

COMMUNICATIONS PERSONNEL FORM

The screenshot shows a web application window titled "NIICD Equipment Database Main Menu". Inside, there is a sub-window titled "CommPersonnel". The form contains the following fields and values:

- Name: Jose Lopez
- Agency: US Forest Service
- Home #: (208) 387-5858
- Mobile #: (208) 850-8649
- Work #: (208) 387-5858
- Fax #: (208) 387-5560
- Email: jose.lopez2@usda.gov
- Incident Assignment: COML
- Resource #: O-45
- Home Unit: NIRSC
- Home Unit Airport: Boise
- Fire Quals: COMT, COML, COMC
- Start Date: 1/14/2021
- End Date: 1/29/2021
- Re-Assignment: ☒
- Transportation: Air
- Vehicle ID:

At the bottom of the form, there are buttons for "Add New Personnel", "Delete Current Personnel", and "Comm Personnel Report". To the right, there are two counters: "Available For Re-Assignment: 1" and "Total Comm Personnel: 1". A search bar labeled "Search Personnel:" is at the bottom left. A "HelpMe" button is at the bottom right. The version number "NIICD/NIRSC V2021" is in the bottom right corner.

Communications Personnel Form

The Communications Personnel Form keeps track of all the personnel assigned to the incident communications unit. This allows the INCM or COML to keep track of days on incident to report to demob.

Communications Personnel:

Name: Enter the name of each personnel.

Agency: Enter the agency the personnel works for.

Home #: Enter the home number of personnel.

Mobile #: Enter a valid mobile number of personnel.

Work #: Enter a valid work number of personnel.

Fax #: Enter a fax number of personnel.

Email: Enter a valid email of personnel.

Incident Assignment: Enter the incident assignment in which each personnel is filling. (INCM, RADO...)

Resource #: Enter the personnel unique resource number when assigned to the incident.

Home Unit: Enter the home unit of the personnel..

Home Unit Airport: Enter the preferred home airport of the personnel.

Fire Quals: Enter any other fire qualifications of each personnel.

Start Date: Enter the full start date using the calender picker.

End Date: Enter the 14th day on assignment using the calender picker.

Re-Assignment: Check this box if the personnel is available for a re-assignment if demobed before their full tour.

Transportation: Select a transportation method from the dropdown menu.

Vehicle ID: Enter a vehicle ID if personnel has GOV or rental transportation.

COMMUNICATIONS PERSONNEL FORM

Button Macros:

Add New Personnel: Runs a macro to take user to a new blank record to add information.

Delete Current Personnel: Runs a macro to delete the current record out of the database.

Note: Once the record is deleted it can not be recovered back into the database.

Query Phone List: Runs a macro to show a snap shot of the all the phone extension in a spreadsheet.

Search Options:

Search Phone Records: Allows user to find a record based on the personnel name.

- User can scroll through the drop down list or direct enter the name to search the record.

Report Options:

Comm Personnel Report: View, Print or Save a report filtered to show all personnel records.

Incident Personnel Summary:

This summary box shows a snap shot of personnel records in the database.

EQUIPMENT LOCATION AND FREQUENCIES FORM

Equipment Location and Frequencies Form

Controlled Unclassified Information/Basic

Incident Header:

GACC: Great Basin Incident Name: Boundary Test
 Team: Mine Team Type: Type I Incident Project #: ID-BOI-021212
 Lat: N45 45 45 Long: W120 22 22 Agency: Boise Nation Forest
 Incident Notes:

Equipment Details:

Equipment Type: 4312 - Command Repeater/Link Tone: Tone 2: 123.0
 Kit #: C102 (C102...) RPTR ID: C2 Location: Mnt Shasta
 Resource #: S-14.1 (S-14.1...)
 TX/RX RPTR Frequency: TX 170.0000 / RX 168.7250 Lat: N45 45 45 Long: W125 45 45
 TX/RX Link Frequency: (DD MM SS) (DDD MM SS)
 Remarks/Notes: Installed: 1/14/2021 Double Battery: ☐
 Solar: ☒ Batt Replacement Due: 1/19/2021
 Demob: ☐ Demob Date:

Buttons: Add New Record, Delete Current Equipment, Export to TOPO

Search Equipment:

Incident Options: Add New Incident, Delete Incident, Export to TOPO
 Search Incident:

Equipment Reports: Equipment Inventory, Equipment Locations, Equipment Frequencies

Equipment Summary:

4312:	1	4330/4330EX:	1
4248:	0	4370:	0
4100:	0		
4080:	0	All Equipment:	2

Equipment Location and Frequencies Form

The Equipment Location and Frequencies form keeps track of all communications equipment and associated frequencies with each piece of equipment. The user can export the locations of each piece of equipment to topo maps.

This database contains Controlled Unclassified Information (CUI). It is not to be disseminated without a Lawful Government Purpose. It is not to be published to any site that does not have controlled access (username and password). Printed copies must be kept in a controlled environment and should be disposed of properly when no longer needed.

Incident Header:

GACC: Enter the GACC where the incident is located.

Incident Name: Enter the name of the incident.

Team: Enter the team name of the incident.

Team Type: Enter the team type of the incident.

Incident Project Number: Enter the incident project number.

Lat/Long: Enter the lat and long of the incident.

Agency: Enter the agency jurisdiction.

Remarks: Enter any special remarks or comments for the incident

Incident Equipment/Frequency Records:

Equipment Type: Select the equipment type from the dropdown menu.

- This drop down list can be edited by the user if needed.**

Kit #: Enter the Kit Number of the equipment. (C102, L002...)

RPTR ID: If the equipment type is a repeater enter the repeater ID name. (C1, C3, L6...)

Resource #: Enter the resource number associated with the equipment.

TX/RX RPTR Frequency: Enter the TX and RX frequency of the repeater pair.

- This drop down list can be edited by the user if needed.**
- This dropdown menu comes empty from NIRSC to be able to post on the NIICD website.**

TX/RX Link Frequency: Enter the TX/RX UHF Link Frequency if being used.

- This drop down list can be edited by the user if needed.**
- This dropdown menu comes empty from NIRSC to be able to post on the NIICD website.**

Tone: Select the assigned tone from the dropdown menu.

- This drop down list can be edited by the user if needed.**
- The tones are assigned by the CDO or COMC. Contact the CDO or COMC if a tone is needed.**

EQUIPMENT LOCATION AND FREQUENCIES FORM

Location: Enter a physical location name of where the piece of equipment is installed or deployed.

Lat/Long: Enter the lat and long of where the piece of equipment is installed or deployed.

Installed: Enter the install date using the calendar picker.

Double Battery: Check the box if equipment is using a double battery system.

Solar: Check the box if the equipment is operating on solar panels.

Batt Replacement Date: Enter a battery replacement or maintenance schedule from the calendar picker.

Demobed: Check the box if equipment has been de-mobed.

- *This runs a macro to delete associated frequencies and enter the current date in the De-Mob date.*

Demob Date: Enter a Demob date, this is also automatically updated if the demob box is checked.

Remarks: Enter any remarks associated with the equipment.

Button Macros:

Add New Equipment: Runs a macro to take user to a new blank record to add information.

Delete Current Equipment: Runs a macro to delete the current record out of the database.

Note: Once the record is deleted it can not be recovered back into the database.

Export to Topo: Runs a macro to export lat long locations of each piece of equipment that can later be imported to topo maps.

Search Options:

Search Equipment: Allows user to find a record based on the equipment type.

- User can scroll through the drop down list or direct enter the equipment to search the record.

Report Options:

Equipment Inventory: View, Print or Save a report filtered and sorted by equipment resource numbers.

Equipment Locations: View, Print or Save a report filtered and sorted by equipment type

Equipment Frequencies: View, Print or Save a report filtered and sorted by equipment type.

Equipment Summary:

This summary box shows a snap shot of equipment in the database.

Incident Options:

Add New Incident: Runs a macro to take user to a new blank record to add another incident

Delete Incident: Runs a macro to delete the current incident from the database

Note: Once the record is deleted it can not be recovered back into the database.

Export to Topo: Runs a macro to export lat long locations of the incident only that can later be imported to topo maps.

INCIDENT DAILY LOG FORM

The screenshot shows a web-based form titled "Daily Log Entry Form" with a close button (X) in the top right corner. The main heading is "Incident Daily Log". Below this, there are three input fields: "Date:" with a calendar icon and a placeholder "(mm/dd/yyyy)", "Time:" with a placeholder "(hh:mm)", and "Initials:" with a text input field. Below these is a large text area labeled "Comments:". At the bottom of the form, there are four buttons: "Add New Entry Log" (blue), "Delete Current Entry" (red), "Clear ALL Entry Logs" (green), and "Open Radio Station Log" (blue). Below the buttons is a "Search Entry Log:" label followed by a yellow search bar and a dropdown arrow. To the right of the search bar are three icons: a magnifying glass, a printer, and a save icon.

Incident Daily Log Form

This incident daily log form allows the users to keep track of a daily log in communications (ICS-214).

Date: Enter appropriate date from the calendar picker.

Time: Enter a valid time. **(Format hh:mm)**

Initials: Enter the initials of the personnel adding comments.

Comments: Enter comments or remarks.

Button Macros:

Add New Entry Log: Runs a macro to take user to a new blank record to add information.

Delete Current Entry: Runs a macro to delete the current record out of the database.
Note: Once the record is deleted it can not be recovered back into the database.

Clear All Entry Logs: Runs a macro to delete all entry logs and start a new form.
Note: Once the record is deleted it can not be recovered back into the database.

Open Radio Station Log: Runs a macro to open the Radio Station Log form.

Search Options:

Search Entry Log: Allows user to find a record based on the date and time of the entry.

Report Options:

Entry Log: View, Print or Save a report filtered and sorted by entry log date and time.

INCIDENT RADIO STATION LOG

Radio Station Log

Incident Radio Station Log

Date: 1/15/2021 Time: 13:00 Code: RD Initials: JML

Station Calling: Division A

Station Called: Communications

Info/Message: Line order #345

Add New Record Delete Current Record Query All Station Logs Clear All Radio Logs

Search Radio Log:

Incident Radio Station Log Form

This incident radio station log form allows the users to keep track of a daily radio and phone logs coming and going from the communications unit.

Date: Enter appropriate date from the calendar picker.

Time: Enter a valid time. (*Format hh:mm*)

Code: Select the appropriate code from the drop down menu.

Initials: Enter the initials of the personnel adding comments making or taking the call.

Station Calling: Enter the station calling.

Station Called: Enter the station being called.

Comments: Enter comments or remarks.

Button Macros:

Add New Record: Runs a macro to take user to a new blank record to add information.

Delete Current Record: Runs a macro to delete the current record out of the database.
Note: Once the record is deleted it can not be recovered back into the database.

Query All Station Logs: Runs a macro to show a snap shot of the all the radio station logs in a spreadsheet.

Clear All Entry Logs: Runs a macro to delete all entry logs and start a new form.
Note: Once the record is deleted it can not be recovered back into the database.

Search Options:

Search Radio Log: Allows user to find a record based on the date and time of the entry.

REPORTS FORM

Reports Form

Incident Reports and Files

Incident Equipment Reports

Equipment By Kit #

Equipment By Resource #

Equipment By Name

All Trackable Equipment

4381 and 4244 Radios Only

Cell/Sat Phones

Available Equipment

Out Of Service Equipment

Misc Files and Webpages

[ICS-205 Multi-Radio](#)
[ICS-205 \(16 Channel\)](#)
[ICS-205 \(20 Channel\)](#)
[System Diagrams](#)
[NIRSC User's Guide](#)
[Radio Pocket Cards](#)
[Antenna Install Guide](#)

[COMT COML Checklist](#)
[OF-288 \(Time Report\)](#)
[AD-112 \(Lost/Damage\)](#)
[ICS-214 \(Unit Log\)](#)
[ICS-225 \(Performance\)](#)

[NIICD Home Page](#)
[GACC Home Page](#)
[Help Me File](#)

Incident Frequency Reports

Equipment Inventory

Equipment Locations

Equipment Frequencies

Misc Reports

Daily Log

Comm Unit Personnel

Master Phone List

Published Phone List

Un-Published Phone List

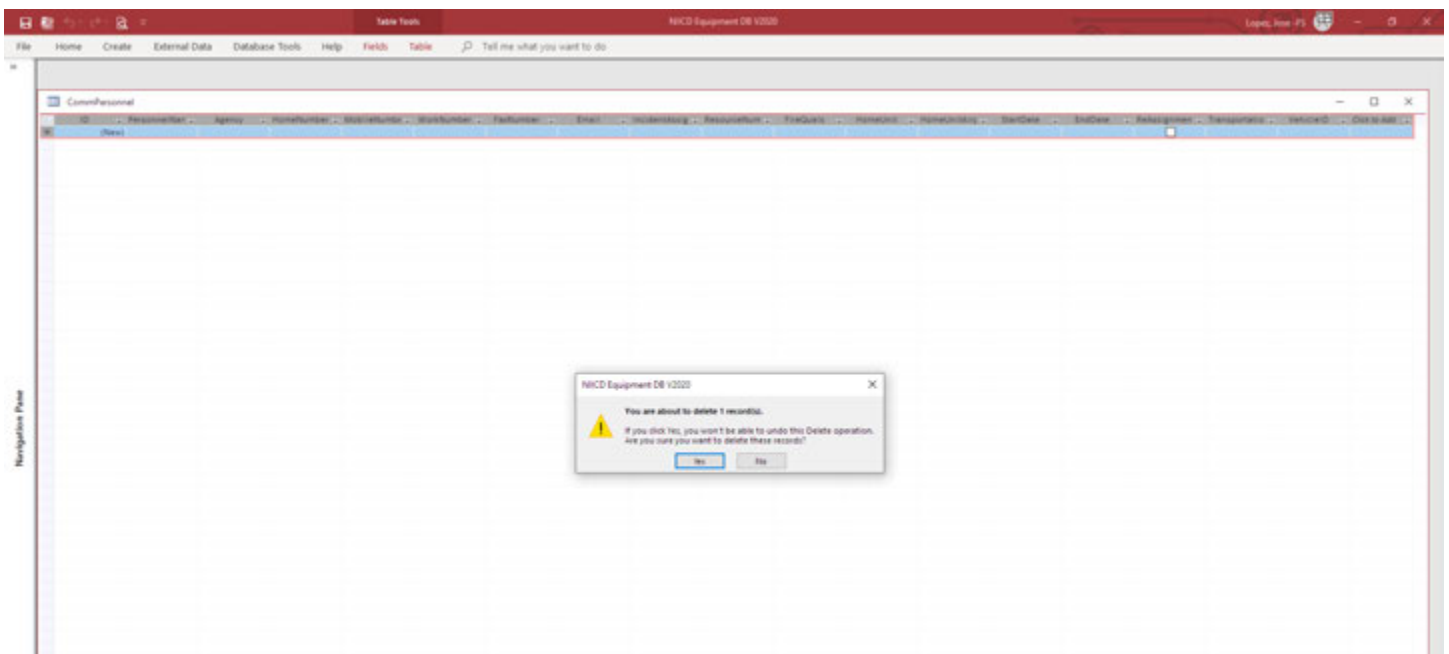
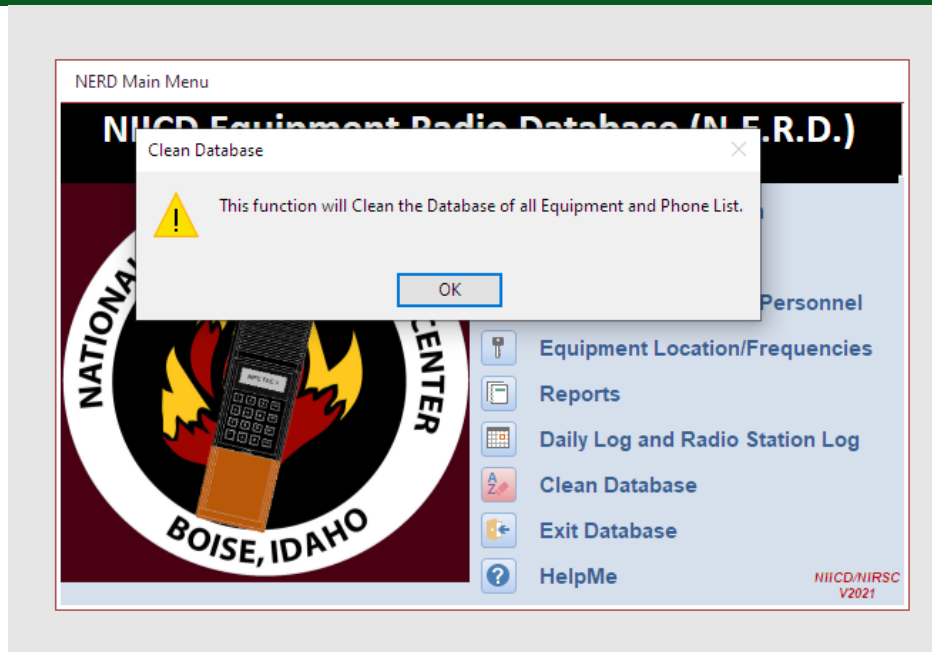
Incident Reports and Files:

This forms allows the user to view, print or save multiple reports available in the database.

It also contains several files available via PDF to help the communications unit radio design and frequency communications plans.

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CLEAN DATABASE



Clean Database:

This function allows the users to start a fresh new database. It deletes all records from all forms. Once deleted from the database, the records can not be recovered back into the database.

It is recommend to keep database backups if needed, before cleaning the database.

NOTES

NOTES

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