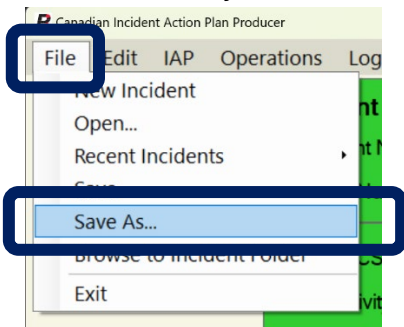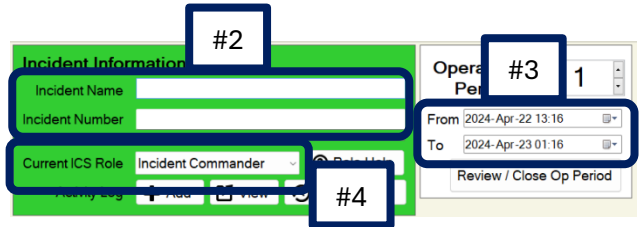**CIAPP**
CANADIAN INCIDENT ACTION PLAN PROGRAM

Starting a new Incident

1. Locate the "Canadian Incident Action Plan Program" shortcut on your desktop or task bar and run it.
2. Set the Incident Name and/or Incident Number
3. Confirm the start and end time of the current Operational Period is correct or adjust as needed.
4. Select the ICS role you're currently filling
5. Click on "File" > "Save As..." to save the incident file within CIAPP. All changes going forward from here will be automatically saved.

Start Internet Sync

1. Click on "Network / Internet" > "Internet Sync"
2. Select "Start a new Sync"
3. Copy the encryption key
4. Click OK to begin the internet sync
5. Share the sync key with others