

## IDAM – Field Work

You are about to enter a hazardous situation...be careful.

### TIPS:

- ✓ Be aware of your surroundings at all times.
- ✓ If a situation appears dangerous, BACK OUT!
- ✓ Use good judgment; remember that emergency personnel may be delayed in assisting you and your team if you are hurt.
- ✓ For all medical emergencies, call 9-1-1 immediately.

### Field Work Guidelines

- ✓ Conduct a visual inspection
- ✓ Focus on the degree of damage
- ✓ Take a picture for any that you code as Major or Destroyed
- ✓ Only record disaster related damages
- ✓ Be compassionate when talking with the property owner
- ✓ Be objective (don't downplay, don't exaggerate)
- ✓ Do not walk or park in their yard
- ✓ Ask if they have insurance. Is it for THIS TYPE OF EVENT?
- ✓ Look for water line or debris line to determine water depth
- ✓ If using the printed Field Form, write legibly!

### FEMA Field Sheets

If you are unable to use a mobile device or a lap top and will be using the FEMA Field Sheet, there are a few guidelines that need to be followed.

1. Fill in the event name, current date, and your team member names.
2. Write using ALL CAPS so it is easier to read.
3. Fill in the property address. Make sure to include the direction if there is one. It is also helpful to put the city initials, especially for property along Atlantic Avenue.
4. If you happen to have the alternate key, please enter it, if not, leave this column empty. If the address cannot be found by the data entry person and the sheet is returned to you, this is where you would research and then put the alternate key of the property in.
5. If you do not have a pre-printed MHP Field Sheet, do not put the MHP individual addresses on a field sheet with other damages. Always use a separate field sheet and enter the name of the Mobile Home Park at the top of your sheet.
6. The next columns are for the type of damage you are giving the property. If the property is MINOR damage, then the Type, O, R, INS, LO information will all be input underneath the column heading MINOR.

7. The TYPE is for the type of building. SF = Single Family; MF = Multi Family; MH = Mobile Home; BIZ = Business.
8. The O = Owned and the R = Rented. Put an x or a checkmark to designate which you believe it to be.
9. The INS indicates Insurance. If you believe the property to have INS, put an x or a checkmark. There are many ways you can assume insurance. If it is a new neighborhood with new homes, most owners would have a mortgage which would require insurance.
10. The LO stands for Low Income. If the area appears to be a low income area, designate it on the form by putting an x or a checkmark.
11. The last three columns on the field sheet are for properties that are inaccessible, or designated as a secondary residence, and lastly the flood depth. Please be sure, if the damage is due to flooding that you insert the approximate number of inches the water depth was.

Below is a sample of how the form should be completed:

**SAMPLE**  
 Initial Damage Assessment Housing and Business - Field Sheet  
 Event: HURRICANE IRMA  
 As of: 9-12-2017  
 County IDAM Team Member: JACK & JILL Page 1

VOLUSIA COUNTY PROPERTY ADDRESS				ALTERNATE KEY	AFFECTED				MINOR				MAJOR				DESTROYED				INACCESSIBLE	SECONDARY	FLOOD DEPTH
HSE/BIZ #	DIR	STREET NAME	CITY		TYPE	O	R	INS	LO	TYPE	O	R	INS	LO	TYPE	O	R	INS	LO				
363		PUTNAM AV	OB									SF	x		x								
364		PUTNAM AV	OB									SF	x		x								
520		WEST ST	OB						SF	x		x											
236	N	RIDGEWOOD AV	OB												SF	x		x					
219	N	RIDGEWOOD AV	OB						SF	x		x											
85		HERNANDEZ AV	OB						SF	x		x											

**Address Not Found:**

When the address is not found, a copy of the Field Sheet will be given back to your team. It will be your responsibility to find the correct address, insert the correct information on the field form and input the damages into the IDAM database THAT DAY. Once complete, you will specify your initials and the date complete on the sheet and submit it back to the IDAM Team Leader immediately.

**Field Sheet Requires Explanation:**

If your team needs to explain what is on the Field Sheet to the IDAM Team Leader upon your return from the field, please keep the sheet, do your research and input the damages yourself THAT DAY. Once finished, put your initials and the date completed on the field sheet and submit it to the IDAM Team Leader immediately.

**Pictures:**

If your team has entered picture numbers on the Field Sheet for properties that have Major or Destroyed damages, be sure to make a copy of the Field Sheet BEFORE you turn it in to be input. You are required to post your pictures to the IDAM database yourself THAT DAY. You will need

your picture numbers in order to do this. Please leave enough time in your day to turn in your forms and upload your pictures. When you have completed the upload of your pictures, please put your initials on the field sheet, the date completed and then submit your field sheet to the IDAM Team Leader.

### *Mobile Home Park (MHP) Field Sheets:*

If you have MHP pre-printed field sheets as part of your zone, be sure to go to all individual addresses within that Mobile Home Park. If there are no damages to any within the park, print on the pre-printed field sheet that there are no damages, put your initials and the date and turn it into the IDAM Team Leader when you get back to the office.

## IDAM Login Procedures

The procedures below are based on using a mobile browser (phone). If using a lap top, follow the procedures under IDAM – Data Entry.

Go to: <https://idammap.com/ldam/login.php>

Secure Login

Enter Email and Password

Email

Type in your email address

Password

Type in your password

Keep me logged in

Use mobile browser

Log In

Forgot Password

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Click this box for mobile device.

- Click on **Log In** or hit Enter on your keyboard.

- IDAM will open to the **Current Event Summary** shown below:

Current Event Summary		Select An Event	Create New Event	Edit Current Event
Event Name:	March 2022 Test - Two			
Event ID:	93			
Event Type:	Hurricane			
Date Reported:	2022-03-22			
Severity:				
Notes:				
Estimated Damages:	\$0.00			
Actual Damages:	\$843,789.00			
Public Assistance:	\$0.00			

## Selecting Your Event

- If the current event is not the one you want, click on **Select An Event**
- IDAM will display all available events as shown below:

Current Event Summary		Select An Event	Create New Event	Edit Current Event			
				Search	↻	📄	☰
Date Reported	Event ID	Event Name	Event Type	Notes & Comments			
<input type="checkbox"/>	2022-05-09	94	TEST1	Hurricane	Testing procedure documentation for accuracy		
<input type="checkbox"/>	2022-03-22	93	March 2022 Test - Two	Hurricane			
<input type="checkbox"/>	2022-03-16	92	March 2022 Test	Test Event			
<input type="checkbox"/>	2021-11-16	91	Nov 2021 Test	Test Event	NEW DATA		
<input type="checkbox"/>	2021-10-28	90	Oct 2021 Test	Test Event			
<input type="checkbox"/>	2021-10-28	89	Nov 2021 Test	Test Event			
<input type="checkbox"/>	2021-07-06	88	Elisabeth	Test Event			
<input type="checkbox"/>	2021-06-15	87	Oak Hill Training - June 2021	Sinkhole			
<input type="checkbox"/>	2021-06-15	86	Oak Hill Training - June 2021	Sinkhole			
<input type="checkbox"/>	2021-05-25	84	May 2021 PA City Training	Drought			

Select the event by checking the box in front of the event you want to select.

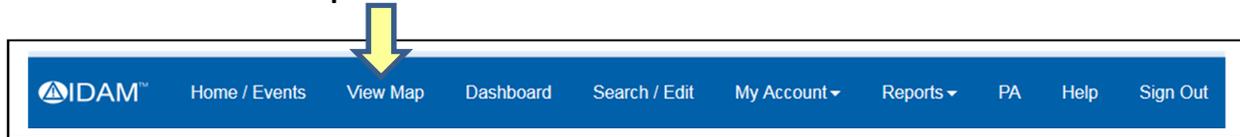
- Your selection should now be displayed in the **Current Event Summary**, as shown below:

Current Event Summary		Select An Event	Create New Event	Edit Current Event
Event Name:	March 2022 Test - Two			
Event ID:	93			
Event Type:	Hurricane			
Date Reported:	2022-03-22			
Severity:				
Notes:				
Estimated Damages:	\$0.00			
Actual Damages:	\$843,789.00			
Public Assistance:	\$0.00			

- You are now ready to get started!

### Using the Mobile Map to Search for a Property Location

- Click on **View Map** located on the ribbon shown below:



- The map viewer will open at full screen. The mobile version below shows the choices at the bottom of the map.

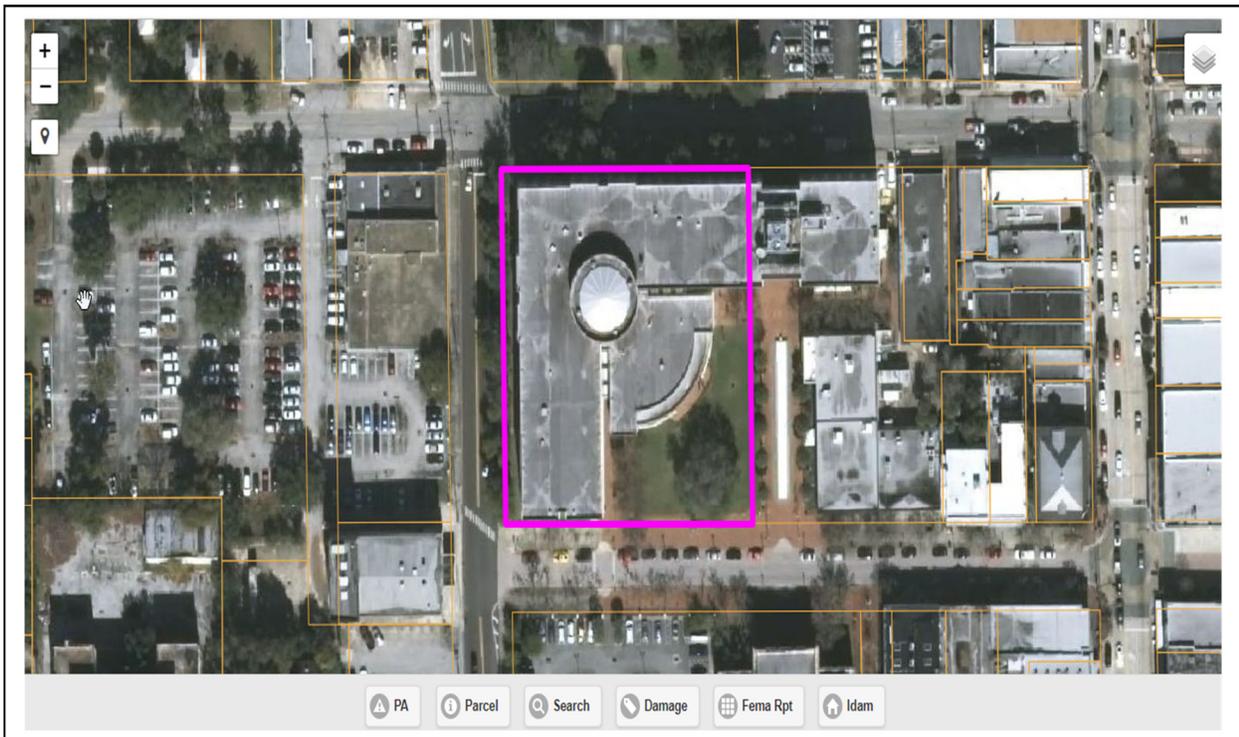
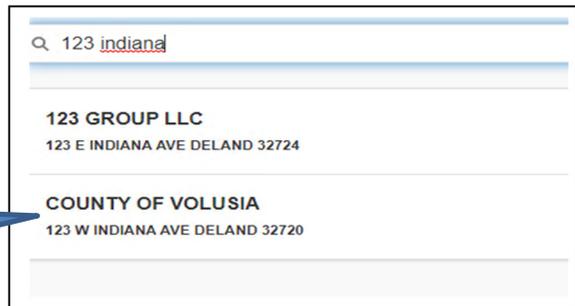


- To find your first property, click on **Search** shown on the tool bar (across bottom of map)
- A new window will appear. Enter your address in the blank box shown.



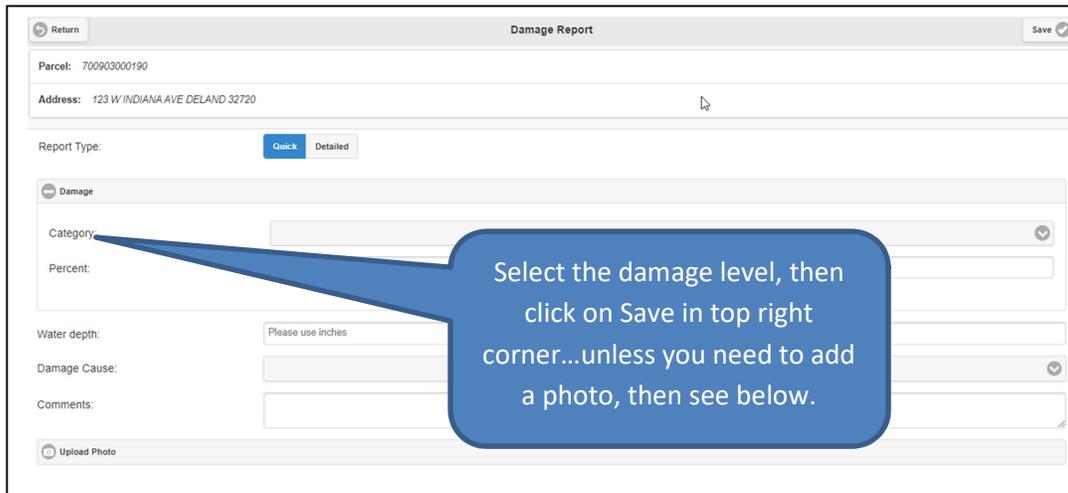
- For example, if you enter "123 Indiana" and click on **Search**, you get the following records to choose from:

Choose the record by clicking on it. The map will pull in the selected parcel and display the ownership information. See below:



## Adding Damages

- To enter damages on the property, click on **Damage** tab located at the bottom of your map viewer.



Return Save

Parcel: 700903000190  
Address: 123 W INDIANA AVE DELAND 32720

Report Type: Quick Detailed

**Damage**

Category:

Percent:

Water depth:  Please use inches

Damage Cause:

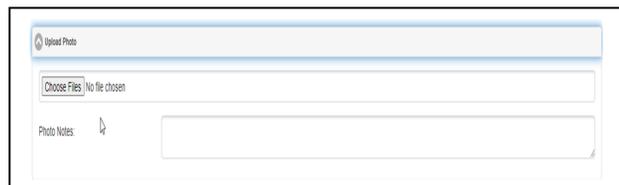
Comments:

Select the damage level, then click on Save in top right corner...unless you need to add a photo, then see below.

## Attaching a Photo

FEMA has requested that photos be taken for all properties that have been categorized with a damage level of either *[Major]* or *[Destroyed]*.

- While in the **Damage** tab
- Click on **Upload Photo**
- Click on **Choose Files**
- Select your file
- Click on **Save** in the top right corner.



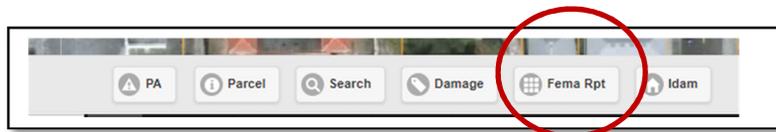
Upload Photo

Choose Files | No file chosen

Photo Notes:

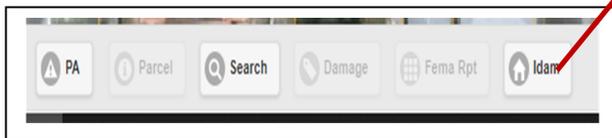
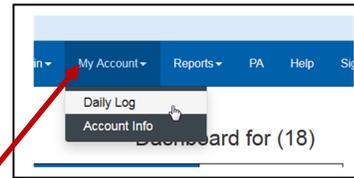
## Adding Ownership Information

1. On Map Viewer – click on the **Fema Rpt** button



- Click on the appropriate information, then click **Save** in the top right corner

2. Click on the **Idam** button to go to the dashboard, then click on **My Account** (located on the blue bar), then select **Daily Log**. Under the column **'Missing FEMA Data?'**, this shows you the properties that need the owner/insurance information completed.



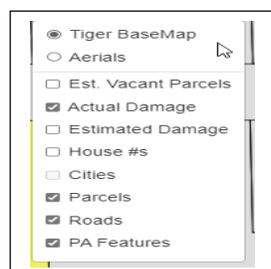
Parcel	Owner	Situs	Building Type	Damage Amount	Damage Category	Missing FEMA Data?	Photos
700903000190	COUNTY OF VOLUSIA	123 W INDIANA AVE DELAND 32720	GOV	\$0	Minor	No Missing Data	

## Adjusting Layers

On the map, in the top right of your screen, there is a layers button.



When clicked, the following list will appear.



Toggle which overlay layers you wish to view. For example, click the square for **House #s** to turn on.

To turn the aerial view off, change the checkmark to be for **Tiger BaseMap**.

