

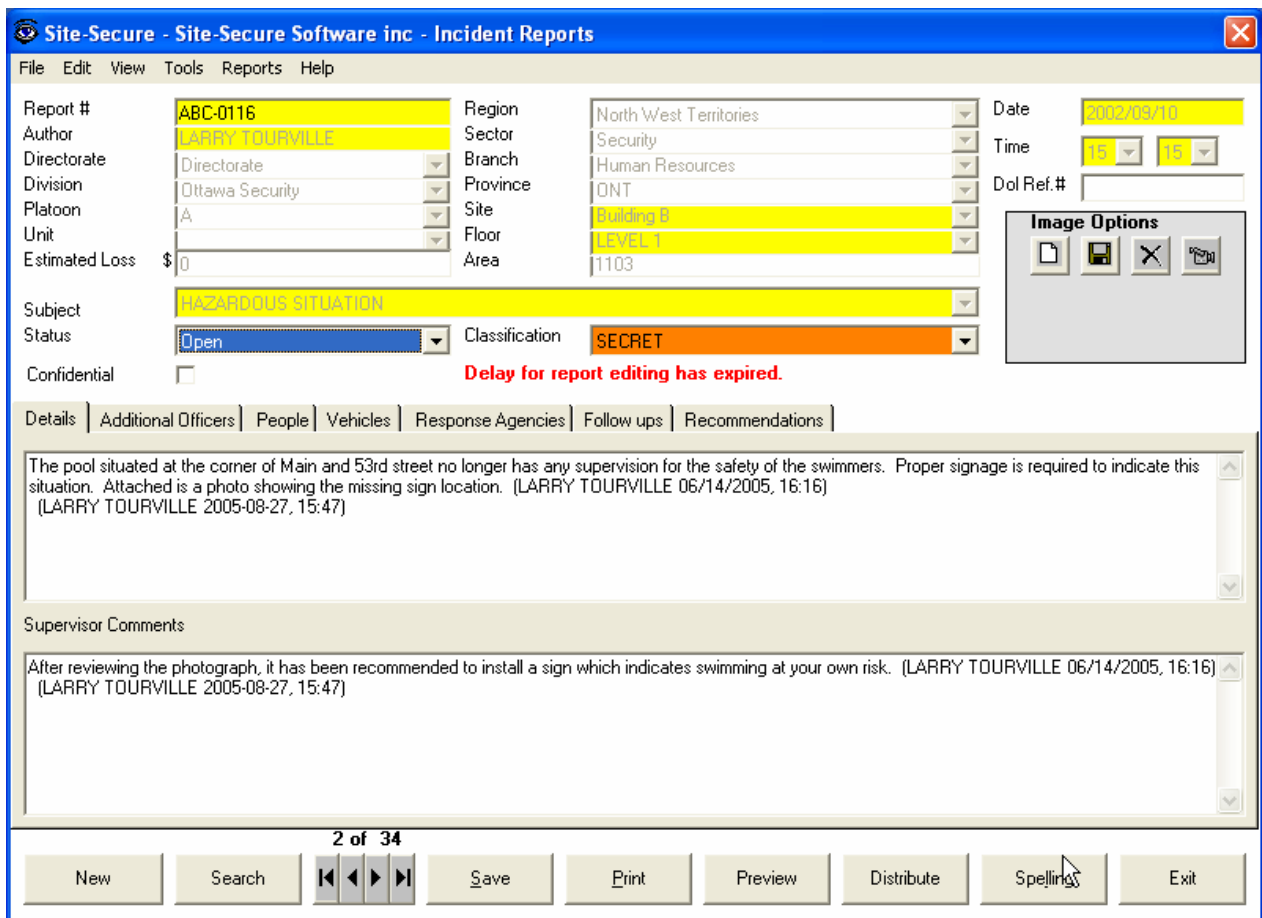


# SITE SECURE

Security Management *Made Easy*

## Incident Report Module

The Incident Report module is designed to quickly collate information on an urgent situation, to respond promptly and effectively. It will assist in determining trends to help prevent re-occurrences. Incidents are classified by type and sub-category, such as theft of personal or corporate property, break-ins, vandalism etc. These incidents are automatically time & date stamped along with the operator's name. Speed keys can be used to enter standard information quickly and provides the capacity to add up to 60000 characters of freehand supplemental text to an incident report. Serious incidents may be investigated by multiple persons with each report isolated from the other, ensuring an objective investigation. Additional observations can be added to the same file number by the investigator(s), with a new date stamp each time. Each report can be "locked" after a predetermined time and can only be modified by authorization of a Supervisor. Unlimited supplemental data may be inserted into the file to support the reports e.g. Police and Fire department file numbers, photos, video clips, and audio clips as well as external text documents. Site-Secure's Incident Report module will manage incident tracking more effectively, allowing security personnel to spend less time on administration and more time spent on incident prevention.



Site-Secure - Site-Secure Software inc - Incident Reports

File Edit View Tools Reports Help

Report # ABC-0116 Region North West Territories Date 2002/09/10  
 Author LARRY TOURVILLE Sector Security Time 15:15  
 Directorate Directorate Branch Human Resources  
 Division Ottawa Security Province ONT  
 Platoon A Site Building B  
 Unit LEVEL 1 Floor LEVEL 1  
 Estimated Loss \$ 0 Area 1103

Subject HAZARDOUS SITUATION  
 Status Open Classification SECRET  
 Confidential  Delay for report editing has expired.

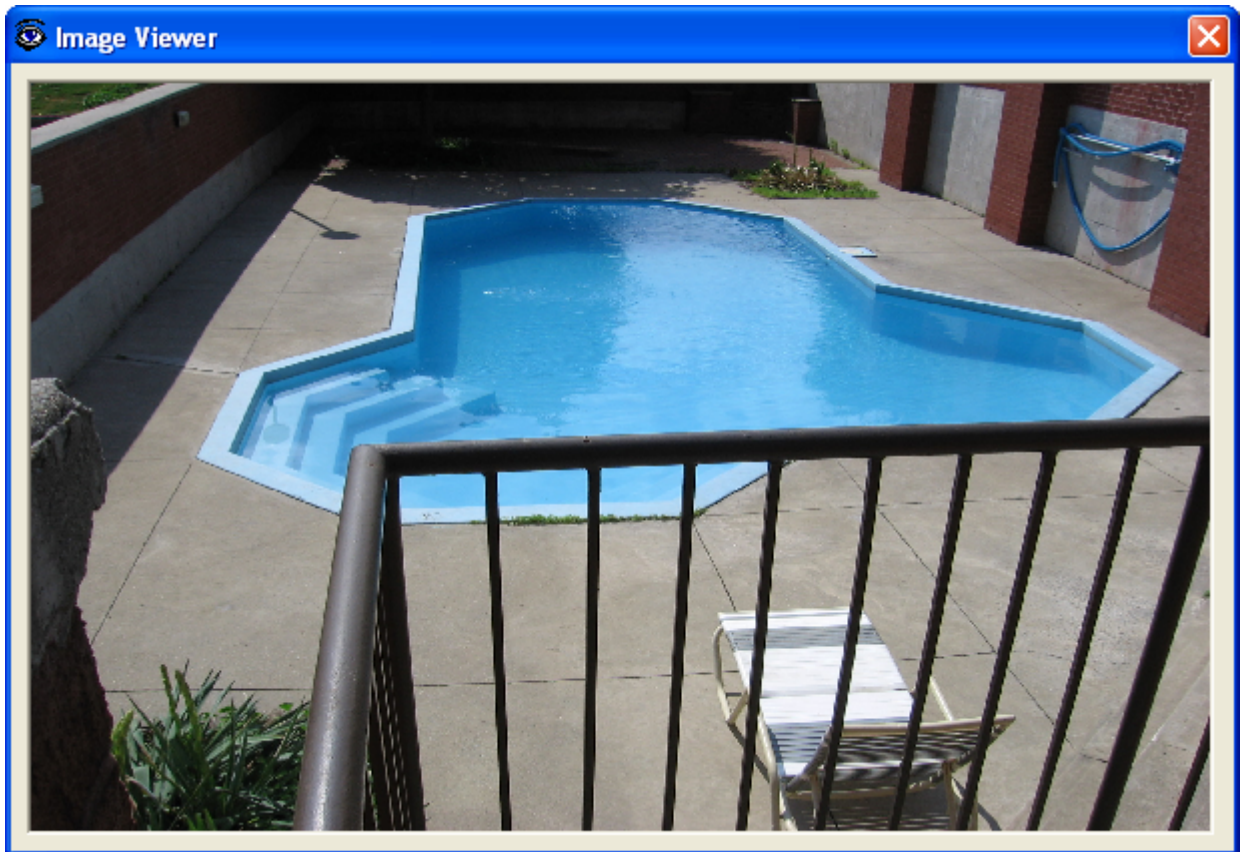
Details Additional Officers People Vehicles Response Agencies Follow ups Recommendations

The pool situated at the corner of Main and 53rd street no longer has any supervision for the safety of the swimmers. Proper signage is required to indicate this situation. Attached is a photo showing the missing sign location. (LARRY TOURVILLE 06/14/2005, 16:16)  
 (LARRY TOURVILLE 2005-08-27, 15:47)

Supervisor Comments  
 After reviewing the photograph, it has been recommended to install a sign which indicates swimming at your own risk. (LARRY TOURVILLE 06/14/2005, 16:16)  
 (LARRY TOURVILLE 2005-08-27, 15:47)

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New Search Save Print Preview Distribute Spelling Exit



## Features

- Instant notification of key personnel when incidents occur
- Date-time, operator stamp of all data entries
- Multiple photos, video clips, audio clips and text files can be attached to each report.
- Multiple password levels limit access to authorized personnel
- Senior authorization required to modify reports after file is "locked"
- Crystal Reports can be used to generate and customize the look of your reports
- Reports can be shared via the internal organization network
- Invaluable tool to investigators
- Import video from digital CCTV
- Ensure corporate standards are followed for insurance and liability issues
- Ease of use through user-defined menus
- Custom reports integration
- Custom query integration

## Extensive report capabilities

With the Site-Secure Report Builder, an almost infinite number of reports can be generated for data analysis and statistical reporting.

The screenshot shows the 'Report Builder' application window. At the top, there are date pickers for 'From' (2002/08/10) and 'Till' (2006/04/22). Below these are several tabs for filtering: 'Estimated Loss', 'Directorate', 'Division', 'Unit', 'Province', 'Area', 'Dol Ref.#', 'Sector', 'Branch', 'Region', 'Status', 'Report #', 'Subject', 'Site', 'Floor', 'Platoon', and 'Author'. A list of incident types is displayed with checkboxes: ASSAULT (selected), CONTRACTOR EXPULSION, FRAUD, HARASSEMENT, HAZARDOUS SITUATION, MEDICAL EMERGENCY, THEFT BICYCLE, THEFT CORPORATE PROPERTY, THEFT OF BONDS, THEFT PERSONAL PROPERTY, TRAFFIC ACCIDENT, and VANDALISM. To the right of the list is a box labeled 'Select requested items or 'Clear All/Select All'' containing 'Find', 'Clear all', and 'Select all' buttons. At the bottom left is a checkbox for 'Confidential reports only'. At the bottom right are 'View Sql', 'Build Report', and 'Exit' buttons.

Also included are built-in “quick reports” such as:

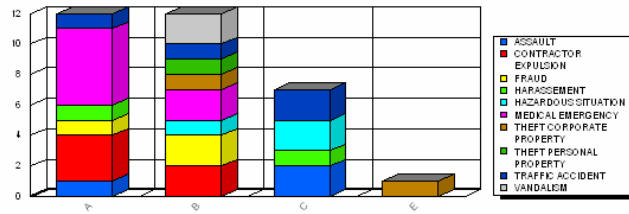
- Generate consolidated reports from numerous sources on same incident
- Share the report via e-mail
- Report incident trends
- Report in “bar” chart or “pie” chart format
- Report hours per investigator/incident
- Total financial impact from theft and damage
- Automatic notification of reports to management via “Event Driven Actions”

## Site-Secure

Incident Reports - Summary count by site  
Site-Secure Software inc

From 2002/08/10  
Till 2006/04/23  
Printed 2006/04/23

	A	B	C	E	Total
ASSAULT	1	0	2	0	3
CONTRACTOR EXPULSION	3	2	0	0	5
FRAUD	1	2	0	0	3
HARASSEMENT	1	0	1	0	2
HAZARDOUS SITUATION	0	1	2	0	3
MEDICAL EMERGENCY	5	2	0	0	7
THEFT CORPORATE PROPERTY	0	1	0	1	2
THEFT PERSONAL PROPERTY	0	1	0	0	1
TRAFFIC ACCIDENT	1	1	2	0	4
VANDALISM	0	2	0	0	2
<b>Total</b>	12	12	7	1	32



## WEB Based incident Report

Web based incident report over the internet or intranet will assist investigators by having the individuals directly involved with the incident, directly report the incidents freeing up the investigators time.

Site-Secure can improve the corporate image by reducing corporate losses, increasing awareness and decreasing the time it takes for incidents to get reported and investigated.

**Report #:** TBD

**Date:** 2006 April 22

**Time:** 15 : 16

**Province:** QUE

**Region:** North West

**Branch:** Administration

**Directorate:** HC Direct

**Division:** Security

**Sector:** Information

**Site:** BUILDING A

**Floor:** LEVEL 1

**Area:** 51

**Author:** LARRY\_LAPTOP\sysmgr

**Unit:** Second unit

**Estimated Loss:** 5000

**Subject:** Demonstration

**Details:** During the demonstration, there were multiple acts of vandalism

Save Clear Exit