"Field Maps" Evacuation Application

The "Field Maps" Evacuation Application and associated "Dashboard" has been developed to provide a mechanism for field personnel to efficiently conduct and track progress of evacuations, improve communications, and streamline production and reporting of evacuation operations.

This application includes two modes:

Survey Mode (Department Issued Mobile Device):

Used by uniformed Patrol Operations and sworn investigations personnel assigned to conduct evacuations, and limited Custody Operations personnel that respond in a Mobile Field Force capacity. This mode allows personnel to collect data regarding contacts made with residents and business owners at their physical address, captures the status of the addresses (Refusal, Leaving Now, Leaving Later, No Answer, Shelter in Place), and requests for evacuation assistance information. This mode is available to all uniformed patrol operations personnel, on their department issued mobile devices. Mutual Aid Bureau may issue deployable devices to Custody Operations personnel at an incident staging area.

Viewer/Dashboard Mode (Department Issued Mobile Device):

Used by Command Post personnel and support entities (i.e. DOC, EOC, RTOC) to track the overall progress of evacuations. This mode assists in achieving overall situational awareness, and provides key information for allocating resources working toward a common operating picture. This mode is available to all personnel with an operational need and requires Division Commander approval.

Expectation:

It is expected that all uniformed patrol operations and sworn investigations personnel acquire this application prior to an incident that may require personnel to conduct evacuation or "shelter in place" operations. Personnel with access to the application will be expected to participate in trainings and practical application exercises when available.

Application Access:

Personnel may acquire access to this by submitting an individual request through "Service Now" on MY18. Select "Access Requests", and the "Geographic Information Systems Online (GIS) Access Request" tab. Personnel should complete the request form, including the "What is your Justification" area, requesting access to the "Field Maps Evacuation Application" and identify the mode (survey or viewer) to which they need access.

The following instructions detail the use of the Survey and Viewer mode.

"Field Maps" Mobile Evacuation Application Instructions:

After downloading the Field Maps application and receiving access to OCSD GIS Online:

1. Open the "Field Maps" application using department login and password
2. Select the arrow in the right corner of the screen for GPS location
3. Select the Black dot that corresponds with the address you are evacuating
4. Click the "Chain-link" button 🔗 , and select "Add"
5. Select one of the following applicable evacuation status categories:

Refused	Notified Leaving Now	Notified Leaving Later	No Answer	Shelter In Place

6. Enter applicable Evacuee Information
   - If an evacuee needs assistance with evacuating select yes and enter applicable information (i.e. animal assist, medical need, transportation need) and any relevant information to assist with services.
   - "Refused" should attempt to minimally include Name, Age, # in household, and contact number
   - "Leaving Later" should include the time the resident indicates they will leave, and relevant information
   - When available complete the "Evacuation Destination" field (i.e. Shelter, Relative, Hotel, Other)
7. Select "Submit" in the top right of the screen

After selecting submit, the survey for this address is complete, and the black button will change to the appropriate color identifying the evacuation status of the surveyed address. Personnel can proceed to the next address in their assigned evacuation area and complete step #4 - #7 listed above. Progress of other units is viewable on the individual mobile devices. Surveys are stored on the individual devices until the incident is closed out and uploads occur automatically upon the device's acquisition of a cellular signal or secure Wi-Fi when the application remains open.

For occurrences where residents or business owners contact field personnel away from their home address, addresses are searchable, and surveys can be completed.

1. Ensure positive identification of individual as properly associated with the residence or business
2. Use the search function on the top of the screen, and complete step #4 – #7 listed above

If an address is unreachable due to safety issues or if the address is damaged, complete the following steps:

1. Select the Black dot that corresponds with the address you are evacuating
2. Click the "Chain-link" button in the bottom left of the screen, select "Add"
3. Select the "Take Photo" button and select "Submit" in the top right corner of the screen

NOTE: Photos are to be taken of structures, and should not include people.

Field Maps Application Dashboard Instructions:

1. From an OCSD Networked Device. Follow the ████████████ link
2. Select the OCSD button from the login screen
3. The "Emergency Evacuation Dashboard" will appear on the screen
4. Select the City or Unincorporated area (i.e. MJU Modjeska Canyon below) you would like to view from the City dropdown menu on the top of the screen. Multiple cities or areas can be selected

Dashboard Example:

Current information will be displayed on this dashboard that includes the following:

- Addresses in the selected Zone
- Surveys completed
- Scalable map of the area that identifies Evacuation Status Categories and areas to be surveyed
- "Pie Chart" that visually displays Evacuation Status Categories
- Display of completed surveys that identifies Evacuation Status category, and Assistance Needs

Addresses are searchable and associated information can be displayed for review and analysis.

Note: The dashboard information is populated based on the field surveys that are being completed by field units in real-time when a cellular signal or secure Wi-Fi connection is available for upload. Surveys are stored on the individual devices and uploads occur automatically upon the device's acquisition of a cellular signal.

Any additional questions can be directed to the Mutual Aid Bureau at ████████