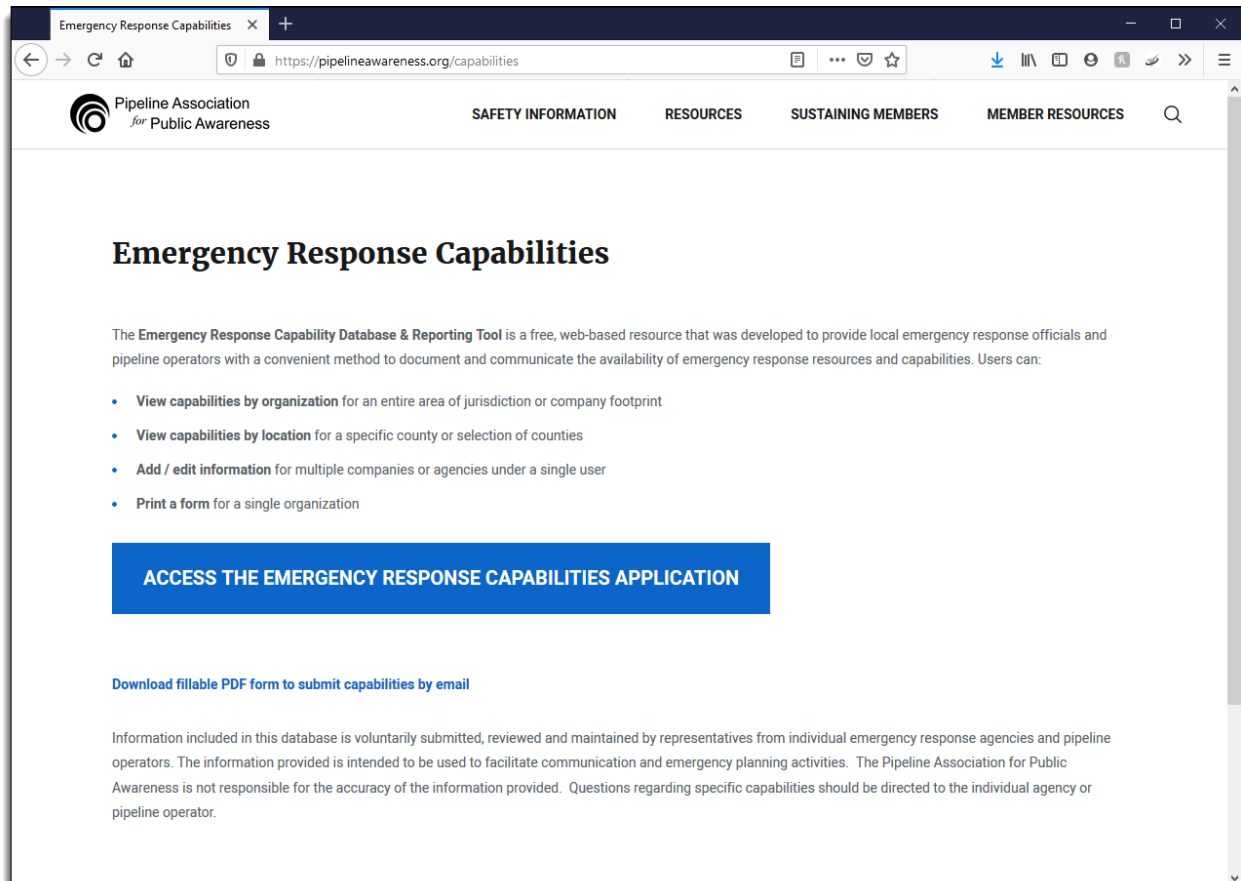# EMERGENCY RESPONSE CAPABILITY APPLICATION USER GUIDE

(5/2020)

Listed below are step-by-step instructions to help users submit capability information and generate, print and download reports using the **Emergency Response Capability Database & Reporting Tool** maintained by the Pipeline Association for Public Awareness.

To access the application, go to the **Resources Tab** and click on **Emergency Response Capabilities**. The landing page shown below will appear:

Click on **ACCESS THE EMERGENCY RESPONSE CAPABILITIES APPLICATION** button to access the application.

The four main functions of the application are:

1. View Capabilities by Organization
2. View Capabilities by Location
3. Add / Edit Capabilities
4. Print Form

1. View Capabilities by Organization

Click in the **Organization Name** field under **Enter Organization Name** and start typing the name of your organization. All organizations contained in the application can be accessed from this list.

To see all the capabilities for an organization, choose the name as mentioned above, click on "**select all**" from each of the five sections and then click **Generate Report**.

2. View Capabilities by Location

This tab allows the user to see all organizations and their Capabilities within a designated area. Once the state and counties have been selected, click on "**select all**" from each of the five sections and then click **Generate Report**. All organizations within the specified area will be included in the report. The report may be downloaded or printed.

3. Add / Edit Capabilities

If you are submitting information for the first time, select "**Register**" and enter your information. Complete all sections of the online form. In the contact section, you will select the username and password that you will use to login to the system in the future.

If you or someone within your organization has previously submitted Capability information, enter the username and password in the "Edit Capabilities" section and click the **Edit Capabilities** button. If you do not know your username or password, click *Forgot your password?* and the credentials will be sent via email. If you don't receive an email from the system and are unaware of the person who entered Capabilities for your organization, send an email to pipeline.association@pipelineawareness.info and request your login credentials.

Once you've completed the online form, click the "**Add Organization**" button, fill in the State and Count(y/ies) where you have assets. Continue throughout the checkboxes by adding your Capabilities. Click Submit once completed and Logout.

If you prefer to have the Association enter your information, download the fillable PDF form, fill in the information, save the file and then email it to: pipeline.association@pipelineawareness.info. You will receive a follow-up email with login credentials after the information has been entered.

4. **Print Form**

In the **Organization Name** field, begin typing an organization (emergency response or pipeline agency) to view their Capabilities.

Once you've clicked **Show Form** and you are satisfied it is the group you were attempting to research capability information, then click **Print Form** in order to keep that documentation nearby.