

APPENDIX B2: RISK ASSESSMENT DATABASE

DATABASE ADMINISTRATOR'S USER GUIDE*

| | |
|--|--------------|
| Microsoft Access Experience | B2-3 |
| Before Using the Database | B2-3 |
| Database Specifics | B2-3 |
| Files to be Integrated into the Database – Assessment Supporting Materials | B2-4 |
| Beginning to Use the Database | B2-5 |
| Security | B2-6 |
| Administrative Functions | B2-7 |
| Load 'Miscellaneous' Files | B2-8 |
| Assessment Locations | B2-9 |
| Loading Photos and GIS Images | B2-10 |
| Assessor's Database | B2-12 |
| Creating an Assessor Database | B2-12 |
| <i>Preparation: Assessment Supporting Information.....</i> | <i>B2-12</i> |
| <i>Working in the Front End.....</i> | <i>B2-13</i> |
| <i>Working in the Back End</i> | <i>B2-14</i> |
| Providing an Assessor with the Database Application..... | B2-15 |
| Importing the Assessor Data into the Main Database | B2-15 |
| Linked Table Manager | B2-16 |

*© National Institute Of Building Sciences 2004

Any opinions, findings, conclusions, or recommendations expressed in this publication and application do not necessarily reflect the views of FEMA. Additionally, neither FEMA or any of its employees makes any warrantee, expressed or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, product, or process included in this publication and application. Users of information from this publication and application assume all liability arising from such use.

MICROSOFT ACCESS EXPERIENCE

It is highly recommended that the database administrator is an intermediate to advanced Microsoft Access user.

For up to date information about Microsoft Access, the software webpage is: <http://office.microsoft.com/en-us/FX010857911033.aspx>.

BEFORE USING THE DATABASE

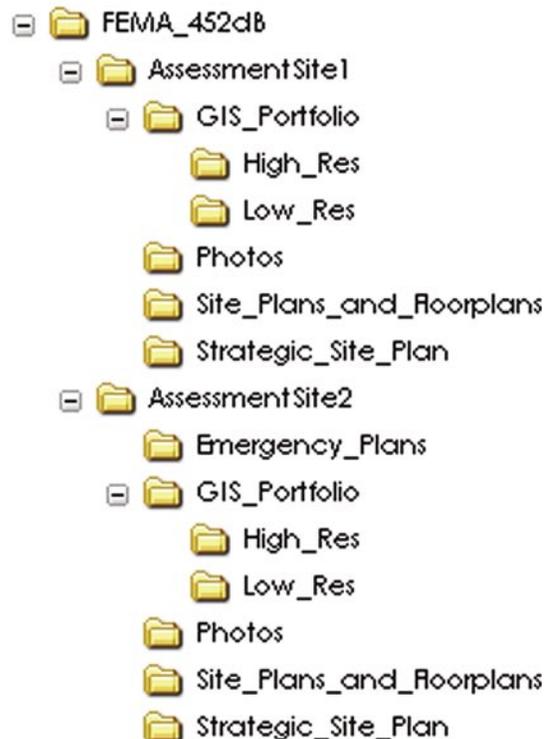
Database Specifics

The database application is composed of various files, including a Microsoft Access front end database (*FEMA452_Application_v1.mde*), a back end database (*FEMA452_Data.mde*), a workgroup file (*FEMA452wg.mdw*), a shortcut to the database (*FEMA 452 Database*), a shortcut to the back end of the database (Master Data), a Microsoft Word Document (*FEMA452dB_UserGuide.doc*), and a Microsoft Excel Spreadsheet (*ThreatMatrix.xls*) for the Master Database. An assessor database front end and front end shortcut are provided (*FEMA452db_App_Assessor_v1.mde* and *FEMA 452 Assessor Database*, respectively). Also, a short cut to the workgroup file (*Workgroup*), to change passwords and add users is provided.

The following are the hardware and software requirements for the Risk Assessment Database:

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

The database application files are set to run on the **C: drive**, in the **FEMA_452dB folder**. Similarly, the assessor database is set to run on the C: drive, in the **FEMA_45dB_Assessor folder**. The database applications have a specific file structure that has to be adhered to for the database to function



properly, regardless of location on the computer.

Note: AssessmentSite1 and AssessmentSite2 are just example folders, and these will be replaced by assessment site folders created by the database administrator.

Files to be Integrated into the Database - Assessment Supporting Materials

Assessment support materials that can be integrated into this database include:

- Emergency plans,
- GIS materials – an Adobe PDF format portfolio, high and low resolution images (both high and low resolution images **MUST** have the same name, but with the low resolution image ending in “_lr”),

- Photos,
- Site plans and floor plans (CAD, Image), and
- Strategic site plan (Microsoft Excel spreadsheet).

All of these materials **MUST** be placed in the correct folders for the database application to be able to utilize them properly. See the following table for supporting material placement:

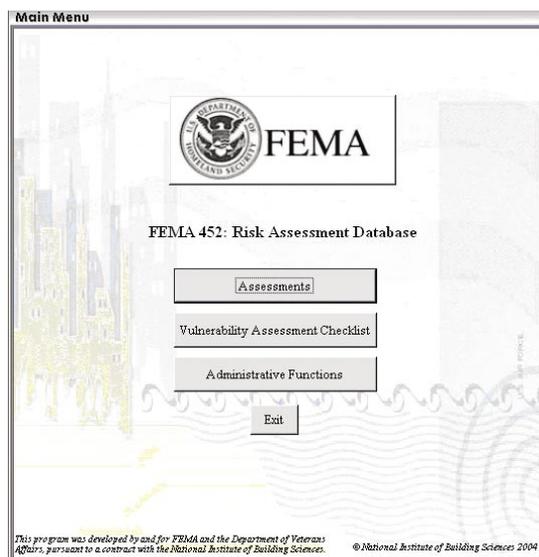
| Supporting Material | Folder |
|--|---------------------------|
| Emergency plans - any format | Emergency_Plans |
| GIS materials - PDF | GIS_Portfolio |
| GIS materials - high resolution jpegs | High_Res |
| GIS materials - low resolution jpegs | Low_Res |
| Photos - jpegs | Photos |
| Site plans and floor plans (CAD, Image) - any format | Site_Plans_and_Floorplans |
| Strategic site plan - Microsoft Excel spreadsheet | Strategic_Site_Plan |

All of these folders need to be utilized in the created Assessment Site folder, which is named while creating a new assessment location.

BEGINNING TO USE THE DATABASE

During Installation, a shortcut was placed on the desktop, “FEMA 452 Database.” Double click the shortcut, and log on with the username “Administrator,” with password administrator.

The **Main Menu** will open:



Security

Three user groups have been created, **Admins**, **Full Data Users**, and **Read Only Users**. Be sure to assign “Administrator” a different password after initial logon.

Admins has full access to the database. The *Administrative Functions* button will only be visible for users in the Administrator group. Two users have been created in this group, **Administrator** and **Assessor**. Both have initial passwords of “Administrator” and “Assessor,” respectively.

Full Data Users can view and update data. The created user “Editor” has an initial password of “Editor.”

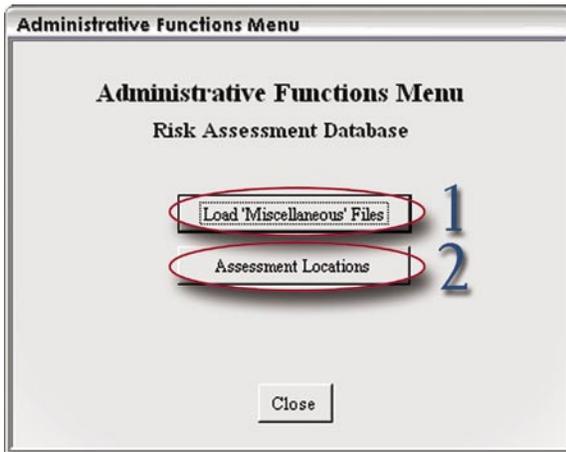
Reader can only view data. The created user “Reader” has an initial password of “Reader.”

Add users as necessary using the Workgroup short cut provided.

ADMINISTRATIVE FUNCTIONS



From the Main Menu, click the *Administrative Functions* button, and the Administrative Functions Menu will open:



Load 'Miscellaneous' Files

This form allows the administrator to load files, including the **GIS Portfolio PDF**, **emergency plans**, and **site plans/floor plans**, so database users can access these files. These files must be in the correct location. See [Assessment Supporting Materials](#).

| Site ID | Site Name | Assessment Date | Type | Number of Miscellaneous Files | |
|---------|-----------|-----------------|--------|-------------------------------|------------|
| 3 | SiteOne | 1/1/2004 | Tier 1 | 4 | Load Files |
| 4 | SiteTwo | 9/28/2004 | Tier 2 | 4 | Load Files |
| 5 | SiteThree | 9/29/2004 | Tier 3 | 4 | Load Files |

Record: 1 of 3

Assessment Locations

This form is where the database administrator can add new assessment locations and add questions and matrices to each of the assessment locations.

| SiteID | Assessment Location | Organization Name | City | State | Site Description |
|--------|---------------------|-------------------|-----------|-------|------------------|
| 3 | SiteOne | ABC Inc. | Someplace | CA | |
| 4 | SiteTwo | DEF Inc. | Somewhere | MD | |
| 5 | SiteThree | GHI Inc. | Some | DE | |

1. The *New Assessment Location* button opens a form for the input of a new assessment location.
2. The *New Assessment for: (Organization Name)* button opens a form **Assessment Information:**

Assessment ID: (AutoNumber)
Site ID:
Assessment Location:
Assessment Date:
Type:
Assessment Folder Name:
Strategic Site Plan File Name:
Entered By:
Enter Date: 10/21/2004
Modified By:
Modify Date:
Continue Cancel

This form must be completed to create a new assessment. It is important to enter all of the information on this form correctly, as the database application uses the fields **Assessment Folder Name** and **Strategic Site Plan File Name** as “pointers,” to access **Assessment Supporting Information.**

LOADING PHOTOS AND GIS IMAGES

The Administrator Group is the only group that has the permissions required to load photos and GIS images. To load the photos and GIS images into the database application:

1. Go to the Main Menu, and click on the *Assessments* button, which will open the List of Assessments page:

| Assessment ID | Assessment Location | Organization Name | Assessment Date | Assessment Type | Assessment Folder Name |
|---------------|---------------------|-------------------|-----------------|-----------------|------------------------|
| 1 | SiteOne | ABC Inc. | 9/27/2004 | Tier 1 | SiteOne\ |
| 2 | SiteTwo | DEF Inc. | 9/28/2004 | Tier 2 | SiteTwo\ |
| 3 | SiteThree | GHI Inc. | 9/29/2004 | Tier 3 | SiteThree\ |

2. Click on either the *Photos* or the *GIS Portfolio* button (both circled in previous image), both of which will open the Assessment Main Page:

Site Name: SiteOne
Assessment Location: SiteOne
Assessment Date: 1/1/2004 Type: Tier 1

Executive Summary | Vulnerabilities | Points of Contact | Assessment Team | Photo Spreadsheet | Photos | GIS Portfolio Spreadsheet | GIS Portfolio | Miscellaneous Files

Image #: [] Image #: [] Image #: [] Image #: [] Image #: []

Load Photos [] (28 images total)

- Click on the *Photo Spreadsheet* or the *GIS Portfolio Spreadsheet* button (both circled in previous image), both of which will open a new form:

The screenshot shows the 'Assessment Main Page' with the following details:

- Site Name: SiteOne
- Assessment Location: SiteOne
- Assessment Date: 1/1/2004 Type: Tier 1
- Navigation tabs: Executive Summary, Vulnerabilities, Points of Contact, Assessment Team, **Photo Spreadsheet**, Photos, GIS Portfolio Spreadsheet, GIS Portfolio, Miscellaneous Files
- Table with columns: File Name, Comments for this assessment
- Buttons: Add Pictures, Record: 14 of 28, Close

| File Name | Comments for this assessment |
|----------------------------|------------------------------|
| 2006.jpg | |
| airintake1.jpg | |
| bl4gl.jpg | |
| bl4ghasement2.jpg | |
| boilerroomParking.jpg | |
| lectr.jpg | |
| Copy of sitePerimeter1.jpg | |
| Copy of transformer1.jpg | |
| electricpole.jpg | |
| loadingdock.jpg | |
| naturalgas1.jpg | |
| Site.jpg | |

Photo Spreadsheet or the GIS Portfolio Spreadsheet

The screenshot shows the 'Assessment Main Page' with the following details:

- Site Name: SiteOne
- Assessment Location: SiteOne
- Assessment Date: 1/1/2004 Type: Tier 1
- Navigation tabs: Executive Summary, Vulnerabilities, Points of Contact, Assessment Team, **Photo Spreadsheet**, Photos, **GIS Portfolio Spreadsheet**, GIS Portfolio, Miscellaneous Files
- Table with columns: File Name, Comments for this assessment
- Buttons: Add GIS Portfolio Images, Record: 14 of 27, Close

| File Name | Comments for this assessment |
|----------------------------------|------------------------------|
| 10Mile.mud_lr.jpg | |
| Buildings_of_Interest.mud_lr.jpg | |
| car_bomb.mud_lr.jpg | |
| Emergency_Response.mud_lr.jpg | |
| Hazmat.mud_lr.jpg | |
| Local_Imagery.mud_lr.jpg | |
| Site_Imagery.mud_lr.jpg | |
| Transportation.mud_lr.jpg | |
| truck_bomb.mud_lr.jpg | |
| 10Mile.mud_lr.jpg | |
| Buildings_of_Interest.mud_lr.jpg | |
| car_bomb.mud_lr.jpg | |

- Add photos and/or GIS images by clicking either the *Add Photos* button or the *Add GIS Images* button.

ASSESSOR'S DATABASE

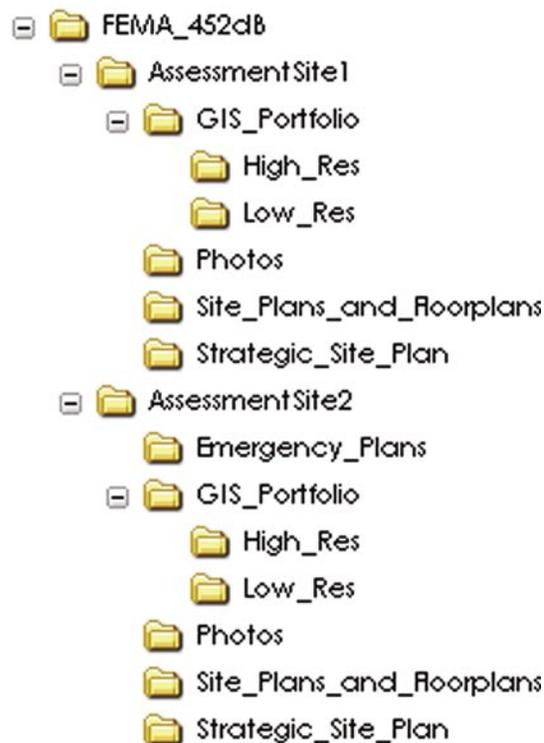
The CD includes a folder containing the assessor front end database (*FEMA_452db_App_Assessor_v1.mde*). To make this application function, the administrator will have to provide the assessor with a backend database, **FEMA452dB_Data.mde** and **Assessment Supporting Information**.

Creating an Assessor Database

An assessor database can be created following these steps:

Preparation: Assessment Supporting Information

1. Create an assessment site folder (it can be named anything as long as it is referenced properly when completing Assessment Information in step 4), and populate all of the **Assessment Supporting Information** folders with desired files. Be sure to keep the following file structure:



2. Copy and paste all of the assessment site folders to the C:\FEMA_452dB_Assessor folder.

Working in the Front End

1. Open the FEMA452dB_application_v1.mde, logging on as an Administrator.
2. Create a logon account for the assessor (if one is not created already).
3. Create (an) assessment location(s) using the *New Assessment Location* function on the Assessment Locations form.
4. Create (a) new assessment(s) using the *New Assessment for: (Organization just created)* button function on the Assessment Locations form.
5. **Load any miscellaneous files** that may support the assessment.
6. **Load any photos or GIS images** that may have been taken or created for the assessment.
7. A default photo for the assessment, which will appear on the Assessments Main Page in the assessor's database, may be selected using the drop down menu located on the Assessment Main Page:

The screenshot shows the 'Assessment Main Page' interface. At the top, there are input fields for 'Site Name' (SiteOne), 'Assessment Location' (SiteOne), 'Assessment Date' (1/1/2004), and 'Type' (Tier 1). A red circle highlights a dropdown menu in the top right corner. Below the form is a navigation bar with tabs: 'Executive Summary', 'Vulnerabilities', 'Points of Contact', 'Assessment Team', 'Photo Spreadsheet', 'Photos', 'GIS Portfolio Spreadsheet', 'GIS Portfolio', and 'Miscellaneous Files'. The main content area is divided into three columns: 'Introduction', 'Observations', and 'Recommendations/Remediations'. At the bottom, there is a record navigation bar showing 'Record: 14 of 1' and a 'Close' button.

8. Close the database.

Working in the Back End

Only step 1 is necessary if this is the first assessment to go to the field, there is only one assessment, or if there is only one group of assessments

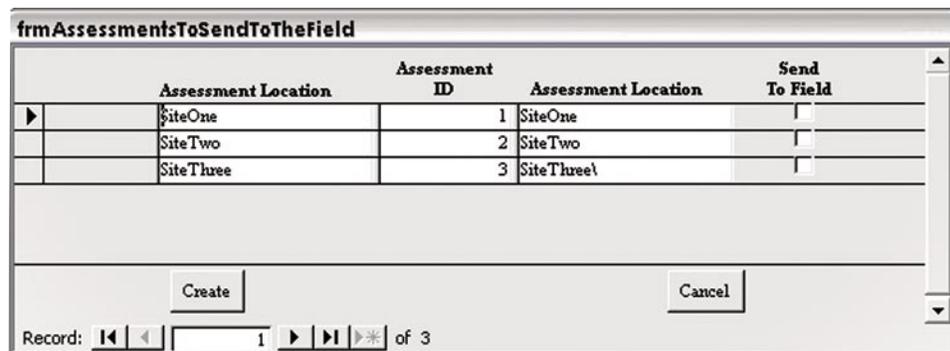
1. Copy the **FEMA452dB_Data.mde** and **FEMA452wg.mdw** file, and **paste it in the C:\FEMA_452dB_Assessor** folder.

The purpose of the following steps is to safeguard any sensitive material that may have been collected on previous assessments. After completing these steps, assessors will only be able to access information provided to them.

2. Open the FEMA452dB_Data.mde file by double clicking on the *Assessor Data* shortcut and logging on as the administrator, to open the **Administrative Functions Menu**:



3. Click the *Create Field Database* button to open the **Assessments to Send to the Field** form:



The image shows a form titled "frmAssessmentsToSendToTheField". It contains a table with the following data:

| Assessment Location | Assessment ID | Assessment Location | Send To Field |
|---------------------|---------------|---------------------|--------------------------|
| SiteOne | 1 | SiteOne | <input type="checkbox"/> |
| SiteTwo | 2 | SiteTwo | <input type="checkbox"/> |
| SiteThree | 3 | SiteThree | <input type="checkbox"/> |

Below the table are two buttons: "Create" and "Cancel". At the bottom of the form, there is a record navigation bar that says "Record: 1 of 3".

4. For any sites you want to send to the field, click the corresponding boxes for the site in the “Send To Field” column.
5. Click the **Create** button. (This is a destructive process – all of the assessment locations that are not marked will be completely deleted from the database.)
6. Compact and repair the database (Tools → Database Utilities → Compact and Repair Database...).
7. Close the database.

Providing an Assessor with the Database Application

The assessor needs the **FEMA_452dB_Assessor folder** in its entirety (database front-end, database back-end, workgroup file, assessment supporting materials) and the **FEMA 452 Assessor Database shortcut**. Be sure to **provide the assessor with their logon name and password (without any security changes, this will be “Editor” and “Editor,” respectively.**

Burn this folder and files to a CD, put it on a USB drive, or post them on a ftp site to which the assessor has access.

Importing the Assessor Data into the Main Database

1. Open the **FEMA452dB_Data.mde** file using the *Assessor Data* shortcut and Administrator logon.
2. Link the following back-end tables to the **FEMA452_Data.mde** database the assessor provided using the **Linked Table Manager**.
 - tblAssessmentPeople1,
 - tblAssessmentVulnerabilities1,
 - tblBuildings1,
 - tblCFMatrix1,
 - tblCIMatrix1,
 - tblExecutiveSummary1,
 - tblObservations1, and
 - tblPeople1.

- Compact and repair database (Tools → Database Utilities → Compact and Repair Database...).
- From the **Administrative Main Menu**, click the *Import Data From Field* button to get the **Import Assessments** form:

Import Assessments

Assessments Currently in the Master Database

| Assessment ID | Assessment Date | Assessment Location |
|---------------|-----------------|---------------------|
| 1 | 1/1/2004 | SiteOne |
| 2 | 9/28/2004 | SiteTwo |
| 3 | 9/29/2004 | SiteThree |

Record: 1 of 3

Assessments Currently in the Remote Database

| Assessment ID | Assessment Date | Assessment Location |
|---------------|-----------------|---------------------|
| 1 | 9/27/2004 | SiteOne |
| 2 | 9/28/2004 | SiteTwo |
| 3 | 9/29/2004 | SiteThree |

Record: 1 of 3

Import AssessmentID 1 (from red to blue)

Close

- Make sure the record you want to import from the assessor's database is selected in both the Master Database and the Remote Database.
- Click the *Import Assessment ID (#) (from red to blue)* button and click **OK** for all options for all assessment location data you want to import.
- Compact and repair database (Tools → Database Utilities → Compact and Repair Database...).
- Close the database.

LINKED TABLE MANAGER

The Linked Table Manager is utilized to link the back end database to an assessor database when importing data from the field.

The Linked Table Manager is accessed on the toolbar:

