



Disaster Information Reporting System (DIRS)

User Manual

Version 5

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1 Using the System

1.1 Introduction

The Disaster Information Reporting System (DIRS) is a voluntary, efficient, web-based system that communications providers, including wireless, wireline, broadcast, and cable providers, can use to report communications infrastructure status and situational awareness information during times of crises. Because the information that communications companies input to DIRS is sensitive for national security and/or commercial reasons, DIRS filings shall be treated as presumptively confidential upon filing. To improve the utility of DIRS and facilitate Federal restoration efforts, the Commission will disseminate DIRS information to other Federal agencies that are authorized participants on the Emergency Support Function-2 (ESF-2) team. When DIRS is activated, the FCC will send an email to service providers, DIRS coordinators, and inputters notifying them of the activation. The e-mail will also include the geographic regions of the disaster and when the FCC requests the reports to be submitted.

To facilitate determination of network infrastructure located in counties declared to be part of the disaster area for a DIRS activation, an inputter or coordinator may find it useful to refer to an online site which correlates zip codes with counties. Sites which can provide lists of zips within a given county include:

- <http://www.getzips.com/county.htm>
- <http://www.melissadata.com/lookups/countyzip.asp>
- <http://www.zip-codes.com/search.asp> .

Sites which can provide the county for a given zip include:

- <http://www.getzips.com/zip.htm>
- <http://www.melissadata.com/lookups/zipcityphone.asp>
- <http://www.zip-codes.com/search.asp>
- www.zipinfo.com/search/zipcode.htm .

1.2 Accessing the Disaster Information Reporting System

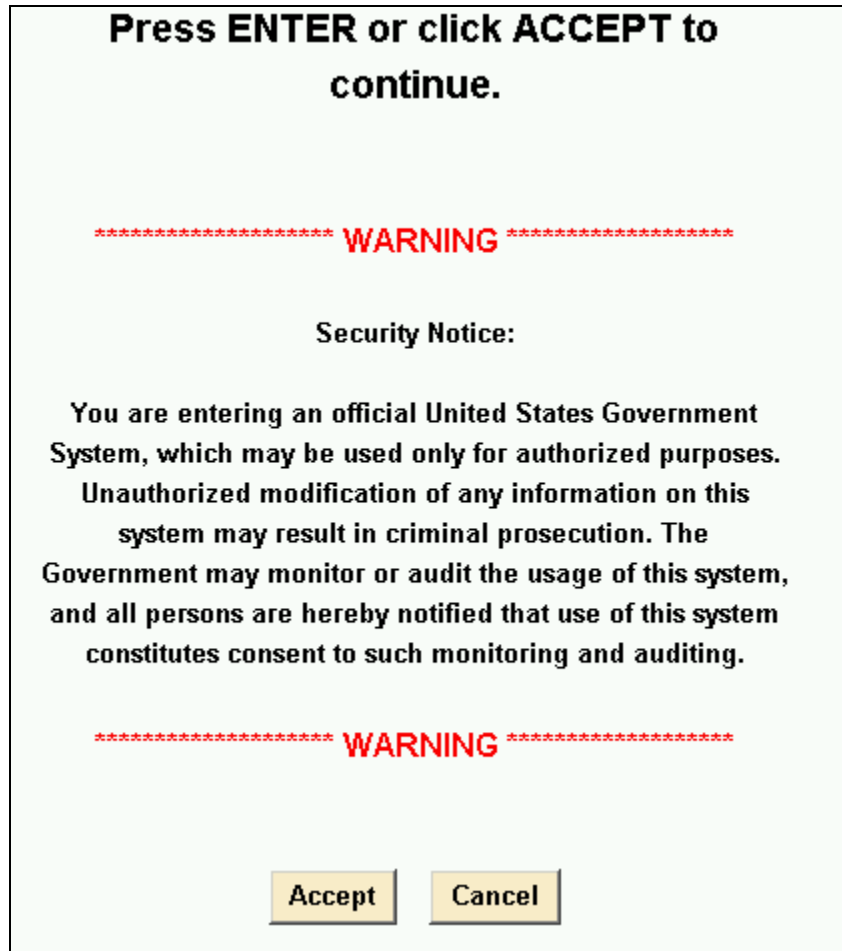
The DIRS home page is at:

<https://www.fcc.gov/nors/disaster/>

(Note: If you prefer, DIRS may also be accessed by the FCC's PSHSB DIRS reporting system page <http://transition.fcc.gov/pshs/services/cip/dirs/dirs.html> and selecting login.)

1.3 Security Banner

The following Security Banner will be displayed once the URL for DIRS has been sent:



You will have to acknowledge that you “accept” the conditions stated in the Security Banner.

(Note: If you accessed NORS via <http://transition.fcc.gov/pshs/services/cip/dirs/dirs.html>, the Security Banner will have a different appearance. In any case, you will still have to “accept” the conditions.)

1.4 DIRS Login

The Login screen is used to allow users to have access to the system. The system keeps track of two major types of filers: report inputters and report coordinators. Report inputters can file any type of report but can only update/resubmit reports that they personally have originally submitted. Report coordinators will be allowed to update and resubmit any report that was filed by someone from their company. DIRS makes this distinction for security reasons (to prevent someone posing as an employee of a company from getting access to the reports of that company).

You will need a User ID and a password. The DIRS system User ID and password will be authenticated when you click the Login button on the login screen. The login screen is:

New User Page.', 'If you have forgotten your password, please go to [Reset Password Page](#).', and 'If you have questions about or need help with the Disaster Information Reporting System, please contact [DIRS Help](#). You could also call 202-418-2448 or 202-418-0853.' At the bottom is a blue underlined link: '[Companies in critical need of help \(e.g., generators, fuel, portable cell towers\) click here.](#)'"/>

If you do not already have a User ID and Password, you should click the link marked “If you don’t have username/password, please select **New User Page**”. This will send you to the New User screen (given in Section 1.5). Note that if you forget your password, you should click the link marked, “If you have forgotten your password, please go to **Reset Password Page**.” The system will send you to a screen which asks for your User ID and your e-mail address. Your password will be e-mailed to you. If you need help or have questions, you should click the link marked “If you have questions about or need help with the Disaster Information Reporting System, please contact **DIRS Help**. You could also call 202-418-2448 or 202-418-0853.” Alternatively, you may contact the phone number or numbers mentioned in the DIRS activation email.

Finally, if as a result of the disaster your company has a critical need for aid or supplies such as generators or fuel, click on the link marked, “**Companies in critical need of help (e.g., generators, fuel, portable cell towers) click here.**”

1.5 Screen for New Users

If you do not already have User ID, you will be required to identify yourself including providing a valid e-mail address and contact information. The system will respond with your User ID and password. You will then be allowed to file reports. You will also be able to update and modify reports that you inputted. The screen for New Users is:

Disaster Information Reporting System - New User

Notice: Company ID is needed for users from companies on this list (the default is 11111111). The Coordinators set this ID for their company. If you are entering a new company name, you may leave the Company ID blank.

Reporting Company:

New Company (Type in new company name if applicable):

Company ID:

Type of Company:

Contact Person:

Phone Number: (###-###-####) Extension:

Cell Phone Number: (###-###-####)

Blackberry Number: (###-###-####)

E-Mail:

Address:

If someone from your company has a User ID or has filed a report, your company will be listed in the scroll down menu under the Reporting Company. You will have to choose that company and know the Company ID (or password). The Company ID is controlled by the report coordinators for your company (if your company has report coordinator(s)). The initial value for it is 11111111. The Company ID is DIRS' way to prevent any unauthorized person from saying that he/she is from your company. If your company is not in the scroll down menu, please give the name of your company. You will not have to provide a Company ID in this case.

In all cases you must provide your name, phone number and e-mail address. You will then be sent to the following screen which provides your User ID and password. You can then log onto the DIRS and file a disaster report.

New Reporting Carrier

Your new Username (healyj) and Password (89403301) have been assigned.

All new users are initially inputters. To have an inputter converted to a coordinator, please send a request via email to FCC-Disaster@fcc.gov .

1.6 Screen for Forgotten Password Request

This screen allows you to get a new password if you have forgotten your current password. From the Login page you should click the link marked “If you have forgotten your password, please go to **Reset Password Page**”.

Disaster Information Reporting System - Password Request

UserName:

E-Mail:

*** Email address must be same as the one in the system.**

DIRS will send you your new password via e-mail.

1.7 User Main Menu Screen

Those users with valid User IDs and valid passwords who are filing reports will go to the User Main Menu Screen upon logging on. Report inputters and coordinators have different menus. DIRS will authenticate your User ID and password and will send you to the correct user menu.

The Main Menu for coordinators is shown below.

Disaster Information Reporting System - Main Menu

Welcome John Doe from TESTCO. The name of current disaster is CARLTEMP.

- [Display/Update Reports](#) -- To display/update disaster reports.
- [Download Excel File with Report Data](#) -- To download data in excel file.
- [Summary Report](#) -- To display a summary report.
- [Modify Password](#) -- To modify the password.
- [Modify Profile](#) -- To modify the user profile.
- [Modify Company ID](#) -- To modify the company id.
- [Modify Company Information](#) -- To modify the company information.
- [Manage User](#) -- To manage user information.
- [Upload A Tab Delimited File](#) -- To upload a tab delimited data file.
- [Download Excel File Aid for Generating Tab Delimited File](#) -- To download Excel file to generate tab delimited data file.
- [List of PSAPs for counties](#) -- To list the PSAPs for given counties.
- [Upload Wireless Coverage Map](#) -- To upload a coverage map by wireless carrier.

In the Main Menu screen example above, only one disaster is in progress. However, if there are multiple disasters being covered by DIRS at the same time, all of these disasters will be shown in the screen.

All items in the menu are available to wireless carrier coordinators. All items except [Upload Wireless Coverage Map](#) are available to all other coordinators. Only the [Display/Update Reports](#), [Modify Password](#), [Modify Profile](#), and [List of PSAPs for counties](#) selections on the menu are available to inputters.

If you select [Display/Update Reports](#), you will be sent to the module for filing, displaying and updating any of the disaster reports. **That is, if you want to file a new report, update an existing report or look at any report that you have filed, you should select this menu item.** If you are a report inputter, you will be able to update and view only the reports that you personally have filed. If you are a report coordinator, you can update or view any report that you or anyone from your company has filed. It should be noted that no one from another company can see reports from your company. The only people allowed to view your outage reports are authorized FCC and DHS personnel. Authorized personnel from the FCC do have the ability to update your reports. This is for situations when you may not have access to the Internet but can get the information to the FCC using some alternate form of communication. If the FCC does update one of your reports, all your earlier versions will still be kept on the system. DIRS also keeps records of who did the update.

If you are a coordinator and select **Download Excel File with Report Data**, you will be able to download an Excel file with data for the latest updates of all reports from your company for a given disaster.

If you are a coordinator and select **Summary Report**, you will be able to obtain summary statistics for all reports that your company has filed for a given disaster. For each report type (discussed in the next section), the Summary Report gives total number of reports of that type, along with totals of other columns or fields in the report (*e.g.*, total number of affected lines in all reports on Major Equipment).

All users should change their password periodically to enhance security of their reporting and viewing of their reports. The menu to change a password is available by selecting **Modify Password**.

If a user wants to change or modify his/her profile, he/she should choose **Modify Profile**.

The Company ID is a company password maintained by the company's report coordinators. It is DIRS' way of allowing companies with report coordinators to control who can submit reports from their company. Anyone who wants to submit reports for a particular company must know the Company ID in order to get a User ID that is assigned to that company. Report coordinators maintain the Company ID. Report coordinators can change the Company ID. This is done under the heading, **Modify Company ID**.

If a coordinator wants to change or modify his/her company profile, he/she should choose **Modify Company Information**.

Report coordinators are allowed to modify the profile of an inputter or to deactivate the privileges of any inputter from their company. A coordinator can also deactivate another coordinator from their company. This is achieved by selecting **Manage User**.

A coordinator using **Upload A Tab Delimited File** will be able to upload a file that has been created in advance and which contains data for multiple reports. The coordinator will be able to use **Download Excel File Aid for Generating Tab Delimited File** to download a template to aid in creating the file that contains the data for multiple reports.

You may obtain a list of all PSAPs in a given county in your company's operating area by selecting **List of PSAPs for counties**.

Select **Upload Wireless Coverage Map** to upload a map showing areas where your carrier's service is and is not working.

1.8 Display/Update Reports

If you select **Display/Update Reports**, you will be sent to the following screen so that you can file, update or view your disaster reports:

Disaster Information Reporting System - Add/Update

Disaster:

Report Type:

You must select the type of report that you want to file, update or add from the drop down menu. The drop down menu from the preceding screen is shown below:

Major Equipment

- Major Equipment
- Remote Aggregation Devices / Distribution
- Wireline PSAP
- Interoffice Facilities / TSP
- Interoffice Facilities - Rings
- IXC Blocking
- Wireless MSC-STP-Voice
- Wireless Cell Site by County
- Broadcast
- Cable System

The reports that are requested depend on the type of company. For example, all companies experiencing Major Equipment failures will need to file corresponding reports. Traditional local exchange carriers will need to file Remote Aggregation Devices/Distribution and Wireline PSAP reports. All companies that own interoffice facilities will fill in the Interoffice Facilities/TSP reports. Interexchange carriers will fill in the IXC Blocking report. Wireless carriers will fill in the Wireless MSC-STP-Voice and the Wireless Cell Site by County reports. Broadcasters (AM/FM/TV) will fill in the Broadcast report. Cable System operators will file Cable System reports.

You must select the type of report that you want to file, update or view. Once you have selected the type of report and hit the retrieve button, the following screen will appear (we illustrate this for the moment with the Major Equipment report):

Disaster Information Report

Disaster:

Report Type:

(Last Action: Record Added - 06/05/2013 14:18:09)

	ID Number	Company	Equipment Type	CLLI	Status	No. of Access Lines	No. of Working Numbers	No. of Working Numbers Down	No. of VoIP Subscribers	No. of VoIP Subscribers Down	No. Vid Subscr
<input type="button" value="UPDATE"/>	030-0267915651291	TESTCO2	Video Headend	787	Part Down						1234
<input type="button" value="UPDATE"/>	030-0267915651368	TESTCO2	Tandem	dd	Part Down						
<input type="button" value="UPDATE"/>	030-0267915651489	TESTCO2	Host Switch	abcd1234567	Up	54321	54321	0			

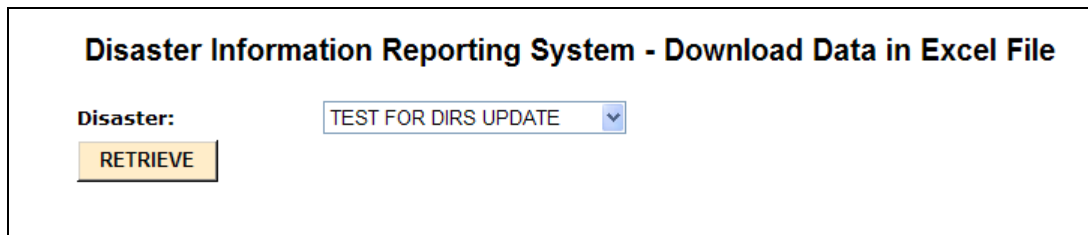
In the example above, some fields are left blank. For example, the concept of access lines on a Tandem Switch is meaningless, and the fields left blank for the report on the Tandem Switch are correctly left blank.

All the reports that you are allowed to update will be listed in table format. There will be a scrollbar at the bottom so that you can see any of the fields for that report. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

In sections 2 through 11 below, we will provide details for each report type.

1.9 Download Excel File with Report Data

If you are a coordinator, this screen allows you to download an Excel file with data for the latest updates of all reports from your company for a given disaster.




The screenshot shows a web interface titled "Disaster Information Reporting System - Download Data in Excel File". It features a "Disaster:" label followed by a dropdown menu currently displaying "TEST FOR DIRS UPDATE". Below the dropdown is a yellow button with the text "RETRIEVE".

To download the Excel file, select the disaster from the drop down menu and click on the “RETRIEVE” button.

1.10 Summary Report

If you are a coordinator, this screen allows you to obtain summary statistics for all reports that your company has filed for a given disaster.



The screenshot shows a web interface titled "Disaster Information Reporting System - Summary Report". It features a "Disaster:" label followed by a dropdown menu currently displaying "TEST FOR DIRS UPDATE". Below the dropdown is a yellow button with the text "RETRIEVE".

After selecting the disaster of interest from the drop down menu and pressing the “RETRIEVE” button, DIRS will display a summary report with a format like the following:

Disaster Information Reporting System - Summary Report (5/31/2013 11:13:43 AM (EST))																
Disaster: ESF2 EXERCISE 2012																
Report Type: Major Equipment																
Number of Reports	Total Access Lines	Total Working Numbers	Total Working Numbers Down	Total VoIP Subscribers	Total VoIP Subscribers Down	Total Video Subscribers	Total Video Subscribers Down	Total Broadband Access Users	Total Broadband Access Users Down	Status					Switch Up b Outs Plan Dow	
										Up	Down	Part Down	SS7 Isolated			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Report Type: Remote Aggregation Devices / Distribution																
Number of Reports	Service Affected				Total Number of RAD Down	Total Number of Working Numbers Served	Total Number of Working Numbers Down									
	Voice	VoIP	Both	Others												
0	0	0	0	0	0	0	0									
Report Type: Wireline PSAP																
Number of Reports	Status			Status of ANI/ALI		Total Restoral Time	Total Number of Customer Served									
	Up	Down	Rerouted	Up	Down											
0	0	0	0	0	0	0	0									
Report Type: Interoffice Facilities / TSP																
Number of Reports	Total Number of DS3s Affected (Down)				Total Number of TSP Circuits Down											
0	0				0											
Report Type: Interoffice Facilities - Rings																
Number of Reports	Total Number of DS3s Affected (Down)				Total Number of TSP Circuits Down											
0	0				0											

1.11 Modify Password

This screen allows you to modify or change your password.

Disaster Information Reporting System - Modify Password	
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Re-type New Password:	<input type="text"/>
<input type="button" value="SUBMIT"/> <input type="button" value="CLEAR"/>	

DIRS will confirm your change of password.

Disaster Information Reporting System
<p>Password has been modified.</p> <p style="text-align: center;"><input type="button" value="DONE"/></p>

Use your selected password for future outage reporting.

1.12 Modify User Profile

If you need to make changes to your user profile (contact information changes), you can make them by accessing this screen:

Disaster Information Reporting System - Modify User Profile

Name:

Phone Number: Extension:

Cell Phone Number: (###-###-####)

Second Cell Phone Number: (###-###-####)

Third Cell Phone Number: (###-###-####)

E-Mail:

Second E-Mail:

Address:

1.13 Modify Company ID

This screen allows report coordinators (and only report coordinators) to modify or change their Company's ID. The Company ID is essentially a company password that is implemented in DIRS to prevent people from outside this company from obtaining a User ID for this company or from inputting, modifying or viewing reports for this company.

Disaster Information Reporting System - Modify Company ID

Old Company ID:

New Company ID:

Re-type New Company ID:

DIRS will confirm the change of Company ID.

1.14 Modify Company Information

Report coordinators can modify their company's information by selecting **Modify Company Information** from the Main Menu. When a coordinator does this, the following screen will appear:

Disaster Information Reporting System - Modify Company Information

Reporting Company: TESTCO

Type of Company: Cable

Contact Person:

Phone Number: (###-###-####) **Extension:**

Cell Phone Number: (###-###-####)

Second Cell Phone Number: (###-###-####)

E-Mail:

Address:

The coordinator can then enter and **SUBMIT** changes.

1.15 Manage User

Report coordinators can modify inputter and coordinator profiles or stop access to DIRS by their company's report inputters and other report coordinators by using this screen:

Disaster Information Reporting System - Manage User

UserName:

User Type:

Email Notification:

Deactivate:

Name:

Phone Number:
Extension:

E-Mail:

Second E-Mail:

Cell Phone Number: (###-###-####)

Second Cell Phone Number: (###-###-####)

Third Cell Phone Number: (###-###-####)

Address:

1.16 Upload A Tab Delimited File

If you are a coordinator and select **Upload A Tab Delimited File**, you will be sent the following screen:

FCC > PSHS > Disaster reports

Upload Disaster Report in Text File

You may use the Browse button to select the tab delimited text file that you wish to upload to the Commission. When you have selected the file, press the SUBMIT button to upload the file. The user should ensure that the tab delimited file is not open on the desktop of the coordinator's pc prior to pressing the SUBMIT button. Users should also

ensure that all cells in the tab delimited file contain an entry (i.e., blank cells will cause upload errors.)

Note that a *coordinator* may upload updates on all reports previously submitted by your company, but an *inputter* may update only those reports that were initially submitted by the inputter. If the file being uploaded by an inputter includes data on a report that was initially submitted by someone else, DIRS will reject the file. Note: an inputter cannot upload updates to any information initially uploaded on a tab delimited file and can only submit single reports.

1.17 Download Excel File Aid for Generating Tab Delimited File

If you are a coordinator and select **Download Excel File Aid for Generating Tab Delimited File**, you will be presented with a dialog box that will permit you to download an Excel file that may be helpful to use to create the tab-delimited text file discussed above. The instructions for using the Excel file to create the text file are provided in the first worksheet in the Excel file itself.

1.18 List of PSAPs for Counties

If you are a coordinator or inputter and select **List of PSAPs for counties**, you will be presented with a dialog box that will permit you to obtain a list of PSAPs in a given county. After you select **List of PSAPs for counties**, a screen similar to the following screen will appear:

Disaster Information Reporting System - List of PSAPs for Counties

Type of Installations: PSAPs ▾

Disaster: HURRICANE SANDY ▾

County/State:

- ACCOMACK/VA
- ADAMS/PA
- ALEXANDRIA CITY/VA
- ALLEGANY/MD
- ANNE ARUNDEL/MD
- ARLINGTON/VA
- ATLANTIC/NJ
- BALTIMORE/MD
- BALTIMORE CITY/MD
- BARNSTABLE/MA
- BEDFORD/PA
- BERGEN/NJ
- BERKELEY/WV
- BERKS/PA
- BLAIR/PA
- BRISTOL/MA
- BRISTOL/RI
- BRONX/NY
- BUCKS/PA
- BURLINGTON/NJ

RETRIEVE

You can then select from the drop down menu the county for which you want a list of PSAPs, and finally select **RETRIEVE**.

1.19 Upload Wireless Coverage Map

If you are a wireless carrier coordinator and select **Upload Wireless Coverage Map**, you will be presented with a dialog box that will permit you to upload a coverage map:

Upload Wireless Coverage Map File

Disaster: ESF2 EXERCISE 2012 ▾

File: **Browse...**

Notes:

CLEAR **SUBMIT**

Select the file that you wish to upload and click on “Submit”.

2 Major Equipment

This section assumes that the user has chosen to input, update or view major equipment reports. If “Major Equipment” is chosen from the Display/Update Reports dropdown menu, the following screen will appear:

Disaster:

Report Type:

(Last Action: Record Modified - 04/04/2012 23:15:08)

	ID Number	Company	Equipment Type	CLLI or PSID	Status	No. of Access Lines	No. of Working Numbers	No. of Working Numbers Down	No. of VoIP Subscribers
<input type="button" value="UPDATE"/>	030-0016508937358	TESTCO	Remote Switch	ADAROR21DS0	Up	1780	1780	0	
<input type="button" value="UPDATE"/>	030-0016508937359	TESTCO	Remote Switch	ALSEORXXRS1	Up	583	583	0	
<input type="button" value="UPDATE"/>	030-0016508937360	TESTCO	Remote Switch	ASTROR64DS0	Up	12965	12965	0	
<input type="button" value="UPDATE"/>	030-0016508937361	TESTCO	STP	BLDGORXARS0	Up	408	408	0	
<input type="button" value="UPDATE"/>	030-0016508937362	TESTCO	Host Switch	BLFNORXXRS0	Up	964	964	0	
<input type="button" value="UPDATE"/>	030-0016508937363	TESTCO	Remote Switch	BNDNOR02DS0	Up	706	706	0	

As shown above, some fields are meaningless for certain kinds of equipment, and these fields should be left blank.

All the reports that you are allowed to update will be listed in table format. There will be a scrollbar at the bottom so that you can see any of the fields for that report. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

If you click NO CHANGE, the following screen will appear:

Disaster Information Reporting System - No Change to Reports

No Change has been indicated.

If you click ADD NEW REPORT, the following input form will appear:

New Major Equipment Disaster Report

Disaster:	SLC EXERCISE
Company:	TESTCO
Type of Equipment:	<input type="text"/>
CLLI or PSID:	<input type="text"/>
Status:	<input type="text"/>
Number of Access Lines:	<input type="text"/>
Number of Working Numbers:	<input type="text"/>
Number of Working Numbers Down:	<input type="text"/>
Number of VoIP Subscribers:	<input type="text"/>
Number of VoIP Subscribers Down:	<input type="text"/>
Number of Video Subscribers:	<input type="text"/>
Number of Video Subscribers Down:	<input type="text"/>
Number of Broadband Access Users:	<input type="text"/>
Number of Broadband Access Users Down:	<input type="text"/>
Power Status:	<input type="text"/>
Generator Available:	<input type="text"/>
Latitude (nnn.nnnnnn):	<input type="text"/>
Longitude (nnn.nnnnnn):	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Notes:	<input type="text"/>

When you hit SUBMIT, DIRS will check to make sure that all the required fields are filled in. If some are not, DIRS will tell you to go back to the input screen and fill in those fields.

If you had clicked “UPDATE”, the report that you selected would have had much of the information prefilled. You can then make any changes that you want and resubmit the report.

Generally, reporting parties should treat Remote Aggregation Devices (RAD) (e.g., Fiber to the Curb (FTTC), other fiber nodes) as they would treat Digital Loop Carrier (DLC) systems for wireline voice, and leave the wireline or VoIP impact off of the Major Equipment section to avoid double counting the impact. Also, reporting parties should not count user-caused service failures (e.g., users that intentionally power their homes down) or users that lose commercial power; instead, the reporting parties should look at

the RAD and, if it is down, count all users on the RAD. The number of users will be determined by whether or not a RAD is successfully operational.

Below we describe how each of the fields on the Major Equipment report should be filled out:

- **Disaster:** The name of the disaster, *e.g.*, Hurricane Katrina.
- **Company:** The name of the company filling in the report. Company will be prepopulated based on who is submitting the information.
- **Type of Equipment:** The type of equipment that is being described in this row of the table. Only equipment that is down or on back-up power due to the disaster and in the affected area needs to be listed. Type of equipment can have the following entries:
 - Host Switch – A switch that resides in a central office building and provides call processing functions,
 - Remote Switch – A switch which depends on its host switch for call control but does provide intraswitch call processing. Remote terminals and Digital Loop Carriers are not to be considered remote switches.
 - Tandem – A switch that provides a concentration and distribution function for originating or terminating traffic between host switches.
 - STP – Signaling Transfer Point. A packet switch that performs message routing in a Common Channel Signaling (CCS) network
 - Softswitch – A device which provides call control functions for Voice over Internet Protocol (VoIP) services.
 - Video Headend – A facility which receives video programming from various sources, including broadcasters and via satellite, and transmits those programs to customers via the cable infrastructure. Note: if the Video Headend equipment failure causes failure of cable systems, those system failures should also be reported as Cable System outage reports.
 - Edge Router – An Internet router at the network edge, where individual customers depend on it for service.
- **CLLI or PSID:** The CLLI code for the equipment. CLLI is a text field of 11 characters. (For Video Headend equipment, Physical System Identifier (PSID), a six-character code, should be used instead of CLLI.)
- **Status:** The status of the equipment (generally whether the equipment is up or down). Status can take on the following values:
 - Up – Fully operational
 - Down – Completely down or at least 98% of the call processing is down.
 - Part Down – only a portion of the working numbers are down.
 - SS7 Isolated – the switch is isolated from the SS7 network
 - Switch Up but Outside Plant Down – the switch is up but at least 90% of the outside plant is not connected to the switch.
- **Number of access lines:** The number of access lines served by a switch. There is no universally accepted definition of this term but each company keeps this data for each switch. Number of access lines is a 7 digit numeric field.

- **Number of working numbers:** Number of working numbers served by a switch. Number of working numbers is defined to be the sum of all telephone numbers that can originate or terminate telecommunications. (For more explanation, see part 4 of the rules on outage reporting.) This is a 7 digit numeric field.
- **Number of working numbers down:** Number of working numbers normally served by the switch but which are now down. Number of working numbers down is a 7 digit numeric field.
- **Number of VoIP Subscribers:** Number of subscribers or customers of VoIP service served by the equipment in the report.
- **Number of VoIP Subscribers Down:** Number of VoIP subscribers that have lost service as a result of the equipment failure.
- **Number of Video Subscribers:** Number of subscribers or customers of video service served by the equipment in the report.
- **Number of Video Subscribers Down:** Number of video subscribers that have lost service as a result of the equipment failure.
- **Number of Broadband Access Users:** Number of broadband Internet access customers served by the equipment in the report.
- **Number of Broadband Access Users Down:** Number of broadband Internet access customers that have lost service as a result of the equipment failure.
- **Power Status:** The status of power for the equipment. This field can have the following entries:
 - On Commercial
 - No Power
 - On Generator
 - On Battery
 - Unknown
- **Generator available:** Whether there is a generator available to power the equipment. This field can have the following entries:
 - Yes
 - No
 - Not Applicable (The equipment is on commercial power)
 - Unknown
- **Latitude:** Latitude for the location of the equipment. Latitude is a 10 digit field - xxx.xxxxxx. For example, 40 degrees 30 minutes should be input 040.500000. Latitude and longitude or address and city are required.
- **Longitude:** Longitude for the location of the equipment. Longitude is a 10 digit field - xxx.xxxxxx. For example, 40 degrees 30 minutes should be input 040.500000. Latitude and longitude or address and city are required.
- **Address:** Address of the equipment. Address is a 20 character text field. Latitude and longitude or address and city are required.
- **City:** City where the equipment is located. City is a 20 character text field. Latitude and longitude or address and city are required.
- **State:** State where the equipment is located. State is selected from a drop down menu.

- **Notes:** Notes contain additional information about any of the earlier fields. Notes is a 200 character text field.

3 Remote Aggregation Devices/Distribution

This section assumes that the user has chosen to input, update or view Remote Aggregation Device reports or overall distribution reports. For the purposes of this section, Remote Aggregation Devices refer to Digital Loop Carrier (DLC) systems, loop fiber systems, Digital Subscriber Line Access Multiplexers (DSLAMs), and other systems that combine and/or format signals from multiple customers for sending into a shared network; and distribution refers to all loop outside plant. Since some Remote Aggregation Devices are in the loop outside plant, the consequences of some Remote Aggregation Device outages should also be reflected in a Distribution report as well.

If “Remote Aggregation Devices / Distribution” is chosen from the Display/Update Reports dropdown menu, the following screen will appear:

Disaster Information Reporting System - Add/Update

Disaster:

Report Type:

(Last Action: Record Added - 06/05/2013 12:51:31)

	ID Number	Company	Service Affected	CLLI of Switch	Number of RAD Down	Number of Working Numbers Served	Number of Working Numbers Down	State	Notes	Updated
<input type="button" value="UPDATE"/>	030-0267915646232	TESTCO2	Both	Overall		271000	26324	ARKANSAS		2013-06-05 12:50:31.0
<input type="button" value="UPDATE"/>	030-0267915646291	TESTCO2	VoIP	ului	23	27000	24000	ARKANSAS		2013-06-05 12:51:31.0

All the reports that you are allowed to update will be listed in table format. There will be a scrollbar at the bottom so that you can see any of the fields for that report. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

If you click NO CHANGE, the following screen will appear:

Disaster Information Reporting System - No Change to Reports

No Change has been indicated.

If you click ADD NEW REPORT, the following input form will appear:

New Remote Aggregation Devices / Distribution Disaster Report

Disaster:	ESF2 EXERCISE 2012
Company:	TESTCO
Service Affected:	
CLLI of Switch:	Overall
Number of RAD Down:	
Number of Working Numbers Served:	
Number of Working Numbers Down:	
State:	
Notes:	

When you hit SUBMIT, DIRS will check to make sure that all the required fields are filled in. If some are not, DIRS will tell you to go back to the input screen and fill in those fields.

If you had clicked “UPDATE”, the report that you selected would have had much of the information prefilled. You can then make any changes that you want and resubmit the report.

Below we describe how each of the fields on the Remote Aggregation Device (RAD) report should be filled out:

- **Disaster:** The name of the disaster, *e.g.*, Hurricane Katrina.
- **Company:** The name of the company filling in the report. Company will be prepopulated based on who is submitting the information.
- **Service affected:** This field can have the following entries:
 - Voice: refers to conventional voice (not VoIP)
 - VoIP
 - Both
- **CLLI of Switch/Geographic Area:**
 - For a Remote Aggregation Device report: CLLI of the building which serves all the Remote Aggregation Devices or the Geographic Area containing all the Remote Aggregation Devices. The goal here is to define a geographic area smaller than a state to obtain counts of affected Remote Aggregation Devices and counts of working numbers affected (down). The CLLI building code is 8 text characters. Note: for a new Remote Aggregation Device report, the word “Overall” will be pre-populated in the CLLI field. That word should be replaced with a valid CLLI.
 - For a Distribution report: the word “Overall” should be entered.
- **Number of RAD down:**
 - For a Remote Aggregation Device report: Number of Remote Aggregation Devices from the switch or in the Geographic Area that are down (for any reason). This is a 3 digit numeric field.

- For a Distribution report: leave blank.
- **Number of working numbers served:**
 - For a Remote Aggregation Device report: Number of working numbers served by the failed Remote Aggregation Devices covered in the report.
 - For a Distribution report: Number of working numbers served in the state that is the subject of the report.
- **Number of working numbers down:**
 - For a Remote Aggregation Device report: Number of working numbers that are down as a result of the Remote Aggregation Devices being down. Working numbers, access lines, and VoIP subscribers are treated as equivalent for this field. Number of working numbers down is a 7 digit numeric field.
 - For a Distribution report: Number of working numbers that are down in the state as a result of failures in the loop outside plant, including both device and cable failures. Working numbers, access lines, and VoIP subscribers are treated as equivalent for this field. Number of working numbers down is a 7 digit numeric field.
- **State:** State where the Remote Aggregation Devices or affected customers are located. For a Remote Aggregation Device report, if the equipment is in more than one state, please pick the state with the majority of the equipment. A Distribution report should be for one state only. State is selected from a drop down menu.
- **Notes:** Notes contain additional information about any of the earlier fields. Notes is a 200 character text field.

4 Wireline PSAP

This section assumes that the user has chosen to input, update or view wireline PSAP reports. If “Wireline PSAP” is chosen from the Display/Update Reports dropdown menu, the following screen will appear:

Disaster Information Reporting System - Add/Update

Disaster: RETRIEVE

Report Type: (Last Action: Record Added - 03/05/2007 14:36:10)

	ID Number	Company	PSAP Name	Status	Status of ANI/ALI	Restoral Time	Area Served	Address	City	State	Zip Code	Nur C Cust Ser
<input type="button" value="UPDATE"/>	07-06452570	TESTCO	psapname	Down	Up	02/10/2007 11:10:10	test county	1111 test street	test city	VIRGINIA	22201	10

All the reports that you are allowed to update will be listed in table format. There will be a scrollbar at the bottom so that you can see any of the fields for that report. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

If you click NO CHANGE, the following screen will appear:

Disaster Information Reporting System - No Change to Reports

No Change has been indicated.

If you click ADD NEW REPORT, the following input form will appear:

New Wireline PSAP Disaster Report

Disaster:	TEST DISASTER
Company:	TESTCO
PSAP Name:	<input type="text"/>
Status:	<input type="text" value="▼"/>
Status of ANI/ALI:	<input type="text" value="▼"/>
Restoral Time (Projected or Actual):	<input type="text"/>
Area Served (e.g., County):	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="▼"/>
Zip Code:	<input type="text"/>
Number of Customers Served by PSAP:	<input type="text"/>
Notes:	<input type="text"/>

When you hit SUBMIT, DIRS will check to make sure that all the required fields are filled in. If some are not, DIRS will tell you to go back to the input screen and fill in those fields.

If you had clicked “UPDATE”, the report that you selected would have had much of the information prefilled. You can then make any changes that you want and resubmit the report.

Below we describe how each of the fields on the Wireline PSAP report should be filled out:

- **Disaster:** The name of the disaster, *e.g.*, Hurricane Katrina.
- **Company:** The name of the company filling in the report. Company will be prepopulated based on who is submitting the information.
- **PSAP Name:** The name of the PSAP. Companies are to list all the primary PSAPs in the affected area that are served by their Selective Routers (E911 Tandems). The PSAP name is a text field of 30 characters. Abbreviations like SO for Sheriff’s Office, PD for Police Department, FD for Fire Department are acceptable.
- **Status:** The status of the PSAP at the time the report is being filled out. Status can take on the following values:
 - Up – Fully operational.

- Down – Completely down; the PSAP can not receive calls
- Rerouted to Admin Lines – Calls to the PSAP have been rerouted to administrative lines of the PSAP.
- Rerouted to Another PSAP – Calls to the PSAP have been rerouted to another PSAP.
- Rerouted to Other– Calls to the PSAP have been rerouted somewhere else, *i.e.*, somewhere other than administrative lines or another PSAP.
- **Status of ANI/ALI:** Status of Automatic Number Identification (ANI) and Automatic Location Identification (ALI). The status can take on one of two values.
 - Up – Both ANI and ALI are functioning
 - Down – One or both of ANI and ALI are not functioning.
- **Restoral Time (Projected or Actual):** If the PSAP is restored, this is the actual restoral time. If the PSAP is still down, this is the projected restoral time. The entry should have the format “MM/DD/YYYY HH:MM”, where the first MM is the two-digit representation of the month, DD is the two-digit representation of the day, YYYY is the year, HH is the hour (a number between 00 and 24), the second MM is the minute, and there should be one space between the year and the hour, You may also enter “Unknown” or “NA” under the conditions described below. This field can take on the following values:
 - Actual restoral time – if the PSAP is already restored.
 - Projected restoral time – if the PSAP is still down.
 - Customer Controlled – if the PSAP restoral time is controlled by the PSAP and is unknown to the carrier.
 - Unknown – if the restoral time is unknown.
 - NA – Not applicable, if the PSAP has not been down in any earlier report.
- **Area Served (e.g., County):** Jurisdictional area served by the PSAP. Please provide the name and the jurisdictional level, for example, Beaumont City. Area served is a 20 character text field.
- **Address:** Address of the PSAP. Address is a 20 character text field.
- **City:** City where the PSAP is located. City is a 20 character text field.
- **State:** State where the PSAP is located. State is selected from a drop down menu.
- **Zip code:** Zip code where the PSAP is located. Zip code is a numeric field.
- **Number Of Customers Served by PSAP:** Number of customers served by the PSAP. This is a 7 digit numeric field.
- **Notes:** Notes contain additional information about any of the earlier fields. Notes is a 200 character text field.

5 Interoffice Facilities/TSP

This section assumes that the user has chosen to input, update or view Interoffice Facilities/TSP reports. If “Interoffice Facilities/TSP” is chosen from the Display/Update Reports dropdown menu, the following screen will appear:

Disaster Information Reporting System - Add/Update

Disaster: ESF2 EXERCISE 2012

Report Type: Interoffice Facilities / TSP RETRIEVE

ADD NEW REPORT
NO CHANGE
(Last Action: Record Modified - 04/01/2013 15:50:47)

	ID Number	Company	CLLI code for Facility Start	CLLI code for Facility End	DS3s Affected (Down)	Number of TSP Circuits Down	State	Notes	Updated
UPDATE	030-0016508935616	TESTCO	XXX122	XXX2	34827	580			2013-04-01 12:53:22.0
UPDATE	030-0016509146394	TESTCO	Overall	end code	1000	300	VIRGINIA	test	2013-04-01 12:53:14.0

All the reports that you are allowed to update will be listed in table format. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

If you click NO CHANGE, the following screen will appear:

Disaster Information Reporting System - No Change to Reports

No Change has been indicated.

DONE

If you click ADD NEW REPORT, the following input form will appear:

New Interoffice Facilities/TSP Report

Disaster: ESF2 EXERCISE 2012
Company: TESTCO
CLLI code for Facility Start:
CLLI code for Facility End:
Number of DS3s Affected (Down):
Number of TSP Circuits Down:
State:
Notes:

When you create a new report, the “CLLI Code for the Facility Start” is prepopulated with “Overall”. This is to allow reporting total DS3s out in a state for all the facility failures affecting fewer than 1000 DS3s each, and for all TSP circuits out in the state. We still request an individual or separate report for each major facility event affecting more than 1000 DS3s.

When you hit SUBMIT, DIRS will check to make sure that all the required fields are filled in. If some are not, DIRS will tell you to go back to the input screen and fill in those fields.

If you had clicked “UPDATE”, the report that you selected would have had much of the information prefilled. You can then make any changes that you want and resubmit the report.

Below we describe how each of the fields on the Interoffice Facilities/TSP report should be filled out:

NOTE: Only interoffice facilities which are down are to be listed.

- **Disaster:** The name of the disaster, *e.g.*, Hurricane Katrina.
- **Company:** The name of the company filling in the report. Company will be prepopulated based on who is submitting the information.
- **CLLI Code for Facility Start:**
 - For a report on a major facility outage (affecting 1000 or more DS3s): CLLI for the *building* at which the facility starts. Note we are not asking for information at the circuit level. In many cases it is arbitrary which office is considered the start and which office is considered the end of the facility. CLLI for the building is an 8 character text field.
 - For a statewide report on TSP circuits and small facility outages (latter affecting fewer than 999 DS3s each): Enter the word “Overall”.

- **CLLI Code for Facility End:**
 - For a report on a major facility outage (affecting 1000 or more DS3s): CLLI for the *building* at which the facility ends. Note we are not asking for information at the circuit level. In many cases it is arbitrary which office is considered the start and which office is considered the end of the facility. CLLI for the building is an 8 character text field.
 - For a statewide report on TSP circuits and small facility outages (latter affecting fewer than 999 DS3s each): Leave blank.
- **Number of DS3s Affected (Down):** Ideally this is the number of DS3s (or equivalent) down because the facility is out. In cases where the exact number of DS3s down is not known, please list the size of the facility. This is a 5 digit numeric field.
- **Number of TSP Circuits Carried (Down) (in DS0 equivalent):** The number of TSP circuits down because the facility is down. This is a 7 digit numeric field.
- **State:**
 - For a report on a major facility outage (affecting 1000 or more DS3s): Leave blank.
 - For a statewide report on TSP circuits and small facility outages (latter affecting fewer than 999 DS3s each): state in which the TSP circuits and small facilities are located. In an “Overall” state report, TSP circuits and small facilities in only one state should be reported.
- **Notes:** Notes contain additional information about any of the earlier fields. Notes is a 200 character text field.

6 Interoffice Facilities - Rings

This section assumes that the user has chosen to input, update or view Interoffice Facilities - Rings reports. If “Interoffice Facilities - Rings” is chosen from the Display/Update Reports dropdown menu, the following screen will appear:

Disaster Information Reporting System - Add/Update

Disaster:

Report Type:

(Last Action: Record Added - 03/05/2007 14:36:10)

	ID Number	Company	Ring Name	Nodes on Ring	DS3s Affected (Down)	TSP Circuits Carried (Down)	Notes	Updated
<input type="button" value="UPDATE"/>	07-06452570	TESTCO	ringname	cli1,cli2	1000	100	test notes	2007-03-05 14:36:07.0
<input type="button" value="UPDATE"/>	2007000001	TESTCO	TESTRING	test1	1000			2007-03-01 11:02:56.0

All the reports that you are allowed to update will be listed in table format. There will be a scrollbar at the bottom so that you can see any of the fields for that report. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

If you click NO CHANGE, the following screen will appear:

Disaster Information Reporting System - No Change to Reports

No Change has been indicated.

If you click ADD NEW REPORT, the following input form will appear:

New Interoffice Facilities - Rings Disaster Report	
Disaster:	TEST DISASTER
Company:	TESTCO
Ring Name:	<input type="text"/>
Nodes on Ring:	<input type="text"/>
Number of DS3s Affected (Down):	<input type="text"/>
Number of TSP Circuits Carried (Down) (in DS0 equivalent) :	<input type="text"/>
Notes:	<input type="text"/>
<input type="button" value="CLEAR"/> <input type="button" value="SUBMIT"/>	

When you hit SUBMIT, DIRS will check to make sure that all the required fields are filled in. If some are not, DIRS will tell you to go back to the input screen and fill in those fields.

If you had clicked “UPDATE”, the report that you selected would have had much of the information prefilled. You can then make any changes that you want and resubmit the report.

Below we describe how each of the fields on the Interoffice Facilities - Rings report should be filled out:

NOTE: Only interoffice rings in which at least a portion of the traffic is unable to traverse the ring are to be listed.

- **Disaster:** The name of the disaster, *e.g.*, Hurricane Katrina.
- **Company:** The name of the company filling in the report. Company will be prepopulated based on who is submitting the information.
- **Ring Name:** An identifier for the ring. The ring name is a text field of 11 characters.
- **Nodes on rings:** The CLI for each building on the ring (8 characters for each building). The CLI should be separated by commas: CLI0001,CLI0002,CLI0003,CLI0004. This field is a text field of 300 characters.
- **Number of DS3s Affected (Down):** Ideally this is the number of DS3s (or equivalent) down because the ring is out. In cases where it is not known the exact number of DS3s down, please list the number of DS3s on the ring. This is a 5 digit numeric field.
- **Number of TSP Circuits Carried (Down) (in DS0 equivalent):** The number of TSP circuits down because the facility is down. This is a 7 digit numeric field.
- **Notes:** Notes contain additional information about any of the earlier fields. Notes is a 200 character text field.

7 IXC Blocking

This section assumes that the user represents an IXC and has chosen to input, update or view IXC Blocking reports. If “IXC Blocking” is chosen from the Display/Update Reports dropdown menu, the following screen will appear:

Disaster Information Reporting System - Add/Update

Disaster:

Report Type:

(Last Action: Record Added - 03/05/2007 14:36:10)

	ID Number	Company	State	Time Period	Calls Blocked in Time Period	Historical Calls Blocked in 24 Hours	Notes	Updated
<input type="button" value="UPDATE"/>	07-06452570	TESTCO	VIRGINIA	23 hours	100	1000	test notes	2007-03-05 14:36:07.0
<input type="button" value="UPDATE"/>	2007000001	TESTCO	CONNECTICUT	24 HOURS	10000	100		2007-03-01 11:08:24.0

All the reports that you are allowed to update will be listed in table format. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

If you click NO CHANGE, the following screen will appear:

Disaster Information Reporting System - No Change to Reports

No Change has been indicated.

If you click ADD NEW REPORT, the following input form will appear:

New IXC Blocking Report

Disaster:	TEST DISASTER
Company:	TESTCO
State:	<input type="text" value=""/>
Time Period (in hours, e.g., 24):	<input type="text" value=""/>
Calls Blocked in Time Period:	<input type="text" value=""/>
Historical Calls Blocked in 24 Hours:	<input type="text" value=""/>
Notes:	<input type="text" value=""/>

When you hit SUBMIT, DIRS will check to make sure that all the required fields are filled in. If some are not, DIRS will tell you to go back to the input screen and fill in those fields.

If you had clicked “UPDATE”, the report that you selected would have had much of the information prefilled. You can then make any changes that you want and resubmit the report.

Below we describe how each of the fields on the IXC Blocking report should be filled out:

- **Disaster:** The name of the disaster, *e.g.*, Hurricane Katrina.
- **Company:** The name of the company filling in the report. Company will be prepopulated based on who is submitting the information.
- **State:** State where the disaster occurred. State is selected from a drop down menu.
- **Time Period:** Time period over which the blocked call data have been collected. This will usually be 24 hours.
- **Calls Blocked in Time Period:** The number of terminating calls blocked in and into the state during the time period. This will be 8 numeric digits in the format nnnnnnnn
- **Historical Calls Blocked in 24 Hours:** The historic number of terminating calls blocked in and into the state during 24 hours. This number will not change from day to day. This will be 8 numeric digits in the format nnnnnnnn
- **Notes:** Notes contain additional information about any of the earlier fields. Notes is a 200 character text field.

8 Wireless MSC-STP-Voice

This section assumes that the user has chosen to input, update or view Wireless MSC-STP-Voice reports. If “Wireless MSC-STP-Voice” is chosen from the Display/Update Reports dropdown menu, the following screen will appear:

Disaster Information Reporting System - Add/Update

Disaster:

Report Type:

(Last Action: Record Modified - 03/21/2012 11:51:49)

	ID Number	Company	Equipment Type	CLLI	Status	Power Status	Generator Available	Latitude	Longitude	Address	City
<input type="button" value="UPDATE"/>	026-0016507949275	TESTCO	MSS - Mobile Soft Switch	kjj	Down	Unknown	No	11	22	kfjda	TEST C
<input type="button" value="UPDATE"/>	026-0016507949529	TESTCO	MSS - Mobile Soft Switch	kjj	Down	Unknown	No	11	22	kfjda	TEST C
<input type="button" value="UPDATE"/>	026-		MSS - Mobile								

All the reports that you are allowed to update will be listed in table format. There will be a scrollbar at the bottom so that you can see any of the fields for that report. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

If you click NO CHANGE, the following screen will appear:

Disaster Information Reporting System - No Change to Reports

No Change has been indicated.

If you click ADD NEW REPORT, the following input form will appear:

New Wireless MSC-STP-Voice Disaster Report

Disaster: TEST FOR DIRS UPDATE
Company: TESTCO
Type of Equipment:
CLLI:
Status:
Power Status:
Generator Available:
Latitude (nnn.nnnnnn):
Longitude (nnn.nnnnnn):
Address:
City:
State:
Notes:

When you hit SUBMIT, DIRS will check to make sure that all the required fields are filled in. If some are not, DIRS will tell you to go back to the input screen and fill in those fields.

If you had clicked “UPDATE”, the report that you selected would have had much of the information prefilled. You can then make any changes that you want and resubmit the report.

Below we describe how each of the fields on the Wireless MSC/STP report should be filled out:

- **Disaster:** The name of the disaster, *e.g.*, Hurricane Katrina.
- **Company:** The name of the company filling in the report. Company will be prepopulated based on who is submitting the information.
- **Type of equipment:** The type of equipment that is being described in this row of the table. Only equipment that is down or on back-up power due to the disaster and in the affected area needs to be listed. Type of equipment can have the following entries:
 - MSC – Mobile Switching Center. A switch that resides in a central office building and provides call processing functions for mobile traffic.
 - STP – Signaling Transfer Point. A packet switch that performs message routing in a Common Channel Signaling (CCS) network

- Mobile Soft Switch – A device which provides call control functions for mobile originated, carrier-offered Voice over Internet Protocol (VoIP) services.
- **CLLI:** The CLLI code for the equipment. CLLI is text field of 11 characters.
- **Status:** The status of the equipment (generally whether the equipment is up or down). Status can take on the following values:
 - Up – Fully operational
 - Down – Completely down or at least 98% of the call processing is down.
 - Part Down – only a portion of the working numbers are down.
 - SS7 Isolated – the switch is isolated from the SS7 network
 - Switch Up but Outside Plant Down – the switch is up but at least 90% of the outside plant (cell towers) is not connected to the switch.
- **Power Status:** The status of power for the equipment. This field can have the following entries:
 - On Commercial
 - No Power
 - On Generator
 - On Battery
 - Unknown
- **Generator available:** Whether there is a generator available to power the equipment. This field can have the following entries:
 - Yes
 - No
 - Not Applicable – The equipment is on commercial power.
 - Unknown
- **Latitude:** Latitude for the location of the equipment. Latitude is a 10 digit field - xxx.xxxxxx. For example, 40 degrees 30 minutes should be inputted 040.500000. Latitude and longitude or address and city are required.
- **Longitude:** Longitude for the location of the equipment. Longitude is a 10 digit field - xxx.xxxxxx. For example, 40 degrees 30 minutes should be inputted 040.500000. Latitude and longitude or address and city are required.
- **Address:** Address of the equipment. Address is a 20 character text field. Latitude and longitude or address and city are required.
- **City:** City where the equipment is located. City is a 20 character text field. Latitude and longitude or address and city are required.
- **State:** State where the equipment is located. State is selected from a drop down menu.
- **Notes:** Notes contain additional information about any of the earlier fields. Notes is a 200 character text field.

9 Wireless Cell Site by County

This section assumes that the user has chosen to input, update or view Wireless Cell Site by County reports. If “Wireless Cell Site by County” is chosen from the Display/Update Reports dropdown menu, the following screen will appear:

Disaster Information Reporting System - Add/Update

Disaster:

Report Type:

(Last Action: Record Added - 04/02/2007 12:58:55)

	ID Number	Company	County	Percent of Historical Capacity Available	Cell Sites Served	Cell Sites Affected (Down)	Cell Sites Out Due to Cell Site Damage	Cell Sites Out Due to Transport	Cell Sites Out Due to No Power at Cell	Cell Sites or Back Up Power
<input type="button" value="UPDATE"/>	07-06452570	TESTCO	test county	98.00	100	50	20	10	20	20
<input type="button" value="UPDATE"/>	07-09246735	TESTCO	test county	98.00	100	50	20	10	20	20

All the reports that you are allowed to update will be listed in table format. There will be a scrollbar at the bottom so that you can see any of the fields for that report. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

If you click NO CHANGE, the following screen will appear:

Disaster Information Reporting System - No Change to Reports

No Change has been indicated.

If you click ADD NEW REPORT, the following input form will appear:

New Wireless Cell Site by County Disaster Report

Disaster:	TEST DISASTER
Company:	TESTCO
County:	<input type="text"/>
Percent of Historical Capacity Available:	<input type="text"/>
Cell Sites Served:	<input type="text"/>
Cell Sites Affected (Down):	<input type="text"/>
Cell Sites Out Due to Cell Site Damage:	<input type="text"/>
Cell Sites Out Due to Transport:	<input type="text"/>
Cell Sites Out Due to No Power at Cell Site:	<input type="text"/>
Cell Sites on Back-Up Power:	<input type="text"/>
State:	<input type="text" value=""/>
Notes:	<input type="text"/>

When you hit SUBMIT, DIRS will check to make sure that all the required fields are filled in. If some are not, DIRS will tell you to go back to the input screen and fill in those fields.

If you had clicked “UPDATE”, the report that you selected would have had much of the information prefilled. You can then make any changes that you want and resubmit the report.

Below we describe how each of the fields on the Wireless Cell Site by County report should be filled out:

- **Disaster:** The name of the disaster, *e.g.*, Hurricane Katrina.
- **Company:** The name of the company filling in the report. Company will be prepopulated based on who is submitting the information.
- **County:** The County which contains the cell sites.
- **Percent of Historical Capacity Available:** The percent of capacity that is still available in the county.
- **Cell Sites Served:** The number of cell sites in the county. This is a 4 digit numeric field.
- **Cell Sites Affected (Down):** The number of cell sites in the county that are out due to the disaster. If the entire MSC is down, than all the cell sites in the county served by that MSC would be counted as down. If all the MSCs are up, then the number of cell sites affected (down) will equal the total of the cell sites down due power, the cell sites down due to transport, and the cell sites down to damage or equipment failure at the cell site. This is a 4 digit numeric field.

- **Cell Sites Out Due to Cell Site Damage:** The number of cell sites in the county that are down due to damage or equipment failure at the cell site. This is a 4 digit numeric field.
- **Cell Sites Out Due to Transport:** The number of cell sites in the county that are down due to the inability to transport information between the cell site and the MSC. If the BSC is down, then all the cell sites off that BSC should be counted in this category. This is a 4 digit numeric field.
- **Cell Sites Out Due to No Power at Cell Site:** The number of cell sites in the county that are down due to the inability to provide power at the cell site. This is a 4 digit numeric field.
- **Cell Sites on Back-Up Power:** The number of cell sites in the county that are being powered by generator or battery (commercial power is not available). This is a 4 digit numeric field.
- **State:** State where the equipment is located. State is selected from a drop down menu.
- **Notes:** Notes contain additional information about any of the earlier fields. Notes is a 200 character text field.

10 Broadcast

This section assumes that the user has chosen to input, update or view Broadcast reports. If “Broadcast” is chosen from the Display/Update Reports dropdown menu, the following screen will appear:

Disaster Information Reporting System - Add/

Disaster: ▼

Report Type: ▼

(Last Action: Record Added - 03/05/2007 14:36:10)

	ID Number	Company	Facility ID	Type of Service	Call Sign	Status	Power Status of Transmitter	Generator Available	Fuel	Latit
<input type="button" value="UPDATE"/>	07-09246735	TESTCO	abc1234567	AM	wklm	Down	No Power	Yes	No Fuel	444.44
<input type="button" value="UPDATE"/>	2007000001	TESTCO	test12345	TV	WSSS	Up	On Commercial	Yes	No Fuel	111.11

All the reports that you are allowed to update will be listed in table format. There will be a scrollbar at the bottom so that you can see any of the fields for that report. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

If you click NO CHANGE, the following screen will appear:

Disaster Information Reporting System - No Change to Reports

No Change has been indicated.

If you click ADD NEW REPORT, the following input form will appear:

New Broadcast Disaster Report

Disaster:	TEST FOR NEW ID NUMBER
Company:	TESTCO
Call Sign:	<input type="text"/> Look up Call Sign, Facility ID, Latitude and Longitude
Type of Service:	<input type="text" value="v"/>
Facility ID:	<input type="text"/>
Status:	<input type="text" value="v"/>
Power Status of Transmitter:	<input type="text" value="v"/>
Generator Available:	<input type="text" value="v"/>
Fuel:	<input type="text" value="v"/>
Latitude (nnn.nnnnnn):	<input type="text"/>
Longitude (nnn.nnnnnn):	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="v"/>
Zip Code:	<input type="text"/>
Notes:	<input type="text"/>

When you hit SUBMIT, DIRS will check to make sure that all the required fields are filled in. If some are not, DIRS will tell you to go back to the input screen and fill in those fields.

If you had clicked “UPDATE”, the report that you selected would have had much of the information prefilled. You can then make any changes that you want and resubmit the report.

Below we describe how each of the fields on the Broadcast report should be filled out:

- **Disaster:** The name of the disaster, *e.g.*, Hurricane Katrina.
- **Company:** The name of the company filling in the report. Company will be prepopulated if a company representative is submitting the information.
- **Call Sign:** The call sign of the station. This is usually a 4 letter text field. If the call sign is 3 letters, please provide the 3 letters.
- **Type of service:** The type of service is the type of broadcast station. There will be three choices in a drop down menu:
 - TV
 - AM
 - FM
- **Facility ID:** The FCC Facility Identifier is an integer.
- **Status:** The status of the transmitter (generally whether the equipment is up or down or the programming is sent to another transmitter). Status can take on the following values:
 - Up – Fully operational

- Down – Completely down.
- Down but Programming Sent to Another Transmitter – The transmitter is not being used but programming is being sent out using alternate facilities.
- **Power Status of Transmitter:** The status of power for the transmitter. This field can have the following entries:
 - On Commercial
 - No Power
 - On Generator
 - On Battery
 - Unknown
- **Generator Available:** Whether there is a generator available to power the transmitter. This field can have the following entries:
 - Yes
 - No
 - Not Applicable – The equipment is on commercial power.
 - Unknown
- **Fuel:** The status of fuel for the generator. Fuel can take on the following values:
 - No Fuel
 - Adequate Fuel/Adequate Delivery – No problems with fuel onsite or with delivery of fuel.
 - Inadequate Fuel/Adequate Delivery – Problem with fuel onsite; however, fuel should be delivered to the site in time.
 - Adequate Fuel/Delivery Risk – Currently, there is enough fuel onsite; there is a major problem with fuel being delivered to the site
 - Inadequate Fuel/Delivery Risk – This site is at risk of power failure since there is not enough fuel and there is a major problem with delivering additional fuel to the site.
 - Unknown
- **Latitude:** Latitude of the transmitter. Latitude is a 10 digit field - xxx.xxxxxx. For example, 40 degrees 30 minutes should be inputted 040.500000.
- **Longitude:** Longitude of the transmitter. Longitude is a 10 digit field - xxx.xxxxxx. For example, 40 degrees 30 minutes should be inputted 040.500000.
- **City:** City in which the transmitter is located.
- **State:** State in which the transmitter is located.
- **Zip Code:** Zip code in which the transmitter is located.
- **Notes:** Notes contain additional information about any of the earlier fields. Notes is a 200 character text field. If the company has special needs, it should put them in this field.

11 Cable System

This section assumes that the user has chosen to input, update or view Cable System reports.

Note: If a cable system outage has been caused by the failure of video head end equipment; the cable system outage effects should be noted in a “Cable System” report, and the Video Head End equipment failure effects should also be noted in a “Major Equipment” report. Thus the effects of cable system outages caused by Video Head End equipment failures are to be noted twice in DIRS.

If “Cable System” is chosen from the Display/Update Reports dropdown menu, the following screen will appear:

Disaster Information Reporting System - Add/Update

Disaster:

Report Type:

(Last Action: Record Modified - 03/21/2012 15:44:56)

	ID Number	Company	County	PSID	Total Number of Video Subscribers Served	Estimated Number of Video Subscribers Down	Total Number of VoIP Subscribers Served	Estimated Number of VoIP Subscribers Down	Total Number of Cable Telephone Subscribers Served	Es Nu Te
<input type="button" value="UPDATE"/>	026-0016507949529	TESTCO	ARLINGTON	nnn	77		99	88		
<input type="button" value="UPDATE"/>	026-0016507954829	TESTCO	ARLINGTON	nnn	77	88	99	88		
<input type="button" value="UPDATE"/>	026-0016508059602	TESTCO		ewe	55	55				

All the reports that you are allowed to update will be listed in table format. There will be a scrollbar at the bottom so that you can see any of the fields for that report. If you need to input a new report, click on the button “ADD NEW REPORT”. If you want to update any report, click the UPDATE button next to that report.

If you click NO CHANGE, the following screen will appear:

Disaster Information Reporting System - No Change to Reports

No Change has been indicated.

If you click ADD NEW REPORT, the following input form will appear:

New Cable System Disaster Report

Disaster:	TEST FOR NEW ID NUMBER
Company:	TESTCO
County:	<input type="text"/>
PSID:	<input type="text"/>
Total Number of Video Subscribers Served:	<input type="text"/>
Estimated Number of Video Subscribers Down:	<input type="text"/>
Total Number of VoIP Subscribers Served:	<input type="text"/>
Estimated Number of VoIP Subscribers Down:	<input type="text"/>
Total Number of Cable Telephone Subscribers Served:	<input type="text"/>
Estimated Number of Cable Telephone Subscribers Down:	<input type="text"/>
Total Number of Broadband Access Subscribers Served:	<input type="text"/>
Estimated Number of Broadband Subscribers Down:	<input type="text"/>
State:	<input type="text"/>
Notes:	<input type="text"/>

When you hit SUBMIT, DIRS will check to make sure that all the required fields are filled in. If some are not, DIRS will tell you to go back to the input screen and fill in those fields.

If you had clicked “UPDATE”, the report that you selected would have had much of the information prefilled. You can then make any changes that you want and resubmit the report.

Below we describe how each of the fields on the Cable System report should be filled out:

- **Disaster:** The name of the disaster, *e.g.*, Hurricane Katrina.
- **Company:** The name of the operator filling in the report. Company will be prepopulated based on who is submitting the information.
- **County:** The County which contains the cable system.
- **PSID:** The physical system identifier for this cable system. PSID is a 6 digit text field.
- **Number of video subscribers served (both up and down):** Number of video subscribers served by this cable system. Number of video subscribers is a 7 digit numeric field.
- **Number of video subscribers down:** Number of video subscribers served by this cable system that are down (do not have service). Number of video subscribers down is a 7 digit numeric field.
- **Number of VoIP subscribers served (both up and down):** Number of VoIP subscribers served by this cable system. Number of VoIP subscribers is a 7 digit numeric field.

- **Number of VoIP subscribers down:** Number of VoIP subscribers served by this cable system that are down (do not have service). Number of VoIP subscribers down is a 7 digit numeric field.
- **Number of cable telephone subscribers served (both up and down):** Number of cable telephone subscribers served by this cable system. (For the purposes of this screen, cable telephone service refers to non-VoIP voice service offered by cable system operators.) Number of cable telephone subscribers is a 7 digit numeric field.
- **Number of cable telephone subscribers down:** Number of cable telephone subscribers served by this cable system that are down (do not have service). Number of cable telephone subscribers down is a 7 digit numeric field.
- **Number of broadband access subscribers served (both up and down):** Number of broadband access subscribers served by this cable system. Number of broadband access subscribers is a 7 digit numeric field.
- **Number of broadband access subscribers down:** Number of broadband access subscribers served by this cable system that are down (do not have service). Number of broadband access subscribers down is a 7 digit numeric field.
- **State:** State where the cable system is located. State is selected from a drop down menu.
- **Notes:** Notes contain additional information about any of the earlier fields. Notes is a 200 character text field.