

Unit VI

COURSE TITLE	Building Design for Homeland Security	TIME	60 minutes
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UNIT TITLE	FEMA 452 Risk Assessment Database
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OBJECTIVES	<ol style="list-style-type: none">1. Explain the database install process2. Identify where to save photos, maps, drawings, plans, etc. to interface with the database3. Explain the information required for the database to function within each screen, how to move between screens, and switch between the assessor's tool and the master database4. Explain the benefit and approaches to setting priorities on identified vulnerabilities5. Explain how to use the master database to produce standard reports and search the database for specific information
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SCOPE	The following topics will be covered in this unit:
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1. The installation of the assessor tool database and the master database.
 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 by installing the databases and navigating the databases following the instructor's presentation.
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REFERENCES	<ol style="list-style-type: none">1. FEMA 426, <i>Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings</i>, Chapter 12. FEMA 452, <i>Risk Assessment - A How-To Guide to Mitigate Potential Terrorist Attacks Against Buildings</i>, pages 4-1 to 4-103. FEMA 452 Risk Assessment Database CD with Install Wizard (latest version)4. Student Manual, Unit VI5. Unit VI visuals
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REQUIREMENTS	<ol style="list-style-type: none"> 1. FEMA 426, <i>Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings</i> (one per student) 2. FEMA 452, <i>Risk Assessment - A How-To Guide to Mitigate Potential Terrorist Attacks Against Buildings</i> (one per student) 3. Instructor Guide, Unit VI 4. FEMA 452 Risk Assessment Database CD with Install Wizard (latest version) 5. Overhead projection or computer display unit 6. Unit VI visuals
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UNIT VI OUTLINE	<u>Time</u>	<u>Page</u>
VI. FEMA 452 Risk Assessment Database (84 Slides, estimated 0.75 minutes/slide)	75 minutes	IG VI-1
1. Introduction and Unit Overview	2.25 minutes	IG VI-5
2. Program Installation – Assessor Tool	5.25 minutes	IG VI-7
3. Program Installation – Master Database	5.25 minutes	IG VI-10
4. Database Overview	1.5 minutes	IG VI-13
5. Open Assessor Tool	2.25 minutes	IG VI-14
6. Assessor Tool – Site Information	1.5 minutes	IG VI-16
7. Assessor Tool – Load Added Files	2.25 minutes	IG VI-18
8. Assessor Tool – Team Members	3 minutes	IG VI-19
9. Assessor Tool – Points of Contact	1.5 minutes	IG VI-21
10. Assessor Tool – Link and Load Added Files	5.25 minutes	IG VI--22
11. Assessor Tool – Threat Matrices	3 minutes	IG VI-25
12. Assessor Tool – Checklists	3 minutes	IG VI-26
13. Assessor Tool – Executive Summary	1.5 minutes	IG VI-29
14. Assessor Tool – Vulnerabilities	2.25 minutes	IG VI-30
15. Assessor Tool – Import Assessment Information	3 minutes	IG VI-33

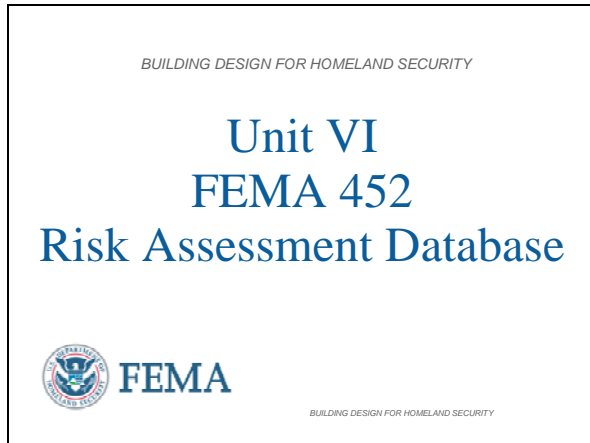
16. Close Assessor Tool	0.75 minutes	IG VI-36
17. Empty Assessor Database	0.75 minutes	IG VI-37
18. Switch to Master Database Mode	1.5 minutes	IG VI-37
19. Open Master Database	2.25 minutes	IG VI-38
20. Master Database -- Checklists	1.5 minutes	IG VI-39
21. Master Database -- Reports	1.5 minutes	IG VI-40
22. Master Database – Threat Matrix	2.25 minutes	IG VI-41
23. Master Database – Other Reports / Search	0.75 minutes	IG VI-43
24. Master Database – Vulnerability Assessment Checklist	2.25 minutes	IG VI-43
25. Master Database – Administrative Functions	1.5 minutes	IG VI-45
26. Master Database – Import Database	8.25 minutes	IG VI-45
27. Summary	1.5 minutes	IG VI-50

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 2.0 database. Then the instructor should understand how to work with the FEMA 452 Risk Assessment Database Version 2.0 by following along with the slides and actually working with the software.
- **Optional Activity:** There are no optional activities in this unit. This instruction unit is Case Study independent – it does not matter what Case Study is being used, this instruction unit does not change.
- **Activity:** 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 the start of this unit.
- Refer students to their Student Manuals, Unit VI, for an explanation of this activity.

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

VISUAL VI-1



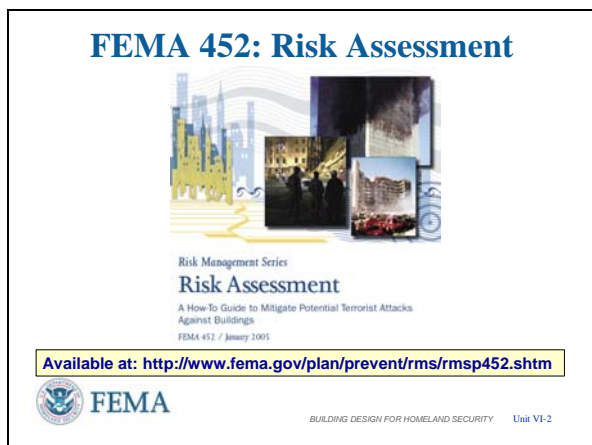
NOTE: This Instruction Unit is designed to use FEMA 452 Database Version 2.0 Install Wizard: April 5, 2006 with Record Delete

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 two 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 Assessor Tool and the Master Database. Version 2.0, the one being presented here 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.

VISUAL VI-2



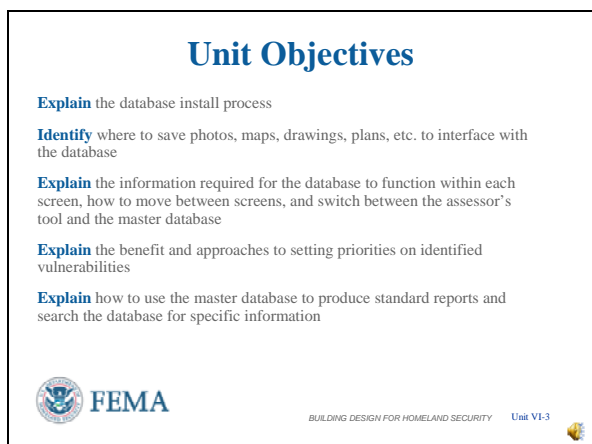
Introduction and Unit Overview

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. 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-3



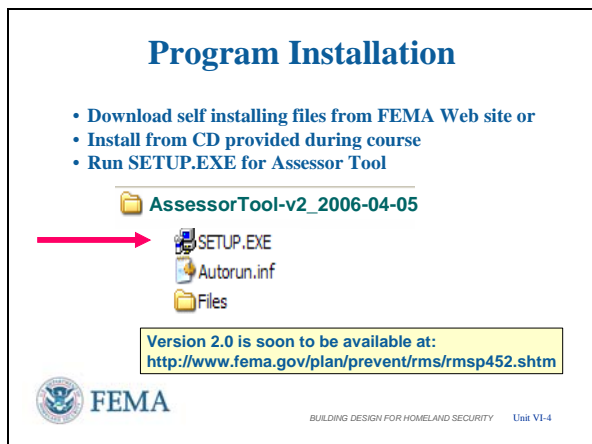
Unit Objectives

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 Assessor's tool and the Master Database
- **Explain** the benefit and approaches to setting priorities on identified vulnerabilities
- **Explain** how to use the master database to

produce standard reports and search the database for specific information

VISUAL VI-4



Program Installation – Assessor Tool

The first task is to download and install the two database programs from the FEMA website or from the CD provided during this course. Follow the download and self installation instructions. We begin with the installations process with the Assessor Tool.

- Install the Assessment Tool on the computers that your Assessors will use to collect data, such as laptops. 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 be deleted of data and used for other assessments.
- We begin the installation process by left clicking on the SETUP.EXE for the Assessor Tool. The normal way to install a program is to close all other programs, then left click <Start>, <Run>, 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 Run.
- Currently Version 1 is available for download from the indicated web site, with Version 2 to be added some time in the near future (Fall 2006).

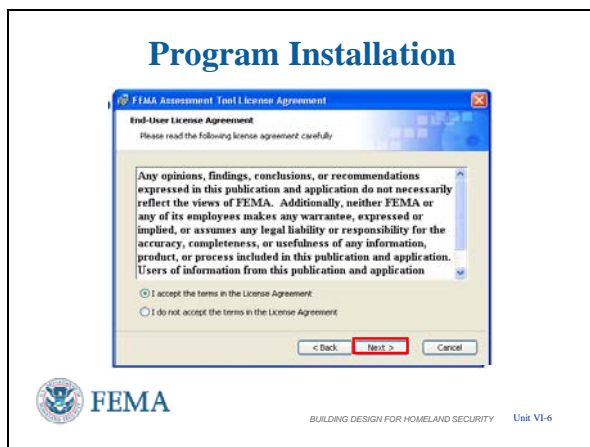
VISUAL VI-5



Program Installation – Assessor Tool

The Install Wizard first identifies the name of the software being installed. Left click <Next> to continue after confirming that this is the software you want to install.

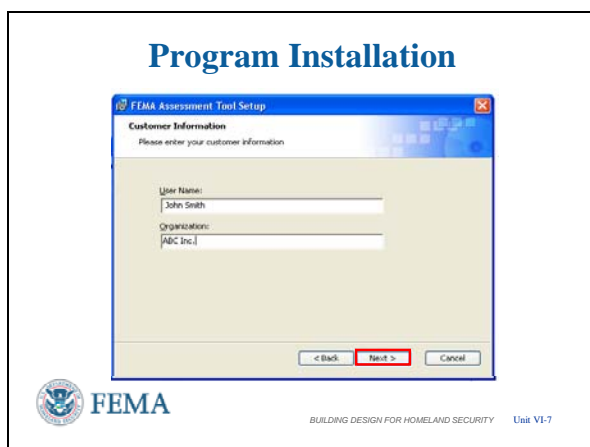
VISUAL VI-6



Program Installation – Assessor Tool

Again, a standard screen showing the End User License Agreement. Read as you feel appropriate, then left click on the <Accept> circle, then left click on <Next> to continue with the installation.

VISUAL VI-7



Program Installation – Assessor Tool

Then add the User Name and Organization in the appropriate windows. And continue with the installation by left clicking <Next>.

VISUAL VI-8



Program Installation – Assessor Tool

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. To proceed, left click on <Typical>.

VISUAL VI-9



Program Installation – Assessor Tool

Another standard screen to ensure you are ready to install. Proceed by left clicking <Install>.

VISUAL VI-10

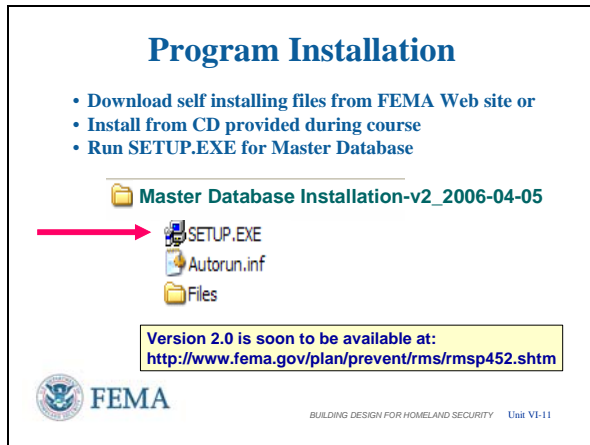


Program Installation – Assessor Tool

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 screen.

The final standard screen indicates the Install Wizard has completed the installation. Left click <Finish> to end the installation.

VISUAL VI-11



Program Installation – Master Database

- After installing the Assessment Tool, follow the same procedure to install the Master Database using the Install Wizard.
- Install the Master Database program on a computer at your organization's headquarters. This is 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. For small organizations, the Master Database can also perform the functions of the Assessment Tool and directly collect assessment data.
- The Master Database does not have to be installed in order to use the Assessor Tool. However, they both can be loaded on the same laptop or desktop as needed, particularly by a Program Manager that also performs assessments.
- Begin the installation process by left clicking on the SETUP.EXE for the Master Database. The normal way to install a program is to close all other programs, then left click <Start>, <Run>, identify the location where the SETUP.EXE program can be found (CD, C:/Temp, or some other storage location on hard drive or media).

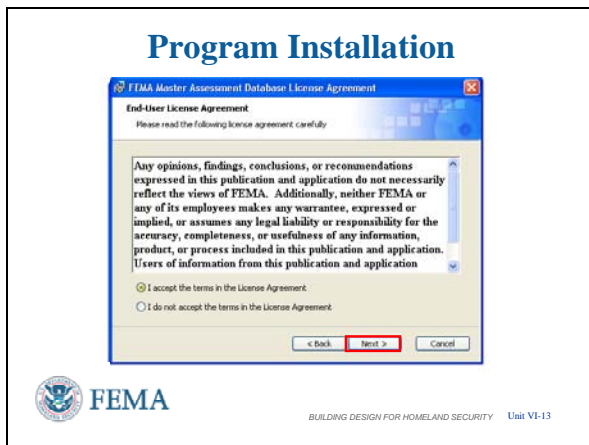
VISUAL VI-12



Program Installation – Master Database

As before, the title confirms the installation of the Master Assessment Database. Left click <Next> to continue.

VISUAL VI-13



Program Installation – Master Database

Same process with the End-User License Agreement. Left click <Accept> circle and then left click <Next>.

VISUAL VI-14



Program Installation – Master Database

As before, input User Name and Organization, and then left click <Next> to continue.

VISUAL VI-15



Program Installation – Master Database

- Recommend using the 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.
- To proceed, left click on <Typical>.

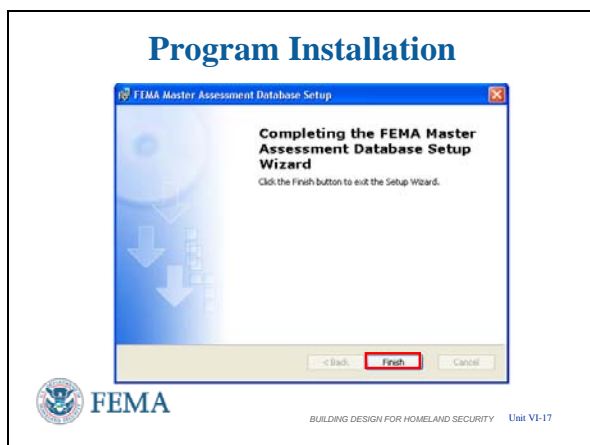
VISUAL VI-16



Program Installation – Master Database

- This screen is a double check to ensure the installation of this software is what is desired.
- Left click <Next> to proceed.

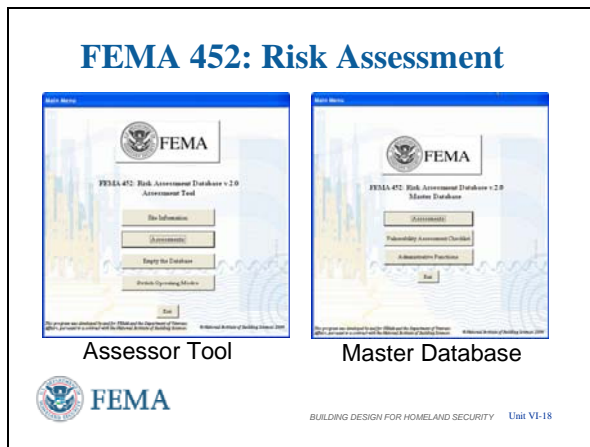
VISUAL VI-17



Program Installation – Master Database

And when the installation is complete, you are notified and left click <Finish> to end the installation. If the Assessor Tool installation searched for the Microsoft Access program, then this installation will do the same.

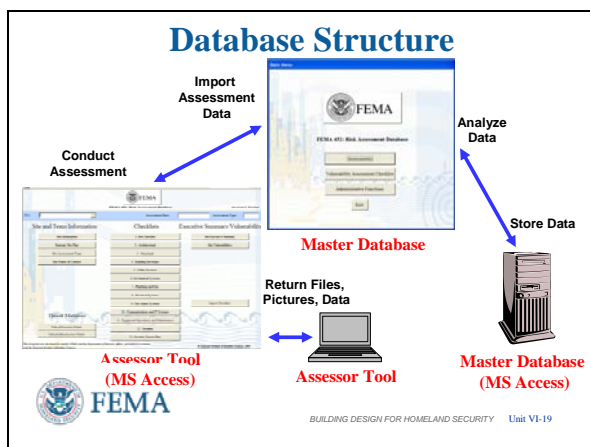
VISUAL VI-18



Database Overview

- The first thing to understand is that there are really two databases, the Assessment Tool for conducting assessments in the field, and the Master Database for collecting the results from the Assessors, printing reports, and archiving the results from any number of assessments. The Master Database also provides the using organization the ability to search for vulnerabilities common to many assessed sites, 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 was designed for engineers and security specialists to be able to easily collect data from the site being assessed. As you will see, the software is very user friendly. The Master Database was designed for the Program Manager.

VISUAL VI-19



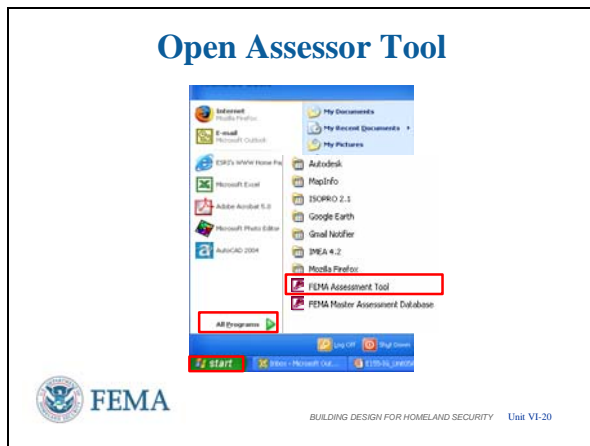
Database Overview

This diagram shows how the two databases interact. When an organization collects information and prepares to conduct an assessment of a site or a series of sites, the blank temporary Assessment Tool program is also prepared. Into this Assessment Tool is placed references, site plans, GIS portfolios, and other site specific data that is known about the assessment site or is developed during the pre-assessment phase. Loading this information can be done by a Program Manager before the assessment or by an Assessor during the assessment for Version 2.0. It has to be done by a Database Manager in Version 1.0.

This Assessment Tool is then given to the assessment team and is loaded on one or more assessment computers (usually laptop

computers). The assessment team then conducts the assessment and records information in the Assessor Database. At the end of the assessment, the assessment team combines their data, photos, and miscellaneous files into the Lead Assessor's database and folders and passes these files back to the Master Database Program Manager. The Program Manager then loads the data and files into the Master Database for printing and analysis.

VISUAL VI-20

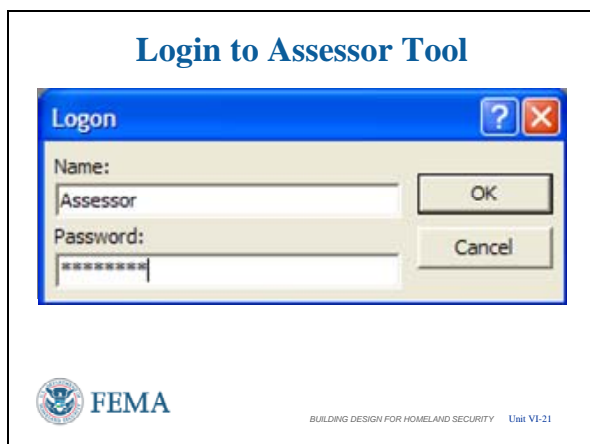


Open Assessor Tool

To open the Assessor Tool you first left click on <Start>, then <Programs>, and look for the <FEMA Assessor Tool> to left click. The FEMA Assessor Tool will be at the end of the Startup Program Menu after the installation.

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

VISUAL VI-21

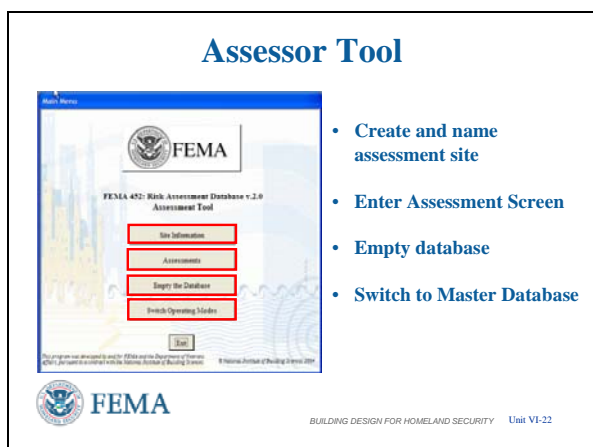


Open Assessor Tool

The first action to enter the Assessment Tool is the Logon. You can enter the Assessment Tool as an Assessor. The initial Password is Assessor.

A Database Manager or Database Administrator is needed to change the Logon Names and Passwords.

VISUAL VI-22



Open Assessor Tool

This is the main page of the Assessor Tool in Version 2. 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 identify the site assessment in the Assessment Tool by left clicking on <Site Information> and creating a new site. Any Assessor can create a site in the Assessment Tool. [Left Click to advance slide bullets.]
- If the Site Information has already been loaded, you can go directly to the assessment screen by left clicking on <Assessments>. [Left Click to advance slide bullets.]
- Assessor laptops have limited storage capacity and can become bogged down by 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, as Assessors may find it beneficial to refer to similar entries from previous assessments, especially recommended mitigation measures for similar vulnerabilities. To save time recommend using a consistent filing / naming system to find past assessments.
 - **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.
 - 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

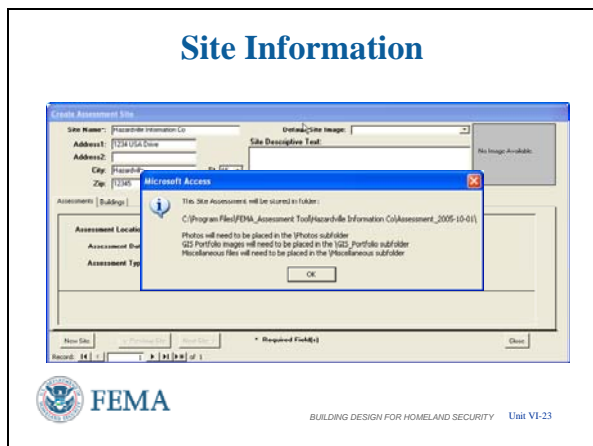
have to be deleted separately after using the same filing / naming system for recording.

[Left Click to advance slide bullets.]

- The <Switch Operating Modes> tab takes you to the Master Database features and allows the Assessor to use the reports feature to check the final look of the information entered, to identify / prevent duplicate entries, and to easily review the information rather than having to scroll through the Assessment Tool database. [Left Click to Advance Slide Action]

In the next slide we will create a new site in Site Information.

VISUAL VI-23



Assessor Tool – Site Information

The first time you enter the database (with no prior assessments entered), click <Site Information> and the software will immediately go to the <Create Assessment Site> input screen. If assessments have already been entered, then a new assessment can be created by left clicking on the <New Site> button in the lower left corner.

Note the asterisked (*) entries that are the minimum required to create a site: Site Name, Assessment Location, Assessment Date, and Assessment Type. Site Name, Assessment Location, and Assessment Date are self explanatory. However, Assessment Type needs some clarification. Refer to FEMA 452, Page 3-2, for information on Assessment Type / Level of Assessment. [This information is in the **Instructor Notes** in the left column under the slide for instructor ease of access.]

Instructor Notes: Assessment Type / Level of Assessment

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

When data input is complete, left click <Close> to create the Assessment Site.

- **Note** that <Close> is the standard method to move between screens in the Assessment Tool, except for one instance

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.

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 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.

where there is no <Close> button.

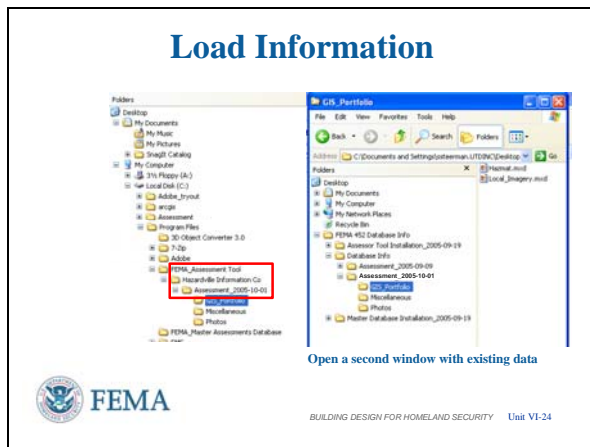
- **Always** use the <Close> button if one is available.

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.]

VISUAL VI-24

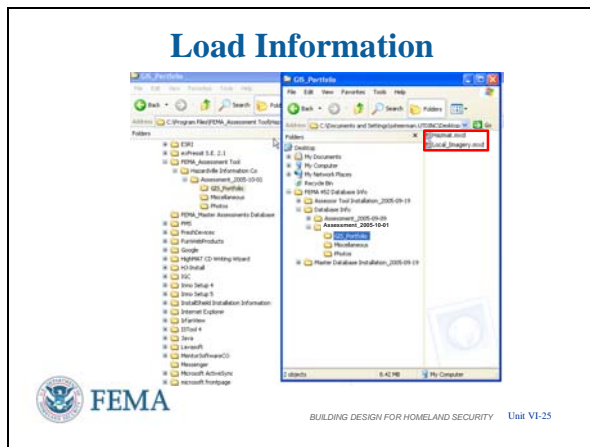


Assessor Tool – Load Added Files

Let's look at the process to load the information into these newly created subfolders.

- First open My Computer or Windows Explorer to find the storage locations created by the Site 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.

VISUAL VI-25

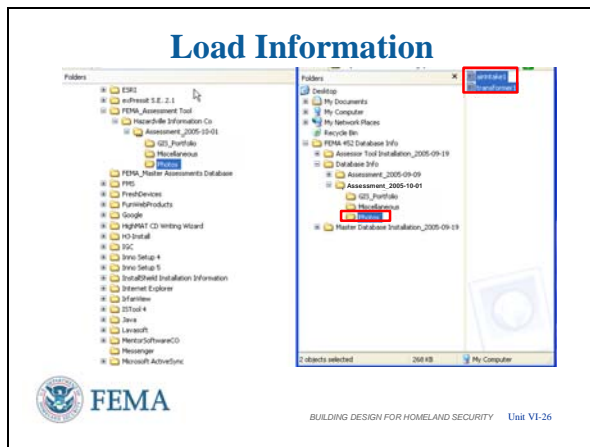


Assessor Tool – Load Added Files

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 <Shift> or <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.

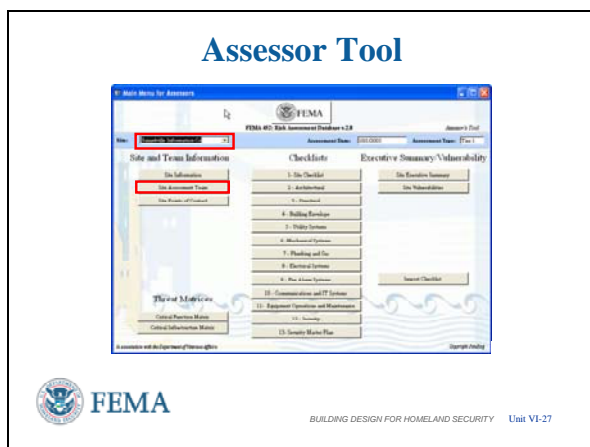
VISUAL VI-26



Assessor Tool – Load Added Files

The same Drag-and-Drop operation between the two windows allows transfer of the files contained in the folders marked Miscellaneous and Photos.

VISUAL VI -27



Assessor Tool – Team Members

From the **Assessment Tool Main Menu**, left click on <Assessments> to enter the Main Menu for Assessors.

[Slide VI-22 (Assessment Tool Main Menu) shows where <Site Information> was entered first and the second button is <Assessments>]

The first action on this screen is to choose an assessment site, since several may be loaded. This is done using the pull-down list in the “Site:” window in the top left corner.

The list will show the names of the sites that have been loaded. Once an assessment site has been chosen, the Assessor can go into any of the data entry areas: Site Information, Team Information, Site Points of Contact, Threat Matrices, Checklists, Executive Summary or Site Vulnerabilities.

Left click on <Site Assessment Team> to start entering data.

VISUAL VI-28



Assessor Tool – Team Members

The Site Assessment Team tab takes the Assessor to 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-29

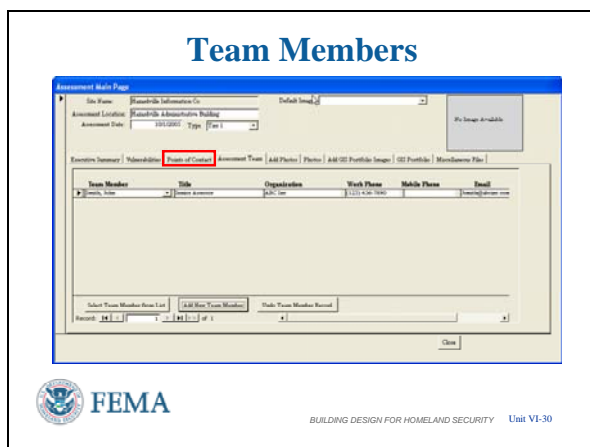


Assessor Tool – Team Members

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

Then left click the <Add> button to place this team member in the database.

VISUAL VI-30

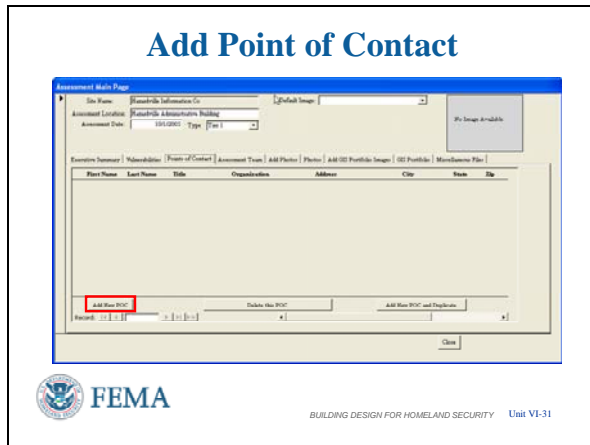


Assessor Tool – Team Members

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

- Use the slide scale or direction arrows in the lower right to see the remaining 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 <Close> to go back to the Assessments screen or you can continue loading information using the

VISUAL VI-31



tabs in the middle of the screen.

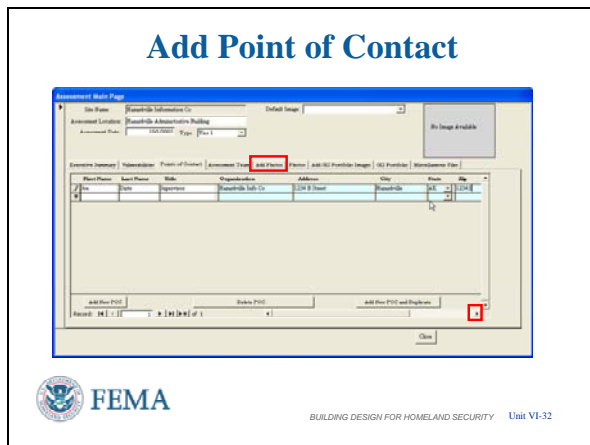
- Let us now go to the <Points of Contact> by left clicking the tab.

Assessor Tool – 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.

- The buttons across the bottom allow you to add or delete Points of Contact as needed. Let's add a POC by left clicking on <Add New POC>.

VISUAL VI-32



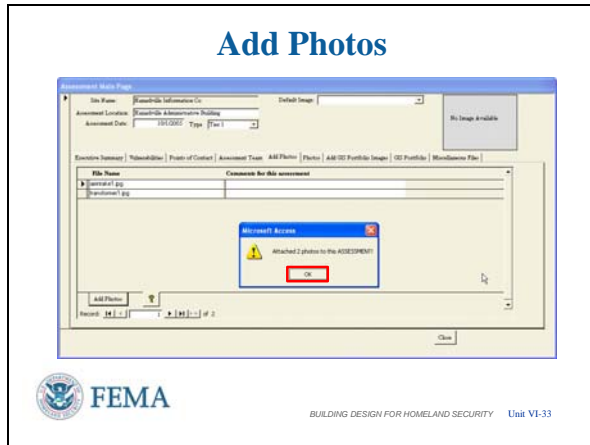
Assessor Tool – Points of Contact

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> or by <Left Clicking on the Cell directly>.

- Use the 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 address from previous entries. Just <Left Click> the left column to get the right arrow on the entry to indicate selection. Then by left clicking on the tab <Add New POC and Duplicate> 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 share the same business address.

- Continuing with the data entries, we next go directly to Adding Photos by left clicking on the <Add Photos> tab in the center of the screen.

VISUAL VI-33

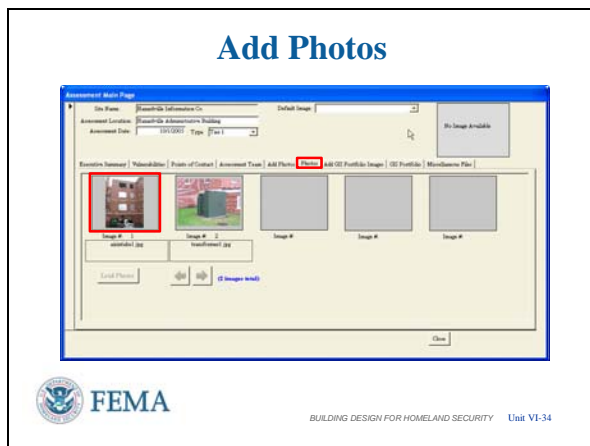


Assessor Tool – Link and Load Added Files

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 we first left click the <Add Photos> button in the lower left to perform the first step.
- The software confirms that the files were added and attached as indicated by their entry in the list. Left click <OK> to continue with each pop up that confirms the process to this point.

VISUAL VI-34



Assessor Tool – Link and Load Added Files

- Next you have to left click on the <Photos> tab to continue the process.
- Then left click the <Load Photos> tab in the lower left corner.
- Once in the Photos screen, you need to left click on <Load Photos> in the lower left corner, which makes the linked photos visible within the Assessor Tool.
- Then thumbnails of the photos loaded are shown. Left click on the a thumbnail to see additional features

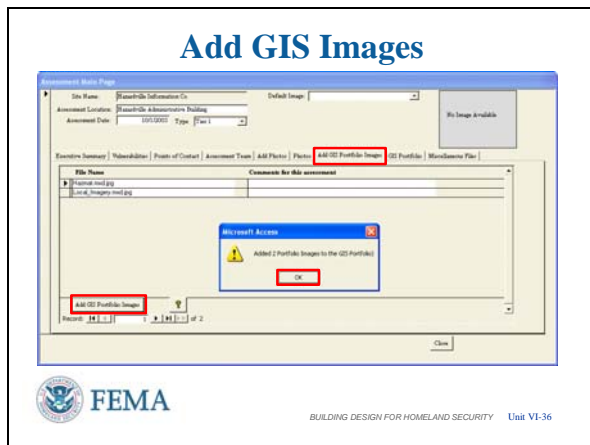
VISUAL VI-35



Assessor Tool – Link and Load Added Files

- After left clicking on a photo, a Photo Zoom screen appears which gives a limited capability for viewing the photo in different sizes. Left click the tabs <Zoom>, <Clip>, or <Internet Explorer> across the bottom of the photo to see the differences.
- When done, left click <Close> to exit.

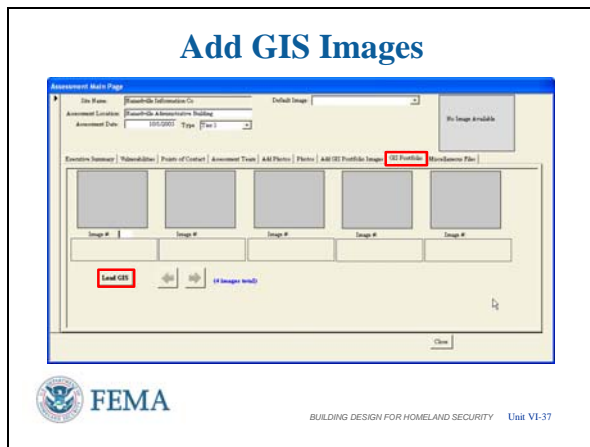
VISUAL VI-36



Assessor Tool – Link and Load Added Files

- Continuing with the linking of collected data. You can next left click on the <Add GIS Portfolio Images> tab in the center of the screen.
- Then left click on the <Add GIS Portfolio Images> in the lower left corner. This then lists all the GIS Portfolio Images
- As with Photos, adding GIS Portfolio Images goes through the notifications of adding the images and attaching the images. Left click <OK> on the pop-up that confirms the images have been loaded.

VISUAL VI-37

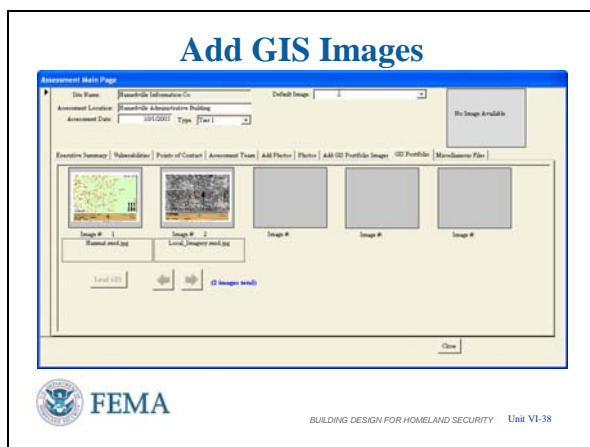


Assessor Tool – Link and Load Added Files

The process is the same when loading the GIS Portfolio Images.

- Left click on the <GIS Portfolio> button in the center of the screen.
- Then left click on the <Load GIS> tab in the lower left corner.

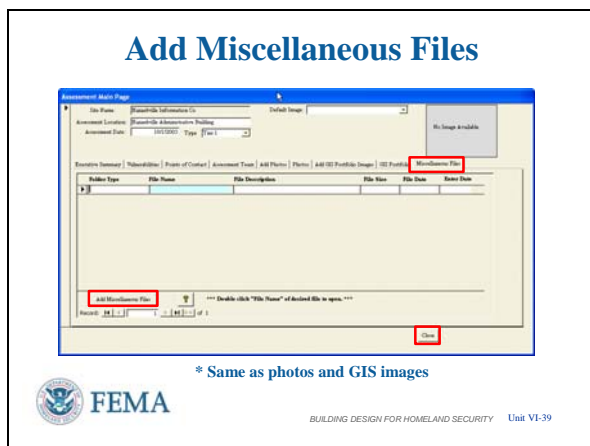
VISUAL VI-38



Assessor Tool – Link and Load Added Files

- The GIS Images have the same capability as Photos by left clicking on the images and seeing them in other sizes.
- Completing the GIS Images collected data entry process, left click next on the <Miscellaneous Files> tab.

VISUAL VI-39



Assessor Tool – Link and Load Added Files

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

* Same as photos and GIS images

VISUAL VI-40

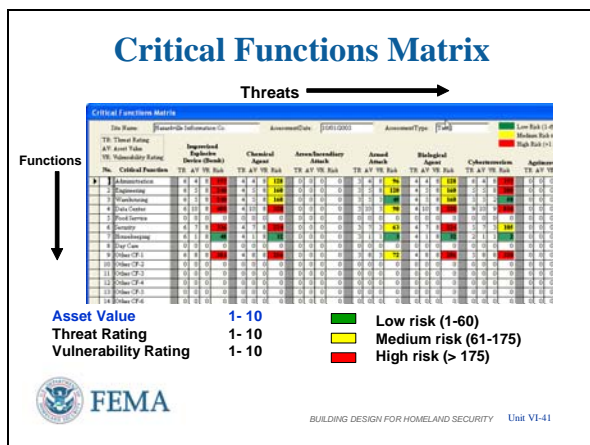


Assessor Tool – Threat Matrices

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 information you recorded by hand yesterday.

To get to these screens choose an assessment site and left click the <Critical Functions Matrix> in the lower left corner of the Main Menu for Assessors to start the review.

VISUAL VI-41



Assessor Tool – Threat Matrices

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, Asset Value, and Vulnerability Rating 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.

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.

VISUAL VI-42

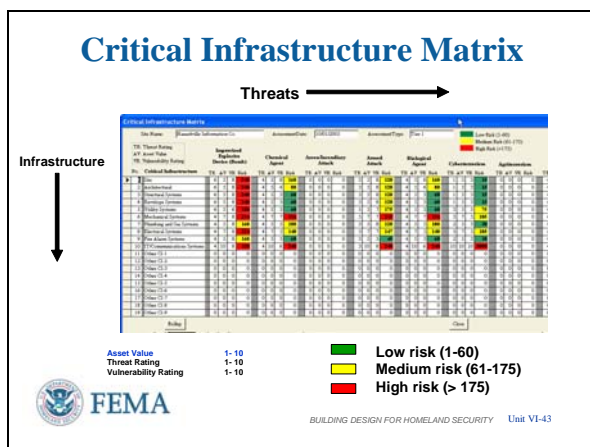


Assessor Tool – Threat Matrices

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

Left click the <Critical Infrastructure > button.

VISUAL VI-43



Assessor Tool – Threat Matrices

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. 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.

VISUAL VI-44



Assessor Tool – Checklists

The 13 checklist categories, as in FEMA 426, run down the middle of the Main Menu for Assessors screen. Select an assessment site, then left click on the <1 – Site Checklist> as an example.

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

VISUAL VI-45

Q#	Observation	Recommendation/Remediation	Value?	Vulnerability Assessment Question	Guidance
1-1	Three Critical Element Facilities within 1/4 mile and a Route Two US 52/262/267A/267B/267C/267D/267E/267F/267G/267H/267I/267J/267K/267L/267M/267N/267O/267P/267Q/267R/267S/267T/267U/267V/267W/267X/267Y/267Z/267AA/267AB/267AC/267AD/267AE/267AF/267AG/267AH/267AI/267AJ/267AK/267AL/267AM/267AN/267AO/267AP/267AQ/267AR/267AS/267AT/267AU/267AV/267AW/267AX/267AY/267AZ/267BA/267BB/267BC/267BD/267BE/267BF/267BG/267BH/267BI/267BJ/267BK/267BL/267BM/267BN/267BO/267BP/267BQ/267BR/267BS/267BT/267BU/267BV/267BW/267BX/267BY/267BZ/267CA/267CB/267CC/267CD/267CE/267CF/267CG/267CH/267CI/267CJ/267CK/267CL/267CM/267CN/267CO/267CP/267CQ/267CR/267CS/267CT/267CU/267CV/267CW/267CX/267CY/267CZ/267DA/267DB/267DC/267DD/267DE/267DF/267DG/267DH/267DI/267DJ/267DK/267DL/267DM/267DN/267DO/267DP/267DQ/267DR/267DS/267DT/267DU/267DV/267DW/267DX/267DY/267DZ/267EA/267EB/267EC/267ED/267EE/267EF/267EG/267EH/267EI/267EJ/267EK/267EL/267EM/267EN/267EO/267EP/267EQ/267ER/267ES/267ET/267EU/267EV/267EW/267EX/267EY/267EZ/267FA/267FB/267FC/267FD/267FE/267FF/267FG/267FH/267FI/267FJ/267FK/267FL/267FM/267FN/267FO/267FP/267FQ/267FR/267FS/267FT/267FU/267FV/267FW/267FX/267FY/267FZ/267GA/267GB/267GC/267GD/267GE/267GF/267GG/267GH/267GI/267GJ/267GK/267GL/267GM/267GN/267GO/267GP/267GQ/267GR/267GS/267GT/267GU/267GV/267GW/267GX/267GY/267GZ/267HA/267HB/267HC/267HD/267HE/267HF/267HG/267HH/267HI/267HJ/267HK/267HL/267HM/267HN/267HO/267HP/267HQ/267HR/267HS/267HT/267HU/267HV/267HW/267HX/267HY/267HZ/267IA/267IB/267IC/267ID/267IE/267IF/267IG/267IH/267II/267IJ/267IK/267IL/267IM/267IN/267IO/267IP/267IQ/267IR/267IS/267IT/267IU/267IV/267IW/267IX/267IY/267IZ/267JA/267JB/267JC/267JD/267JE/267JF/267JG/267JH/267JI/267JJ/267JK/267JL/267JM/267JN/267JO/267JP/267JQ/267JR/267JS/267JT/267JU/267JV/267JW/267JX/267JY/267JZ/267KA/267KB/267KC/267KD/267KE/267KF/267KG/267KH/267KI/267KJ/267KK/267KL/267KM/267KN/267KO/267KP/267KQ/267KR/267KS/267KT/267KU/267KV/267KW/267KX/267KY/267KZ/267LA/267LB/267LC/267LD/267LE/267LF/267LG/267LH/267LI/267LJ/267LK/267LL/267LM/267LN/267LO/267LP/267LQ/267LR/267LS/267LT/267LU/267LV/267LW/267LX/267LY/267LZ/267MA/267MB/267MC/267MD/267ME/267MF/267MG/267MH/267MI/267MJ/267MK/267ML/267MM/267MN/267MO/267MP/267MQ/267MR/267MS/267MT/267MU/267MV/267MW/267MX/267MY/267MZ/267NA/267NB/267NC/267ND/267NE/267NF/267NG/267NH/267NI/267NJ/267NK/267NL/267NM/267NN/267NO/267NP/267NQ/267NR/267NS/267NT/267NU/267NV/267NW/267NX/267NY/267NZ/267OA/267OB/267OC/267OD/267OE/267OF/267OG/267OH/267OI/267OJ/267OK/267OL/267OM/267ON/267OO/267OP/267OQ/267OR/267OS/267OT/267OU/267OV/267OW/267OX/267OY/267OZ/267PA/267PB/267PC/267PD/267PE/267PF/267PG/267PH/267PI/267PJ/267PK/267PL/267PM/267PN/267PO/267PP/267PQ/267PR/267PS/267PT/267PU/267PV/267PW/267PX/267PY/267PZ/267QA/267QB/267QC/267QD/267QE/267QF/267QG/267QH/267QI/267QJ/267QK/267QL/267QM/267QN/267QO/267QP/267QQ/267QR/267QS/267QT/267QU/267QV/267QW/267QX/267QY/267QZ/267RA/267RB/267RC/267RD/267RE/267RF/267RG/267RH/267RI/267RJ/267RK/267RL/267RM/267RN/267RO/267RP/267RQ/267RR/267RS/267RT/267RU/267RV/267RW/267RX/267RY/267RZ/267SA/267SB/267SC/267SD/267SE/267SF/267SG/267SH/267SI/267SJ/267SK/267SL/267SM/267SN/267SO/267SP/267SQ/267SR/267SS/267ST/267SU/267SV/267SW/267SX/267SY/267SZ/267TA/267TB/267TC/267TD/267TE/267TF/267TG/267TH/267TI/267TJ/267TK/267TL/267TM/267TN/267TO/267TP/267TQ/267TR/267TS/267TT/267TU/267TV/267TW/267TX/267TY/267TZ/267UA/267UB/267UC/267UD/267UE/267UF/267UG/267UH/267UI/267UJ/267UK/267UL/267UM/267UN/267UO/267UP/267UQ/267UR/267US/267UT/267UU/267UV/267UW/267UX/267UY/267UZ/267VA/267VB/267VC/267VD/267VE/267VF/267VG/267VH/267VI/267VJ/267VK/267VL/267VM/267VN/267VO/267VP/267VQ/267VR/267VS/267VT/267VU/267VV/267VW/267VX/267VY/267VZ/267WA/267WB/267WC/267WD/267WE/267WF/267WG/267WH/267WI/267WJ/267WK/267WL/267WM/267WN/267WO/267WP/267WQ/267WR/267WS/267WT/267WU/267WV/267WW/267WX/267WY/267WZ/267XA/267XB/267XC/267XD/267XE/267XF/267XG/267XH/267XI/267XJ/267XK/267XL/267XM/267XN/267XO/267XP/267XQ/267XR/267XS/267XT/267XU/267XV/267XW/267XX/267XY/267XZ/267YA/267YB/267YC/267YD/267YE/267YF/267YG/267YH/267YI/267YJ/267YK/267YL/267YM/267YN/267YO/267YP/267YQ/267YR/267YS/267YT/267YU/267YV/267YW/267YX/267YY/267YZ/267ZA/267ZB/267ZC/267ZD/267ZE/267ZF/267ZG/267ZH/267ZI/267ZJ/267ZK/267ZL/267ZM/267ZN/267ZO/267ZP/267ZQ/267ZR/267ZS/267ZT/267ZU/267ZV/267ZW/267ZX/267ZY/267ZZ	Excluded effects of attack or accident impact EC similar to CBE attack. See recommendations for NIMC system.	What major structures surround the facility (city or building)? - What critical infrastructure, government, military, or sensitive facilities are on the land area that impact transportation, utilities, and related human capital of the facility perimeter?	Excluded infrastructure to consider include: - Telecommunication infrastructure - Facilities for broadcast TV, radio, TV, cellular networks, emergency services, gas, electric, and water, radio stations, cable, bus, train, and other critical infrastructure by personnel, and where the effectiveness of any such infrastructure is affected by the facility's presence.	
1-2	The site is above the flood plain and the road parking area is above the flood plain to a stream, which allows water to pass over the structure unobstructed.	None	Does the terrain place the building in a exposure or low area?	Exposure to low water can trap heavy equipment, which would be detrimental to personnel, and where the effectiveness of any such infrastructure is affected by the facility's presence.	
1-3	With a building deck on the west side, it is possible for vehicles to park right next to the building. Normal parking for employees is in front, the closest one is 40 feet from the front face.	Increased stand-off or increased access control is needed to reduce risk of vehicle-borne improvised explosive device. Any action will require coordination with Bureau Park Management and other tenants due to impacts on the overall business park.	Is there, what area, does road have parking space reserved/parked vehicle incompatible close to a building as public right-of-way?	Where distance from the building to the nearest road provide sufficient setback, normal parking on the road. For typical city streets this may require engineering to close the road. In-Road is common terminology for the distance between a building and	

Assessor Tool – Checklists

The Site Checklist is like all the other checklists.

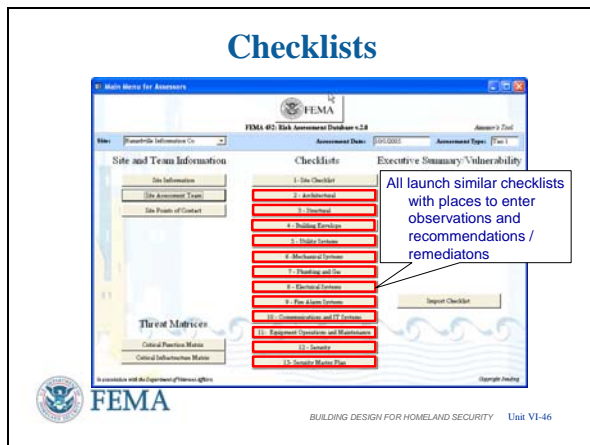
- The first column contains an arrow to indicate which row is selected for data entry.
- The second column on the left is the checklist question number [Section Number – Question Number]
- The third column is the Observation made during the assessment. This could describe a vulnerability identified by 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 to that the answer can be understood.
- The fourth column is the Recommendation / Remediation made by the Assessor to 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.
- [Left Click] The Observation and Recommendation / Remediation boxes can accept inputs into the database. The Left Click will highlight each box.
- [Left Click] The boxes can have

information as shown. The Left Click shows all six boxes populated with some information.

- [Left Click] 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.
 - **Note 1:** The software indicates that more information – building number and priority – will be sought when the Vulnerabilities Screen is opened.
 - **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 slide bar or use the question selector in the lower left corner to get to the question desired.

As before, when finished left click on the <Close> button in the lower right corner to go back to the Assessment Screen.

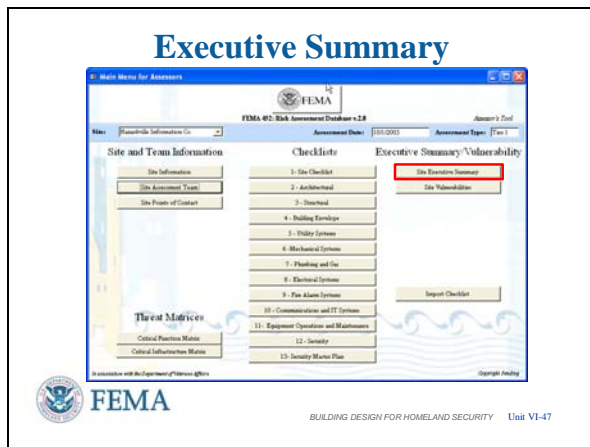
VISUAL VI-46



Assessor Tool – Checklists

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

VISUAL VI-47

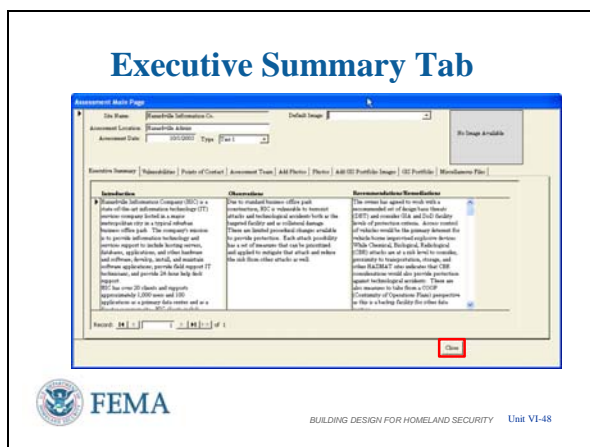


Assessor Tool – Executive Summary

The Site 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 clicking on the <Site Executive Summary> tab will take you to that screen.

VISUAL VI-48



Assessor Tool – Executive Summary

The Site 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, and Recommendations / Remediations.

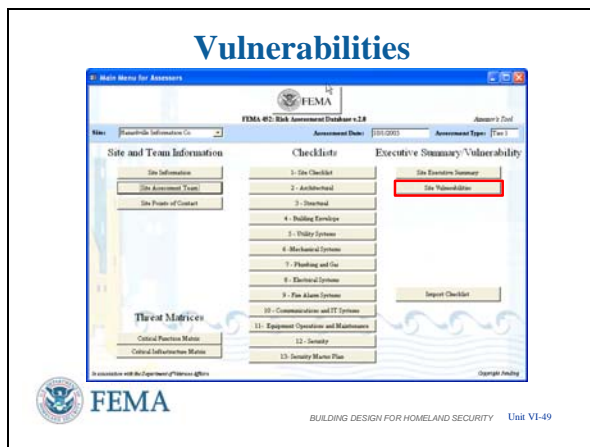
- The Introduction field should contain some background information, site location, mission, dates, etc. The Observations field should contain general information about what was found, but particularly, vulnerabilities...are they security related, critical infrastructure related, etc. Finally, the Recommendations / Remediations field is for general recommendations about current conditions, mitigation measures that are applicable to the major vulnerabilities and other pertinent information to consider.
- Note that you can use the tabs above the three fields to go from this section to many others to review information as necessary while writing the Executive

Summary.

- One word of caution 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: one method is for the drafter of the Executive Summary to switch to Master Database mode, go 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. An alternative is to cut and paste the three paragraphs into a document and transfer the temporary document between computers. Then the Lead Assessor can cut and paste the individual paragraphs back into the Executive Summary.

Use <Close> to return to the Main Menu for Assessors Screen.

VISUAL VI-49

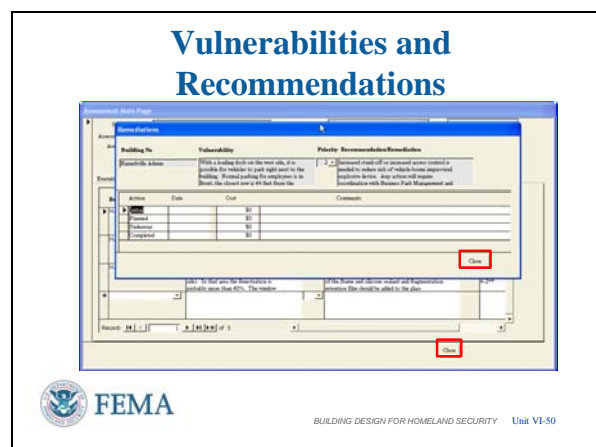


Assessor Tool – Vulnerabilities

The Site Vulnerabilities section of the Assessment Tool 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 clicking on the <Site Vulnerabilities> tab will take you to that screen.

VISUAL VI-50



Assessor Tool – Vulnerabilities

This is the Vulnerability and Recommendation screen of the Assessment Tool. It is automatically populated with the previously entered Observations and Recommendation / Remediation when the “Vuln?” box is checked when completing a question on the checklists. 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 associated with a checklist question).

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

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

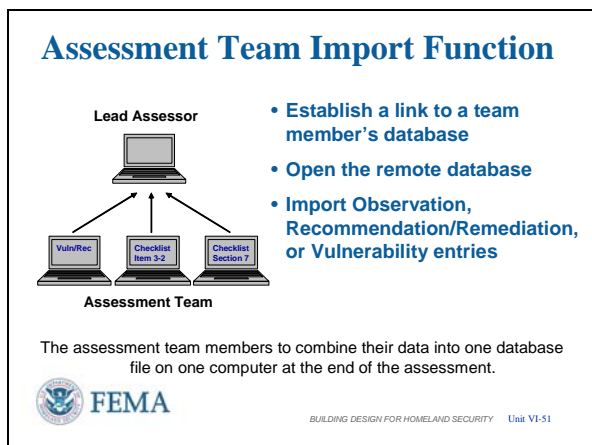
- The Assessors can type them directly into the fields. They will not show linkage to specific checklist questions unless that information is also added.
- Vulnerabilities and Recommendations / Remediations can be imported from the Assessment Tools of other Assessors using the tool's import utility. 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.

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.

- Left click on <Vulnerability Status / Cost> from the Site Vulnerabilities page to enter the Remediation module.
- The Program Manager can then track the cost information throughout the process to implement the recommendation.

Left click <Close> to exit the Remediations screen and left click <Close> to exit the Site Vulnerabilities screen.

VISUAL VI-51



Assessor Tool – Import Assessment Information

After the assessment team has completed its data collection effort, the checklist questions, vulnerabilities, and remediations have to be combined into one Assessment Tool 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 Assessment Tool Databases to the Lead Assessor's Assessment Tool Database.

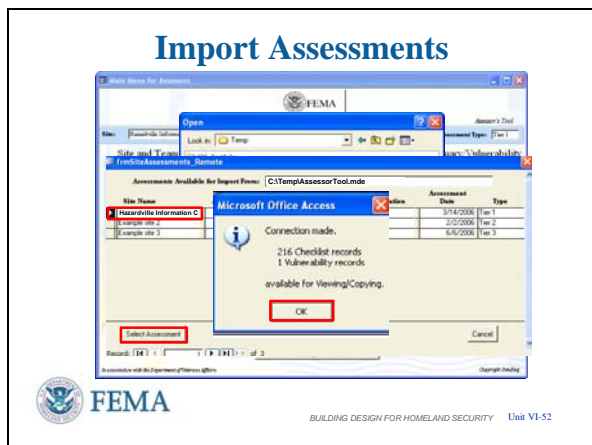
Let's say there are five members of the assessment team: A Lead Assessor, a Security Specialist, a Mechanical/Electrical Assessor, a Structural Engineer, and a Cost Estimator. Before the start of the assessment, the Lead Assessor (or Team Leader) should assign Checklist sections to each member of the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

- Establish link to team member's database
- Open the remote database
- Import Observation, Recommendation / Remediation, or Vulnerability entries

VISUAL VI-52



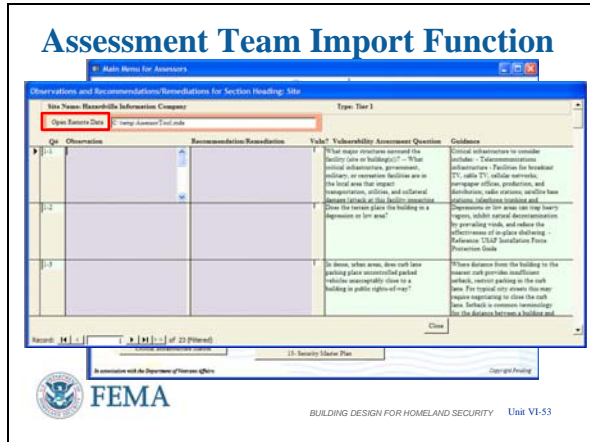
Assessor Tool – Import Assessment Information

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

- Each team member must copy his Assessment Tool database file to a transfer device -- a USB drive works well. The file will be a large (several dozen MB) Microsoft Access[®] MDE Database file.
- 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 Menu for Assessors, the Lead Assessor should select the site being assessed from the pull down list, and click on the <Import Checklist> button.
- This brings up a request window to identify the file to select for import. Left click <Browse> to find the file.
- After finding the database file either double left click on the file or left click once on the file and then left click the <Open> button to have the file name and location appear in the field. Finish the process by left clicking on the <Import> button.
- This will bring up a window listing all the available assessment sites available to import. Click on the assessment site you want to link with, then click <Select Assessment> to establish a connection between databases.
- This will bring 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

VISUAL VI-53



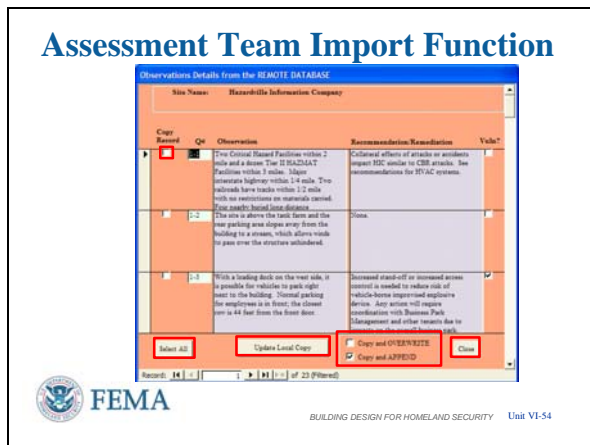
the correct one. It is imperative for the Lead Assessor to keep accurate track of files copied from other Assessors.

Assessor Tool – Import Assessment Information

Once the link is complete, then the selection and importing the desired data into the Lead Assessor’s database is the next step.

- The Lead Assessor goes to the Checklist Section of the Main Menu for Assessors that he wants to import. Left click <1 – Site Checklist> to illustrate.
- 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 the tab <Open Remote Database> to begin selecting data for importing.

VISUAL VI-54



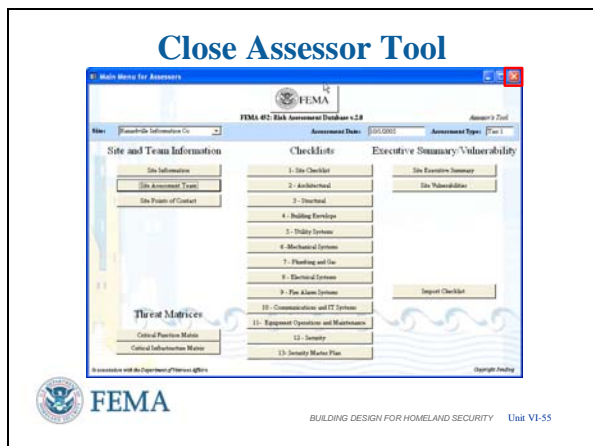
Assessor Tool – Import Assessment Information

- 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 mouse click will highlight the <Copy Record> box in red.]
- Or choose <Select All> to input all questions and associated entries in this section. [Left mouse click will highlight the <Select All> tab in red.]
- The Lead Assessor has two options for how the new information is entered:
 - 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 previously entered.
- The default is <Copy and Append>.
- After making some or all selections to transfer to the Lead Assessor database, left click the <Update Local Copy> tab.
- Upon left clicking the <Close> tab to close the remote data selection window, you are taken back to the checklist screen. Notice that the data is now populated in the appropriate blocks.
- The process is the same for importing vulnerabilities and recommendations. 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.

Note: 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.

VISUAL VI-55

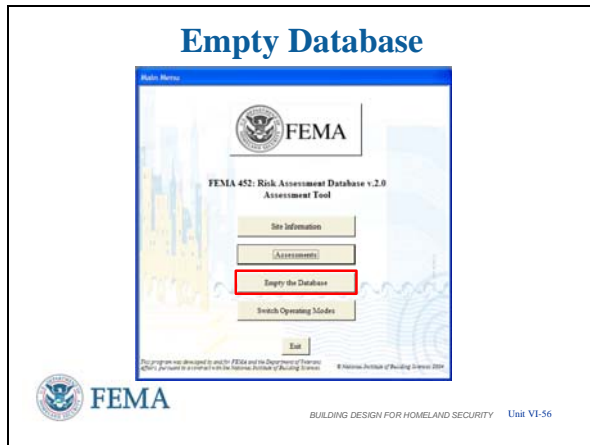


Close Assessor Tool

Now it is time to show how to switch to the Master Database mode from the Assessor Tool. This is one of the few times in which the <X> box in the upper right corner is used, especially since there is no <Close> button Main Menu for Assessors to use.

- Left clicking on the <X> box returns the program to the Assessor Tool main page in Version 2.0.
- In Version 1.0 this would close the Assessor Tool completely.

VISUAL VI-56



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

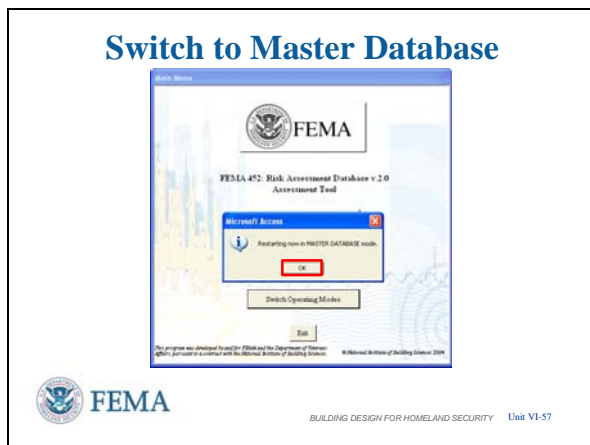
In Version 1.0, Database Administrators have the capability to erase all records in an Assessment Tool database, **permanently**. This is only done after transferring the data to a Master Database and when starting a new assessment. This enables an Assessor to start with an empty database for the new assessment. It also serves to control information. Note: this is permanent.

In Version 2.0, the Assessor or Program Manager can perform this complete operation.

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

Left click on <Empty the Database>. The next window confirms that you want to **permanently** erase all assessment data. Left click on <Yes> to continue or left <No or Cancel> to stop the process and retain all data in the database.

VISUAL VI-57



Switch to Master Database Mode

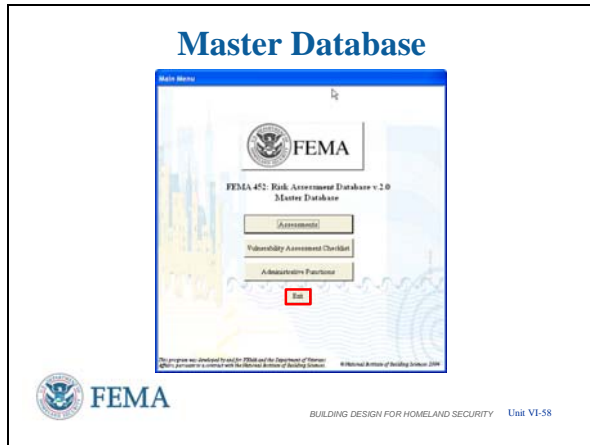
The last item on the main page of the Assessment Tool is the ability to switch to the Master Database mode. Switching is as simple as left clicking on the <Switch Operating Modes> button.

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.

Then another confirmation window pops up. Left click on <OK>.

VISUAL VI-58



Master Database Mode

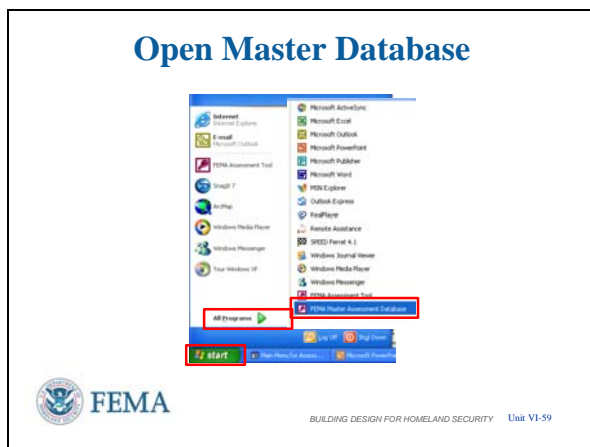
We are then in Master Database mode with the Master Database main page showing.

Because we logged in as Assessor we do not have all the features of the Master Database, such as importing assessments, but the available features are very useful to ensure the information provided will look correct in reports or use searches to see if information was entered. It also allows each Team Member to ensure duplication has not occurred due to inadvertent actions so as to provide a clean database to the Lead Assessor.

- For example, seeing what the Site Vulnerabilities Report looks like to ensure no ZERO priority entries were captured by mistake.

Left click on <Exit> and we will enter the Master Database directly, much in the same way that we entered the Assessor Tool.

VISUAL VI-59



Open Master Database

The procedure to open the Master Database directly is very similar to opening the Assessor Tool.

- You first left click on <Start>, then <Programs>, and look for the <FEMA Master Assessment Database> to left click.
- The FEMA Master Assessment Database will be at the end of the Startup Program Menu after the installation, just like the Assessor Tool. You can move the entry for the FEMA Assessment Tool and / or the FEMA Master Assessment Database to another location within the Startup Menu at any time.

VISUAL VI-60



Open Master Database

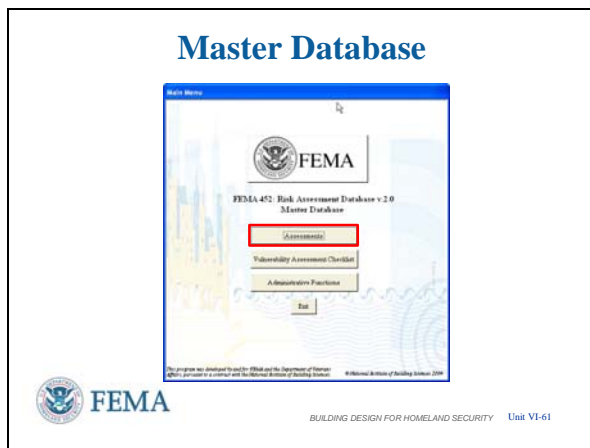
The first action to enter the Master Database is the Logon.

You can enter the Master Database as an Assessor or as an Administrator, with Administrator having more capabilities.

The Password is identical to the Name.

A Database Manager / Administrator is needed to change the Logon Names and Passwords.

VISUAL VI-61



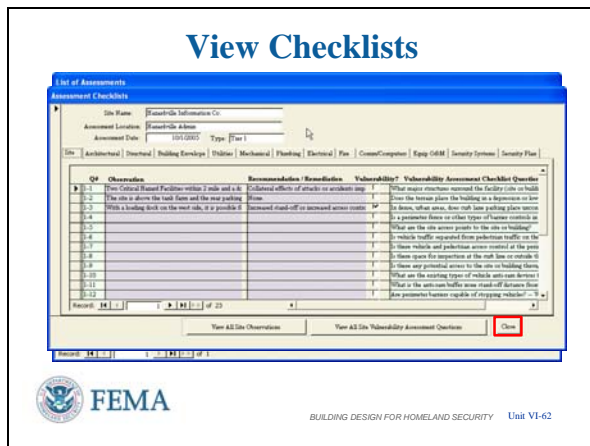
Open Master Database

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 the searches is also a Master Database capability.

To begin this process left click on the <Assessments> button on the Main Menu.

VISUAL VI-62



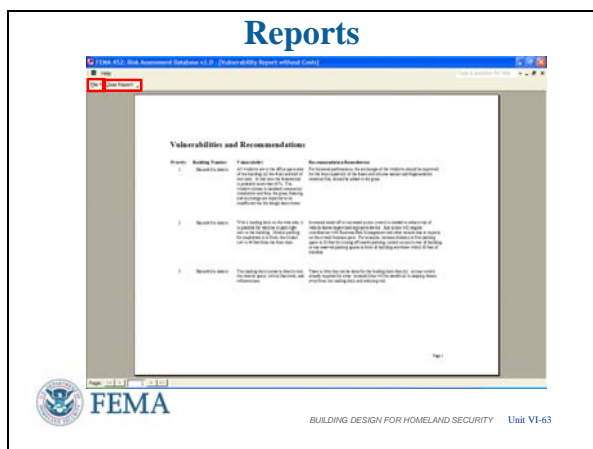
Master Database - Checklists

- 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 sites 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. This will mark the assessment desired with a right pointing arrow head if one is not already there. This selects 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 Assessor Tool, except for the Assessment Checklist. To investigate left click on the <Assessment Checklist> button.
- As can be seen the initial screen is a summary type slide showing the Site Checklist questions. Left clicking on any cell of a row retrieves underlying screens that look much the same as in the Assessor Tool.
- Alternately, left clicking on the <View Site Observations> button will expand all Site Checklist questions and show what has been entered in Observations and Recommendations. It also looks much like the Assessor Tool data entry screen.
- Similarly, left clicking on the <View All Site Vulnerability Assessment Questions> will make the Questions and Guidance more accessible and easier to read.
- Left click on <Close> to return to the List of Assessments

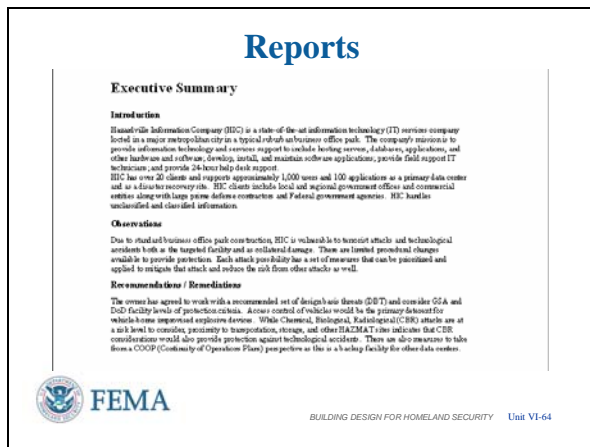
VISUAL VI-63



Master Database - Reports

- Left click on the <Site Reports> button to bring up the standard reports and left click on <Vulnerabilities> button as the first Site Report to illustrate.
- The Vulnerability Site Report comes out as a Word document which 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.
- 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.

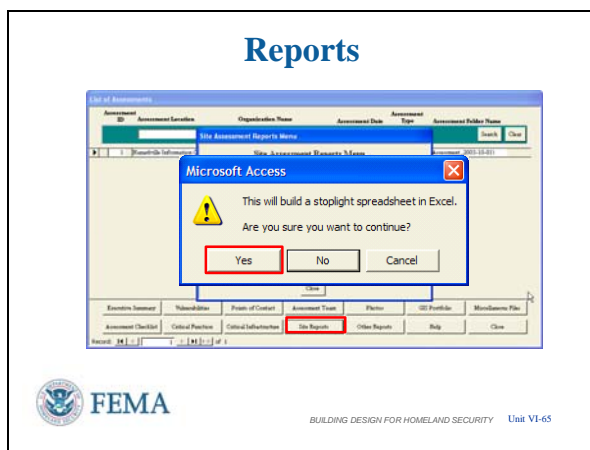
VISUAL VI-64



Master Database - Reports

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.

VISUAL VI-65

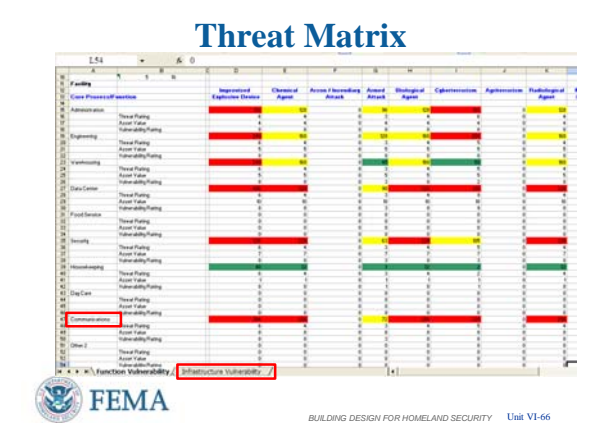


Master Database – Threat Matrix

Re-entering the Site Reports takes us to the Threat Matrix. This Report gets generated as an Excel spreadsheet as seen in the confirmation pop-up.

- Left click on <Yes> button to continue.

VISUAL VI-66



Master Database – Threat Matrix

The spreadsheets build in sequence starting with Function, then Infrastructure. Left click on the <Function Vulnerability> tab to bring it up.

- Since a Database Administrator is needed to change headings in the database, 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 changed to Communications.

- [Left click shows the change.]
- 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 the <Infrastructure Vulnerability> tab to see that spreadsheet.

VISUAL VI-67

Master Database – Threat Matrix

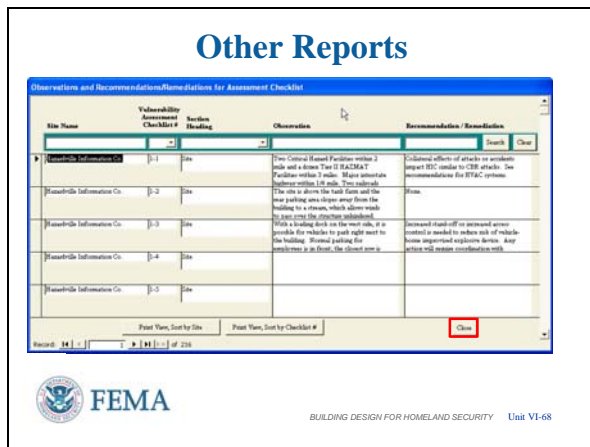
The Infrastructure Threat Matrix spreadsheet has all the same features as the Function spreadsheet just illustrated.

The screenshot shows a spreadsheet titled "Threat Matrix" with the following structure:

Function	Biological Agent	Chemical Agent	Explosive Device	Arson / Incendiary Attack	Nuclear Attack	Biological Agent	Cyberterrorism	Aggravated Assault	Biological Agent
Code of Infrastructure									
Site									
Accessibility									
Structure of Systems									
Structure Systems									
Utility Systems									
Information Systems									
Printing and Scan Systems									
Electrical Systems									
Fire Alarm Systems									
IT and Communication Systems									

The spreadsheet includes a FEMA logo and the text "BUILDING DESIGN FOR HOMELAND SECURITY Unit VI-67".

VISUAL VI-68

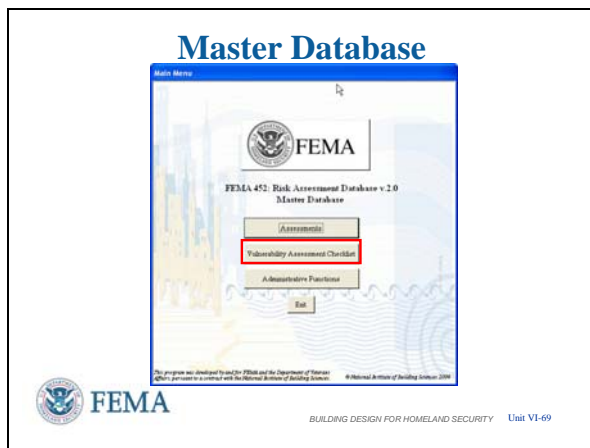


Master Database – Other Reports / Search

From the Master Database List of Assessments screen, left clicking on the <Other Reports> button takes us to the search function of the Master Database.

- The pop-up screen allows us to search Observations and Recommendations or be more focused in searching just the Vulnerabilities and Recommendations. Both work the same so we will enter the Observations / Recommendations to illustrate. Left click on the top button (<Search Observations>).
- 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 the <Clear> button next to the Search button, unless you desire to limit the search based upon the previous entries in the boxes.
- As before, left click <Close> to return to the previous screen.

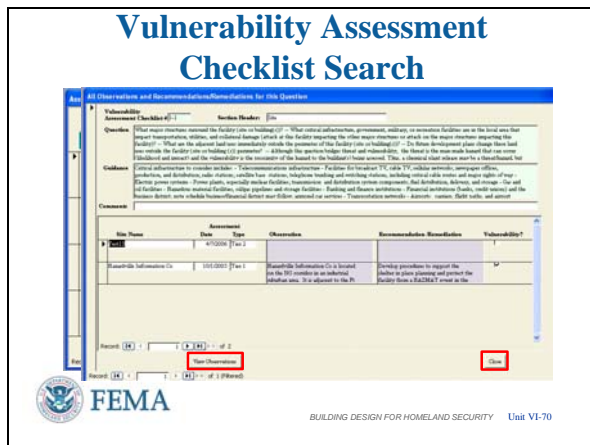
VISUAL VI-69



Master Database -- Vulnerability Assessment Checklist

The Vulnerability Assessment Checklist Function gives the Program Manager or Assessor the ability to view all answers for individual checklist questions. To begin this process left click on the <Vulnerability Assessment Checklist> button from the Main Menu.

VISUAL VI-70

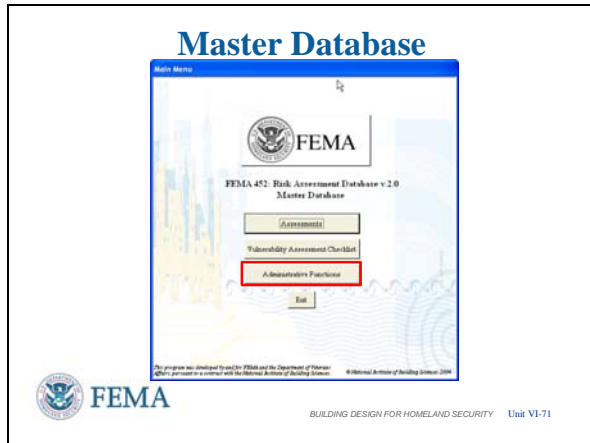


Master Database -- Vulnerability Assessment Checklist

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

- The right facing black arrowhead indicates the Checklist Question that is selected.
- The green search query bar allows the user quick access to the assessment questions by using a drop down menu to select the Checklist section. Keyword searching is also possible, similar to the search routine in the Master Database previously shown.
- The <Search> button performs search based on criteria entered into the fields described above. Subsequent searches will only be of the previous results unless the <Clear> button is first clicked.
- The <Clear> button will allow all questions to be seen again.
- Left clicking on the <View Questions / Observations> button opens the screen showing All Observations and Recommendations / Remediations in the database for this Question based on the question selected.
 - The question that is displayed is determined by the location of the arrow in the left column, not by the results of a search that was conducted.
 - It displays the question, guidance, and comments at the top of the screen. The bottom of the screen displays all information entered in the database for that specific question number.
- The <View Observations> button creates a report of all entries in the database for the designated question, including the question and guidance. The report can be printed or converted to Microsoft Word[®] for additional editing, formatting, etc. [Instructor Note: The report screen will not come up upon mouse click, the

VISUAL VI-71



explanation above is sufficient.

- Left click <Close> in the lower right corner to go back to the Master Database Main Menu.

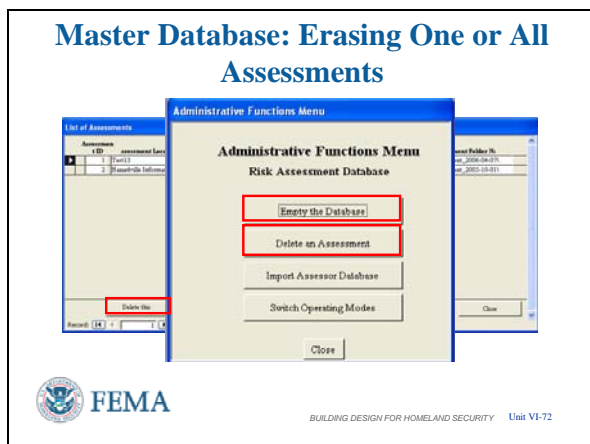
Master Database – Administrative Functions

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.

Begin by left clicking on the <Administrative Functions> button.

VISUAL VI-72



Master Database – Administrative Functions

Erasing one or all assessments in the Master Database

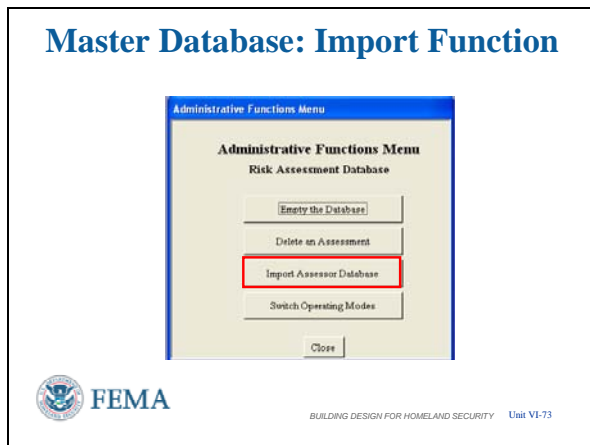
Administrators have the ability to erase one or all records in the database, **permanently**.

Empty the Database is usually only done when starting a new program. 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.

Erasing a Single Assessment in the Master Database: This is usually only done when an assessment was loaded in error. Selecting the <Delete an Assessment> button opens a list of assessments. Select the assessment to erase, then left click <Delete This

Assessment>. 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.

VISUAL VI-73



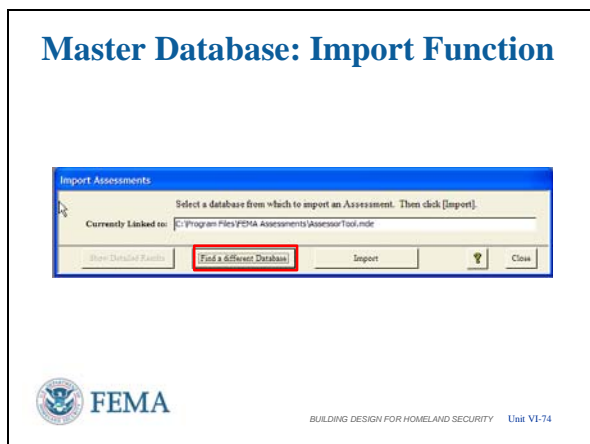
Master Database -- Import Database

To import an Assessment Tool Database, left click on the <Import Assessor Database> button.

NOTE 1: if the <Import Assessor Database> button is grayed out, it means that you have entered the Master Database by switching modes from the Assessor Tool, or you logged into the Master Database as Assessor vice as Administrator. To Import always enter the Master Database as Administrator.

NOTE 2: The import function in Version 2.0 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.

VISUAL VI-74



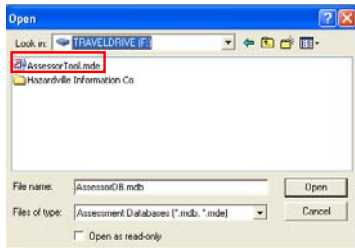
Master Database -- Import Database

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

- This screen opens with the file identified to which the Master Database is currently linked.
- Left click on the <Find a different Database> button to find the Assessor Tool database that you want to import.

VISUAL VI-75

Master Database: Import Function



BUILDING DESIGN FOR HOMELAND SECURITY Unit VI-75

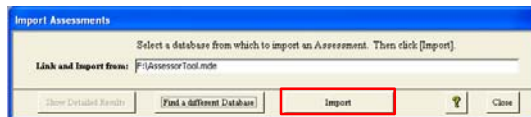
Master Database -- Import Database

With this screen you identify the Assessor Tool database that you want to open in order to import it into the Master Database.

- Single left click on the file to import which will put that file into the File Name window; which then requires a left click on the <Open> button OR
- Double left click on the file as we do here to link to this file.

VISUAL VI-76

Master Database: Import Function



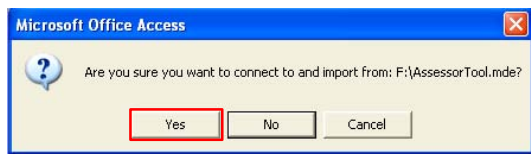
BUILDING DESIGN FOR HOMELAND SECURITY Unit VI-76

Master Database -- Import Database

- Returning to the Imports Assessments screen the Link and Import window now correctly identifies the database to be imported.
- Now left click the <Import> button to initiate the import.

VISUAL VI-77

Master Database: Import Function

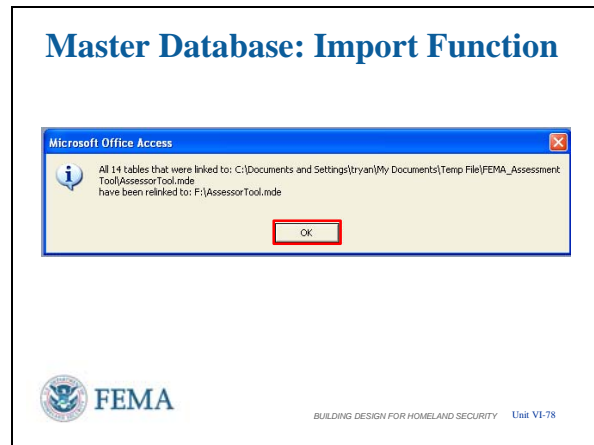


BUILDING DESIGN FOR HOMELAND SECURITY Unit VI-77

Master Database -- Import Database

- A confirmation screen then pops up to ensure this is the desired action for the indicated file.
- Left click on <Yes> to continue.

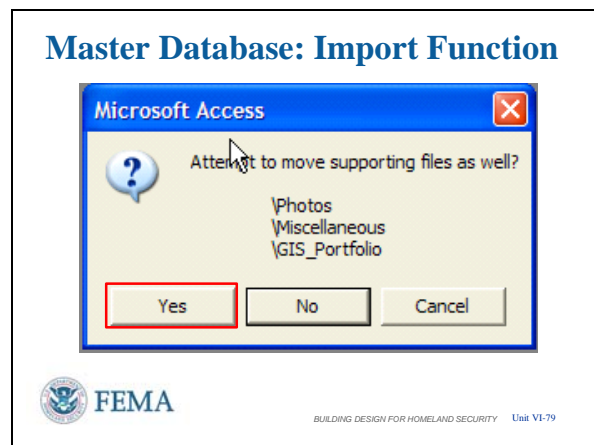
VISUAL VI-78



Master Database -- Import Database

- The import function confirms the linking to the desired database has been accomplished.
- Left click on <OK> to continue.

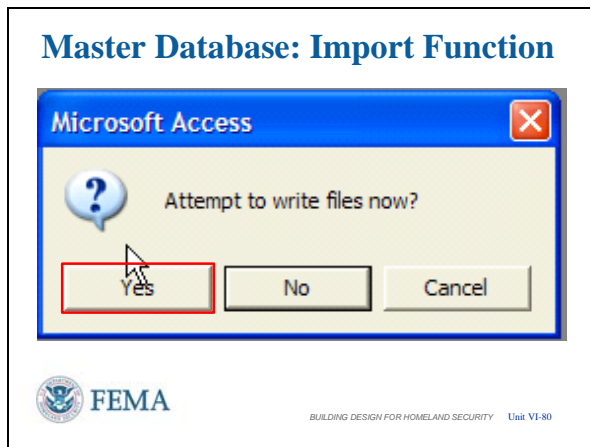
VISUAL VI-79



Master Database -- Import Database

- This is one feature not in the Assessor Tool. Instead of manually moving the files in these subfolders between locations as in the Assessor Tool, the import function of the Master Database allows a one-button operation to do the same thing.
 - As with the manual transfers in the Assessor Tool, it is equally important to ensure the folders in the Remote Database are properly named with the Assessment Location and Date to effect this transfer
- The supporting file folders must be using the same naming conventions and in the same name assessment folder as the imported database.
- Left click on <Yes> to make these transfers.

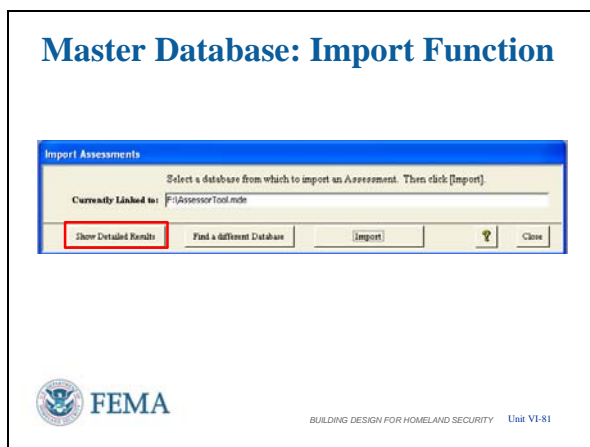
VISUAL VI-80



Master Database -- Import Database

- The final confirmation pop-up wants to know if you want to write the files now.
- Left click <Yes> to complete the import process.

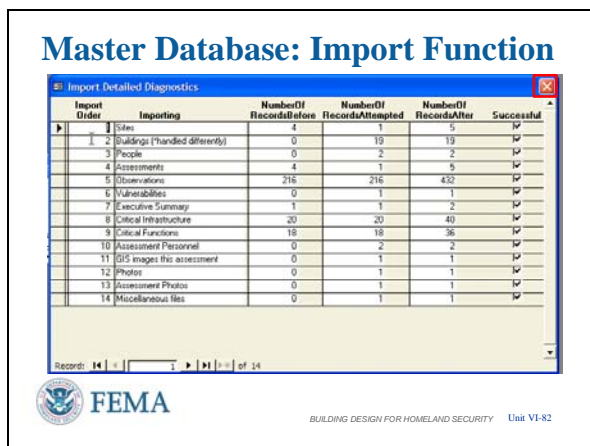
VISUAL VI-81



Master Database -- Import Database

- 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-82

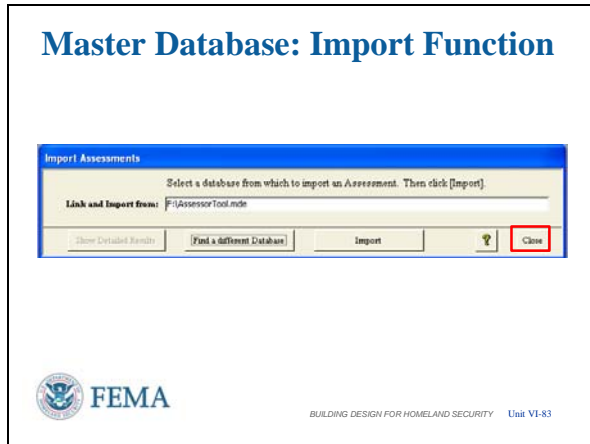


Master Database -- Import Database

- 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 in being imported should match the number of assessments attempted.
- [Left Click] This is also one of the few times you left click on the <X> box in the

upper right corner to close the window and return to the previous screen.

VISUAL VI-83



Master Database -- Import Database

- That completes the import function.
- Left click on the <Close> button in the lower right corner to return to the Master Database main page

VISUAL VI-84

Summary

- Installation and opening of databases
- Filing of GIS Portfolio, Miscellaneous, and Photos to link with the databases
- Moving about the database software and between the Assessor Tool and the Master Database
- Setting priorities on identified vulnerabilities and how the software handles it
- Production of standard reports and searching the database for specific information



BUILDING DESIGN FOR HOMELAND SECURITY Unit VI-84

Summary

You have been show how to:

- Install and open the Assessor Tool and the Master Database.
- Link collected data to the databases
- Move around the software and between the Assessor Tool and Master Database.
- 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.

NO VISUAL

Student Activity

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

Transition

In the next unit, we will investigate the basics of Explosive Blast to better understand the value of mitigation measures presented.