# **APPENDIX B2: RISK ASSESSMENT DATABASE**

#### **DATABASE ADMINISTRATOR'S USER GUIDE\***

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## **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: <a href="http://office.microsoft.com/en-us/FX010857911033.aspx">http://office.microsoft.com/en-us/FX010857911033.aspx</a>.

## **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:

- O 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"),

O Photos,

- O Site plans and floor plans (CAD, Image), and
- O 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:

Folder
Emergency_Plans
GIS_Portfolio
nign_res
Photos
Site_Plans_and_Floorplans 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 <u>Main Menu</u>, click the *Administrative Functions* button, and the <u>Ad-</u> <u>ministrative Functions Menu</u> will open:

Administrative Functions Menu	
Administrative Functions Menu Risk Assessment Database	
Load 'Miscellaneous' Files 1 Assessment Locations 2	
Close	

# 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 <u>Assessment</u> <u>Supporting Materials</u>.

Site ID	Site Name	Assessment Date	Туре	Number o Miscellaneous	of Files
	SiteOne	1/1/2004	Tier 1	4	Load Files
4	SiteTwo	9/28/2004	Tier 2	4	Load Files
4	SiteThree	9/29/2004	Tier 3	4	Load Files

### **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
Search	Clear				
	3 SiteOne	ABC Inc.	ßomeplace	ica 🗉	
	4 SiteTwo	DEF Inc.	Somewhere	MD 💽	
	5 SiteThuse	GHI Inc.	Боли	te ad	
	1	)	1		
	1	4	4		

- 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:		
Туре: 🛛	•	
Assessment Folder Name:		
Strategic Site Plan File Name:	l	
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 <u>Main Menu</u>, and click on the *Assessments* button, which will open the <u>List of Assessments</u> page:

	Ass	essmer ID	nt Assessment Location	Organization Na	me	Assessment Date	Assessment Type	Assessment	Folder Name	
			ſ					J	Search	Clear
T	T	1	SiteOne	ABC Inc.	10	9/27/2004	Tier 1	SiteOne\		1
T	T	2	SiteTwo	DEF Inc.	10	9/28/2004	Tier 2	SiteTwol		
t	T	3	SiteThree	GHI Inc.	H.	9/29/2004	Tier 3	SiteThreel		
	Ex	cecutive	Summary Vulnersbilities	Points of Contact	Assessment Tear	Photos	G	S Portfolio	Missellamo	us Files

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

Site Name:	SiteOne				
essment Location: Assessment Date:	SiteOne 1/1/2004 Type	Tier 1 💌			No Image Available
cutive Summary	Fulnezabilities   Points of Cos	ntact   Assessment Team Pho	to Spreadsheet Photos	GIS Portfolio Spreadsheet 315 P	ortfolio   Miscellaneous Files
Image #:	Image	#h	mage #:	Image #	Image #:
Load Photos				41 14	(28 images total)
					the second se

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

ssessment Location Assessment Date	: SiteOne : 1/1/2004 Type	Tier 1 💌				No Image Available	
Recutive Summary	Vulnerabilities   Points of Con	tact   Assessment Team	Photo Spreadsheet	Photos   GIS Portfolio Spreadshee	t   GIS Portfolio	Miscellaneous Files	
<ul> <li>2006.jpg</li> <li>airintakel.jpg</li> <li>Mdgl.jpg</li> <li>Mdgl.jpg</li> <li>Mdgl.serment2.j</li> <li>bollesroomPark</li> <li>cotv.jpg</li> <li>Copy of sitePer</li> <li>Copy of sitePer</li> <li>Copy of transfic</li> <li>electricpole.jpg</li> <li>loadingdock.jpg</li> <li>naturalgal.jpg</li> <li>Site.jpg</li> <li>Site.jpg</li> </ul>	D¢ inejpg inneterljpg innet						
Ad Record: 14 🗐	I Pictures	of 28		20	0		1

### Photo Spreadsheet or the GIS Portfolio Spreadsheet

sessment Location: SiteO Assessment Date:	ne 1/1/2004 Type	Tier 1 💽			-	No Image Available	
scutive Summary   Vulneral	bilities   Points of Cor	tact   Assessment Team   Ce	Photo Spreadsheet   Pho mments for this assess	otos GIS Postfolio Spread	sheet   GIS Portfolio	Miscellaneous Files	_
10Mile mord bring		•1					
Buildings of Interest.m	ad_kips						3
car_bomb_mud_lrjpg		-					-
Emergency Response m	ord_lrjpg	-					-
Hammat murd_b jpg		-					-
Local_Imagery mud_lr	ipe	•					
Site_Imagery.mod_lr.jp.	6						
Transportation med_lr.	ipe	*					-
truck_bomb.mud_hjpg					-		1
10Mile.mxd_lr.jpg							
Buildings_of_Interest.m	xd_hjpg	-					
car_bomb.mud_lr.jpg		*					
Add G Record: 14	IS Portfolio Imager	of 27					

4. 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 <u>Assessment Supporting Information</u>.

## **Creating an Assessor Database**

An assessor database can be created following these steps:

#### **Preparation: Assessment Supporting Information**

 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 <u>Assessment Supporting Information</u> folders with desired files. Be sure to keep the following file structure:

😑 🚞 FEMA_452dB
🖃 🚞 Assessment Site 1
🖃 🚞 GIS_Portfolio
🛅 High_Res
Cow_Res
🛅 Photos
🛅 Site_Plans_and_Roorplans
🛅 Strategic_Site_Plan
🖃 🚞 Assessment Site2
Emergency_Plans
😑 🚞 GIS_Portfolio
🚞 High_Res
Cow_Res
🛅 Photos
🚞 Site_Plans_and_Roorplans
🛅 Strategic_Site_Plan

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.
- A default photo for the assessment, which will appear on the <u>Assessments</u> <u>Main Page</u> in the assessor's database, may be selected using the drop down menu located on the <u>Assessment Main Page</u>:

Site Name: isessment Location: Assessment Date:	SiteOne SiteOne 1/1/2004 Type T	ar 1 💌		D No Image Available
ecutive Summary	Vulnerabilities   Points of Contact	Assessment Team Photo Sprea	dsheet   Photos   GIS Portfolio Spreadsheet   GIS I	Portfolio   Miscellaneous Files
Introduction		Observations	Recommendations/Remediat	ions
Record: 14	1 >   >   >   >   of 1			

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

 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.

 Open the FEMA452dB\_Data.mde file by double clicking on the *Assessor Data* shortcut and logging on as the administrator, to open the <u>Administrative Functions Menu</u>:

Admin	istrative Function	ons 1
[	Create Field Database	l
Ir	nport Data from Field	

3. Click the *Create Field Database* button to open the <u>Assessments to Send to</u> the Field form:

frmAssessmentsToSendToTheField								
	Assessment Location	Assessment ID	Assessment Location	Send To Field	1			
•	șiteOne	1	SiteOne					
	SiteTwo	2	SiteTwo					
	SiteThree	3	SiteThree	Г				
	Create		Cancel					
Record:		* 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.

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

	A	ssessment ID	Assessment Date	Assessment Location	
		1	1/1/2004	SiteOne	
		2	9/28/2004	SiteTwo	
		3	9/29/2004	SiteThree	
	Record:	251.511	1 <u>- P [PA] / A</u>	3	
Import AssessmentID 1	A	Assessment ID	Currently in the Re Assessment Date	mote Database Assessment Location	
Import AssessmentID 1 (from red to blue)		Assessment BD	S Currently in the Re Assessment Date 9/27/2004 9/27/2004	a mote Database Assessment Location SiteOne SiteOne	
Import AssessmentID 1 (from red to blue)	A A	Assessment BD 1 2 3	Currently in the Re Assessment Date 9/27/2004 9/28/2004 9/29/2004	note Database Assessment Location SiteOne SiteTwo SiteTwo SiteThree	

- 5. Make sure the record you want to import from the assessor's database is selected in both the Master Database and the Remote Database.
- 6. 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.
- 7. Compact and repair database (Tools → Database Utilities → Compact and Repair Database...).
- 8. 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:

```
Linked Table Manager
```