

Basics of Using Trello with NIMS IAP

Trello has three basic components - Boards, Lists, and Cards.

Board

Similar to a T-Card rack. Includes all resources on the incident. Typically, there would be a single board per incident. Unfortunately, NIMS IAP can only support linking to a single board at this time. You could separate the operational resources from “in-camp” resources in different boards.

Lists

Similar to a specific column of a T-Card rack. You may have lists for Divisions, Groups, Off-Shift, Out of Service, R&R, unassigned, unchecked, etc.

Formats for operational list names in Trello should be similar to the following. It is vitally important that lists in Trello and Divisions or Groups in NIMS IAP are exactly the same.

204 BR I DIV A
204 BR IV DIV H
204 BR X DIV M
204 BR XX GRP Valley Structure

Any list that needs a 204 should include “204” as the first three characters.

The Branch should be abbreviated as “BR” with a space followed by the branch ID either roman numerals or Arabic numbers. If a branch has a non-numeric name, try to make it short.

To use ODD/EVEN configuration, start the lists with “204” for the next operational period such as “204 BR I DIV A”. This will cause them to be transferred to the 204s in the NIMS IAP. The off-shift resource list would start with ODD (or EVEN depending on the day) such as “ODD BR I DIV A”. This will cause the NIMS IAP to ignore them while building or filling 204s. NIMS IAP can batch process List Names in Trello to rename Lists between “204”, “ODD”, and “EVEN” to essentially “Role the Rack”. There are also batch processes to move 12-hour or 24-hour (or any label you create) resources between “ODD”, “EVEN”, and “204” lists. This can also be helpful for managing 24 hour resources on a 12 hour Op period.

Cards

Cards within Trello are essentially T-Cards. They contain the same information as hard copy T-cards. Trello cards have a cover color similar to T-Card colors to signify the type of resource (engine, crew, dozer, etc...) They can also be tagged with smaller colored labels similar to “Dots” to indicate 12 hour, 24 hour, ALS, etc... The 12/24 hour label should be the first label as the batch processing currently only looks at the first label.

Cards in Trello can be imported into NIMS IAP as resources. NIMS IAP can generate new cards in Trello based on Resources in the ResourceID sheet. Cards can be edited in either Trello or NIMS IAP and synced to the other.

Tips

If you don’t have one, create a ReOrder 204s Button.

Imports

NIMS IAP can import standard Excel exports from IROC, eiSuite, and InciNet. After review of imported data, NIMS IAP can create cards in Trello. Again, once cards are created, they can be edited in either NIMS IAP or Trello and synced to the other.

Trello Organization to NIMS IAP 203 and 204s

Just like using hard T-Cards, the Trello board is set and reviewed by Operations. Once approved by Operations, the Trello Organization can be read into NIMS IAP. The Organization side of the 203 can be filled Automatically. Once the 203 is filled, the normal NIMS IAP process for creating is followed. After creation of the 204s, they can be automatically filled from Trello.

If changes are made to the organization, they must be made in Trello and then manually synced to NIMS IAP. If changes are made to individual cards, they can sync either way.