

Commonwealth of Pennsylvania All-Hazard Mitigation Tool User Guide



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Prepared for:
Pennsylvania Emergency
Management Agency
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Table of Contents

1. Introduction	2
1.1. <i>Overview</i>	2
1.2. <i>Accessing the Tool</i>	2
1.3. <i>Main Menu</i>	3
2. Plan Builder	5
2.1. <i>Overview and Navigation of the Plan Builder</i>	5
2.2. <i>Adding, Editing, and Customizing Text</i>	11
2.2.1. Adding Text	11
2.2.2. Editing Text	14
2.2.3. Pre-Populated Text in Plan Builder	14
2.3. <i>Creating, Editing, and Customizing Tables</i>	15
2.3.1. Creating a Table	15
2.3.2. Customizing a Table	15
2.3.3. Adding Specialty Tables	19
2.4. <i>Uploading Images</i>	20
3. Project Catalog	22
3.1. <i>Overview</i>	22
3.2. <i>Projects</i>	22
3.3. <i>Properties</i>	24
3.3.1. Property Details	25
4. Library	26
4.1. <i>Overview</i>	26
4.2. <i>Reference Documents</i>	26
4.3. <i>Current Hazard Mitigation Plan</i>	27
5. Frequently Asked Questions	28
6. Technical Support/Help	31

1. Introduction

1.1. Overview

What is the All-Hazard Mitigation Tool?

The Commonwealth of Pennsylvania's All-Hazard Mitigation Tool (otherwise known as the PA Tool) will allow users to create and update their Hazard Mitigation Plan and Mitigation Projects. Users will be able to access their plan anywhere through an online system that allows multiple users to work on the plan simultaneously. Users have the ability to add text, tables and images to their plan through easy-to-use navigation workflow screens based on the Pennsylvania Emergency Management Agency's (PEMA) Model Plan Outline. Plans can be exported into a fully functional MS Word document that includes some pre-populated text and tables. Duplicate work will be avoided as the plan will be stored in a database for future plan revisions.

1.2. Accessing the Tool

Access to the PA Tool will be granted through PEMA.

- User Accounts will be created by request through PEMA. Request forms can be found on PEMA's website:
http://www.portal.state.pa.us/portal/server.pt/document/1036672/pa_tool_new_user_for_m_application_pdf
- The PA Tool was built to work using Internet Explorer as the web browser. Other internet browsers may not work correctly.
- Users should login via the Pennsylvania Emergency Management Agency web site at <http://www.pema.state.pa.us>
 - Click the 'Log In' link in the left navigation column, which will direct users to the Commonwealth Enterprise Portal screen.
 - Enter username and password information.
 - Users must insert the appropriate domain name in front of the username (example: domainname\username).
 - Domain name options include CWOPA or MUSER. Most users fall within the MUSER domain.
- After logging into the Commonwealth Enterprise Portal, the user will be re-directed to the PEMA website.
 - From the PEMA website (left navigation column), click on the 'Programs and Services' tab and select the 'All-Hazard Mitigation Tool' sub-category. This displays the link to the PA Tool.
 - Clicking on the PA Tool link will redirect the user to the Main Menu screen of their assigned jurisdiction.
 - Should the assigned jurisdiction be incorrect, users should send an email to RA-shazmitoff@state.pa.us to explain the situation and specify what jurisdiction they should be assigned to.

1.3. Main Menu

Commonwealth of Pennsylvania's All-Hazard Mitigation Tool

User: Jane Doe
Community: Elk County
[Logout](#)

MAIN MENU	
Plan Builder	Create or update your local Hazard Mitigation Plan
Project Catalog	Create and view hazard mitigation projects
Library	Search for historic Hazard Mitigation Plans

MY INFORMATION	
First Name	Jane
Last Name	Doe
Job Title	Planner
Organization	Elk County Planning Department
Address	123 Main Street
Work Phone	555-555-555
Email	jdoe@state.pa.us
Edit Information	

Current Hazard Mitigation Plan: [Elk County HMP.doc](#)
Created On: 5/10/2010
Next Plan Due On: 5/10/2015

[User Administration](#) [System Help](#)

Created by Michael Baker, Jr., Inc. in 2010 as part of HSGP funding via PEMA. If you would like to know more about this site, please contact HazardMit@mbakercorp.com Copyright © 2010 Commonwealth of Pennsylvania. All Rights Reserved.

Main Menu

Plan Builder, Project Catalog and Library are toolbars within the All-Hazard Mitigation Tool. These tools will help users create their Hazard Mitigation Plan.

At any time when in the Plan Builder or Project Catalog, clicking on the keystone logo will take the user back to this Main Menu screen.



Plan Builder:

Allows the user to create and update their Hazard Mitigation Plan (HMP).

Project Catalog:

Allows the user to enter Projects and Properties for mitigation efforts. The information entered into the Project Catalog will export out into the Plan's appendix in the form of a Project Opportunity Form

Library:

The Library is a location for users to upload any reference documents they deem essential to help with their HMP process. All documents loaded into the Library are available for all users working on the same County HMP. The library accepts the following file types: .pdf, .doc, .docx

My Information:

This is the user information that was entered into the Contact Information form by an Administrator. By clicking on the 'Edit Information' link, users can update profile information. Users cannot change the Plan type or County name that was originally selected at any time.

Plan Status:

The plan status is directly linked to the 'Plan Checklist' within the Plan Builder. Initially this section is blank. This section will only be populated after the user generates the plan via the 'Generate Community Plan' button. The 'Created On:' date indicates the date the plan was generated, while the 'Next Plan Due On:' date is when the next HMP will generally be due. The Next Plan Due On is an approximation because all plans are subject to PEMA/FEMA community approval.

User Administration:

If authorized, users will have access to this tool. This grants the user access to change account privileges for users. Note: This user access will typically consist of PEMA staff.

User Guide

Users can access the All-Hazard Mitigation Tool User Guide from the User Guide button.

2. Plan Builder

2.1. Overview and Navigation of the Plan Builder

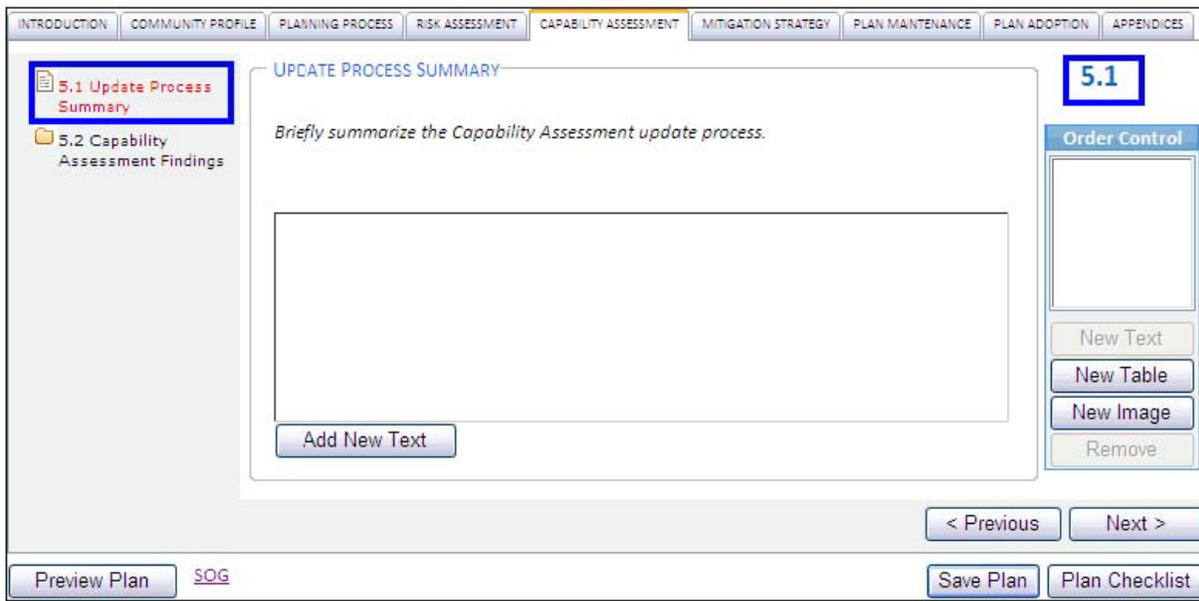
The Plan Builder is structured into Chapters, Sections and Sub-Sections. Users have the ability to enter text, tables or images into Sections or Sub-Sections.

Chapters:

- Chapters are displayed along the top of the page in sequential order (left to right) according to the PEMA Model Plan Outline.
- Chapter names and numbers are not editable.
- When a Chapter is selected from the tabs across the top of Plan Builder, Chapters will always open to the first Section.

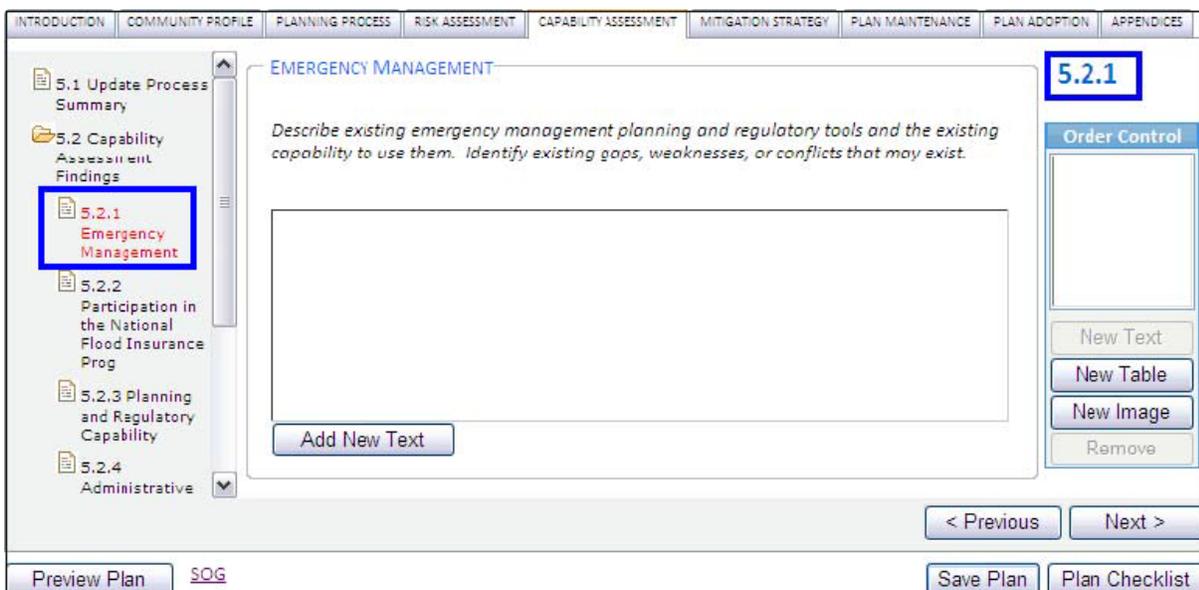
Sections:

- Sections are grouped on the left hand side of the Plan Builder screen.
- Most Sections are editable, as indicated by the following edit icon 
- If a Section is not editable, a folder icon  is displayed indicating that Sub-Sections exist. Clicking on the folder opens and displays all of the Sub-Sections.



Sub-Sections:

- Sub-Sections are grouped on the left hand side of the Plan Builder screen.
- Sub-Sections are editable.
- If a folder icon is present, this indicates that additional Sub-Section(s) exists. Clicking on the folder opens up and displays all of the Sub-Sections.
- The only Chapters that have Sub-Sections are Chapter 4 (Risk Assessment) and Chapter 5 (Capability Assessment).
- Numbers and Sub-Section titles are displayed on screen (e.g.5.2.1 & *Emergency Management*)

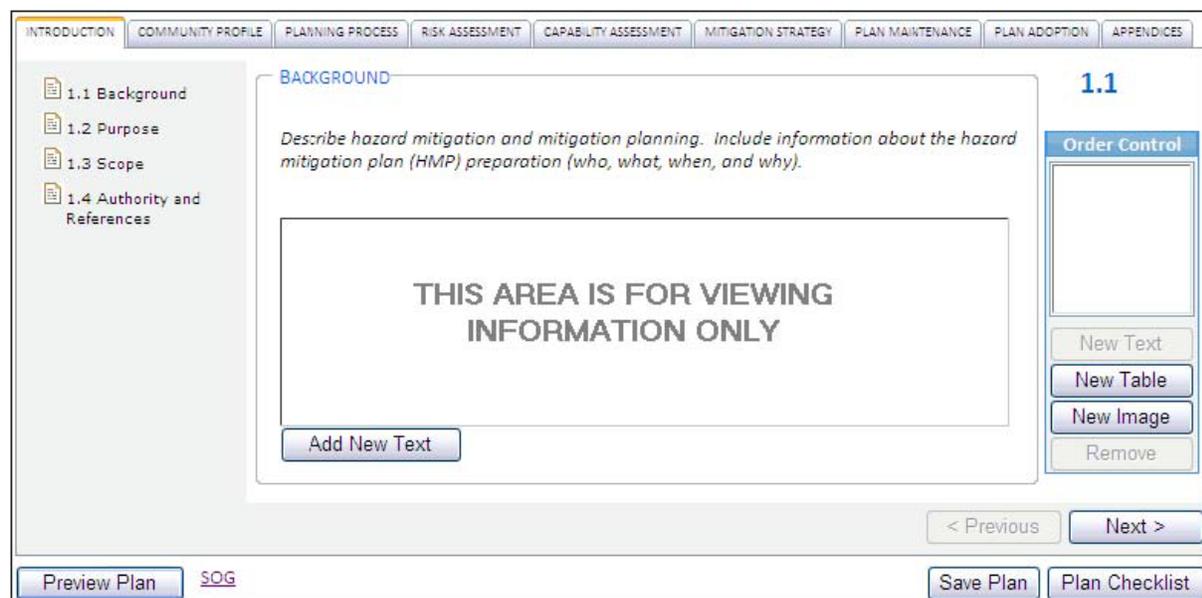


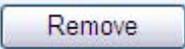
Section Descriptions:

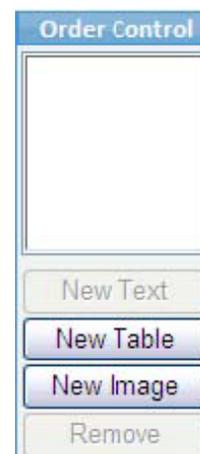
- Above the Viewer Window in each section is a general description of information that should be entered into the Plan.
- Due to space limitations the description is fairly general. For specifics about what should be entered into each section, please reference the Standard Operating Guide (SOG).

Viewer Window:

- The Viewer window is the main grey space within the Plan Builder. Text cannot be inputted directly in this area; it is solely for viewing purposes.

**Order Control:**

- Order Control is the location where a user is able to add or remove text, tables and images from the Plan.
- It is important to note that the order in which data is added will be the order that the information will be exported out into the plan. The order of elements cannot be moved up or down.
- Only the "Titles" of the text, tables and images are displayed within the Order Control.
- If data is added but no Title is provided, the name "No Title" will automatically be assigned to the data.
- By default, the Remove button will be inactive. In order to remove text, tables or images from the Plan Builder, the item must first be selected. Once an item is selected within the Order Control, the  button activates and the item may be removed.

**Navigation:**

- Users can either use the '<Previous' or 'Next>' buttons in the lower right corner or click within the Chapter/Sections on the left side of the Tool to navigate within the Plan Builder.

Preview Plan:

- Clicking the Preview Plan button opens up a Word document version of the Hazard Mitigation Plan as it currently is saved within the database.
- It is recommended that users do not modify this document. This Preview Plan Word document gets written over each time the Preview Plan button is clicked and changes made in Word are not transferred to the database.
- Users have the option to save this document locally after the Word document opens up.

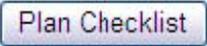
SOG:

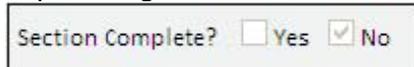
- The SOG link opens the Standard Operating Guide. The SOG is a reference document which provides the user step-by-step instructions on how to create a Hazard Mitigation Plan (HMP).

User Guide:

- The User Guide link opens the All-Hazard Mitigation Tool User Guide.

Plan Checklist:

- The Plan Checklist button  is a tool that helps the user keep track of what sections are complete.
 - Depending whether the section is checked or not will determine how the 'Section Complete?' status is viewed from within the Plan Builder. This overview lets all users working on a single plan understand the status of each section and will aid in providing coordination between multiple users:



Section Complete? Yes No

- When the user feels that the plan is as up-to-date and complete as possible, s/he should enter a name into the "*Hazard Plan Name*" at the bottom of the plan checklist and click on the 'Generate Hazard Mitigation Plan' button.

Section Review Checklist

1. Introduction

- 1.1. Background
- 1.2. Purpose
- 1.3. Scope
- 1.4. Authority and References

2. Community Profile

- 2.1. Geography and Environment
- 2.2. Community Facts
- 2.3. Population and Demographics
- 2.4. Land Use and Development
- 2.5. Data Sources

3. Planning Process

- 3.1. Update Process and Participation Summary
- 3.2. The Planning Team

Save Cancel

Forest County HMP

Generate Hazard Mitigation Plan

- After the plan is generated, a copy of the plan will be displayed on the main page of the PA Tool in the Plan Status section. Other details displayed include the date the plan was generated and when the next plan update is anticipated (generally 5 years in the future).
- The 'Next Plan Due On' date will be modified at a later time by PEMA staff to reflect a more accurate date after plans are adopted.

Current Hazard Mitigation Plan: [Forest County HMP.doc](#)
 Created On: 6/29/2010
 Next Plan Due On: 6/29/2015

- A copy of the plan will also be automatically saved to the Library. This is done in order to maintain the latest available information. Once the plan is sent to the Library, it cannot manually be deleted.
- Should revisions be needed and another version of the plan be generated, the previously generated plan remains in the Library but is able to be deleted. The most recently generated plan in the Plan Builder will be named "Current HMP" and will be deposited in the Library as a read only document.

Hazard Selection:

- Within Section 4.2.2 (Summary of Hazards), users are prompted to check the hazards that they are going to profile within their HMP using the Community Hazard Checklist.
- After checking the hazards to be profiled and clicking on Save, the dialog box closes and the hazard sub-sections are automatically added to the Hazard Profile section of the plan (Section 4.3).
- Should text, images and tables be entered into Sub-Section 4.3.X, where X is a given hazard, and the user un-checks the hazard from the Community Hazards Checklist, all previously entered data pertaining to the un-checked hazard will be lost. Users should exercise caution before unchecking any hazards.
- Additional hazards can be added to a plan at a later time without impact to the plan. After being checked in the Community Hazard Checklist, Plan Builder will automatically add the necessary sub-section folders to the plan.
- Please note users are not able to complete Section 4.4.2 (Ranking Results) without first completing the hazard checklist. Any additional information that needs to be added to this section can be uploaded after the checklist is saved.

Community Hazard Checklist

NOTE: By unchecking any hazard and clicking Save, you will be deleting all data that may have previously been entered for that hazard.

Natural Hazards	Human-Made or Technological Hazard
<input type="checkbox"/> Avalanche/Glacier	<input type="checkbox"/> Building or Structure Collapse
<input type="checkbox"/> Coastal Erosion	<input type="checkbox"/> Civil Disturbance
<input type="checkbox"/> Drought	<input type="checkbox"/> Dam Failure
<input type="checkbox"/> Dust, Sand Storm	<input type="checkbox"/> Disorientation
<input type="checkbox"/> Earthquake	<input type="checkbox"/> Drowning
<input type="checkbox"/> Expansive Soils	<input type="checkbox"/> Environmental Hazard
<input type="checkbox"/> Extreme Temperature	<input type="checkbox"/> Levee Failure
<input type="checkbox"/> Flood, Flash Flood, Ice Jam	<input type="checkbox"/> Nuclear Incident
<input type="checkbox"/> Hailstorm	<input type="checkbox"/> Terrorism
<input type="checkbox"/> Hurricane, Tropical Storm, Nor'easter	<input type="checkbox"/> Transportation Accident
<input type="checkbox"/> Invasive Species	<input type="checkbox"/> Urban Fire and Explosion
<input type="checkbox"/> Landslide	<input type="checkbox"/> Utility Interruption

Save Cancel

2.2. Adding, Editing, and Customizing Text

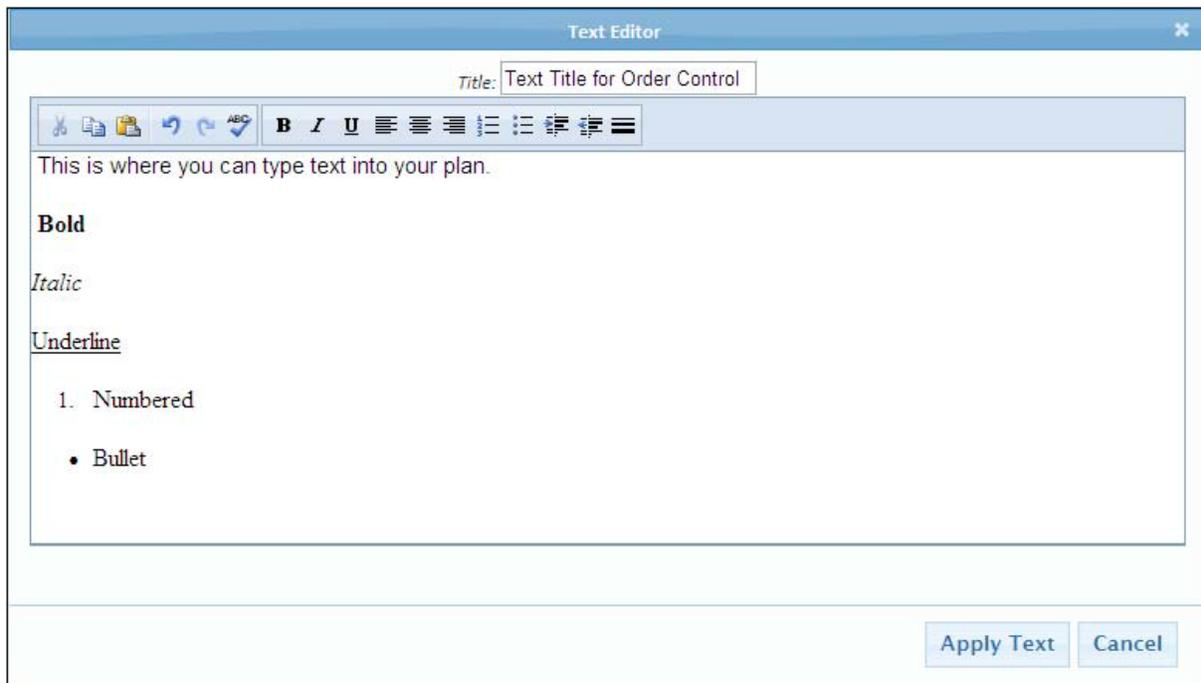
2.2.1. Adding Text

Adding text is the default option when a section or sub-section of plan is opened.

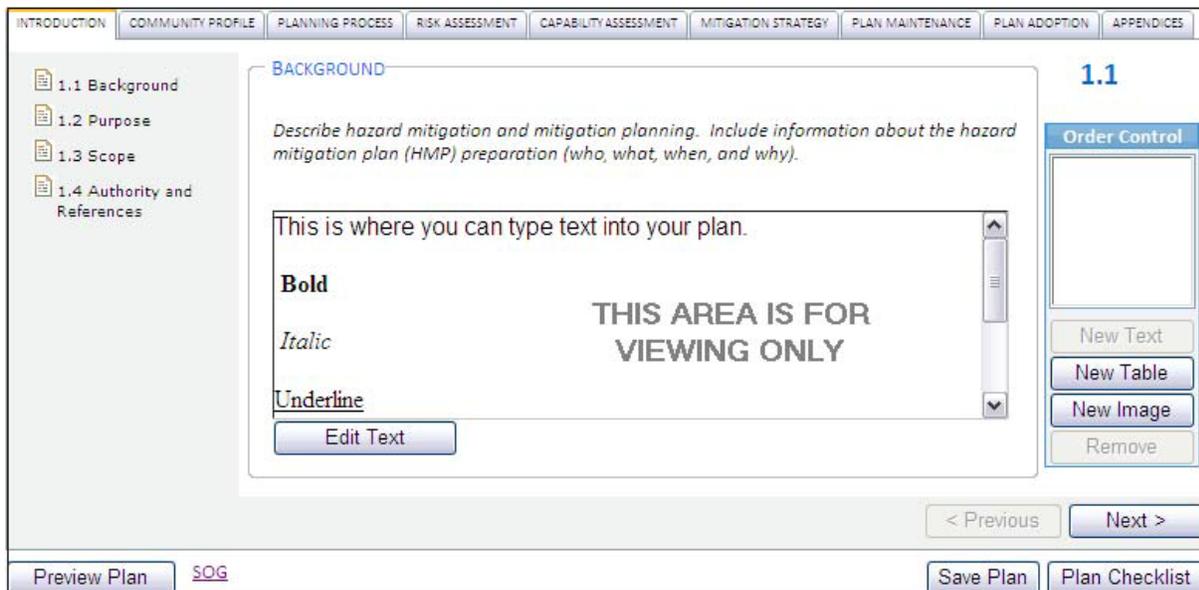
1. To add text to your plan, first click on the  button.



2. The Text Editor window opens up, allowing the user to input text. The user may customize the text as necessary using either the toolbar at the top of the box or by right-clicking to access additional options.
3. The Text Editor also allows text to be pasted in from other sources (i.e. MS Word document, Notepad, internet, etc). If users would like to retain formatting when pasting from another source, when Plan Builder asks "Would you like to clean up code?" click Cancel.

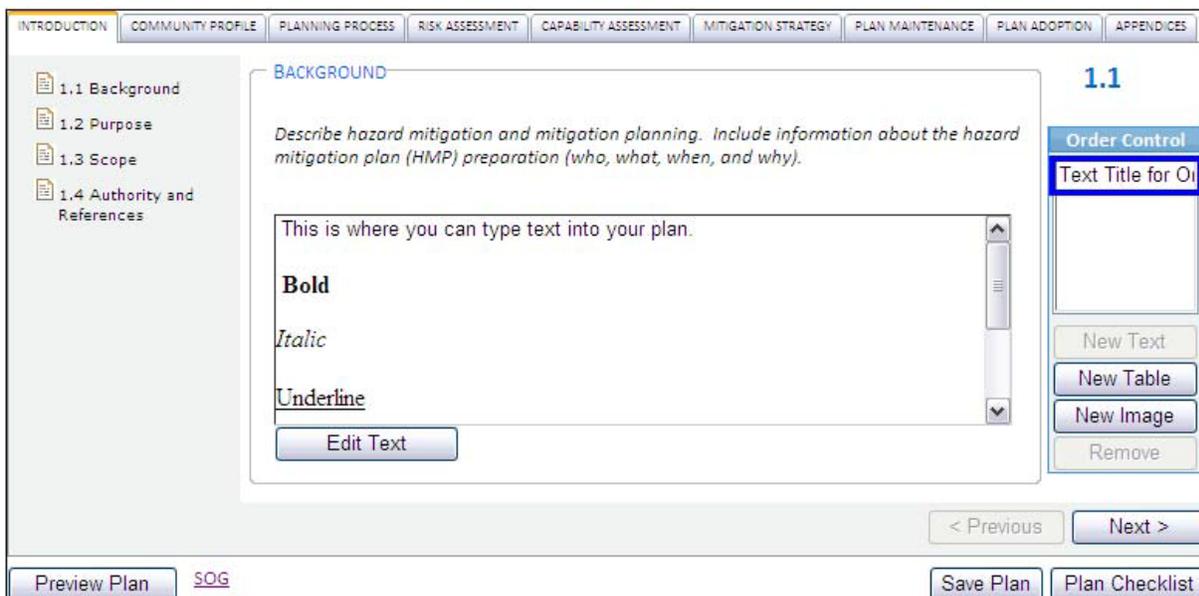


4. Add a title for text in the "Title" box. This will not be the title of the user's text in the final export; it is a reference title for the added text in the Order Control. The Title a user provides should distinguish it from other text, tables or images added within the Section or Sub-Section. Do not hit <enter> after entering a Title into the title box. This will refresh the page and data entered will be lost. Instead, use 'Apply Text' when done adding/formatting.
5. If a user is content with their text, clicking 'Apply Text' applies changes to text and closes the Text Editor window. This does not save information to the database. To save information to the database, the 'Save Plan' button must be clicked.
6. After Applying Text, the user is back out in the Section screen, where the text that was just inputted is now visible within the Viewer window. It is important to note that users can not edit text in this viewer window:



7. To edit text that was just inputted, click on the **Edit Text** button.

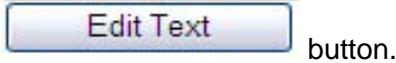
8. Once the text is up-to-date, click on the **Save Plan** button. After saving the plan, the user will see the title previously entered in the Text Editor window (e.g.: *Text Title for Order Control*) displayed within Order Control.



*Note: If the user adds text and does not save the plan but instead clicks on **Next >**, the user will be prompted to save the plan at that time.

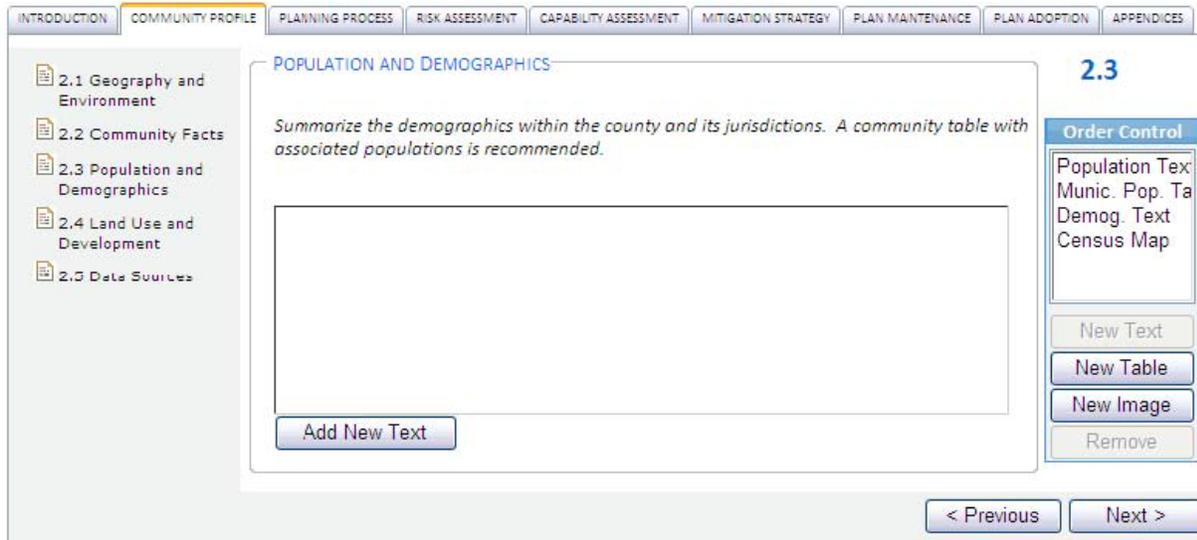
2.2.2. Editing Text

1. If the user just added text (without saving) and would like to edit the text, simply select the

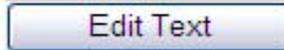


button.

2. To edit text that was previously entered, go to the Section that the text resides in. The Viewer Window will be blank (which is normal).



3. In order to edit the text, double click on the text title within the Order Control. After the text appears within the Viewer Window, click



to modify.

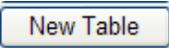
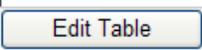
2.2.3. Pre-Populated Text in Plan Builder

There are three sections of each hazard mitigation plan that will automatically populate in the Plan Builder: Section 1.4: Authority and References, Section 4.4.1: Hazard Vulnerability Methodology, and Section 6.3: Identification and Analysis of Mitigation Techniques. Should users wish to add additional information beyond the standard, pre-populated text, they should use the "Add New Text" feature. Any additional text will be inserted after the pre-populated text.

2.3. Creating, Editing, and Customizing Tables

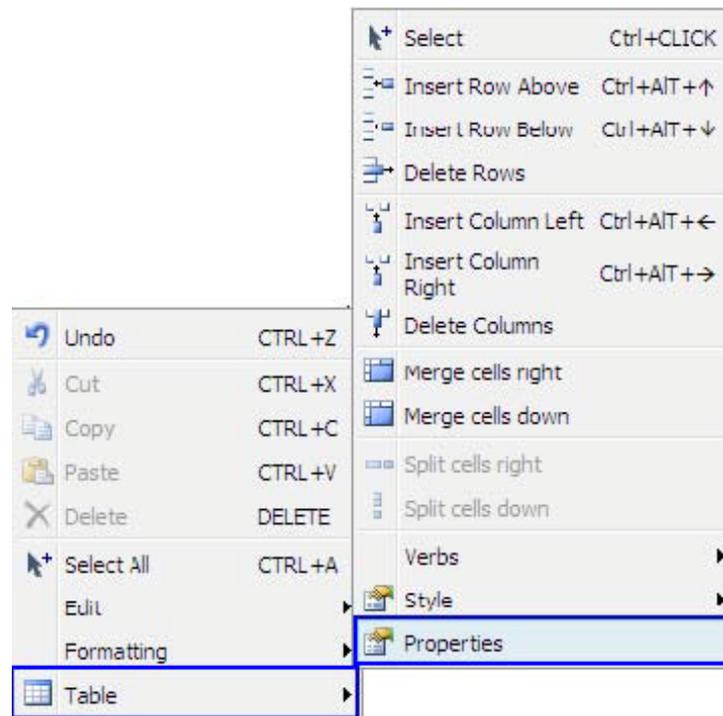
2.3.1. Creating a Table

Tables can either be built in the Plan Builder tool or can be copied from an outside document. Copying from Microsoft Word retains any formatting from the source document; copying from a Microsoft Excel worksheet does not retain formatting.

1. To add a new table, click , then . The Table Editor will open.
2. Add a title for your table in the *Title* box. This will not be the title of your table in the final export; it is a reference title for your table in the Order Control.
3. Click  and select the number of rows and columns in your table. Enter data into table. Do not worry about font size and font formatting; PlanBuilder will automatically format your table. To switch between cells in a table, use the arrow keys or click in the next cell. Do not use the **<Tab>** key.
4. To insert additional rows to your table, click  to insert rows below or  to insert rows above. Using the **<Enter>** key at the end of a row will not add a new row. To delete rows, select the row you would like to delete and click .
5. To add additional columns, click . New columns will always be added to the right. To delete columns, select the column you would like to delete and click .
6. To merge two cells in a row, click . To merge two cells in a column, click .
7. Once the table is finished, click on 'Apply Table' button to add the table to the Viewer Window. Then click on Save Plan to permanently save changes.

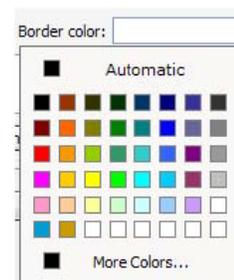
2.3.2. Customizing a Table

To access table formatting tools, click within a cell, then right-click ---> select 'Table', then 'Properties' on the menu:

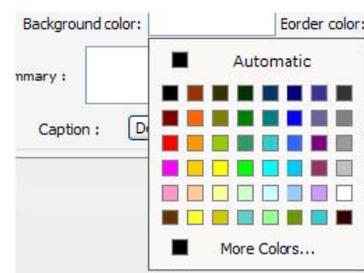


The Table Properties box has two tabs: Table Wizard and Table. The Table Wizard box controls the overall number of rows and columns as well as the properties of rows and cells. The Table tab is where most of the table formatting will take place.

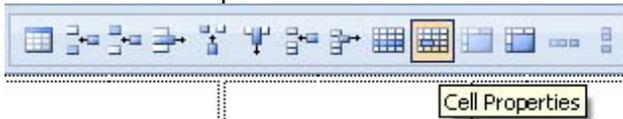
2. To change the space between cells, enter the desired spacing into the 'Cell Spacing Box.' The default cell spacing is 2. Entering a value of 0 means that there is no extra space between cells, but does not mean that there will not be a border between cells.
3. To increase or decrease space between text in cells and the border of cells, enter the desired value in the "Cell Padding" box. The default cell padding is 2.
4. The default for table borders is no border. To add borders, the user must both enter a border size in the "Border" box and choose a border color from the "Border Color: box. When this box is clicked, the color box appears. Black is the automatic color.



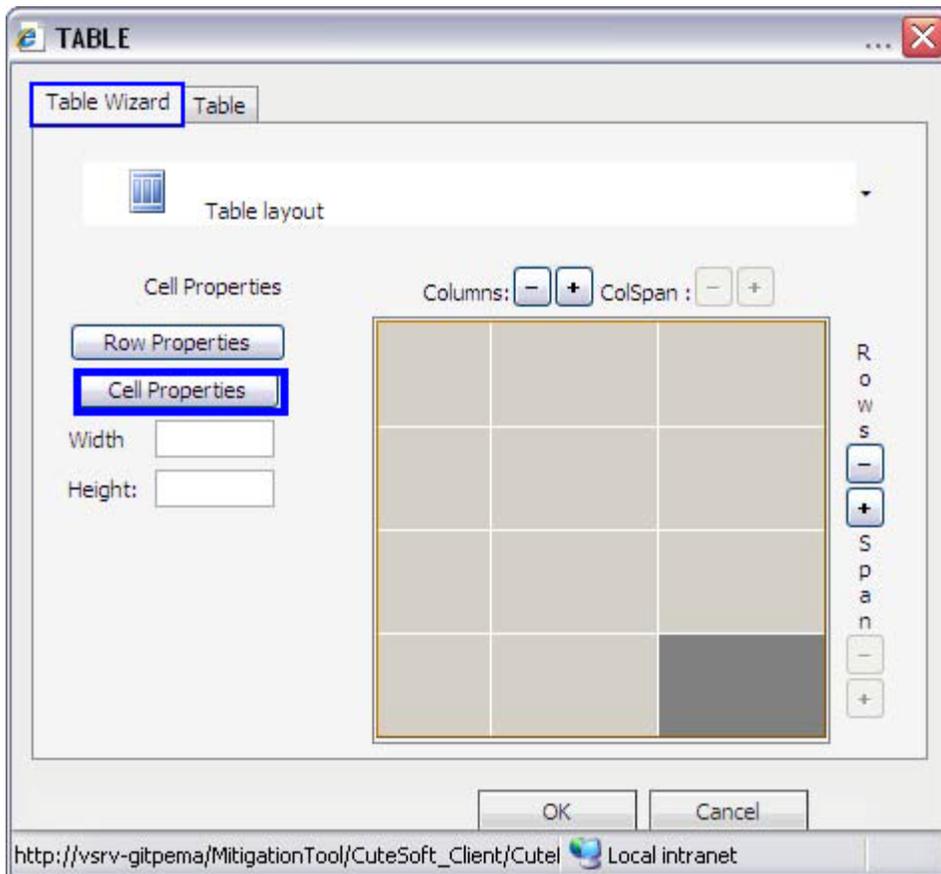
5. To change the fill color of the cells in the table, click the "Background color" box. When this box is clicked, the background color box appears. Select the desired fill color from this menu.



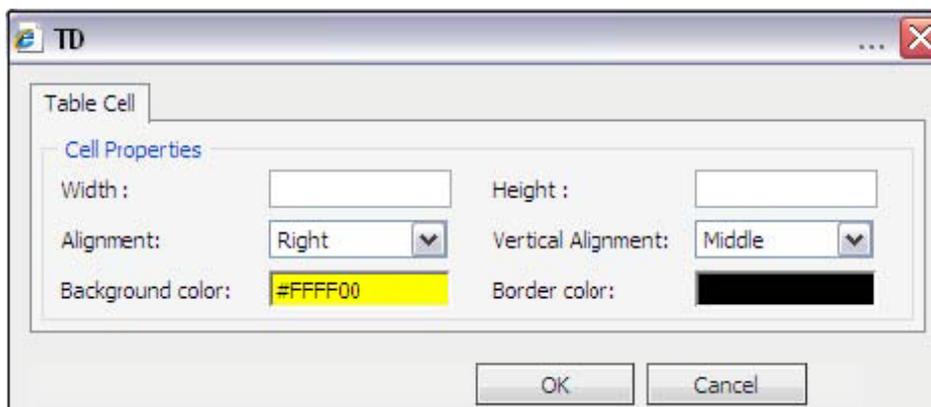
6. To change the formatting of a **single cell**, click in the cell to be formatted;
 - click the 'Cell Properties' icon



- Or, select "Table" --> "Properties", then click cell to be changed so it is highlighted dark grey, then click on "Cell Properties" from the Table Wizard tab.



- The Table Cell box appears with the following options:

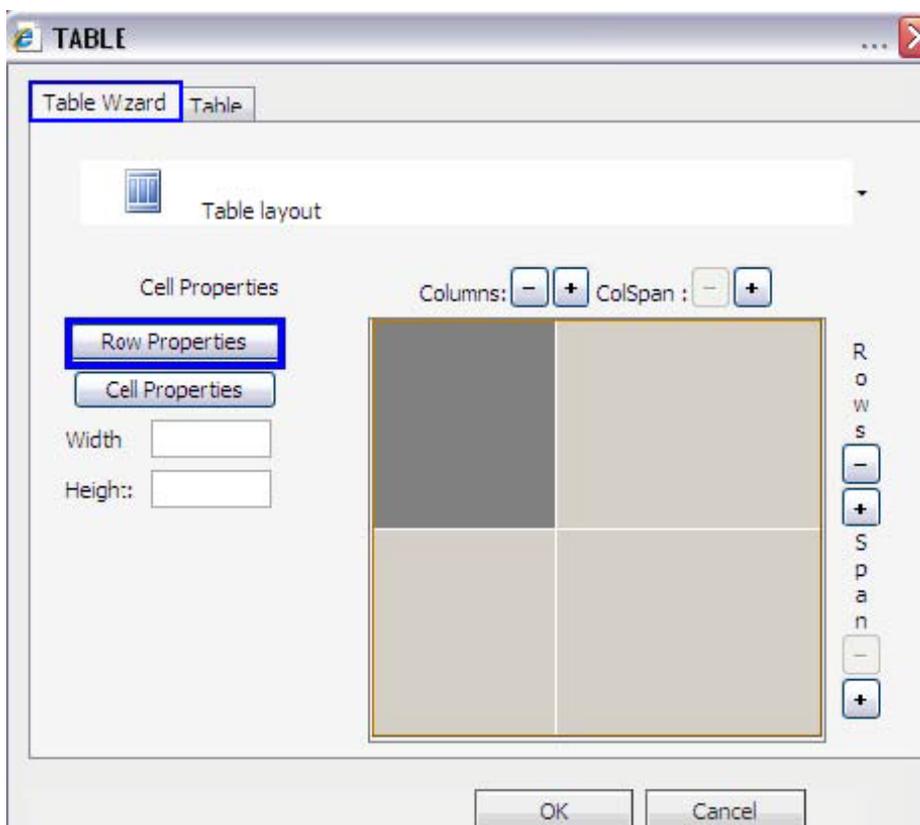


- "Width" sets the width of cells; "height" sets the height of the cell. "Alignment" changes the horizontal justification of content in the cell while "Vertical Alignment" affects the vertical positioning of content in the cell. "Background color" and "Border color" work the same as in the Table Properties Box.

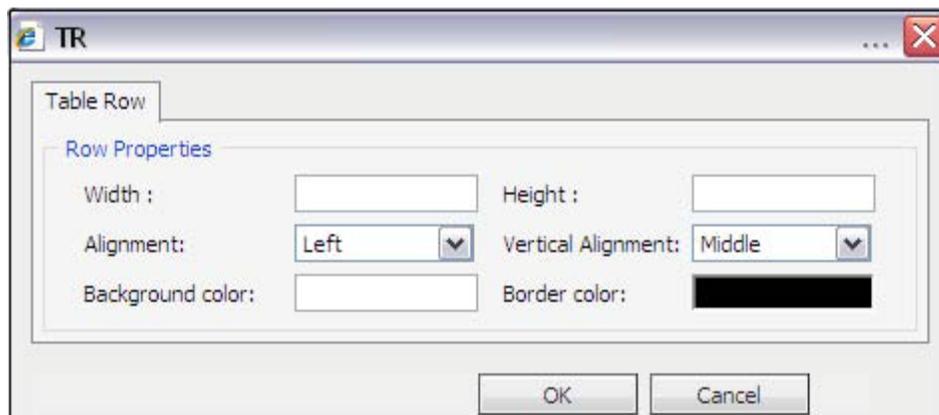
7. To change the formatting of a single row, click in the row to be formatted;



- Click the 'Row Properties' icon
- Or, right-click, select "Table" --> "Properties", then click row to be changed so it is highlighted dark grey, then click on "Row Properties" from the Table Wizard tab.



- The Table Row box appears with the following options:



- "Width" sets the width of cells; "height" sets the height of the cell. "Alignment" changes the horizontal justification of content in the cell while "Vertical Alignment" affects the vertical positioning of content in the cell. "Background color" and "Border color" work the same as in the Table Properties and Cell Properties Box.

Note: Changing the color of an individual cell or row should be done at the end of table creation, as the color assigned to an individual cell or row supersedes color applied to the entire table.

8. After the user has formatted the table, to add a caption, right-click, select "Table," then "Properties" and select the "Table" tab. Click the "Insert" button

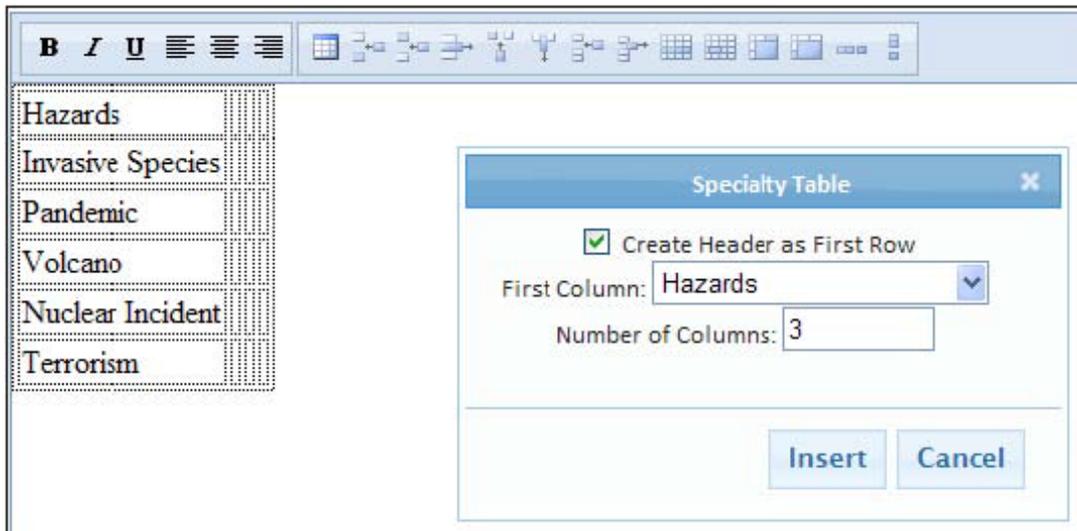
Caption :

 to add the caption, then click OK. The word "Caption" now appears at the top of the table. The caption may now be customized.

2.3.3. Adding Specialty Tables

Specialty tables are tables whose first column is automatically populated with the municipalities, counties (if applicable), or hazards selected for the plan being worked on.

1. To add a new table, click then . The Table Editor will open.
2. Add a title for the image table in the "Title" box.
3. To add a specialty table, click . From the drop-down menu, select the type of specialty table: Municipalities, Counties, or Hazards. This will automatically generate the first column for the table.
4. Checking the "Create Header as First Row" box will add the specialty table type to the first row, first column. The number of columns is not the total number of columns in the table; it is the number of columns in addition to the auto-populated column:

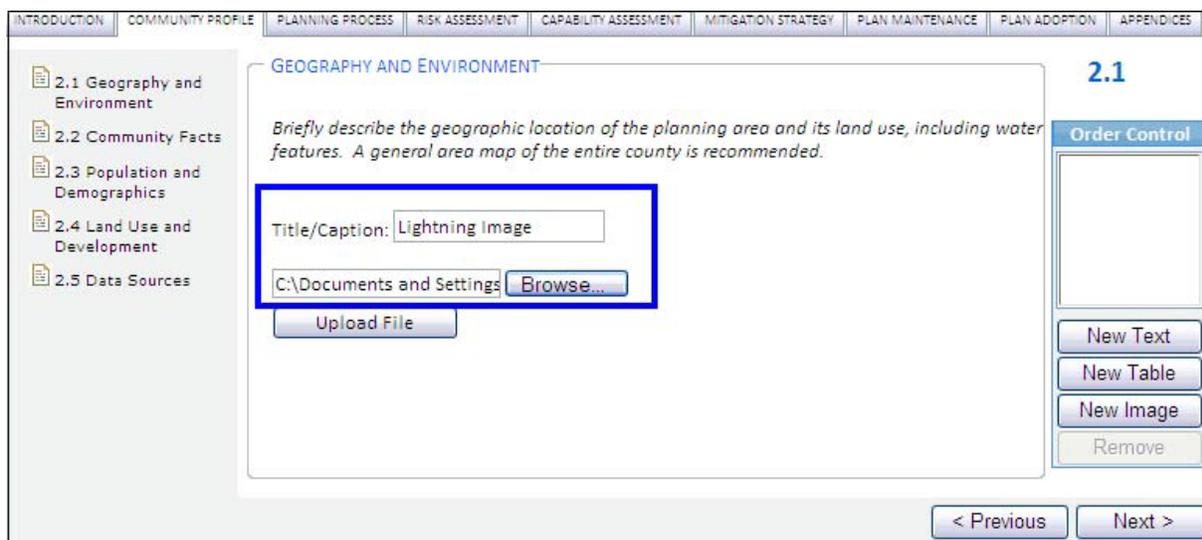


The table can then be formatted as desired.

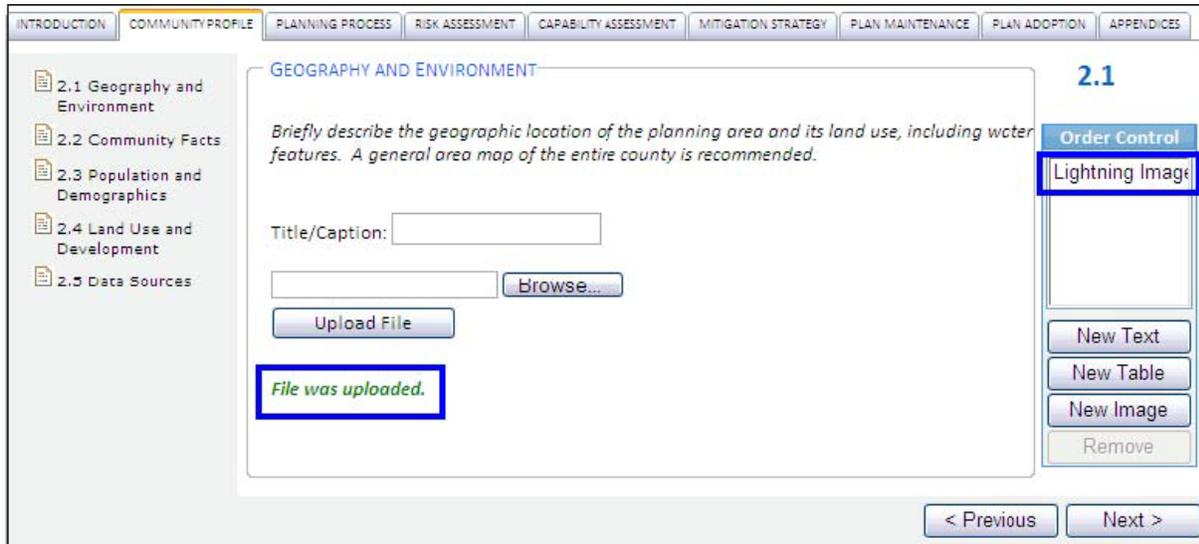
Note: Selecting 'Counties' will insert all 67 Pennsylvania county names. Selecting 'Municipalities' will insert all the municipalities for the County the plan is for. Selecting 'Hazards' will insert only those hazards that were chosen in Section 4.2.2 (Summary of Hazards) within the Plan Builder. If a Hazards Specialty table is chosen prior to the hazard selection process in Section 4.2.2, no hazards will be listed in the table.

2.4. Uploading Images

1. To add a new image click .
2. Add a title for the image in the "Title/Caption" box. This will not be the title of the image in the final export; it is a descriptive reference title for the image in the Order Control.



- After selecting an image via **Browse...**, click on the **Upload File** button to add the image to the Plan. Supported image types include: .jpg, .gif, .png & .bmp. It is not recommended uploading images over 8 MB.
- After a short upload process , the file will upload and the image, displaying the name entered in the "Title/Caption", will be added to the Order Control.



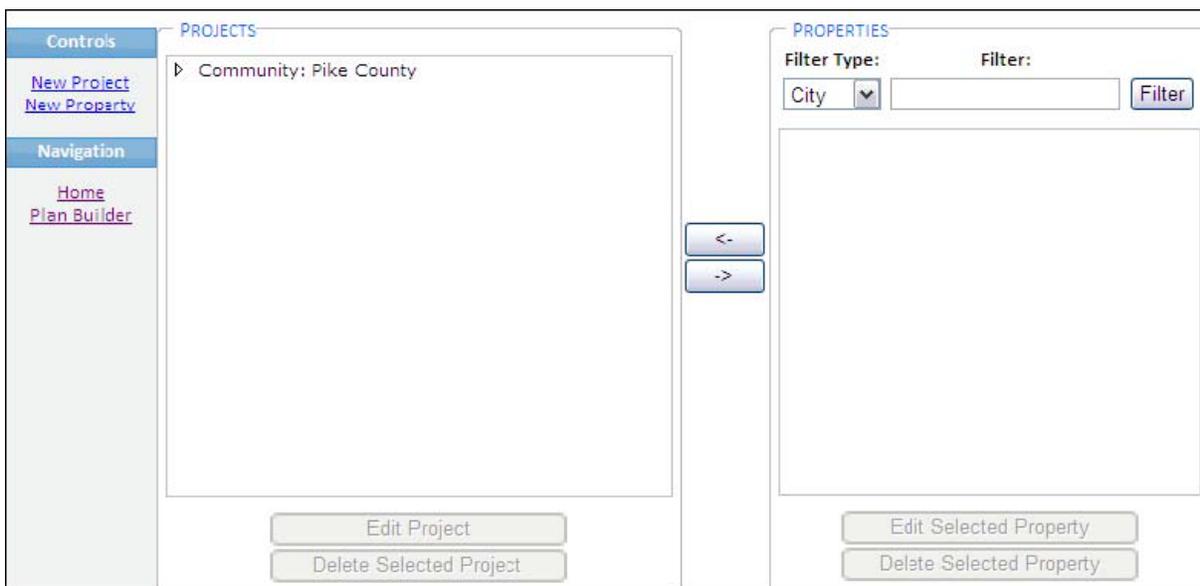
- Double-click on the image name within the Order Control to view your image within the Plan Builder. Users may also click on the image to expand the image size for detailed viewing.

3. Project Catalog

3.1. Overview

Project Catalog allows users to:

- Create Projects
- Create Properties
- Add a single or multiple Properties to Projects
- Create Project Opportunity Forms (*automatically added as an Appendix in the Hazard Mitigation Plan*).



All Projects and their associated Properties will be rolled over into the corresponding county's Hazard Mitigation Plan appendix.

3.2. Projects

Creating a New Project:

- Create a new project by clicking on the 'New Project' link on the left hand side of the Tool.



- New Project window opens up. Populate as appropriate. Click Save button to apply changes.

Add Mitigation Project

Project Title:

Contact Name/Title:

Contact Agency:

Project Description:

Description of Problems to be Solved:

COST INFORMATION

Total Estimate Cost of Project:

Source of Funding for Non-Federal Share:

- Please note that the cost estimate must be a numeric value with no \$ or commas.
- After Save is applied, the project is added beneath the Community name.

PROJECTS

- ▼ Community: Pike County
 - Project: Smith River Flood Control

Editing a Project:

To edit a project, select the project name, and then click on the 'Edit Project' button.

Deleting a Project:

To delete a project, select the project name, and then click on the 'Delete Selected Project' button.

3.3. Properties

Creating a New Property



- Create a new property by clicking on the 'New Property' link on the left hand side of the Tool.
- A New Property window opens. Users are encouraged to populate as much known information as possible or that is needed.
- Required fields are Address, County, and Municipality. This information is required in order to select it from the Property list.

A screenshot of a web form titled 'General Property Information'. The form is enclosed in a light blue border with a close button (X) in the top right corner. The form is divided into two columns of input fields. The left column contains: Address (123 Main Street), Address 2 (empty), County (Pike), Municipality (Delaware Townshi), City (Anytown), Zip (12345), State (Pennsylvania), and Latitude (-99.9999). The right column contains: District # (9), Parcel ID # (12345), Tax Map # (15), Datum Used (NAD83), Lot (19), Block (1200), Land Use (Residential), and Longitude (88.8888). At the bottom right of the form are two buttons: 'Cancel' and 'Save'.

- Click Save.

Editing a Property:

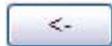
To edit a property, select the property name, then click on the 'Edit Selected Property' button.

Deleting a Property:

To delete a property, select the property name, then click on the 'Delete Selected Property' button.

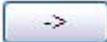
Joining a Property to a Project:

To join a property to a project, select a single property or multiple properties and click on the



button. Properties should appear beneath the project name.

Removing a Property from a Project:

Should a property need to be removed from a project, select the property name and click on the  button.

Searching for a Property:

By default, all properties within the plan's county will appear in the property list (should there be any). To narrow in on a given property, enter the property details into the Project's Filter text box and click . Users have the options to filter their searches based on City, Street or Owner. To see all properties, clear out the text box and click on Filter.

3.3.1. Property Details

Users have the ability to enhance their property information by populating several sections. Fields listed were obtained from a combination of FEMA's E-Grant system and PEMA's internal Hazard Mitigation Targeting worksheet.

Dwelling Information:

This is a section for users to enter any applicable information about the property's structure.

Elevation Information:

This is a section for users to enter elevation information for the property.

FIRM Information:

This is a section for users to enter flood insurance information for the property.

Environmental Information:

This is a section for users to enter any environmental concerns they have about the property or surrounding area.

Damage Information:

This is a section for users to enter any historic hazard event or property damage information associated with the property.

Property Documents:

This is a section for users to upload any documents related to a property. Only .doc, .docx and .pdf file types are supported. **Please note that these documents do not get exported into the Project Opportunity Form.**

Historic Information:

This is a section for users to enter any applicable historic property information (i.e., age, significance).

Other Information:

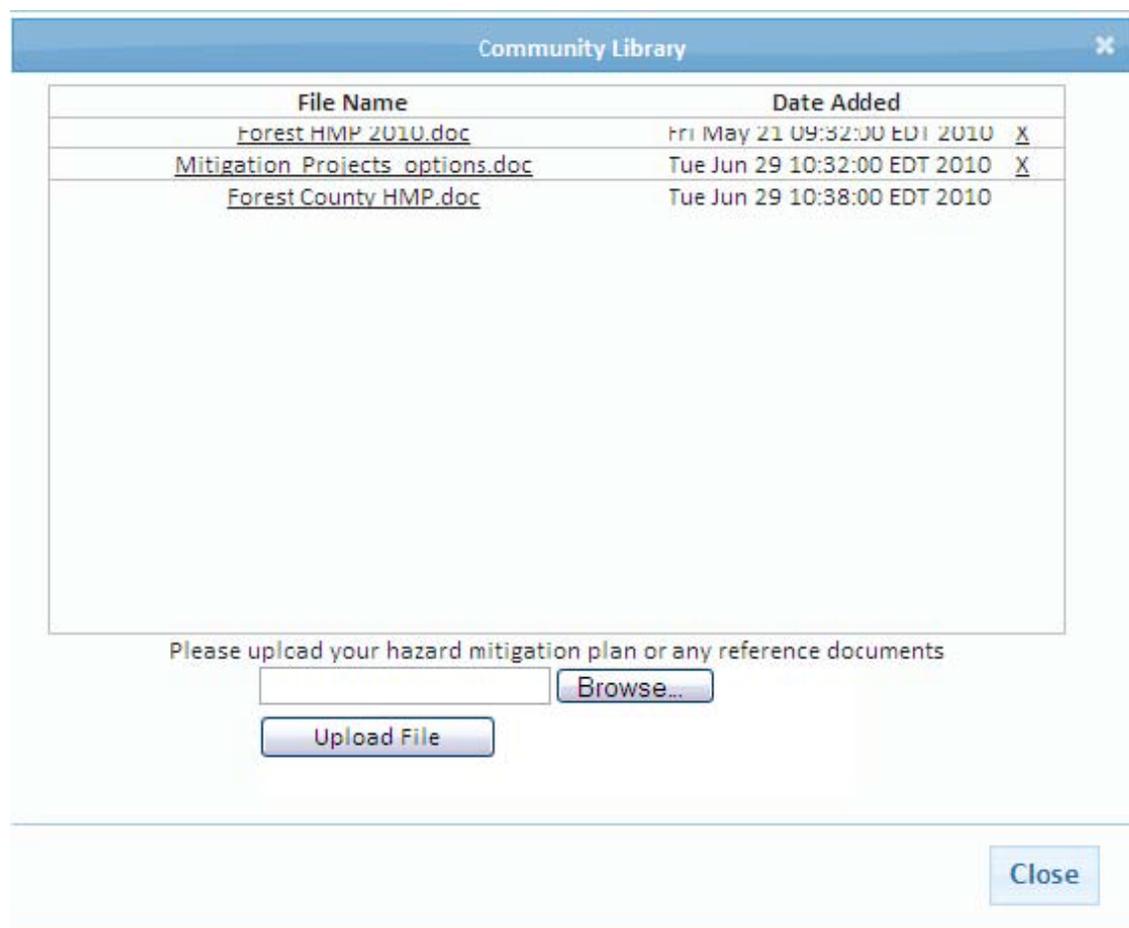
This is a section for users to enter any applicable property information deemed important that was not covered in any of the other Property Detail sections.

4. Library

4.1. Overview

The Library tool is a document storage center for:

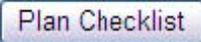
- Reference documents to help with the creation of the Hazard Mitigation Plan.
- The most current Hazard Mitigation Plan created in the Plan Builder (via Plan Checklist).

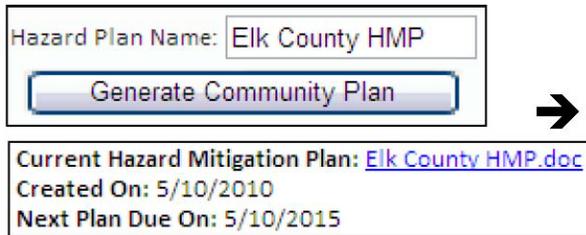


4.2. Reference Documents

- All users working on the same plan will be able to access the same documents added to the Library.
- Reference documents can be added via using the Library's 'Browse' and 'Upload File' buttons.
- Only .doc, .docx and .pdf file types may be uploaded.
- At any point, uploaded files can be deleted by clicking on the 'X' button next to the document name.
- The most recent plan created via the Plan Checklist cannot be deleted from Library.

4.3. Current Hazard Mitigation Plan

- When a user generates a Hazard Mitigation Plan within the Plan Builder's 'Plan Checklist' tool , that plan is added not only to the Plan Status section on the Main Menu but is also added to the Library.



Hazard Plan Name:

→

Current Hazard Mitigation Plan: [Elk County HMP.doc](#)
Created On: 5/10/2010
Next Plan Due On: 5/10/2015

- The file upload size is limited to **15MB**. Should documents be larger than 15 MB, they will need to be split up into separate documents.

5. Frequently Asked Questions

Q: Can I load reference documents into the system?

A: Yes, reference documents (i.e. Word documents and PDFs) can be loaded into the Library tool. These documents will be accessible to all users working on the same HMP.

Q: When I login through the Commonwealth Enterprise Portal and navigate to the Programs and Services tab from the PEMA web page, I do not see a weblink under the All-Hazard Mitigation Tool tab that directs me to the PA Tool?

A: You may need to be added to a specific group who can have access to the PA Tool. This must be done by an Administrator. Access to the PA Tool should be requested through RA-shazmitoff@state.pa.us

Q: What is the file size limit for images to upload in the Plan Builder?

A: The recommended file size for images is less than 8MB.

Q: What if I don't understand what goes in a section or sub-section, even after reading the Section description?

A: Users can refer to the Standard Operating Guide (SOG). To access the guide, click on the [SOG](#) link within the Plan Builder.

Q: What is the SOG?

A: The SOG stands for the Standard Operating Guide. It is the step-by-step guide to the creation of hazard mitigation plans in Pennsylvania.

Q: What if I want to add an additional appendix?

A: All additional appendices are to be added outside of the tool. The Plan Builder prompts users to input 5 standard appendices: Bibliography, Local Mitigation Plan Review Crosswalk, Meeting and Other Participation Documentation, Local Municipality Flood Vulnerability Maps and Critical Facilities. Any additional appendices must be added outside the PA Tool within a local version of the Word document plan.

Q: Why is the PA Tool so small?

A: The PA Tool conforms to the Commonwealth of Pennsylvania Web Site Standards (ITB APP005). Specifically, the tool must only allow a limitation of 800x600-pixel screens worth of information.

Q: When I add new Text or Tables, why can't I see the name in the Order Control window?

A: Users must hit the 'Save Plan' button for the title to be added to the Order Control window.

Q: Why can't I add text into the text box that is displayed on the screen?

A: The grey box that you see is the Viewer window, which is for viewing information (text/tables/images) only. To add text, use the 'Add New Text' or 'Edit Text' buttons. To add tables, use the 'Add New Table' or 'Edit Table' buttons.

Q: What type of Internet browser should I be using?

A: The All-Hazard Mitigation Tool was developed to be compatible with Internet Explorer 7.

Q: Why don't my text/table/image titles appear as headers in the previewed plan or generated plan?

A: The titles you enter are for appearance in the Order Control only and do not act as headers or captions.

Q: Why is my Risk Table blank?

A: If your Risk Table in section 4.4.2 (Ranking Results) is blank, this indicates that you have not chosen any hazards from the checklist within Section 4.2.2 (Summary of Hazards). Users must select their hazards first before ranking their risk.

Q: How do I get back to the Main Menu screen when I am in Plan Builder?

A: Users can get back to the Main Menu by clicking on the PEMA logo in the top-left corner of the page.

Q: Why are certain buttons grayed out?

A: Buttons are grayed out to better help the user understand their options. For example if you have not selected any Text title from the Order Control, therefore there is no need to activate the 'Remove' button until you actually select the information you want removed.

Q: What is the difference between the Add New Text button and the New Text button?

A: The Add New Text screen is the default when a section or sub-section is opened. The New Text button allows users to add additional text after an image or table is uploaded.

Q: What does "No Title" mean in the Order Control?

A: "No Title" is added to the Order Control window when a title was left blank by the user while adding a new text, table or image. "No Title" can be replaced at anytime with something more descriptive for Text and Tables via their Edit options.

Q: Who do I contact for technical support?

A: Please refer to the technical support chapter of this User Guide.

Q: The date when my plan is listed as due ("Next Plan Due On:") does not reflect the actual due date of my plan, why is that?

A: The date listed in "Next Plan Due On" is a general indicator of when your next HMP is due. The actual due date is dependent on the adoption of the plan by your community and FEMA. In general, local plans are updated every 5 years.

Q: What if I delete information, how do I get it back?

A: The deletion of information is final once the Save Plan button is clicked in the Plan Builder. Please exercise caution in deleting data and create external backups as necessary.

Q: What if I make changes after I modified my HMP Word document that I exported locally?

A: Currently, there is no method to take a Microsoft Word document and import it back into the database. Changes made outside the Tool will not be transferred into the Tool.

6. Technical Support/Help

Technical support questions should be submitted to PEMA at RA-shazmitoff@state.pa.us