



# Alabama EMA

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## Recovery Operations

Alabama Emergency  
Management Agency

Recovery Division



# About AEMA

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## **Vision**

Building resiliency for tomorrow, strength for today,  
applying lessons from yesterday for a better Alabama

## **Mission**

To support our citizens, strengthen our communities,  
and build a culture of preparedness through a  
comprehensive Emergency Management Program





# Individual Assistance

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FEMA provides Individual Assistance (IA) to eligible individuals and households who have sustained losses as a direct result of a disaster that receives a federal disaster declaration.

- Homeowners and renters in officially designated counties who sustained damage to their homes, vehicles, personal property, businesses or inventory may apply for disaster assistance.
- Assistance can include grants to help pay for temporary housing, emergency home repairs, uninsured and underinsured personal property losses, and medical, dental and funeral expenses caused by the disaster, together with other serious disaster-related expenses.

As a FEMA partner, the U.S. Small Business Administration (SBA) offers low-interest disaster loans to businesses of all sizes, nonprofits, homeowners and renters. SBA disaster loans are the primary source of federal long-term disaster recovery funds for disaster damages not fully covered by insurance or other compensation. They do not duplicate benefits of other agencies or organizations. ([www.fema.gov](http://www.fema.gov))



# IA Declaration Factors

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## June 2019 - Individual Assistance Declarations Factors Guidance

Factors considered when evaluating a Governor's request for a major disaster declaration - 44 C.F.R. 206.48

- State Fiscal Capacity and Resource Availability
- Uninsured Home and Personal Property Losses
- Disaster Impacted Population Profile
- Impact to Community Infrastructure
- Casualties
- Disaster Related Unemployment



# FEMA PDA Pocket Guide May 2021 —



## What are Preliminary Damage Assessments?

- The PDA process is a mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community.
- Information collected is used by the state as a basis for the governor's request and by FEMA to document the recommendation made to the President in response to the governor's request.

# FEMA PDA Pocket Guide May 2021 —



- For the purposes of efficiency, FEMA has established four categories of damage that an impacted home may fall within: destroyed, major, minor, or affected.
- In many cases, the size and needs of the unfolding disaster will not allow PDA teams to conduct a detailed review of each home. Joint PDA teams should use the following standards for categorizing degrees of damage:
  - Affected: a home is considered affected if the damage to the home is mostly cosmetic.
  - Minor: a home with repairable non-structural damage.
  - Major: a home with structural damage or other significant damage that requires extensive repairs.
  - Destroyed: the home is a total loss

# FEMA PDA Pocket Guide May 2021 —



- The Pocket Guide provides criteria for determining degree of damage destroyed, major, minor, or affected for:
  - Conventionally Built Homes and Manufactured Homes
  - Flood and Wind Events

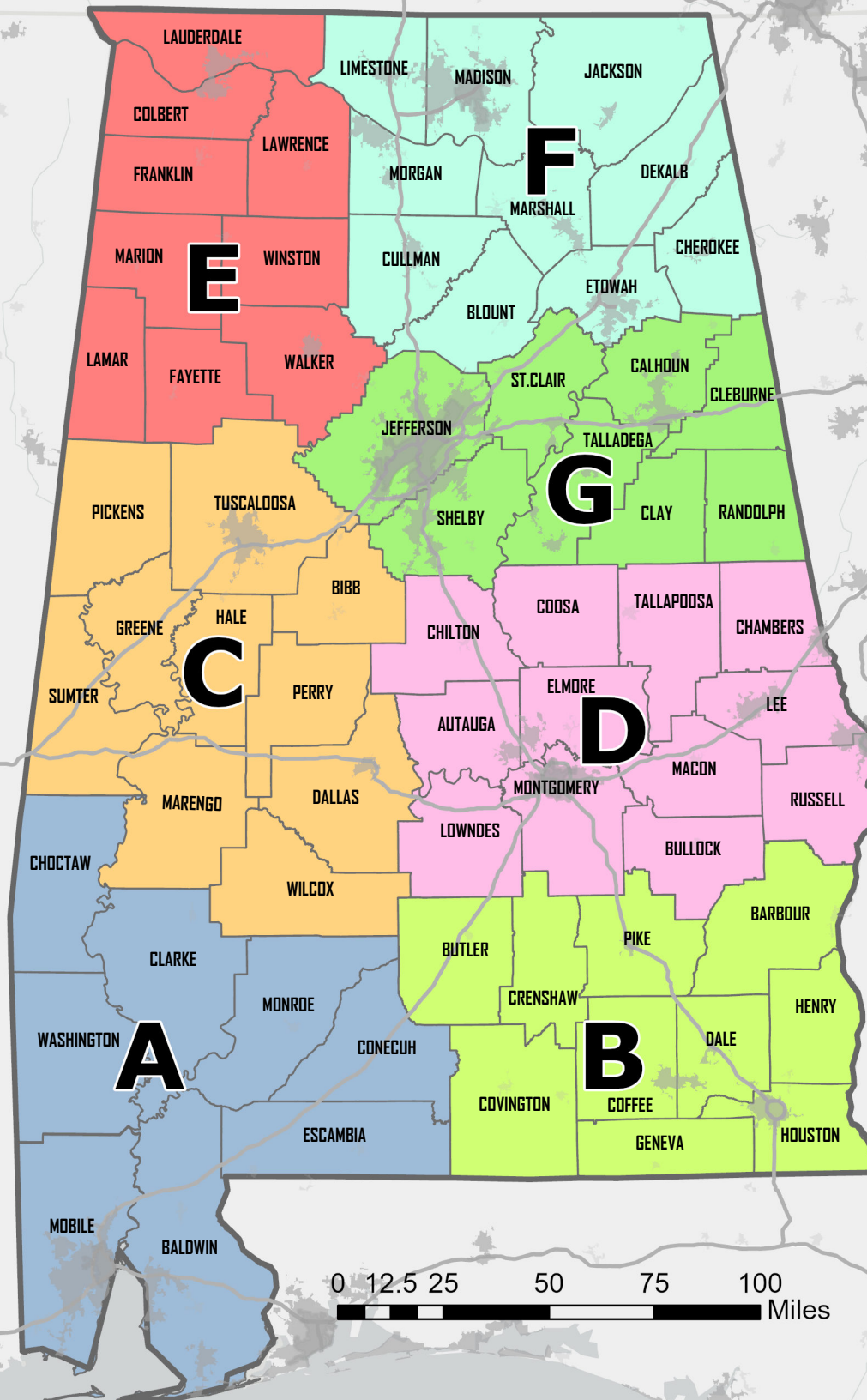


# Closing Remarks

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- IA PDAs are one of six factors that are used to determine if a declaration request is warranted
- PDAs will not capture all damages but should focus on the most heavily impacted residences
- Documentation and clear photos are critical to validation of damages
- The State has 30 days from date of event for completion of all phases of the PDAs and request a major declaration
- Questions – [IA@ema.alabama.gov](mailto:IA@ema.alabama.gov)

# Alabama Emergency Management Divisions



0 12.5 25 50 75 100 Miles





# Alabama Emergency Management Agency

## Orion Damage Assessment Solution Mobile & Dashboard Training



**ORION**

Disaster Pre-Planning &  
Damage Assessment Solution





# ALABAMA EMA

CONFERENCE 2021

*Looking Back...*



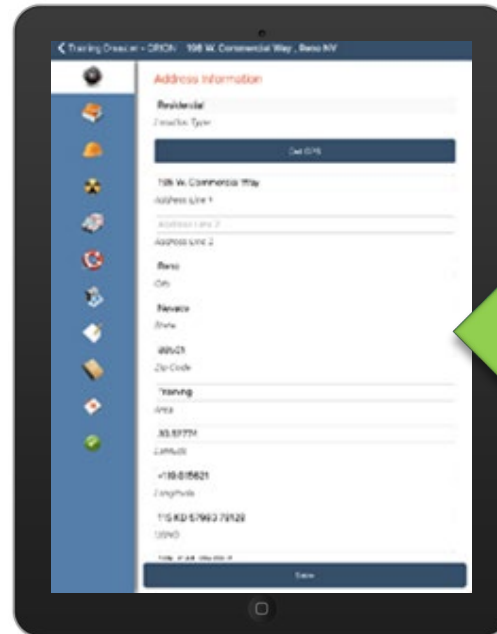




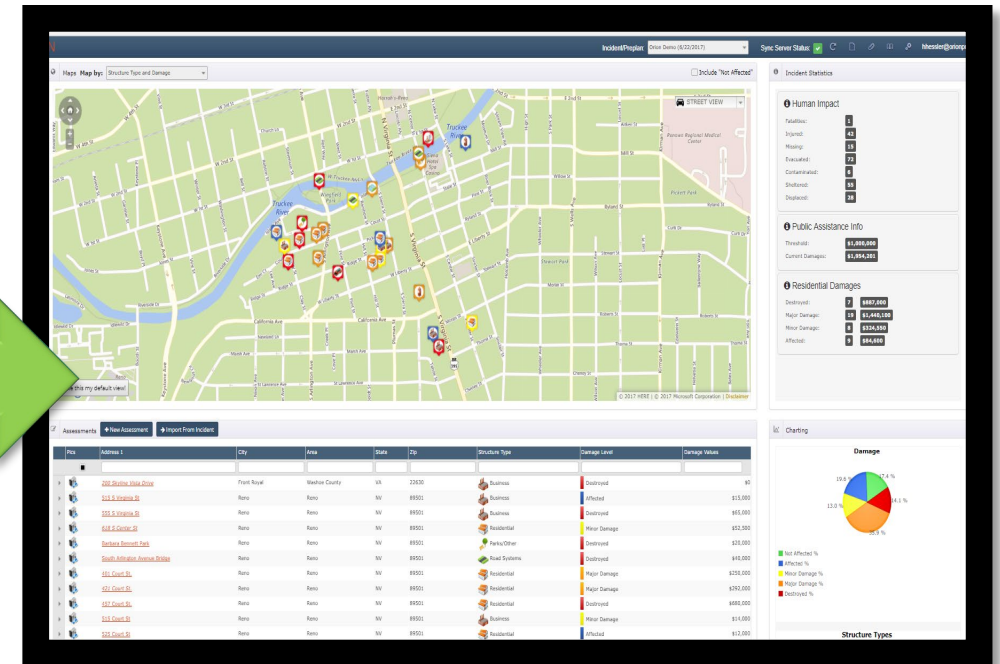


# ► Mobile App/Dashboard Intro - Orion Solution Architecture

- Synchronization of App:  
pushes info to the dashboard and pulls info, including new incidents
- Refreshing the browser on the Orion Dashboard  
pulls in the most recent Orion App data



Mobile App

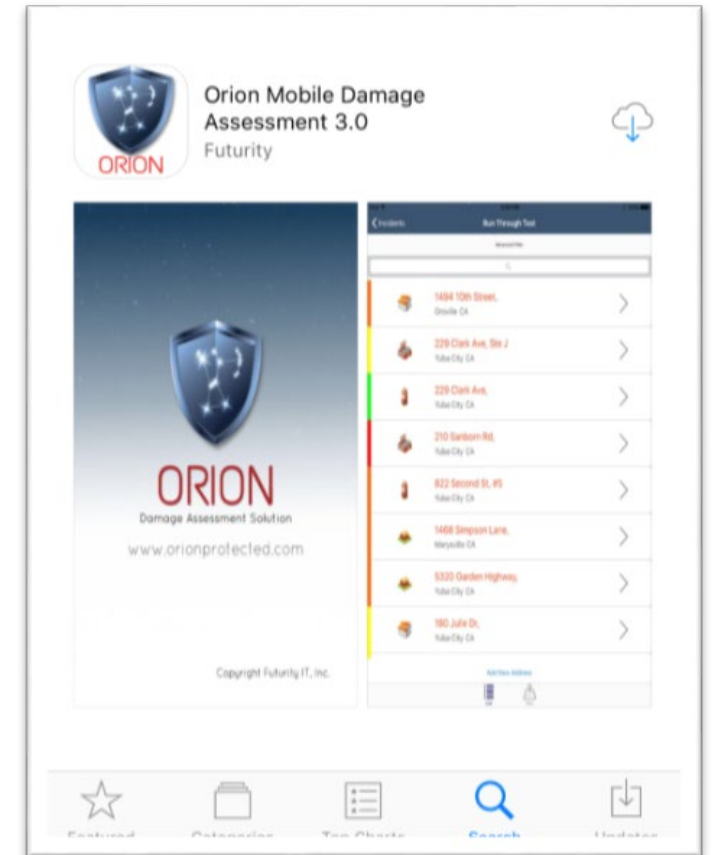


Dashboard (cloud)

## ► Downloading Orion Mobile App:

### Install Orion App on your mobile device

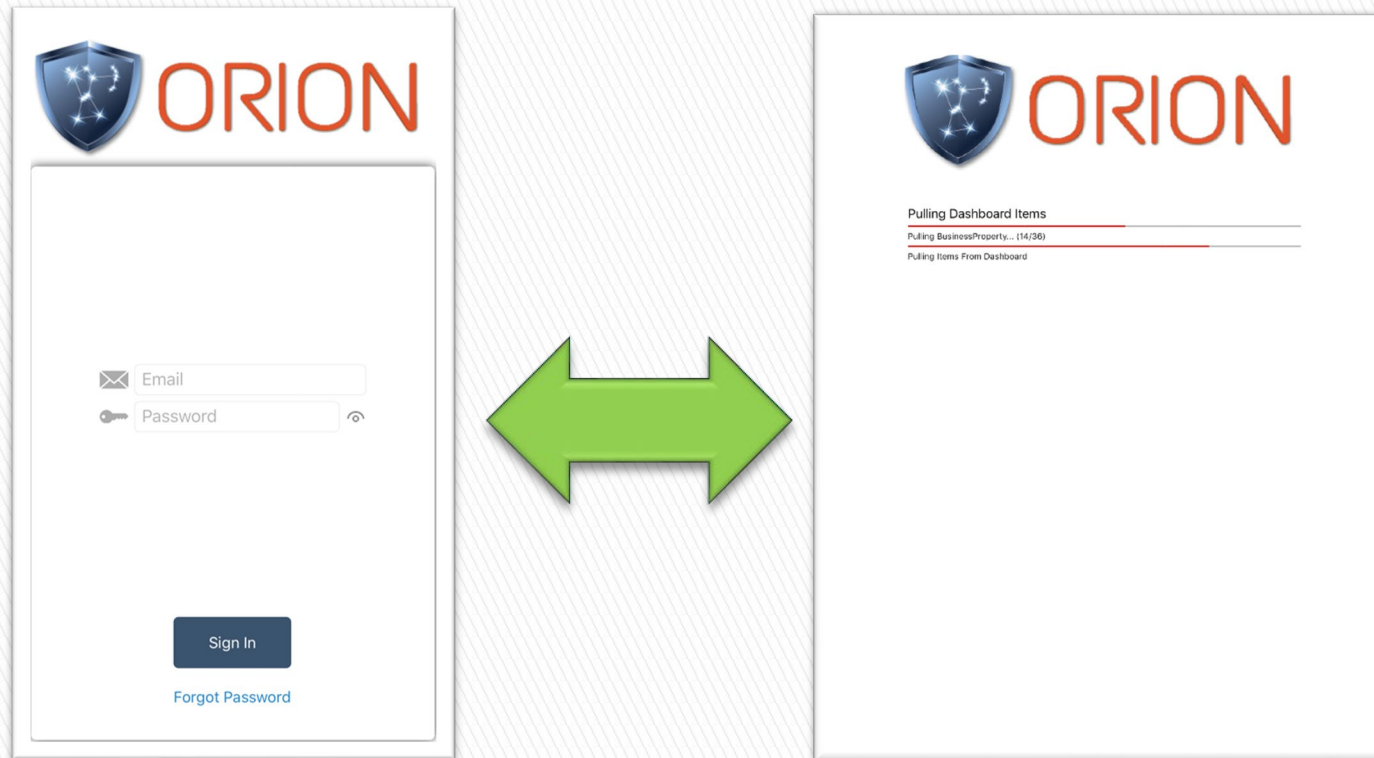
- Search “Orion Damage Assessment 3.0” in your app store (App store for ios Device; Google play store for Android)
- Download the Orion App
- Enter your Username/Password
- Synchronize your device



## ► Signing in to Your Orion Mobile App:

### Login to Your Orion App on your mobile device

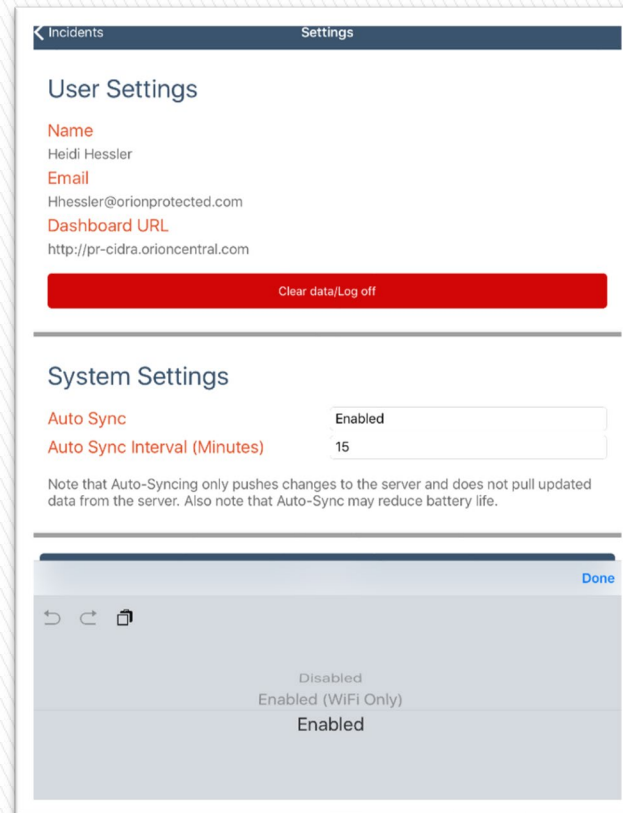
- Enter the email and password that you received from your administrator or Orion Welcome Email
- Synchronization will begin once you login



## ► Setting Auto-Sync for Your Orion Mobile App:

### Select “Menu” on the top left of your Orion App

- Select “Auto Sync”
- Select Desired Sync Setting
- Tap “Incidents” in upper left to exit screen and save.

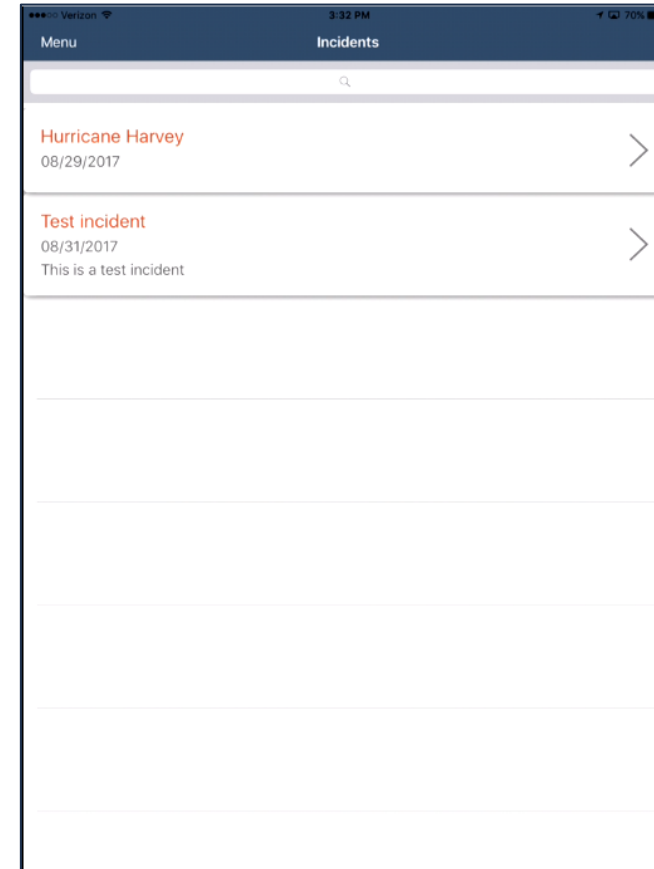
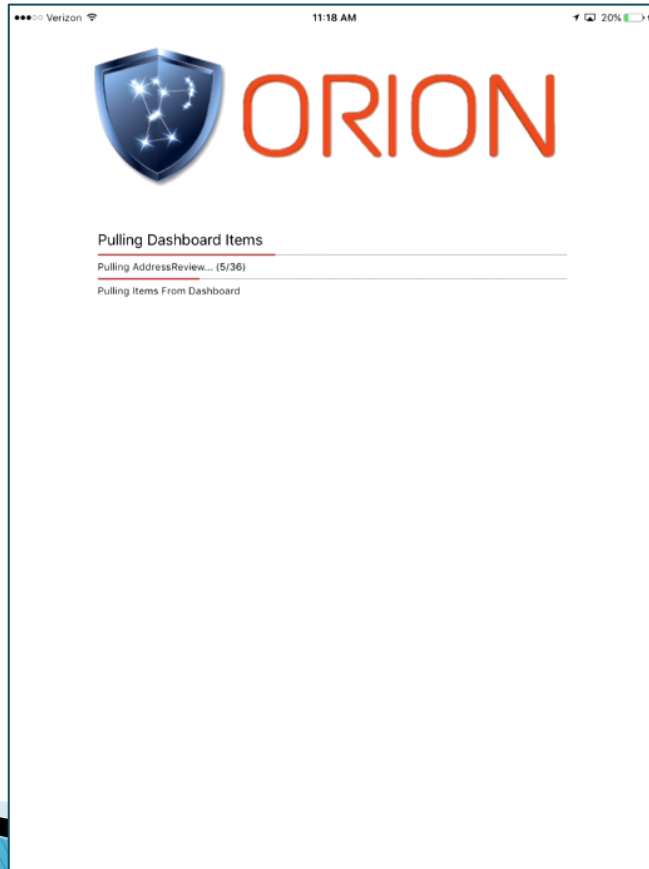


## ► Opening an Incident:

**Incidents are created and managed through the Orion Dashboard and sync to the mobile app. Incidents names are displayed with incident date.**

- Select incident by tapping incident name.

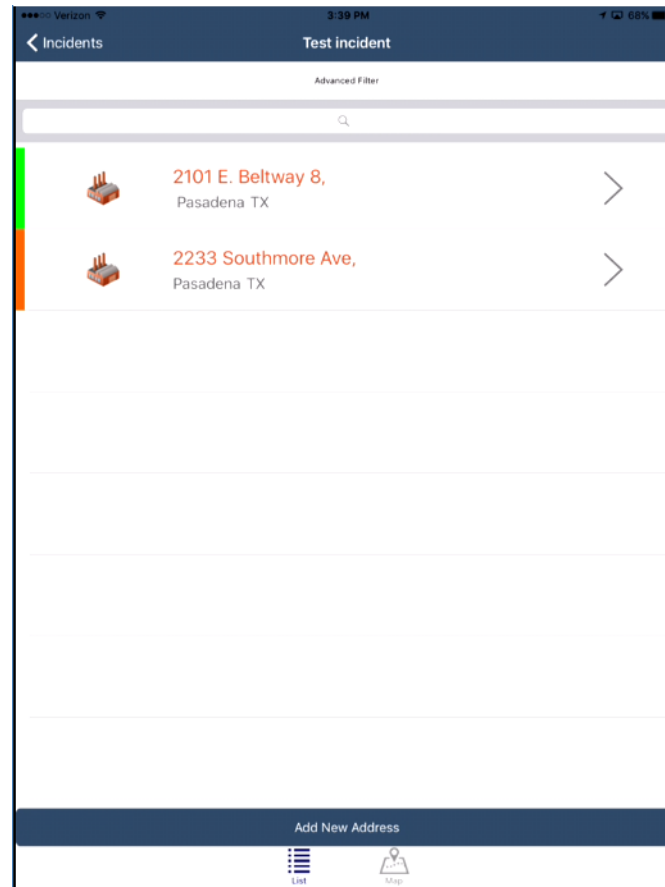
Sync in process



## ► Incident data screen:

Assessed locations are displayed by address in list format. (Switch to map view, select “map” button at bottom of screen.) Color codes bars on the left hand side represent the damage level (green = not affected, blue = affected, yellow = minor damage, orange = major damage, red = destroyed).

- To view/edit location details, tap address to select
- Create new location/assessment select “Add New Address” at bottom



To select map view

### Icon legend

#### Individual Assistance Categories

-  Residential
-  Business
-  Agricultural

#### Public Infrastructure Categories

-  Category A – Debris Field
-  Category C – Road Systems
-  Category D – Water Control Facility
-  Category E – Public Buildings/Equipment
-  Category F – Utilities
-  Category G – Park/Other

## ► Creating new assessment:

**Upon selecting “New Address” on the Incident Data screen the app will use your location services to find the GPS coordinates of your location and present the nearest address.**

- “Address Identified” box will present, accept or cancel identified address.
- Select Structure Type at top (selection of Public/Infrastructure requires additional selections).
- Mid-page select area.
- Save at bottom.

The screenshot displays the 'New Address' screen within an application. At the top, there is a navigation bar with a back arrow and the text 'Test incident', and a title bar with 'New Address'. Below the title bar, the text 'New Address' is displayed in orange. A 'Please Choose:' label is followed by a 'Structure Type' dropdown menu. A prominent dark blue button labeled 'Get GPS' is centered below the dropdown. The screen then displays several fields with pre-filled or identified values: 'Address 1' with '6241 South Court St.', 'Address 2' (empty), 'City' with 'Aurora', 'State' with 'Colorado', 'Postal' with '80016-1170', 'Latitude' with '39.6026246622574', 'Longitude' with '-104.777563596242', and a ZIP+4 field with '13S ED 19097 83678'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.



## ► Location background screen:

This screen is not required and is used to collect background information about the location. Screen information is dynamic and depends on structure type.

- Use sliders to select
- Property is CI/KR (Critical Infrastructure/Key Resource)
- Property setting, Urban or Rural

The screenshot shows a mobile application interface for a location background screen. The top status bar displays 'Verizon', '7:39 AM', and '94%' battery. The app header shows '< Addresses' and '1149 Ellsworth Dr., Pasadena TX'. A vertical sidebar on the left contains icons for different property types: a globe, a building, a hard hat, a radiation symbol, a fire truck, a life preserver, a factory, a book, a star, and a green checkmark. The main content area is titled 'Public / Infrastructure Information' and includes the following fields: 'City Hall' (Name), 'Public Buildings / Equipment' (Category), a 'Same Mailing Address' toggle switch, and three radio buttons for 'Property is CI / KR', 'Property is Historic', and 'Urban' (Property Setting). Below this, the 'Jobs' section shows three input fields for 'Manufacturing Jobs', 'Service Jobs', and 'Professional Jobs', each with a '0' value. A 'Save' button is located at the bottom of the form.



## ► Damage screen:

This screen information is dynamic and depends on structure type. Field users should fill out at a minimum FEMA Damage Designation at the top. App defaults to Not Affected, users can select Affected, Minor Damage, Major Damage, or Destroyed.

- Use sliders to select
- **Select damage level at the top**
- Narrative descriptions can be added to text fields.
- For Public Assistance locations data is collected by category type.
- Residential locations use sliders to select damaged areas. App will automatically calculate structure damage value using assessed value from background screen. To manually enter damage estimate select Override slider and enter estimated damage value in Structure Damage field.

Example PA damage screen.

The screenshot shows a mobile application interface for a Public Assistance (PA) damage screen. The top status bar shows 'Verizon', '7:48 AM', and '93%' battery. The app header is dark blue with a back arrow and '< Addresses', and the address '1149 Ellsworth Dr., Pasadena TX'. A vertical sidebar on the left contains icons for various damage categories, with the 'Public Damage' icon (a bomb) selected. The main content area is white and contains the following fields: 'Public Damage' (header), 'FEMA Designation' (with a dropdown menu showing 'Not Affected' selected), 'Accessible' (with a toggle switch), 'Damage Description' (text field), 'Impact to Jurisdiction' (text field), 'Impacted Government Department' (text field), 'Category A - Debris Removal' (header), and five cost estimation fields: 'Estimated Labor Costs', 'Estimated Equipment Costs', 'Estimated Disposal Costs', and 'Estimated Contracting Costs', each with a '0' value. A 'Save' button is at the bottom right.

## ► Human Impact Screen:

This screen is used to capture data on the impact to individuals at the location. Data is sync'd to Dashboard and totals are displayed for incident.

- Tap on field at right and use keyboard to add numbers.

The screenshot shows a mobile application interface for capturing human impact data. The top status bar indicates 'Verizon', '8:10 AM', and '69%' battery. The header bar shows '< Addresses' and '123 N 4th St, Dumas TX'. The main content area is divided into two sections: 'Impact to Human Life' and 'Red Cross'. Each section contains a list of categories with corresponding counts. The 'Impact to Human Life' section includes: Fatalities (0), Injured (1), Missing / Unaccounted For (0), Contaminated / Quarantined (0), Evacuated (0), Sheltered Temporarily (0), and Permanently Displaced (0). The 'Red Cross' section includes: Red Cross Out Reach (0) and Form 901 Initiated (0). A 'Save' button is located at the bottom of the screen.

Category	Count
<strong>Impact to Human Life</strong>	
Fatalities	0
Injured	1
Missing / Unaccounted For	0
Contaminated / Quarantined	0
Evacuated	0
Sheltered Temporarily	0
Permanently Displaced	0
<strong>Red Cross</strong>	
Red Cross Out Reach	0
Form 901 Initiated	0

## ► Picture taking:

**Photos can be taken natively in the Orion app or imported from the device camera roll. Photos added to a location will have time, date, Lat/Lon, and optional description associated with them.**

To take a new photo:

1. Tap on the “Take/Pick Picture” blue bar at the bottom on main photo screen.
2. At prompt select “Take Picture Using Camera”.
3. Rotate device counter clockwise to landscape position (home button on the right).
4. Take picture and select “Use Photo”.
5. Optional, add description to photo and tap Save on photo screen.

Main photo screen.

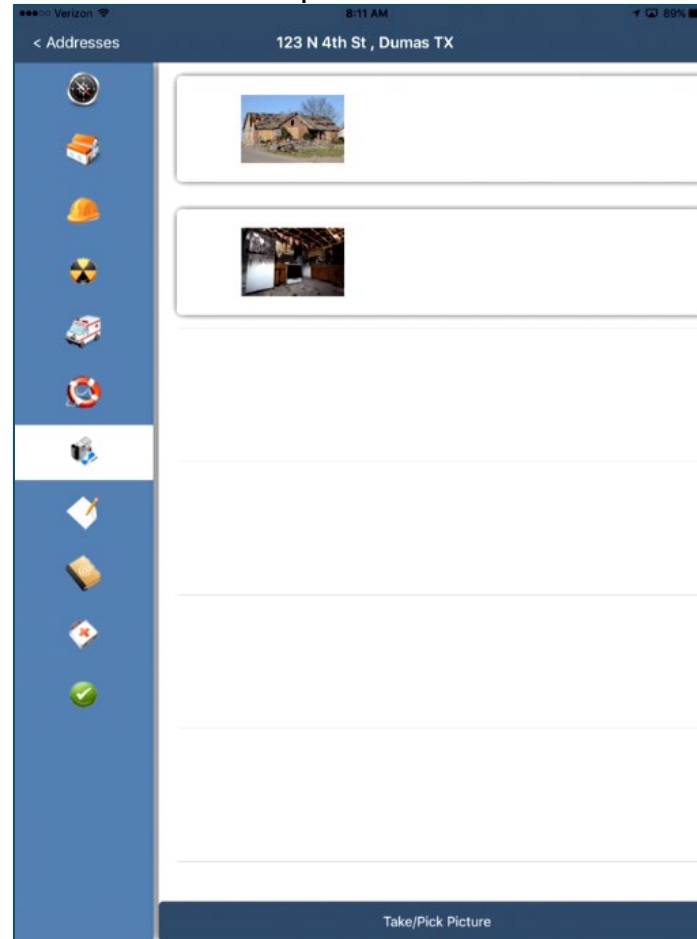
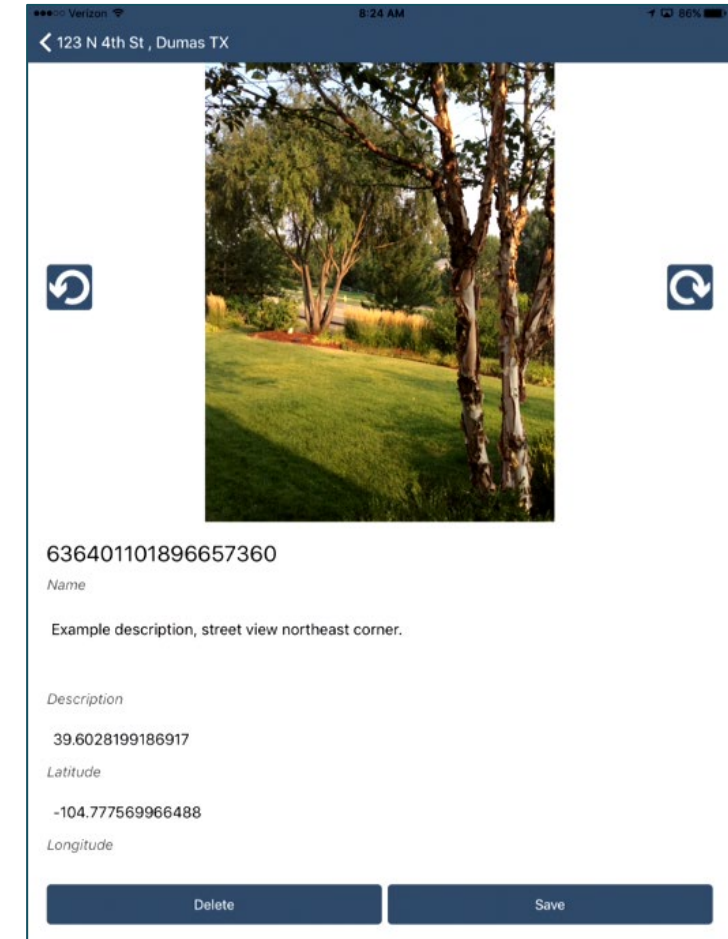


Photo screen.



## ► Special and Functional Needs Screen:

This screen captures basic information on individuals that require additional assistance during the incident.

- Use sliders to make selections.

The screenshot shows a mobile application interface for recording special and functional needs. The top status bar indicates Verizon service, 8:48 AM, and 84% battery. The app header shows a back arrow, the word 'Addresses', and the address '123 N 4th St, Dumas TX'. A vertical sidebar on the left contains icons for various emergency services: a compass, a fire truck, a hard hat, a radiation symbol, an ambulance, a life preserver, a person with a speech bubble, a document, a book, a first aid kit, and a green checkmark. The main content area is titled 'Special Needs' and lists the following categories with toggle switches:

- ☐ Visually Impaired
- ☐ Hearing Impaired
- ☐ Cognitively Impaired
- ☒ Physically Impaired
- ☒ Elderly
- ☐ Senior Without Family
- ☐ Medical Care / Equipment Needed
- ☐ Speech Impaired
- ☐ Limited English Proficiency
- ☐ Other Disadvantaged / Minority

A dark blue 'Save' button is located at the bottom right of the screen.

# ► Orion Dashboard Training

## Dashboard Overview – Map View

- View map layers by clicking on the “Map by” drop down menu
- Save your map view by clicking on “Make this my default view”
- See “Hybrid View” version of the map by selecting the “STREET VIEW” dropdown
- Note the high level information aggregated from all properties in the selected incident on the right
- Click on color coded icons to view more details about the property or go to property details

ORION Incident/Preplan: Training Disaster - ORION (3/13/2017) Sync Server Status: ✔ richard@futuraityt

Map by: Structure Type and Damage ☐ Include "Not Affected"

STREET VIEW

Make this my default view!

Incident Statistics

**Human Impact**

Fatalities:	1
Injured:	6
Missing:	3
Evacuated:	51
Contaminated:	0
Sheltered:	47
Displaced:	0

**Public Assistance Info**

Threshold:	\$1,000,000
Current Damages:	\$449,000

**Residential Damages**

Destroyed:	
Major Damage:	2 \$80,400
Minor Damage:	1 \$66,000
Affected:	2 \$0


Notes:



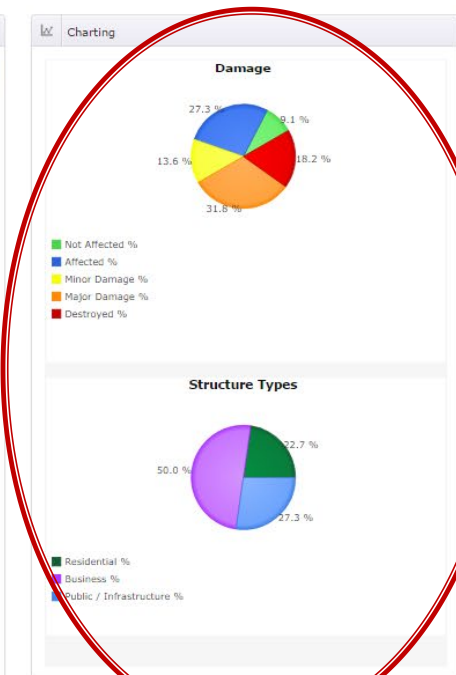
# ► Orion Dashboard Training

## Dashboard Overview – List View

- View details of individual properties by double clicking on the address
- Click on the arrow to edit address, delete address, **view property report** or view on map
- Edit details of the property by clicking on the desired address link
- Add a new assessment through the dashboard by clicking on the “new assessment” tab
- Note sorting and searching feature above property list



Pics	Address 1	City	Area	State	Zip	Structure Type	Damage Level	Damage Values
	<a href="#">Civic Plaza</a>	Reno	Training	NV	89501	Parks/Other	Major Damage	\$5,000
	<a href="#">135 North Sierra Street</a>	Reno	Training	NV	89501	Business	Destroyed	\$250,000
	<a href="#">255 North Sierra Street</a>	Reno	Training	NV	89501	Residential	Major Damage	\$0
	<a href="#">236 N. Sierra St.</a>	Reno	Training	NV	89501	Business	Affected	\$0
	<a href="#">1 East 1st Street</a>	Reno	Training	NV	89501	Public Buildings / Equipment	Major Damage	\$70,000
	<a href="#">50 North Sierra Street, Ste. C</a>	Reno	Training	NV	89501	Business	Destroyed	\$190,000
	<a href="#">50 N Sierra St #1A</a>	Reno	Training	NV	89501	Business	Major Damage	\$33,500
	<a href="#">95 N Sierra St #102</a>	Reno	Training	NV	89501	Business	Major Damage	\$48,500
	<a href="#">50 N Sierra St, Ste B</a>	Reno	Training	NV	89501	Business	Destroyed	\$103,500
	<a href="#">222 N Sierra St</a>	Reno	Training	NV	89501	Business	Major Damage	\$62,000
	<a href="#">345 N Virginia St</a>	Reno	Training	NV	89501	Business	Not Affected	\$0
	<a href="#">219 N Center St</a>	Reno	Training	NV	89501	Business	Affected	\$220,000
	<a href="#">Reno Arch</a>	Reno	Training	NV	89501	Parks/Other	Not Affected	\$0
	<a href="#">98 W Commercial Row</a>	Reno	Training	NV	89501	Business	Affected	\$10,000
	<a href="#">Reno Station</a>	Reno	Nevada State	NV	89501	Public Buildings / Equipment	Minor Damage	\$15,000
	<a href="#">38 E 2nd St</a>	Reno	Training	NV	89501	Business	Minor Damage	\$60,000
	<a href="#">198 W Commercial Way</a>	Reno	Training	NV	89501	Residential	Minor Damage	\$81,000
	<a href="#">670 West St</a>	Reno	Training	NV	89501	Residential	Major Damage	\$100,400
	<a href="#">Center Street Dam</a>	Reno	Training	NV	89501	Water Control Facility	Destroyed	\$250,000
	<a href="#">6241 S Walden Ct</a>	Aurora	Training	CO	80016	Residential	Affected	\$0
	<a href="#">255 N. Virginia St.</a>	Reno	Training	NV	89501	Residential	Affected	\$0
	<a href="#">6363 South Waco Street</a>	Aurora	Training	CO	80016	Public Buildings / Equipment	Affected	\$0



# ► Orion Dashboard Training

## Dashboard Overview – Property Edit

- View details of individual properties by double clicking on the address in list view or double clicking on the property map icon
- Edit details by clicking on the desired area (Address Info, Property Info, Damage, Human Impact etc.)

Geocode

✓

135 North Sierra Street, Reno

Address Info

Property Info

Structural Triage / Prep

Damage

Human Impact

Insurance

Pictures

Contacts

Notes

State / FEMA Review

Audit Trail

Attachments

This page allows you to manage the base address information for an assessed location, as well as obtain a geo-location. Tax assessment information may also be available.

Incident

Training Disaster - ORION (5/16/2017)

Structure Type

Business

Address 1

135 North Sierra Street

Address 2

City

Reno

Area

Training

State

Nevada

Zip

89501

Latitude

39.525687298774280

39° 31' 32.47" N

Longitude

-119.814462773613460

119° 48' 52.07" W

USNG

11S KD 58086 78898

Tax Parcel ID

[Lookup Tax Info](#)

☐ Property is Historic

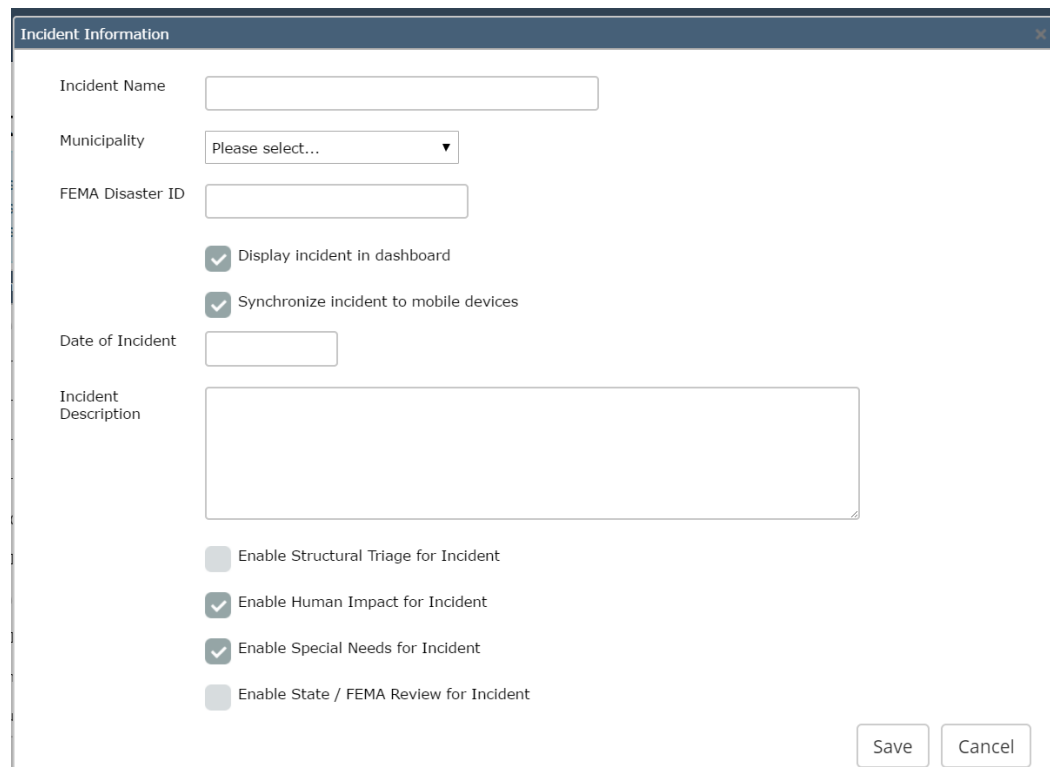
☐ Citizen Reported Damage

Notes:

## ► System Administration:

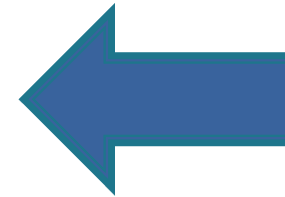
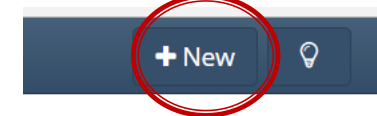
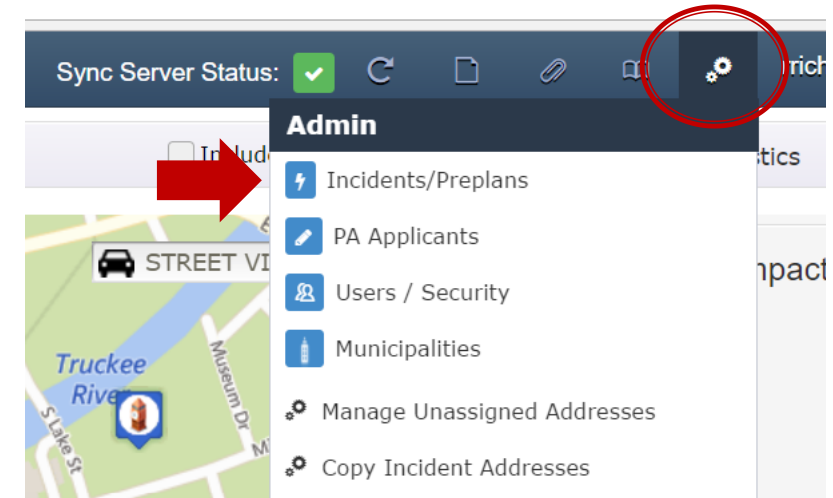
### Creating an Incident/Preplan

- Select “Incident/Preplan” in the Admin Tab
- Select NEW on the top right
- Fill out Incident Info Screen:



The Incident Information form contains the following fields and options:

- Incident Name:
- Municipality:
- FEMA Disaster ID:
- ☒ Display incident in dashboard
- ☒ Synchronize incident to mobile devices
- Date of Incident:
- Incident Description:
- ☐ Enable Structural Triage for Incident
- ☒ Enable Human Impact for Incident
- ☒ Enable Special Needs for Incident
- ☐ Enable State / FEMA Review for Incident
- Buttons: Save, Cancel





## ► System Administration:

### Associate Incident/Preplan with PA Applicant

- After Creating an incident, select the “Included Public Assistance Applicant”
- **Every incident must have a PA Applicant associated with it**
- NOTE and adjust where incident will be visible (as a best practice, uncheck “synchronize incident to mobile devices” when field assessments are completed)

Training Disaster - ORION - 11

Incident Information

Please enter all of the appropriate information for this incident.

Incident Name: Training Disaster - ORION

Municipality: Nevada

FEMA Disaster ID: 64525243523

Date of Incident: 05/16/2017

Incident Description: Team Orion training disaster

Primary Public Assistance Threshold: 1000000

☒ Display incident in dashboard

☒ Synchronize incident to mobile devices

☒ Enable Structural Triage for Incident

☒ Enable Human Impact for Incident

☒ Enable Special Needs for Incident

☒ Enable State / FEMA Review for Incident

Included Public Assistance Applicants

Please select all of the applicants to be included in this incident by marking the checkbox next to the applicant.

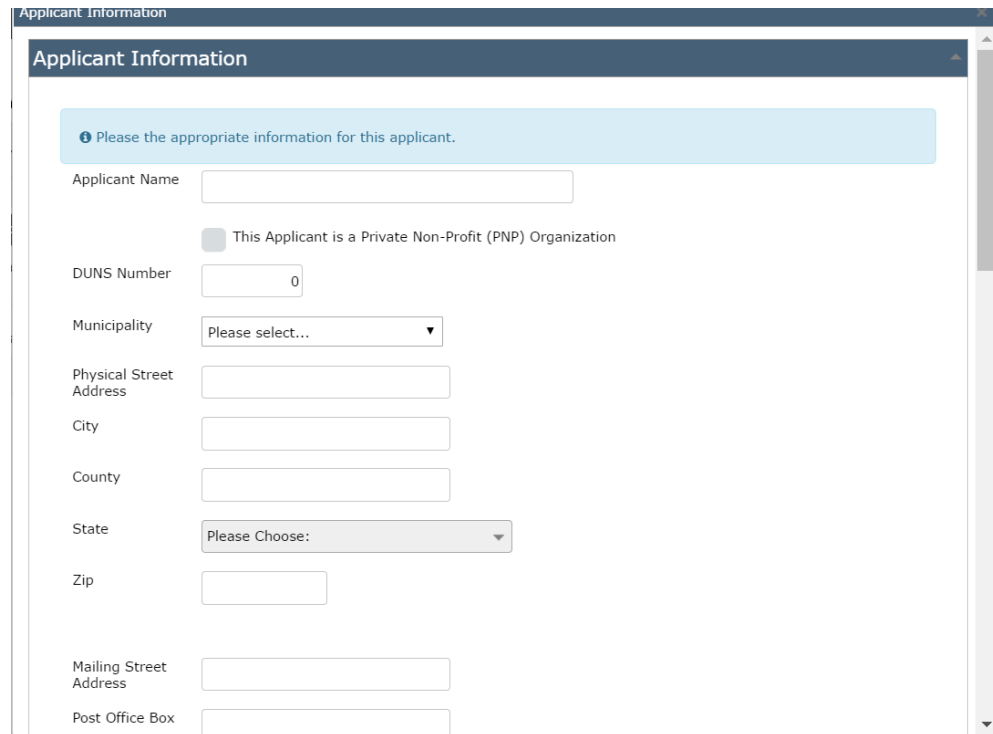
Applicant Name	Include	Is Primary
Washoe County	<input type="checkbox"/>	<input type="radio"/>
State of Nevada	<input type="checkbox"/>	<input type="radio"/>
My Town	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>

Notes:

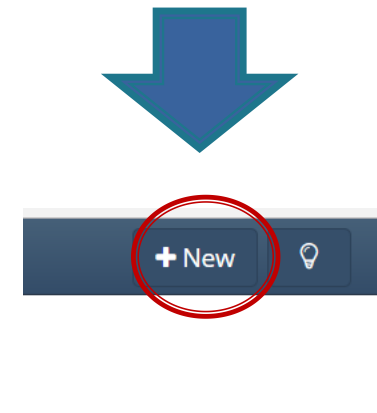
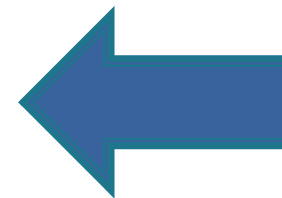
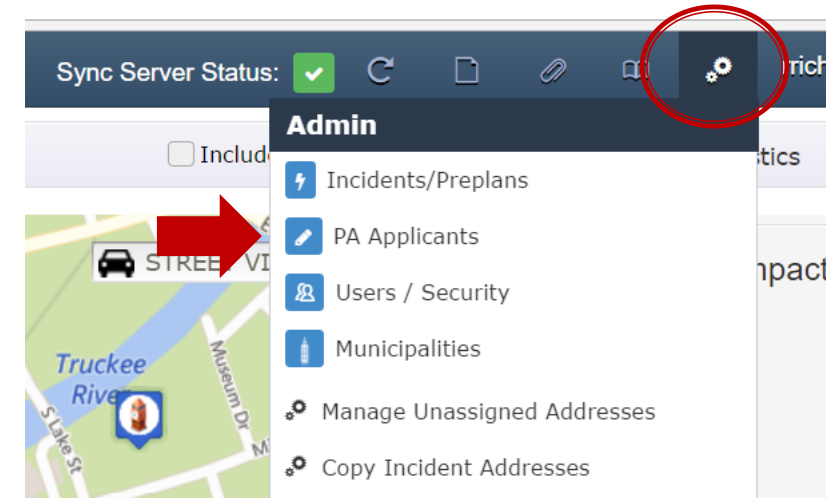
## ► System Administration:

### Creating a PA Applicant

- Select “PA Applicant” in the Admin Tab
- Select NEW on the top right
- Fill out Applicant Info Screen
- ***Scroll down to SAVE***



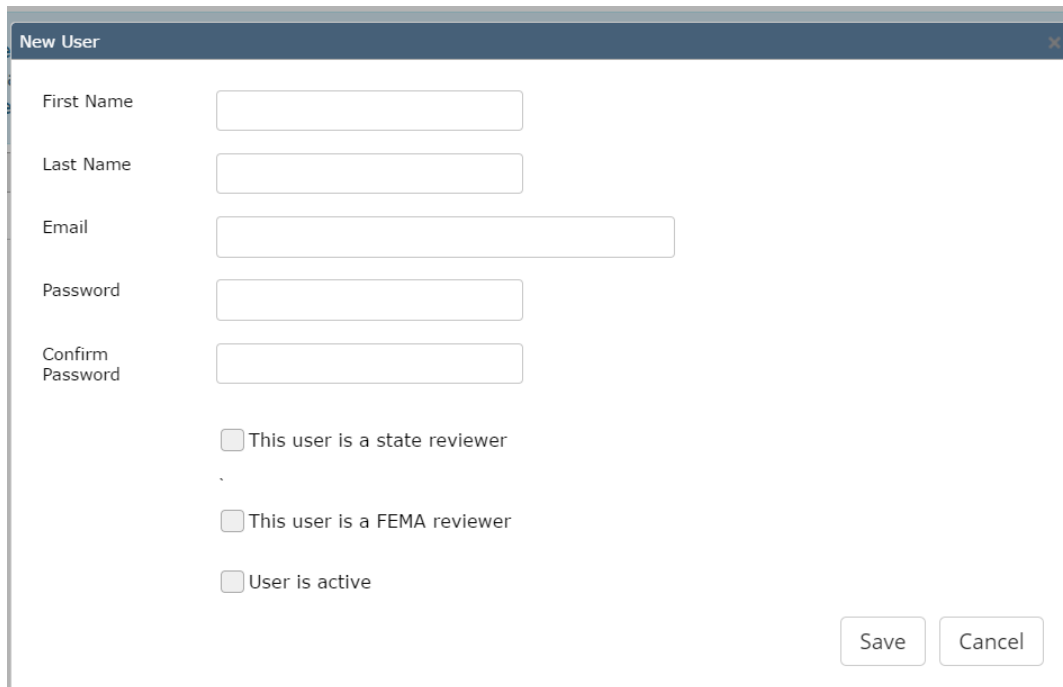
The screenshot shows the 'Applicant Information' form. At the top, there is a blue header bar with the title 'Applicant Information'. Below the header, a light blue box contains the instruction: 'Please the appropriate information for this applicant.' The form fields include: 'Applicant Name' (text input), a checkbox for 'This Applicant is a Private Non-Profit (PNP) Organization', 'DUNS Number' (text input with '0' entered), 'Municipality' (dropdown menu with 'Please select...' selected), 'Physical Street Address' (text input), 'City' (text input), 'County' (text input), 'State' (dropdown menu with 'Please Choose:' selected), 'Zip' (text input), 'Mailing Street Address' (text input), and 'Post Office Box' (text input).



## ► System Administration:

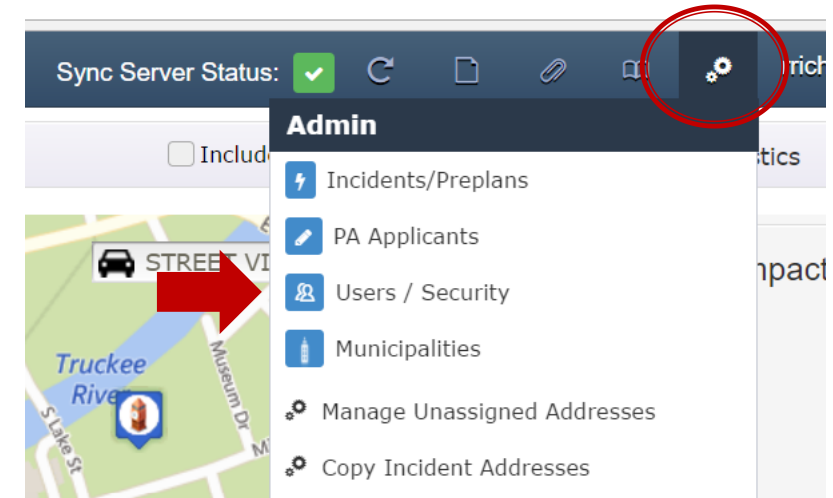
### Creating a New User

- Select “Users / Security” in the Admin Tab
- Select NEW on the top right
- Fill out New User Info Screen
- Optional – allow system to send welcome email
- **Select *Permissions Settings***



The 'New User' form contains the following fields and options:

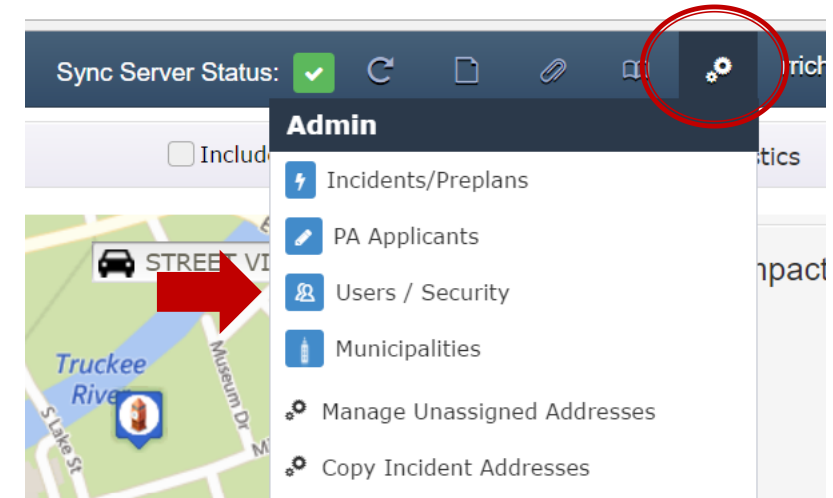
- First Name:
- Last Name:
- Email:
- Password:
- Confirm Password:
- ☐ This user is a state reviewer
- ☐ This user is a FEMA reviewer
- ☐ User is active
- Buttons: Save, Cancel



## ► System Administration:

### Creating a New User – Permission Setting

- Select Users / Security in the Admin tab
- Click on the geographical area(s) where permissions are required
- Select the appropriate Dashboard Access
- Select the appropriate Mobile Access
- ***Note current permissions***



☐ This user is a state reviewer ☐ This user is a FEMA reviewer ☒ User is active

**Access Levels**

**Dashboard Access**

For the selected area, please choose the level of access to the dashboard for this user.

**Mobile Access**

For the selected area, please choose the level of access to the mobile device for this user.

**Current Municipality Permissions**

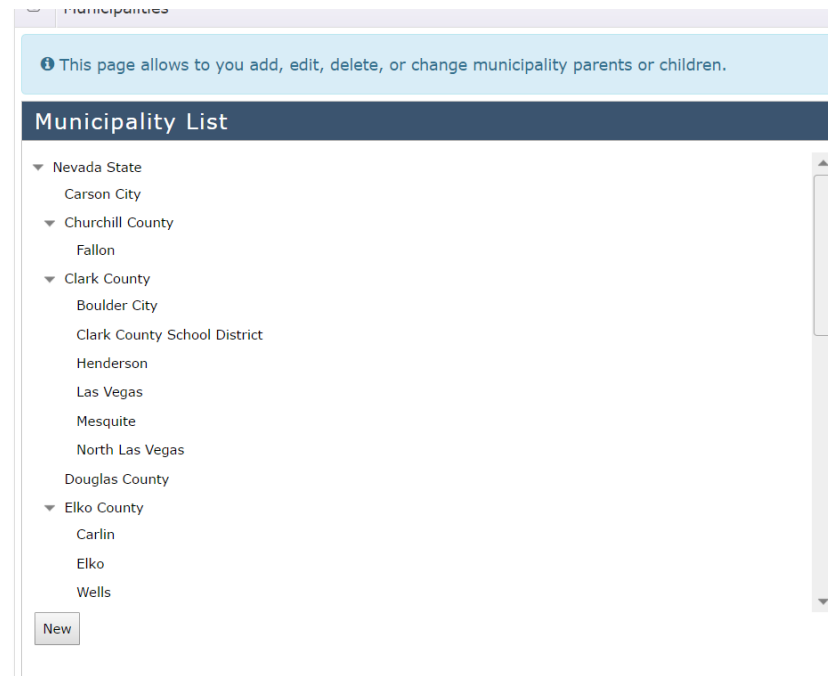
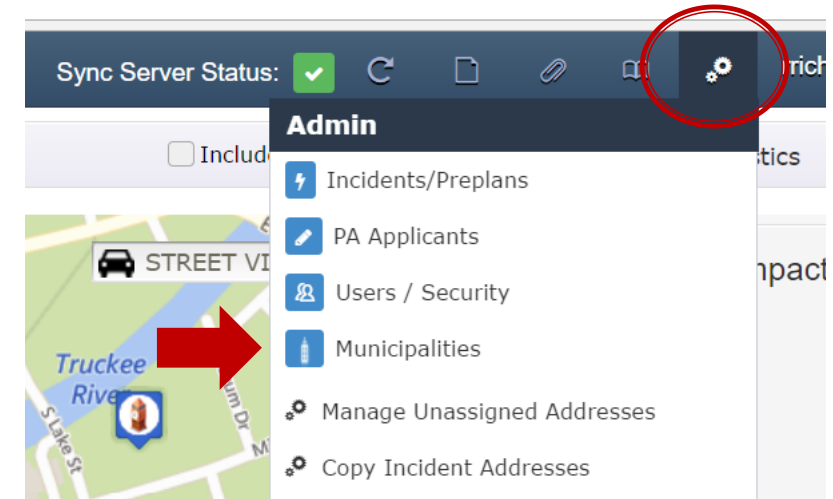
Drag a column and drop it here to group by that column

Muni Name	Dash Access Name	Mobile Access Nam..
Carson City	Admin	Edit
Churchill County	Admin	Edit
Clark County	Admin	Edit
Douglas County	Admin	Edit
Elko County	Admin	Edit
Esmeralda County	Admin	Edit
Eureka County	Admin	Edit
Humboldt County	Admin	Edit
Lander County	Admin	Edit

## ► System Administration:


### Creating a Municipality

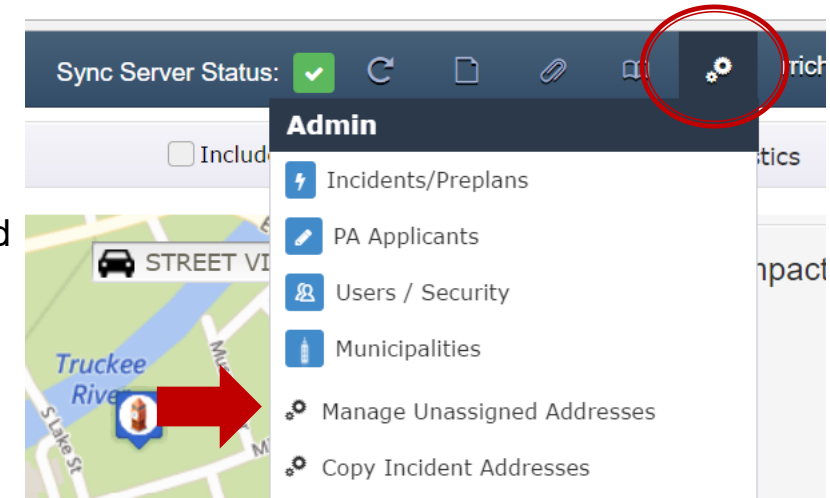
- Select “Municipalities” in the Admin tab
- Highlight the state, county or municipality where you want to place a new “child” level
- Select “New” to add a new municipality/child level
- Optional: add FIPS number and additional info to the municipality




## ► System Administration:

### Manage Unassigned Addresses (From Citizen Reported Portal)

- Select “Manage Unassigned Addresses” in the Admin Tab
- Select the “Incident” where you would like the unassigned addresses moved
- Select the dropdown by ASSIGN to determine which county/municipality unassigned addresses should be moved to
- Check the boxes of the addresses that you want to move or “select all” by checking the box in the blue bar to the left of “Address”
- Preview pictures by selecting the  photo icon



### Unassigned Addresses

 This page allows you to direct unassigned addresses that were submitted through the self reporting system to a specific incident. Select one or more addresses and use the drop down to assign them to that incident.



















Tornado Reno 3/16 (3/16/2017)

Please select...

← Assign

✕ Delete

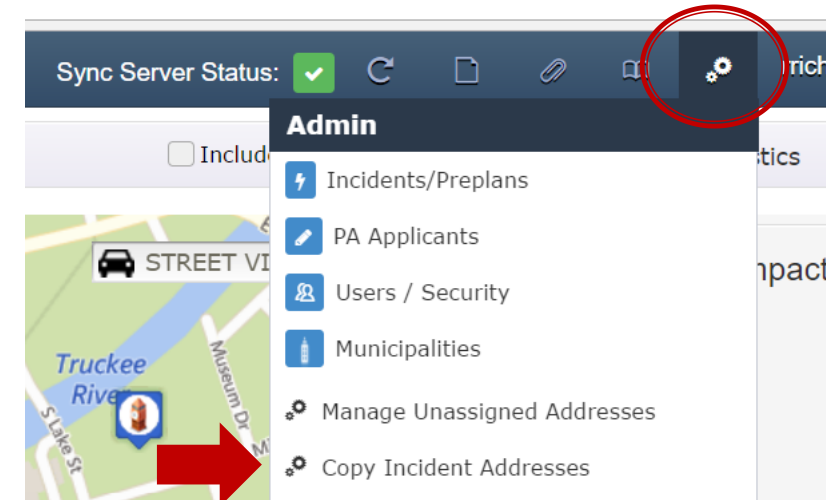
Drag a column and drop it here to group by that column

<input type="checkbox"/>	ID	Address	City	Area	State	Zip	Structure Type	Damage Level	Damage Values	Submitted On	Pics
<input type="checkbox"/>	267	11740 TUPELO ST	RENO	Washoe County	NV	89506	 Residential	 Major Damage	\$0	02/15/2017 02:10	
<input type="checkbox"/>	268	6 stagbriar	Columbia	Washoe County	SC	29229	 Residential	 Minor Damage	\$0	02/16/2017 06:46	
<input type="checkbox"/>	321	120 South 1St	Elko	Washoe County	NV	89801	 Residential	 Minor Damage	\$0	02/16/2017 02:21	
<input type="checkbox"/>	324	11000 lemmon drive	RENO	Washoe County	NV	89506	 Business	 Minor Damage	\$0	02/21/2017 06:35	
<input type="checkbox"/>	325	885 W 11th St	Reno	Washoe County	NV	89503	 Residential	 Minor Damage	\$0	02/22/2017 02:09	
<input type="checkbox"/>	326	3185 corey Drive	Reno	Washoe County	NV	89509	 Residential	 Not Affected	\$0	02/28/2017 01:41	
<input type="checkbox"/>	328	11000 Lemmon Drive	Reno	Washoe County	NV	89506	 Business	 Major Damage	\$0	02/23/2017 06:34	

## ► Pre-Planning with Orion:

### Utilize Pre-plan with Copy Address Function

- Select “Copy Incident Addresses” in the Admin Tab
- Select the “Copy From” Incident dropdown where you would like addresses copied from
- Select the “Copy To” Incident dropdown where you would like addresses copied to
- Check the boxes of the addresses that you want to copy or “select all” by checking the box in the blue bar to the left of “Address”
- Click on the **+ Add Selected** or **- Remove Selected** to add/remove addresses



### Copy Addresses

ⓘ This page allows you to copy addresses that have already been created from previous incidents to another incident. Select rows from the left and click the "Add Selected" button to place the rows in the table to the right, or click the "Add All" button to add all the addresses from the selected incident. Alternatively, you can add or remove single rows by double clicking them. All entries on the table to the right will get created and set to the incident you have chosen.

**Copy Options**

Copy From: All Incidents To: Please Choose: Save

**All Addresses** + Add Selected

	Address	Muni ID	City	State	Zip	Type
<input type="checkbox"/>	20595 eaton rd	17	reno	NV	89521	Residential
<input type="checkbox"/>	20595 eaton rd	17	reno	NV	89521	Residential
<input type="checkbox"/>	20595 eaton rd	17	reno	NV	89521	Residential
<input type="checkbox"/>	20595 eaton rd	17	reno	NV	89521	Residential
<input type="checkbox"/>	20595 Eaton Rd	17	Reno	NV	89521	Residential
<input type="checkbox"/>	1690 S Wells	17	Reno	NV	89502	Business
<input type="checkbox"/>	205 Lake Dr	17	Washoe Valley	NV	89704	Residential

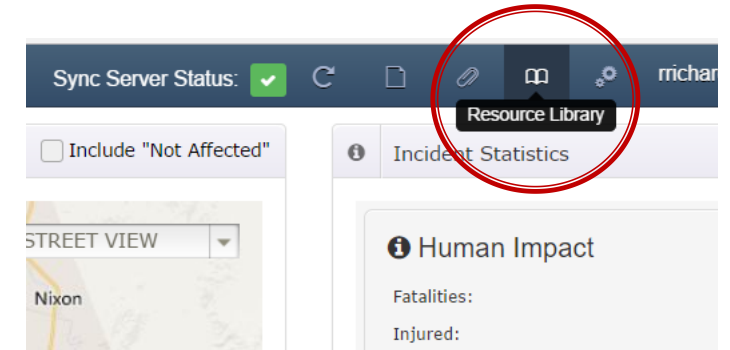
**Addresses to be Copied** - Remove Selected

	Address	Muni ID	City	State	Zip	Type
--	---------	---------	------	-------	-----	------

## ► System Administration:

### Resource Library

- Select “Resource Library”
- Select the desired Documentation
- Note – app manual is being updated



### Resource Library

#### Documentation

##### **Tax Assessor File Specification**

The requested file specification for Orion Tax/Assessor data.

##### **Residential Damage Guide**

A quick guide to determining residential damage levels

##### **Orion App User Manual**

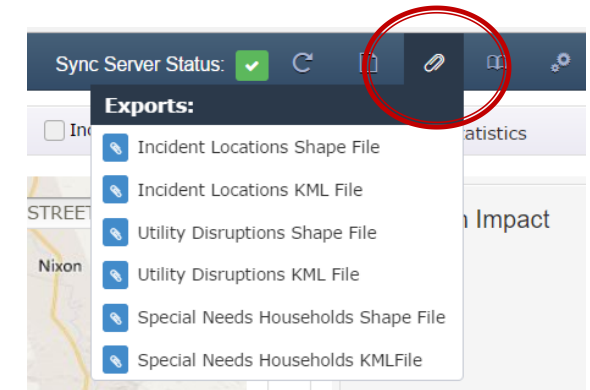
A comprehensive guide to the Orion mobile application



## ► System Administration:

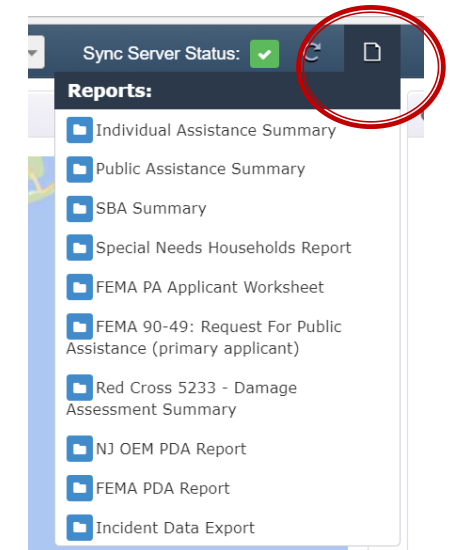
### Export Incident Specific GIS File

- Select “Exports” in the Admin Tab
- Select the type of file required from the drop down menu



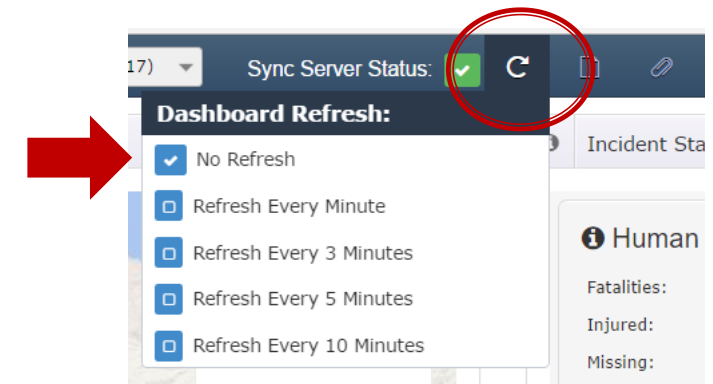
### Export Incident Specific Reports

- Select “Reports” in the Admin Tab
- Select the type of report that you would like produced that reflects all data in the selected incident



### Set Dashboard Refresh Rate for Orion Dashboard

- Set refresh rate to update dashboard with most recent Orion App user synchronization



Notes:

# ► Orion PA Project Manager

## Access to PA Project Manager

- Open by Selecting “Public Assistance Project” tab within property details
- (ONLY IN PUBLIC INFRASTRUCTURE PROPERTY TYPES)
- Public Assistance Project Manager will open

1 East 1st Street, Reno

PDA Information

Address Info

Property Info

Structural Triage / Prep

Damage

Human Impact

Insurance

Pictures

Contacts

Notes

Special Needs

State / FEMA Review

Audit Trail

Attachments

Public Assistance Project

This page allows you to manage the base address information for an assessed location, as well as obtain a geo-location. Tax assessment information may also be available.

Incident: Training Disaster - ORION (5/16/2017)

Structure Type: Public / Infrastructure

Address 1: 1 East 1st Street

Address 2:

City: Reno

Area: Training

State: Nevada

Zip: 89501

Latitude: 39.526067000000000 39° 31' 33.84" N

Longitude: -119.812749000000000 119° 48' 45.90" W

USNG: 11S KD 58234 78936

Tax Parcel ID: 011-062-20 [Lookup Tax Info](#)

☐ Property is Historic

☐ Citizen Reported Damage

## Areas for data entry in PA Project Manager:

- Select “Project Information” to add project info
- Select “Administrative Costs” to add administrative cost details
- Select “Labor Tracking” to add employees, employee pay rates and track work hours
- Select “Equipment Tracking” to add equipment to a project with preloaded FEMA cost codes
- Select “Material Tracking” to add material details
- Select “Contractor Work” to add invoice details
- Select “Project Maps & Sketches” to upload project files
- Select “Project Photos” to upload photos to the project

1 East 1st Street, Reno

PDA Information

Public Assistance Project

Project Information

Administrative Costs

Labor Tracking

Equipment Tracking

Materials Tracking

Contractor Work

Project Maps & Sketches

Project Photos

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☐ Citizen Reported Damage

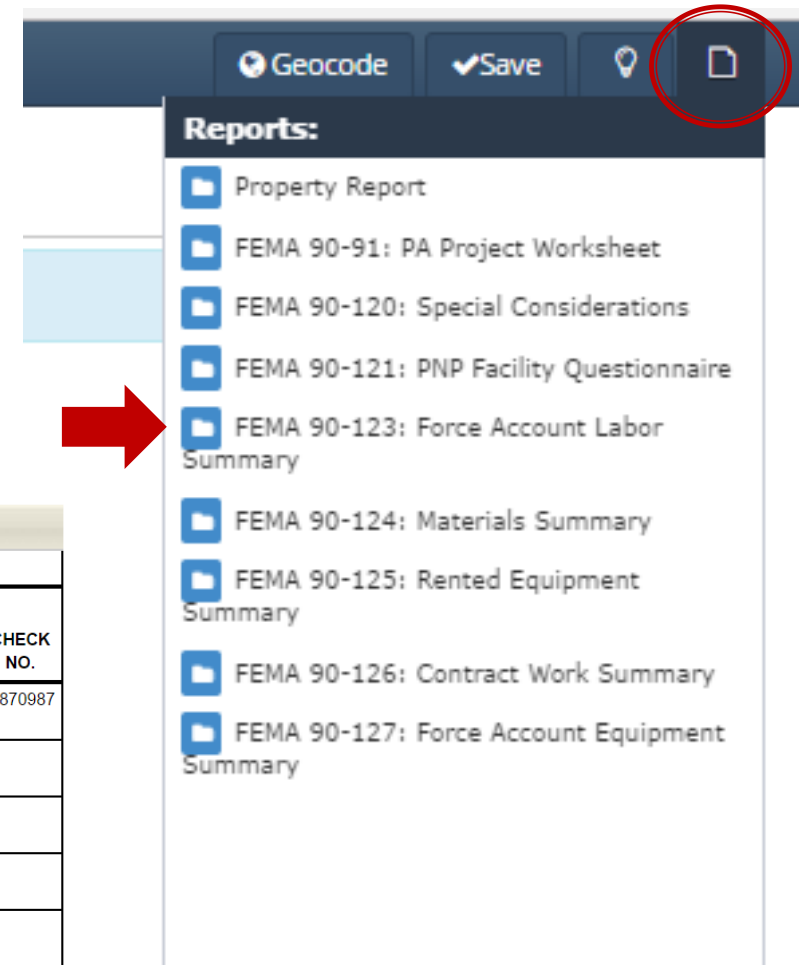
## ► System Administration:

### Public Assistance Project Manager

- Select “Public Assistance Project” tab within property details
- Public Assistance Project Manager will open
- Select desired report to fill FEMA 90 Series Reports
- Report will auto-fill with pertinent info entered into PA Project Manager
- Select the export tab to export in Excel, PDF or Word

1 of 1 Find   Next								
TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	DATES AND HOUR USED	HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		IN	OUT					
Pump : Honda - ID140	11/20/2016 - 11/21/2016 48	\$0.00	\$35.75	\$1,716.00	joe backhoe service	12345	11/20/2016 \$500.00	9870987
GRAND TOTAL							\$500.00	

FEMA Form 90-125, FEB 09



Geocode Save

**Reports:**

- Property Report
- FEMA 90-91: PA Project Worksheet
- FEMA 90-120: Special Considerations
- FEMA 90-121: PNP Facility Questionnaire
- FEMA 90-123: Force Account Labor Summary
- FEMA 90-124: Materials Summary
- FEMA 90-125: Rented Equipment Summary
- FEMA 90-126: Contract Work Summary
- FEMA 90-127: Force Account Equipment Summary

Notes:

## ► **Field Exercise:**

**Please use the Orion App to conduct damage assessment on these properties:**

### **Property I**

This home has missing shingles, holes in the roof, chimney damage and split seams. The garage door is missing. The siding on the north side has been blown off and there is flooding at a level just above the electrical outlets. The home has no power.

Please use the Orion App to do a complete assessment and take four pictures of the building and include notes with each picture.

### **Property II**

This Court House has cracks in the foundation. A County vehicle parked at the court house was pummeled by a hail storm. Several windows have sustained damage.

Please use the Orion App to do a complete assessment and take four pictures of the building and include notes with each picture.

## ► Quick Reference

Orion Login Info:  
(same for app and dashboard)

- Username: \_\_\_\_\_
- Password: \_\_\_\_\_
- Orion URL:  
https:// \_\_\_\_\_ .orioncentral.com

(please use Chrome or Firefox browser)

Orion Contact Info:

**Andre Raddler, Technology Support Specialist**

- 888 384-0970 ext. 1
- [araddler@FuturityIT.com](mailto:araddler@FuturityIT.com)

**Heidi Hessler**

- 415 595-5677
- [hhessler@FuturityIT.com](mailto:hhessler@FuturityIT.com)