User Guide

An in-depth reference for the interface and capabilities of the I-95 Corridor Coalition’s Virtual Incident Management Training application, powered by the Online Interactive Virtual Environment (OLIVE) platform.
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1. ABOUT

Funded and envisioned by the I-95 Corridor Coalition, the Virtual Incident Management Training application was developed by the University of Maryland’s CATT Lab to be used as a safe, accessible, and low cost alternative to first responders’ incident scene management and safety training. The application is powered by OLIVE (Online Interactive Virtual Environment), a virtual world software platform initially designed for military training simulation purposes. OLIVE was developed by Forterra System Inc.

The I-95 Virtual Incident Management Training features:

- Interchangeable Roles
- Face-to-face and Radio communication
- Emergency vehicles and equipment models
- Traffic AI that reacts to cone placement and donned safety vests
- Various props and geographic locations that enable infinite custom incident scene possibilities

It is actively being used for cross-discipline, cross-agency, first responder training by members of the I-95 Corridor Coalition and beyond.
2. LOGGING IN

To start the application, run All Programs > Forterra > OLIVE 2.2.2 > Start OLIVE 2.2.2. Once started, you will be prompted with a login screen. Access to the OLIVE virtual world requires unique login information. If you do not have one yet, you can request it from your training organizer. Once a valid server has been selected, and all necessary login information has been entered, the Login button will become enabled. Click the Login button to enter the OLIVE virtual world.

![Login Screen](image)

2.1. LOGIN Information

Enter your provided Login ID and Password into their respective text boxes on the login screen. The Name entry will be displayed in the virtual world as your primary identifier. Typically you will enter your real name here. Passwords are case sensitive, while the login ID is not.

![Login Info](image)
2.2. Role Selection

A variety of roles associated with incident management are displayed under the Role list. Each role has a different appearance, which is displayed on the left as the role selection changes. This choice determines what the avatar is wearing and what is available in your inventory. When logging in for the first time, these previews resemble how your avatar will look. You will be able to change your roles and appearances as needed after logged in.

2.3. Server Selection

OLIVE virtual worlds are separated per server. Default available servers are shown in the Servers list. Ask your trainer which server to join in order to ensure that you are logged in to the correct world. By selecting from the server list, the IP Address box will be automatically filled with the correct information. If the server being used is not in the list, your trainer will inform you the IP address and port to be used. You will need to enter it manually in the IP Address box (ex: 128.8.164.88:9912).
3. Avatars

Upon successful login you will enter the OLIVE virtual world, and be prompted with a screen similar to the one below.

![Figure 5 - OLIVE World](image)

The character at the center of the screen is your avatar, the representation of your presence in the virtual world. Your avatar will initially be at a default location, but will keep track of your last location after you logout for subsequent logins.

Avatars can be either male or female, depending on the login. Each client gets their own unique avatar. No two client connections can control the same avatar. If the same login is used on another client, the first client will automatically logged out. The avatar is the primary means of interaction with world objects and other users logged in simultaneously (represented as avatars as well). More information about this is covered in World Interaction.

The avatar’s gender is linked to your login information. In order to have avatar with different gender you would need to log in using a login ID that has opposite gender attributes associated with it. Contact your organizer to obtain a different login ID if needed.
4. MOVEMENT CONTROLS

Your primary method in exploring the OLIVE world is through controlling your avatar movement via keyboard and mouse.

4.1. BASIC MOVEMENT

Your basic avatar movement can be controlled either via WASD keys or the arrow keys. These keys will make your avatar walk forward, backward, and sideways. Double tap and holding the forward key (W or Up Arrow) will make your avatar run.

Pressing Q or E will turn your avatar around. You can also achieve the same affect by clicking and dragging your right mouse button. The combination of turning while walking forward will allow you to explore the scene easily.

The left mouse button is reserved for object interactions and will be discussed in the following chapter.
4.2. ADVANCED MOVEMENT

There are three posture modes: standing, crouching, and crawling. You can switch modes by pressing Z for descend, and C for ascend. Key X is reserved for jumping. You can combine this with the movement controls to achieve complex movement.

![Diagram of posture modes](image)
5. AUDIO COMMUNICATION

There are two methods of audio communication in OLIVE: face-to-face and radio. A microphone connected to your computer is required to enable you to speak to others in OLIVE.

5.1. FACE-TO-FACE

Face-to-face communication broadcasts the speaker’s voice only to people nearby. Any avatars standing close to the speaker will be able to hear what is being said. The position of your camera determines how loud you will hear the speaker. The closer you get your camera to the avatar that is speaking, the louder you will hear him/her.

To broadcast your voice, press and hold the **spacebar**. While spacebar is being pressed, any sounds coming through your microphone will be voiced out by your avatar. Any user near your avatar will be able to hear you.

5.2. RADIO

Radio communication allows any users to talk with each other regardless of their location, as long as they are on the same radio channel. Thorough explanation on how to control the radio is covered in **Radio User Interface** section.
6. **User Interface**

The graphical buttons and images on the screen are referred to as the User Interface (UI). It serves variety purposes, including but not limited to:

- Displaying status information
- Selecting roles
- Accessing your inventories
- Changing perspectives
- Radio communication control
- Adjusting system settings

![FIGURE 11 - USER INTERFACE](image-url)
6.1. Avatar Status

Current information about your avatar status is located at the bottom right. The display shows your name, current role, and health status. Depending on how an incident scene plays out, your avatar can be injured, healed, or dead. Health status will affect your avatar’s movement and communication capability. The table figure 12 below explains the six levels of health status and their effects on your avatar.

<table>
<thead>
<tr>
<th>Health Status</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Health</td>
<td>Normal movement</td>
</tr>
<tr>
<td>Light Wound</td>
<td>Normal movement</td>
</tr>
<tr>
<td>Heavy Wound</td>
<td>Slowed speed, staggered walk</td>
</tr>
<tr>
<td>Incapacitated</td>
<td>Limited to crawling movement</td>
</tr>
<tr>
<td>Unconscious</td>
<td>No movement or communication available</td>
</tr>
<tr>
<td>Dead</td>
<td>No movement or communication available</td>
</tr>
</tbody>
</table>

FIGURE 12 - HEALTH STATUS

6.2. Traffic Status

Traffic status display is also located at the bottom bar. As your training scenario plays out, the traffic status will change depending on how the incident scene is managed. The display bar will get filled as the congestion queue got worse. A high congestion queue will increase the chance of secondary collisions.

FIGURE 13 - TRAFFIC STATUS

6.3. Radio

The Radio Interface is located at the bottom left corner of the screen. Before you can start using radio communication, it needs to be turned on first by pressing the power button. When the radio is switched on, the power button will change color from red to green and the screen will light up.

The radio has 3 channels – 0, 1, and 2. Radio communications are limited to users who tune in to the same radio channel. Your current channel number is displayed on the radio screen, and is changeable by pressing the + and - buttons.
V, B, and N are the shortcut keys for radio communication. V is for radio channel 0, B is for radio channel 1, and N is for radio channel 2. Pressing these keys will toggle the respective channel on/off.

The radio simulates a Push-To-Talk Radio, so you need to push and hold the Talk button in order to speak over the radio. You may also push and hold the M key to talk on the radio.

6.4. GESTURES

There are 10 common gestures that every avatar can perform. The available gestures are accessible as green buttons on top of the bottom bar interface. Clicking a button (or pressing the associated number on the keyboard) will perform these related actions:
If you are playing the role of a civilian, you will have access to the **Collapse** gesture button. Clicking this button will put your avatar into collapsed state, which will allow other users to perform CPR. You cannot move while collapsed. As your avatar is lying on the ground, an option to **Recover** will appear. Clicking it will immediately put your avatar back into alert state.

See [CPR](#) section for more information on how to perform CPR on collapsed avatar.

### 6.5. Inventory

Clicking the Inventory Button (top left corner) will open up the inventory window containing clothing, incident props, equipment/tools, and vehicles for use within the world. It might take a few seconds for an item to show up in front of your avatar after being selected. If the selected item is a world object, any users will be able to interact with it. Information on how to interact with the world objects is covered in [World Interaction](#). Some unique objects that deserve more in-depth explanation have their own subsection there.

Each role has different specialized items in the inventory. For example, only fireman will have access to a fire hose, and only EMS will have access to triage flags.

The Inventory Window is toggleable via keyboard shortcut “I”.

#### 6.5.1. Clothing

Selecting an article of clothing will immediately prompt your avatar to wear it. Due to the nature of OLIVE platform, selecting any headwear will override your hair style selection. Click on any hair style settings to remove your headwear. See [Appearance Settings](#) section for more information on how to do this.

Most roles will have a reflective vest as part of their clothing options. Vests have a special property that will protect you from being hit by the traffic AI. Click on **Vest** to don it, and click on **Remove Vest** to take it off (also listed in the clothing category).

#### 6.5.2. Incident Props

Incident Props are world objects that help stage the incident scene. The selected object will appear in front of your avatar and will become interactable to all users. Your avatar might be 

![Inventory Window](image-url)
blocking your view of the prop item if the selected object is small in size. Simply move your avatar a little bit and you should be able to see it.

### 6.5.3. Equipment/Tools

Equipment/tools are world objects that you use to manage the scene as part of your role. As mentioned earlier, different roles will have access to different sets of equipment/tools. While most of the objects have a standard interaction menu, there are some that have unique functionality that deserve a more detailed explanation, e.g. fire hose, gurney, and Police’s gun. Each of these special objects was covered in the subsection of World Interaction.

### 6.5.4. Vehicles

Each role has the option to bring out vehicles from their Inventory. Just like any other world objects, it will take several seconds to bring out the selected vehicle in front of your avatar. Since vehicles are typically large, it is better if you bring it out when there is a large open space in front of your avatar.
There are two types of vehicles, drivable and non-drivable. Once a vehicle was brought out into the world, anyone can interact with it.

More information on types of vehicles is covered in the [World Interaction - Vehicles](#) section.

## 6.6. Camera Views

Camera View is the term used to define your perspective in the virtual world. Think of it as an actual video camera that can move freely. What you see on your computer screen depends on what the camera sees.

Camera movement can be controlled using a combination of mouse and keyboard controls. There are seven camera view options available. All of these camera views will follow the avatar around the scene, with the exception of Free Cam and the Join MasterCam option.

### First Person
The camera will assume a position inside the avatar’s head, looking out through the avatar’s eyes.

### Third Person
The camera defaults to a comfortable distance behind the avatar, facing the back of the avatar, providing an “over the shoulder” perspective. Scrolling the mouse wheel up will zoom the camera towards the avatar (zooming in far enough will jump the camera to first person) and scrolling the wheel down will zoom out (until a maximum distance is reached).

### Face
The camera goes in front of the avatar, and looks directly at the avatar’s face. This option is useful when you want to change your appearance (see Appearance Settings).

### Overhead
The camera goes to a position directly above the avatar, and looks down towards the earth. This view only allows zooming in and out. The avatar will always stay in the center of the viewing area as you move around.

### Free Cam
The camera detaches from the avatar and can be moved around freely throughout the scene using a combination of mouse and keyboard controls. While in this view mouse and keyboard controls will not affect avatar movement.

### Orbit Cam
The camera acts as an orbital body relative to the avatar, keeping the avatar as the primary focus. It allows for free rotation around the avatar using the mouse.
**First Person** and **Third Person** are the most commonly used mode. You can quickly switch your camera perspective to **First Person** view by pressing **R** key. Pressing **T** key will change your view to **Third Person** mode.

The **Join MasterCam** is a unique view mode in comparison to the other six camera view options.

MasterCam is a trainer-only feature that allows the trainer to share their camera view. By selecting to join MasterCam, you will see from the trainer’s perspective. You will see notification text “MasterCam: Waiting” below the Inventory Button if Master Camera is not currently activated.

When joined to MasterCam, Join MasterCam button will change into **Quit MasterCam**.

The Camera Views Window is also toggleable via keyboard shortcut **O**.

### 6.7. TELEPORT

**OLIVE** allows avatars to teleport (instant movement) to different preset destinations. The application features six destination areas with varying number of sub-locations teleport options. Clicking the **Teleport** button will bring up the teleport options window. After you select a destination and sub-location (if applicable), click the **Teleport** button to teleport to that location.

The six featured areas are:

**Utopia Suburbs**
A suburban area with an overpass over a freeway and townhouses close by. There are three sub-locations within the Suburbs (A, B and C).

**Utopia Highway**
A large area with two freeways spanning the entire length of the area crossing over a small lake. There are 3 sub-locations within the Highway (A, B, and C).

**Metro Station**
A small sized underground metro station. Vehicles cannot be used inside this area.
Utopia City
A small city scene with business roads and intersections. There are four sub-locations (A, B, C, and D) with two seasonal scenes available: summer and winter. To alternate between each season, click the button, and select the desired season.

Traffic Operations Center (TOC)
The TOC is a generic operations center room. It has multiple chairs and desks that dispatchers can sit in while monitoring a scene. The TOC has a Shared Screen object (controlled by trainer), allowing this scene to be used as a meeting room. Vehicles are disabled at this scene.

Training Grounds
These are the designated areas where you can get acquainted with the controls and world interactions. There are two main grounds: Ground III (default selection) and Ground X. To switch between these two, click the button. Ground III offers four sub-locations: Object Manipulation, Driving, Movement, and Free Training. Each sub-location offers a unique training session. Ground X offers a much larger area with 10 identical sub-locations. It was designed to support large group driving training session.

The Teleport Window is toggleable via keyboard shortcut P.

6.8. ROLES

The Roles button gives you access to change into different roles. This allows you to play a role in the agency you are currently a member of as well as the other disciplines you will encounter on an incident scene. In switching roles each trainee get’s a glimpse of what the other role’s goals and responsibilities are. Your trainer might assign you a specific role at the beginning of a training scenario.

Switching roles will update your inventory with clothing and equipment related to that specific role. Your avatar will change clothing into the default attire associated with the corresponding role. Note that due to the nature of the application, some roles that typically wear a headgear will override any previous modification to the avatar’s hair appearance. During the role switching, the Inventory, Teleport, and Role buttons might also be temporarily disabled.
There are 13 roles available:

<table>
<thead>
<tr>
<th>Civilian</th>
<th>Dispatcher</th>
<th>EMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Hazmat</td>
<td>Investigator</td>
</tr>
<tr>
<td>Media</td>
<td>Medical Examiner</td>
<td>Police</td>
</tr>
<tr>
<td>Road Maintenance</td>
<td>Service Patrol (DOT)</td>
<td>TMC</td>
</tr>
<tr>
<td>Towing &amp; Recovery</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FIGURE 22 - AVAILABLE ROLES

6.9. Help

The ? button brings up the help screen. It provides quick references to keyboard/mouse controls and some of the common actions performed in the virtual world. The keyboard shortcut for this is /?.

6.10. LOGOUT

The logout button will take you back to the login screen. This is useful if you need to change the gender of the avatar (by using a login ID that is associated with the opposite gender) or to log into a different server.

6.11. CHAT WINDOW

Clicking on Chat Window (top right of the screen) will slide open text communication panel.

FIGURE 23 - CHAT WINDOW: SENDING A MESSAGE
Chat window is a global communication tool, which means that all users, regardless of where they are in the virtual world, can use the chat window to communicate publicly. If the chat log gets too long, you can press the Clear button to remove past messages from your chat window. To send a message, simply click in the text input area and begin typing. When the text input area is active, avatar control via keyboard is disabled. As a reminder that you are currently activating the chat window, the text input border will glow orange, and there will be a message on the screen saying “Warning: The world screen is inactive. Press ESC to re-activate it.”

When ready to send, press the Enter key to send your message. Press Esc key to cancel, or click anywhere outside the text input area. By cancelling, your message will remain in the text input area until you wish to send it.

### 6.12. Users

![Users panel](image)

**FIGURE 24 - USER PANEL**

The Users panel displays a list of all the currently logged in users in the world, regardless of their location. You can change your status using the Set Status button. Switching to Away status will put your avatar in a “sleep” state. This is useful in letting other users know that you are not currently actively participating in the virtual world. To switch back to Available status, simply click anywhere on the screen and your avatar will “wake up”.

![Away makes you sleepy](image)

**FIGURE 25 - AWAY MAKES YOU SLEEPY**
There are two interactive options available for this list: Watch and Teleport To. These two buttons will be enabled when a user is selected from the list. Simply click on their name to select that user.

6.12.1. Watch

Watch is an alternate camera mode separate from the list of default camera views. This mode will allow you to follow, or watch, other logged in users. Only users logged in and within the same vicinity as you can be watched. If a user leaves the viewable range, the camera will jump back to your avatar.

When watching other users, the User Interface will be switched to Watch Mode. The Watch interface has three option buttons.

**Users** option allows you to quickly switch to a different user to watch.

**Chat** option allows you to send and receive chat messages while still watching a user.

**Bookmarks** options allow you to set a custom bookmark. This option is enabled only when trainer is recording the training session. Entering a custom bookmark will tag the recording with information to highlight certain events. Your trainer will be able to navigate the recording easily based on the bookmarks made. This feature is useful for highlighting certain events to the trainer for further discussion.
Information about the user currently being watched will show on the right side of the interface. To navigate around the watched avatar, right click and hold your mouse and drag around to move the camera. Note that while in Watch Mode, you cannot move your own avatar.

Click the X button to exit Watch Mode and return to your avatar.

6.12.2. Teleport To
Upon clicking teleport to, your avatar will be immediately moved to the location of the selected user on the list. This feature is handy if you want to regroup with other users.
6.13. Settings

The Settings panel contains system and avatar settings that can be adjusted to your preference. The settings are broken down within four sub panels: Appearance, Sound, Sensitivity, and Game Pad. Note that every change takes effect immediately. Clicking **OK** will save the current settings and clicking **Cancel** will revert any current changes back to the default or previously saved settings.

### 6.13.1. Appearance

The appearance panel allows you to change your name and customize the look of your avatar. Clicking **Reset** will reset your avatar to its default look, denoted by the yellow * on each selection. However, it will not reset your name. Any equipped headgear will be removed from your avatar when changing hair style setting or on appearance reset.
6.13.2. Sound

Sound Effect Volume controls the volume of the sounds from within the environment (e.g. cars, helicopters).

Incoming Voice Volume controls the volume of other user’s voices as they are speaking in world or via the radio.

Radio Static controls the intensity of the radio static. The radio static can be completely disabled if it is too difficult to decipher what people are saying.

Microphone Boost will boost the outgoing sound of your own voice. Be aware with muting this, no one will be able to hear you talk.

Toggling Own Voice Bar and Others’ Voice Bar will show or hide the red/white sound waves that appear over an avatar’s head while speaking.

6.13.3. Sensitivity

Vertical Sensitivity affects how fast you can look up and down with the mouse.

Horizontal Sensitivity affects how quickly your mouse/keyboard controls turn your avatar left and right.

These settings only take effect in the First Person, Third Person, Face, and Overhead camera views.
6.13.4. Game Pad

Invert Axis – The default behavior of the game pad is to have the avatar look down when the right stick is pushed up (away from you), and look up when the right stick is pulled down (towards you). Selecting this checkbox will invert this behavior, making the avatar look up when pushed up, and look down when pulled down.

Configure Buttons and Configure Joysticks – Clicking these options will enter a configuration mode. Follow the steps that appear to configure your game pad for use for the first time. This may need to be done after the first time logging in. Game pad needs to be plugged in before OLIVE started to ensure that it was successfully detected.

6.14. Map

The map shows your current location and bearing. You will also be able to see the incident location if the Trainer set it up.
7. GAME PAD

The application supports Logitech Rumble Pad 2 Game Pad or equivalent as an alternative in controlling your avatar basic actions. Some people will prefer one method over the other. If you have a different Game Pad brand or model you might need to reconfigure the buttons and joysticks. You can do this in the Game Pad Settings Panel.

After you are logged in, press Esc to toggle the control method. Note that in Game Pad mode, your mouse cursor will be locked with the avatar view direction. In order to regain access to your mouse cursor, press Esc one more time and toggle out of Game Pad mode.

![Game Pad Controls Diagram]

**FIGURE 35 - GAMEPAD CONTROLS**
8. WORLD INTERACTION

Interaction with the virtual world is an integral part of the training simulation. It illustrates the actions that will be taken in a real world scenario, and has a profound impact on how the incident scene could evolve as dictated by the trainer.

8.1. OBJECTS

A context menu will be displayed when you select a world object. It contains all possible interactions that you can do with the object. Some objects will be more interactive than others. Objects that have special interaction options will be covered separately next in their own section.

Simply left click the object of interest to bring out its context menu. If the object is select-able, the color will get highlighted and boundary box will appear as you mouse hover on it. If you are using a Game Pad, press the lower left shoulder button to bring up the nearest object context menu. You can then use the Object Cycle buttons to cycle through nearby objects.

Most objects will have Move and Put Away options. Put Away will immediately remove the object from the world. Move will make your avatar carry around the object, no matter how big the object is. If the object is too large for the avatar to carry it will hover along with your avatar.

When carrying an object, you can also access its context menu by clicking on your avatar. This approach is useful when the object is small and hard to click while being in front of your avatar. Carried object have Drop or Place option to put it on the ground.

8.2. STACK OF CONES

The stack of cones provides easy access to multiple cones. Your avatar will initially hold the stack of cones when it was brought into the world. The stack of cones provides a set of 20 cones. You can always bring a new stack of cones if you need more.
From the shortcut button (above gestures buttons), or via context menu, you have the option to drop the entire stack or just take a single cone and place it in front of you.

You can easily create line of cones by walking straight while occasionally placing a cone.

8.3. **FLARE**

Flare object is available in most Role’s Incident Props Inventory, and most emergency vehicles. On select it will appear in front of your avatar. Since it is small, you might need to move your avatar to the side in order to see it.

After ignited, the initial smoke will last for couple seconds before it dies off. You can hit reset in the context menu to bring a flare back to its original state.

8.4. **FIRE HOSE**

Fire hose is the only object that can contain fire in the scene. It is only available to Fire Role, but anybody can access it from a fire engine.

When the spray is turned on, you will see a red circle hovering on the ground. The red circle indicates where the water is falling. You might need to tilt your view a bit if the circle disappears underground. When this circle collides with fire, a notification will show up near the
top right panels saying that you are extinguishing the fire. The fire will be extinguished after couple seconds.

8.5. GURNEY

The gurney is only available in the inventory of EMS Role, but everyone can pull it out of Dauphin II and Utopia City Ambulance. Anyone can get on the gurney, but no one can be forced to unless they have collapsed. The victim needs to collaborate and climb onto the gurney themselves.

Once a victim is on the gurney, try pushing it closer to a Dauphin II or Utopia City Ambulance vehicle. A new context menu option to put the victim inside the emergency vehicle will show up when you are close enough.
8.6. CPR

As mentioned in the Gestures section, trainees who play the role of a civilian are able to act as if they have lost consciousness and collapsed. You can initiate CPR by clicking on the collapsed civilian, and then Examine them. During the examination, additional gesture buttons will appear above default ones. You can perform CPR gestures to the victim by clicking those buttons.

Note that only the victim themselves can initiate collapse recovery by clicking the Recover button.

8.7. VEHICLES

To drive a drivable vehicle, select Get In from the context menu. This will put you in the driver seat. Right Front will put you in the front passenger seat (commonly known as riding shotgun).
Some vehicles that allow passengers at the back will have **Left Rear** and **Right Rear** options. These options will not appear in non-drivable vehicles. A vehicle cannot be **Put Away** if there are passengers still inside.

The controls for driving any vehicles are the same as avatar movement, with the addition of X key to sound your horn/siren. Note that for large vehicles, you might want to change your *camera view* for a better perspective.

Unfortunately, due to OLIVE platform limitation, drivable vehicles can sometimes bounce unrealistically when they collide with other world objects. This might cause the vehicle to flip upside down. The **Upright** option in the context menu will reorient the vehicle back to its normal position.

Emergency vehicles have a list of specialized equipment that can be taken out. They also have the options to toggle emergency lights on or off.

Non-drivable vehicles have much less context menu options but are useful for staging training scenarios. You can move them around more easily just like any other world objects.

### 8.7.1. Dauphin II/Medevac

The controls for helicopter Dauphin II and Medevac are similar to standard movement control. When moving forward, helicopter will lift off and hover slightly above the ground. You can press **C** key to take it higher and **Z** key to bring it lower. While hovering in the air, helicopter will do slight bobbing motion.

Dauphin II and Medevac is available in the inventory of EMS Role.