SuspectED App FAQ

WHAT IS THE PURPOSE OF THE APP?

The **SuspectED** Smartphone App allows access to up-to-date international guidance for emerging and deliberate biological events and can be used as a training and educational tool. In addition, the App can be deployed in the field, allowing first responders in security, human and animal health, and epidemiologists to record contemporaneous notes at a potential emerging and deliberate biological event. While it may not be clear whether the suspicious incident is and emerging or deliberate from the outset, the triggers and indicators listed within the App will provide considerations in evaluating the likelihood of an emerging or deliberate event. The App allows the user to create a field note, record observations and samples taken; creating a chain of custody, that may later be used for criminal evidence in a forensic investigation. International guidance is contained within the App to assist the app user with greater awareness around safety, sample collection and transport.

GETTING STARTED

To begin you will need to install the Smartphone App. Installing the App will involve searching for '**SuspectED**' in the App store on an Apple device or the Google Play store on an Android device. You will need to provide the password on your device to allow for installation. The Application uses approximately 120Mb of space. The **SuspectED** app is only designed for use on a mobile phone, it does not have capability for use with tablets or laptops.

WHAT SETTINGS DO I NEED TO CHANGE IN MY PHONE IF ANY?

You do not need to change any settings in your phone to be compatible with the App. As with other Applications installed on your device, you will have the option to allow the App to automatically update in the background so you will have the most recent version once it becomes available, or you can choose whether to allow or dismiss the update. During your initial installation the App will ask to access your GPS location, camera and photo albums. For full functionality of the **SuspectED** App we recommend that you accept this request.

HOW DO I FILL IN THE REPORT?

While filling in the report all fields must be completed in the **Incident Specification, Incident Observations** and **Additional Observations** sections, this includes attaching a photo. Use N/A or Unknown where required. The aim of the App is to encourage thorough and accurate initial observations at a suspicious incident in the event that this information may be required for future investigations. With that in mind, certain text boxes will not permit the user to proceed without noting their observations.

HOW DO I ACCURATELY RECORD THE LOCATION OF THE INCIDENT?

Every time the App is opened a GPS location is recorded. If you are at the scene of the event when you open the App, a map will appear and automatically record your GPS location in the report by including GPS coordinates. If you are completing the field report in a location other than where the incident occurred, please manually enter the location details for the incident. It is important to note if you intend to complete the report **at** a later time but wish to have a record of the physical location you must open the App at the location and save a draft. Otherwise the location from which you are completing the form will automatically be recorded in the form as opposed to the incident location.

WHY DO I NEED TO ADD THE SAME INFORMATION FOR EACH SAMPLE?

As with all clinical sampling strict sample collection procedures need to be adhered to, including accurately labelling the sample each time a new sample is taken.

WHY ARE THERE ONLY THREE WEATHER OPTIONS?

Only weather conditions that are pertinent to biological incidents have been included i.e. **Windy, Wet, Sunny**. It is acknowledged that weather conditions, such as rainfall, flooding, humidity, and heat waves may impact upon the transmission and reproduction of biological agents. Additional information about site conditions can be entered in the free text field

WHY CAN'T I ADD THE NAME OF THE PERSON RECEIVING MY SAMPLE TO THE FORM?

Chain of Custody (CoC), in the legal context, is the chronological documentation that records the sequence of (collection), custody, control, transfer, analysis, and disposition of physical or electronic evidence. As per chain of custody protocol, this component of the report needs to be completed by the person receiving the sample at the destination (i.e. the lab). The PDF field report can be emailed, printed and signed by the receiver once the samples have been received. This completes the chain of custody ensuring the samples can be used as forensic evidence if required.

HOW DO I ATTACH PHOTOS?

As you complete either the field report or the sampling report you will be prompted to take photographs of the incident and samples. The App requires photographic evidence of each sample and at least one photo of the incident is a mandatory requirement. You will be unable to complete your report if no photos have been attached. You will, however, have the option to send the report without photos in order to minimize the size of the document. Metadata will be collected on each photo taken with your device camera, this allows the location and time of the photo to be recorded. If you upload photos which have been taken through third party applications or altered with filters metadata will not be included.

WHICH DATA ARE COLLECTED AND SHARED?

Our privacy policy can be accessed by clicking the cog symbol in the top right-hand corner of the home page. The privacy policy describes how your personal information is collected and how it may be used. Please note: all information that directly or indirectly identifies you will be collected locally on, and contained within your device only. It will not be sent or transmitted to us, or to our server, or to any other person, or be able to be accessed by any other person.

HOW DO I DELETE PAST FIELD NOTES FROM MY PHONE?

To delete past field notes, click **Field Notes** -> **Latest Drafts** -> select the field note you wish to delete and select the **Delete** button (bin icon). A deleted field note cannot be retrieved.

CAN I ACCESS THE GUIDANCE CONTAINED WITHIN THE APP OFFLINE?

You will need an internet connection in order to follow the links to international guidance within the App. If you anticipate you will be in a location without internet connectivity, we recommend that you download the guidance as a PDF to your device in advance.

HOW DO I SEND THE REPORT?

Once you have come to the end of the field note report you will be given the option to **Review** the report. A notification to send the report with photos or without photos will appear. You will have the opportunity to review the document on the next page before you commit to sending it. If you do not have the option to **Review** the report once you have completed it, you may have missed a compulsory box. Please click **Save Draft** and take note if any yellow boxes are highlighted in red. This means additional information is required before the report is complete and able to be sent. The document will send as a PDF via the external mail application on your device to an email address that you nominate. The report can also be sent through other secure messaging applications such as WhatsApp.

WHAT IS THE MAXIMUM SIZE PERMITTED TO SEND THE DOCUMENT?

The maximum size of the document you can send will depend on the capacity of the mail server you are sending to. For example, Gmail is 25Mb, Outlook is 20Mb. Reports sent with photos will be larger.

WHY DOES THE TRIGGERS AND INDICATORS CHECKLIST BRING UP THE SAME ANSWER FOR EACH OBSERVATION?

The App contains a list of emerging and deliberate event considerations in the form of a triggers and indicators checklist. The list is a guide only and acts as a means to evaluate the likelihood of an emerging or deliberate event. As each user may deploy the App in a wide array of possible incidents, it would be impossible to write comprehensive guidance for each event. Our goal is simply to provide users with increased awareness around emerging and deliberate event considerations.