



# Virtual Damage Assessments for Public Assistance

The Oklahoma Department of Emergency Management and Homeland Security (ODEMHS) has launched a new virtual damage assessment solution for reporting damages to public infrastructure. This document is intended to provide guidance and instructions on completing an assessment. One assessment should be completed for each location of damage or excessive costs incurred. For example, this may include a single report for EOC costs, and several reports for debris at each debris site. If one location has multiple types of damage (for example, Emergency Protective Measures, Debris Removal AND Roads and Bridges), complete multiple assessments for that location, for each type of damage. For technical support with this survey, email [Zach.Stanford@oem.ok.gov](mailto:Zach.Stanford@oem.ok.gov). For questions regarding the Public Assistance program, email [Public.Assistance@oem.ok.gov](mailto:Public.Assistance@oem.ok.gov).

## 1. Access Survey through Survey123 Mobile App (Do Not Use Browser)

Survey123 is a mobile, location-enabled application made by Esri which allows users to complete surveys and share information in a structured way. The application is free to download for iOS (iPhones), iPadOS (iPads) and Android devices. Users may access the survey by scanning the QR code at right or by visiting <https://arcg.is/yzDjy>. **When prompted, users should select “Open in the Survey123 field app”** and follow links to download the free app if not yet loaded on the mobile device. iPhone and iPad users may use their camera app to “look” at the QR code and tap the banner message to access the link.



## 2. Login to Survey123

An ArcGIS Online user account is required to login to Survey123. All regional coordinators and all ODEMHS divisions have unique login credentials. Field specialists and local emergency managers should contact ODEMHS Regional Coordinators for credentials.

*OPTIONAL: Local emergency managers may have ArcGIS Online accounts through their county, municipal or tribal government. These users may use their unique credentials to access this survey and associated data products. To begin this process, contact Zach Stanford with your ArcGIS Online username.*

## 3. Download Offline Basemaps (Optional)

While online maps will offer higher quality, offline basemaps for use in areas of poor cellular coverage are available by tapping the menu button at top right and clicking Offline Maps to download map data.



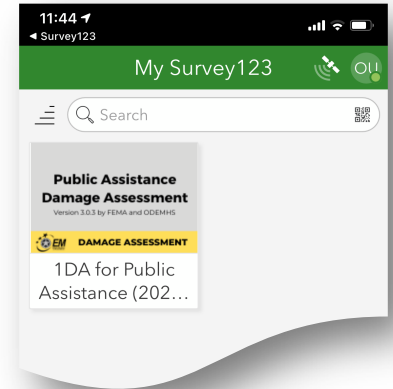
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## 4. Access and Complete Survey

Tap the survey to open it and tap “Collect” to begin collecting data. For each site of damage, complete an assessment survey. Some responses may cause additional questions to appear. Fields indicated by a red asterisk are required for submission.

### *Re-use answers as “Favorite Answers”*

*Some information may be repetitive across entries. Users may elect to save certain answers as favorites and then re-use them quickly for future entries. To use this feature, users should complete **only** the fields that should be carried over to other reports, tap the menu button at top right, and tap “Set as Favorite Answers.” When new records are started, users may tap the menu button and select “Paste answers from favorite” to autofill these fields. Double check all fields before submission to ensure all fields remain accurate.*



When using the map tool, the device’s location services will attempt to acquire location information. Location and accuracy information is visible above the map. Users may tap on the map, tap and drag to move the pin and tap the check mark in the lower right to adjust and save the location.

When adding photos, users should tap the camera button to capture photos with Survey123. When the camera loads, it is very important to allow the device enough time to acquire location information. This information will be printed automatically on the photo. On the camera screen, a location icon will flash until location data is acquired, when a check mark will appear within the location icon. Only after the checkmark is visible should users capture photos. Users may add as many photos as necessary for a particular site. **Users should ensure debris photos and other dimension-oriented photos have items for scale visible.** For example, include a nearby vehicle or mailbox in a debris photo for scale.

## 5. Submit, Save, or Send Later

When the survey is complete, tapping the check mark at the bottom right of the survey will complete the survey. Users will be presented with the following options:

- **Send Now** to transmit your survey immediately using cellular data. If data is not available, the survey will be saved in the device’s Outbox.
- **Continue This Survey** will allow users to continue editing the survey.
- **Save In Outbox** does not send the survey but saves it locally on the user’s device. This is useful for scenarios when reliable cellular service is not available. Users may retrieve and send items from the Outbox after returning to reliable cellular service.




## 6. Access Damage Assessment Records

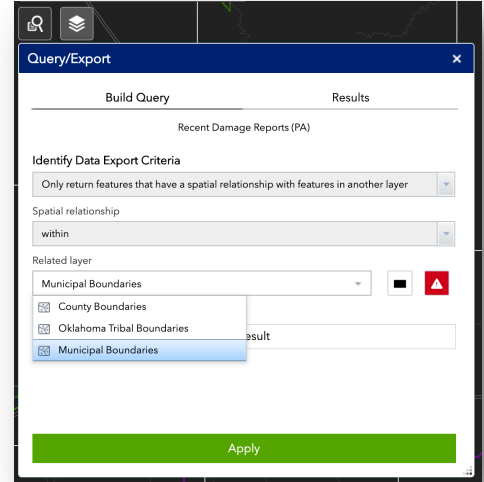
Data from virtual damage assessments is kept securely in ArcGIS Online. Local emergency managers can access this data by using the 1DA for PA Data Export Tool. Users can filter, query and export results by drawing custom polygons or using county, municipal or tribal boundaries.

## 6.1. Access IDA for PA Data Export Tool:

*This tool requires login information. Use the credentials provided by your ODEMHS Regional Coordinator, unless you have other assigned credentials.*

## 6.2. Use Query Tool to select area of interest

At the top left of the web application, click the Query/Export  button. Select the appropriate related layer. If you wish to filter by county, choose County Boundaries, as you would for tribal or municipal boundaries. After selecting a layer, a small black rectangle will appear to the right, beside a red triangle  . Click the black rectangle and click and drag a box on the map inside the boundaries you wish to query. For example, drawing a box within the Oklahoma City boundary would select only Oklahoma City. At any point, you may click the red triangle to reset the selection. Continue to Step 6.3 on the following page to download your results.



## 6.3. Download Results

When your selection is complete, click the green **Apply** button. All damage assessment results from the public assistance survey within the boundaries selected will be available for review and download in the results page. Results may be downloaded as comma separated values (CSV) which will open in Excel, or feature collections and GeoJSON files which can be used by GIS analysts.

