

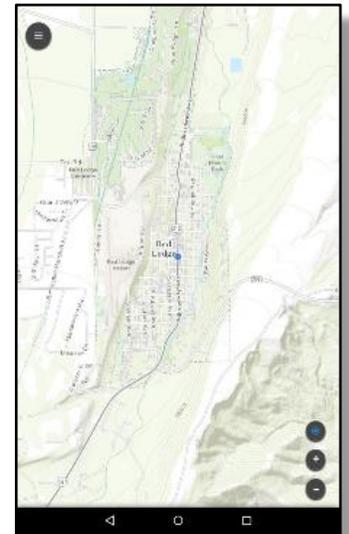
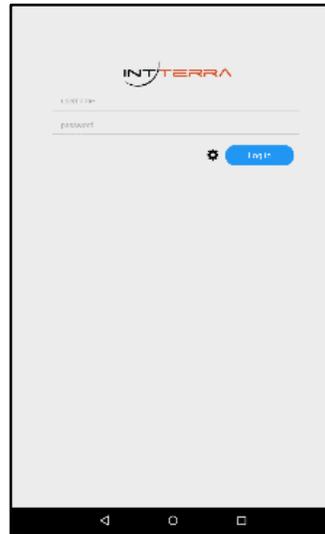


Structure Risk Assessment

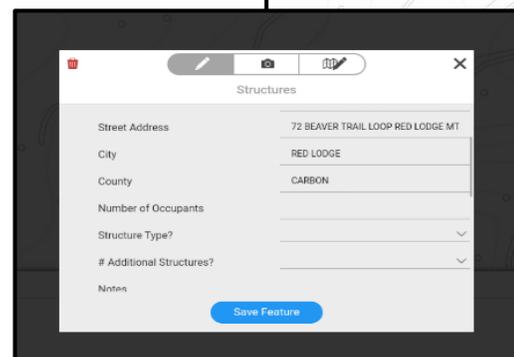
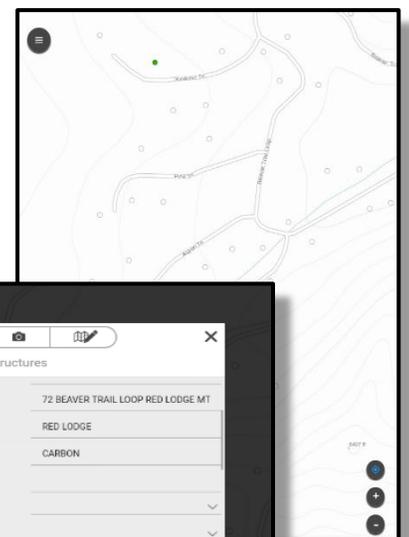
Getting Started:

1. Request a Situation Analyst Montana account going to www.samontana.org
2. Download “SA Field Tool” app to a mobile device.
3. Log in to the app. (you must have internet connectivity)
4. Create a user profile - Once you are logged in, you will see a map, it’s important to first add your name to your user profile before you get started, your name will then automatically be added to the data you collect.

- To add your name, tap on the round MENU ICON in the upper left, tap SETTINGS, and then tap on PROFILE. Enter your name in the Full Name field and press SAVE. Close the Settings Menu by tapping on the X in upper right of the menu.



5. Create a work area - The map will show a blue dot identifying your current location. Zoom way in to the area where you will be conducting structure assessments.
 - Tap on the round MENU ICON in the upper left, tap OFFLINE, CREATE NEW, and follow the instructions through a 3-step process to:
 - 1) Drag and zoom to your work area and tap NEXT.
 - 2) Zoom to the desired level of detail and scroll down to select (toggle on) the base maps you want loaded, and then SAVE and wait for the download to complete.
 - 3) Close the Offline Areas Menu by tapping on the X in the upper right corner of the menu.
 - Tap on the round MENU ICON up top left. Here you will see the various VIEW options, scroll down and at the bottom you will see STRUCTURE ASSESSMENT. Tap on the words so the box is LIGHT GRAY and you see a little BLUE LINE at the right edge. When the box is light gray and you have a BLUE line - it means that this layer view is ON.
6. If you tap on the right arrow at the right edge of STRUCTURE ASSESSMENT layer name and then the down arrow, it will show you the four structure ratings available. To view the map in STUCTURE RISK mode you want to tap on the round MENU ICON to return to the MAP. If you are zoomed in enough you should now see DOTS on your map indicating structures. If the DOTS are a color, this means they have already been assessed. If there are black circles with no color inside, an assessment has not been done.
7. To complete or edit a STRUCTURE risk ASSESSMENT, tap on a DOT (structure) to begin the ASSESMENT. A box will appear and the property address will be listed. You are now set to input or edit the content for each factor.

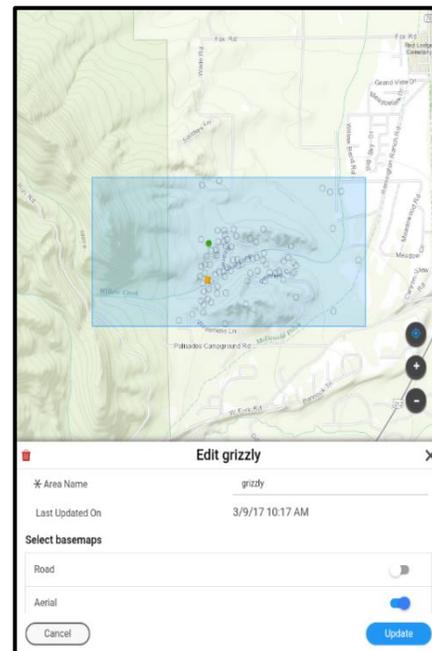


The base map and data are cached to your device in two ways – automatically and manually (using offline work areas). Regardless of whether your work area has good or bad internet coverage, it's a good practice to create offline work areas. This assures that all the data is cached to your device for viewing and editing. It also provides a clear understanding of where you have data and where you do not have data. Once you have your offline work area created, you can click on the work area name, zoom in and update it with the most current information.

If a dot is not showing, then you will need to ADD a new assessment.

- Tap on the round MENU ICON (top left) and select ADD from the menu.
- Scroll down and select STRUCTURE RISK from the list of choices.
- Tap STRUCTURES
- And lastly, tap the location of the structure, to add a dot on the map and begin the assessment.

If you are outside internet coverage and no assessments are available on your device to edit, then you will need to ADD a new assessment.



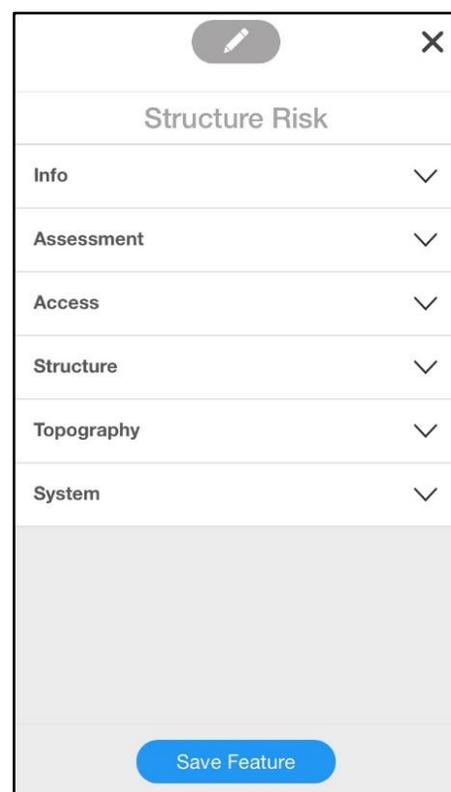
Conducting Assessments:

8. The Structure Risk module is broken into 7 categories: Info; Access; Structure; Defensible Space; Safety; and System. Tap on each of the categories and it will expand for you to enter information for each segment.



- If you do not have the information for a specific field, leave it blank.
- Consistency in the way each structure is assessed is important so the risk determined on each structure is measured the same.

10. If you need more explanation on assessment options, refer to the *Structure Risk Definitions* handout (coming soon).



Info The address, fire dept. and owner categories will automatically fill

- Number of Occupants?
- Structure Type?
- # Additional Structures?
- Notes (was the resident present or was the assessment done from the road)
- Name of Public Building (leave blank if not applicable)
- Special Needs Residents?
- Special Needs Notes (children, elders)

Access

- Address Visible? (from the road)
- Locked Gate?
- Ingress/Egress – Community
- Driveway Width
- Driveway Length
- Adequate Turnaround? (for emergency vehicles)
- Bridge Weight Limits? (are they posted)

Structure

- Exterior Walls (if multiple types, select what the majority is)
- Roof Material
- Roof Cleanliness/Condition
- Eaves (boxed = enclosed, fire-treated = retardant treated material/lumber)
- Vents (if you cannot tell, leave blank, non-combustible < 1/8 inch screen is recommended)
- Attached Combustibles Potential (if combust/receptive fuels are adjacent and below select the option that is most vulnerable)
- Slope within 150ft (of structure)
- Structure Setback (from slope, adequate – greater than 150ft)
- Structure Position

Defensible Space Conifer trees i.e. pine trees, deciduous trees i.e. broad leaf trees

- Ember-Resistant LT (less than) 3ft?
- Combustibles LT 30ft? (furniture, firewood, etc.)
- Propane Clearance
- Tree Canopy LT 30ft (good separation = 20-30ft)
- Surface Fuels LT 30ft (NC = non-combustible)
- Ladder Fuels LT 30ft (absent = no ladder fuels, pruned up 10-15ft or 1/3 the tree height)
- Tree Canopy 30-100ft (good separation = minimum 10ft)
- Surface Fuels 30-100ft
- Ladder Fuels 30-100ft (scattered = not all the trees are pruned or there are a few bushes under trees)
- Fuels 100-200ft (other = vegetation that has been thinned or naturally separated)

Safety These questions are with regards to the safety of firefighters.

- Onsite Water Source (other = cistern, etc.) Access Risk?
- Propane/Gas Risk?
- Overhead Powerline Risk?
- Septic Tank Risk?
- Animal/Pet Risk?
- HazMat Risk?
- Poor Escape Risk?
- Safety Notes

System

Photo Location - provide information about the photo you have or will upload (back of house, from the road, etc.)

You can SAVE at any time by tapping the Save Feature button, when you do this, it will take you back to the map. To get back to the assessment tap on the structure dot.

Save Feature

Uploading Assessment Photos: Once you have entered all the data, you will need to add a photo of the structure. To do this, tap on the picture of the camera at the top of the gray box in the middle. Once you have taken a photo or uploaded it, tap Save Feature.



Changing the Structure Location: If the location of the dot (structure) is not correct, you can move it to the correct location. To do this, tap on the map/pencil icon at the top of the gray box on the right and carefully touch, hold and drag the dot to the correct location. Tap the check symbol at the bottom right to return to the gray box, and lastly tap Save Feature.

Accessing Structure Risk Reports: The SA Field Tool's primary purpose for structure risk assessments is to collect the data in the field. To access the reports you need to:

1. Login to www.samontana.org from a computer (not the SA Field Tool app). Your login is the same as the one for the SA Field tool app. Click on Situation Analyst
2. Once the map is loaded, click on the "OPS" circle on the left side of your screen and select the "RI" (Risk) circle.
3. Next, you can either select a county and enter the address OR zoom in.
4. When you have found the specific location and structure dot (which should be red, orange or green, indicating the risk level from the assessment you conducted) close the address box by clicking on the X in the top right corner of the box.
5. Click on the graph button
6. Select Risk Reports
7. Click on Select Area
8. Draw a circle around the area you want to access reports for. The smaller the area, the faster the reports are generated.
9. Next you will have the choice of selecting which type of report you are looking for.
 - a. Summary
 - b. Homeowner
 - c. Risk Assessment
10. Once you open a report you have the option to print or open that report in a new tab.
 - a. If you open the report in a new tab you can copy and paste the Internet address/link into an email and share it with the homeowner.
 - b. If you select Print and the printer information box shows up you should be able to select Adobe PDF as a printer and save the report as a PDF.

