Unit VI (C)

COURSE TITLE Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer

TIME **75** minutes

UNIT TITLE FEMA 452 Risk Assessment Database

OBJECTIVES

1. Explain the database install process as appropriate.
2. Identify where to save photos, maps, drawings, plans, etc. to interface with the database.
3. Explain the information required for the database to function within each screen, how to move between screens, and switch between the assessment tool operating mode and the master database operating mode.
4. Explain the benefit and approaches to setting priorities on identified vulnerabilities.
5. Explain how to use the database to produce standard reports and search the database for specific information.

SCOPE The following topics will be covered in this unit:

1. The installation of the FEMA 452 Risk Assessment Database if not previously loaded before arrival for class.
2. Inputting data into the database and linking associated information, such as GIS images, Miscellaneous files, and Photos.
3. Navigation in the database to operate all functions.
4. Risk management capability using the database.
5. Activity: Students will follow the instruction unit.
   Option 1: In a demonstration / performance mode, follow the instruction unit, installing the databases, and navigating the databases following the instructor's presentation.
   Option 2: Install the databases and navigate them outside the instruction unit at some time on Day 2.

REFERENCES

1. FEMA 426, *Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings*, Chapter 1
2. FEMA 452, *Risk Assessment - A How-To Guide to Mitigate Potential Terrorist Attacks Against Buildings*, pages 4-1 to 4-10
3. FEMA 452 Risk Assessment Database CD with Install Wizard (latest version)

4. Student Manual, Unit VI (C) (info only – not in SM)
5. Unit VI (C) visuals (info only – not in SM)

REQUIREMENTS

1. FEMA 426, *Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings* (one per student)
2. FEMA 452, *Risk Assessment - A How-To Guide to Mitigate Potential Terrorist Attacks Against Buildings* (one per student)
3. Instructor Guide, Unit VI (C)
4. FEMA 452 Risk Assessment Database CD with Install Wizard (latest version)
5. Overhead projection or computer display unit
6. Unit VI (C) visuals

UNIT VI (C) OUTLINE

	Time	Page
VI. FEMA 452 Risk Assessment Database	75 minutes	IG VI-C-1
1. Introduction and Unit Overview	2 minutes	IG VI-C-5
2. Program Installation – Assessment Tool	5 minutes	IG VI-C-8
3. Database Overview	1 minute	IG VI-C-12
4. Open Assessment Tool	2 minutes	IG VI-C-14
5. Assessment Tool – Facility Information	6 minutes	IG VI-C-17
6. Assessment Tool – Load Added Files	2 minutes	IG VI-C-23
7. Assessment Tool – Team Members	4 minutes	IG VI-C-25
8. Assessment Tool – Points of Contact	2 minutes	IG VI-C-29
9. Assessment Tool – Link and Load Added Files	7 minutes	IG VI-C-31
10. Assessment Tool – Threat Matrices	3 minutes	IG VI-C-37
11. Assessment Tool – Checklists	3 minutes	IG VI-C-40
12. Assessment Tool – Executive Summary	1 minute	IG VI-C-43
13. Assessment Tool – Vulnerabilities	2 minutes	IG VI-C-45
14. Assessment Tool – Import Assessment Information	6 minutes	IG VI-C-48

15. Close Assessment Tool	0.5 minute	IG VI-C-55
16. Empty Assessment Database	1 minute	IG VI-C-56
17. Switch to Master Database Mode	2 minutes	IG VI-C-57
18. Master Database Mode	0.5 minute	IG VI-C-58
19. Master Database -- Checklists	1 minute	IG VI-C-58
20. Master Database -- Reports	3 minutes	IG VI-C-60
21. Master Database – Threat Matrix	2 minutes	IG VI-C-62
22. Master Database – Other Reports / Search	3 minutes	IG VI-C-64
23. Master Database – Vulnerability Assessment Checklist	3 minutes	IG VI-C-67
24. Master Database – Changing Passwords	1 minute	IG VI-C-70
25. Master Database – Administrative Functions	2 minutes	IG VI-C-72
26. Master Database – Import Database	6 minutes	IG VI-C-73
27. Master Database – Managing User Accounts	3 minutes	IG VI-C-79
28. Summary, Student Activity, and Transition	1 minute	IG VI-C-82

PREPARING TO TEACH THIS UNIT

- **Tailoring Content to the Local Area:** This instruction unit has no requirement to include any tailoring of content to the Local Area.

- **Software Familiarity**: The instructor for this unit should first read the User Guide for the Version 3.0 database. Then the instructor should understand how to work with the FEMA 452 Risk Assessment Database Version 3.0 by following along with the slides and actually working with the software.

- **Optional Activity:** There are two optional approaches to this unit.

    - **Activity 1:** During this presentation the students with laptops will benefit from a demonstration / performance instruction methodology by actually following along with the instructor and performing the actions installing and navigating the software using the Database CD provided to each student at this class.

- **Activity 2:** Due to problems with laptop administrator rights for loading software in the past, particularly on Federal and State level government computers, do not use demonstration / performance. Walk through the slides to provide the concepts and schedule a time (lunch and/or end of day on Day 2) to assist all those interested in loading the software.

- Refer students to their Student Manual, Unit VI (C), for an explanation of this activity.

- Ask for and answer questions at the end of this presentation.

Editor Note: Two methods have been used in Instructor Guides to ensure the slide designation and slide thumbnail in the left column aligns with the Content/Activity in the right column.

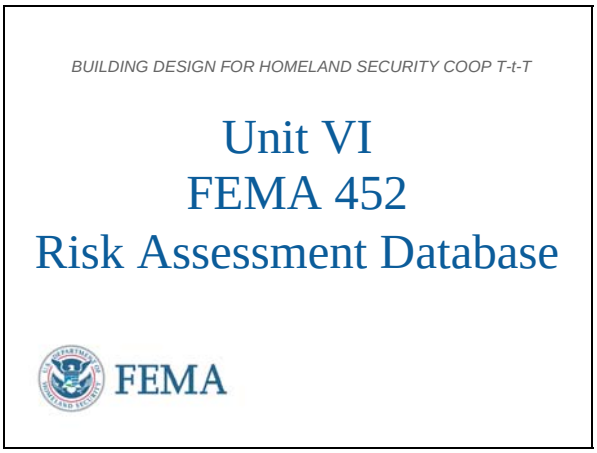
(1) Highlight row by placing cursor in left column until arrow shifts to right, Tab <Insert>, <Break>, <select Page Break>, <OK>

(2) Highlight row as in (1), right click on highlighted row for menu, <Table Properties>, Tab <Row>, remove check in box <Allow row to break across pages>

(3) Alternate for (2), highlight row, click on <Table> at top of screen, <Table Properties> and continue like (2)

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-1



NOTE: This Instruction Unit is designed to use FEMA 452 Database Version 3.0 Install Wizard: January 16, 2007.

NOTE to instructor: Minimum System Requirements and how to determine if students have difficulty loading database -- Expect the unexpected

Minimum hardware requirements:

Pentium® 4 or equivalent
Windows XP
256 MB of RAM recommended for all components

NOTE to instructor: FEMA 452 Database Version 4.0 will be able to work in Windows 2000 and probably Windows Vista in addition to Windows XP.

To Get System Information:

1. Click <Start> in lower left corner of screen
2. Click <Control Panel> near middle of right column
3. Click <System> in icons or detail list
4. Should be on <General> Tab, if not click <General>
5. You should find the hardware information in the right column of

Introduction and Unit Overview

Yesterday you performed the risk assessment using manual techniques. This instruction unit shows the database available to collect and analyze the same information, but in a more efficient manner, especially if risk management applies to multiple buildings or sites.

- **NOTE 1**: When the US Army Corps of Engineers used the RAM-D assessment process to assess the 360+ dams the Corps is responsible across the US, the result was three 3-inch binders of information for each dam (over 1,000 binders. For risk management / program management, a database with the results in separate records that allow search and report capability is a better long-term solution.

NOTE 2: There are currently three versions of the database. Version 1.0, which currently comes with the hardcopy FEMA 452 publication (inside back cover), needs an IT Professional and/or a Database Manager (DBM) / Database Administrator (DBA) to configure the database on a server for use by many persons simultaneously and to move data between Assessment Tool and the Master Database. Version 2.0, does not require an IT Professional / Database Administrator / or Database Manager to perform most functions. It can handle a limited number of users accessing the master database at one time. It is designed for the Assessor or Program Manager who does not have the IT or Database expertise on staff that is needed by Version 1.0. Version 3.0, the one being presented here is an improvement of Version 2. It adds COOP facility assessment guidance, a COOP related checklist, an expanded list of facility information, and the ability to manage user accounts and change passwords.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

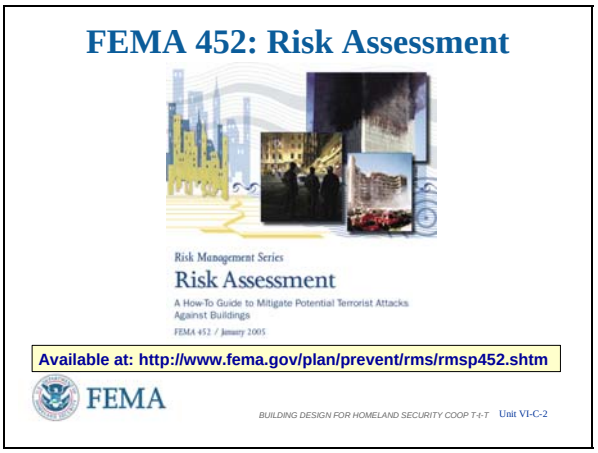
that screen

Minimum software requirements:
MS Access® 2002

NOTE to instructor: FEMA 452 Database Version 4.0 will be able to work in Microsoft Access 2000 and, possibly the Microsoft Vista version of Access in addition to Microsoft Access 2002 and later versions. This is due to removing "References" that are different for each version of Access.

1. Click <Start> in lower left corner of screen
2. Click <All Programs> in the lower left corner
3. Click <MS Access> -- Look for it
4. In Access click <Help> Tab, the last tab on the right at the top of the screen
5. Click <About MS Access> found at the bottom of the pull-down menu
6. Find the version of MS Access at the top of the screen

VISUAL VI-C -2



Introduction and Unit Overview

To support the facility assessment process, an easy to use Risk Assessment Database application is provided in conjunction with FEMA 452, *Risk Assessment: A How-To Guide to Mitigate Potential Terrorist Attacks Against Buildings*.

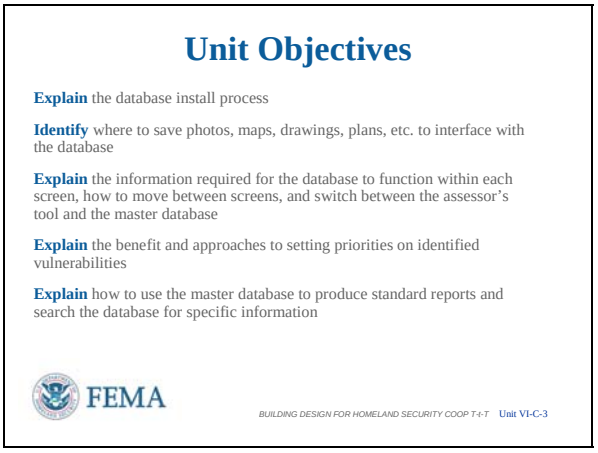
The Risk Assessment Database is a standalone application that is both a data collection tool and a data management tool. Assessors can use the tool to assist in the systematic collection, storage and reporting of assessment data. It has functions, folders and displays to import and display threat matrices, digital photos, cost data, site plans, floor plans, emergency plans, and certain GIS products as part of the record of assessment.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

Managers can use the application to store, search and analyze data collected from multiple assessments, and then print a variety of reports.

The FEMA 452 publication is available at the URL shown.

VISUAL VI-C -3



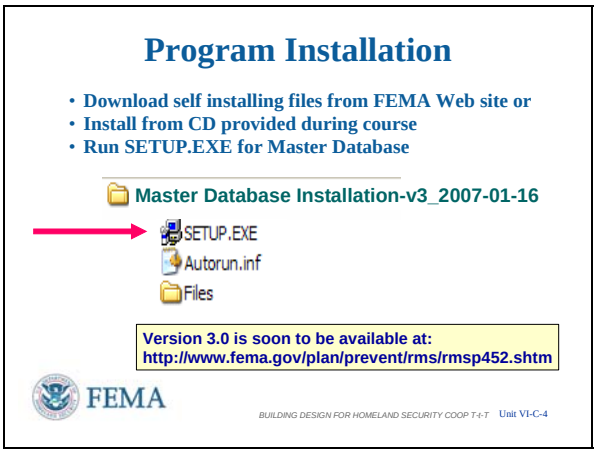
Unit Objectives

At the end of this unit, the students should be able to:

- **Explain** the database install process
- **Identify** where to save photos, maps, drawings, plans, etc. to interface with the database
- **Explain** the information required for the database to function within each screen, how to move between screens, and switch between the Assessment Tool operating mode and the Master Database operating mode.
- **Explain** the benefit and approaches to setting priorities on identified vulnerabilities
- **Explain** how to use the master database operating mode to produce standard reports and search the database for specific information

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C -4
HIDDEN SLIDE



Program Installation – Assessment Tool

The first task is to download and install the database program from the FEMA website or from the CD provided during this course. Follow the download and self installation instructions. Note that the previous version had two separate databases while Version 3.0 is only one database with two different operating modes.

Install one copy of the program as the Master Database on a computer at your organization's headquarters. This will act as the permanent database that stores assessments, produces reports, and is used to manage the assessment program. This is installed one time and is the permanent program. This database is normally run in the Master Database operating mode.

Install a second copy of the program to use in the Assessment Tool operating mode on the computer(s) that your assessors will use to collect data, such as a laptop. This is intended to be a temporary database that can be used to collect data, pass the collected data on to the Master Database, and then have its records deleted so it can be used for other assessments. This database is normally run in the Assessment Tool operating mode.

We begin the installation process by Left Clicking on SETUP.EXE for the database.

The normal way to install a program is to close all other programs, then:

- Left Click on <Start>
- Left Click on <Run>
- Browse to identify the location where the SETUP.EXE program can be found (CD, C:/Temp, or some other storage location on hard drive or media) and

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

- Left Click on <OK>

Currently Version 2.0 is available for download from the indicated web site, with Version 3.0 to be added some time in the near future (Spring 2007). Version 4.0 adding Natural Hazards will be available later in 2007.

VISUAL VI-C-5
HIDDEN SLIDE

Program Installation

The Install Wizard first identifies the name of the software being installed.

- Left Click on <Next> to continue after confirming that this is the software you want to install.

VISUAL VI-C-6
HIDDEN SLIDE

Program Installation – EULA (1 of 2)

Again, a standard screen showing the End User License Agreement (EULA).

Read as you feel appropriate.

- Left Click on <Accept> circle to continue.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-7
HIDDEN SLIDE

Program Installation – EULA (2 of 2)

- Left Click on <Next> to continue the installation.

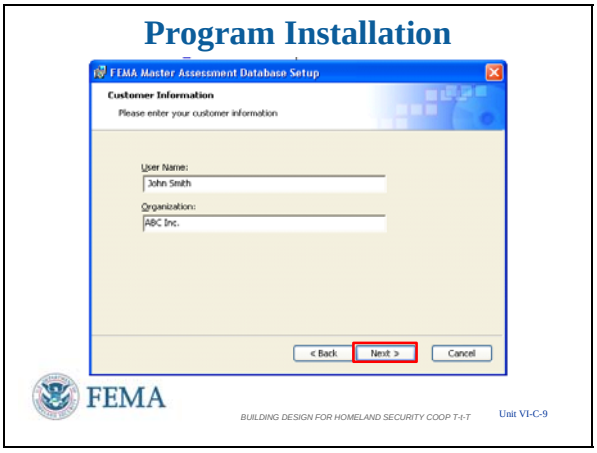
VISUAL VI-C-8
HIDDEN SLIDE

Program Installation – Customer Information (1 of 2)

Then customer information comes up.

Add User Name and Organization in the appropriate windows.

VISUAL VI-C-9
HIDDEN SLIDE



Program Installation – Customer Information (2 of 2)

Once the User Name and Organization have been added, continue with the installation by:

- Left Click on <Next>

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-10
HIDDEN SLIDE

Program Installation – Typical Installation

There is no advantage in using the Custom Installation. There are no component programs to select. The only feature that the Custom Installation allows is to change the file name and/or file location which can result in an excessive path length that aborts the installation.

It is recommended to follow the Typical Installation.

NOTE to instructor: Typical Installation is also recommended as then all folders and files will be where they are expected to be for students to follow along.

- Left Click on <Typical>

VISUAL VI-C-11
HIDDEN SLIDE

Program Installation – Ready to Install

Another standard screen to ensure you are ready to install.

- Left Click on <Install>

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-12
HIDDEN SLIDE

Program Installation – Completion (1 of 2)

If the Access program is not located in the standard location, the Install Wizard will take a long time looking for it with a searching flashlight. It should eventually find it and get to this setup screen.

The timeline will indicate the progress of the installation and eventually reach completion.

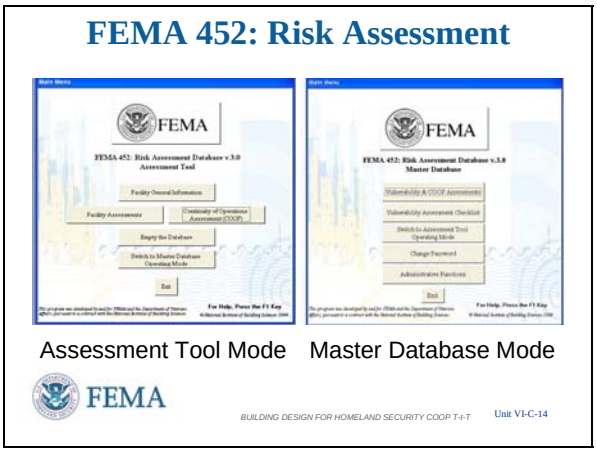
VISUAL VI-C-13
HIDDEN SLIDE

Program Installation – Completion (2 of 2)

The final screen indicates the Install Wizard has completed the installation.

- Left Click on <Finish> to complete the installation.

VISUAL VI-C-14



Database Overview (1 of 2)
NOTE to instructor: If installation slides were shown tell students to shift their attention to the screen at the front of the room. Otherwise ignore this note.

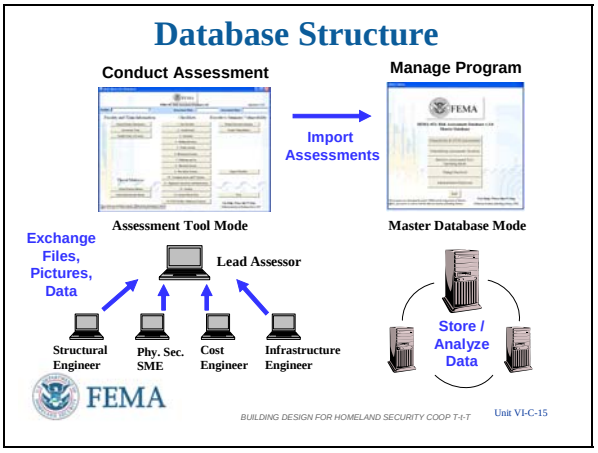
- The first thing to understand is that an organization will generally use two different copies of the database: one loaded on a laptop and operating in the Assessment Tool mode for conducting assessments in the field, and the other loaded on a computer at your organization's headquarters and operating

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

in the Master Database mode for collecting the results from the assessors, printing reports**,** and archiving the results from a number of assessments. The Master Database copy also provides the organization the ability to search for vulnerabilities common to many assessed facilities, search for specific vulnerabilities, etc. Essentially it can be used as a Risk Management tool to identify and track mitigation measures to reduce risk.

- The Assessment Tool mode was designed for engineers and security specialists to be able to easily collect data from the facility being assessed. The Master Database mode was designed for the Program Manager. As you will see, the software is very user friendly.

VISUAL VI-C-15



NOTE to instructor: Loading database information can be done by a Program Manager before the assessment or by an Assessor during the assessment for Versions 2.0 and 3.0. It has to be done by a Database Manager in Version 1.0.

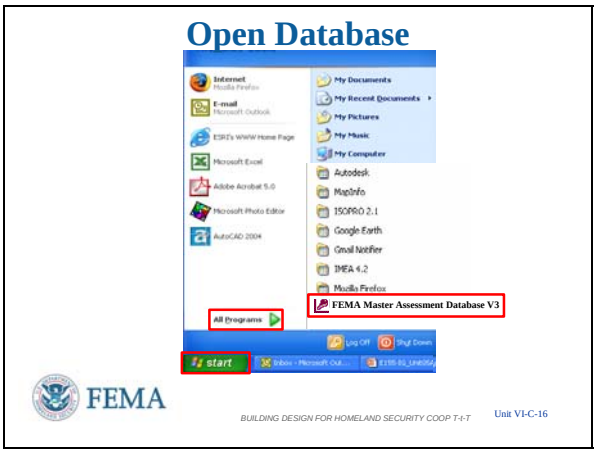
Database Overview (2 of 2)

This diagram shows how the two copies of the database interact. When an organization collects information and prepares to conduct an assessment of a facility or a series of facilities, an Assessment Tool database can be prepared. Into this Assessment Tool is placed references, site plans, GIS portfolios, and other facility specific data that is known about the assessment facility or is developed during the pre-assessment phase. Loading this information can be done by a Project Manager before the assessment and then imported into the Assessment Tool database or the information can be loaded by an assessor during the assessment.

This Assessment Tool database is then given to the assessment team and is loaded on one or more assessment computers (usually laptop computers). Either a database containing only the facilities to be assessed

can be linked to the Assessment Tool or it can be imported into the Assessment Tool database already on the laptop. The assessment team then conducts the assessment and records information and adds collected files using the Assessment Tool operating mode. At the end of the assessment, the assessment team leader uses the Import Checklist function in the Assessment Tool operating mode to combine the team's checklist, vulnerability and recommendation entries into one record. They also manually combine photos, GIS portfolio, and miscellaneous files into the lead assessor's database folder. The Project Manager then uses the Import Assessor Database function in the Master Database operating mode to transfer the complete assessment data and files into the Master Database for analysis and printing.

VISUAL VI-C-16



Open Assessment Tool

Now go to your computers to follow the access procedures to get into the database.

To open the database:

- Left Click on <Start>
- Left Click on <Programs>

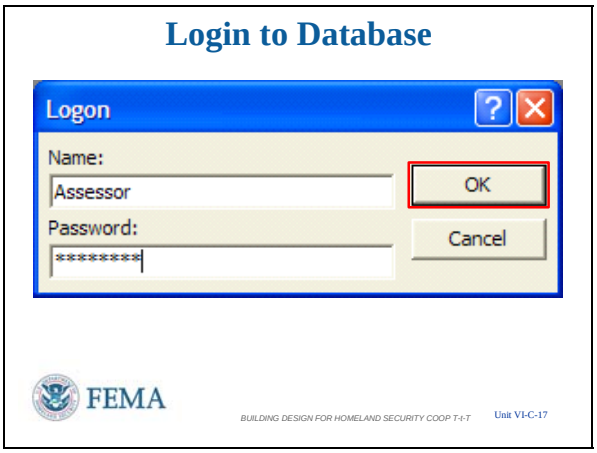
And look for the <FEMA Master Assessment Database >

- The FEMA Master Assessment Database will be at the end of the Startup Program Menu after completing the installation.
- Left Click on <FEMA Master Assessment Database > to enter the database

You can move the shortcut for the FEMA Master Assessment Database to another location within the Startup Menu at any time, such as in alphabetical order. Simply drag and drop.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-17



Open Assessment Tool -- Login

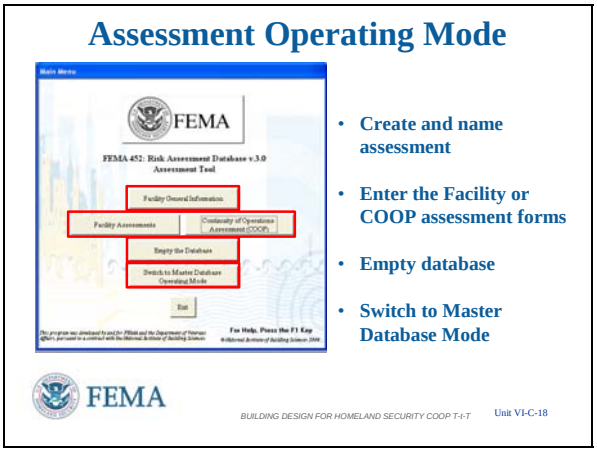
The next action to enter the database is the Logon. You can enter the database as an Assessor, Editor, Reader, or Administrator.

If you enter the new database with the user name of "Assessor", the initial Password is "Assessor". Type "Assessor" as the password matching the capitalization.

Each user can change their password. A user with "Admins" permission (Admins User Group, such as Database Manager or Database Administrator) is needed to create new user accounts.

- Left Click on <OK> to continue

VISUAL VI-C-18



Open Assessment Tool – Assessment Tool Operating Mode

You should be at the main page of the Assessment Tool operating mode in Version 3. It is not found in Version 1 which goes directly to the Assessment screen.

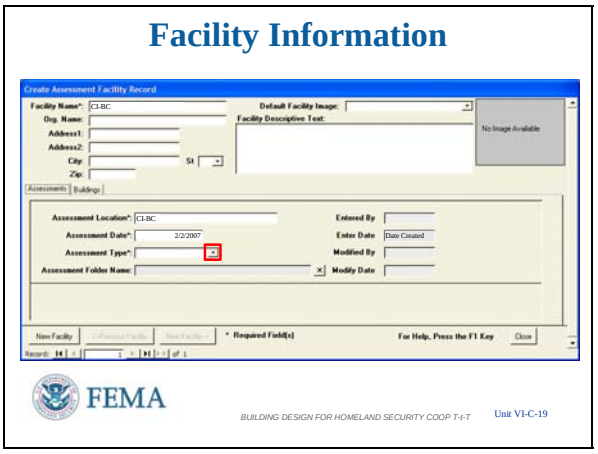
Left Click to advance the slide bullets as you brief.

- The first action is to characterize the site assessment in the Assessment Tool by Left Clicking on <Facility General Information> and creating a new site. Any Assessor can create a site.
  [Left Click to advance slide bullets.]
- If the Facility Information has already been loaded, you can go directly to an assessment screen by Left Clicking on <Facility Assessments> or <Continuity of Operations Assessments (COOP).
  [Left Click to advance slide bullets.]
- Assessor laptops may have limited storage capacity and can become bogged down by

INSTRUCTOR NOTES	CONTENT/ACTIVITY
	continuing to store many assessments. The <Empty Database> feature allows clearing of the database (with multiple requests for confirmation). Copy the database and all other collected information to a CD before emptying. Assessors may find it beneficial to refer to similar entries from previous assessments, especially the recommended mitigation measures for similar vulnerabilities. To save time recommend using a consistent filing / naming system to find past assessments. o **Note**: <Empty Database> **cleans** Site Information, Team Members, Points of Contact, Observations, Recommendations, Vulnerabilities, Status, Costs, and the Executive Summary for ALL sites in the Assessment Tool database. o However, it does **NOT** empty the GIS Portfolio, Miscellaneous Files, and Photos in their separate subfolders, as these are not part of the Microsoft Access database. Thus, these files have to be deleted separately after using the same filing / naming system for recording. [Left Click to advance slide bullets.] • The <Switch to Master Database Operating Mode> button takes you to the Master Database features and allows the Assessor to use the reports feature to check the final appearance of the information entered, to identify and prevent duplicate entries, and to easily review the information rather than having to scroll through the Assessment Tool database. [Left Click to advance slide] First time entering the database (with no prior assessments entered): Left Click <General Facility Information> and the software will immediately go to the

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-19



<Create Assessment > input screen.

Assessment Tool – Facility Information (1 of 3)

In this screen, the "Create Facility Assessment Record," we will create a new site in Facility General Information.

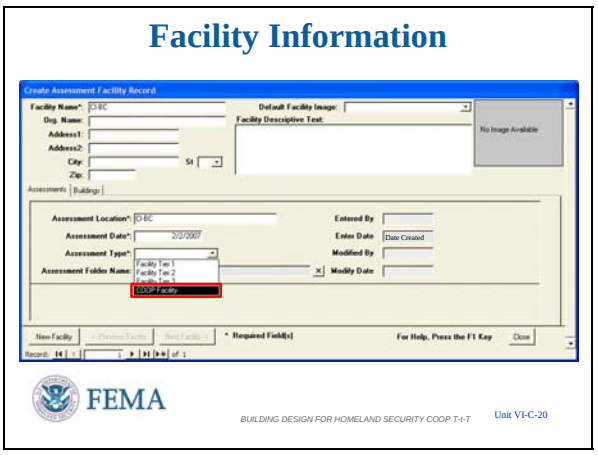
<u>If assessments have already been entered</u>, then a new assessment can be created by Left Clicking on the <New Facility> button in the lower left corner.

Note the asterisked (*) entries that are the minimum required to create an assessment: Facility Name, Assessment Location, Assessment Date, and Assessment Type.

Facility Name, Assessment Location, and Assessment Date are self explanatory.

NOTE: Facility Name and Assessment Location should not have any characters restricted by Microsoft for use in file names. This is due to the automatic generation of folders in Program Files using these entries.

VISUAL VI-C-20



Assessment Tool – Facility Information (2 of 3)

However, Assessment Type needs some clarification. Refer to FEMA 452, Page 3-2, for information on Assessment Type / Level of Assessment for the explanation of Tier 1, Tier 2, and Tier 3.
[See "**NOTE** to instructor" in the left column under the slide for Tier information.]

When an assessment is designated as a "COOP Assessment", this prompts the system to display additional tabs /menus / forms to further characterize the COOP facility. I'll show these forms on upcoming slides.

NOTE to instructor: Assessment Type / Level of Assessment

1. **Tier 1.** A Tier 1 assessment is a

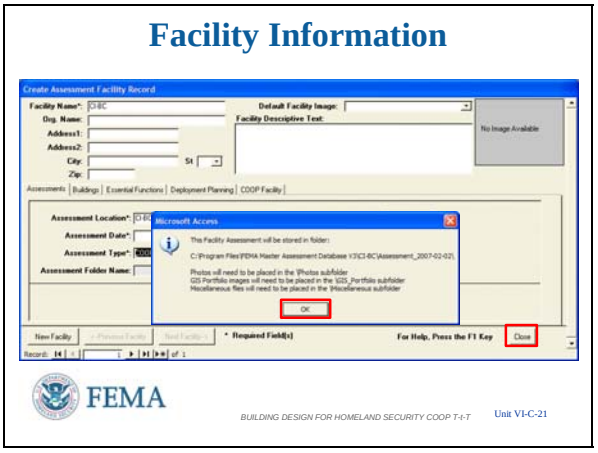
INSTRUCTOR NOTES	CONTENT/ACTIVITY
screening phase that identifies the primary vulnerabilities and mitigation options, and is a "70 percent" assessment (see Table 3-1). A Tier 1 assessment can typically be conducted by one or two experienced assessment professionals in approximately 2 days with the building owner and key staff; it involves a "quick look" at the site perimeter, building, core functions, infrastructure, drawings, and plans. A Tier 1 assessment will likely be sufficient for the majority of commercial buildings and other noncritical facilities and infrastructure. 2. **Tier 2.** A Tier 2 assessment is a full on-site evaluation by assessment specialists that provides a robust evaluation of system interdependencies, vulnerabilities, and mitigation options; it is a "90 percent" assessment solution (see Table 3-2). A Tier 2 assessment typically requires three to five assessment specialists, can be completed in 3 to 5 days, and requires significant key building staff participation (e.g., providing access to all site and building areas, systems, and infrastructure) and an in-depth review of building design documents, drawings, and plans. A Tier 2 assessment is likely to be sufficient for most high-risk buildings such as iconic commercial buildings, government facilities, schools, hospitals, and other designated high value infrastructure assets. 3. **Tier 3.** A Tier 3 assessment is a detailed evaluation of the building using blast and weapons of mass destruction (WMD) models to determine building response, survivability, and recovery, and the development of mitigation options. A Tier 3 assessment (see Table 3-3) typically involves engineering and scientific experts and requires detailed	• Left Click on **COOP** as the **Assessment Type**.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

design information, including drawings and other building information. Modeling and analysis can often take several days or weeks and is typically performed for high value and critical infrastructure assets. The Assessment Team is not defined for this tier; however, it could be composed of 8 to 12 people.

COOP Facility: The COOP Facility assessment designation is used to designate an assessment of a COOP facility.

VISUAL VI-C-21



Assessment Tool – Facility Information (3 of 3)

When data input is complete:

- Left Click <Close> to create the Assessment Site.

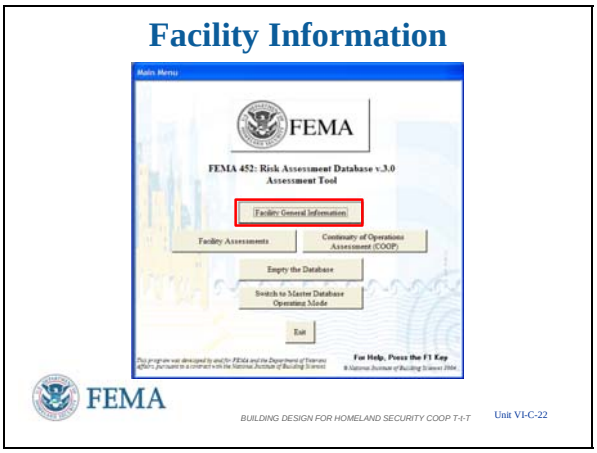
When you create the site, the software automatically creates subfolders named GIS Portfolio, Miscellaneous Files, and Photos, all under a main folder that uses the assessment location and assessment date as the main folder name. If you changed the program location using Custom Installation, then you should make note of the file path that these subfolders are placed in, as you will need that information to properly load and link the contents of these subfolders to the Assessment Tool database.

- Left Click <OK> to finish creating the Assessment Site.

NOTE to instructor: This may be a good place to use a laser pointer to show these entries as they are being mentioned.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-22

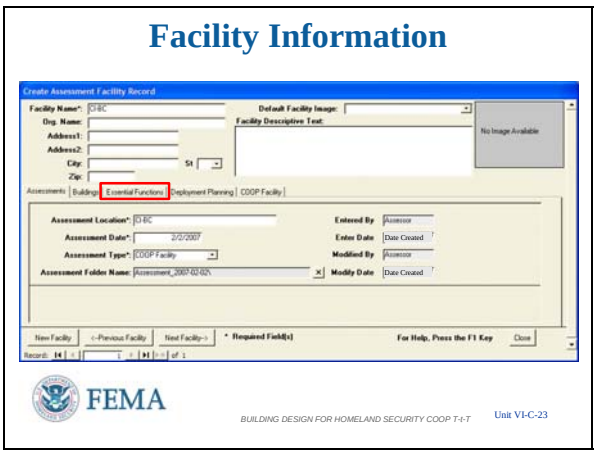


Assessment Tool – COOP Facility Information (1 of 3)

After hitting <Close> when loading Facility Information the software kicks back to the main menu. If <Close> is not pressed, but the cursor is Left Clicked anywhere else on the screen will allow entry into the additional COOP Facility information screens.

Reenter <Facility General Information> to get to the COOP Facility information just entered.

VISUAL VI-C-23



Assessment Tool – COOP Facility Information (2a of 3)

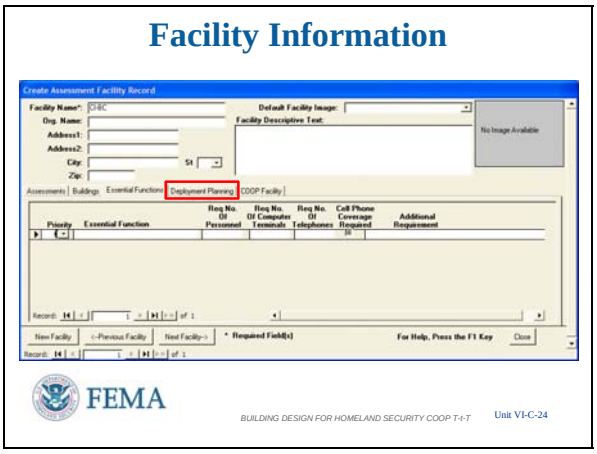
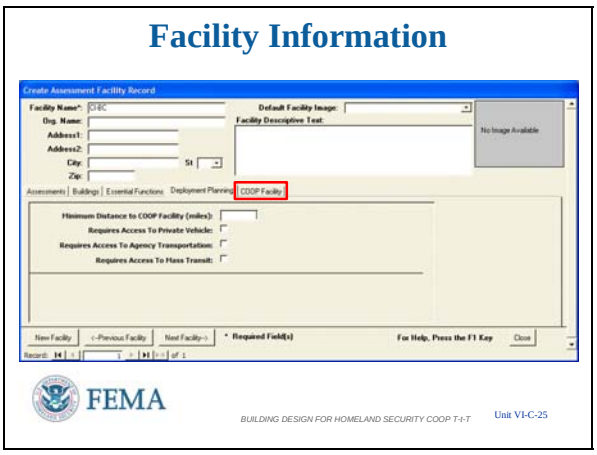
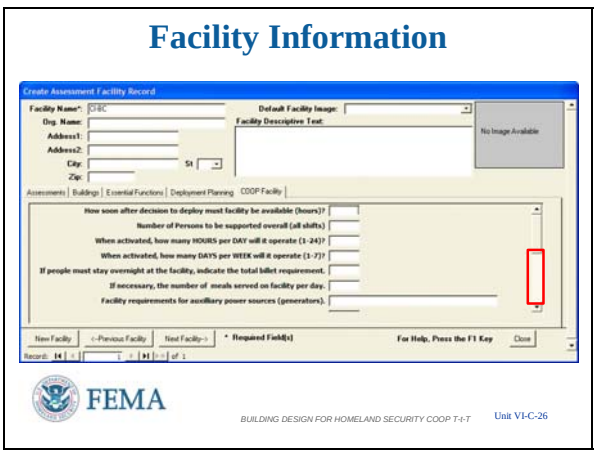
When an assessment is designated as a "COOP Assessment," this prompts the system to display Checklist #14 on the Assessment Tool main menu as you will see later and also adds the following three tabs to this form:

- Essential Functions
- Deployment Planning
- COOP Facility

Use these three tabs to record COOP related information on the facility.

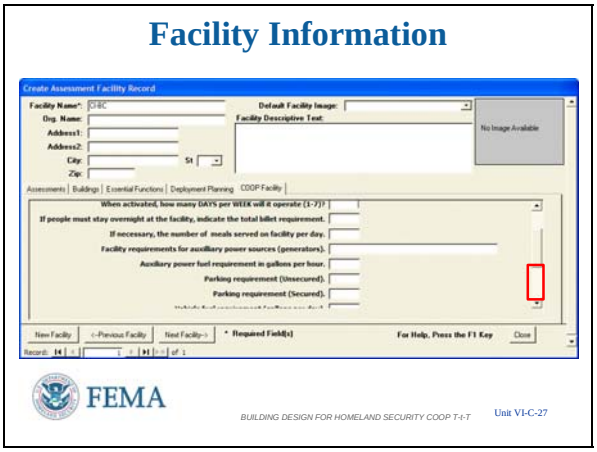
These tabs contain the information you were given in Unit 1 of your Student Manual as taken from the Appendix C Case Study.

You can refer to this facility information during the assessment process.

INSTRUCTOR NOTES	CONTENT/ACTIVITY
VISUAL VI-C-24	**Assessment Tool – COOP Facility Information (2b of 3)**
	Essential Functions information loads in a manner like loading a Point of Contact.
VISUAL VI-C-25	**Assessment Tool – COOP Facility Information (2c of 3)**
	Deployment Planning covers that information which the Alternate Facility should be assessed against for COOP requirements. Enter the miles that policy states that the COOP facility must be from the Primary Facility. Check the other boxes if the answer is “Yes”
VISUAL VI-C-26	**Assessment Tool – COOP Facility Information (2d of 3)**
	COOP Facility Information does not fit on one screen so the vertical scroll bar is available to access this information. Left Click in the open area of the scroll bar shown by the red box to see the next blocks for information input.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-27

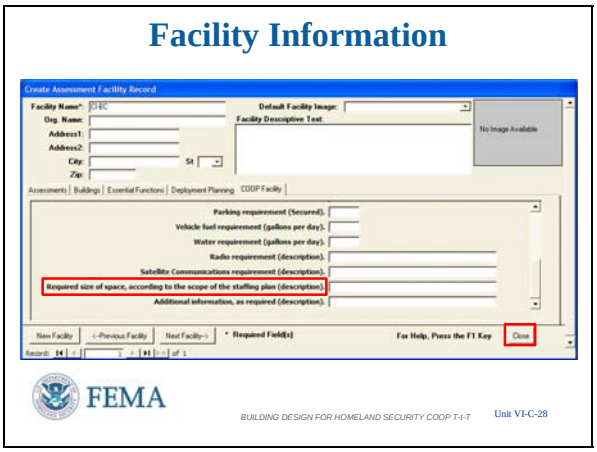


Assessment Tool – COOP Facility Information (2e of 3)

Then Left Click in the open area of the scroll bar shown by the red box to see the final information input blocks.

Again note that this is the same information covered in the Unit 1 Student Activity.

VISUAL VI-C-28



Assessment Tool – COOP Facility Information (2e of 3)

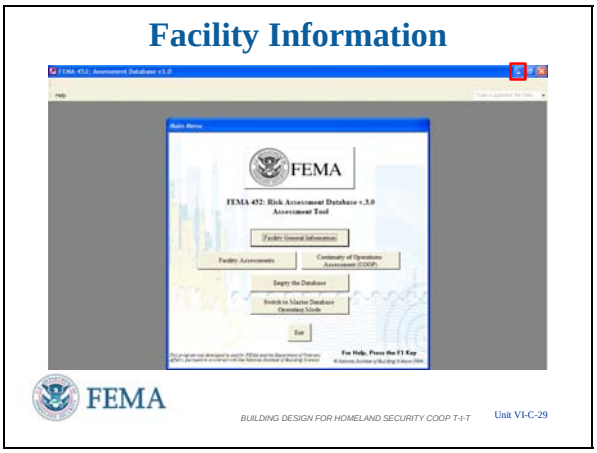
- Left Click – illustrate [red box] space requirements

This was your square footage and workstation space requirements exercise in Unit 1

- Left Click – remove illustration [red box]
- Left Click <Close> to go to the next demonstration.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-29



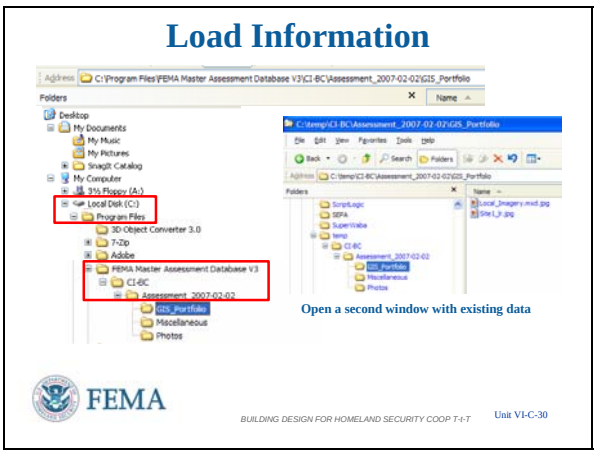
Assessment Tool – COOP Facility Information (3 of 3)

Closing the previous screen takes us back to the Main Menu.

To continue the next demonstration:

- Left Click on <Reduce> button in the upper right corner as our next actions are outside of the database.

VISUAL VI-C-30



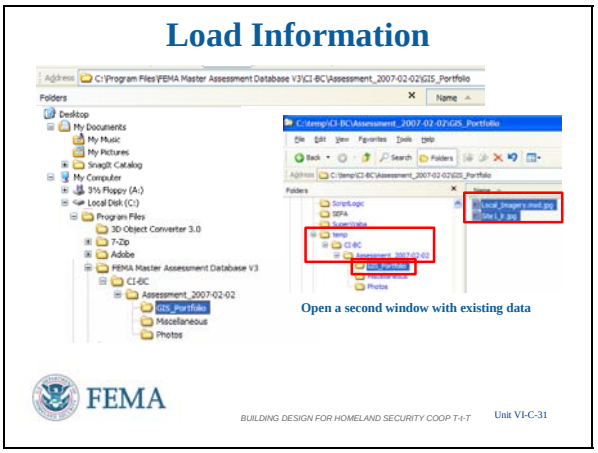
Assessment Tool – Load Added Files (1 of 4)

Let's look at the process to load the information into the newly created subfolders when we created the Facility Assessment Site information.

- First open My Computer or Windows Explorer to find those storage locations (folders) created by the Facility General Information creation process.
  - Folder names must match Assessment Location and Date to ensure future linkages for loading
- Next, open another window in My Computer or Windows Explorer to find the information collected either before or during the assessment.
  - **NOTE**: For student convenience, the Database CD contains subfolders that have the files shown in these slides to illustrate the transfer process.
- This example shows two GIS Images to transfer.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-31

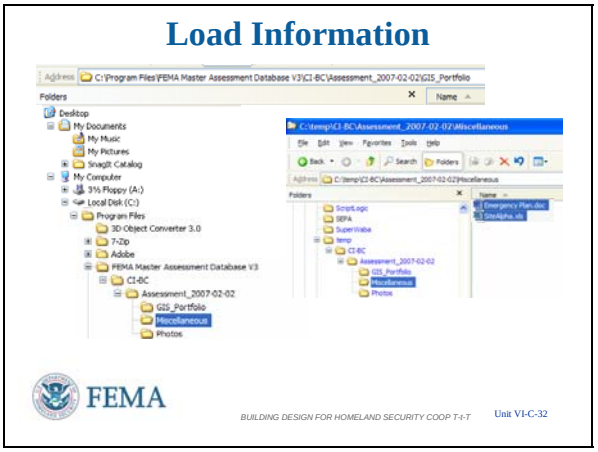


Assessment Tool – Load Added Files (2 of 4)

A Drag-and-Drop operation is shown to transfer the files to the necessary subfolders to later link with the database.

- To ensure copying depress <Ctrl> to get the small plus sign in a box, otherwise the files will be moved.
- You can also <Right Click> on the collected files, copy them by Left Clicking <Copy> in the pull down menu, and then move to the necessary subfolders, <Right Click> on the appropriate folder, then paste by Left Clicking <Paste> in the pull down menu.
- Just ensure that all files are transferred – either copied or moved into the necessary subfolder with the GIS Portfolio being shown here. Copying is recommended just in case anything unforeseen occurs.

VISUAL VI-C-32



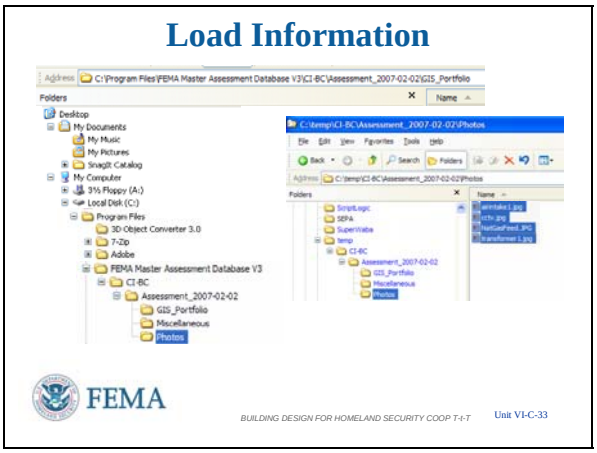
Assessment Tool – Load Added Files (3 of 4)

The same Drag-and-Drop operation between the two windows allows copying of the files contained in the folder marked Miscellaneous.

Two files to be passed between the two Miscellaneous folders.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

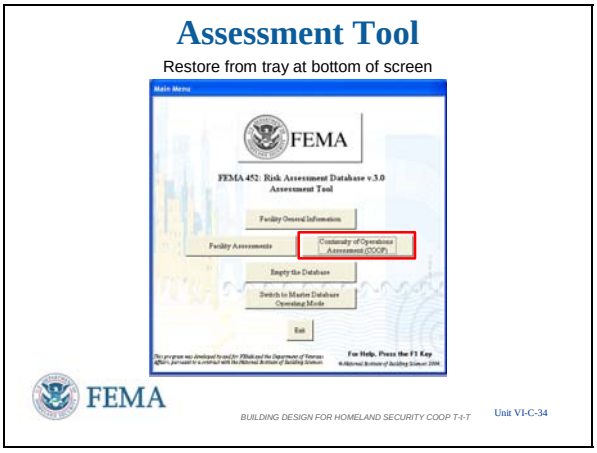
VISUAL VI-C-33



Assessment Tool – Load Added Files (4 of 4)

Copy the four photos between the two Photos folders.

VISUAL VI-C-34



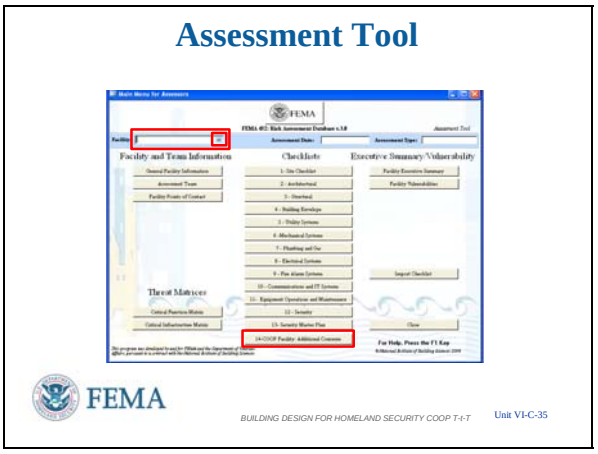
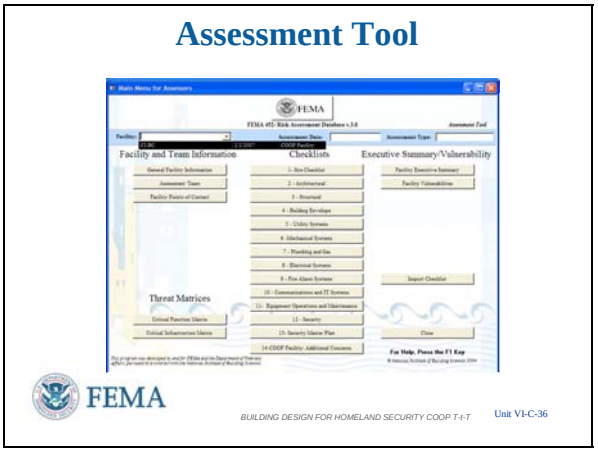
Assessment Tool – Team Members (1 of 4)

After demonstrating the movement of GIS Portfolio, Miscellaneous, and Photos files, we need to get back to the Assessment Tool Main Menu.

Restore the main menu screen by Left Clicking on the tab for the program in the tray at the bottom left of the screen to the right of the Start button.

From the Assessment Tool Main Menu:

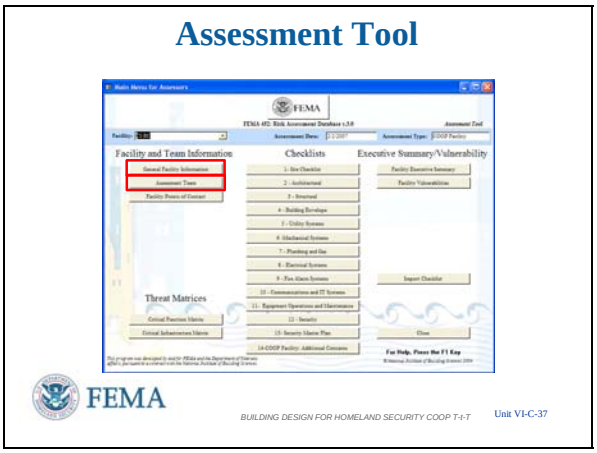
- Left Clicking on <Facility Assessments> or <Continuity of Operations Assessment (COOP)> to enter the Main Menu for Assessors.
  - The link to <Facility Assessments> provides access to Facility Tier 1 to Facility Tier 3 assessments and the standard 13 checklists.
  - The <Continuity of Operations Assessment (COOP)> link provides access to COOP assessments, the standard 13 checklists and the 14th checklist titled “COOP Facility: Additional concerns.”
  - Both forms function in the same

INSTRUCTOR NOTES	CONTENT/ACTIVITY
	manner. • Left Click on <Continuity of Operations Assessment (COOP)> to continue investigating the database.
VISUAL VI-C-35 	**Assessment Tool – Team Members (2 of 4)** Since we entered through the COOP Assessment button on the previous screen we will find the Checklist #14 COOP Facilities. • Left Click for red box around Checklist #14. • Left Click to remove red box. Once in the Main Menu for Assessors, the first action on this screen is to choose an assessment facility, since several may be loaded. • Left Click for red box around Facility window. • Left Click to remove red box. To select an assessment: • Left Click on down arrow in the "Facility:" window. This will display the pull-down list of available assessments.
VISUAL VI-C-36 	**Assessment Tool – Team Members (3 of 4)** You put CI-BC into a new database so CI-BC is the only assessment you will find. Once an assessment facility has been chosen, the assessor can go into any of the data entry buttons: • Assessment Team • Facility Points of Contact • Threat Matrices • Checklists • Executive Summary **OR** • Facility Vulnerabilities

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

- Left Click on CI-BC to select that assessment.

VISUAL VI-C-37



Assessment Tool – Team Members (4 of 4)

Now CI-BC shows in the Facility window as well as the date and assessment type in the other two windows. These three bits of information uniquely describe this assessment in the database.

- Left Click for red box around General Facility Information button.

NOTE: If you go into General Facility Information <u>with an assessment selected</u> you will get a Facility Information Report, not a data entry screen. This is to prevent changing anything at this level since it affects files already named. If you want to input information into General Facility Information you must go back to the Main Menu and enter that way. However, do not think of changing any * (asterisked) entries as these name file folders already created and changing the name will not change those folder names.

- Left Click to remove red box.

- Left Click on <Assessment Team> to continue data entry.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-38

Add Team Members (1 of 4)

The Assessment Team tab takes you to the fill-in-the-blank lists for keeping track of Team Members.

- Left Click on <Add New Team Member> to access the input screen.

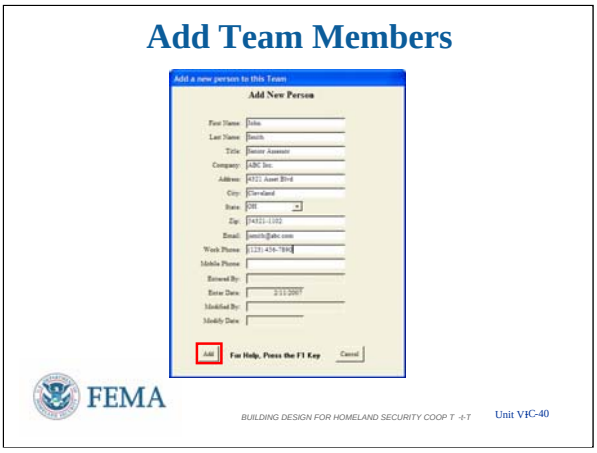
VISUAL VI-C-39

Add Team Members (2 of 4)

However, like most software, there is a confirmation step.

- Left Click on <Yes> to continue.

VISUAL VI-C-40



Add Team Members (3 of 4)

Fill in this screen with as much information as is available or desired.

Minimum information required to add a team member:

- First Name
- Last Name
- City
- State

- Left Click on <Add> button to place this team member in the database.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-41

Add Team Members (4 of 4)

After adding the Team Member, you are taken back to the Team Members List and you can see the information entered.

- Use the scroll bar or direction arrows in the lower right to see the remaining information.

  NOTE: In Version 4.0, the scroll bar provides access to all the Team Member information.
- The other buttons allow you to select the Team Member from a List or remove the Team Member from this assessment.
- At this point you can Left Click on <Close> to go back to the Assessments screen or you can continue loading information using the tabs in the middle of the screen.

VISUAL VI-C-42

Assessment Tool – Points of Contact (1 of 3)

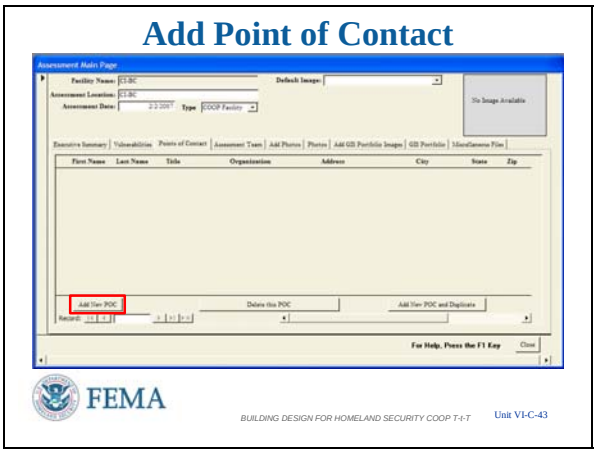
- Left Click for red box around Points of Contact

The Points of Contact tab takes the Assessor to the Points of Contact screen for keeping track of the people to be contacted during the assessment or that were identified and met during the assessment.

- Let us now go to the <Points of Contact> by Left Clicking the tab.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-43

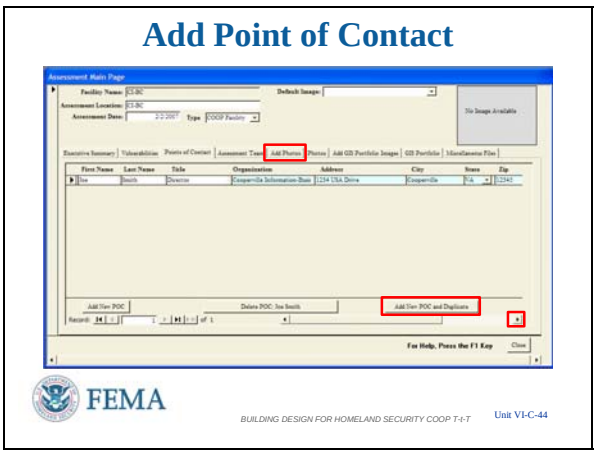


Assessment Tool – Points of Contact (2 of 3)

The buttons across the bottom allow you to add or delete Points of Contact as needed.

- Left Click on <Add New POC>

VISUAL VI-C-44



Assessment Tool – Points of Contact (3 of 3)

This input screen is different than the Team Members input screen as you enter the information directly in each cell. You can enter the information and move to the next cell by using the <Tab> feature on the keyboard or by Left Clicking on the Cell directly.

- Use the scroll bar or arrow in the lower right to move the screen to see the remaining information on the POC line.
- Then you must press <Enter> after the cells are complete to add the information to the database.
- There's even a feature in the POC list to duplicate the information from previous entries (light blue shaded cells).
  - Left Click the left column to get the right arrow on the entry to indicate the selection to duplicate.
  - Left Click on <Add New POC and Duplicate> button
  - The light blue blocks will be duplicated on the next entry line.
  - This is useful because it is likely that many, if not all, of the POC's will

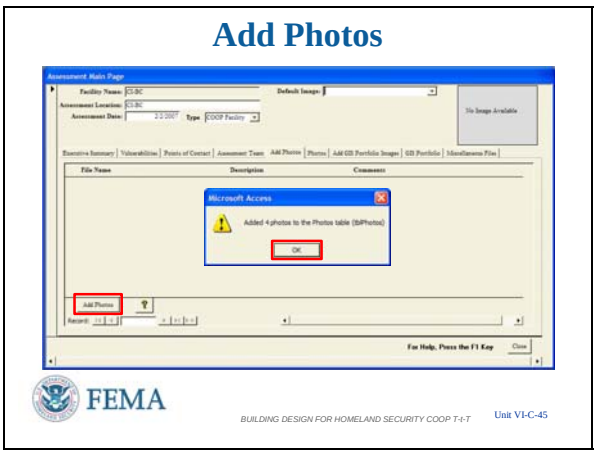
INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

share the same business address.

Continuing with the data entries, we next go to Adding Photos

- Left Click on <Add Photos> tab in the center of the screen.

VISUAL VI-C-45



Assessment Tool – Link and Load Added Files – Photos (1 of 6)

Even though we have placed the GIS Portfolio, Miscellaneous Files, and Photos into the proper subfolders, we must still link them to the database in a two step process.

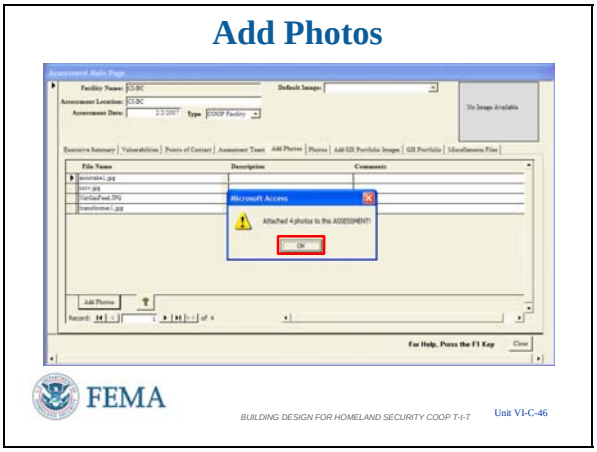
In the Add Photos screen:

- Left Click on <Add Photos> button in the lower left to perform the first step.

The first pop-up confirms that the files were added to the table in the database

- Left Click on <OK> to continue with the process

VISUAL VI-C-46



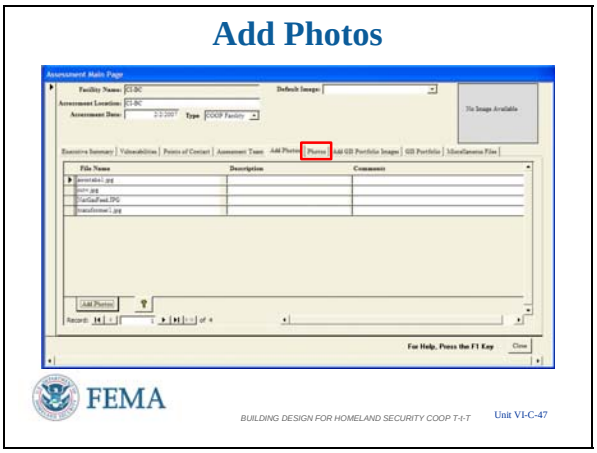
Assessment Tool – Link and Load Added Files – Photos (2 of 6)

Another confirmation that 4 photos are attached as well as indicated in the list shown. The photos can have descriptions and comments added here.

- Left Click on <OK> to continue with the process

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

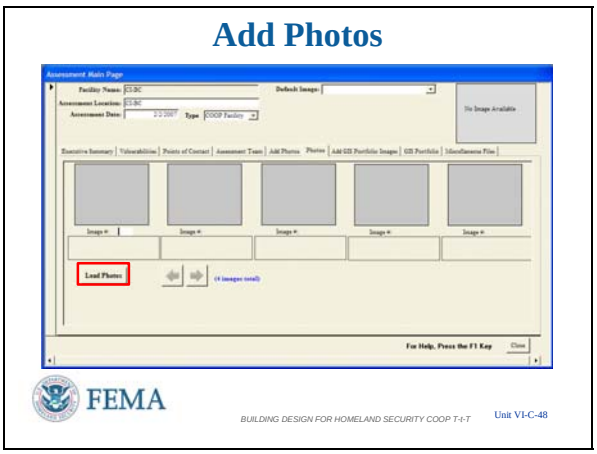
VISUAL VI-C-47



Assessment Tool – Link and Load Added Files – Photos (3 of 6)

- Left Click on <Photos> tab to continue with the loading process.

VISUAL VI-C-48



Assessment Tool – Link and Load Added Files – Photos (4 of 6)

Now in the Photos screen:

- Left Click on <Load Photos> in the lower left corner

This makes the linked photos visible within the Assessment Tool.

NOTE to instructor: An error pop-up window has occurred in this screen as follows:

FEMA 452: Assessment Database v3.0 doesn't support the format of the file C:\Program files\FEMA Master Assessment Database V3\CI-BC\Assessment-2007-02-02\Photos\Airintake.jpg or file is too large. Try converting the file to BMP or GIF format.

-- This file is the one provided to the students and was successfully loaded by most of the students in the class that this error window was first noticed.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

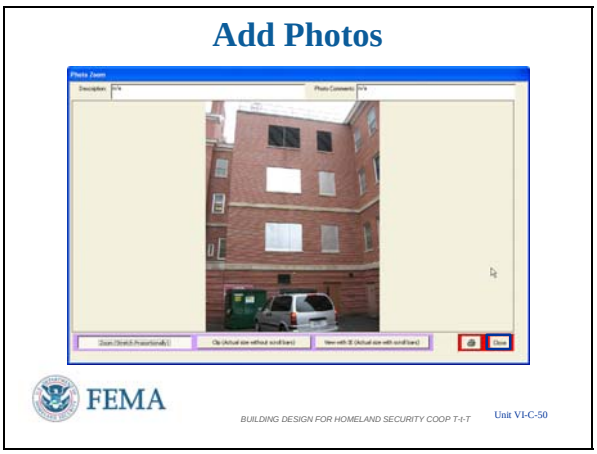
VISUAL VI-C-49

Assessment Tool – Link and Load Added Files – Photos (5 of 6)

Then thumbnails of the photos loaded are shown.

- Left Click on the first photo thumbnail to see additional features

VISUAL VI-C-50



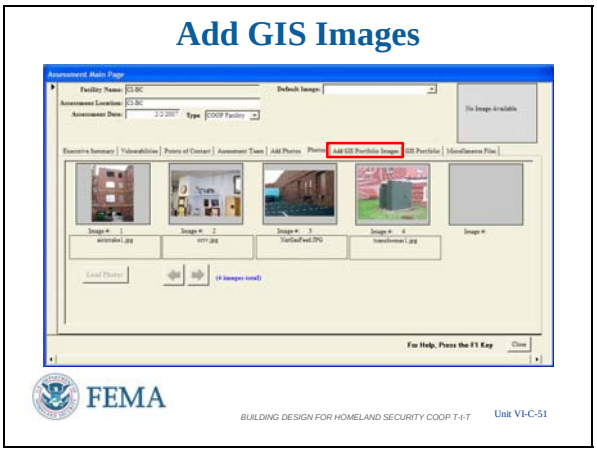
Assessment Tool – Link and Load Added Files – Photos (6 of 6)

After Left Clicking on a photo, a Photo Zoom screen appears which gives a limited capability for viewing the photo in different sizes.

You can Left Click on tabs <Zoom>, <Clip>, or <Internet Explorer> across the bottom of the photo to see the differences.

- When done, Left Click on <Close> to exit.

VISUAL VI-C-51



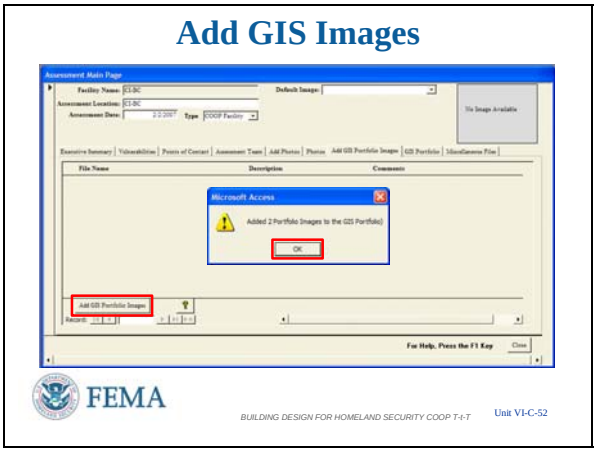
Assessment Tool – Link and Load Added Files – Add GIS Images (1 of 6)

Continuing with the linking of collected data:.

- Left Click on <Add GIS Portfolio Images> tab in the center of the screen.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-52



Assessment Tool – Link and Load Added Files – Add GIS Images (2 of 6)

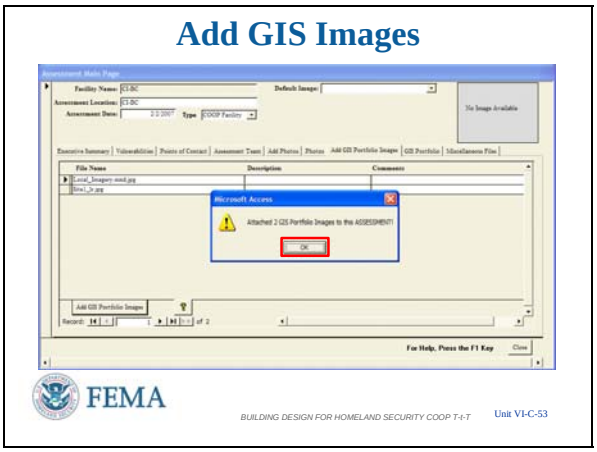
As was done with Photos:

- Left Click on <Add GIS Portfolio Images> in the lower left corner.

And also as with Photos:
The first pop-up confirms that the files were added to the appropriate table in the database

- Left Click on <OK> to continue with the process

VISUAL VI-C-53



Assessment Tool – Link and Load Added Files – Add GIS Images (3 of 6)

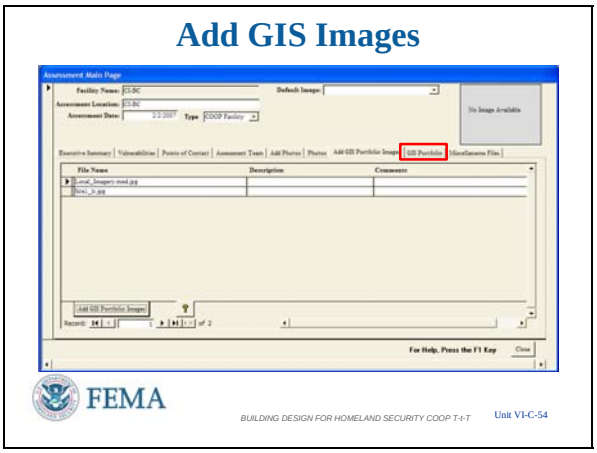
Now we see the list of GIS Portfolio Images attached. Note that Description and Comment information can be added on this screen.

The second pop-up confirms that the images have been attached.

- Left Click on <OK> to continue with the process

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-54

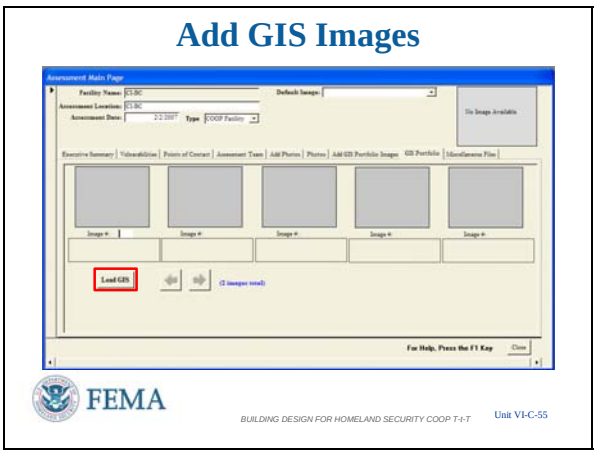


Assessment Tool – Link and Load Added Files – Add GIS Images (4 of 6)

The process is the same as with Photos when loading the GIS Portfolio Images.

- Left Click on <GIS Portfolio> button in the upper right of the screen.

VISUAL VI-C-55



Assessment Tool – Link and Load Added Files – Add GIS Images (5 of 6)

- Left Click on <Load GIS> tab in the lower left corner.

VISUAL VI-C-56

Assessment Tool – Link and Load Added Files – Add GIS Images (6 of 6)

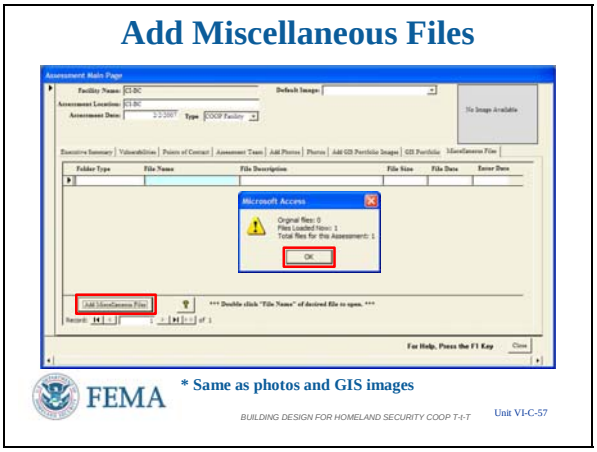
The GIS Images have the same capability as Photos by Left Clicking on the images and seeing them in other sizes.

This completes the GIS Portfolio Images collected data entry process

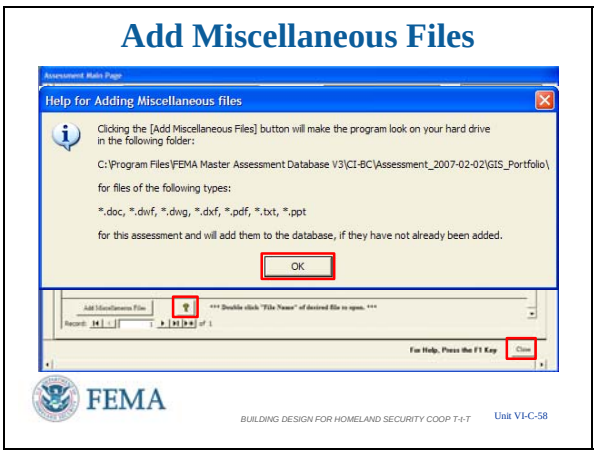
- Left Click on <Miscellaneous Files> tab to perform the last file linkage action.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-57



VISUAL VI-C-58



Assessment Tool – Link and Load Added Files – Miscellaneous Files (1 of 2)

The process for Miscellaneous files is the same as for Photos and GIS Images.

- Left Click on <Add Miscellaneous Files> to continue linking and loading.

A pop-up indicates that one file was loaded and it shows up in the list.

- Left Click on <OK> to close the pop-up.

However, did we not have two files in the Miscellaneous folder?

Assessment Tool – Link and Load Added Files – Miscellaneous Files (2 of 2)

- Left Click on <Question Mark> to the right of the Add Miscellaneous Files tab.

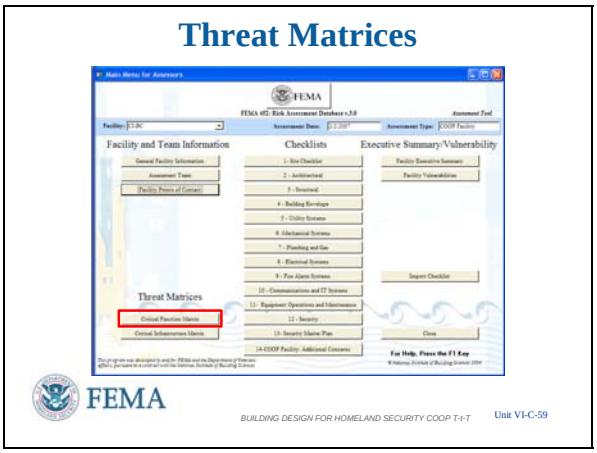
NOTE to Instructor: This Question Mark is also found on the Photos and GIS Portfolio "Add Files" screens to indicate what file types the database can accommodate.

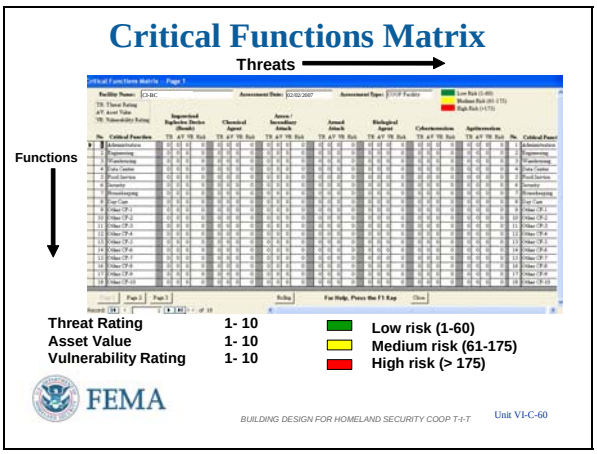
The Question Mark pops up a screen that shows what files are able to be handled by the software. Our missing file is in .XLS format and that is one of the formats not listed, thus the reason for the linking and loading not occurring.

In Version 3.0, Photos and GIS Portfolio images are limited to .JPG format.

In Version 4.0, TIF and .BMP formats for Photos and GIS Portfolio images will be allowed and there will be no restrictions on Miscellaneous files as long as there is software on the computer that can open and read the files.

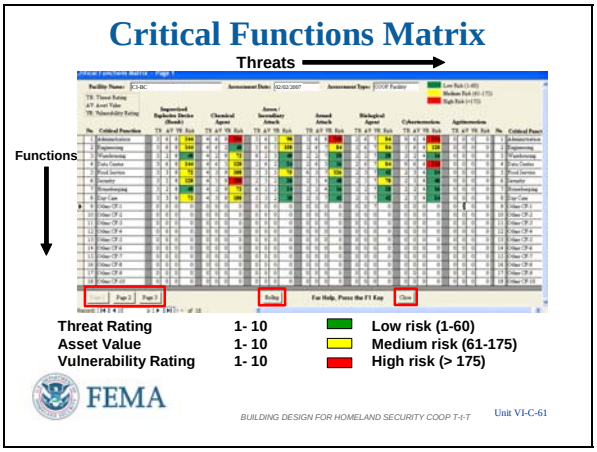
INSTRUCTOR NOTES	CONTENT/ACTIVITY
	• Left Click on <OK> in the pop-up to continue. • Left Click on <Close> to go to the next feature.
VISUAL VI-C-59	**Assessment Tool – Threat Matrices (1 of 6)** After the available preliminary information is loaded, you can work the Threat Matrices for Critical Functions and Critical Infrastructure. This is an electronic way of collecting the numerical rating information you recorded by hand yesterday. Ensure you have an assessment facility selected. In the lower left corner of the Main Menu for Assessors you will find the Threat Matrices buttons. • Left Click on <Critical Functions Matrix> button in the lower left corner
VISUAL VI-C-60	**Assessment Tool – Threat Matrices (2 of 6)** Selecting the <Critical Function Matrix> button will display this screen. Listed are a range of established threats and functions. • The matrix allows entry of Threat Rating (TR), Asset Value (AV), and Vulnerability Rating (VR), in horizontal fashion, following the 1 to 10 scale as listed in FEMA 452. • The Risk Rating is then automatically computed and color coded according to the established scale. Advance the slide to show how the colors look when data is in the matrix.





INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-61



NOTE to instructor: Emphasize that the prioritized Essential Functions required for COOP under FPC-65 must be broken down in Critical Functions and Critical Infrastructure to perform a risk assessment. The Essential Functions require specific people to perform the Critical Functions using equipment and utilities identified under Critical Infrastructure. Thus, the "Other #" listings in V3.0 can be inserted directly in V4.0 to facilitate the specific Critical Functions and Critical Infrastructure needed for your COOP Alternate Facility risk assessment.

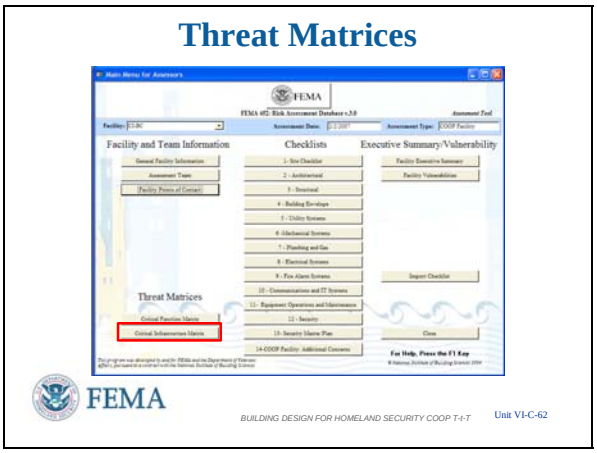
Assessment Tool – Threat Matrices (3 of 6)

To maintain the FEMA 452 process, the basic Threats and Functions can not be renamed. However, there are unassigned placeholders that can be used to record an organization's unique Critical Functions and Threats. The placeholders for functions are listed under the Critical Function column as "Other CF-1" to "Other CF-10". The threat placeholders are listed across the top of the matrix as "Other 1" and "Other 2." Organizations can designate a meaning for a placeholder, use the placeholder to collect data, then after exporting the matrix to Microsoft Excel©, change the name of the placeholder to a specific threats or function.

NOTE to instructor: In Version 4.0 the Program Manager will be able to adjust the Functions and Threats – adding or deleting as seen fit. Recommend only changing them at the start of an annual assessment cycle with new clean databases to avoid conflicting data in assessments done with different functions and threats. The same holds for infrastructure.

- Selecting the <Page 2> or <Page 3> buttons in the bottom left corner will display additional Threats / Hazards. This is much like shifting the view to the right to see the rest of the matrix.
- Selecting the <Rollup> button displays a consolidated Functions matrix.

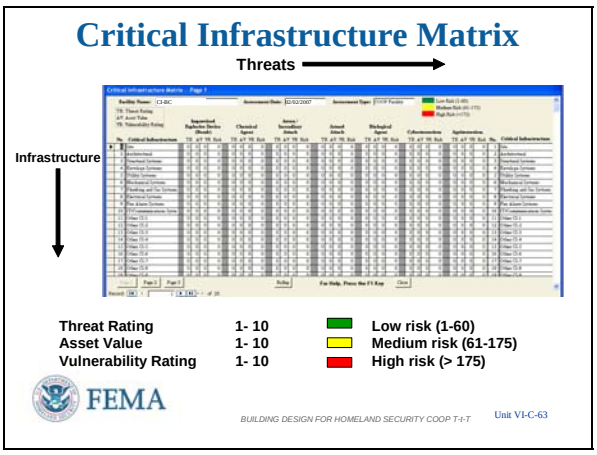
INSTRUCTOR NOTES	CONTENT/ACTIVITY
VISUAL VI-C-62	**Assessment Tool – Threat Matrices (4 of 6)**



The next step is to enter the Critical Infrastructure Threat Matrix to input this information as part of the assessment.

- Left Click on <Critical Infrastructure > button.

VISUAL VI-C-63	**Assessment Tool – Threat Matrices (5 of 6)**

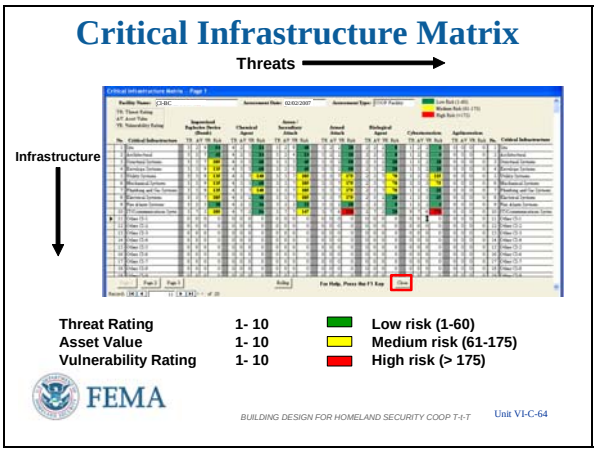


As with the Critical Functions Threat Matrix, you get a range of established threats and functions with some "Blank / Unnamed" entries to track specific threats and functions.

Suggest to students to add some numbers for one function and see how the matrix works.

Advance slide by Left Clicking

VISUAL VI-C-64	**Assessment Tool – Threat Matrices (6 of 6)**



NOTE to instructor: The students will not see this as they have not loaded any information other than the simple entry just done.

The matrix uses the 1 to 10 scale for Asset Value, Threat Rating, and Vulnerability Rating.

The Risk Rating is similarly computed and color coded.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

In the lower left corner of the screen Page 2 and Page 3 work the same way as on the Critical Functions Matrix

Advance slide by Left Clicking

- Students Left Click on <Close> to return to the Main Menu for Assessors screen

VISUAL VI-C-65

Assessment Tool – Checklists (1 of 6)

The standard 13 checklists (as in FEMA 426) and the 14th checklist titled "COOP Facility: Additional Concerns", run down the middle of the Main Menu for Assessors screen.

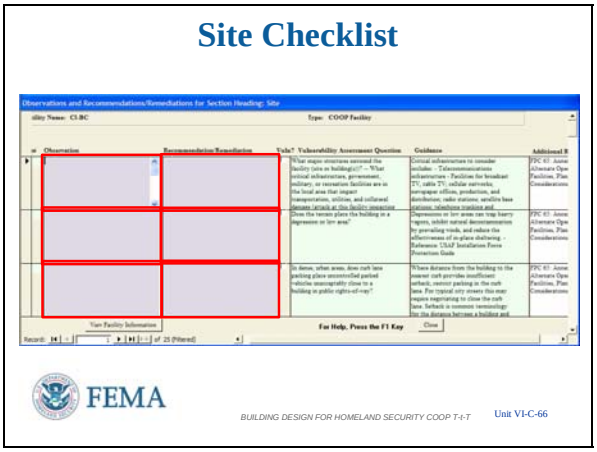
Select an assessment site

- Left Click on <1 – Site Checklist> as an example.

We can then see the format of all checklists within the Assessment Tool.

VISUAL VI-C-66

Assessment Tool – Checklists (2 of 6)



The Site Checklist is like all the other checklists.

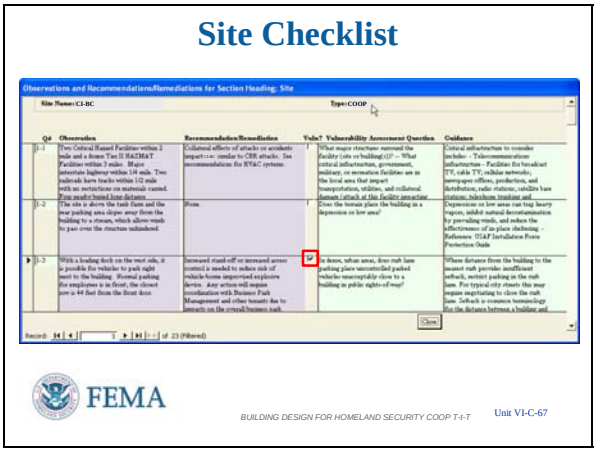
- The first column contains an arrow to indicate which row is selected for data entry.
- The second column from the left is the checklist question number [Section Number – Question Number]
- The third column is the Observation made during the assessment. This could describe a vulnerability identified by the Assessor.
  - **Note:** Since reports do not include the original questions to save space, it is prudent to draft your answer so that it includes the question information so that the answer can be understood.
- The fourth column is the Recommendation / Remediation made by the Assessor to

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

mitigate concerns with this question and observation.
  - **Note**: Similar to Observations, include some understanding of the question when drafting the Recommendation/ Remediation so that it too can stand alone in a report.
- The fifth column is reserved for identifying the questions which have an observation identified as a vulnerability.
- The sixth column is the question itself, taken right from the FEMA 426 Building Vulnerability Assessment Checklist.
- The seventh column is the guidance associated with that question, also found in the FEMA 426 Building Vulnerability Assessment Checklist.
- The eighth column is a cross reference to COOP related guidance.

Left Click to activate the red boxes and highlight each box.
The Observation and Recommendation / Remediation boxes can accept inputs into the database.

VISUAL VI-C-67



Assessment Tool – Checklists (3 of 6)

Left Click to advance the slide.

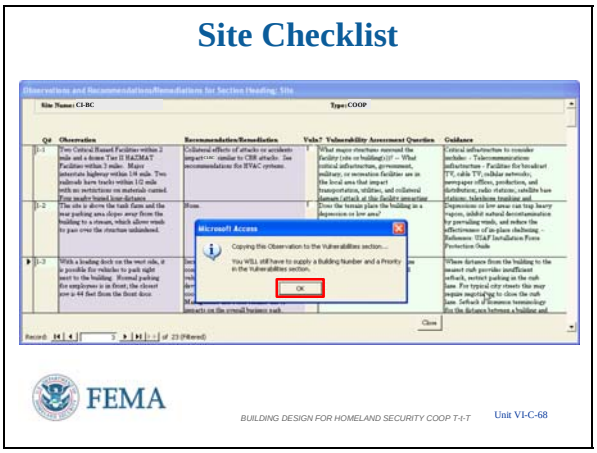
All six boxes (Observation – Recommendation / Remediation) shown are populated with some information

Left Click to reveal a red box around the vulnerability check mark.

- Question 1-3 was identified by the Assessor as a vulnerability to consider. He places a check mark in the box by putting the pointer on the box and Left Clicking.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-68

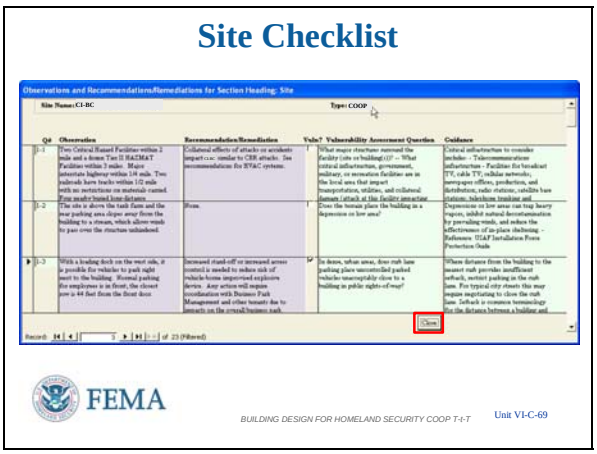


Assessment Tool – Checklists (4 of 6)

- **Note 1:** The software indicates that more information – building number and priority – will be sought when the Vulnerabilities Screen is opened.

- Left Click on <OK> to close the pop-up window

VISUAL VI-C-69



Assessment Tool – Checklists (5 of 6)

- **Note 2:** Each time a checkmark is placed in this box, another entry is placed in the Vulnerabilities Section.

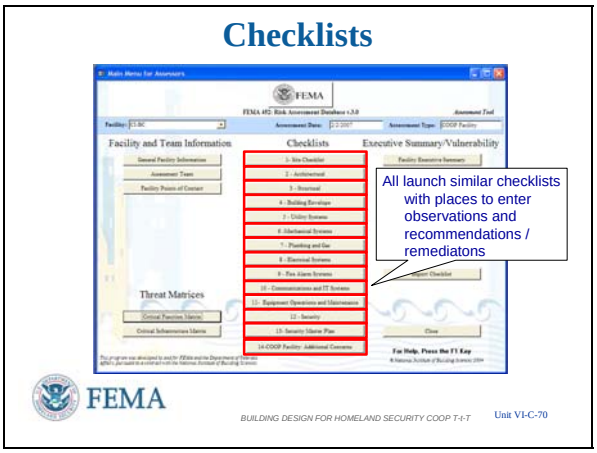
When all the information is input to the visible screen, you can scroll the screen using the right side vertical scroll bar or use the question selector in the lower left corner to get to the question desired. Note that the selector shows #3 which is the question row selected with a right arrowhead.

As before, when finished:

- Left Click on <Close> button in the lower right corner to go back to the Assessment Screen.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

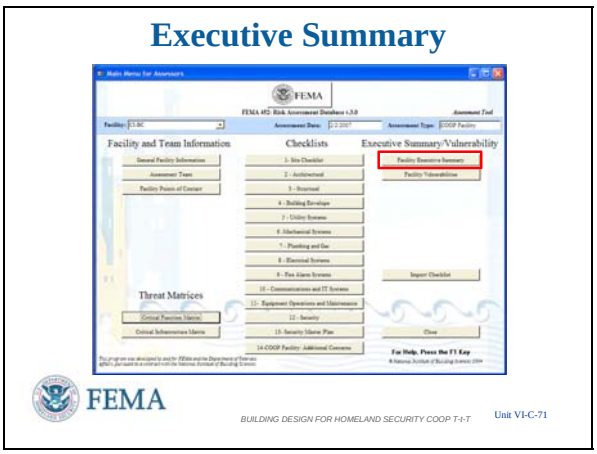
VISUAL VI-C-70



Assessment Tool – Checklists (6 of 6)

The remaining buttons in the Checklist column all function the same way to capture observations and recommendations or remediations.

VISUAL VI-C-71

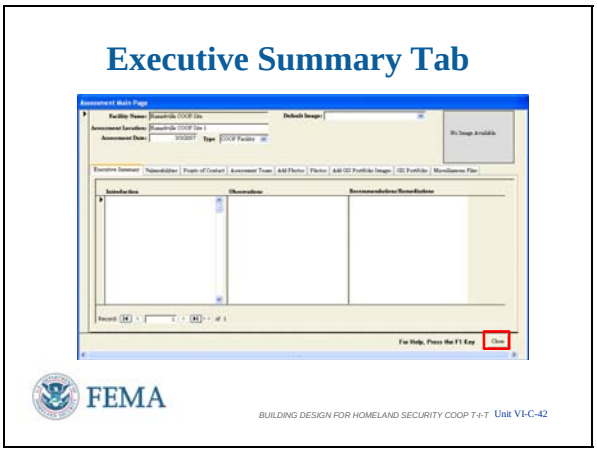


Assessment Tool – Executive Summary (1 of 2)

The Facility Executive Summary section of the Assessment Tool allows an Assessor, usually the Lead Assessor, to write a page to summarize general information about the facility and this assessment.

- Left Click on <Facility Executive Summary> button will take you to that screen.

VISUAL VI-C-72



Assessment Tool – Executive Summary (2 of 2)

The Facility Executive Summary section of the Assessment Tool provides three fields for the Lead Assessor (or Team Leader) to summarize general information about the facility and this assessment. When printed, these three fields appear as a single document with three main sections:

- Introduction
- Observations
- Recommendations / Remediations.

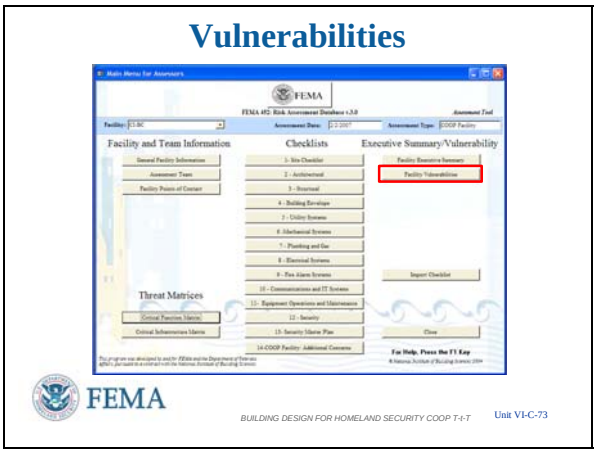
INSTRUCTOR NOTES	CONTENT/ACTIVITY
	The Introduction field should contain some background information, site location, mission, dates, etc. The Observations field should contain general information about what was found, but particularly, vulnerabilities. Are they security related, critical infrastructure related, etc? Finally, the Recommendations / Remediations field is for general recommendations about current conditions, mitigation measures that are applicable to the major vulnerabilities and other pertinent information to consider. You can use the tabs above the three fields to go from this section to any other in order to review information as necessary while writing the Executive Summary. <u>One word of caution</u> regarding the Executive Summary: The import/export utility will not transfer this section of the tool between Assessors, so if an assessment team member other than the Lead Assessor fills in these fields, there are two ways to transfer the information between laptops: – Method 1: The drafter of the Executive Summary switches to Master Database mode, goes to Site Reports / Executive Summary / Publish as a Word Document / Save the Word Document where it can then be transferred to the Lead Assessor as a Word Document file. – Method 2: The drafter cuts and pastes the three paragraphs into a document and transfers the temporary document between computers. – By either method the Lead Assessor can cut and paste the individual paragraphs back into the Executive

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

Summary.

- Left Click <Close> to return to the Main Menu for Assessors Screen.

VISUAL VI-C-73

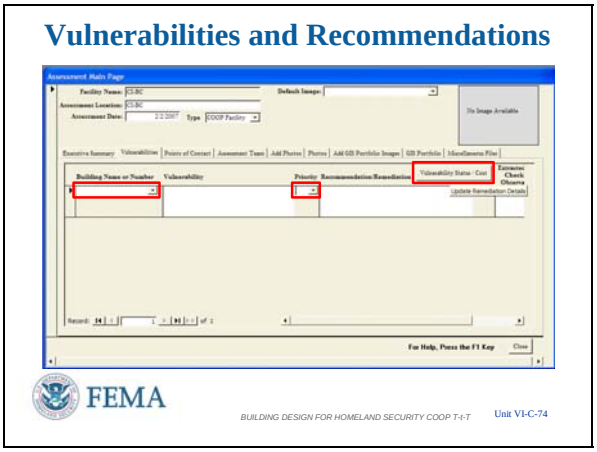


Assessment Tool – Vulnerabilities (1 of 4)

The Facility Vulnerabilities section of the Assessment Tool operating mode provides a means to further analyze the vulnerabilities found during the assessment. By displaying on one list the site's vulnerabilities, their location and the initial recommended remediation, assessors can determine common weaknesses and mediation strategies that will work for multiple vulnerabilities. This also aids in the analysis of prioritization for mediation.

- Left Click on <Facility Vulnerabilities> button will take you to that screen.

VISUAL VI-C-74



Assessment Tool – Vulnerabilities (2 of 4)

This is the Vulnerability and Recommendation screen of the Assessment Tool operating mode.

It is automatically populated with the previously entered Observations and Recommendation / Remediation when the "Vuln?" box is checked upon completing a checklist question. Thus, the assessor believes that there is a sufficient Vulnerability rating to this Observation that remediation action should be identified and tracked.

Note that the rightmost column of the page shows the checklist section from where vulnerabilities were transferred. Assessors can also populate the list by typing vulnerabilities onto the page (for example, a vulnerability identified that may not be

INSTRUCTOR NOTES	CONTENT/ACTIVITY

associated with a checklist question).

This screen has two fields that must be completed as indicated when the checklist "Vuln? Box was checked:

Left Click to get red box around Building Name or Number Box

- Record a building name or number in the first column to focus where this vulnerability is located.

Left Click to get red box around Priority Box

- Prioritize the vulnerability so as to better identify which vulnerabilities require mitigation based upon the limited resources available – get the best benefit / cost ratio for reducing overall risk.
  - **CAUTION**: If a priority of 1-5 is not entered before the inputs are accepted by the database, the number will be set to zero and this entry will come out on the top of the vulnerability report.
  - Prioritization is based on the severity of the vulnerability and the availability of resources for mitigation as determined by the Program Manager or owning organization. For example: Priority 1 vulnerabilities are the most important to mitigate…fix it now. Priority 5 vulnerabilities can wait until extra funds are available.

The Master Database can be searched based on this field…all Priority 1 vulnerabilities, all Priority 1 and 2 vulnerabilities, etc.

There are two other ways to get Vulnerabilities and Recommendations / Remediations into the fields:

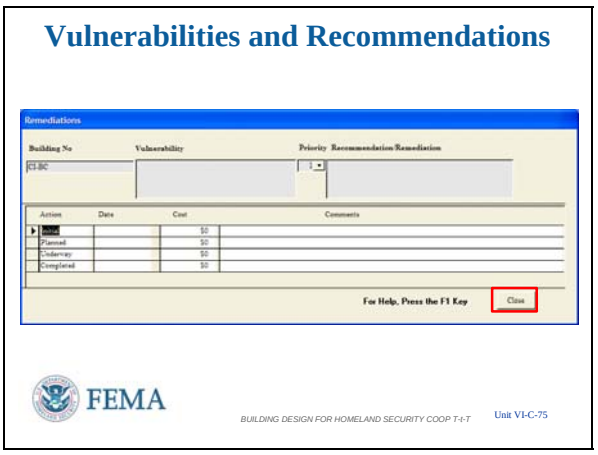
INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

- The Assessors can type them directly into the fields. They will not show linkage to specific checklist questions unless that information is also added.
- Vulnerabilities and Recommendations / Remediations can be imported from the Assessment Tools of other Assessors using the tool's import utility. In doing this, the Lead Assessor has the option of importing all of a Team Member's vulnerabilities and recommendations, or choosing specific ones to transfer.

Left click to bring up red box around <Vulnerability Status / Cost>

- Left Click on <Vulnerability Status / Cost> from the Vulnerabilities screen to enter the Remediation module.

VISUAL VI-C-75



Assessment Tool – Vulnerabilities (3 of 4)

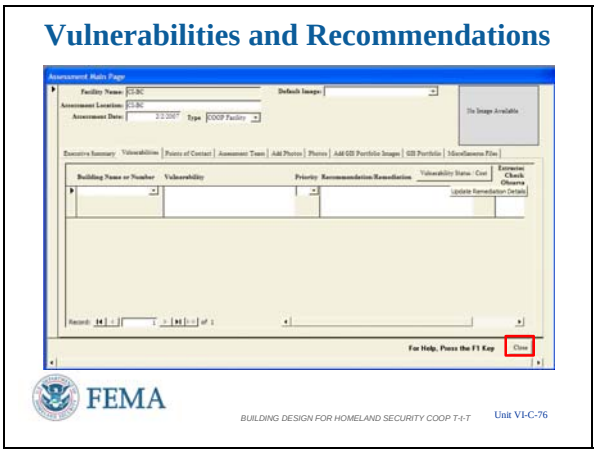
Finally, the Assessment Tool allows an assessment team to provide a cost estimate (dollar values) to the individual recommendations: New fence $100,000, Vehicle barriers $25,000, etc.

- The Program Manager can then track the cost information throughout the process to implement the recommendation.

- Left Click on <Close> to exit the Remediations screen

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

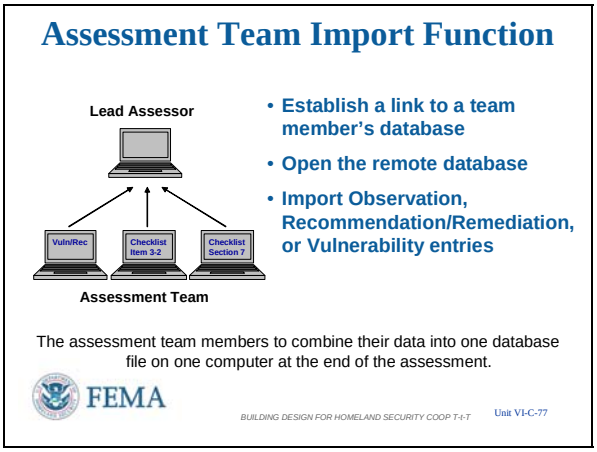
VISUAL VI-C-76



Assessment Tool – Vulnerabilities (4 of 4)

- Left Click on <Close> to exit the Facility Vulnerabilities screen

VISUAL VI-C-77



Assessment Tool – Import Assessment Information – Linking (1 of 8)

NOTE to instructor: Tell students to follow the presentation on the projection screen as the import function requires a separate database with content. Recommend telling students to tilt down the screen on their laptop.

After the assessment team has completed its data collection effort, the checklist questions, vulnerabilities, and remediations have to be combined into one database before the data can be transferred to the Master Database. This is accomplished by using the import function to transfer collected data from the Team Members Databases to the Lead Assessor's Database.

Let's say there are five members of the assessment team: A Lead Assessor, a Security Specialist, a Mechanical/Electrical Assessor, a Structural Engineer, and a Cost Estimator. Before the start of the assessment, the Lead Assessor (or Team Leader) should assign Checklist sections to each member of the team. For example, the Structural Engineer would do Checklist Sections 2, 3

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

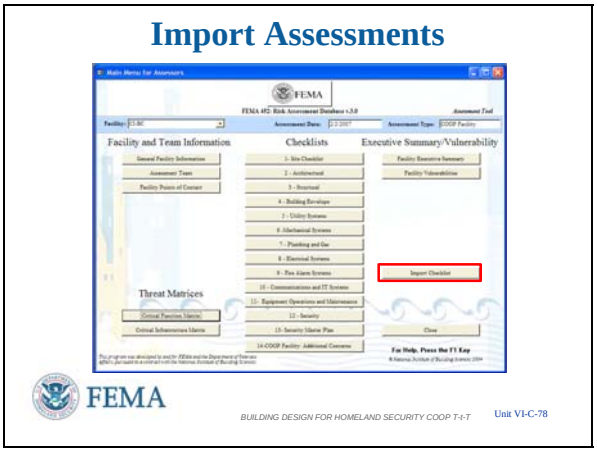
and 4. Checklist sections can be split among team members; this makes importing only slightly more complex.

The import utility of the Assessment Tool allows the Lead Assessor to collect checklist observations and comments, along with vulnerabilities and the associated recommendations from the team members. This consolidated database is the responsibility of the Lead Assessor to ensure technical editing, consistency, and a flowing report to become part of the Master Database.

The process is simple but it takes some practice. The steps to remember are:

- The Lead Assessor must be in the "Admins" user group.
- Establish link to team member's database
- Open the remote database
- Import Observation, Recommendation / Remediation, or Vulnerability entries

VISUAL VI-C-78



Assessment Tool – Import Assessment Information – Linking (2 of 8)

First, ask your database administrator to make sure the Lead Assessor user name is assigned to the "Admins" user group.

Left Click to display red box around <Import Checklist> button

If you are not in the "Admins" user group, the Import Checklist button will be grayed out and not functional.

The next step is to establish a link between the Lead Assessor's database and a copy of the team member's database.

Each team member must copy his Assessment database file to a transfer device -- a USB drive works well. The file will be a

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

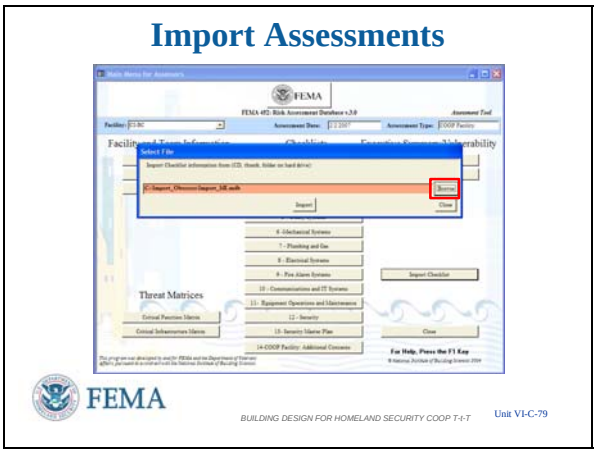
large (several dozen megabyte (MB)) Microsoft Access© .MDE database file. A CD could also be used.

The Lead Assessor inserts the USB drive into his own laptop and copies the file into a working folder for the assessment site with a readily identifiable file name.

Then, from the Main Menus for Assessors, the Lead Assessor should select the facility being assessed from the pull down list.

To begin the Import Function, Left Click on <Import Checklist> button

VISUAL VI-C-79



Assessment Tool – Import Assessment Information – Linking (3 of 8)

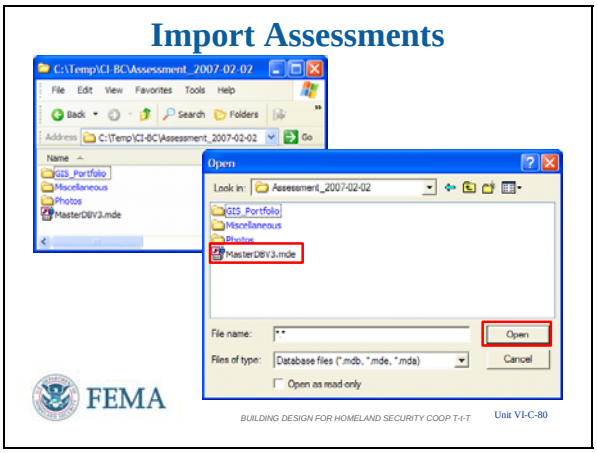
This brings up a request window to identify the file to select for import.

The file entry may default to the FEMA 452 database you installed or the last database that was imported.

Left Click on <Browse> to find the file. This brings up a red box around <Browse>.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-80



Assessment Tool – Import Assessment Information – Linking (4 of 8)

The rear screen is one example of where the assessor file to import can be loaded. In this case, in the root directory C:\ in a Temp (Temporary) folder.

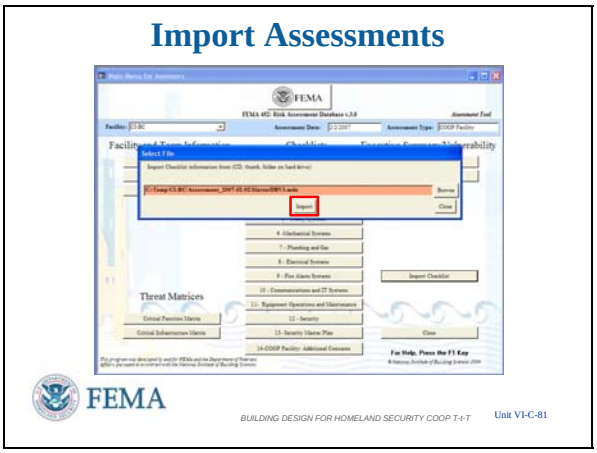
The front screen is what <Browse> takes you to when seeking the needed .MDE file to import. Note the GIS Portfolio, Miscellaneous, and Photos subfolders are also contained in the Temp folder.

NOTE to instructor**:** Just as the GIS Portfolio Images, Miscellaneous Files, and Photos had to be placed into the appropriate subfolders, each Team Member must also provide these files on the USB thumb drive or other media for transfer to the Lead Assessor's computer and placement in the proper folders.

After finding the .MDE database file either
double Left Click on the file
OR
Left Click once on the file to have the file name and location appear in the File Name to Open
AND
Left Click once on <Open> button to link.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-81



Assessment Tool – Import Assessment Information – Linking (5 of 8)

You should now see the path and filename for the .MDE database you want to import.

Finish initiating the process:
Left Click on <Import> button.

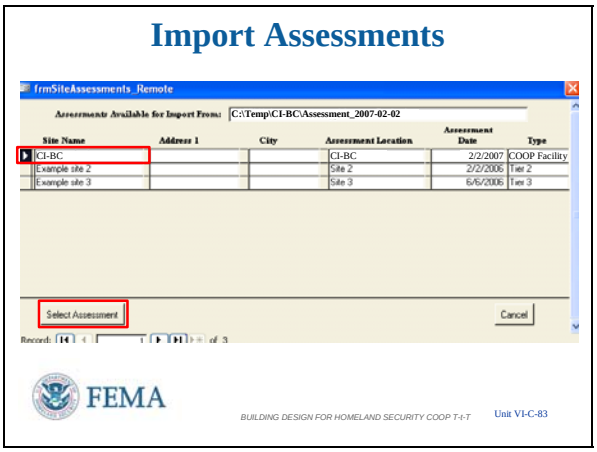
VISUAL VI-C-82

Assessment Tool – Import Assessment Information – Linking (6 of 8)

You then get a confirmation screen

Left Click on <OK> button to continue.

VISUAL VI-C-83



Assessment Tool – Import Assessment Information – Linking (7 of 8)

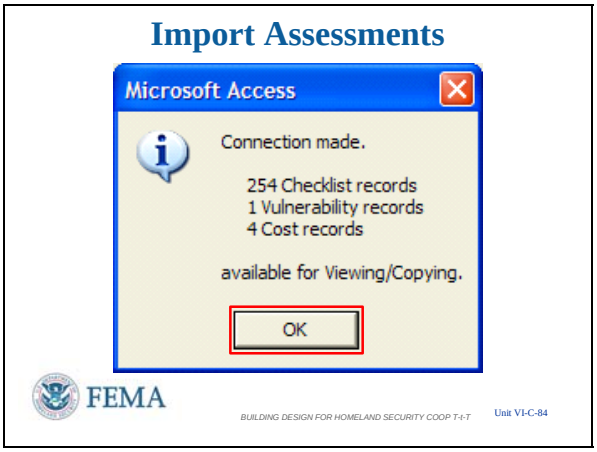
This will bring up a window listing all the available assessment sites available to import.

Left Click on the assessment site you want to link with in the first column. Selection is verified with the right facing arrowhead.

Then click on <Select Assessment> to establish a connection between databases.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-84



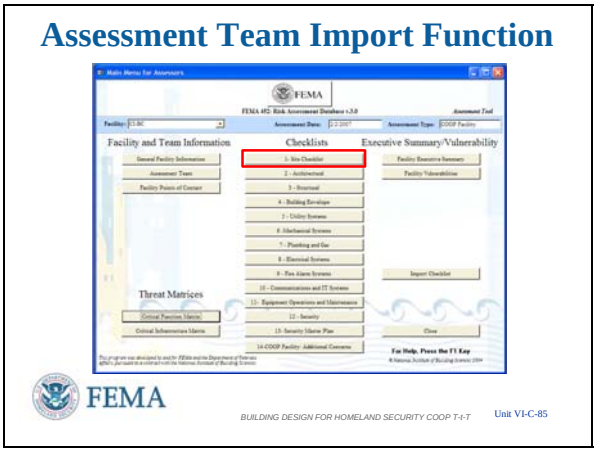
Assessment Tool – Import Assessment Information – Linking (8 of 8)

This brings up a small window to indicate the connection between databases has been made, and # of Checklist records and # of Vulnerability records available for viewing and copying to the Lead Assessor's database.

Warning: It is important to realize that the wrong database can be imported as easily as the correct one. It is imperative for the Lead Assessor to keep accurate track of files copied from other Assessors.

Click on <OK> to continue.

VISUAL VI-C-85



Assessment Tool – Import Assessment Information – Accessing (1 of 3)

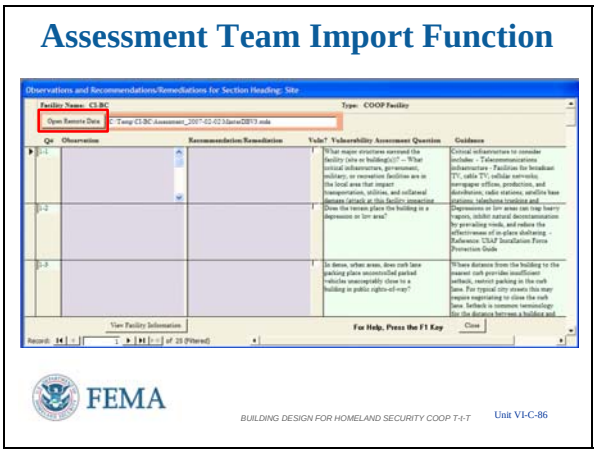
Once the link is complete, then selecting the desired data and bringing it into the Lead Assessor's database is the next step.

The Lead Assessor goes to the Main Menu for Assessors and selects the Checklist Section he wants to import.

We will use the Site Checklist to illustrate: Left Click on <1 – Site Checklist>.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-86

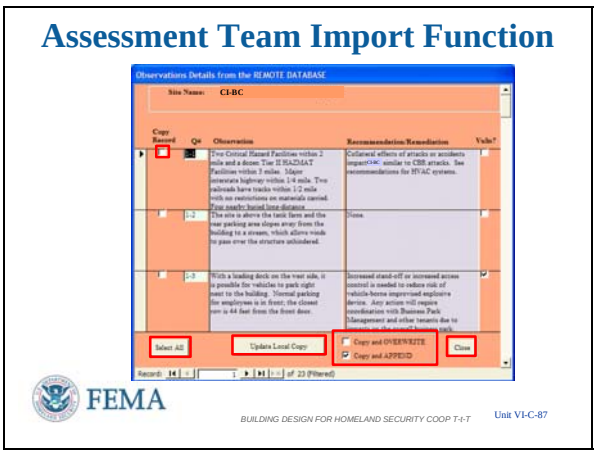


Assessment Tool – Import Assessment Information – Accessing (2 of 3)

The next screen is the standard checklist screen with one addition – there is a tab <Open Remote Database> and a window showing the linked database all framed in orange.

Left Click on <Open Remote Database> tab to begin selecting data for importing.

VISUAL VI-C-87



Assessment Tool – Import Assessment Information – Accessing (3 of 3)

The next screen shows the information in Section 1, Site Checklist, of the Remote Database.

The Lead Assessor can then select the specific observations and comments he wants to import by putting a check mark in <Copy Record>

Left Click will put red box around <Copy Record>

OR

The Lead Assessor can select everything by putting a check mark in <Select All>

Left Click will put red box around <Select All> button

The Lead Assessor has two options for how the new information is entered:

Left Click will put red box around the Copy box

- A checkmark in the <Copy and Append> box will add the information to what is already entered without changing the existing information.
- A checkmark in the <Copy and Overwrite> will overwrite anything

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

previously entered.
- The default is <Copy and Append>.

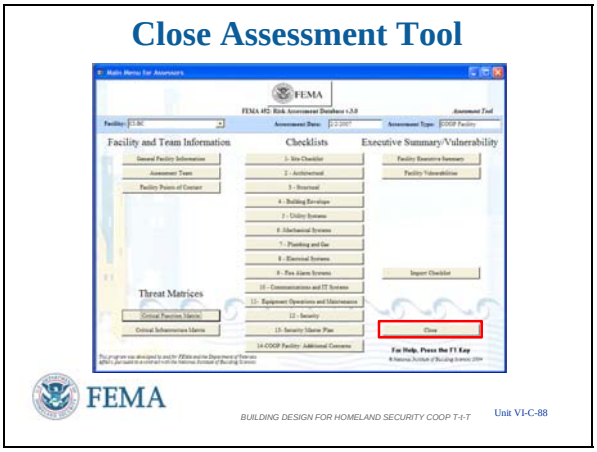
After making some or all selections to transfer to the Lead Assessor database the Lead Assessor must update his copy:
Left Click will put red box around <Update Local Copy> button

The process is the same for importing the other checklists.

This is a very handy tool, allowing the Lead Assessor to have all of the collected data in one computer in one database before leaving the site at the end of the assessment.

Left Click on <Close> button to close the remote data selection window.
This takes you back to the Main Menu for Assessors screen.

VISUAL VI-C-88



Close Assessment Tool

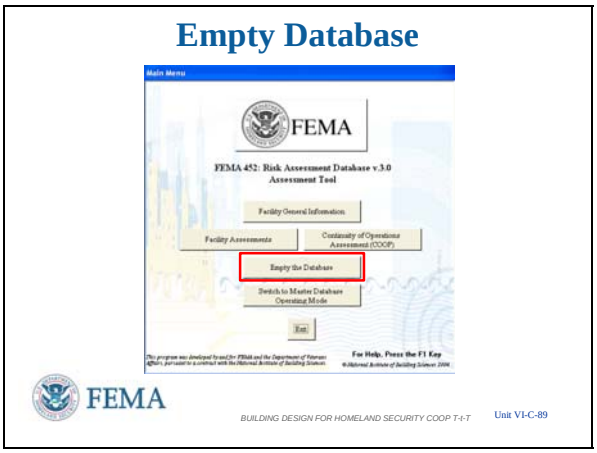
We have seen all the features of the Main Menu for Assessors

Now it is time to return to the Main Menu of the Assessment Tool operating mode.

Left Click on <Close> button.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-89



Empty Assessment Database -- Erasing All Assessments in the Assessment Tool

Left Click to display red box around <Empty the Database> button.

In Version 3.0, the Assessor or Program Manager with a user name in the "Admins" user group have the capability to erase all records in an Assessment database, **permanently**. This is only done after transferring the data to a Master Database and when starting a new assessment. This enables an Assessor to start with an empty database for a new assessment or assessment year. As shown before, preliminary information will have to be loaded into the database prior to performing each assessment or the information will have to be loaded on site.

WARNING: Confirm you have transferred the information to the Master Database before you erase the data.

It is recommended that the old database be stored on a CD for reference during future assessments.

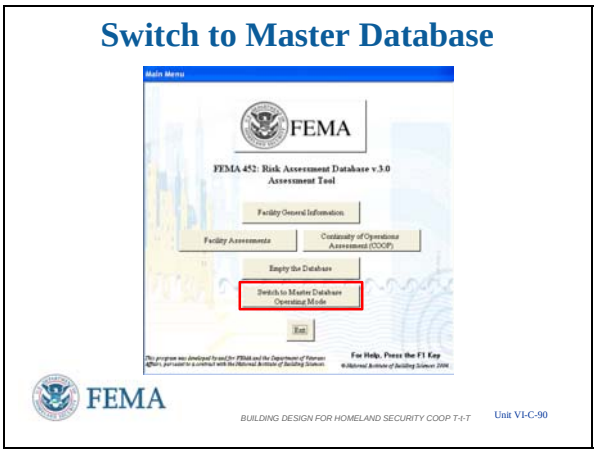
NOTE to instructor: If you did Left Click on <Empty the Database> you will get a screen that will seek confirmation that you want to **permanently** erase all assessment data.

Left Click on <Yes> to continue the emptying of the database

OR

Left Click on <No> or <Cancel> to stop the process and retain all information in the database.

INSTRUCTOR NOTES	CONTENT/ACTIVITY
VISUAL VI-C-90	**Switch to Master Database Mode (1 of 3)**



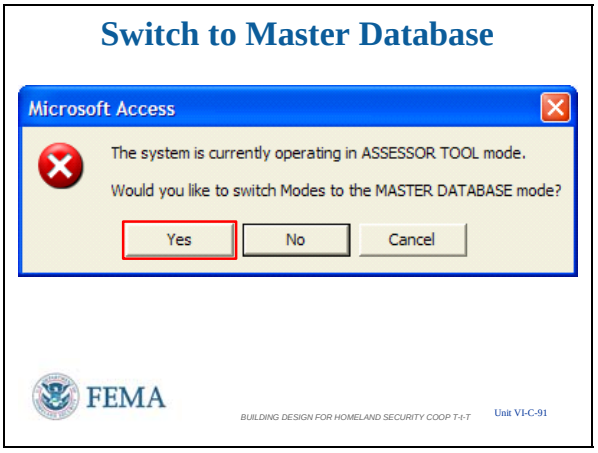
The last item on the Main Menu of the Assessment Tool is the ability to switch to the Master Database operating mode.

NOTE to instructor: Tell students that they can now follow along with their laptops if they so desire.

Switching is as simple as:
Left Click on <Switch to Master Database Operating Mode> button.

VISUAL VI-C-91

Switch to Master Database Mode (2 of 3)



The next window confirms that you want to switch modes.

Left Click on <Yes> to continue or the other buttons if you do not want to change modes.

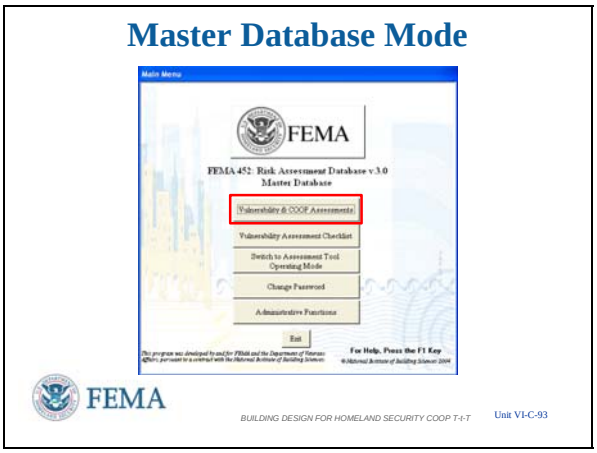
VISUAL VI-C-92

Switch to Master Database Mode (3 of 3)

Then another confirmation window pops up.
Left Click on <OK> to complete the switch.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-93



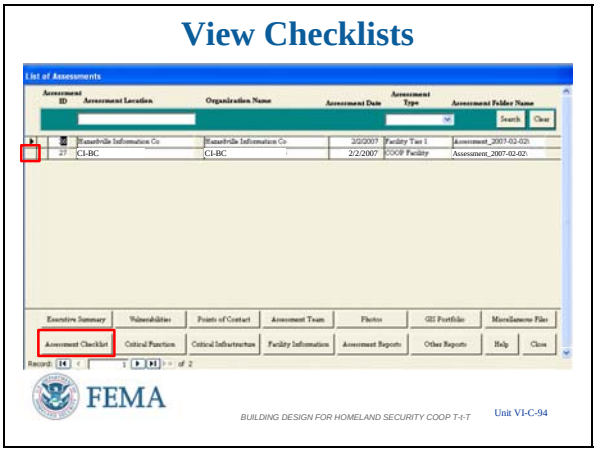
Master Database Mode

The Assessment Function gives the Program Manager or an Assessor the ability to review assessment data, photos and files, search for specific observations, vulnerabilities, etc.

Printing reports from individual sites or from the results of searches is also a Master Database mode capability.

- Left Click on <Vulnerability & COOP Assessments> button.

VISUAL VI-C-94



Master Database – Checklists (1 of 2)

This form provides the Program Manager the ability to review assessment data, photos and files; search for specific observations, vulnerabilities, etc.; and print reports from individual facilities or from the results of the searches.

The first step is to select one of the assessments by Left Clicking on the far left column of the List of Assessments.

Left Click to display red box for selection.

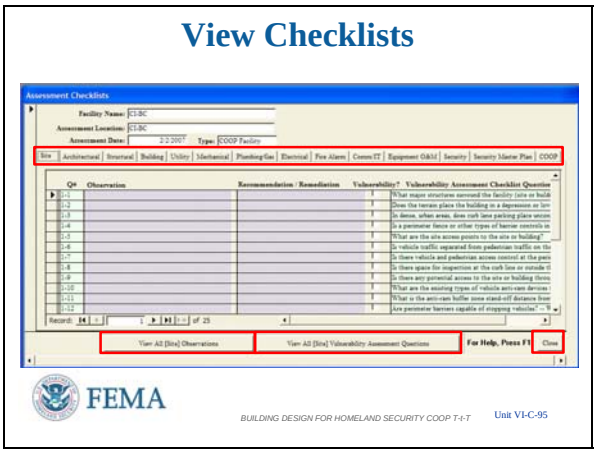
This will mark the assessment desired with a right pointing arrowhead if one is not already there. This indicates selection of the assessment and links the buttons across the bottom to that assessment.

All underlying screens mirror the screens for the same named items in the Assessment Tool operating mode, except for the Assessment Checklist.

- To investigate Left Click on <Assessment Checklist> button.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-95



Master Database – Checklists (2 of 2)

As can be seen the initial screen is a summary type slide showing the Site Checklist questions as that is the initial default tab.

You have access to all the checklists using the tabs above the list.

Left Click to display red box around checklist tabs.

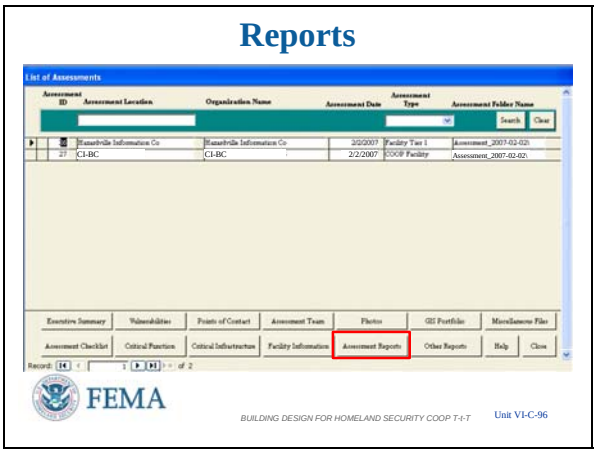
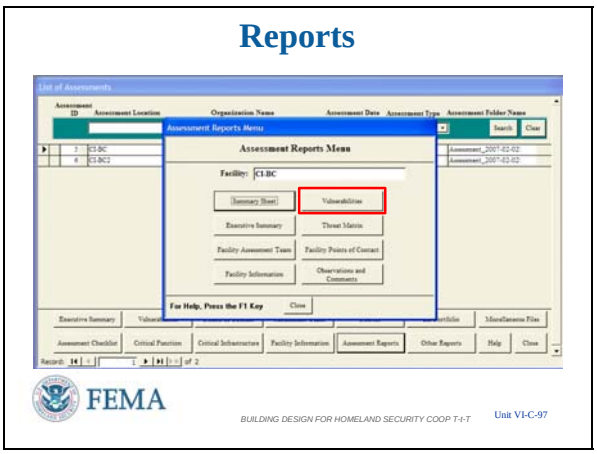
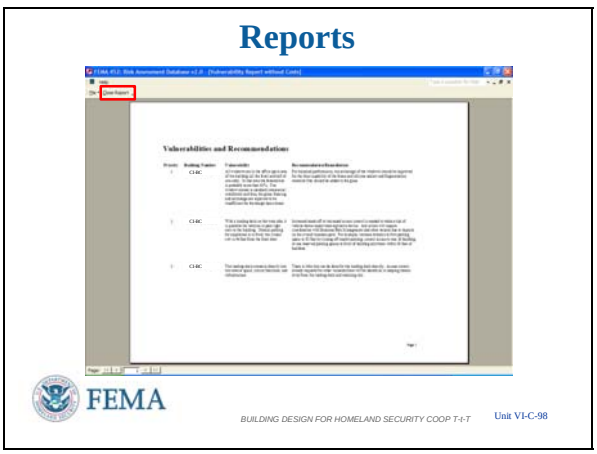
Left Click on any cell of a row selects that row and retrieves underlying screens that look much the same as in the Assessment Tool.
OR
Left Click on <View Site Observations> button provides a screen that looks much like the Assessment Tool data entry screen.

Left Click to display red box around <View Site Observations> button.

Similarly, Left Click on <View All Site Vulnerability Assessment Questions> will make the Checklist Questions and Guidance more accessible and easier to read.

Left Click to display red box around <View All Site Vulnerability Assessment Questions> button.

- Left Click on <Close> to return to the List of Assessments

INSTRUCTOR NOTES	CONTENT/ACTIVITY
VISUAL VI-C-96	**Master Database – Reports (1 of 9)**
	• Left Click on <Assessment Reports> button to bring up the standard reports.
VISUAL VI-C-97	**Master Database – Reports (2 of 9)** Here are the standard reports available.
	• Left Click on <Vulnerabilities> button to illustrate a report that is expected to get a lot of use.
VISUAL VI-C-98	**Master Database – Reports (3 of 9)** The Vulnerabilities and Recommendations report comes out as a Word® Document. This report can be sent to a printer or published and saved as a Word® Document using the <File> Pull-down Menu in the upper left corner. Left Click to display red box around <File> **Caution:** If you forgot to prioritize any vulnerability, they will default to "zero" and
	

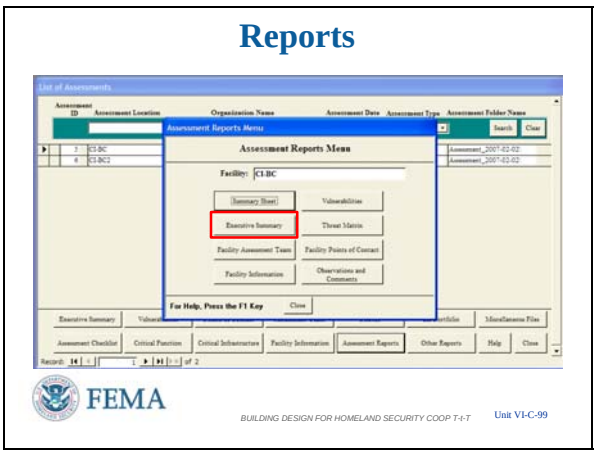
INSTRUCTOR NOTES	CONTENT/ACTIVITY

show up at the top of this report.

To close the report you will also find the <Close Report> button in the upper left corner vice the lower right corner as found on data entry screens.

- Left Click on <Close Report> button

VISUAL VI-C-99



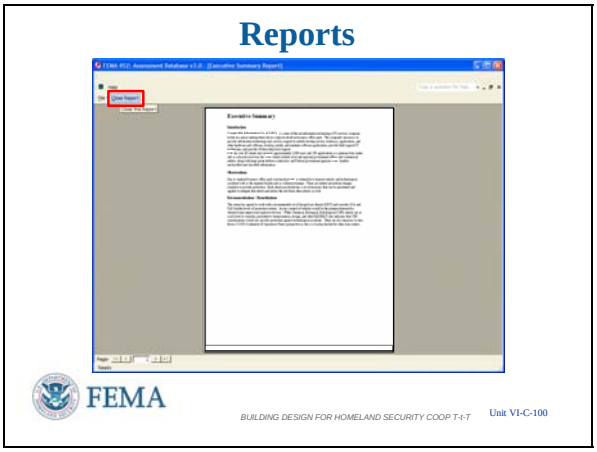
Master Database – Reports (4 of 9)

Similarly, the Executive Summary can be printed directly or published and saved as a Word® Document.

Thus, the intent is to make it very easy to collect information from the Master Database to be able to cut and paste into a Word® Document report or Power Point® Presentation.

- Left Click on <Executive Summary> button

VISUAL VI-C-100



Master Database – Reports (5 of 9)

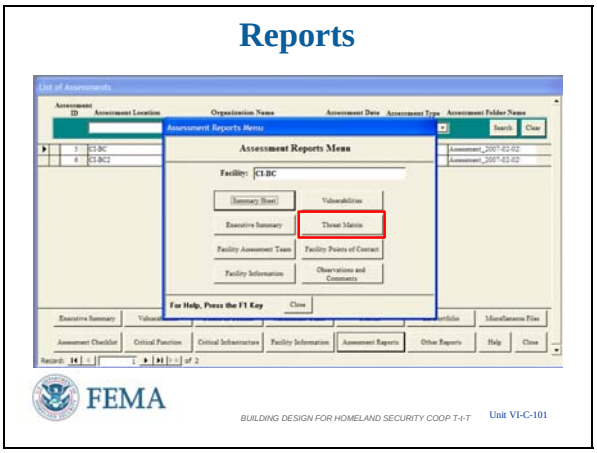
Just like Vulnerabilities, the Executive Summary is a Word® Document with the same ability to print, publish, or save to include in other documents.

Since you have not inputted any Executive Summary information, your screen will only show the headings.

- Left Click on <Close Report> button

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-101

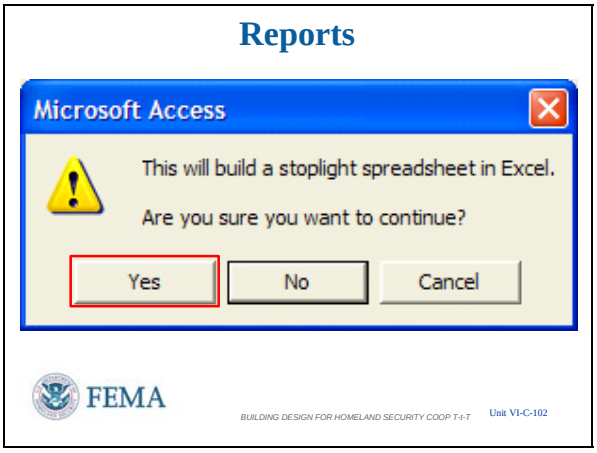


Master Database – Threat Matrix (6 of 9)

Re-entering the Assessment Reports Menu, continue the review by looking at the Threat Matrix.

- Left Click on <Threat Matrix> button

VISUAL VI-C-102

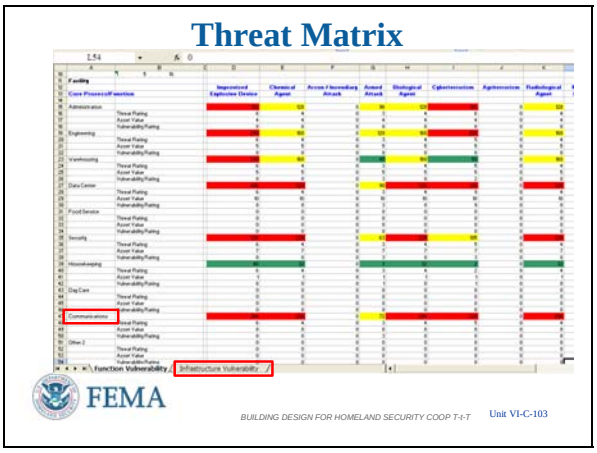


Master Database – Threat Matrix (7 of 9)

This Report gets generated as an Excel® Spreadsheet as seen in the confirmation pop-up.

- Left Click on <Yes> button to continue.

VISUAL VI-C-103



Master Database – Threat Matrix (8 of 9)

The spreadsheets build in sequence starting with Critical Functions, then Critical Infrastructure.

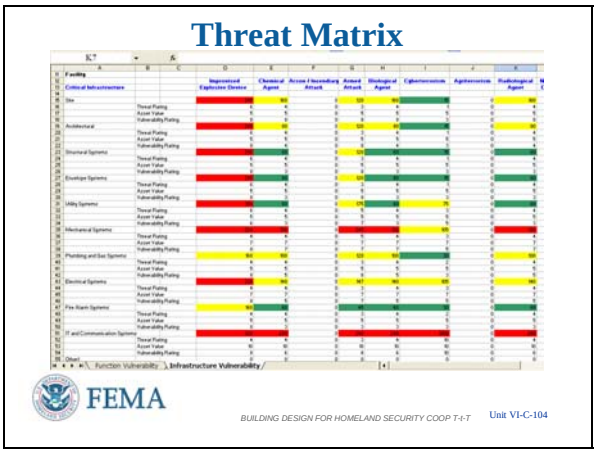
- Left Click on <Critical Functions> tab.

Since a user can not change the headings in the database in Version 3.0, here is one way to ensure the threats, functions, and infrastructure headings are tracked by the general user.

- For example, The Core Process / Function labeled in the database as Other 1 can be

INSTRUCTOR NOTES	CONTENT/ACTIVITY
	changed to Communications. Left Click to advance slide and show the change. **NOTE** to instructor: In Version 4.0, the Program Manager will be able to change: • Threats • Hazards • Critical Functions • Critical Infrastructure. Also you need not enter information in all rows and columns if the Function or Threat is not applicable to that assessment. • See Food Service in the Function column and Arson / Incendiary Attack in the Threat row, respectively. The spreadsheet is Fully Interactive – any rating cell can be changed resulting in new totals and color adjustments in accordance with the risk assessment scale. Changes to any cell can be printed or saved with these changes. • **Caution**: Changes made to either Spreadsheet do not work back into the Master Database. Those changes would have to be input separately into the database. • Left Click on <Critical Infrastructure> tab to see that spreadsheet. **NOTE** to instructor: When the spreadsheet completes building, the Critical Infrastructure is displayed. The reason to go to Critical Functions first was to familiarize the students with this spreadsheet feature.

INSTRUCTOR NOTES	CONTENT/ACTIVITY
VISUAL VI-C-104	**Master Database – Threat Matrix (9 of 9)**

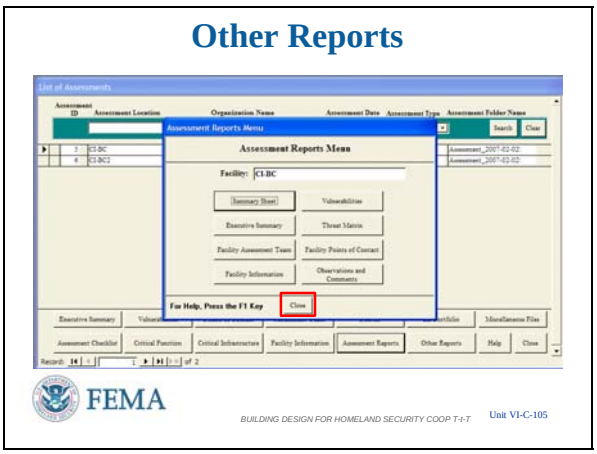


The Infrastructure Threat Matrix spreadsheet has all the same features as the Function spreadsheet just illustrated.

- Left Click on <Red X Box> in upper right corner to close out of the spreadsheet.

VISUAL VI-C-105

Master Database – Other Reports / Search (1 of 6)

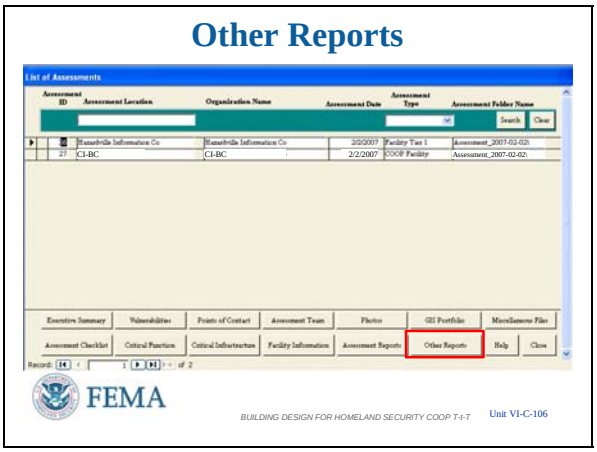


Returning to the Assessment Reports screen we want to review the Other Reports on the List of Assessments screen.

- Left Click on <Close> button just below center of the screen

VISUAL VI-C-106

Master Database – Other Reports / Search (2 of 6)



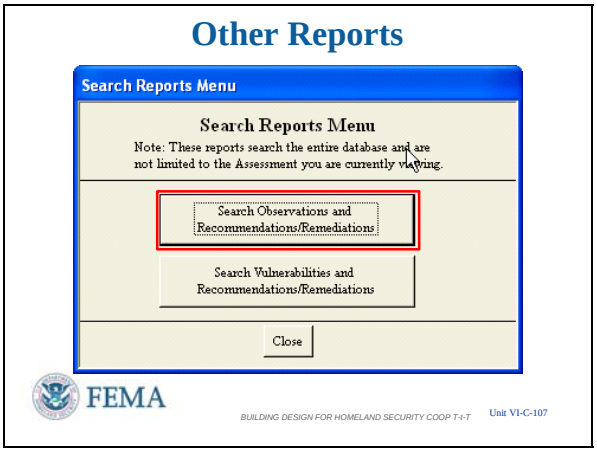
Now from the List of Assessments screen:

- Left Click on <Other Reports> button

This takes us to the Search Function of the Master Database operating mode.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-107



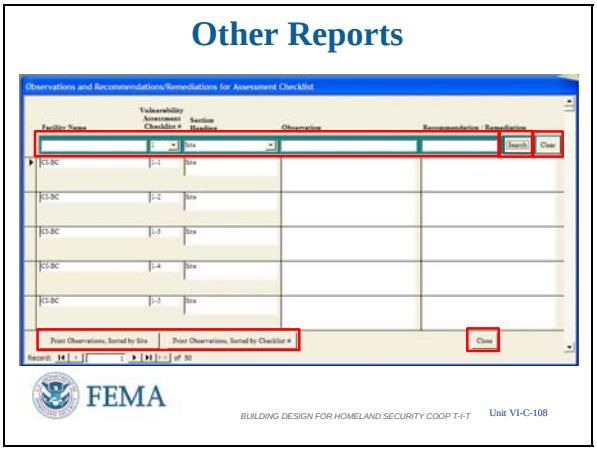
Master Database – Other Reports / Search (3 of 6)

The pop-up screen allows us to search:

- Observations and Recommendations/ Remediations
- Vulnerabilities and Recommendations/ Remediations.

- Left Click on <Search Observations and Recommendations/ Remediations>

VISUAL VI-C-108



Master Database – Other Reports / Search (4 of 6)

The data entry boxes across the top allow selection of any of these inputs or searching on a word or phrase in those boxes throughout the Master Database using the <Search> button at the end of the row.

- Note that to start a new search you should Left Click on <Clear> button next to the Search button, unless you desire to limit the search based upon the previous search performed.

Printing the Searches is possible using the buttons in the lower left:

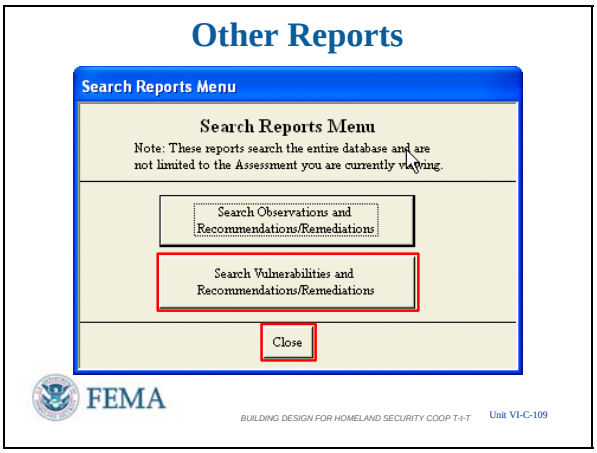
Left Click to display a red box around these buttons:

- Print Observations, Sorted by Site
- Print Observations, Sorted by Checklist # **Caution:** Limit the number of records to print to 1,000 or less as a pop-up window will appear if this number is exceeded.

- Left Click <Close> to return to the previous screen.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-109



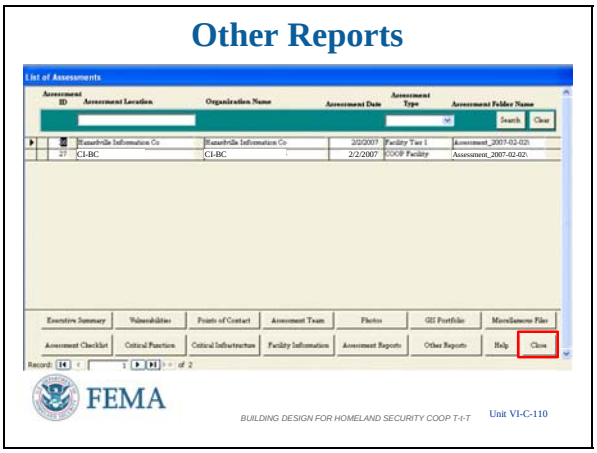
Master Database – Other Reports / Search (5 of 6)

Likewise the other selection on the Search Reports Menu will allow you to Search Vulnerabilities and Recommendations / Remediations. This is a more focused search of this subset of the overall Observations and Recommendations.

Left Click to display red box around <Search Vulnerabilities and Recommendations / Remediations> button

- Left Click on <Close> button in the lower center screen will return you to Other Reports on the List of Assessments screen.

VISUAL VI-C-110

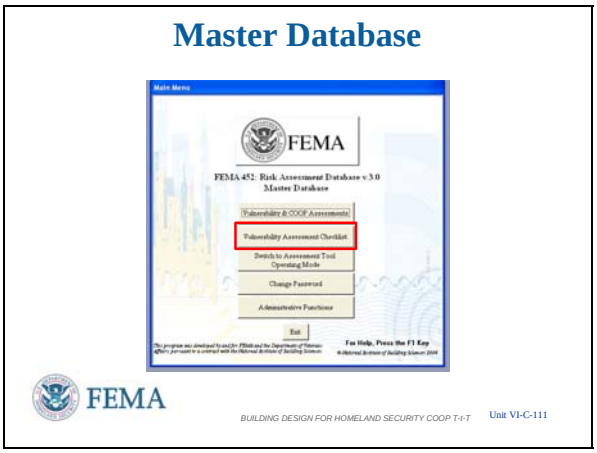


Master Database – Other Reports / Search (6 of 6)

- Left Click on <Close> button in the lower right corner will return you to the Master Database operating mode – Main Menu screen.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-111

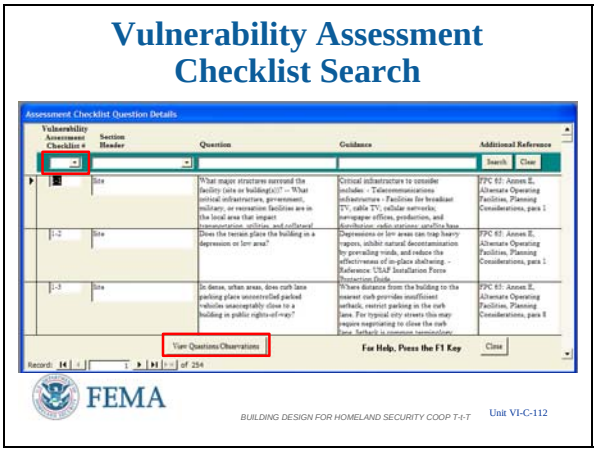


Master Database -- Vulnerability Assessment Checklist (1 of 6)

The Vulnerability Assessment Checklist button gives the Program Manager or Assessor the ability to view all answers for individual checklist questions.
OR
To search for specific content in questions and/or guidance within a section.

- Left Click on <Vulnerability Assessment Checklist> button from the Main Menu.

VISUAL VI-C-112



Master Database -- Vulnerability Assessment Checklist (2 of 6)

This screen shows all observations and recommendation / remediation answers for each assessment checklist question in the database by Section.

Left Click to display red box around Vulnerability Assessment Checklist #

- The drop down menu in the first window of the green search query bar allows the user quick access to the Checklist section.

The right facing black arrowhead indicates the Checklist Question that is selected.

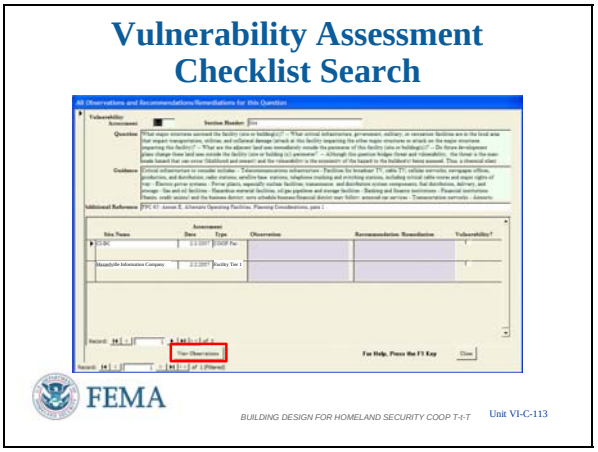
- The <View Questions / Observations> button opens the screen showing All Observations and Recommendations / Remediations in the database for the question selected, Vulnerability Assessment Checklist Question 1-1 in this case.
  - The question that is displayed is determined by the location of the arrow in the left column, not by the results of any search that was conducted.
  - The next screen will show this

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

question in all the assessments contained in the database.

- Left Click on <View Questions / Observations> to see the selected Question information

VISUAL VI-C-113



Master Database -- Vulnerability Assessment Checklist (3 of 6)

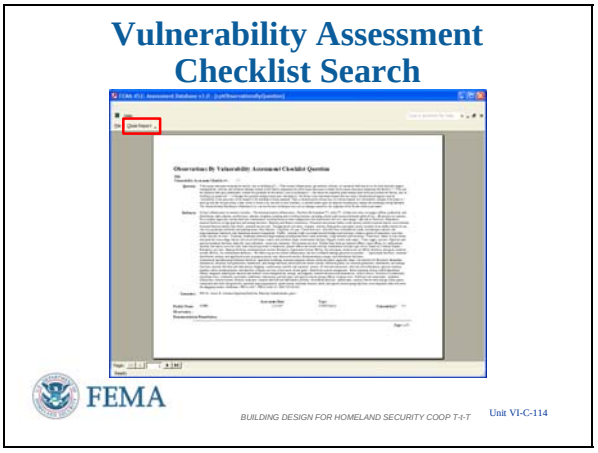
The Checklist Question indicated in the upper left corner has the Question and Guidance at the top for reference.

Then each assessment is listed with the Observation and Recommendations / Remediations so that all Question 1-1 responses (in this case) can be easily reviewed.

The <View Observations> button creates a report of all entries in the database for the designated question, including the question and guidance.

- Left Click on <View Observations>

VISUAL VI-C-114



Master Database -- Vulnerability Assessment Checklist (4 of 6)

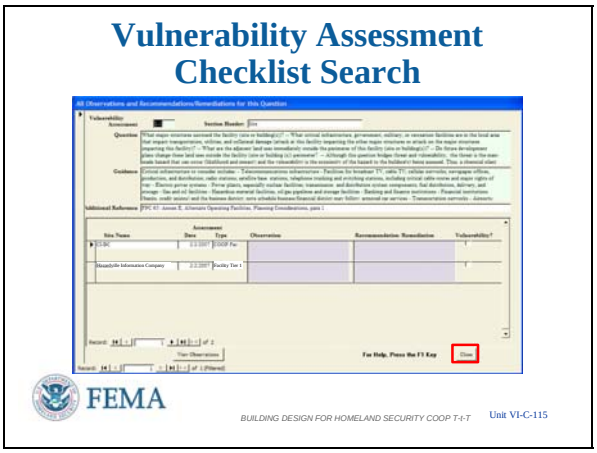
As with the other reports you have seen, this report can be printed or converted to Microsoft Word® for additional editing, formatting, etc.

To return to the "All Observations and Recommendations / Remediations for this Question" screen:

- Left Click on <Close Report> button in the upper left corner

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-115

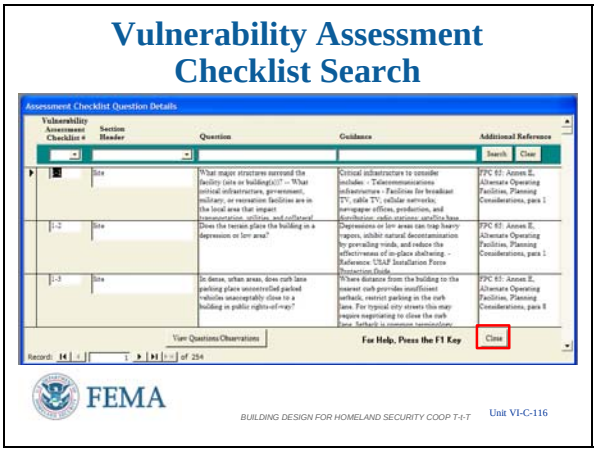


Master Database -- Vulnerability Assessment Checklist (5 of 6)

To go back to the Assessment Checklist Questions Details screen:

- Left Click on <Close> button in the lower right corner

VISUAL VI-C-116



Master Database -- Vulnerability Assessment Checklist (6 of 6)

Left Click to display red box around Question and Guidance in the Search Query window

Keyword searching is also possible, similar to the search routine in the Master Database previously shown.

Left Click to display red box around <Search> button in the Search Query window.

The <Search> button performs search based on criteria entered into the Question and / or Guidance field.

Caution: As before, subsequent searches will only be of the previous results unless the <Clear> button is first Left Clicked.

NOTE to instructor: For searches, the same selection process of the right arrowhead in the left column showing selection still holds. The <View Questions/Observations> button will also provide the same screens as before, but for the questions found in the search.

Left Click to display red box around <Clear> button in the Search Query

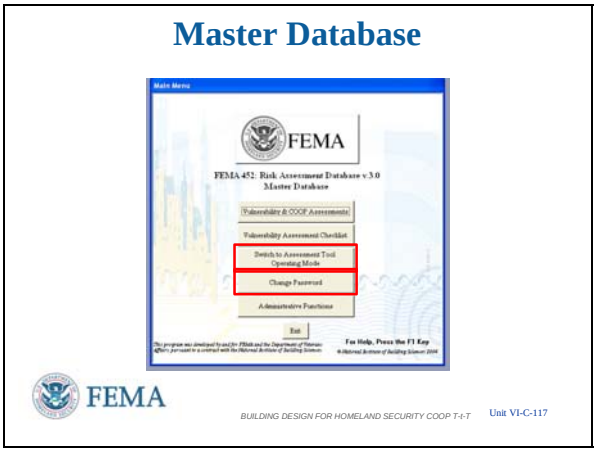
INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

window.
The <Clear> button will allow all questions to be seen again.

To go back to the Master Database Main Menu:

- Left Click <Close> button in the lower right corner

VISUAL VI-C-117



Switch to Assessment Tool Operating Mode and Change Password

MODE
The next item on the Main Menu of the Master Database operating mode is the ability to switch to the Assessment Tool operating mode.

Left Click to display red box around <Switch to Assessment Tool Operating Mode> button in the Search Query window.

Switching is as simple as Left Clicking on <Switch to Assessment Tool Operating Mode> button and then confirming you want to switch modes.

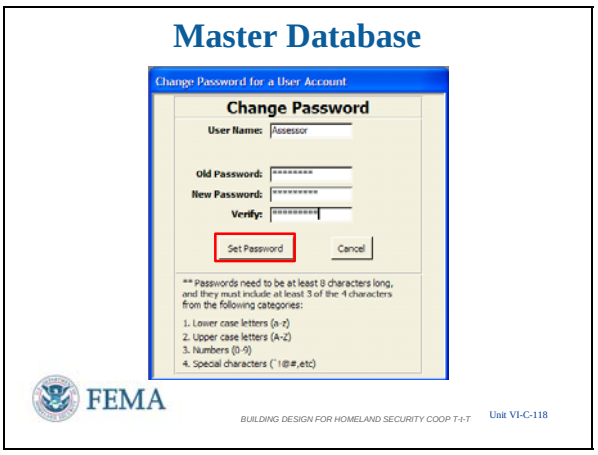
This is the same process as switching from the Assessment Tool operating mode to the Master Database operating mode.

PASSWORD
Each user has the ability to change their password from the Master Database operating mode main menu. When a user is initially created by an administrator (someone with Admins privileges), their password is blank.
To enter the database the first time, simply enter your user name, leave the password field blank, and Left Click <OK>.

It is highly recommended to change your password at your initial entry into the

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-118



database.

Selecting the <Change Password> button opens the Change Password Form

- Left Click on <Change Password> to see this feature.

Change Password

- Your User name is pre-populated in the top box.
- Enter your existing password in the "Old Password:" box.
- Enter a new password in the "New Password:" box.
- Verify your entry by re-typing the new password in the "Verify:" box.

As shown on this screen, note the restrictions for passwords

- Password must be eight characters long
- Password must include at lease three of the four characters from the following categories:

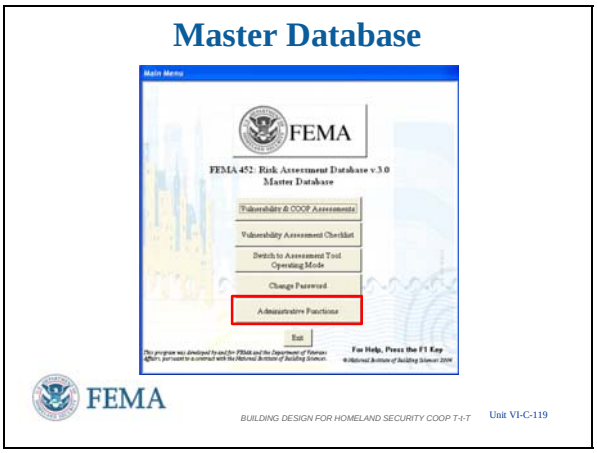
  1. Lower case letters (a to z)
  2. Upper case letters (A to Z)
  3. Numbers (0 to 9)
  4. Special characters (`!@#, etc.)

Left Click <Set Password> to complete the password change.

- Left Click on <Cancel> button to return to Main Menu

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-119



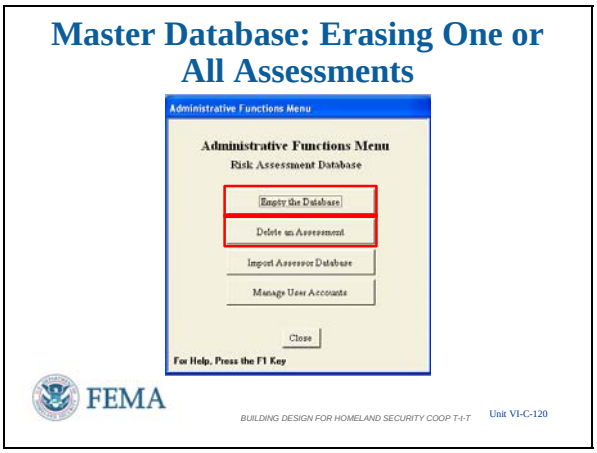
Master Database – Administrative Functions

The final features needed to understand about the Master Database are the most important – the administrative functions. These include:

- Emptying the Master Database (if there is ever a reason to do this)
- Deleting an assessment from the Master Database (more likely if the wrong database is imported)
- Importing the Lead Assessor's Assessment Tool database into the Master Database (expect this to have good use).
- Managing User Accounts

- Left Click on <Administrative Functions> button.

VISUAL VI-C-120



Master Database – Administrative Functions – Erasing Assessments (1 of 2)

Administrators have the ability to erase one or all records in the database, **permanently**.

Empting the Database is usually only done when starting a new program with no past assessments, when starting with a new assessment on a laptop and the database is excessively large, or after archiving past assessments (usually by fiscal or calendar year, but can also be done by facility.

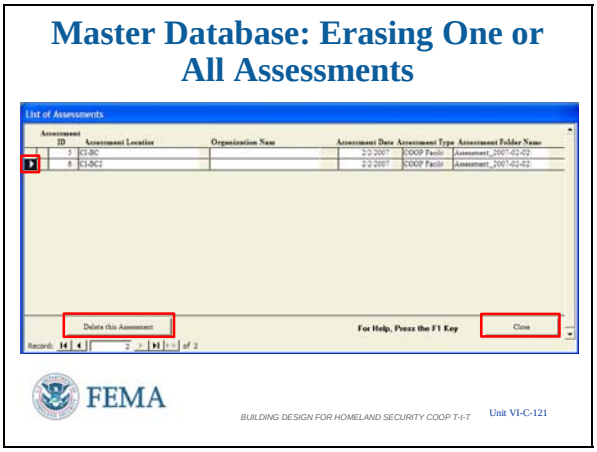
Left Click to display red box around <Empty the Database> button in the Administrative Functions screen.

Selecting the <Empty the Database> button opens a confirmation window, to ensure you want to permanently erase all assessment data. Left Click on <Yes> to continue or <No or Cancel> if you do not.

- Left Click on <Delete an Assessment> button to view this feature.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-121



Master Database – Administrative Functions – Erasing Assessments (2 of 2)

Erasing a Single Assessment in the Master Database is usually only done when an assessment was loaded in error.

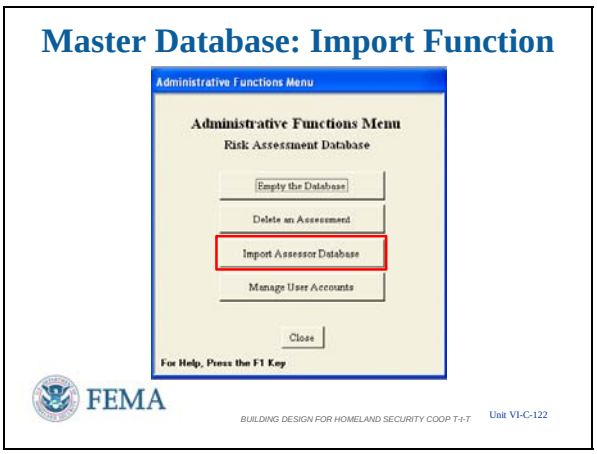
Selecting the <Delete an Assessment> button opens a list of assessments as shown in this screen.

Select the assessment to erase by left clicking in any box in that row to turn on a right facing arrowhead at the start of the row.

Left Click on <Delete this Assessment> button. This will open a confirmation window, to ensure you want to permanently erase the selected assessment. Left Click on <Yes> to continue or <No or Cancel> if you do not.

- Left Click on <Close> to return to the Administrative Functions screen.

VISUAL VI-C-122



Master Database -- Import Assessor Database (1 of 12)

Since you do not have a database to import, please tilt down your laptop screens and follow the import procedure with me on the projection screen.

To import an Assessment Database, Left Click on <Import Assessor Database> button.

NOTE to instructor: The import function in Version 2.0 and 3.0 is a one-button operation with some additional linkages later. In Version 1.0, it is a manual operation taking 20 minutes by an Information Technology specialist, such as a Database Manager, knowledgeable in Microsoft Access®.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-123

Master Database -- Import Assessor Database (2 of 12)

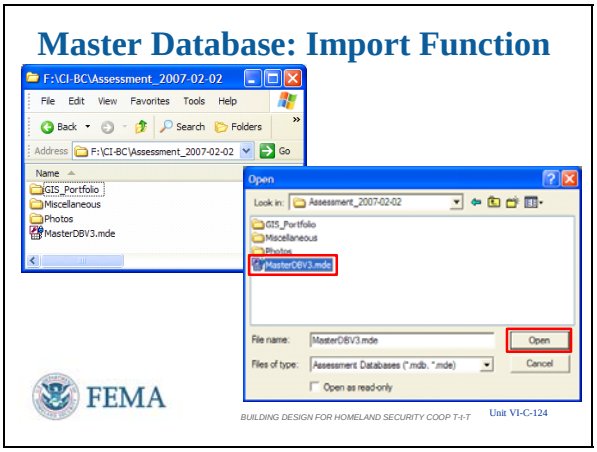
The first step is to find the Assessor database to import.

This screen opens with the file identified to which the Master Database is currently linked.

The process is similar to what the Lead Assessor must do to build the final assessment database with one huge exception.

Left Click on <Find a different Database> button to find the Assessor database that you want to import.

VISUAL VI-C-124



Master Database -- Import Assessor Database (3 of 12)

The rear screen is one example of where the assessor file to import can be loaded. In this case, on a USB thumb drive.

The front screen is what < Find a different Database > takes you to when seeking the needed .MDE file to import. Note the GIS Portfolio, Miscellaneous, and Photos subfolders are also contained on the thumb drive.

NOTE to instructor**:** Just as the GIS Portfolio Images, Miscellaneous Files, and Photos had to be placed into the appropriate subfolders, the Lead Assessor must also provide these files on the USB thumb drive or other media for transfer to the Master Database on the Program Manager's computer.

After finding the .MDE database file either

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

double Left Click on the file

OR

Left Click once on the file to have the file name and location appear in the File Name to Open

AND

Left Click once on <Open> button to link.

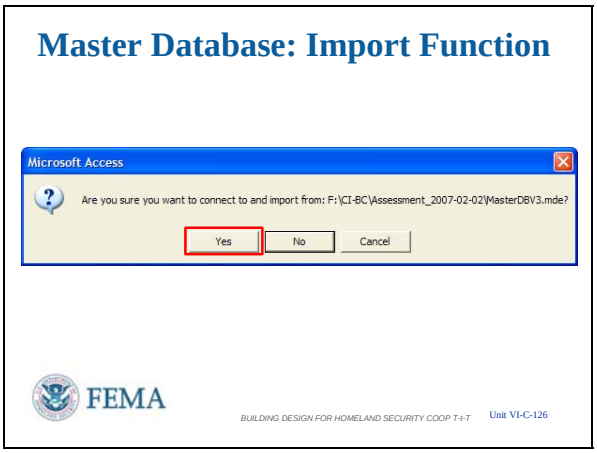
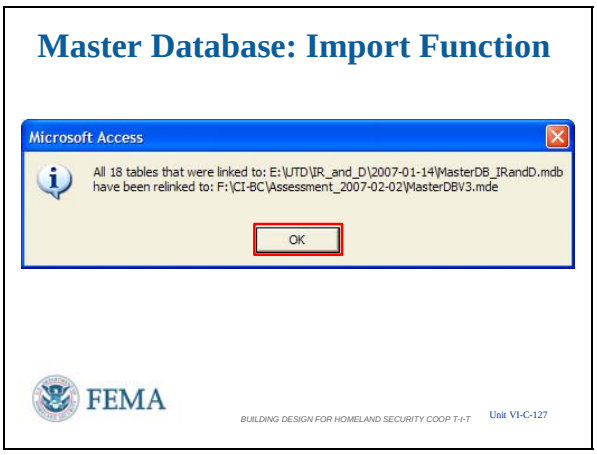
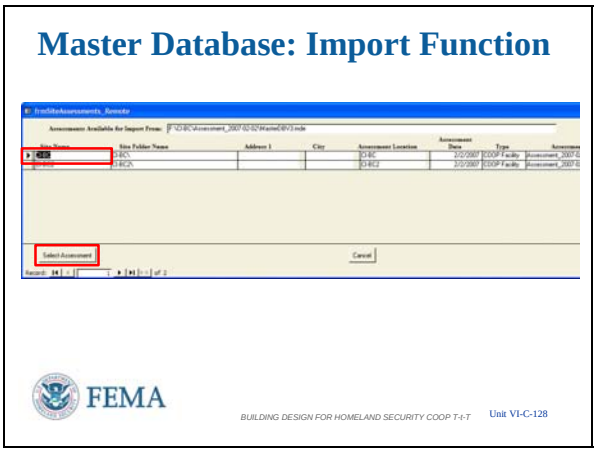
NOTE to instructor: While one way of providing pre-assessment information to the assessor laptops is to create an .MDE file with the information already loaded and the subfolders containing available files, the Master Database Import Function can also be used to do the same: Program Manager > Lead Assessors > Assessors using this feature.

VISUAL VI-C-125

Master Database -- Import Assessor Database (4 of 12)

Returning to the Import Assessments screen the Link and Import From window now correctly identifies the database to be imported.

Left Click on <Import> button to initiate the import.

INSTRUCTOR NOTES	CONTENT/ACTIVITY
VISUAL VI-C-126	**Master Database -- Import Assessor Database (5 of 12)**
	A confirmation screen then pops up to ensure this is the desired action for the indicated file. Left Click on <Yes> to continue.
VISUAL VI-C-127	**Master Database -- Import Assessor Database (6 of 12)**
	The import function confirms the linking to the desired database has been accomplished. Left Click on <OK> button to continue.
VISUAL VI-C-128	**Master Database -- Import Assessor Database (7 of 12)**
	The database may contain more than one assessment. Thus the assessment to import must be selected. As in other procedures shown before, Left Click on any box in the row to generate a rightward facing arrowhead that designates that this assessment has been selected. Left Click on <Select Assessment> button to continue importing.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-129

Master Database -- Import Assessor Database (8 of 12)

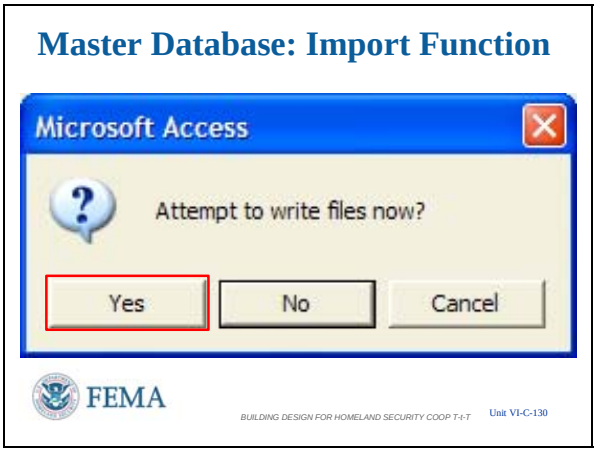
This is one <u>feature not in the Import Checklist function in the Assessment Tool operating mode.</u>

Instead of manually moving the files in these subfolders between locations as in the Import Checklist function, the Import Assessor Database function of the Master Database allows a one-button operation to do the same thing.

- As with the manual transfers in the Assessment Tool, it is equally important to ensure the file folders in the Remote Database are properly named with the Assessment Location and Date to effect this transfer
  And
- The same file folder names as the Master Database

Left Click on <Yes> to make these transfers.

VISUAL VI-C-130



Master Database -- Import Assessor Database (9 of 12)

The final confirmation pop-up wants to know if you want to write the files now.

Left Click on <Yes> to continue the import process.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

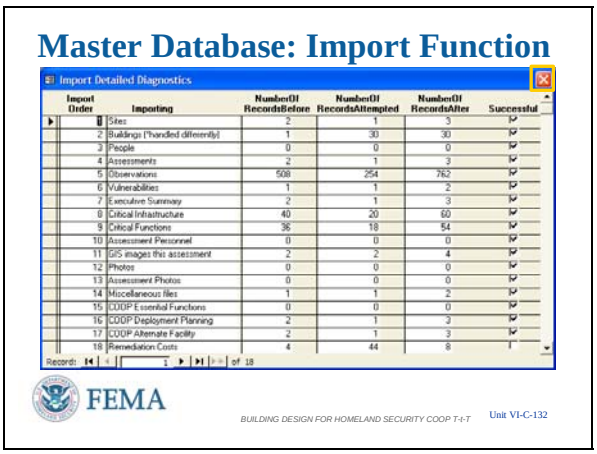
VISUAL VI-C-131

Master Database -- Import Assessor Database (10 of 12)

As in every process, it is always necessary to confirm that what you wanted to have done was actually done.

Next Left Click on <Show Detailed Results> to check that all transfers were successful.

VISUAL VI-C-132



Master Database -- Import Assessor Database (11 of 12)

The Import Detailed Diagnostics screen shows what was in the Master Database before the import, the number of records attempted by the import, and the records after the import.

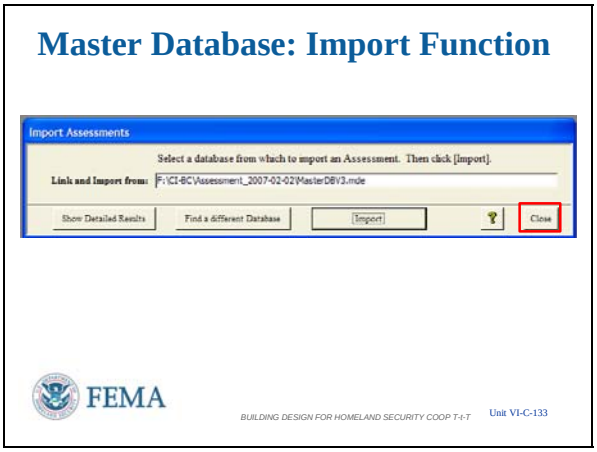
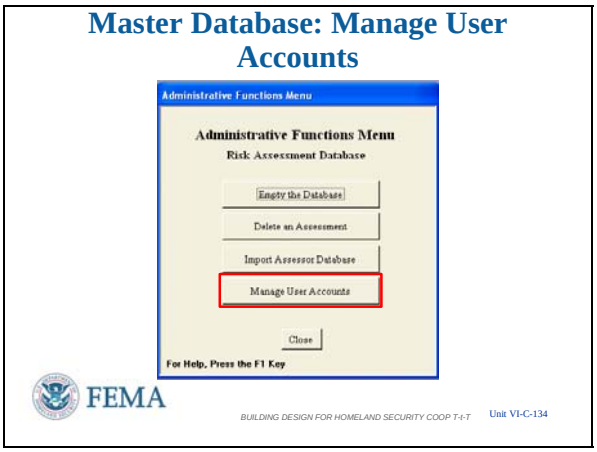
The quick check is to scan the right hand Successful column to ensure all boxes are checked.

Another check is to scan Row 4, Assessments. The number of assessments being imported should match the number of assessments attempted.

Note that Remediation Costs at the bottom of the list indicates that the transfer was not successful. Two ways to overcome this:

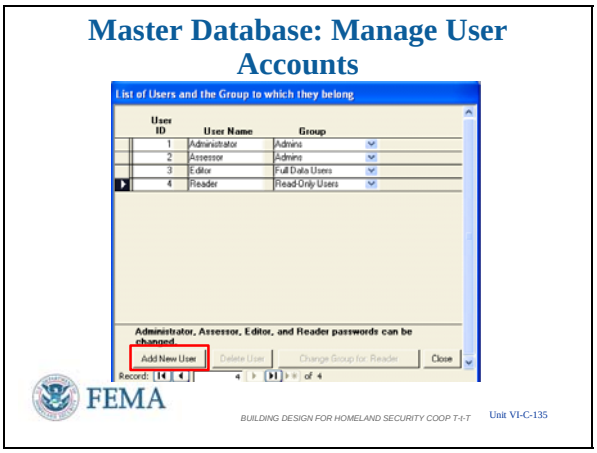
- Delete and start again (probably more desirable)
- Copy the missing information by hand (probably less desirable.

To return to the Import Assessments pop-up, Left Click on <Red X - Box> in the upper right corner to close the window.

INSTRUCTOR NOTES	CONTENT/ACTIVITY
VISUAL VI-C-133	**Master Database -- Import Assessor Database (12 of 12)**
	That completes the import function. Left Click on <Close> button in the lower right corner to return to the Administrative Functions Menu
VISUAL VI-C-134	**Master Database – Manage User Accounts (1 of 4)**
	You may follow along with your laptops in this final feature. Administrators can manage user accounts using <Manage User Accounts> in the Administrative Functions Menu. This enables an administrator to add a new user, delete a user, and assign permission levels to users. • Select <Mange User Accounts> to start the process

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-135



Master Database – Manage User Accounts (2 of 4)

The form labeled "List of Users and the Group to which they belong" is displayed next.

From this form, an Administrator can add a new user, delete a user and assign or change their permission level (called User Group).

User Groups:
Three user groups have been created for the database in the Workgroup File: *Admins*, *Full Data Users*, and *Read Only Users*.

Admins has full access to the database. The Administrative Functions button will only be visible for users in the Administrator group. It is highly recommended to assign the user names "Administrator" and "Assessor" a different password in the Master Database after initial logon.

Full Data Users can view and update data.

Reader can only view data.

- Left Click on <Add New User>

VISUAL VI-C-136

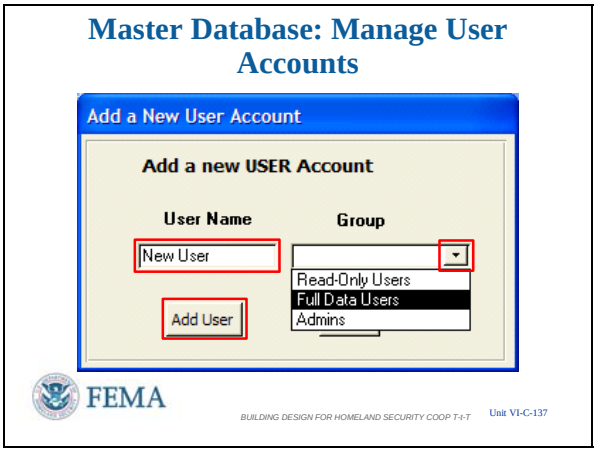
Master Database – Manage User Accounts (3a of 4)

Add a New User Account:
Left Click to display red box around the two windows.
A screen opens called "Add a new USER Account."

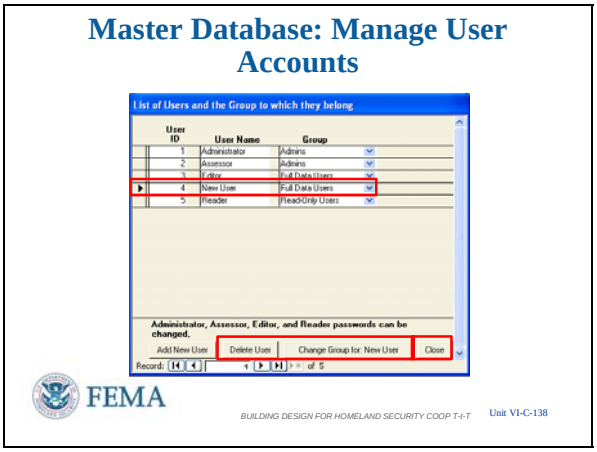
- Type in the new user name
- Select from the drop down box a users group (permission level).

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-137



VISUAL VI-C-138



Master Database – Manage User Accounts (3b of 4)

Left Click displays a red box around User Name window.

Add a User Name.

Left Click displays a red box around Group drop down arrow.

Select a Group (permission level) from the drop down menu.

After making entries

Left Click on <Add User> button to finalize the account.

Master Database – Manage User Accounts (4 of 4)

Left Click displays red box around the New User entry into accounts

Left Click displays red box around <Delete User> and <Change Group for > buttons.

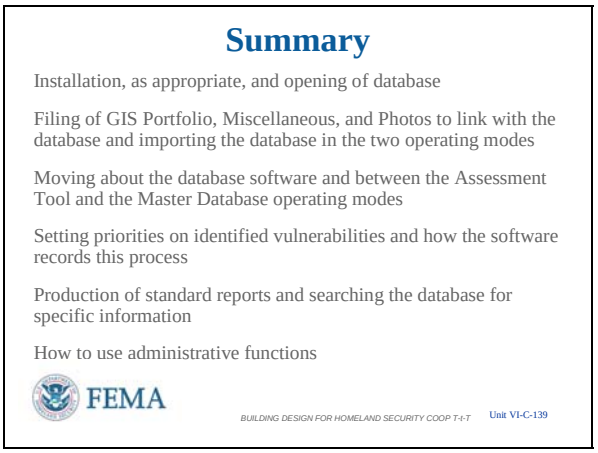
Note that when a new user is added, the <Delete User> and <Change Group for … > buttons become active.

Caution: The four original user accounts can not be deleted. However, the password and permission level for the four original user accounts can be changed.

- Left Click on <Close> button to complete the database presentation.

INSTRUCTOR NOTES | **CONTENT/ACTIVITY**

VISUAL VI-C-139



Summary

You have been show how to:

- Install, as appropriate, and open the database
- Link collected data to the database and import the database in the two operating modes
- Move around the software and between the Assessment Tool operating mode and Master Database operating mode.
- Handle vulnerabilities, including setting of priorities
- Produce standard reports and searches for specific information showing the benefits of the FEMA 452 databases in performing a Risk Management Program.
- How to use administrative functions – deleting assessments, changing passwords, and managing user accounts.

NO VISUAL

Student Activity

Option 1: The student activity was having the students load the software on their laptops before arriving at the course with the help of their System Administrators. The students then follow along in a Demonstration / Performance instruction methodology.

Option 2: The student activity was having the students with laptops load the software and follow along in a Demonstration / Performance instruction methodology.

Option 3: The student activity will be loading the software on laptops for all those interested at lunch today and/or the end of today. The students will follow the presentation in a lecture mode as there will be no Demonstration / Performance in this option.

INSTRUCTOR NOTES	CONTENT/ACTIVITY
	Transition In the next unit, we will investigate the basics of Explosive Blast to better understand the value of mitigation measures presented.

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UNIT VI (C) CASE STUDY ACTIVITY: FEMA 452 RISK ASSESSMENT DATABASE (COOP Version)

To this point the assessment procedures have been done manually to understand the thought process. Once the process is understood, the need to be able to manage assessment information, especially from multiple assessments, becomes evident. This unit shows the features of the FEMA 452 Risk Assessment Database v3.0, 16 January 2007, in a demonstration/performance instruction approach or a presentation approach with software installation being done either before arriving at the course or sometime later on Day 2.

Requirements

Minimum hardware and software requirements:

Pentium® 4 or equivalent
Windows XP
MS Access® 2002
256 MB of RAM recommended for all components

Option 1:

Students should have individual personal laptops that they have brought to the course. They have downloaded the database software either from the FEMA Risk Management Series web site or from a FEMA Floodmaps e-mail. They will work with their Systems Administrator as required to ensure the laptop meets the minimum hardware and software requirements listed above and that the software installation is successful. They students may begin familiarization with the software, but that will require some review of the User's Guide.

During the course, the instructor will use PowerPoint slides with database screen captures to illustrate the various features of the software. The database installation slides will be hidden as the laptops will already be loaded with the database and other files.

Option 2:

This option works best when the students are conversant in loading software on their laptop, have the necessary minimum requirements on their laptop, and have administrator rights for loading software. The instructor will provide a CD to each student as part of the course handouts. The CD contains the install wizard programs to install the database on the laptop. It also contains other files to illustrate the user interface, input, and functions of the database.

As the instructor presents the instruction unit, the student will follow on their laptop so that at the end of the instruction block the student has an initial familiarization of the database features, how to use the database as a risk assessment/risk management tool, and has it loaded on the laptop for their personal use in the future.

It the student does not have a laptop, they may look over the shoulder of someone who does have a laptop or just follow along the slide presentation which uses screen captures of the software throughout the processes demonstrated.

Option 3:

When few students have laptops, the laptop users do not have administrator rights, or laptop users have other restrictions on loading new software, the demonstration / performance approach becomes too time consuming and detracts from the learning experience of most of the students. In this case, presentation of the PowerPoint visuals without demonstration / performance is the approach to use. Then at an identified time on Day 2, those who want to load the software on their laptops can do so with the help of the instructors. The instruction unit flows more smoothly in this situation and software loading problems only impact those who are loading the software.