

# Idaho Damage Assessment Handbook



# IDAHO DAMAGE ASSESSMENT HANDBOOK

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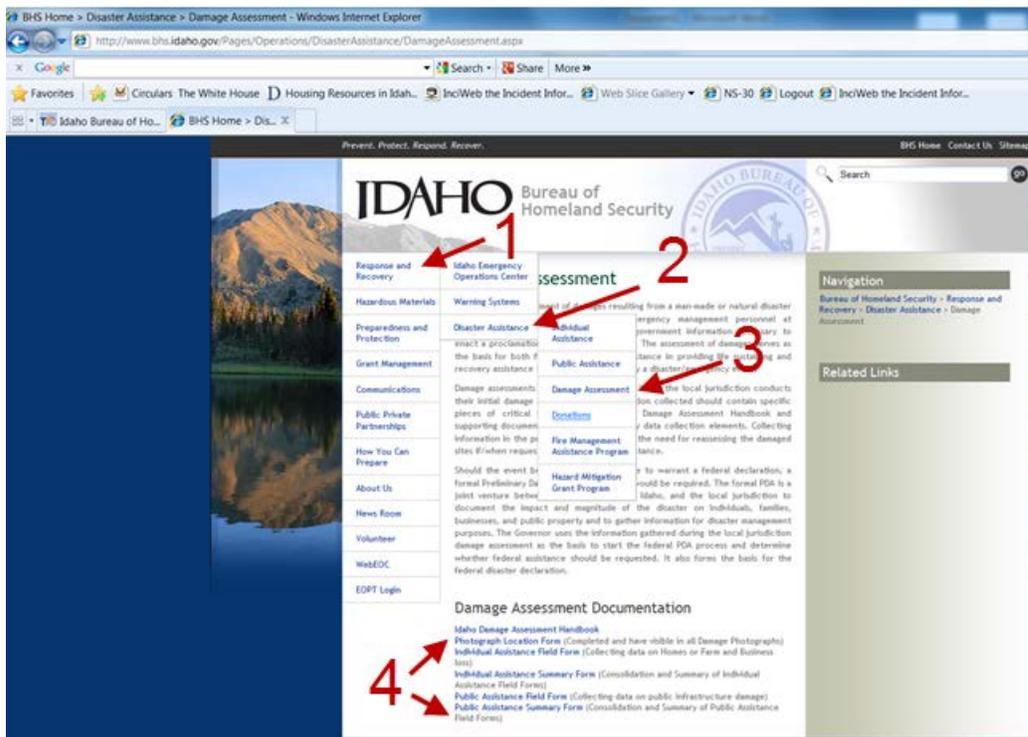
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NOTE: This handbook and all forms and annexes are available on the BHS website ([www.bhs.idaho.gov](http://www.bhs.idaho.gov)) in the Response and Recovery Section.



## **I. INTRODUCTION**

This handbook is written to provide the user a quick reference for documenting at-risk locations and conducting an assessment of damages resulting from a man-made or natural disaster event. A variety of tools will be presented in order to provide the user choices of how to best collect the required information. Due to the nature of an incident, the best collection tool could vary from paper spreadsheet, mobile application or a separate portable device. No matter what the tool, the required information is the same.

An assessment of damages provides elected officials and emergency management personnel at jurisdictional, state and federal levels of government information necessary to enact a proclamation of disaster/emergency. A proclamation of disaster/emergency activates emergency provisions, rules and processes associated with the level of government enacting the proclamation of disaster/emergency.

The documentation of a pre-event baseline assessment serves as the basis for both fiscal and functional assistance in restoring damaged areas to their pre-event status as well as providing life-sustaining and recovery assistance to individuals impacted by a disaster/emergency event.

## II. DISASTER DECLARATION PROCESS

### A. Jurisdiction Level

1. A local disaster emergency may be declared only by a tribal council, mayor or chairman of the county commissioners. This initial declaration is good for a period of seven (7) days unless continued for a specified period time by consent of the governing board of the declaring entity [Idaho Code, 46-1011(1)].
2. The effect of a local disaster emergency declaration is to activate the response and recovery aspects of any and all applicable Emergency Operations Plans (EOP) and to authorize the furnishing of aid and assistance as described in the jurisdictional EOP [Idaho Code, 46-1011(2)]. This includes conducting a damage assessment. This local damage assessment can be used to determine if the damages resulting from the disaster emergency event can be addressed by existing jurisdictional resources. This is a critical component in a state decision to provide resources to a jurisdiction and/or to request federal assistance.
3. When a county and/or tribal nation has a declared disaster emergency, has activated their EOP, finds that there are insufficient local resources to mitigate an imminent threat to life and property, requires state emergency assistance to supplement local efforts to save lives, protect property or avert or lessen the threat of a disaster, then that jurisdiction/county may request that the Governor of Idaho, through the Bureau of Homeland Security, issue a State Proclamation of Disaster Emergency in support of the affected jurisdiction/county.
4. If an affected jurisdiction/county is requesting state financial support to hire/contract resources/capabilities that are available locally, in addition to requesting functional/direct support that can be mission assigned to a state agency, then that jurisdiction must submit a jurisdictional financial statement of need that clearly demonstrates fiscal need (i.e., all budgetary measures to support emergency requirements have been put into effect: rainy day funds have been expended; dedicated emergency funds have been expended; budget line shifts from non-essential services have been made, etc.) as well as the impact on the jurisdictional ability to provide essential services for the remainder of the fiscal year. No fiscal support will be considered without a supporting financial statement of need.
5. While tribal councils, mayors and chairmen of county jurisdictions may issue local disaster emergency declarations, only chairmen of county jurisdictions may request a supporting State Proclamation of Disaster Emergency.

## B. State Level

1. The Governor may declare a disaster emergency if it is found that a disaster has occurred or that the occurrence or the threat of a disaster is imminent.
2. The state of disaster emergency will continue until the Governor finds that the threat or danger has passed or that the disaster has been dealt with to the extent that emergency conditions no longer exist. The Governor will then terminate the state of disaster emergency through executive order or proclamation.
3. If the Governor finds that emergency conditions causing imminent threat to life and property continue, then the Governor can continue the state of disaster emergency for up to a period of thirty (30) days. At the end of each thirty day continuation, should emergency conditions causing imminent threat continue, the Governor can issue another thirty (30) day extension. Extensions can continue until the emergency conditions causing imminent threat are mitigated or terminated.
4. The state disaster emergency declaration activates the disaster response and recovery aspects of the State of Idaho Emergency Operations Plan (State EOP); this includes the conduct of a state assessment.
5. The state assessment, conducted by state and the local jurisdiction, is used to determine if the damages resulting from the disaster emergency are likely to exceed the federally-established state and county fiscal thresholds (fiscal indicators) and will warrant a Governor's request for a Joint FEMA/State Preliminary Damage Assessment (PDA). The purpose of the Joint FEMA/State PDA is to confirm that fiscal indicators have been met and that the impact of the disaster emergency on the state/jurisdictions is of such a magnitude to merit a Governor's request for a federal Major Disaster Declaration.

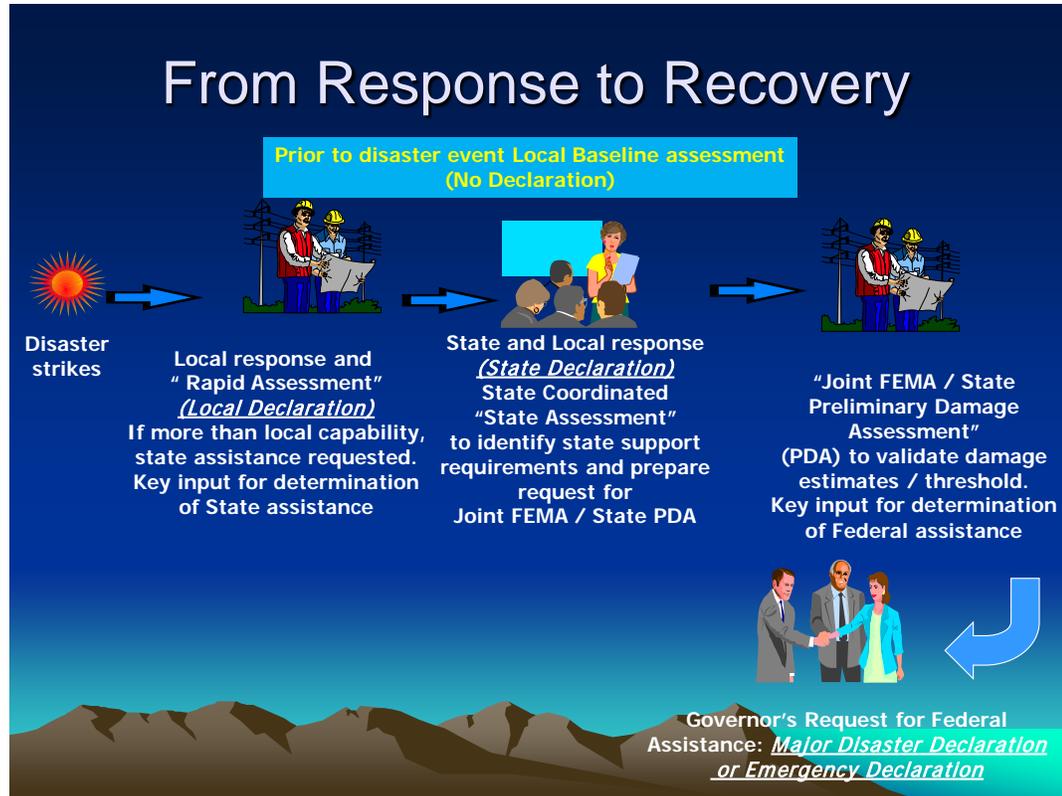
## C. Federal Level

1. The President of the United States may issue a Major Disaster Declaration for a state at the request of the Governor upon determination that a disaster emergency situation is of such severity and magnitude that effective response is beyond the capabilities of the state and affected local governments and federal assistance is necessary to supplement the efforts and available resources of the state. A key component in the federal decisionmaking process is the report from the Joint FEMA/State PDA (conducted by FEMA, state and local jurisdiction) regarding fiscal indicators and event impact on public safety, critical infrastructure and private property.
2. The state request for a federal Major Disaster Declaration must be submitted within a period of thirty (30) days of the occurrence of the disaster emergency event. The state request must confirm that the

Governor has directed execution of the State Emergency Plan (State EOP), must include an estimate of the amount and severity of the damages and losses on both the public and private sectors of the impacted area(s), must describe the nature and amount of state and local resources which have been or will be committed, must provide an estimate of the types and amount of federal disaster assistance needed and must certify compliance with Stafford Act cost-sharing requirements.

3. The President of the United States can also issue an Emergency Declaration at the request of a Governor for incidents that occur or threaten to occur in a state which would not qualify under the federal definition of a Major Disaster. In this situation, federally-established fiscal damage thresholds are not applicable. However, activation of the State EOP and information concerning the nature and amount of state and local resources which have been or will be committed is still required as is the identification of federal aid which will be required.

### III. TYPES OF ASSESSMENTS



#### A. Baseline Assessment (Highly Recommended)

1. Purpose: Provide identification of pre-disaster baseline information for:
  - a) Identification of areas requiring mitigation
  - b) Comparison of pre-disaster conditions to establish scope of work needed to return to pre-disaster condition
  - c) Documentation of areas susceptible to potential damage
2. Conducted by local jurisdiction
  - a) Utilize Example PA-1 or IA-1 (Damaged Site Photo) to document sites
  - b) Utilize Example PA-2 (Damaged Site Date/Location Data Form) to document information and location. At a minimum complete the following fields:

- (1) Date:
- (2) Location: (text)
- (3) Latitude and Longitude (decimal degrees) (xx.xxxxx,-xxx.xxxxx)
- (4) All other fields optional, but it is good to include comments as to why assessment information/photo was collected.

## B. Rapid Assessment

1. Purpose: Provide a scope of the damages resulting from a disaster emergency within 24-36 hours of the event.
  - a) Includes both public infrastructure and privately-owned infrastructure (houses, businesses, etc.)
  - b) Rapid assessment results are sent to the Idaho Emergency Operations Center (IDEOC) Situation Unit and the IDEOC Message Unit using the established disaster event email address or the general BHS administrative email address, [BHS@bhs.idaho.gov](mailto:BHS@bhs.idaho.gov).
  - c) The rapid assessment information should be transmitted to BHS/IDEOC as soon as possible, but no later than 36 hours from event occurrence. Updates should then be transmitted at the close of each incident operational period until all damages have been documented or the damage assessment process has transitioned to a state assessment or Joint FEMA/State Preliminary Damage Assessment (PDA).
  - d) Absent a state declaration, resourcing (personnel, vehicles, etc.), the rapid assessment is a jurisdictional responsibility.
  - e) When a state declaration is in effect for the impacted jurisdiction, if the jurisdiction does not have sufficient resources, a resource request for assistance (RFA) can be made to the IDEOC (preferred method via WebEOC) to provide resource assistance in conducting a rapid assessment.
2. Rapid Assessment Tasks
  - a) Describe the impact on the community: magnitude and severity of the event and unmet needs.
    - (1) Describe the damage to both public and private property. This must be done quickly so elected leadership can make decisions.
    - (2) Damage to life-sustaining structures (power, light, water), public structures (roads, dams, levees, law enforcement)

- (3) Damage to residences and businesses
- (4) General numbers categorized as destroyed, damaged, inhabitable
- b) If state assistance is required, coordinate with commissioners/tribal council for request to BHS for Governor's declaration
- c) Identify if the event is significant with potential for state and/or federal assistance
  - (1) Identify possible applicants to include private non-profits (PNPs)
  - (2) Identify jurisdictional codes, policies, ordinances, insurance documentation, ownership/responsible parties, MOUs/MOAs
  - (3) Gather maps and guides to damaged sites
  - (4) Identify potential participants for damage assessment teams(s)

#### C. State Assessment

1. Purpose: Provide a scope of damage resulting from a disaster emergency in sufficient detail to warrant:
  - a) A gubernatorial request to FEMA Region X to conduct a Joint FEMA/State Preliminary Damage Assessment (PDA) pursuant to the request for a federal Major Disaster Declaration
  - b) A BHS request to FEMA Region X for activation of a Fire Management Assistance Grant (FMAG) as part of a wildland fire event
2. The state assessment is an Idaho Bureau of Homeland Security and local jurisdiction responsibility.
3. Damage will be documented using the information identified in this handbook
4. State Assessment Tasks
  - a) General Description of Damage – County includes incorporated and unincorporated areas. Identify any tribal nation areas.
    - (1) Review and/or augment rapid assessment information from local jurisdiction
    - (2) Include situational reports reflecting county and tribal nation status

- b) Identify owner/agency responsibility for the repair of the damaged infrastructure (MOUs/MOAs)
  - (1) Individuals
  - (2) Private commercial organizations
  - (3) Private non-profit (PNP) organizations
  - (4) Road and bridge agency at jurisdiction level; i.e., federal, Forest Service, Bureau of Land Management, Army Corps of Engineers

c) Collect/collate information describing the damage

- (1) Unique Site Designation: When labeling a site, use the following convention:
  - (a) County License Plate Identifier
  - (b) First Name/Last Name Initials of Team Leader or Jurisdiction Emergency Coordinator
  - (c) BA for Baseline Assessment/RA for Rapid Assessment/SA for State Assessment/PA for Public Assistance/IA for Individual Assistance/FM for Fire Management
  - (d) 001 (sequence number)

Example: The first PA damage site in Ada County documented by a PA Team led by Peter Bronco would have this designation: 1A-PB-SA-001. This will enable anyone from the state or FEMA to know that this is a SA damage site in Ada County and the individual who led the team that visited this site had the initials PB. With this information, questions about this particular site can be asked of those initially tasked to evaluate the damage and likely were at the site to observe the damage and the surrounding area.

- (2) Photos with location form seen in photograph; see Example PA-2 (Damaged Site Date/Location Data Form)
- (3) Written description of the damage: include applicable description as described for each type of disaster
- (4) Brief "impact on jurisdiction" statement; i.e., "No clean water for city of Weiser (approximately 3K residents) until repaired, rental trailer destroyed and family of 4 homeless."

- (5) Estimated costs: repair to pre-event status/emergency response/debris removal/requirements; i.e., cubic yards @ \$\$ per yard; equipment hours @ \$\$ per hour; personnel hours @ \$\$ per hour, etc.
      - (6) Applicable site insurance or no insurance statement for residences, businesses and public structures
    - d) Property Tax Data – Property description, assessed value of property and ownership
    - e) Building codes, historical/sensitive sites, jurisdictionally unique issues
    - f) Demographic Data – Size of community affected
    - g) Budgetary Information – Jurisdictional ability to resource
    - h) FEMA/State PDA jurisdictional point of contact
      - (1) Site location
      - (2) Points of contact: road and bridge/levee sponsor/dam owner, etc.
    - i) Small Business Administration (SBA) jurisdiction point of contact
      - (1) Identify impacted businesses
      - (2) Assist in survey distribution/collection
- D. Joint FEMA/State Preliminary Damage Assessment (PDA)
- 1. Purpose: Provide validation that the state has met federal damage cost thresholds supporting a gubernatorial request for a federal Major Disaster Declaration.
  - 2. Responsibility for the conduct of the Joint FEMA/State Preliminary Damage Assessment (PDA) is shared between federal (FEMA Region X), state (BHS) and the local jurisdiction.
    - a) Jurisdictions will participate as part of the State PDA delegation.
    - b) Damage will be documented using both FEMA and BHS damage assessment guidelines.

3. Joint FEMA/State Preliminary Damage Assessment (PDA) Team Tasks
  - a) When acting as the jurisdictional representative to the Joint FEMA/State PDA, you are the link between your jurisdiction and the Joint FEMA/State PDA team
    - (1) Describe the impact of the damage to your community: economic, fiscal, population, etc. Know the damage sites and how to get to them. Know the priorities. Know the owner/responsible party for the damaged site.
    - (2) Know the local issues, concerns, unique aspects
    - (3) Know who to contact for insurance coverage, assessments, etc.
    - (4) Keep your elected officials informed
    - (5) Keep your community informed
  - b) When acting as the State PDA team member, you are the link between the Joint FEMA/State PDA team and the State Recovery Program Manager
    - (1) Know who the team members are and keep a contact list
    - (2) Know the applicants and local issues, challenges, unique situations (historical, environmental, etc.)
    - (3) Work to resolve assessment differences at the lowest level
    - (4) Meet with elected officials to explain the process
    - (5) Represent both state and local interests; ensure non-federal media inquiries go to the State PIO for action

#### **IV. DAMAGE ASSESSMENT TOOLS**

- A. License Plate Identifiers: See Annex A for county designations for identifying and labeling assessments.
- B. Damage Assessment “To Go” Kit: See Annex B for photo of kit contents. This kit can be used when deploying rapid assessment teams.
- C. Mobile Device and Bluetooth GPS – Loading Instructions: See Annex C for downloading DARS damage assessment software.
- D. Mobile Device and Bluetooth GPS – Use Instructions: See Annex D for instructions on utilizing the DARS damage assessment software.
- E. GPS Unit Instructions: See Annex E for operating instructions for Dual Bluetooth GPS units.
- F. Juniper Mesa Mobile Device and Application: See Annex F for operating instructions.

**V. STATE ASSISTANCE, PUBLIC ASSISTANCE (PA), INDIVIDUAL ASSISTANCE (IA) AND FIRE MANAGEMENT ASSISTANCE GRANT (FMAG)**

- A. Categories of Damage: Following are the federally-defined eligible categories of work. These definitions apply to damage occurring in both federal and state disaster emergency events [FEMA 322 Public Assistance Guide, Jun 2007]
1. Emergency Work: Work performed to reduce or eliminate an immediate threat to life, protect public health and safety, and to protect improved property that is threatened in a significant way as a result of the disaster emergency.
    - a) Category A – Debris Removal
    - b) Category B – Emergency Protective Measures
      - (1) Eliminate or reduce an immediate threat to life, public health, or safety
      - (2) Eliminate or reduce an immediate threat of significant damage to improved public or private property through cost-effective measures.
    - c) Category H – Direct Fire Support (FMAG)
  2. Permanent Work: Work performed to restore a damaged facility, through repair or restoration, to its pre-disaster design, function and capacity in accordance with applicable codes or standards. This assistance is only applicable to federal major disaster declarations.
    - a) Category C – Roads and Bridges
    - b) Category D – Water Control Facilities
    - c) Category E – Buildings and Equipment
    - d) Category F – Utilities
    - e) Category G – Parks, Recreational Facilities and Other Items

3. Individual Assistance - Following is the federally-defined Assistance to Individuals and Households - Other Needs Assistance [CFR 206.101-206.181]
  - a) Subpart D - Federal assistance to individuals and households.
  - b) Subpart F – Other individual assistance
  - c) Disaster unemployment assistance
  - d) Food commodities
  - e) Relocation assistance
  - f) Disaster legal services
  - g) Crises counseling assistance and training
  - h) Gifts and bequests for disaster assistance purposes

B. State Assistance

1. Basic Instructions for State Assistance: Point of Contact  
[BHSRECOVERY@bhs.idaho.gov](mailto:BHSRECOVERY@bhs.idaho.gov) (208) 422-3040
  - a) The objective of state assistance is to provide assistance to state, tribal and local governments, and certain types of private non-profit organizations so that communities can quickly respond to and recover from a limited disaster or emergency.
  - b) The state provides assistance for emergency work which includes Category A (debris removal), Category B (emergency protective measures), and Category H (direct firefighting activities).
2. State reimbursement is determined by the Governor and is generally 50 percent of eligible expenses.
3. State Damage Assessment Documentation in the Field – Forms and Photos (same as Public Assistance)
  - a) Take photos of damaged site; see Example PA-1, (Damaged Site Photo)
  - b) Include in the photo the location form' see Example PA-2 (Damaged Site Date/Location Data Form); ensure the form is legible in the Damaged Site Photo.
  - c) Fill out the Field Form found; see Example PA-3, (Public Assistance Field Form)
  - d) Site Designation: When labeling a site, use the following convention:

- (1) County License Plate Identifier
- (2) First Name/Last Name/Initials of PA Team Leader or Jurisdiction Emergency Coordinator
- (3) SA (state assistance)
- (4) 001 (sequence number)

Example: The first PA damage site in Ada County documented by a PA Team led by Peter Bronco would have this designation: 1A-PB-SA-001. This will enable anyone from the state or FEMA to know that this is a SA damage site in Ada County and the individual who led the team that visited this site had the initials PB. With this information, questions about this particular site can be asked of those initially tasked to evaluate the damage and likely were at the site to observe the damage and the surrounding area.

### C. Public Assistance

1. Basic Instructions for Public Assistance (PA): Point of Contact [BHSRECOVERY@bhs.idaho.gov](mailto:BHSRECOVERY@bhs.idaho.gov) (208) 258-6508
2. The objective of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program is to provide assistance to state, tribal and local governments, and certain types of private non-profit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.
3. Through the PA Program, FEMA provides supplemental federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private non-profit (PNP) organizations. The PA program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.
4. The applicant is responsible for all disaster expenses. Following approval of a federal project, the federal share of reimbursement is not less than 75 percent of the eligible cost for emergency measures and permanent restoration. The state reimbursement is generally 60 percent of the remaining eligible expenses. This results in an approximate distribution of final expenditures (federal 75%, state 15% and local 10%). Small projects have different funding calculations which require the reimbursements to be calculated on a case-by-case basis. Due to the nature of the calculations, they will always be reimbursed at a minimum of 75 percent.

5. PA Damage Assessment Documentation methods
  - a) Paper Field Forms, GPS and Camera (Annex B)
  - b) Mobile Device (Phone/I-Pad) and Bluetooth GPS (Annex C)
  - c) Juniper portable Device (Annex D)
6. PA Damage Assessment Documentation in the Field – Forms and Photos
  - a) Take photo of damaged site; see Example PA-1, (Damaged Site Photo)
  - b) Include the Damaged Site Date/Location Data form in the site photo; see Example PA-2, (Damaged Site Date/Location Data Form). Ensure the form is legible in the site photo
  - c) Fill out the Field Form; see Example PA-3, (Public Assistance Field Form).
  - d) Site Designation: When labeling a site, use the following convention:
    - (1) County License Plate Identifier
    - (2) First Name/Last Name initials of PA Team Leader or Jurisdiction Emergency Coordinator
    - (3) PA (public assistance)
    - (4) 001 (sequence number)

Example: The first PA damage site in Ada County documented by a PA Team led by Peter Bronco would have this designation: 1A-PB-PA-001. This will enable anyone from the state or FEMA to know that this is a PA damage site in Ada County and the individual who led the team that visited this site had the initials PB. With this information, questions about this particular site can be asked of the folks who were initially tasked to evaluate the damage and likely were on the ground, saw the damage and the surrounding area.

#### D. Individual Assistance

1. The objective of the Individual Assistance Program is to provide assistance to individuals and households as well as businesses impacted by the disaster emergency event.
2. In a non-federally declared event, assistance may be available through the Idaho Voluntary Organizations Active in Disaster (IDAVOAD). Voluntary and faith-based organizations may be able to support individuals and households with damage assessment, case management, clean up,

rebuilding, crisis counseling, food, shelter, clothing, donations management and other unmet needs.

3. In a Presidentially-declared event, Individuals and households may be considered for the Individual and Household Program. Individuals must first register at <http://www.fema.gov/assistance/index.shtml> or 800-621-3362 to be considered for this program.
4. In a Presidentially declared event, businesses may be eligible for a Small Business Administration (SBA) low interest loan for either economic injury or physical damage to the business. To apply for SBA, register at <https://disasterloan.sba.gov/ela/> or 800-659-2955. The SBA may also have representatives at an SBA Disaster Loan Outreach Center or at a Disaster Recovery Center to answer questions and hand out applications.
5. Agricultural enterprises should contact their local farm service agency or visit [www.usda.gov](http://www.usda.gov) about disaster assistance.
6. In a Presidentially declared event, a Disaster Recovery Center (DRC) will provide: guidance regarding disaster recovery; clarification of any written correspondence received; housing assistance and rental resource information; answers to questions, resolution to problems, referrals to agencies that may provide further assistance; and information on the status of applications being processed by FEMA and the SBA program. Locations and contact numbers/emails for the DRCs will be made available through public announcements using all available media.
7. Documentation of the numbers of households and businesses impacted by a disaster/emergency event as well as the degree/extent of damage is a critical factor in seeking both a supporting state and federal disaster declaration and accessing individual assistance at the state and federal level.
8. IA Damage Assessment Documentation in the Field – Forms and Photos.
  - a) Take photos of the damaged homes/businesses; see Example IA-1, (Damaged Site Photo)
  - b) Include the Damaged Site Date/Location Data form in the site photo; see Example IA-2, (Damaged Site Date/Location Data Form). Ensure the form is legible in the site photo.
  - c) Fill out the Field Forms; see Example IA-3, (Field Form)
  - d) Site Designation: When labeling a site use the following convention:
    - (1) County License Plate Identifier
    - (2) First Name/Last Name initials of IA Team Leader or Jurisdiction Emergency Coordinator

(3) IA (individual assistance)

(4) 001 (sequence number)

Example: The first IA damage site in Ada County documented by an IA Team led by Peter Bronco would have this designation: 1A-PB-IA-001. This will enable anyone from the State or FEMA to know that this is an IA damage site in Ada County and the individual who led the team that visited this site had the initials PB. With this information, questions about this particular site can be asked of the folks who were initially tasked to evaluate the damage and likely were on the ground, saw the damage and the surrounding area.

9. IA Damage Assessment Documentation in the Jurisdictional EOC or designated Administrative action area.

- a) Transfer information from the Field Form (IA 3a) to the Excel Workbook for Primary Residences or Businesses; see Example IA 4a/4b (Summary Form Primary Residences/Businesses).
- b) Submit the Primary Residence and Business Excel Workbook to the Idaho Emergency Operations Center (IDEOC). This can be done using WebEOC, fax or email. These forms will be used to determine if the Governor will declare on behalf of the state and/or submit a request for a Presidential declaration.
- c) Document Naming Convention: When saving the summary spreadsheets, use the following convention: Disaster Number, Applicant (abbreviate if possible), IAPDA (individual assistance preliminary damage assessment), Date.xls

Example: ID-02-2011 Benewah Co IAPDA 4-15-11.xls. As documents come into the state or FEMA, this will allow a quick glance to know which disaster it belongs to, who the applicant is, the type of information it contains and the date of this version. If an updated copy is sent, change the date to the current date.

**Example PA-1 Damaged Site Photo**  
**Photo taken of damaged culvert**



**Example PA-2 Damaged Site/Date/Location Data Form**  
**(Same for PA and IA)**

Date: \_\_\_/\_\_\_/\_\_\_

Site Number: \_\_\_\_\_

Location/Project Name: \_\_\_\_\_

LAT:            \_\_\_ . \_\_\_ N

LONG:-        \_\_\_ . \_\_\_ W

## **Example PA-3 Public Assistance Field Form**

<b>SITE NO.</b>	<b>APP ID NO.</b>	<b>LOCATION</b>	<b>LAT.</b>
			<b>LONG.</b>
<b>DESCRIPTION OF DAMAGE:</b>			
<b>IMPACT TO JURISDICTION:</b>		<b>IMPACTED DEPARTMENT</b>	
		<b>% Complete</b>	
		<b>COST ESTIMATE-COUNTY</b>	
<b>TEAM COMMENTS:</b>			
<b>COST ESTIMATE - TEAM:</b>			

PA Damage Assessment Documentation in the Jurisdictional Emergency Operations Center (EOC) or designated area for Administrative activity.

Fill out as much as possible while in the field. In the early hours of any disaster/emergency event, less information will be available, but the more information provided allows for better allocation of resources and emergency programs.

- Transfer information from the Public Assistance Field Forms to the Public Assistance Summary Form for each category of damage
- Fill in the damage information for each site on the correct Summary Form-Category (example PA-4a). A site may have more than one type of damage; i.e. Cat A, Debris Removal and Cat C, Roads & Bridges. This shows the summary of all damage done to the applicant's resources by category.
- Insert photos and brief description on the Summary Form-Site Photos (example PA-4b).
- Fill in the Summary Form (example PA-4c). This is a summary of all damage to the applicant's resources.
- Submit the Public Assistance Summary Form Excel Workbook to the Idaho Emergency Operations Center (IDEOC). This can be done using WebEOC, fax or email.
- The information submitted in the Public Assistance Summary Form Excel Workbook will assist the Governor in the decision to declare on behalf of the State as well as the decision to seek a Federal Declaration.
- Document Naming Convention: When saving Public Assistance Summary Form Excel Workbook use the following convention: Disaster Number Applicant (abbreviate if possible) PAPDA (preliminary damage assessment) Date.xls. Example: ID-02-2011 Benewah Co PAPDA 4-15-11.xls
- As documents come into the State or FEMA, this will allow a quick glance to know which disaster it belongs to, who the applicant is, the type of information it contains and the date of this version. If an updated copy is sent change the date to the current date.

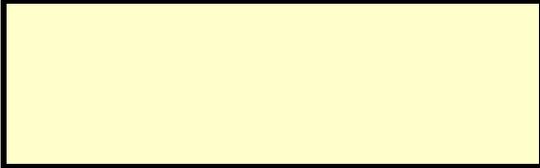
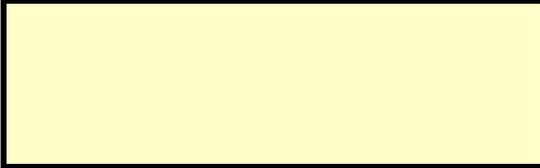
## Example PA-4a Summary Form - Categories

You will note that the bottom half of this form looks just like your field form. This is a copy of the Category A Sites form. There is a separate form for each of the categories; A-G. Fill in the upper portion with the applicant information and the overall Category description. The lower half of the form is the same as the Field Form. Transfer the information from your field form onto this form. Fill in as much as possible with the information that is available.

PRELIMINARY DAMAGE ASSESSMENT ESTIMATES - CATEGORY A SITES						DATE
						1/0/00
PART I - APPLICANT / INSPECTOR INFORMATION - (REQUIRED INFORMATION)						
COUNTY	APPLICANT	APPLICANT CONTACT	EMAIL	PHONE		
0	0	0	0	0		
INSPECTORS/AGENCY			E-MAIL	PHONE		
County	0	0		0		
State	0	0		0		
PART II - SITE INFORMATION (Use additional sheets as necessary for each category)						
KEY FOR DAMAGE CATEGORY (Use appropriate letter in the "Category" box. One category per page)					CATEGORY:	A
A. DEBRIS REMOVAL		D. WATER CONTROL FACILITIES	G. PARKS/OTHER	CATEGORY TOTAL		
B. PROTECTIVE MEASURES		E. PUBLIC BUILDINGS		COUNTY:		\$0
C. ROADS AND BRIDGES (Indicate On/Off Roads)		F. PUBLIC UTILITIES		APPLICANT:		\$0
SITE NO.	APP ID NO.	LOCATION (Use map location, address, etc.)			LAT	
	N/A				LONG	
DESCRIPTION OF DAMAGE						
IMPACT TO JURISDICTION					IMPACTED DEPARTMENT	
					% Complete	
COUNTY COMMENTS				COST ESTIMATE-APPLICANT	COST ESTIMATE-COUNTY	
SITE NO.	APP ID NO.	LOCATION (Use map location, address, etc.)			LAT	
	N/A				LONG	
DESCRIPTION OF DAMAGE						
IMPACT TO JURISDICTION					IMPACTED DEPARTMENT	
					% Complete	
COUNTY COMMENTS				COST ESTIMATE-APPLICANT	COST ESTIMATE-COUNTY	

## Example PA-4b Summary Form - Site Photos

There is a Photo Sheet for each Category; A-G. Insert photos into the yellow box for the pictures, the box below the picture allows you to give a description. Each site can hold up to four pictures to show the damage.

<b>PHOTO SHEET - CAT A - DEBRIS REMOVAL - SITE #</b>			
<b>APPLICANT: 0</b>	<b>COUNTY: 0</b>	<b>DATE: 01/00/00</b>	
<b>PICTURE 1</b>		<b>PICTURE 2</b>	
<p>TO INSERT A PICTURE, SELECT THIS BOX AND CLICK THE INSERT TAB IN THE MENU OPTIONS ABOVE, THEN CLICK SELECT PICTURE.</p>		<p>TO INSERT A PICTURE, SELECT THIS BOX AND CLICK THE INSERT TAB IN THE MENU OPTIONS ABOVE, THEN CLICK SELECT PICTURE.</p>	
			
<b>PICTURE 3</b>		<b>PICTURE 4</b>	
<p>TO INSERT A PICTURE, SELECT THIS BOX AND CLICK THE INSERT TAB IN THE MENU OPTIONS ABOVE, THEN CLICK SELECT PICTURE.</p>		<p>TO INSERT A PICTURE, SELECT THIS BOX AND CLICK THE INSERT TAB IN THE MENU OPTIONS ABOVE, THEN CLICK SELECT PICTURE.</p>	
			

## Example PA-4c Summary Form

This form is to enter the data from the Summary Form-Categories. This will give an overall picture of all damage to the applicant. Fill in as much as possible with the information that is available.

PRELIMINARY DAMAGE ASSESSMENT SUMMARY REPORT					DATE	
					1/0/00	
PART I - APPLICANT / INSPECTOR INFORMATION						
COUNTY	APPLICANT	APPLICANT CONTACT	EMAIL	PHONE		
0	0	0	0	0		
INSPECTORS/AGENCY			E-MAIL	PHONE		
County	0		0		0	
State	0		0		0	
PART II - BUDGET & COST ESTIMATE-SUMMARY (Complete Category Pages First THIS IS REQUIRED)						
POPULATION		TOTAL BUDGET		MAINTENANCE BUDGET		DATE FY BEGINS
		Approved	Balance	Approved	Balance	
CATE-GORY	NO. OF SITES	TYPES OF DAMAGE		TOTAL CATEGORY ESTIMATE - APPLICANT	TOTAL CATEGORY ESTIMATE - COUNTY	POTENTIAL LOCAL FUNDS AVAILABLE
A		Debris Clearance		\$0	\$0	
B		Protective Measures		\$0	\$0	
C		Road Systems		\$0	\$0	
D		Water Control Facilities		\$0	\$0	
E		Public Buildings and Equipment		\$0	\$0	
F		Public Utilities		\$0	\$0	
G		Parks/Other		\$0	\$0	
				<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
				\$0	\$0	\$0
Damage Cost Estimate - Corps of Engineers=		\$	-	Damage Cost Estimate - NRCS=		\$
Damage Cost Estimate - FHWA=		\$	-	NRCS = National Resource Conservation Service		
				FHWA = Federal Highway Administration		
PART III - OVERALL DISASTER IMPACT (Use Additional Sheets if Necessary) THIS IS REQUIRED INFORMATION.						
<b>A. GENERAL IMPACT:</b>						
1. Identify and describe the damages that constitute a health and/or safety hazard to the general public.						
2. Describe the population adversely affected directly or indirectly by the loss of or the damage to these public facilities.						
3. What economic activities are adversely affected by the loss of the public facilities or the damage to the facilities?						
<b>B. RESPONSE CAPABILITY:</b>						
1. Describe how the applicant intends to repair the damage and the schedule to accomplish the work.						
2. Describe the source and availability of funds to accomplish the repairs.						
3. How quickly can the damages be repaired without degradation of public services?						
<b>C. IMPACT ON PUBLIC SERVICES IF A DECLARATION IS NOT MADE:</b> (e.g., Defer permanent repairs, impact ongoing services, improvements, etc.)						

**Example IA-1 Damaged Site Photo**

Photo taken of flooded house.





## Example IA-3 Field Form

Fill out as much as possible while in the field. In the early hours of any disaster/emergency event, less information will be available, but the more information provided allows for better allocation of resources and emergency programs.

DAMAGE ASSESSMENT FORM - Individual Assistance			
SITE ID# <input type="text"/>		County Vehicle ID-Team Lead Initial-IA site # (ex. 1A-CM-IA001)	
TEAM LEAD NAME		E-MAIL	PHONE #
<b>DAMAGE DESCRIPTION</b>			
<b>Use this section for Homes</b>			
First Name	Last Name	Home Phone	Cell Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residence Address, City and Zip code			
<input type="text"/>			
<input type="checkbox"/> Renter	<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Renters Ins	<input type="checkbox"/> EQ Ins
<input type="checkbox"/> Owner	<input type="checkbox"/> Vacation Home/Other	<input type="checkbox"/> Homeowners	<input type="checkbox"/> Flood Ins
			Deductible \$ <input type="text"/>
Is the home habitable? <input type="checkbox"/> Yes <input type="checkbox"/> No		# of people living in home <input type="text"/>	
<b>Use this section to Report Farm &amp; Business losses</b>			
Name of Business			
<input type="text"/>			
Owner or Point of Contact			
First Name	Last Name	Phone	Cell Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Point of Contacts Mailing Address: Include city, state, zip code			
<input type="text"/>			
Is the Business open? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of Days Closed <input type="text"/>	
Insurance <input type="checkbox"/>	Structure <input type="checkbox"/>	Content <input type="checkbox"/>	EQ <input type="checkbox"/> Flood <input type="checkbox"/>
			\$ <input type="text"/> Deductible
Pre-Disaster Value \$ <input type="text"/>	Structure \$ <input type="text"/>	Contents \$ <input type="text"/>	
Select one	<input type="checkbox"/> Inaccessible	<input type="checkbox"/> Affected	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Destroyed
Description of the Cause and Damage			
<input type="text"/>			
Impact to the Jurisdiction			
<input type="text"/>			
Inspector Comments			
<input type="text"/>			

# Example IA-4a Photo Sheet and Summary Form - Primary Residences

These forms allow for the information from the Field form to be entered and tallied identifying the damages for the jurisdiction. Fill in as much as possible with the information that is available.

The screenshot shows a Microsoft Excel spreadsheet titled "PHOTO SHEET - CAT PR - Residence - SITE # 1". The spreadsheet has a grid with columns A through O and rows 1 through 53. Row 1 contains the title "PHOTO SHEET - CAT PR - Residence - SITE # 1". Row 2 is empty. Row 3 contains three fields: "APPLICANT: Enter Jurisdiction", "COUNTY: Enter County", and "DATE: Enter Date". Rows 4-5 are empty. Rows 6-18 contain a large yellow box labeled "PICTURE 1" with the instruction: "TO INSERT A PICTURE, SELECT THIS BOX AND CLICK THE INSERT TAB IN THE MENU OPTIONS ABOVE, THEN CLICK SELECT PICTURE." Rows 19-29 contain another large yellow box labeled "PICTURE 2" with the same instruction. Rows 30-31 are empty. Rows 32-43 contain a large yellow box labeled "PICTURE 3" with the same instruction. Rows 44-52 contain another large yellow box labeled "PICTURE 4" with the same instruction. Row 53 is empty.

IA Summary Form Revised 1-23-2014 - Microsoft Excel

NOTE: CITIES submit damage info to the appropriate COUNTY. The COUNTY collates the data onto a SINGLE PR/BU report PER DAY, then sends the ONE report to the State mid to late afternoon. The forms MUST be completed using a computer.

NOTE: CITIES submit damage info to the appropriate COUNTY. The COUNTY collates the data onto a SINGLE PR/BU report PER DAY, then sends the ONE report to the State mid to late afternoon. The forms MUST be completed using a computer.

Rev. 1-23-2014

**PRIMARY RESIDENCES ONLY**  
When in doubt on how to fill in a cell, read the Pop-Up box.

TOTALS ROW																	\$0	\$0	\$0	\$0		
#	First Name	Last Name	Street Address	City	Zip	Occupant Owner or Renter	Estimated Pre Disaster FMV of Structure	Estimated Structure Loss in \$\$	Estimated PERSONAL PROPERTY Loss in \$\$	Primary Cause of Damage	Type of Insurance	Deductible	Habitable? Yes or No	Accessible? Yes or No	Category of Damage	Description of Damages	Contact Name	Contact Phone	Contact Email	Total Uninsured Loss	% of Total Uninsured Loss / FMV	
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
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IA Summary Form Revised 1-23-2014 - Microsoft Excel

NOTE: CITIES submit damage info to the appropriate COUNTY. The COUNTY collates the data onto a SINGLE PR/BU report PER DAY, then sends the ONE report to the State mid to late afternoon. The forms MUST be completed using a computer. Return to [lszdamrags@dmfml.mt.gov](mailto:lszdamrags@dmfml.mt.gov)

**BUSINESSES ONLY**  
 When in doubt on how to fill in a cell, read the Pop Up box.  
 (Save doc as Excel 97-2003.xls file NOT .xlsx)

TOTALS ROW		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
#	Business Name	Owner's Name	Street Address	City	ZIP Code	Business Occupant	Pre Disaster FMV of	Estimated Structure Loss	Est. \$ Loss Furnished	Primary Cause of Damage	Type of Insurance	Deductible	Days closed due to	Business Continuity Insurance	Degree of Damage	Description of Damages	Contact Name	Contact Phone	Contact Email	Total Uninsured Loss	% of Total Uninsured Loss / FMV	
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
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## Annex A. License Plate Identifiers

County	Prefix	County	Prefix	County	Prefix
Ada	1A	Cassia	4C	Lewis	3L
Adams	2A	Clark	5C	Lincoln	4L
Bannock	1B	Clearwater	6C	Madison	1M
Bear Lake	2B	Custer	7C	Minidoka	2M
Benewah	3B	Elmore	E	Nez Perce	N
Bingham	4B	Franklin	1F	Oneida	1O
Blaine	5B	Fremont	2F	Owyhee	2O
Boise	6B	Gem	1G	Payette	1P
Bonner	7B	Gooding	2G	Power	2P
Bonneville	8B	Idaho	I	Shoshone	S
Boundary	9B	Jefferson	1J	Teton	1T
Butte	10B	Jerome	2J	Twin Falls	2T
Camas	1C	Kootenai	K	Valley	V
Canyon	2C	Latah	1L	Washington	W
Caribou	3C	Lemhi	2L		

## Annex B. Damage Assessment “To Go” Kit



### **Contents:**

- **Clipboard with Forms and Grease Pencil**
- **Camera**
- **Tape Measure**
- **Measuring Wheel**
- **GPS Unit**

## Annex C – Mobile Device and Bluetooth GPS – Loading Instructions

- 1 Open the internet
- 2 Navigate to: <http://idbhs.dars.mobi>
- 3 Enter you username and password

### NOTES:

- A user name and password must be requested and activated prior to attempting to load the application. Contact the IDEOC for establishing an account.
- An I-Tunes/App Store account is necessary to download the free application. Have your user name and password available when downloading.

- i. Username: First name space Last name; ex: John Smith
- ii. Password: Password
- iii. Click on Login bar

### 4 Select DARS Resources

**IDBHS - Damage Dashboard**

Incident Name: 130702 Test

Date/Time	Address/Location	County	Municipality	#	V	Severity	Damage Type	Est. Da
10/17/2011 12:57:57 PM	125 Anystreet Street	Bonneville	Skyline-	1	Y	Major	IA - Residential - Primary	\$125,000
07/23/2013 10:00:26 AM		Bonneville	Skyline-	1	Y	Minor	Public Utility Systems	\$2,000
07/02/2013 12:00:50 PM	1 Ne Jones	Bonneville	Iona	1	N	Major	PA - C. Roads and Bridges	\$20,000
07/02/2013 10:57:12 AM	930 N Point Pkwy	Bonneville	-Select-	1	Y	Affected	IA - Residential - Primary	\$2,000
07/02/2013 10:56:54 AM	925 N Point Pkwy	Bonneville	Iona	1	Y	Affected	PA - D. Emergency Protective Measures	\$2,000
07/02/2013 10:37:47 AM	102 Main St	Bonneville	Palisades	1	N	Major	Residential - Primary	\$3,400
				6				

- 5 Select the applicable mobile device and follow the device instruction for install. The process is similar for your phone or notebook/iPad.



## IDBHS - Damage Dashboard

Logout Incidents Damage Assessments Archives User List **DARS Resources** Administrative

Incident Name: 130702 Test View Alerts | Export

Date/Time	Address/Location	County	Municipality	#	V	Est Da
10/17/2013 12:57:57 PM	123 Anyatreet Street	Bonneville	Skyline-	1	Y	\$123,000
07/31/2013 10:00:26 AM		Bonneville	Skyline-	1	Y	\$2,000
07/02/2013 12:00:50 PM	1 Ne Jones	Bonneville	Iona	1	N	\$20,000
07/02/2013 10:57:12 AM	930 N Point Pkwy	Bonneville	-Select-	1	Y	\$2,000
07/02/2013 10:56:54 AM	925 N Point Pkwy	Bonneville	Iona	1	Y	ective Measures \$2,000
07/02/2013 10:37:47 AM	102 Main St	Bonneville	Palisades	1	N	\$3,400
				6		

DARS Resources dropdown menu items:

- DARS Mobile App - End User Guide rev 4-3-1.pdf
- DARS Web Console - End User Guide rev 4-3-1.pdf
- FEMA Form 90\_80 - IDBHS\_09-2013.xlsm
- DARS App - iOS
- DARS App - Android

- 6 The user guides (web or mobile application) are also available in the same dropdown.
- 7 You are now ready to commence collecting assessments.

## Annex D - Mobile Device and Bluetooth GPS – Use Instructions

Select the application icon on your device



Log in to application on your mobile device. After the first login, the screen will no longer ask for server URL and organization.

Damage Assessment Reporting Solution

First and Last name separated by a space

Username

Password

Server Configuration

Server URL

Organization

Login

*Note: 1 Turn WIFI off for data collection*

*2 - Do not use Airplane mode; this will deactivate the phone and all Bluetooth features*

After login with WIFI enabled and you are ready to commence field assessments, turn WIFI off. This is due to possible data loss caused by weak/intermittent WIFI signals.

- Select Start Assessment



Select/complete the following items:

1 – Verified (Was damage assessment completed by assessor on site?)

2 – Select Incident Name from dropdown.

If this is a new incident, contact system administrator to build incident. (This only takes a couple minutes.) The Administrator enters the state, counties and municipalities that are applicable to the incident. This populates the dropdowns for the new incident.

3 – Select structure type from dropdown. All categories of projects are available for state, PA, IA and FMAG

Based on your selection, only the applicable fields will be displayed for this particular assessment.

4 – Enter the GPS coordinates “(xx.xxxxx,-xxx.xxxxx)”; parentheses, comma and negative sign are required.

- Due to Idaho geography it is recommended to complete and save all assessments with WIFI off. **Do not use airplane mode; this will deactivate the phone and all Bluetooth features.** Use GPS information that is acquired from a true GPS device. **(Loss of data can occur if you have a weak or intermittent WIFI signal.)**
- The Launch Map function can be utilized if needed to refine a location once back at the office.
- The “Use Device Coordinates” option is the least accurate GPS information.

5 – Enter street address information if known; complete remaining fields as applicable

### Capturing a Photo

Click on the Photo Button at the bottom of the screen



Once the photo is taken you have the option to retake or use the photo. Repeat as needed.

The photo will appear as a thumbnail at the bottom of the assessment.

The GPS information will not imprint on the photo until the assessment is uploaded to the server. It will utilize the GPS data entered in the GPS coordinates field.

Save the assessment

### Save and Copy

This allows for virtually all information to be duplicated into a new assessment. Note: GPS and photos will need to be entered

*NOTE: Do not submit/commit all assessments until you are in a high strength and stable WIFI environment. WIFI will need to be turned on.*

The upload process and ability to view collected assessments takes about 10 minutes and varies based on the number of assessments being submitted.

## **Annex E – GPS Unit Instructions**

(I-Pad and I-Phone Only. Not needed for Android Devices)



The Dual Universal Bluetooth GPS Receiver (XGPS150A) is very simple to use. It should be utilized for manual entry of preliminary damage assessment (PDA) GPS coordinates. The mobile device should have WIFI turned off. **Do not use the “Airplane Mode” function since this will deactivate all Bluetooth devices.** There is a quick set up process that includes pairing your device with the receiver. Once this is done, the receiver will automatically connect to the device it was last paired with. **Ensure if you have a phone and iPad that the GPS is syncing with the device you are actually using.**

The GPS receiver also comes with a useful GPS Status Tool application that is available free in the iTunes store. Go to the App Store and download the Free “Bluetooth GPS Status Tool”

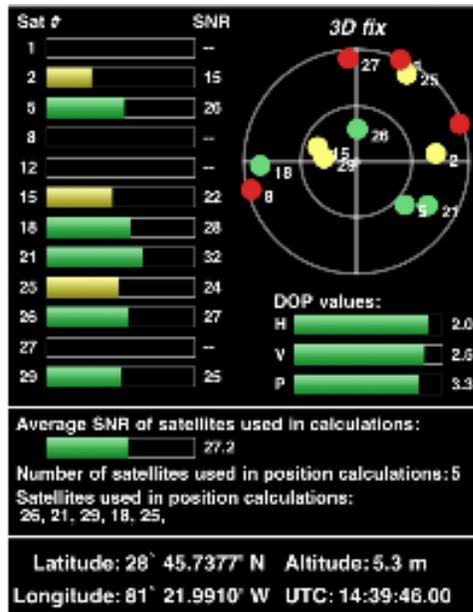
The Owners’ Manual is located at the following link: [http://gps.dualav.com/wp-content/uploads/xgps150\\_om.pdf](http://gps.dualav.com/wp-content/uploads/xgps150_om.pdf)

The app is a simple utility application for use with the GPS Receiver. The app shows detailed information from the GPS Receiver including:

- Your location (or whether the device is still determining where you are)
- How many satellites the device sees and the signal strength of each satellite
- The battery level of the GPS Receiver and whether or not it is charging
- Confirmation the GPS Receiver is successfully connected to your iPad/iPod/iTouch/iPhone

Ensure to set up the preferred units as follows:

- Show speed in: mph
- Show Altitude in: feet
- Display position as: 12.1234



The GPS Receiver includes a non-slip pad for use in a cockpit, car or a boat. The non-slip pad will stick securely to most surfaces, including vertical walls and windows. The Universal Bluetooth GPS Receiver is not waterproof, but it will withstand light splashes when it is seated properly in the non-slip pad.

A two-piece armband is also included for using the Receiver during hiking, geocaching, jogging, cycling and other outdoor activities. Use the armband without the extension to secure the GPS Receiver around the strap of a backpack, handlebar, etc.

## Annex F - Juniper Mesa Mobile Device and Application

Preliminary Damage Assessment (PDA) Mobile Application  
Using the Juniper Mesa for Mobile Data Collection, Editing, & Sharing



You will need to remember:

1. The Juniper Mesa Unit may need to be charged. Remember to check the battery level at least a day prior to any planned data collection.
2. Your BHS username and password. Passwords are required to synchronize the data to the BHS server, as well as for editing and downloading
3. To check the camera settings before getting started to print date, GPS location, and name.

### CAMERA SETTINGS

1. Turn the Mesa on
2. Turn on the GPS. Single touch the ICON on the screen. Allow time to find satellites.
3. Turn on the CAMERA by pushing the camera button at the top left.
4. Touch the MENU button to access the camera settings. CHOOSE Options from the list. You will verify the settings are correct and can utilize this when you want to change the name added to your photos.

5. The first option screen is <CAMERA>. In the box labeled Type Filename Prefix, type the name of the disaster you are collecting the image of or the name of the county. (Example: Lewis County or ID-2013-01-001)
6. Using the right/left arrows < > at top of screen to scroll through the option screens until you come to the EMBOSS OPTIONS page
  - a. Emboss Date and Time should be LOCAL
  - b. Check the box next to both Emboss GPS and Filename
  - c. Click OK to exit Options
  - d. Click OK to exit Camera

### COLLECTING MOBILE DATA

7. Click on the ArcGIS ICON to access the begin collecting a feature
8. From the list of Projects, CHOOSE Damage Assessment the list
9. From the Task Menu, choose COLLECT FEATURES
10. To sort by category, Press the MENU button and choose the Sort by Category option
11. Scroll down and SELECT a CATEGORY—the attributes list appears and you are ready to start entering data
12. LOCATION is the most important field to fill in. LOCATION, LOCATION, LOCATION!
13. To GPS the LOCATION and populate this field using the onboard GPS, click in the box under the LOCATION label, “tap to use GPS Position”, Lat, Long will display automatically. If you have GPS turned on properly, in top right corner of screen you will see GPS
14. LOCATION can also be captured using the map, by a single touch on the word LOCATION at the very top of the screen. The map will open, zoom to the location using the “+” symbol in the right corner by a single touch and drawing a square on the map to zoom in. You can repeat this several times if needed. If you lose your location you can reset the map by touching the MENU button and selecting “Zoom to entire Map”.
15. Once you have zoomed into the location, using the stylus, click on the map and a red square will appear at your chosen location. Once you have a red square, click the ATTRIBUTES button to return to the data fields screen. Lat, Long, will now appear under the LOCATION label.
16. FILL OUT all the fields you are able to, or there will be no record of what this really is.
17. ATTACHMENT field is for the picture, press to open the CAMERA
  - i. Take the first picture of your building using the camera button top left. If you have the NOTES OPTION on in the camera options enter them now or click ok to close the notes screen.
  - ii. Click OK to close picture
  - iii. To take another picture click ADD NEW at bottom of screen, click Take a new picture
  - iv. Repeat until you have four pictures
  - v. Click DONE at bottom of screen to stop taking pictures
18. Click SAVE if you have completed the form
19. Click FINISH button to stop collecting features
20. Click TASKS button to exit map showing location of your new feature
21. If you are synchronizing now go to # 27 (WIFI should be connected already)

22. If you are synchronizing at a later time, Click the MENU BUTTON, choose EXIT the application.
23. SHUT OFF the mesa by pressing and holding the On/Off button until the popup show the POWER OFF option, click Yes to fully shut down.

#### SYNCHRONIZE DATA

(Connect to a WiFi Network to synchronize)

24. TURN ON WIFI by a single touch of the ICON on the home screen. If you have connected to a WIFI previously, WIFI will automatically find and connect to any available known WIFI within range. Once on, the WIFI will automatically start scanning the area for available networks. Press and hold the WIFI icon to go to the WIFI control panel. After scanning, a list of available networks appears on the Wireless screen. Tap on the network you want to connect to. Connect using the Internet option, and credentials for your jurisdiction. If you have not connected before, read the Owner's Manual on this section on how to add new connections.
25. Click the ArcGIS ICON
26. Choose the DAMAGE ASSESSMENT PROJECT where your data is stored
27. From the TASK list choose SYNCHRONIZE
28. CHECK THE BOX next to the category in the UPLOAD (top) portion of this screen
29. Click NEXT
30. ENTER your (BHS) username (ex. brose) and password (ex. private), the DOMAIN is bds
31. CLICK OK. A message Upload Successful will appear, click OK.
32. Press the MENU button, CHOOSE EXIT PROGRAM
33. Shut Off the Mesa

#### EDITING/UPDATING DATA

1. After data is uploaded, to update or edit entries go to BHS's secure mapping site.  
<https://webserver.imd.idaho.gov/GIS/COP>
2. From the startup screen, choose an event type and the PDA Editor (or PDA Editor Practice if this is an exercise or training of any kind) check the Save.



3. Click the EDIT DATA Icon in the ribbon at top of webpage (2<sup>nd</sup> icon)
4. Click on the data point and edit or update fields as needed. Click OK to Save
5. EXIT EDIT MODE by using the X in the corner of the Edit Data layer list box