

Integrated Rapid Visual Screening (IRVS) Database User Manual

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1. Introduction

The Integrated Rapid Visual Screening (IRVS) Database is part of the IRVS methodology for screening mass transit stations, buildings, and tunnels.

The IRVS Database is a standalone application that can be used to record, store, and manage data. The types of data that can be stored include screening data, digital photos, site plans, floor plans, emergency plans, and GIS products. The database can also be used to generate risk and resilience scores. Managers can use the database to store, search, and analyze data from multiple screenings and generate a variety of reports.

This user guide provides instructions on installing the database, using the database to conduct screenings, and performing administrative functions.

The user guide or a catalog reference can be opened by pressing the F1 key on the keyboard or by selecting **Help [F1]** or **Current Question Help [F1]** (the help function will open up the catalog to the exact location of the characteristics that are being evaluated).



2. Field Database and Master Database

The IRVS Database that is used in the field by the screening team is referred to as the Field Database. The data that are collected during the screening and stored temporarily in the Field Database are later transferred to the Master Database at an organization's headquarters. The instructions in this user guide apply to both the Field Database and Master Database unless otherwise indicated.

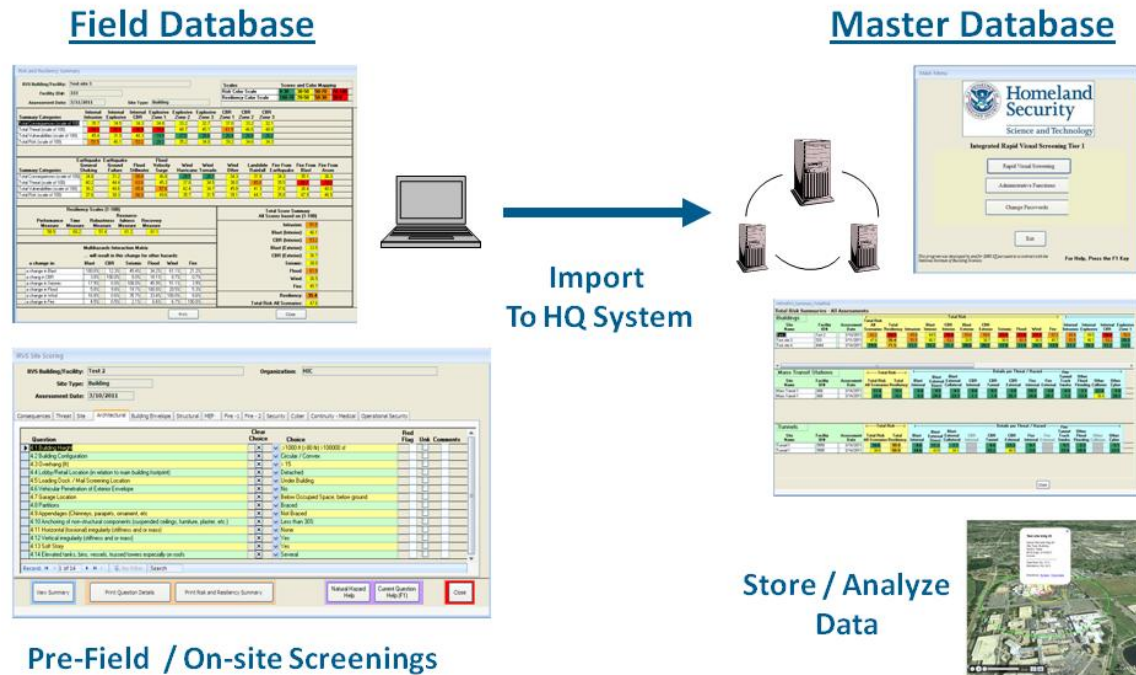
The Field Database, which is on a laptop, can be used to perform the following functions:

- Create a screening record, which includes site identification, address, sector and subsector identification, facility importance, and geographical coordinates
- Plot and display screening sites using a mapping program
- Enter the pre-field data: hazards, answers to pre-field questions, and structure type
- Enter site evaluation data
- Display the site's risk and resilience scores
- Create an Executive Summary of the screening
- Record the site points of contact (POCs)
- Record the members of the screening team
- Add digital photos, site plans, floor plans, emergency plans, and GIS products
- Transfer the collected screening data to the organization's Master Database
- Purge the collected data from the Field Database and prepare the database for subsequent screenings

The Master Database can be used by managers to store, search, print, display, and analyze data collected from multiple screenings. The Master Database can be used to perform the following functions:

- Import screening data and relevant information (e.g., photos) from Field Databases
- Plot and display screening sites using a mapping program
- Store, search, and analyze data on multiple screenings
- Display and print a variety of reports
- Create a duplicate of an IRVS record for mitigation analysis or "what if" impacts resulting from changes to consequences, threats, vulnerabilities, or resilience
- Generate reports
- Export reports as MS Word documents or PDFs for editing or formatting
- Export both question lists and Risk summary data to MS Excel spreadsheets for editing
- Filter or sort screening records by site identification, address, sector or subsector identification, or facility importance

- Display the total risk summary for one or more sites
- Store, display, and print digital photos, site plans, floor plans, emergency plans, GIS products, and miscellaneous information collected during screenings
- Perform administrative functions



3. System Requirements

The system requirements for the IRVS Database are as follows:

- Pentium 4 or equivalent processor
- Windows XP or later
- MS Access Runtime or MS Access 2007 or later
- MS Excel 2007 or later
- 256 MB of RAM
- Adobe Reader

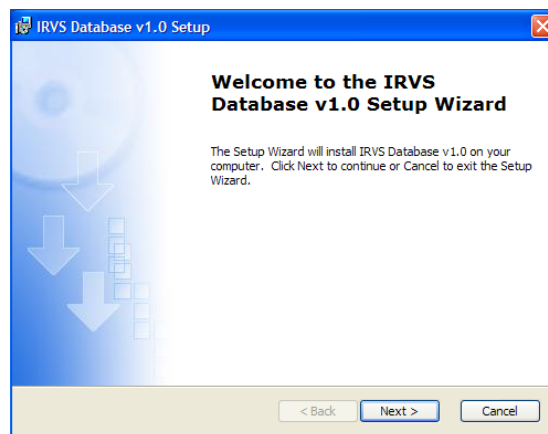
The database has a plotting function that displays site coordinates and IRVS information on a digital map if the computer has an external mapping program that is capable of displaying a Keyhole Markup Language (KML) file. KML is an XML-based language that is used to display three-dimensional spatial data in mapping programs such as Google Earth.

4. Installation

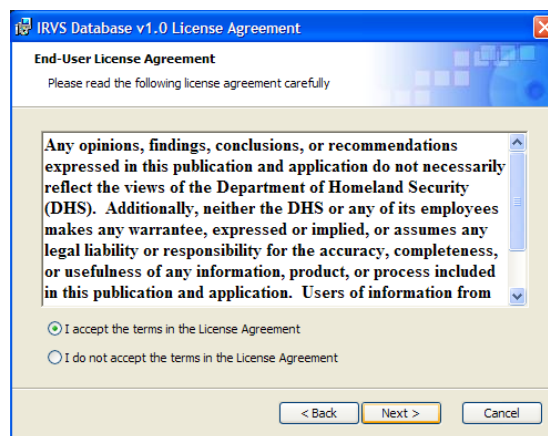
The database should be installed on a computer at the organization's headquarters (this copy will become the Master Database) and also on one or more laptops that will be used in the field (this copy will become the Field Database).

The installation steps are as follows:

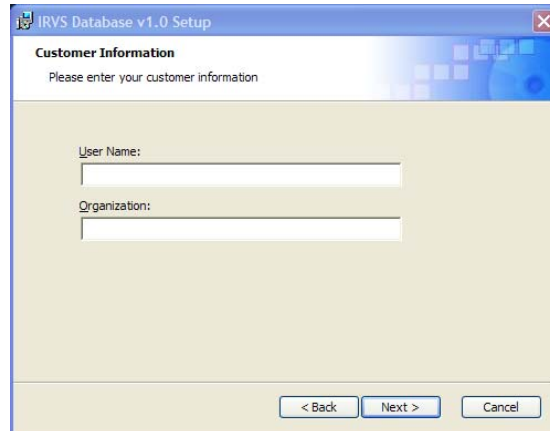
1. If you have already downloaded the software, find the SETUP.EXE file by selecting **Start** at the bottom left of the Windows screen, select **Run**, and then typing the location of the SETUP.EXE file (i.e., CD, C:/Temp, or another location on the hard drive). When you have found the SETUP.EXE file, skip to Step #3. If you have not downloaded the program, go to Step #2.
2. Go to the DHS Web site at <http://www.dhs.gov/files/programs/scitech-bips-tools.shtm> and follow the instructions for downloading the software.
3. Close all other programs and double click on the SETUP.EXE file.
4. The **IRVS Database Setup Wizard** will appear. Select **Next**.



5. A screen showing the **End User License Agreement** will appear. Read the agreement, select **I Accept the terms of the License Agreement** and **Next**.

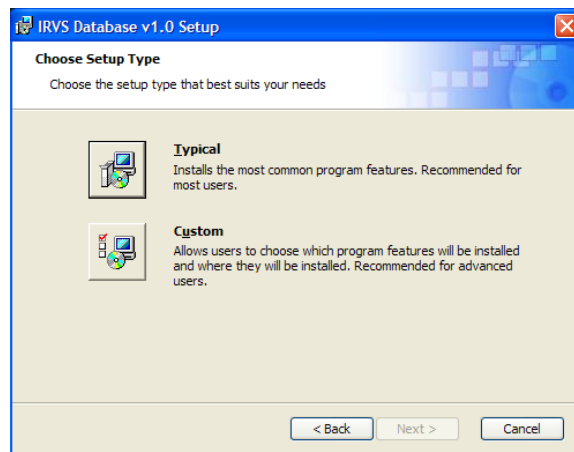


6. The **Customer Information** menu will appear. Fill in the user name and organization. Select **Next**.



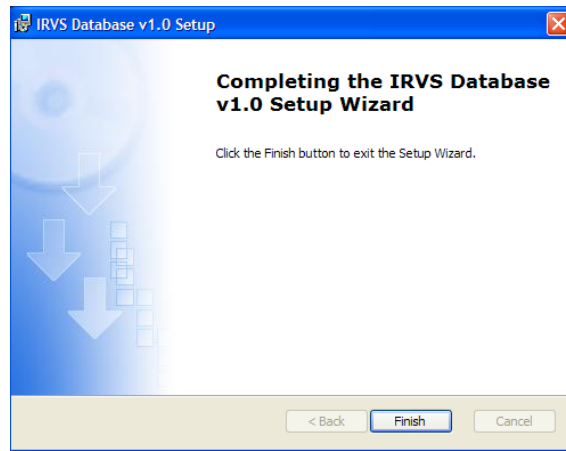
The screenshot shows a Windows-style dialog box titled "IRVS Database v1.0 Setup". The main heading is "Customer Information" with the instruction "Please enter your customer information". Below this, there are two text input fields: "User Name:" and "Organization:". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

7. The **Choose Setup Type** menu will appear. In most cases you should follow the Typical Installation. The Custom Installation allows the user to change the file name and/or file location. This may be a requirement under an organization's security policy. Check with your System Administrator as needed. Select **Typical or on Custom**, as directed by your system administrator, which will make **Next** selectable, and then select **Next**.



The screenshot shows a Windows-style dialog box titled "IRVS Database v1.0 Setup". The main heading is "Choose Setup Type" with the instruction "Choose the setup type that best suits your needs". There are two options presented with icons and text: "Typical" (with a computer icon) and "Custom" (with a computer icon and a checkmark). The "Typical" option is described as "Installs the most common program features. Recommended for most users." The "Custom" option is described as "Allows users to choose which program features will be installed and where they will be installed. Recommended for advanced users." At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

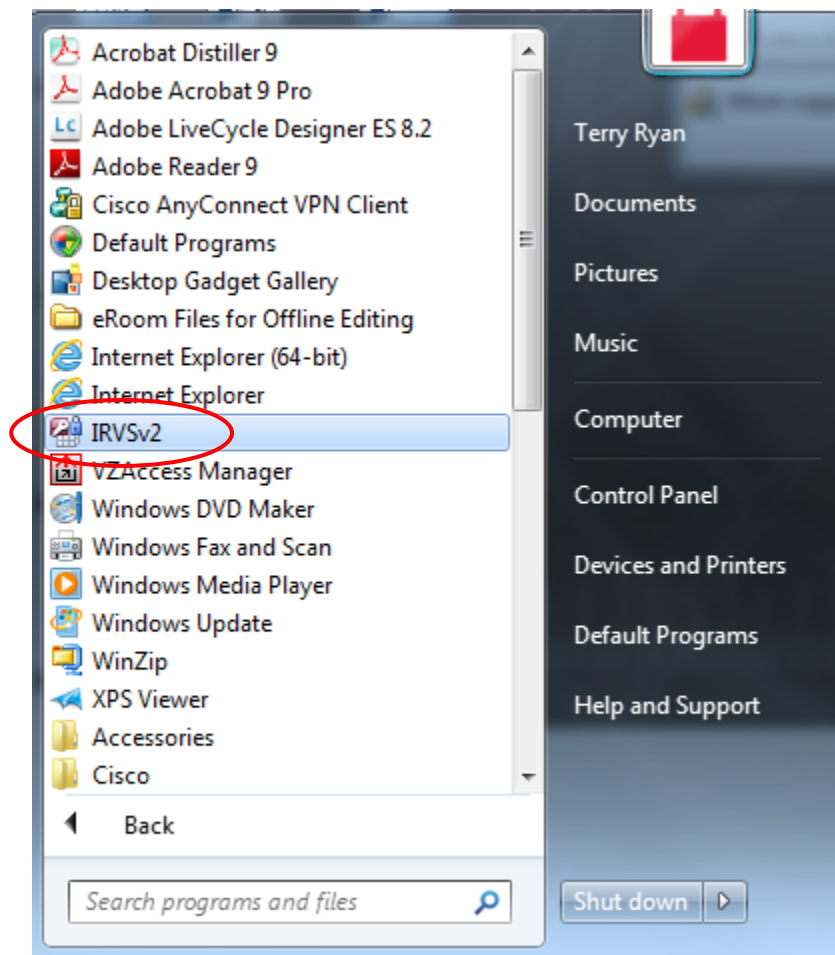
8. The **Ready to Install** menu will appear. Select **Install**. The amount of time required for the installation depends on the computer.
9. When the installation is complete, the screen below will appear. Select **Finish**.



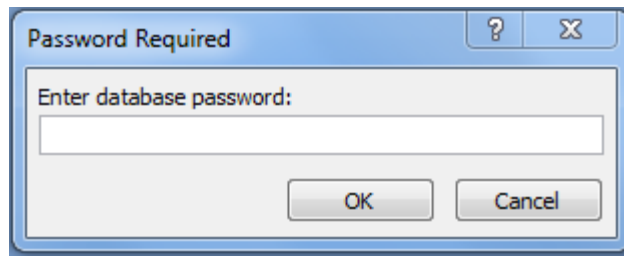
5. Logging on

This section explains how to log on using a preloaded or assigned user name and password. Assigning user names is an administrative function that is available only to those with permission to access administrative functions. See Section 10.6.2 for instructions on assigning user names.

1. Double click on the desktop icon for the IRVS Database that was created during the installation or click the **Start button** and then **All Programs/IRVSv2**. The database may also be opened by double clicking the database file (file name: iRVSv2.accdr) in the newly created IRVS folder. Note: this is a MS Runtime file so it cannot be opened after starting MS Access.



2. At the first screen titled “Password Required” and “Enter the database password:”, enter the encryption password issued with the particular downloaded file. (No User Name is required at this step.) The generic database password is: **IRVS2011** (Selected organizations may receive a tailored version of the IRVS tool with a different database password.) This database password does not change. User Names and Passwords may be changed as listed below.

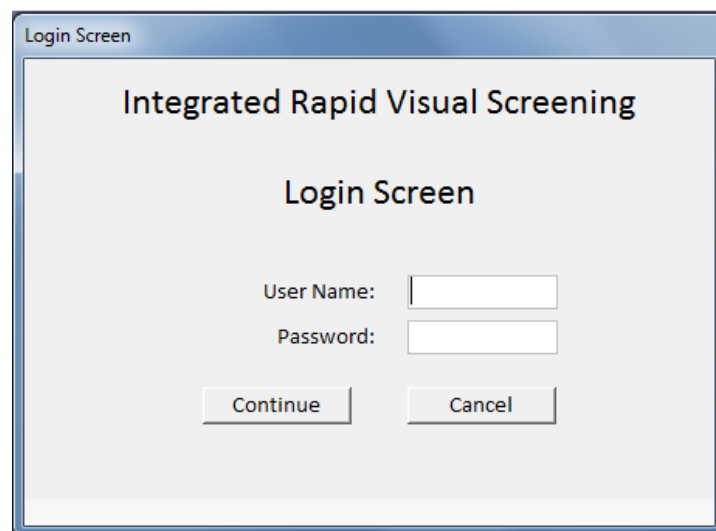


Reminder: the generic database password is: **IRVS2011**

After entering the database password select **OK**, and the Login Screen displays.

3. In the **Logon** menu, if you don't have an assigned user name, skip to Step #4. If you have an assigned user name, enter it. Leave the password blank. Select **OK**. You will be asked to create a password. Follow the instructions in Steps #5 and #6 below). Create the password and skip to Section 7.
4. If you don't have an assigned user name, use one of the following preloaded user names and passwords:

User Name	Password
Administrator	Administrator
Assessor	Assessor
Editor	Editor
Reader	Reader

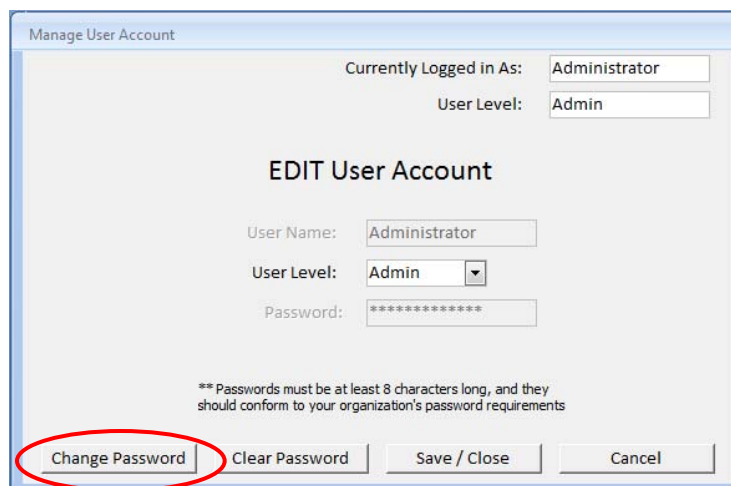


The Administrator user name/password allows you to access the administrative functions, which include establishing new user accounts and passwords. See Section 9 for information on administrative functions. You must have permission to log on as an Administrator.

5. Select **Continue**.
6. The **Main Menu** of the database will appear. Select **Change Passwords**, and the **EDIT User Account** screen will appear.



7. In the **EDIT User Account** screen, the user name you used will be populated in the **Currently Logged in AS:** field. Also displayed will be your user level. Select **Change Password**.



8. In the new **EDIT User Account** screen, enter a new password in the **Password** field, following the instructions at the bottom of the screen. Retype the new password in the **Confirm Password** field. To cancel, select **Cancel**. To set the password, select **Save / Close**. After setting the password, you will be prompted to login using the new password.

Manage User Account

Currently Logged in As: Editor

User Level: Editor

EDIT User Account

User Name: Editor

User Level: Editor ▼

Password:

Confirm Password:

** Passwords must be at least 8 characters long, and they should conform to your organization's password requirements

6. Creating and Editing Screening Records

1. From the **Main Menu**, select **Rapid Visual Screening**.



The **IRVS Record Listing** screen will appear (shown below). The screening records that are already in the database, if any, will be listed. You can use the **IRVS Record Listing** screen to create an IRVS screening record and review or edit existing records. Screening records can be deleted only by users with access to administrative functions (see Section 9.2).

A screening record includes the facility name, facility identification, address, site type, sector and subsector, facility importance, and geographical coordinates.

Facility Name	Facility ID#	Screening No. / Date	Screening Comments	City	State	Site Type	Sector	Subsector	Facility Importance	Summary Computed
HIC 1	1002	01 / 1/2/2012	Full Assessment with Resiliency	Springfield	VA	Building	Communications	Telecommunications	High	✓
Mass Transit	45	01 / 1/7/2012		Washington	DC	Mass Transit Station	Transportation	Railroad	High	✓
Tunnel 1	223	01 / 1/2/2012		San Francisco	CA	Tunnel	Transportation	Railroad	High	✓

2. To create a screening record, select **Add New Site**, which will bring up the **IRVS Site Record** screen.

IRVS Record Listing

Facility Name	Facility ID#	Screening No. / Date	Screening Comments	City	State	Site Type	Sector	Subsector	Facility Importance	Summary Computed
HIC 1	1002	01 1/2/2012	Full Assessment with Resiliency	Springfield	VA	Building	Communications	Telecommunications	High	
Mass Transit	45	01 1/7/2012		Washington	DC	Mass Transit Station	Transportation	Railroad	High	✓
Tunnel 1	223	01 1/2/2012		San Francisco	CA	Tunnel	Transportation	Railroad	High	✓

- In the **IRVS Site Record** screen, complete the following fields: **Facility Name** (required), **Facility ID#** (if applicable), **Org. Name** (name of the organization that owns the facility), **Address**, **City**, and **Zip**. For **State**, select the two-letter abbreviation from the dropdown menu or type in the two-letter abbreviation.

IRVS Site Record

Facility Name *:
Default Facility Image:

Facility ID#:
Facility Descriptive Text:

Org. Name:

Address1:

Address2:

City:
St:

Zip:
Sector:
Facility Importance:

Site Type*:
Subsector:

Assessment Folder Name:

Assessment Number	Assessment Date *	Assessment Comments / Notes	Assessment Folder Name	Enter By
01				

Record: 1 of 1

- For the **Default Facility Image**, select a photo from the dropdown list of photos in the database for this site, if any. The photo will display on this screen when the record is opened. See Section 7.7 for instructions on adding photos.
- Describe the facility under **Facility Descriptive Text** (e.g., Building ABC is a three-story commercial office property. The first floor has a lobby and offices for building management. The second and third floors have office space that is leased to several organizations.).
- Select a **Sector** and **Subsector** from the dropdown lists.

7. Select the **Facility Importance** from the dropdown list (High, Medium, Low). There are no predefined criteria for this ranking. This field simply provides an additional way to filter screening records.
8. Select the **Site Type** (required) from the dropdown list (Building, Mass Transit Station, Tunnel).
9. Type in the **Assessment Date** (required) and assessments notes as needed.
10. Select **Create additional (blank) assessment record for this site** to create a new blank record for this site.
11. Select **Create a duplicate of Assessment [number] including scoring** to create a duplicate record that includes evaluation data for use in analysis or a “what if” investigation. For example, an organization may conduct a screening and based on the results, want to decide whether to implement protective measures. The duplicate assessment can be used to predict how the protective measures would affect the risk scores by changing the relevant attributes.

iRVS Site Record

Facility Name *: Default Facility Image:

Facility ID #: Facility Descriptive Text:

Org. Name:

Address1:

Address2:

City: St:

Zip: Sector: Facility Importance:

Site Type*: Subsector:

Assessment(s) Coordinates

Assessment Folder Name: C:\iRVSv1\Test 2\Assessment_01_2011-03-10\

Assessment Number	Assessment Date *	Assessment Comments / Notes	Assessment Folder Name	Entered By
01	3/10/2011	Primary site	Assessment_01_2011-03-10\	assessc

Create additional (blank) assessment record for this site

Create a duplicate of Assessment [01] including scoring

Record: 1 of 1

* Required Field(s) For Help, Press the F1 Key Close

12. Select **Coordinates** to record the coordinates of the screening site and to plot them on a mapping program. Your computer must have an installed mapping program that can read KML files, such as Google Earth, to plot the coordinates on a map. The mapping tool not only enhances the screening evaluation process but also supports risk analysis and post-screening mitigation planning.

iRVS Site Record

Facility Name *: **Test 2** Default Facility Image: bldg1.jpg

Facility ID #: Test 2

Org. Name: HIC

Address1: 1111

Address2: 1111

City: Springfield St: VA

Zip: 11111

Sector: Healthcare and Public Health Facility Importance: Primary

Site Type*: Building Subsector: Direct Patient Healthcare

Assessment(s) **Coordinates**

Assessment Folder Name: C:\iRVSv1\Test 2\Assessment_01_2011-03-10\

Assessment Number	Assessment Date *	Assessment Comments / Notes	Assessment Folder Name	Entered By
01	3/10/2011	Primary site	Assessment_01_2011-03-10\	assessc

Create additional (blank) assessment record for this site

Create a duplicate of Assessment [01] including scoring

Record: 1 of 1 No Filter Search

* Required Field(s) For Help, Press the F1 Key Close

13. Enter the site's latitude and longitude coordinates, as explained below. You can add multiple plot points by selecting **Add coordinates for this site**. The database automatically assigns a point number to each plot.

iRVS Site Record

Facility Name *: **Test 2** Default Facility Image: bldg1.jpg

Facility ID #: Test 2

Org. Name: HIC

Address1: 1111

Address2: 1111

City: Springfield St: VA

Zip: 11111

Sector: Healthcare and Public Health Facility Importance: Primary

Site Type*: Building Subsector: Direct Patient Healthcare

Assessment(s) **Coordinates**

* Enter coordinates in either DD:MM:SS.###-x format or in: Decimal Degrees ###.####

Point Number	Lat DD:MM:SS.###-N	Long DDD:MM:SS.###-W	Lat Dec. Deg.	Long Dec. Deg.	Comment
1	38:55:42.79-N	077:00:40.18-W	38.92855	-77.01116	West side

Add coordinates for this site Plot These Lat/Long Help

Record: 1 of 1 No Filter Search

* Required Field(s) For Help, Press the F1 Key Close

Enter the coordinates in one of the following formats:

- Degrees-minutes-seconds (first two boxes). The decimal-degree equivalents will automatically populate the second two boxes. Values in the decimal-degree format are used to create the KML file for display in Google Earth or other visualization program.
- Decimal-degree values (second two boxes).

14. Select **Plot These** to create a map showing the location of the screening site. As noted above, the map can be created only if your computer has an installed mapping program that can read KML files.

The screenshot shows the 'iRVS Site Record' application window. It contains several input fields for facility information, a table for coordinates, and a 'Plot These' button that is circled in red.

Facility Information:

- Facility Name: Test 2
- Facility ID#: Test 2
- Org. Name: HIC
- Address1: 1111
- Address2: 1111
- City: Springfield
- Zip: 11111
- St: VA
- Sector: Healthcare and Public Health
- Facility Importance: Primary
- Site Type: Building
- Subsector: Direct Patient Healthcare

Default Facility Image: bldg1.jpg

Facility Descriptive Text:

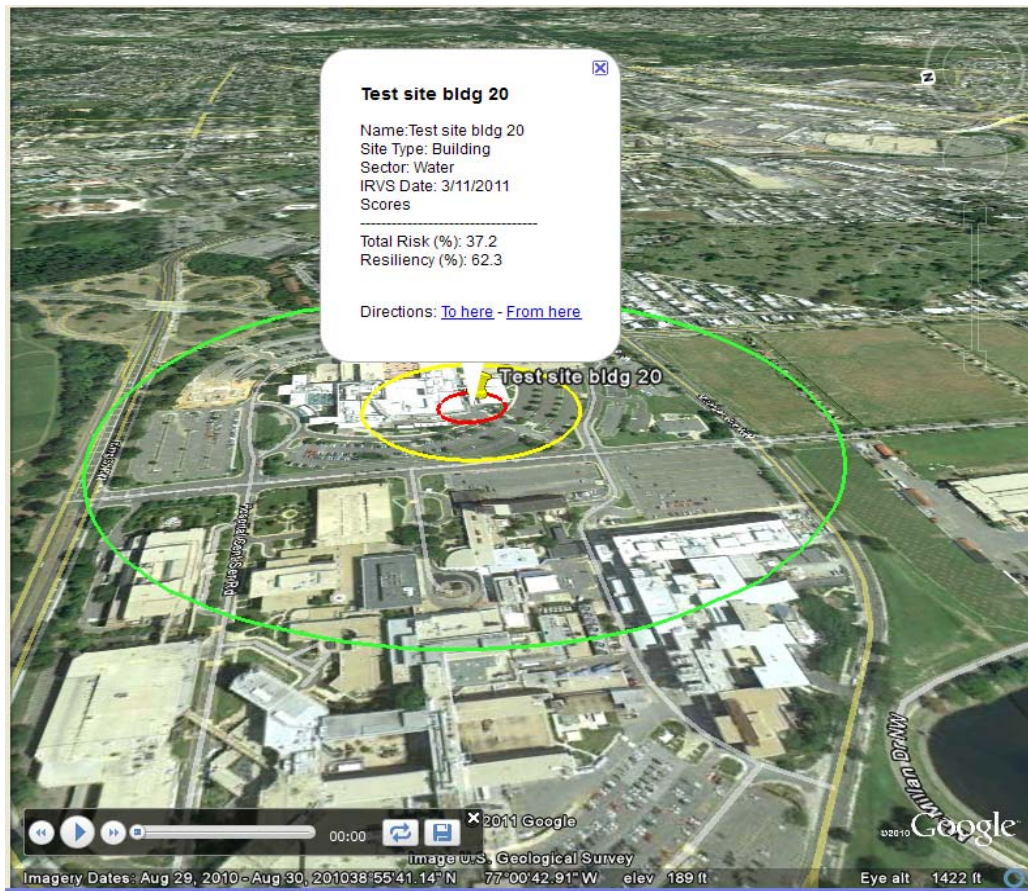
Assessment(s) Coordinates

Point Number	Lat DD:MM:SS.##-N	Long DDD:MM:SS.##-W	Lat Dec. Deg.	Long Dec. Deg.	Comment
1	38:55:42.79-N	077:00:40.18-W	38.92855	-77.01116	West side

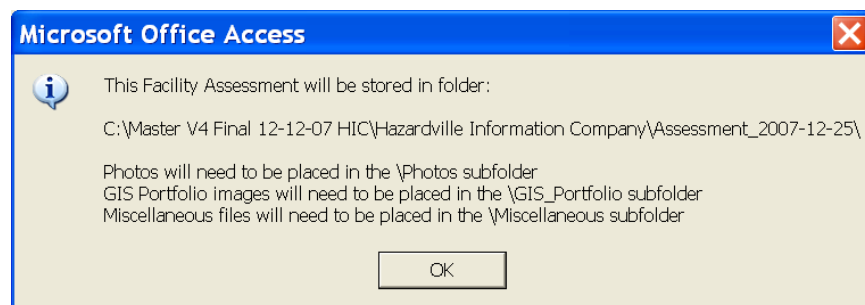
Buttons: Add coordinates for this site, **Plot These** (circled in red), Lat/Long Help

Footer: Required Field(s), For Help, Press the F1 Key, Close

The map will display 100-foot, 300-foot, and 1,000-foot rings (to visualize the target zones) around the site and the screening information that is shown in the map below. Mass transit stations and tunnels are evaluated using only 300-foot and 1000-foot target zones. Risk and resiliency scores will not display until the scores have been calculated.



15. When you have finished entering the information for the screening record, select **Close** on the bottom right of the **IRSV Site Record** screen. Information about where the record will be stored will appear in the message box shown below. Note the information about the three subfolders (Photos, GIS_Portfolio, and Miscellaneous). If you changed the program's location using Custom Installation, note the file path of these subfolders because you will need the file path to load and link the contents of the subfolders to other copies of the database.



16. Select **OK**. The file path will be listed in the **Assessment Folder Name** field, which you will see the next time you open the record.

iRVS Site Record

Facility Name *: **Test 2** Default Facility Image: bldg1.jpg

Facility ID #: Test 2 Facility Descriptive Text:

Org. Name: HIC

Address1: 1111

Address2: 1111

City: Springfield St: VA

Zip: 11111 Sector: Healthcare and Public Health Facility Importance: Primary

Site Type*: Building Subsector: Direct Patient Healthcare

Assessment(s) Coordinates

Assessment Folder Name: C:\iRVSv1\Test 2\Assessment_01_2011-03-10\

Assessment Number	Assessment Date *	Assessment Comments / Notes	Assessment Folder Name	Entered By
01	3/10/2011	Primary site	Assessment_01_2011-03-10\	assessc

Create additional (blank) assessment record for this site

Create a duplicate of Assessment [01] including scoring

Record: 1 of 1 No Filter Search

* Required Field(s) For Help, Press the F1 Key Close

17. Select **Close** to return to the previous screen.

7. Conducting a Screening

After you have created an IRVS site record, you are ready to start the screening. The steps in the screening are as follows:

- Entering the pre-field data
- Conducting the onsite evaluation
- Generating the risk and resiliency scores
- Creating an executive summary
- Adding points of contact
- Adding the Assessment Team Members
- Adding GIS images (optional)
- Adding miscellaneous information (optional)
- Exporting the screening data to transfer media from the Field Database
- Erasing the screening record from the Field Database

7.1 Entering the Pre-Field Data

Pre-field data include basic information about the site and its target density. Screeners should try to obtain as much pre-field data as possible to ensure that the risk and resiliency scores are as accurate possible. Pre-field data can be obtained on the Internet and from various private sources.

1. In the **IRVS Record Listing** screen, select the record of the site to be screened by clicking the far left column in the row with the record.
2. Select **Pre-Field Questions** to open the **IRVS Site Scoring** screen.

Facility Name	Facility ID#	Screening No. / Date	Screening Comments	City	State	Site Type	Sector	Subsector	Facility Importance	Summary Computed
HIC 1	1002	01 1/2/2012	Full Assessment with Resiliency	Springfield	VA	Building	Communications	Telecommunications	High	1
Mass Transit	45	01 1/7/2012		Washington	DC	Mass Transit Station	Transportation	Railroad	High	1
Tunnel 1	223	01 1/2/2012		San Francisco	CA	Tunnel	Transportation	Railroad	High	1

Buttons: Add New Site, Site ID, Address, Coordinates, **Pre-field Questions**, Site Evaluation, Site Summary, Exec Sum/POC/Photos/GIS, Help

Buttons: View All Summaries (Filtered List), Plot (Filtered List), Print Question Details (Filtered List), Export Question Details to Excel, Print Question Details (Selected Assessment), Print All Details (Selected Assessment), Print Risk Summary (Selected Assessment), **Close**

Pre-field data differ according to the site type, as follows:

- For buildings, the **Pre-Field Questions** screen has questions under three tabs: **Hazards**, **Pre-Field Questions**, and **Structure Type** (as shown below). For more information about these tabs, see Sections 7.1.1, 7.1.2, and 7.1.3.
- For mass transit stations and tunnels, the **Pre-Field Questions** screen has only one tab: the **Pre-Field Questions** tab. For more information about the **Pre-Field Questions** tab, see Section 7.1.1.

iRVS Site Scoring

RVS Building/Facility: Organization:

Site Type:

Assessment Date:

Hazards Pre-Field Questions Structure Type

Question	Clear Choice	Choice	Red Flag	Unk	Comments
Hazard: Blast	<input checked="" type="checkbox"/>	Blast	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: CBR	<input checked="" type="checkbox"/>	CBR	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Seismic	<input checked="" type="checkbox"/>	Seismic	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Flood	<input checked="" type="checkbox"/>	Flood	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Wind	<input checked="" type="checkbox"/>	Wind	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Fire	<input checked="" type="checkbox"/>	Fire	<input type="checkbox"/>	<input type="checkbox"/>	
Resiliency Computations (Required Question)	<input checked="" type="checkbox"/>	Medical	<input type="checkbox"/>	<input type="checkbox"/>	

- For each question in the **Question** column, select the appropriate choice by selecting one of the choices in the dropdown list in the **Choice** column. If you want to change your answer, select **X** in the **Clear Choice** column to your clear your answer. Clearing an answer will not affect the **Red Flag**, **Unk** (unknown), or **Comments** columns.
- If you need more information about a question, select **Current Question Help [F1]** on the bottom right of the screen, and for more information about a natural hazard, select **Natural Hazard Help** on the bottom right of screen.
- If you think there's a concern that requires immediate attention, click the box under the **Red Flag** column. You will be asked to enter a comment that supports your decision to red flag the item. Type in the comment and select **Save**. To remove a red flag, select the red flag.
- If you don't know the answer, click the box under the **Unk** (unknown) column. You can add the information when you obtain it. To remove a checkmark, select the checkmark.
- If you want to add information (e.g., about an unusual circumstance), select the box in the **Comment** column to add information. When you select the box, a comment box will appear. Enter your comments and select **Save**. To remove a comment, select the box in the **Comment** column. Delete the comment and select **Save**. The box will no longer be marked.
- Answer as many questions as possible. For buildings, answer the questions under all three tabs (**Hazards, Pre-Field Questions, and Structure Type**). For more information about the tabs, see Sections 7.1.1, 7.1.2, and 7.1.3.
- For a printable version of the answers to the pre-field data questions, select **Print Question Details**. Select **Print** at the top left to print the answers and **Close Print Preview** at the top right to return to the previous menu.

iRVS Site Scoring

RVS Building/Facility: Organization:

Site Type:

Assessment Date:

Hazards | Pre-Field Questions | Structure Type

Question	Clear Choice	Choice	Red Flag	Unk	Comments
Hazard: Blast	<input checked="" type="checkbox"/>	Blast	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: CBR	<input checked="" type="checkbox"/>	CBR	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Seismic	<input checked="" type="checkbox"/>	Seismic	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Flood	<input checked="" type="checkbox"/>	Flood	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Wind	<input checked="" type="checkbox"/>	Wind	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Fire	<input checked="" type="checkbox"/>	Fire	<input type="checkbox"/>	<input type="checkbox"/>	
Resiliency Computations (Required Question)	<input checked="" type="checkbox"/>	Medical	<input type="checkbox"/>	<input type="checkbox"/>	

Record: 1 of 7 | No Filter | Search

10. Select **Close** to return to the previous menu.

7.1.1 Hazards Tab (Building Site Type Only)

The hazards that you select for a building affect the questions in the **Pre-Field Questions** tab and the hazards that included in the risk analysis. Complete the questions in the **Hazards** tab before completing the other two tabs for a building site type.

iRVS Site Scoring

RVS Building/Facility: Organization:

Facility ID#: Screening#:

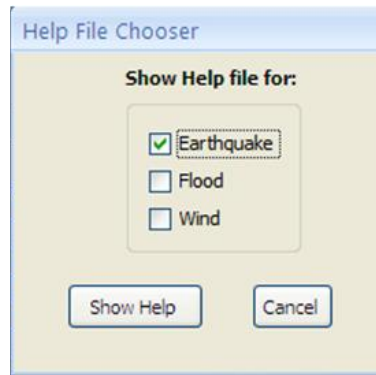
Site Type:

Screening Date:

Hazards | Pre-Field Questions | Structure Type

Question	Clear Choice	Choice	Red Flag	Unk	Comments
Hazard: Blast	<input checked="" type="checkbox"/>	Blast	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: CBR	<input checked="" type="checkbox"/>	CBR	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Seismic	<input checked="" type="checkbox"/>	Seismic	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Flood	<input checked="" type="checkbox"/>	Flood	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Wind	<input checked="" type="checkbox"/>	Wind	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard: Fire	<input checked="" type="checkbox"/>	Short fire vulnerabilities checklist	<input type="checkbox"/>	<input type="checkbox"/>	
Resiliency Computations (Required Question)	<input checked="" type="checkbox"/>	Business / Financial	<input type="checkbox"/>	<input type="checkbox"/>	

For information about natural hazards, select **Natural Hazard Help** at the bottom of the **iRVS Site Scoring** screen and select the hazard you need information about in the dialog box that appears.



1. In the **IRVS Site Scoring** screen, select the **Hazards** tab and select the hazards that may affect the building you are screening by selecting the hazard from the dropdown menu in the **Choice** column. The possible hazards are blast; chemical, biological, and radiological (CBR); seismic; flood; wind; and fire. Under the question column, left click on the row of a Hazard you want to use in the process and the arrowhead on the left side of the form moves to that row and the row is designated for change. Then select the down arrowhead in the **Choice** column to produce a drop down list of possible answers. Select the name of the hazard to include it in the screening or select on the blank row to not include it in the screening. The IRVS screening is adjusted based on which Hazards are selected. At the completion of this form, the database automatically tailors the IRVS question set and grays out un-needed questions. Only those hazards selected are included in the risk analysis.

The sixth hazard listed, **Hazard: Fire** has additional choices to tailor the IRVS screening. The three choices for this hazard are listed below:

- **Short fire vulnerabilities checklist.** Fire Tab 1, which has a few fire-related questions, will be displayed in the site evaluation if this is selected.
 - **Fire marshal's list – Longer list – includes all short list attributes.** Fire Tab 2 will be displayed in the site evaluation if this is selected and has more fire-related questions than the short fire vulnerabilities checklist. Choose this selection if you want the longer list of questions.
 - **Blank space.** Choose this selection if you do not want to include the fire hazard in the screening.
2. For **Resiliency Computations (Required Question)**, select one of the options listed below, which refer to the type of facility being screened. Each option provides a form in the site evaluation for Continuity of Operations.
 - **No resiliency computations are needed.** If you select this answer, resiliency will not be scored. Choose this if stakeholders are not concerned about the continuity of operations after a disaster.
 - **General.** If you select this answer, the resilience section (Continuity of Operations) will be tailored to screen general facilities such as commercial, agricultural, educational, and industrial. A **Continuity – General** tab will appear during the scoring.

- **Government.** If you select this answer, the resilience section (Continuity of Operations) will be tailored to screen government facilities such as offices, police stations, fire stations, and emergency operations centers. A **Continuity – Government** tab will appear during the scoring.
- **Medical.** If you select this answer, the resilience section (Continuity of Operations) will be tailored to screen medical facilities. A **Continuity – Medical** tab will appear during the scoring.
- **Schools (K-12).** If you select this answer, the resilience section (Continuity of Operations) will be tailored to screen school facilities. A **Continuity – School (K-12)** tab will appear during the scoring.
- **Business / Financial.** If you select this answer, the resilience section (Continuity of Operations) will be tailored to screen business / financial facilities. A **Continuity – Finance / Business** tab will appear during the scoring.
- **Retail.** If you select this answer, the resilience section (Continuity of Operations) will be tailored to screen retail facilities. A **Continuity – Retail** tab will appear during the scoring.

7.1.2 Pre-Field Questions Tab (All Site Types)

1. In the **IRVS Site Scoring** screen, select the **Pre-Field Questions** tab. A list of questions based on the site type (mass transit station, building, or tunnel) will appear. For the building site type only, pre-field questions depend on which hazards were selected under the **Hazards** tab. The pre-field questions that are not needed will be grayed out and will not be included in the risk analysis.

IRVS Site Scoring

RVS Building/Facility: Organization:

Facility ID#: Screening#:

Site Type:

Screening Date:

Hazards: Structure Type:

Question	Target Density Worksheet	See Plotted Coord.	Clear Choice	Choice	Red Flag	Unk	Comments
PF-1: Number of Occupants			X	100 - 500			
PF-2: Replacement Value			X	\$1M - \$5M			
PF-3: Registered Historic Site			X	No			
PF-4: Occupancy Use			X	Occupancy Group II			
PF-5 Target Density: Zone I (<100 ft) (See Target Density Worksheet at Top)			X	> 4			
PF-5 Target Density: Zone II (100 to 300 ft) (See Target Density Worksheet at Top)			X	4-6			
PF-5 Target Density: Zone III (300 to 1,000 ft) (See Target Density Worksheet at Top)			X	13-19			
PF-6: Target Potential: Facility			X	Yes			
PF-6: Target Potential: Sector			X	Yes			
PF-7: Seismic Zone			X	Medium			
PF-8: Geology (Nearby Seismic Faults)			X	Near Fault			
PF-9: Floodplain			X	Yes			
PF-10: Maximum Previous Flood Depth			X	Never in the past			
PF-11: Duration of Previous Flood			X	Never in the past			

Record: 1 of 20 No Filter Search

View Summary Print Question Details Print Risk and Resiliency Summary Natural Hazard Help Current Question Help (F1) Close

2. The Pre-Field Tab contains a special Help button labeled **Target Density Worksheet** at the top of the question list. This Help button is specific to three questions on the Tab
 - Pre-Field Question 5.2: Target Density Zone I (<100ft)
 - Pre-Field Question 5.1: Target Density Zone II (100 to 300ft)
 - Pre-Field Question 5.3: Target Density Zone III (300 to 1,000ft)

iRVS Site Scoring

RVS Building/Facility: **HIC 1** Organization: **HIC LLC**

Facility ID#: **1002** Screening#: **01**

Site Type: **Building**

Screening Date: **1/2/2012**

Hazards Pre-Field Questions Structure Type

Question	Target Density Worksheet	Natural Hazards Worksheet	Clear Choice	Choice	Red Flag	Unk	Comments
PF-1: Number of Occupants			X	100 - 500			
PF-2: Replacement Value			X	\$10-\$15M			
PF-3: Registered Historic Site			X	Yes			
PF-4: Occupancy Use			X	Occupancy Group II			
PF-5.1: Target Density: Zone I (<100 ft)	(See Target Density Worksheet)		X	0			
PF-5.2: Target Density: Zone II (100 to 300 ft)	(See Target Density Worksheet)		X	0			
PF-5.3: Target Density: Zone III (300 to 1,000 ft)	(See Target Density Worksheet)		X	0			
PF-6: Target Potential: Facility			X	No			
PF-6: Target Potential: Sector			X	Yes			

View Summary See Plotted Coordinates Print Question Details Print Risk and Resiliency Summary Natural Hazard Help Current Question Help (F1) Close

Responses to these three questions can either be entered from the drop-down menu of each question or the assessor can use the Target Density Zone Worksheet to answer the questions.

Select the **Target Density Worksheet** button at the top of the question list and a table labeled **Target Density** will pop-up. The assessor can use the worksheet to calculate the proper selections for questions PF-5, and enter the exact number of facilities for each category and zone into the table. After completing the table, select the **Use** button to automatically populate the answers to the three questions.

2.5. Target Density

You can use this worksheet to calculate the proper selections for questions PF 5.1, 5.2, 5.3

Facility Type	Question 5.1	Question 5.1	Question 5.1
	Zone I < 100 feet	Zone II 100 - 300 feet	Zone III 301 - 1000 feet
► Agriculture and Food			
Banking and Finance			
Chemical and Hazardous Materials			
Commercial Facilities			
Communications			
Critical Manufacturing			
Dams			
Defense Industrial Base			
Emergency Services			
Energy			
Government Facilities			
Healthcare and Public Health			
Information Technology			
National Monuments and Icons			
Nuclear Reactors, Materials and W			
Postal and Shipping			
Transportation			
Totals:			

Clear Cancel **Use**

Record: 1 of 18 Filtered Search

7.1.3 Natural Hazard Worksheet (Building Site Type Only)

1. The Pre-Field Tab also contains a special Help button labeled **Natural Hazard Worksheet** at the top of the question list. This Help button is specific to a set of Natural Hazard questions on the Tab and is only visible when those questions are selected. **Note: This process requires the use of the Users existing internet connection and service. If a connection is not available, the worksheet will not operate and the user will be prompted to bypass this function.**

iRVS Site Scoring

RVS Building/Facility: HIC 1 Organization: HIC LLC

Facility ID#: 1002 Screening#: 01

Site Type: Building

Screening Date: 1/2/2012

Hazards Pre-Field Questions Structure Type

Question	Target Density Worksheet	Natural Hazards Worksheet	Clear Choice	Choice	Red Flag	Unk	Comments
PF-7: Seismic Zone			X	Medium			
PF-8: Geology (Nearby Seismic Faults)		(See Natural Hazard Worksheet)	X	Not Near Fault			
► PF-9: Floodplain		(See Natural Hazard Worksheet)	X	No			
PF-10: Maximum Previous Flood Depth			X	Low			
PF-11: Duration of Previous Flood			X	Short			
PF-12: Velocity of Floodwater			X	Medium			
PF-13: Distance from Flood Sources			X	Medium			
PF-14: High Wind Speed Zone		(See Natural Hazard Worksheet)	X	High			
PF-15: Hurricane Events		(See Natural Hazard Worksheet)	X	Frequent			
PF-16: Tornado Events in Region		(See Natural Hazard Worksheet)	X	Medium			

View Summary See Plotted Coordinates Print Question Details Print Risk and Resiliency Summary Natural Hazard Help Current Question Help (F1) **Close**

2. When the specific Natural Hazard questions are selected, the Natural Hazard worksheet for that question opens. (see example of the Help Screen for question **PF-9: In Flood Plain.**)

HELP - Floodplain

Suggest answer to: PF-9: In Floodplain

Reference: "One Step Flood Risk Profile" on
www.Floodsmart.gov

Facility Name:

Address1:

Address2:

City: State:

Zip:

Proxy (optional):

Recommended answer:

a. No

b. Yes

Note: Internet connection required.

- The form uses the site's location data previously entered on the screening site to query various government web pages and recommends an answer to the questions. If address information is missing from the record, the form will prompt the user to enter the missing information. Note different questions search different government web sites and each site require various combinations of data. Therefore some help forms request only state and county names, others the full site address, and others GPS coordinates.
- Select **Search for Answer** to start the process. If there is an existing internet connection and enough site address information available, the database will search the web site listed in the reference section of the form. The form then highlights a recommended answer to the question. The answers are only recommendations. The user can choose to use or not use the finding.
- Select **Use** to close the form and apply the answer to the screening list. Select **Cancel** to close the form and not use the answer to the screening list.

- If the user's organization requires the use of a proxy server to access web pages, use the dropdown list to enter or select a proxy string. (see section 10.8 Manage Proxies)

7.1.4 Structure Type Tab (Building Site Type Only)

1. In the **IRVS Site Scoring** screen, select the **Structure Type** tab. This tab will appear only when screening a building. This tab has only one question, **Building Type**, and it is a critical question for the IRVS methodology.
2. Answer the question by selecting one of the choices from the dropdown menu. For help, refer to the catalog, which can be accessed by selecting **Current Question Help [F1]** on the bottom right of the screen.

7.2 Conducting the Onsite Evaluation

After you have answered the **Pre-Field Questions**, you are ready to record the onsite evaluation data.

1. In the **IRVS Recording Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select **Site Evaluation** to open the **IRVS Site Scoring** screen. The screen will have 11 to 14 tabs, depending on the site type, hazards, and resiliency selection. Questions that are not needed will be grayed out and will not be included in the risk analysis.

IRVS Site Scoring

RVS Building/Facility: Test 2 Organization: HIC

Site Type: Building

Assessment Date: 3/10/2011

Consequences Threat Site **Architectural** Building Envelope Structural MEP Fire - 1 Fire - 2 Security Cyber Continuity - Medical Operational Security

Question	Clear Choice	Choice	Red Flag	Unk	Comments
4.1 Building Height	X	>1000 ft (>80 ft) >100000 sf			
4.2 Building Configuration	X	Circular / Convex			
4.3 Overhang (ft)	X	> 15			
4.4 Lobby/Retail Location (in relation to main building footprint)	X	Detached			
4.5 Loading Dock / Mail Screening Location	X	Under Building			
4.6 Vehicular Penetration of Exterior Envelope	X	No			
4.7 Garage Location	X	Below Occupied Space, below ground			
4.8 Partitions	X	Braced			
4.9 Appendages (Chimneys, parapets, ornament, etc)	X	Not Braced			
4.10 Anchoring of non-structural components (suspended ceilings, furniture, plaster, etc.)	X	Less than 30%			
4.11 Horizontal (torsional) irregularity (stiffness and or mass)	X	None			
4.12 Vertical irregularity (stiffness and or mass)	X	Yes			
4.13 Soft Story	X	Yes			
4.14 Elevated tanks, bins, vessels, trussed towers especially on roofs	X	Several			

Record: 1 of 14 No Filter Search

View Summary Print Question Details Print Risk and Resiliency Summary Natural Hazard Help Current Question Help (F1) **Close**

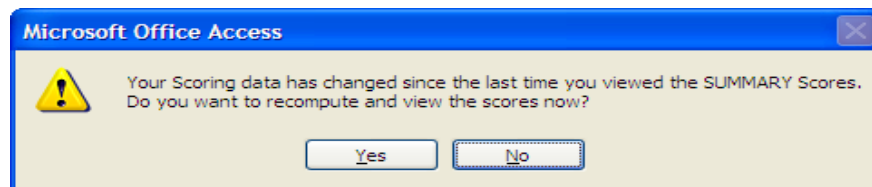
3. Answer the questions under each tab, using the procedure that you followed to enter the pre-field data (see Section 7.1). For help with any of the questions, select **Current Question Help [F1]** on the bottom right of the screen.

4. Select each of the Vulnerability tab (e.g., **Consequences**, **Threat**, **Site**, **Architectural**, **Building Envelope**, **Structural**...) and answer the questions.

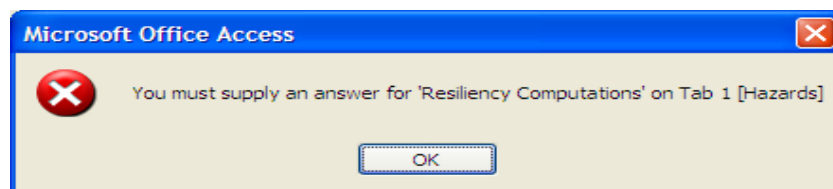
7.3 Generating the Risk and Resiliency Scores

After completing the **Pre-Field Questions** and **Site Evaluation**, you are ready to generate the risk and resiliency scores. Resilience scores will not be generated if you selected **No resiliency computations are needed** in the **Hazards** tab.

1. In the **IRVS Recording Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select the **Pre-Field Questions** tab or **Site Evaluation** tab to open the **IRVS Site Scoring** screen.
3. Select **View Summary** to open the **Risk and Resiliency Summary** screen. If data have changed since the last time you opened **View Summary**, the message below will appear. Select **Yes**.



4. If required answers are missing, the risk and resiliency scores cannot be calculated, and a message such as the one below will appear. Select **Yes** and fill in the missing answers.



5. If MS Excel is open on your computer, the risk and resiliency scores cannot be calculated, and you will be prompted to close Excel.
6. If you have answered all required questions and MS Excel is not open, the database will generate the **Risk and Resiliency Summary**, as shown below. The time required to generate the summary will depend on your computer.

Risk and Resiliency Summary

RVS Building/Facility: **Building 21**

Facility ID#: **5**

Assessment Date: **3/11/2011** Site Type: **Building**

Scales

	Scores and Color Mapping			
Risk Color Scale	0-30	30-50	50-70	70-100
Resiliency Color Scale	100-70	70-50	50-30	30-0

Summary Categories	Internal Intrusion	Internal Explosive	Internal CBR	Explosive Zone 1	Explosive Zone 2	Explosive Zone 3	CBR Zone 1	CBR Zone 2	CBR Zone 3
Total Consequences (scale of 100)	38.3	41.0	45.6	37.5	38.2	37.3	39.3	39.9	38.3
Total Threat (scale of 100)	85.2	52.1	53.6	32.9	22.3	37.4	18.3	24.0	35.5
Total Vulnerabilities (scale of 100)	29.0	56.8	55.3	44.2	50.0	56.7	7.6	11.1	17.1
Total Risk (scale of 100)	34.2	44.4	48.8	34.9	28.6	37.5	15.5	18.7	24.1

Summary Categories	Earthquake General Shaking	Earthquake Ground Failure	Flood Stillwater	Flood Velocity Surge	Wind Hurricane	Wind Tornado	Wind Other	Landslide Rainfall	Fire From Earthquake	Fire From Blast	Fire From Arson
Total Consequences (scale of 100)	19.6	19.9	19.3	19.3	32.1	28.1	39.8	18.7	0.0	36.0	38.3
Total Threat (scale of 100)	5.9	10.8	2.4	3.1	37.8	34.5	38.0	23.8	0.8	48.7	62.7
Total Vulnerabilities (scale of 100)	58.8	49.2	10.6	12.6	49.7	57.9	53.5	18.9	8.4	8.9	6.5
Total Risk (scale of 100)	16.2	18.5	8.4	9.3	34.4	31.4	38.8	19.7	0.0	20.2	19.9

Resiliency Scales (1-100)				
Performance Measure	Time Measure	Robustness Measure	Resourcefulness Measure	Recovery Measure
81.3	82.6	56.3	86.8	87.2

Total Score Summary All Scores based on (1-100)						
Intrusion:	34.2					
Blast (Interior):	44.4					
CBR (Interior):	48.8					
Blast (Exterior):	35.2					
CBR (Exterior):	21.8					
Seismic:	17.6					
Flood:	9.0					
Wind:	36.0					
Fire:	19.3					
Resiliency:	67.2					
Total Risk All Scenarios:	42.6					

Multihazards Interaction Matrix ... will result in this change for other hazards:						
a change in:	Blast	CBR	Seismic	Flood	Wind	Fire
a change in Blast	100.0%	16.5%	53.3%	8.8%	48.2%	9.8%
a change in CBR	10.1%	100.0%	0.0%	0.9%	0.0%	0.0%
a change in Seismic	25.8%	0.0%	100.0%	26.2%	49.4%	3.7%
a change in Flood	5.7%	1.0%	35.4%	100.0%	14.1%	7.0%
a change in Wind	27.3%	0.0%	57.8%	12.2%	100.0%	3.9%
a change in Fire	7.1%	0.0%	5.5%	7.8%	5.1%	100.0%

Print Close

7. Select **Close** to return to the previous screen.

7.4 Creating an Executive Summary

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select **Exec Sum/POC/Photos/GIS**.

IRVS Record Listing

Facility Name	Facility ID#	Screening No. / Date	Screening Comments	City	State	Site Type	Sector	Subsector	Facility Importance	Summary Computed
HIC 1	1002	01 / 1/2/2012	Full Assessment with Resiliency	Springfield	VA	Building	Communications	Telecommunications	High	1
Mass Transit	45	01 / 1/7/2012		Washington	DC	Mass Transit Station	Transportation	Railroad	High	✓
Tunnel 1	223	01 / 1/2/2012		San Francisco	CA	Tunnel	Transportation	Railroad	High	✓

3. Select the **Executive Summary** tab if the three sections of the Executive Summary don't automatically appear.

Assessment Main Page

Facility Name: Test site bldg 20 Default Image: airintake1.jpg

Facility ID#: 5

Site Type: Building

Assessment Date: 3/11/2011

Executive Summary POC's Assessment Team Add Photos View Photos Add GIS Portfolio Images View GIS Portfolio Miscellaneous Files

Introduction	Observations	Recommendations / Remediations
<p>This physical security assessment was performed on 10-1 March 2011 by HIC under Contract xxxxx utilizing "Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings" (FEMA 426).</p> <p>The physical security assessment of the xxxxx Medical Center is presented in this report. The highest priority recommendations for the existing facility follow:</p>	<p>There are two entrances off xxx St. - one is to the Loading Dock and the other is a patient entrance. The Loading Dock is open from 6am to 6pm. The other entrance is closed and gated. There are two entrances off xxxxx, which access the two parking garages (north and south) as well as the main entrance; and one entrance off xxxxx St. which leads directly into a patient drop-off loop. There is also a parking garage open to the public with entrances into the facility. A vehicle can drive around the xxx and xxx gates, or drive through the lightweight gates, and ram the building or carry explosives next to the building.</p>	<p>Establish two separate Minimum-Points-of-Presence for the telephone company's outside cables to terminate inside two buildings and connected to different Central Offices. □□</p> <p>Harden the four vehicle pipe gates, add bollards to augment the drop-off area, replacing the current "cosmetic" barriers with crash tested items, and develop a retaining wall along xxx Ave to limit vehicle access. □□XXXX</p>

For Help, Press the F1 Key Close

4. Enter information in the **Introduction**, **Observations**, and **Recommendations/Remediation** sections. The introduction usually contains the facility name, facility location, screening date, and other relevant background information.

Select **Close** to return to the **IRVS Record Listing** screen form or select another tab.

7.5 Adding Points of Contact

Points of contact (POCs) are people you identified or met during the screening and who may need to be contacted later for more information.

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select **Exec Sum/POC/Photos/GIS**.
3. Select the **POCs** tab.
4. To add a POC, select the **Add New POC** tab.

Assessment Main Page

Facility Name: Test site bldg 20 Default Image: airintake1.jpg

Facility ID#: 5

Site Type: Building

Assessment Date: 3/11/2011

Executive Summary **POC's** Assessment Team Add Photos View Photos Add GIS Portfolio Images View GIS Portfolio Miscellaneous Files

	First Name	Last Name	Title	Organization	Address	City	State	Zip
	Joyce	Smith	Ms.	HIC 4	35 West Ave	Elba	NY	14058
	Terry	Ryan	Mr.	HIC 4	35 West Ave	Elba	NY	14058

Add New POC Delete POC: Terry Ryan Add New POC and Duplicate

Record: 2 of 2 No Filter Search


For Help, Press the F1 Key Close

5. Enter information in the fields (**First Name, Last Name, Title, Organization, Address, City, State, Zip, Work Phone, Mobile Phone, Email**). If not all of the fields are visible, slide the bar at the bottom of the screen or use the keyboard arrows to see the remaining fields.
6. Press **Enter** or **Tab** on your keyboard to add the information to the database.
7. To edit the information for a POC, click the far left column in the row with the record and edit the information.
8. To delete a POC, select the POC by clicking the far left column in the row with the record and then selecting **Delete POC: [Name]**.
9. Since some POCs may have the same business address, you can duplicate an existing POC and use the information for the new POC that is the same for the existing POC. Click the left column of the POC with the address to be copied and then select **Add New POC and Duplicate**.
10. When you are finished adding, editing, and deleting POCs, select **Close** to return to the **IRVS Record Listing** screen or select another tab.

7.6 Adding Assessment Team Members

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select **Exec Sum/POC/Photos/GIS**.
3. Select the **Assessment Team** tab.

Assessment Main Page

Facility Name: Default Image: 

Facility ID #:

Site Type:

Assessment Date:

Executive Summary | POC | **Assessment Team** | Add Photos | View Photos | Add GIS Portfolio Images | View GIS Portfolio | Miscellaneous Files

Team Member	Title	Organization	Work Phone	Mobile Phone	Email
Jones, Bill	Mr.	HIC	333.555.1234		13@www.com
Smith, Lora	Ms.	HIC	333.555.1235		14@www.com
Smith, Terry	Mr.	HIC	333.555.1236		15@www.com

Select Team Member from List | Add New Team Member | Delete Team Member: Jones, Bill

Record: 1 of 3 | No Filter | Search

For Help, Press the F1 Key | Close

- Select **Add New Team Member** and complete the information.

Add a new person to this Team

Add New Person

First Name:

Last Name:

Title:

Company:

Address:

City:

State:

Zip:

Email:

Work Phone:

Mobile Phone:

Entered By:

Enter Date:

Modified By:

Modify Date:

Add | For Help, Press the F1 Key | Cancel

- To select a Team Member from a list of team members in other records, select **Select Team Member from List**. The user must add at least one new team member before using this function.

6. To delete a Team Member, select the Team Member by clicking the far left column in the row with the record and then selecting **Delete Team Member: [Name]**.
7. After completing the Team Member information, select **Add** to return to the previous screen. The information that you have entered should appear. Use the bar slide or keyboard arrows to see the off-screen information.
8. When you are finished adding or deleting team members, select **Close** to return to the **IRVS Record Listing** screen or select another tab.

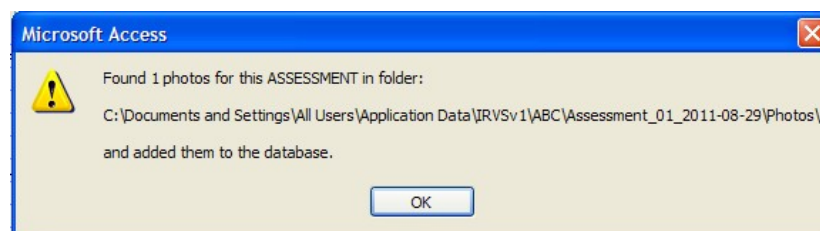
7.7 Adding Photos, Setting the Default Image, Deleting Photos, and Viewing Photos

7.7.1 Adding Photos

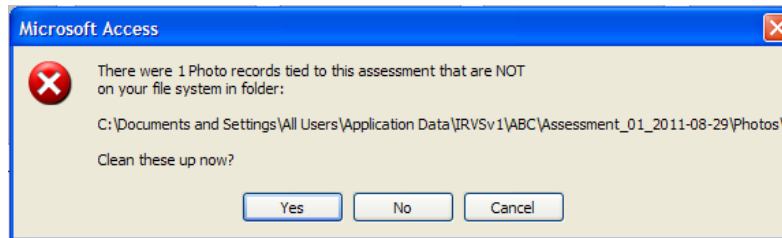
1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select **Exec Sum/POC/Photos/GIS**.
3. Select the **Add Photos** tab.
4. To add a single photo to the database, select **Copy only the selected image** if it is not already selected and select **Browse for a file**. Select the photo you want to add and select **Open**. Select **Yes** in the next menu, which lists the file name of the photo and the file path where it will be saved. The database recognizes any type of file in the "Miscellaneous" folder but only files with a ".jpg," ".gif," or ".bmp" file extension in the "Photo" folder.
5. To add all the photos in a folder, select **Copy ALL from the folder** and select **Browse for a file**. Select the folder with the photos you want to add and select **Open**. Select any file from the folder and select **Open**. Select **Yes** in the next menu, which lists the file name of the photo and the file path where it will be saved.

When the **Add Photo** or **View Photos** tabs are opened, the list of photos in the database is automatically updated after reopening the database if the photos in the subfolders that have been added to the database have changed (e.g., if you use the file manager folder where the photos for the database have been stored to modify current photos, delete photos, or add new photos; the next time you reopen the database, the list of photos will be updated).. See Section 7.7.4 for information on viewing photos.

If you add a photo using the file manager, the message below will appear. Select **Ok**.



If you delete a photo using the file manager, the message below will appear. Select **Yes**.



7.7.2 Setting the Default Image

Once selected, the default image for a particular site will appear on various screens in the top right corner. The default image generally shows the screening site. It could be a photo of the building or a sign showing the name of the site. See Section 6, Step #11, for an example of a default image.

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select the **Site ID, Address, Coordinates** tab.
3. Select one of the photos you have added in the dropdown menu in the **Default Facility Image** field at the top of the screen. The image will appear in the box at the top right of the screen.

7.7.3 Deleting Photos

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select the **Site ID, Address, Coordinates** tab.
3. Select the **Add Photos** tab to see the list of photos in the database.
4. Select the photo you want to delete by clicking the far left column in the row with the photo. Select **Delete Photo**.
5. You will be asked to confirm that you want to delete the photo. Select **Yes**.

7.7.4 Viewing Photos

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select the **Site ID, Address, Coordinates** tab.
3. Select the **View Photos** tab. Thumbnails of the photos will appear.

4. To enlarge a photo, click the thumbnail of the photo and select **Zoom** or **Clip** for different view of the photo. Select **Open File** to open the Windows Picture and Fax Viewer, which allows you to rotate, enlarge, print, and save the photo.
5. If there are more than five photos in the database, use the arrows under the thumbnails to scroll through the thumbnails of the photos.

7.8 Adding GIS Images

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select the **Site ID, Address, Coordinates** tab.
3. Select the **Add GIS Portfolio Images** tab.
4. Follow Steps #4 and #5 in Section 7.7.1.

7.8.1 Deleting GIS Images

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select the **Site ID, Address, Coordinates** tab.
3. Select the **Add GIS Portfolio Images** tab to see the list of GIS images in the database.
4. Select the image you want to delete by clicking the far left column in the row with the photo. Select **Delete GIS Portfolio Image**.
5. You will be asked to confirm that you want to delete the photo. Select **Yes**.

7.8.2 Viewing GIS Portfolio Images

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select the **Site ID, Address, Coordinates** tab.
3. Select the **View GIS Portfolio** tab. Thumbnails of the images will appear.
4. To enlarge an image, click the thumbnail of the image and select **Zoom** or **Clip** for different view of the image. Select **Open File** to open the Windows Picture and Fax Viewer, which allows you to rotate, enlarge, print, and save the image.
5. If there are more than five GIS image in the database, use the arrows under the thumbnails to scroll through the thumbnails of the image.

7.9 Adding and Deleting Miscellaneous Information

7.9.1 Adding Miscellaneous Information

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select the **Site ID, Address, Coordinates** tab.
3. Select the **Miscellaneous Files** tab.
4. Follow Steps #4 and #5 in Section 7.7.1.
5. To view the file, click on the file name.

7.9.2 Deleting Miscellaneous Files

1. In the **IRVS Record Listing** screen, if the record of the site you need isn't already selected, select it by clicking the far left column in the row with the record.
2. Select the **Site ID, Address, Coordinates** tab.
3. Select the **Miscellaneous Files** tab.
4. Select the file you want to delete by clicking the far left column in the row with the file. Select **Delete File**.
5. You will be asked to confirm that you want to delete the photo. Select **Yes**.

7.10 Exporting Screening Data

After a screening has been completed, the screening data in the Field Database must be copied and imported into the Master Database, which are administrative functions. See Section 10.

7.11 Emptying the Database

The final task in conducting a screening is to delete the screening data from the Field Database after the data have been transferred to the Master Database. This task is an administrative function. See Section 10.5.

8. Filtering Records

Records can be filtered using the categories of information in a record (e.g., site type, location, sector, facility importance). After you create a filtered list of records, you can view all of the summaries of the records in the filtered list (see Section 8.1) and plot the sites of the records in the filtered list (see Section 8.2).

To filter the records in the database, follow these steps.

1. After logging on to the database, select **Rapid Visual Screening** from the **Main Menu** to open the **IRVS Record Listing** screen.
2. It is assumed that the database already contains more than one record. To filter the list of records, enter a search term or select a term from the dropdown menu in one or more of the fields at the top of the screen. For a range of dates before, after, or on a specific date, use "<" , ">" or "=". For example, if the screener wants to observe all the assessments before June 16, 2011, the screener would use "<" by selecting the box to the left of the date input and selecting 6/16/2011 on the pop up calendar.
3. Select **Search**. The records that match the search will be listed.

Facility Name	Facility ID#	Screening No. / Date	Screening Comments	City	State	Site Type	Sector	Subsector	Facility Importance	Summary
HIC 1	1102	01	1/2/2012 Full Assessment with Resiliency	Springfield	VA	Building	Communications	Telecommunications	High	✓
Mass Transit	45	01	1/7/2012	Washington	DC	Mass Transit Station	Transportation	Railroad	High	✓
Tunnel 1	223	01	1/2/2012	San Francisco	CA	Tunnel	Transportation	Railroad	High	✓

4. To clear the search, select **Clear**.

8.1 Viewing and Exporting All Summaries

1. After you have created a filtered list, select **View All Summaries (Filtered List)** at the bottom of the screen to display the **Total Risk Summary – Filtered List** screen. If the screener does not wish to filter the records, all the summaries in the database can be seen at the same time. The information that will be displayed is the same as the information that is displayed if you select **Site Summary** for one record except that you get a summary of more than one record. The summaries are grouped by site type.
2. To see the summaries for only one site type, select **Switch to Tabbed View**. The screening summaries are displayed on different TABS by infrastructure type.
3. To produce a detailed report listing each of the values of the Total Risk Summaries, type in a folder location on the bottom of the form then select **Save to Excel File**. A new form opens that allows the

user to save the data to any folder on their system. The created Excel file displays 37 columns containing the summary values for all screenings in the database sorted on to three different TABS:

- Buildings
- Mass Transit
- Tunnels

Total Risk Summaries - Filtered List

Total Risk Summaries - All Screenings

Buildings			Total Risk																	
Site Name	Screening Number	Screening Date	Total Risk All Scenarios	Total Resiliency	Intrusion	Blast Interior	CBR Interior	Blast Exterior	CBR Exterior	Seismic	Flood	Wind	Fire	Internal Intrusion	Internal Explosive	Internal CBR	Explosive E Zone 1			
100	01	1/2/2012	39.6	64.2	44.4	34.8	41.1	14.6	20.8	27.7	20.7	42.6	43.8	44.4	34.8	41.1	15.6			

Mass Transit Stations			Total Risk		Details per Threat / Hazard													
Site Name	Screening Number	Screening Date	Total Risk All Scenarios	Total Resiliency	Blast Internal	Blast External Direct	Blast External Collateral	CBR Internal	CBR Tunnel	CBR External	Fire Internal	Fire External	Fire Tunnel Track Smoke	Other Flood Flooding	Other Collision	Other Cyber		
Mass Transit	01	1/7/2012	62.7	69.8	45.1	29.6	16.6	29.3	33.3	12.0	41.6	26.0	41.9	80.3	18.3	29.5		

Tunnels			Total Risk		Details per Threat / Hazard													
Site Name	Screening Number	Screening Date	Total Risk All Scenarios	Total Resiliency	Blast Internal	Blast External Direct	Blast External Collateral	CBR Internal	CBR Tunnel	CBR External	Fire Internal	Fire External	Fire Tunnel Track Smoke	Other Flood Flooding	Other Collision	Other Cyber		
Tunnel 1	01	1/2/2012	28.0	87.6	31.8	31.2	24.0		21.3	26.3	30.4		28.9	15.4		27.7		

Note: Only Screenings with up to date Summary Values will display

Switch to Tabbed View

Save to Excel File-->

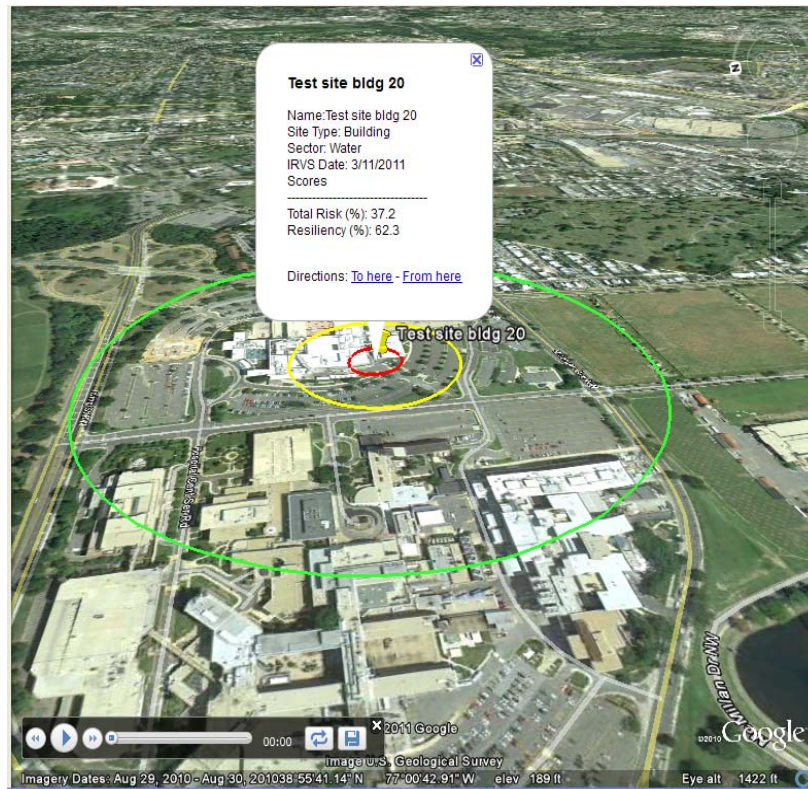
C:\IRVS\Summary_2012-01-16.xls

Close

8.2 Plotting a Filtered List

If you have entered the coordinates for the screening sites and your computer has an installed mapping program that can read KML files, you can plot the records in a filtered list.

1. After you have created a filtered list, select **Plot (Filtered List)** to plot the sites that are in the filtered list.



9. Generating and Printing Reports

The **IRVS Record Listing** screen has five options for generating and printing reports:

- Export Question Details to Excel
- Print Question Details (Filtered List)
- Print Question Details (Selected Screening Record)
- Print All Details (Selected Screening Record)
- Print Risk Summary (Selected Screening Record)

The screenshot shows the 'IRVS Record Listing' window. At the top is a search bar with fields for Facility Name, Facility ID#, Screening No. / Date, Screening Comments, City, State, Site Type, Sector, and Subsector. Below the search bar is a table with the following data:

Facility Name	Facility ID#	Screening No.	Date	Screening Comments	City	State	Site Type	Sector	Subsector	Facility Importance	Summary Computed
HIC 1	1002	01	1/2/2012	Full Assessment with Resilien	Springfield	VA	Building	Communications	Telecommunications	High	<input type="checkbox"/>
Mass Transit	45	01	1/7/2012		Washington	DC	Mass Transit Station	Transportation	Railroad	High	<input checked="" type="checkbox"/>
Tunnel 1	223	01	1/2/2012		San Francisco	CA	Tunnel	Transportation	Railroad	High	<input checked="" type="checkbox"/>

Below the table is a menu with the following options:

- Add New Site
- Site ID, Address, Coordinates
- Pre-field Questions
- Site Evaluation
- Site Summary
- Exec Sum/POC/Photos/GIS
- Help
- View All Summaries (Filtered List)
- Plot (Filtered List)
- Print Question Details (Filtered List)
- Export Question Details to Excel
- Print Question Details (Selected Assessment)
- Print All Details (Selected Assessment)
- Print Risk Summary (Selected Assessment)
- Close

One option is to export the question details and values to Excel. First indicate the record to export, then select **Export Question Details to Excel**. This opens the below subform to use for the export process. Type in the location and then select **Save to Excel File**. The created Excel file contains 10 columns of information per question.

The screenshot shows the 'Export to Excel' subform. It has the following fields:

- Facility Name: HIC 1
- Assessment No.: 01
- Assessment Date: 1/2/2012
- Save To Excel--> C:\IRVS\HIC 1-01-2012-01-16.xls
- Close

For the other options, you can print the information or export it as a MS Word document, Text document, or PDF for editing or formatting by using the selections in the **Output** TAB at the top of the Access Screen. After selecting an option, to return to the previous screen, select **Close Report**. If you use the “X” on the upper right corner of the screen, you will close the database.

Output Tab: Print and export to Word and PDF from this Tab.
Note: To return to the previous screen, select **Close Report. Do not use the “X” in the upper right corner, or you will close the database.**

iRVS Risk and Resiliency Summary
 iRVS Building/Facility: bldg1
 Facility ID#:
 Screening Date: 2/2/2010 Site Type: Building

Summary Categories	Internal Intrusion	Internal Explosive	Internal CBR	Explosive Zone 1	Explosive Zone 2	Explosive Zone 3	CBR Zone 1	CBR Zone 2	CBR Zone 3
Total Consequences (scale of 100)	10.88	83.38	14.02	83.88	10.58	9.6	87.48	13.34	12.18
Total Threat (scale of 100)	7.68	83.88	11.32	85.18	11.38	83.88	86.48	88.02	44.97
Total Vulnerabilities (scale of 100)	31.87	36.38	50.41	15.51	32.80	30.24	57.41	68.02	60.28
Total Risk (scale of 100)	14.42	23.36	28.83	10.52	22.04	20.94	29.48	27.90	28.98

Summary Categories	EarthQk General Shaking	EarthQk Ground Failure	Flood Still-water	Flood Velocity Surge	Wind Hurricane	Wind Tornado	Wind Other	Land-slide Rainfall	Fire From EarthQk	Fire From Blast	Fire From Arson
Total Consequences (scale of 100)	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68
Total Threat (scale of 100)	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68
Total Vulnerabilities (scale of 100)	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68
Total Risk (scale of 100)	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68	7.68

Resiliency Scales (0-10)

Performance Measure	Time Measure	Robustness Measure	Resourcefulness Measure	Recovery Measure
74.5	74.5	74.5	74.5	74.5

Multihazards Interaction Matrix
 ... will result in this change for other hazards:

a change in:	Blast	CBR	Seismic	Flood	Wind	Fire
a change in Blast	100.0%	10.0%				
a change in CBR	3.0%	100.0%				
a change in Seismic						
a change in Flood						
a change in Wind						
a change in Fire						

Total Score Summary
 All Scores based on (1-100)

Intrusion:	14.4
Blast (Interior):	23.2
CBR (Interior):	26.8
Blast (Exterior):	20.7
CBR (Exterior):	28.3
Seismic:	74.5
Flood:	74.5
Wind:	74.5
Fire:	74.5
Resiliency:	74.5
Total Risk All Scenarios:	26.5

1. To generate and print a list of the answers to the pre-field and site evaluation questions for each record in the filtered list, you must first create a filtered list (see Section 8). Then select **Print Question Details (Filtered List)**. The risk and resiliency scores and other details (e.g., POCs, Assessment Team members, Executive Summary) will not be included.
2. To generate and print a list of the answers to the pre-field and site evaluation questions for a single record, first select a record on the **IRVS Record Listing** screen by clicking the far left column in the row with the record. Then select **Print Question Details (Selected Screening Record)**. The risk and resiliency scores and other details (e.g., POCs, Assessment Team members, Executive Summary) will not be included.
3. To generate and print an expanded amount of data for a single record, first select a record on the **IRVS Record Listing** screen by clicking the far left column in the row with the record. Then select **Print All Details (Selected Screening Record)**. The risk and resiliency scores will not be included.

4. To generate a risk and resilience summary for a single record, first select a record on the **IRVS Record Listing** screen by clicking the far left column in the row with the record. Then select **Print Risk Summary (Selected Screening Record)**.

10. Administrative Functions

Administrative functions are not available to all users. You must have permission to log on as an Administrator, or your user name must include permission to access administrative functions. The administrative functions are as follows:

- Exporting screening data from the Field Database to transfer media
- Importing screening data into the Master Database from transfer media
- Importing screening data into the Master Database directly from the Field Database
- Deleting a single screening record
- Emptying the database
- Managing user accounts
- Customizing report handling markings

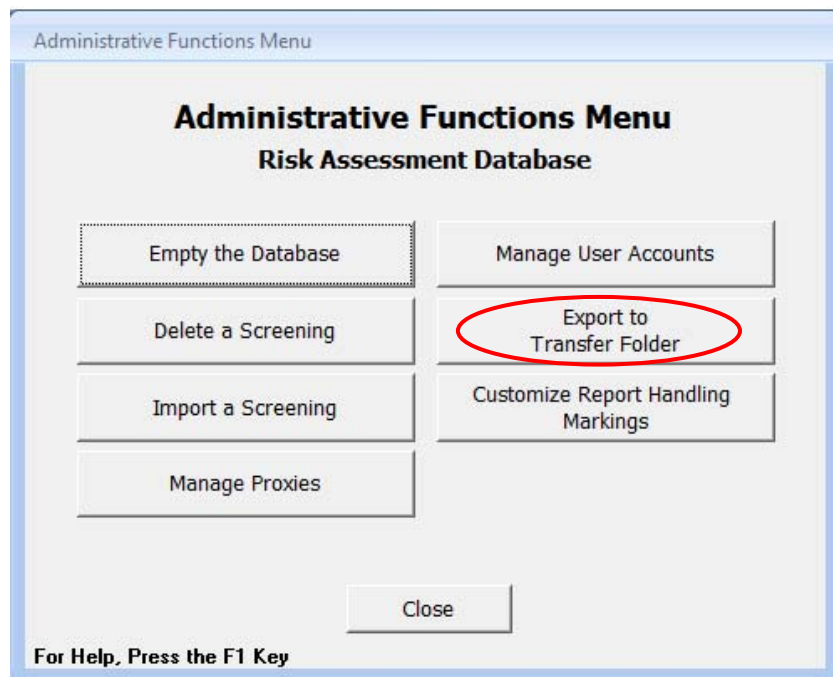
10.1 Exporting Screening Data from the Field Database to Transfer Media

After a screening has been completed, the screening data must be transferred from the Field Database to the Master Database. The transfer can be accomplished in two ways: (1) copying the data to a USB drive, CD, DVD, or other type of transfer media and (2) importing the data directly from the Field Database into the Master Database. Exporting screening data to transfer media is described in this section. For instructions on transferring data from the transfer media to the Master Database, see Section 10.2. For information on importing data directly into the Master Database from the Field Database, see Section 10.3.

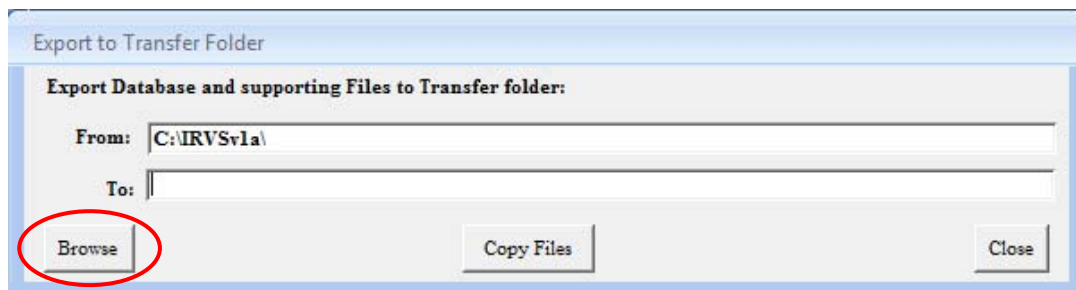
1. Log on to the database or, if you are in the database, close the screens until you are back to the **Main Menu**.



2. Select **Administrative Functions**.
3. Select **Export to Transfer Folder**.



4. In the **Export to Transfer Folder** screen, the **From** field (location of the data to be copied) should be populated. Select **Browse** to identify the file path where you want the data to be copied.

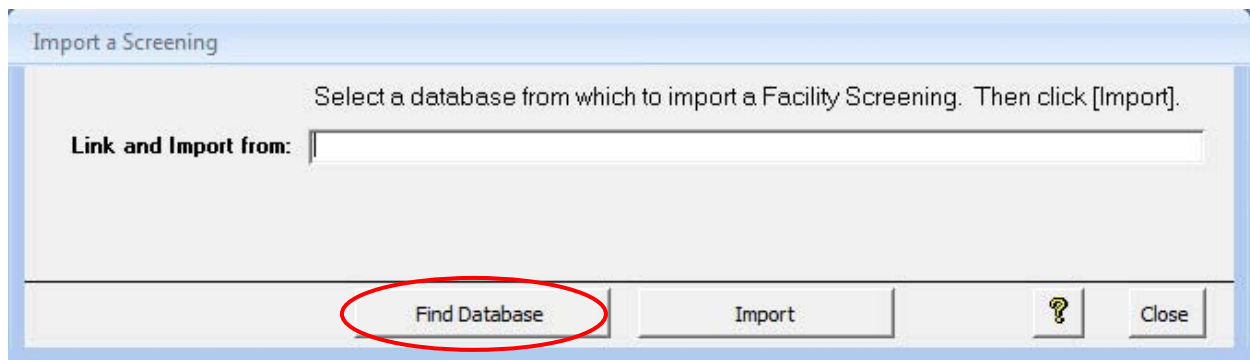


5. Select the folder where you want to copy the data and then select **Open**.
6. Select **Copy Files**. You will be asked to confirm that you want to copy the files. Select **Yes**.
7. A message will appear indicating that the transfer is complete. Select **OK** and then **Close** to return to the **Administrative Functions** menu.
8. Give the transfer media containing the data to the Master Database operator (usually the IRVS Program Manager) who will copy the data to a temporary location on his or her computer until the

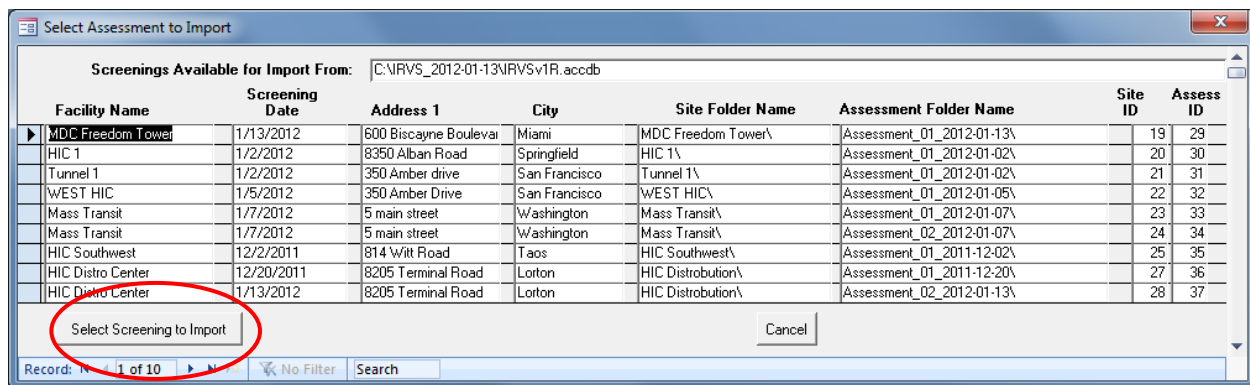
data can be transferred to the Master Database. See Section 10.2 for instructions on importing screening data into the Master Database from transfer media.

10.2 Importing Screening Data into the Master Database from Transfer Media

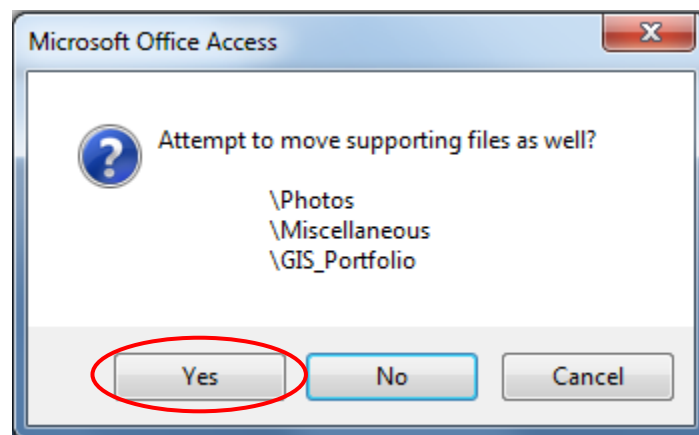
1. Follow the instructions in Section 10.1 for transferring data from the Field Database to transfer media.
2. Insert the transfer media into the computer with the Master Database.
3. Select **Administrative Functions** from the **Main Menu** of the Master Database.
4. In the **Administrative Functions Menu**, select **Import Assessor Database**. This will import the database screening records and files from the Field Database. Select **Find Database**, then browse to the transfer media and select the database file (IRVSv2se.accr).



5. When you have found the database file you want to import into the Master Database, select the file and then select **Open**, which will take you back to the **Import A Screening** form.
7. Select **Import**.
8. You will be asked to confirm that you want to import the database file. Select **Yes**.
9. A message will appear confirming that the file has been imported. Select **OK**.
10. The **Select Assessment to Import** screen will appear. Select the assessment to be imported and select **Select Screening to Import**.



- You will be asked if you also want to transfer the supporting files (e.g., photos) that are tied to the assessment. Select **Yes** if you want to transfer the files. If there are no supporting files, you will get a message to that effect.



- You will be asked to confirm that you want to transfer the files now. Select **Yes**.
- When completed, select **Close** to finish.

10.3 Importing Screening Data Directly into the Master Database from the Field Database

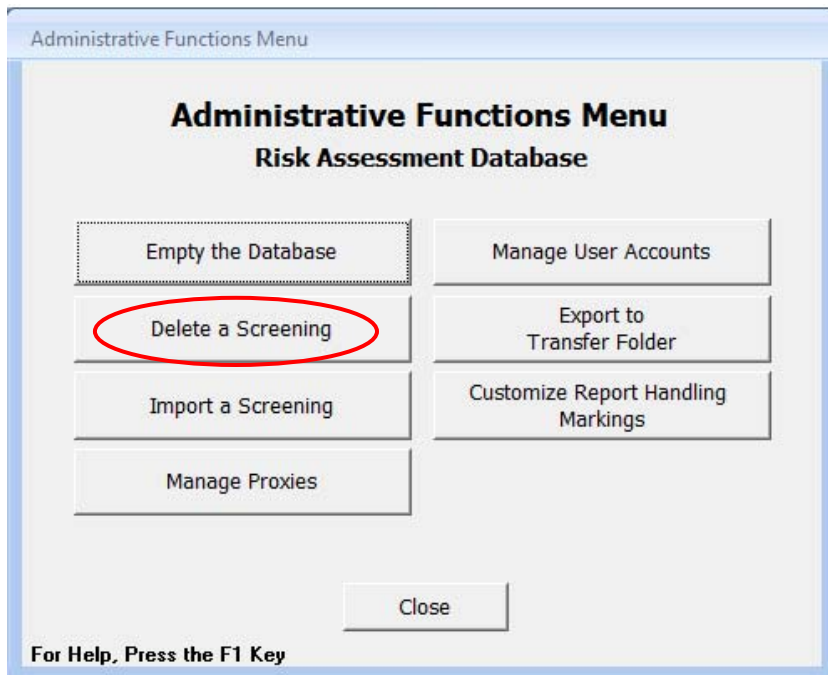
- Connect the Field Database laptop to the computer with the Master Database using a USB cable or through a network.
- Follow Step #3 through Step #18 in Section 10.2.

10.4 Deleting a Single Screening Record

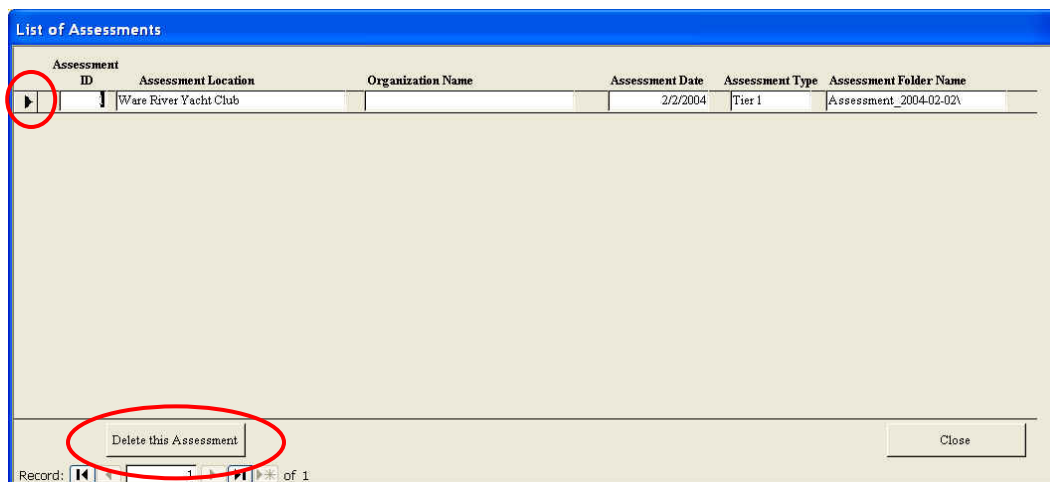
If you have permission to access administrative functions, you can delete screening records permanently. Deleted data can't be restored.

- Log on to the database or, if you are in the database, close the screens until you are back to the **Main Menu**.

2. Select **Administrative Functions**.
3. Select **Delete a Screening**.



4. The **List of Assessments** screen will appear. Select the screening record to erase and then select **Delete This Assessment**.
5. You will be asked to confirm that you want to permanently erase the selected screening record. Select **Yes**. **Warning:** The screening record will be erased from the database permanently!



10.5 Deleting All Screening Records from the Field Database

After the screening records have been transferred from the Field Database to the Master Database, the screening records should be deleted from the Field Database. The records will be deleted permanently

and can't be restored. *Before deleting the records, confirm that the records have been successfully transferred to the Master Database.*

1. Log on to the Field Database or, if you are in the database, close the screens until you are back to the **Main Menu**.
2. Select **Administrative Functions**.
3. Select **Empty the Database**.
4. You will be asked to confirm that you want to permanently erase all screening records. Select **Yes** to continue or **No** or **Cancel** to cancel.
5. If you selected **Yes**, you will receive a warning that the action is non-reversible. Select **Yes** to continue or **No** or **Cancel** to cancel.
6. If you selected **Yes**, you will receive a final warning asking if you want to delete all files and folders. Select **Yes** to continue or **No** or **Cancel** to cancel.
7. If you selected **Yes**, the records will be deleted, and you will receive a message to that effect. Select **OK**.
8. You will be given the option to keep your customized system defaults or to reset the labels to their original listings. Select the option you prefer and select **Continue with these choices**.
9. Select **OK**. The database will close. The next time you open the database, you will get a message that the Database will be re-set. The purged database will have no screening records.

10.6 Managing User Accounts

The **Manage User Accounts** function enables an administrator to add a user, delete a user, and assign a user to one of three user groups. The user group determines the permission level.

The database is preloaded with the following four user names and passwords.

User Name	Password
Administrator	Administrator
Assessor	Assessor
Editor	Editor
Reader	Reader

10.6.1 User Groups

Three user groups are available in the database: Administrators (Admins), Full Data Users, and read-only users (Readers).

- **Admins** have full access to the database, including the administrative functions. The database starts with two users in this group, **Administrator** and **Assessor**.

- **Full Data Users** can view, record, and update data but not perform administrative functions. The database starts with one user in this group, **Editor**.
- **Readers** can only view data. The database starts with one user in this group, **Reader**.

The password and permission level for the four preloaded user names (Administrator, Assessor, Editor, and Reader) can be changed, but cannot be deleted. This is a safety feature to prevent users from erasing all Administrators from the program.

10.6.2 Add a User

1. From the **Main Menu**, select **Administrative Functions**.
2. From the **Administrative Functions Menu**, select **Manage User Accounts**.
3. From the **Manage User Accounts** screen, select **New User**.

User Name	User Level
Reader	Reader
Editor	Editor
Assessor	Editor
Administrator	Admin

3. From the **Add a New User Account** screen, type in the new user name.
4. Under User Level, select a user level from the dropdown menu.
5. Select **Save / Close**.
6. Select **OK**.

Manage User Account

Currently Logged in As: Administrator

User Level: Admin

ADD User Account

User Name:

User Level: Editor ▼

Password:

Confirm Password:

** Passwords must be at least 8 characters long, and they should conform to your organization's password requirements

10.6.3 Delete a User

1. From the **Main Menu**, select **Administrative Functions**.
2. From the **Administrative Functions Menu**, select **Manage User Accounts**.
3. From the **Manage User Account** screen, select one of the existing users by left clicking on the far left column.
4. Select **Delete**.
5. You will be asked to confirm the deletion. Select **Yes** to confirm or **No** or **Cancel** to cancel the action.
6. Select **OK**.

10.6.4 Change the User Level

You want need to change the user level that a particular user belongs to.

1. From the **Main Menu**, select **Administrative Functions**.
2. From the **Administrative Functions Menu**, select **Manage User Accounts**.
3. From the **User Accounts** screen, select one of the existing users by left clicking on the far left column.
4. Select **Edit User**.
5. Select a level from a dropdown menu.
6. Select **Save / Close** to continue or **Cancel** to cancel the action.

10.7 Customizing Report Handling Markings

The database administrator can establish customized report handling markings that will be automatically printed on the top and bottom of all reports.

1. From the **Main Menu**, select **Administrative Functions**.
2. From the **Administrative Functions Menu**, select **Customize Report Handling Markings**.
3. The **Customize Report Handling Markings for Printed Reports** screen will appear. Edit the default marking or type in the desired text under **Report Page Markings – TOP** and **Report Page Markings – BOTTOM**.
4. Add top and bottom markings by selecting **New Report Marking**. Select the marking you want to be used when reports are printed by selecting the marking in the **Active Marking** column.
5. Delete top and bottom markings by selecting **Delete Marking**.
6. Select **Close** to return to the previous screen.

Report Page Markings - TOP	Report Page Markings - BOTTOM	Active Marking
xxx To change this heading, go to Master Database Mode/Admin Functions/Customize Report Markings xxx	xxx Edit TOP and BOTTOM Markings, then click the [Active Marking] Checkbox xxx	<input checked="" type="checkbox"/>

New Report Marking Delete Marking Close

Record: 1 of 1 No Filter Search

10.8 Manage Proxies

In some computer networks, a proxy server exists that acts as an intermediary for some requests such as a file, connection, or web page. Today, most proxies are a web proxy, allowing access to content on the World Wide Web. Some networks do not use this feature.

If your network requires the use of a proxy server (ask your network administrator), the IRVS Database allows you to enter and store the required path for use as a drop down list.

1. From the **Main Menu**, select **Administrative Functions**.
2. From the **Administrative Functions Menu**, select **Manage Proxies**.
3. On this form add or delete a proxy string that you want displayed on the proxy drop down list.

List of available Proxies

Manage Proxies

Proxy

▶ proxy.ext.ray.com:80

Add Delete Close

Record: 1 of 1 No Filter Search