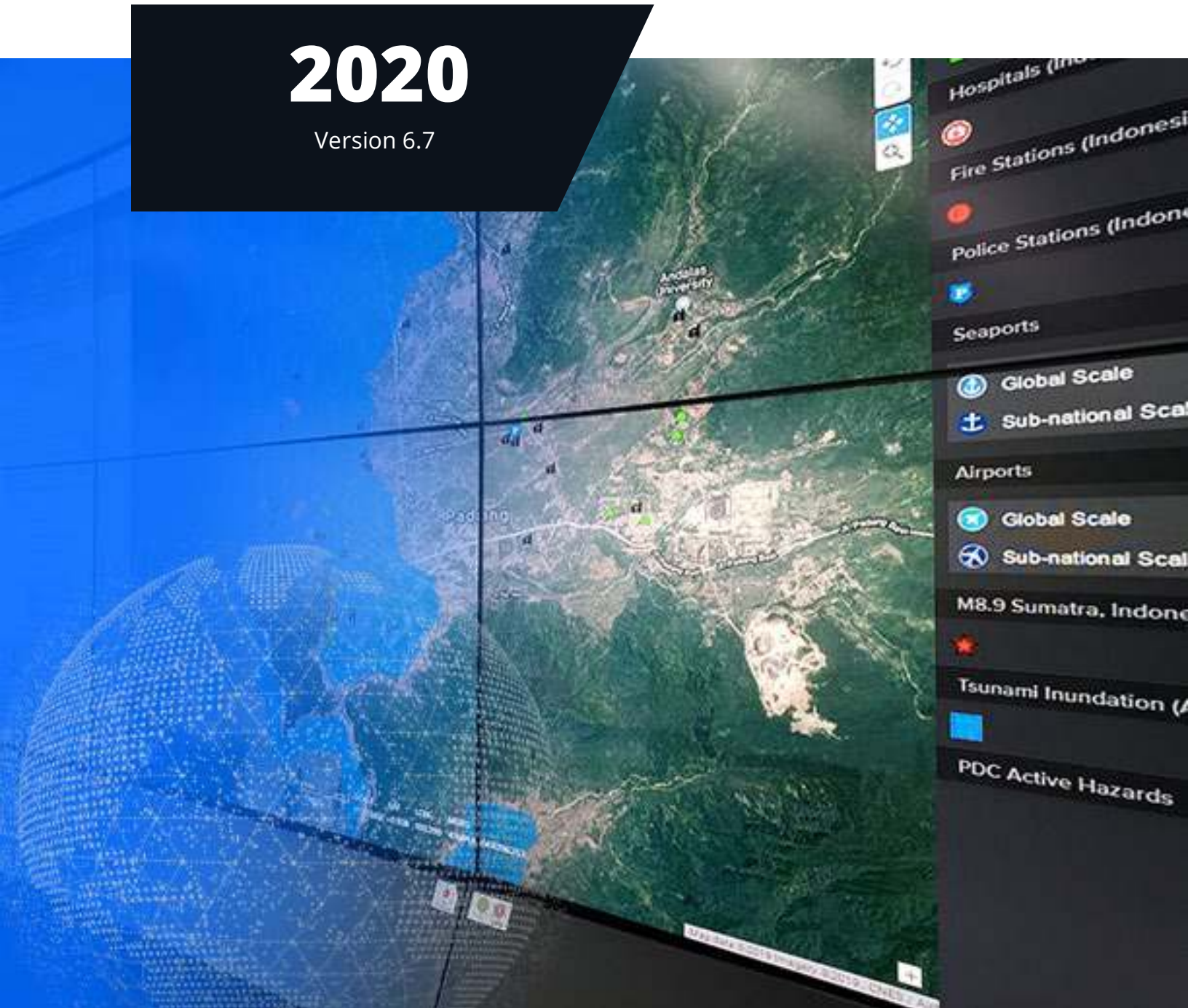


DisasterAWARE®

# USER GUIDE

**2020**

Version 6.7



**Make better decisions, faster.**

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# REVISION HISTORY

Date of Release	Version	Details
August 2016	6.0	<ul style="list-style-type: none"><li>Original Document</li></ul>
February 2017	6.0.1	<ul style="list-style-type: none"><li>Addition of Offline Mode</li></ul>
April 2017	6.1	<ul style="list-style-type: none"><li>Updates to Exporting Maps, Activating DisasterAWARE Alert Services, and Module 2: Administrative Functions sections</li><li>Minor text and image updates</li></ul>
August 2017	6.2.0.6	<ul style="list-style-type: none"><li>Changes to User Admin panel account and password management</li><li>Expanded animation features and reorganized Layers panel</li></ul>
February 2018	6.3	<ul style="list-style-type: none"><li>Updates to .csv export feature and restrictions for the Identify Reports</li><li>Addition of Symbol Libraries to Draw Tools</li><li>New time stamp functionality for Product folders</li></ul>
November 2018	6.4	<ul style="list-style-type: none"><li>New “About DisasterAWARE™” section</li><li>“DisasterAWARE Alert Service” rebranded as “SmartAlert”</li><li>Added SmartAlert option under User panel, including the option to set alert severity thresholds for each Hazard type</li><li>Included option to add SmartAlert Area to a Hazard, as well as enhanced alerting based on user-defined alert areas and Hazard exposure.</li><li>Enhancements to Bookmark feature (edit mode, copy, add/edit figures and folders)</li><li>New Action Menu button design</li></ul>
April 2019	6.5	<ul style="list-style-type: none"><li>New Login screen</li><li>Access Favorite and Recent layers</li><li>TV and Social Media panels removed</li><li>Hazard More Info tab and Hazard Brief now available</li></ul>
December 2019	6.5.3	<ul style="list-style-type: none"><li>Discussion feature removed from Hazards and User panel.</li></ul>
May 2020	6.6.3	<ul style="list-style-type: none"><li>Login: Updated look and now includes Multi-language support.</li><li>SmartAlert: Has been added to the main menu and allows you to set the same severity filter for all hazards at once.</li><li>Asset Tracking: Import your assets into SmartAlert for enhanced alerting and situational awareness.</li><li>Media panel: Access hundreds of media reports from around the world.</li><li>Layer File Import: You can save your imported layers to the cloud for continued access, as well as Bookmark them for sharing with other users.</li><li>Google Street View: Temporarily removed.</li><li>Layers panel: Can now remove layers from your User Layers folder.</li></ul>



# TABLE OF CONTENTS

<b>GETTING STARTED.....</b>	<b>3</b>
System Requirements.....	3
User access and logging in.....	4
Map navigation basics.....	6
Receive early warning with SmartAlert™.....	11
Account, language, and time zone preferences.....	15
<b>MONITOR AND ASSESS MULTIPLE HAZARDS.....</b>	<b>19</b>
Hazard types, symbology and meaning.....	19
Locate hazard information.....	20
Advanced hazard search.....	21
How to assess hazard impacts.....	22
<b>DATA LAYERS TO SUPPORT DECISION MAKING.....</b>	<b>29</b>
Explore data layers.....	29
Layer properties and data sources.....	31
Access country-specific layers.....	35
View risk and vulnerability layers.....	36
View historical hazard layers.....	38
Identify tool.....	41
Bookmark frequently used layers.....	43
Favorite and recent layers.....	44
<b>CREATE CUSTOM MAPS.....</b>	<b>45</b>
Change your default background map.....	45
Import and share your own data layers.....	46
Combine layers for more informed decision making.....	47
Add drawings, text, and images to maps.....	47
<b>BOOKMARK AND SHARE INFORMATION.....</b>	<b>54</b>
Bookmark and share your drawings.....	54
Edit bookmarks.....	55
Share your products in DisasterAWARE.....	57
<b>CUSTOMIZE YOUR WORKSPACE.....</b>	<b>58</b>
Customize your default map view.....	58
Customize your layers list.....	59
<b>ADVANCED MONITORING TOOLS AND CAPABILITIES.....</b>	<b>60</b>
Track the safety of your assets.....	60
Live cams.....	63
Media hot spots.....	65
Area Brief.....	67
<b>SYSTEM ADMINISTRATION.....</b>	<b>70</b>
Add products to an existing hazard.....	70
Organize products into folders.....	72
Edit a product.....	74
Create a hazard.....	75

Define a SmartAlert area for hazards.....	77
Edit a Hazard.....	77
<b>TROUBLESHOOTING AND HELP.....</b>	<b>78</b>
Accessing help documents and links.....	78
Troubleshooting.....	79
<b>APPENDIX.....</b>	<b>81</b>
Thresholds for hazards displayed in system.....	81

## GETTING STARTED

DisasterAWARE® is the most powerful and reliable early warning and multi-hazard monitoring platform. It is used by thousands of the most demanding government customers and humanitarian assistance organizations around the globe. It supports disaster risk reduction and best practices throughout all phases of disaster management—providing early warning, multi-hazard monitoring, modeled impact assessments, and the largest collection of scientifically verified geospatial data. DisasterAWARE powers [customized software solutions](#) for multiple countries around the world, as well as our free mobile app for public use, [Disaster Alert™](#).

This section introduces you to key system requirements and features necessary to get you started in DisasterAWARE. Some of these features will be discussed in more detail later in this guide.

## System Requirements

### Supported browsers

DisasterAWARE is supported on the following browsers:



Google Chrome 51+



Mozilla Firefox 47+



Safari 9+

### Internet or mobile connection speed

For optimal performance, we strongly recommend you have broadband internet with at least 4 Mbps connection speed, or a 4G mobile data connection to use DisasterAWARE.

### Desktop monitor size

Desktop computers must have at least a 1024 x 768 resolution monitor to successfully operate the software. We recommend a 1920 x 1200 monitor to ensure the best experience.

### Add pdc.org as a trusted site

Please be sure to whitelist \*.pdc.org as a trusted site in your organization's firewall rules.

### Configure and optimize your browser

- **Turn on cookies.** PDC uses cookies for session management so please turn on browser cookies. Cookies are typically on by default.
- **Allow PDC pop-ups.** Be sure to enable pop-up windows when using DisasterAWARE as many of the features and functions of the system are provided this way.
- **Check your browser zoom settings.** Be sure your browser zoom settings are reset to 100%. If the browser window is zoomed in or out, it may result in an optimized screen view with fewer features. Press "Ctrl + 0" keys (or "Cmd + 0" on a Mac) to reset your browser's zoom settings.

# User access and logging in

## Who can access DisasterAWARE?

DisasterAWARE® is free for disaster management practitioners, government agencies, and humanitarian assistance organizations supporting local, state, federal, regional, and international disaster management and risk reduction objectives. Access to the system is restricted to these groups in order to ensure uninterrupted system stability and availability to critical information supporting public safety in times of disaster.

A free public version of the software is available at [disasteralert.pdc.org](https://disasteralert.pdc.org), or by downloading the mobile Disaster Alert app on iTunes or the Google Play Store.

## How to request access

Visit [emops.pdc.org](https://emops.pdc.org). Click the **Request Access** link and complete the registration form. You will receive a confirmation within 24 hours of your request.



Language Options: English (United States)

**Login (EMOPS)**

**USERNAME\***

egaming

**PASSWORD\***

.....

[Forgot Password](#)

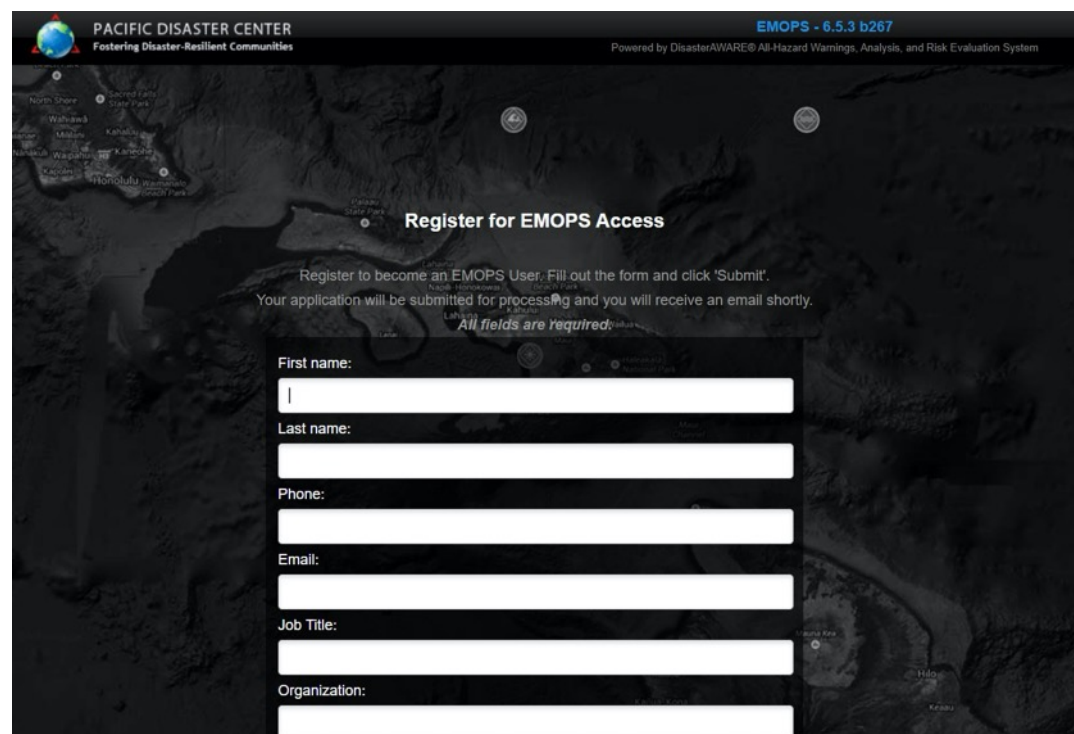
**LOG IN**

**Don't have an account?**

DisasterAWARE (EMOPS) is designed to support the disaster management community who perform disaster management and humanitarian assistance functions. - [Learn More](#)

**REQUEST ACCESS**

[Need Assistance?](#) [About DisasterAWARE](#)



PACIFIC DISASTER CENTER  
Fostering Disaster-Resilient Communities

EMOPS - 6.5.3 b267  
Powered by DisasterAWARE® All-Hazard Warnings, Analysis, and Risk Evaluation System

**Register for EMOPS Access**

Register to become an EMOPS User. Fill out the form and click 'Submit'.  
Your application will be submitted for processing and you will receive an email shortly.

All fields are required:

First name:  
|

Last name:  
.....

Phone:  
.....

Email:  
.....

Job Title:  
.....

Organization:  
.....

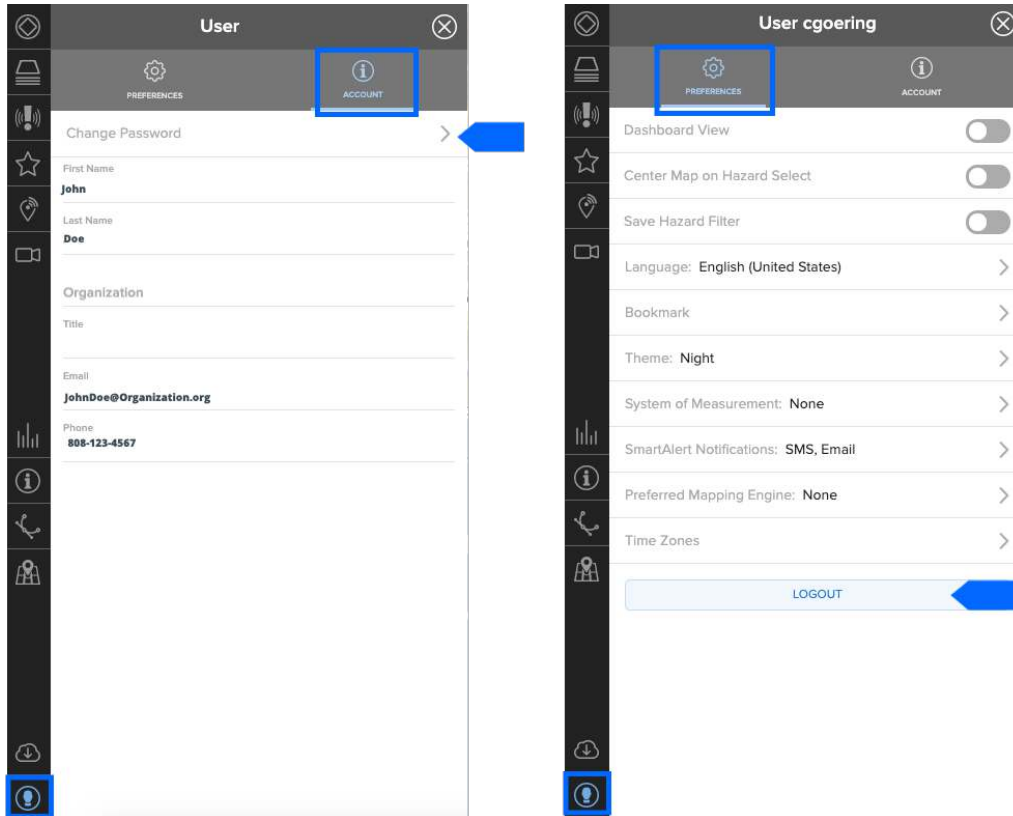
## How to log into DisasterAWARE

Once access is approved, visit the link provided in your confirmation email and login with the username and temporary password assigned. Please take a moment to change your password.

## Reset password

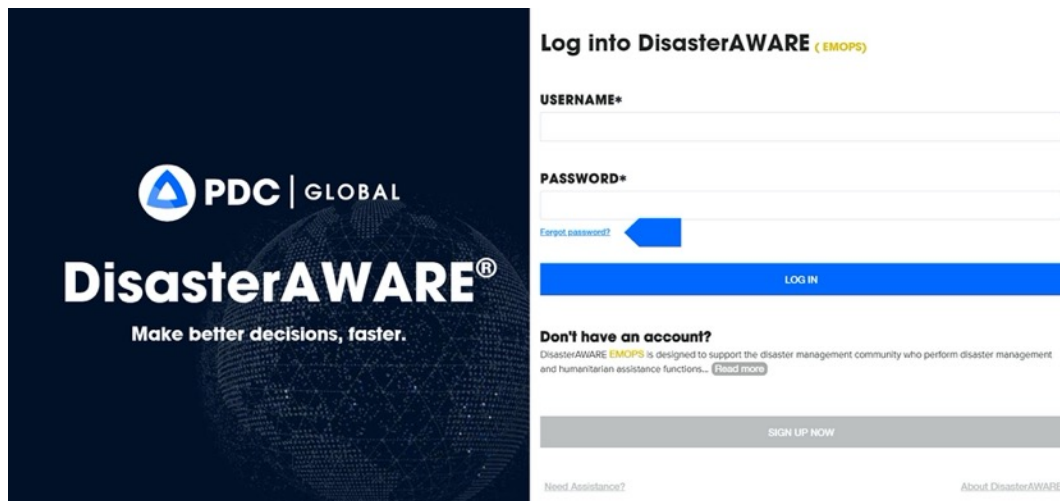


To change your password, click the **User** icon from the left toolbar and then click **Account > Change Password**. To logout, go to the **Preferences** tab in the **User** panel and click **Logout**.



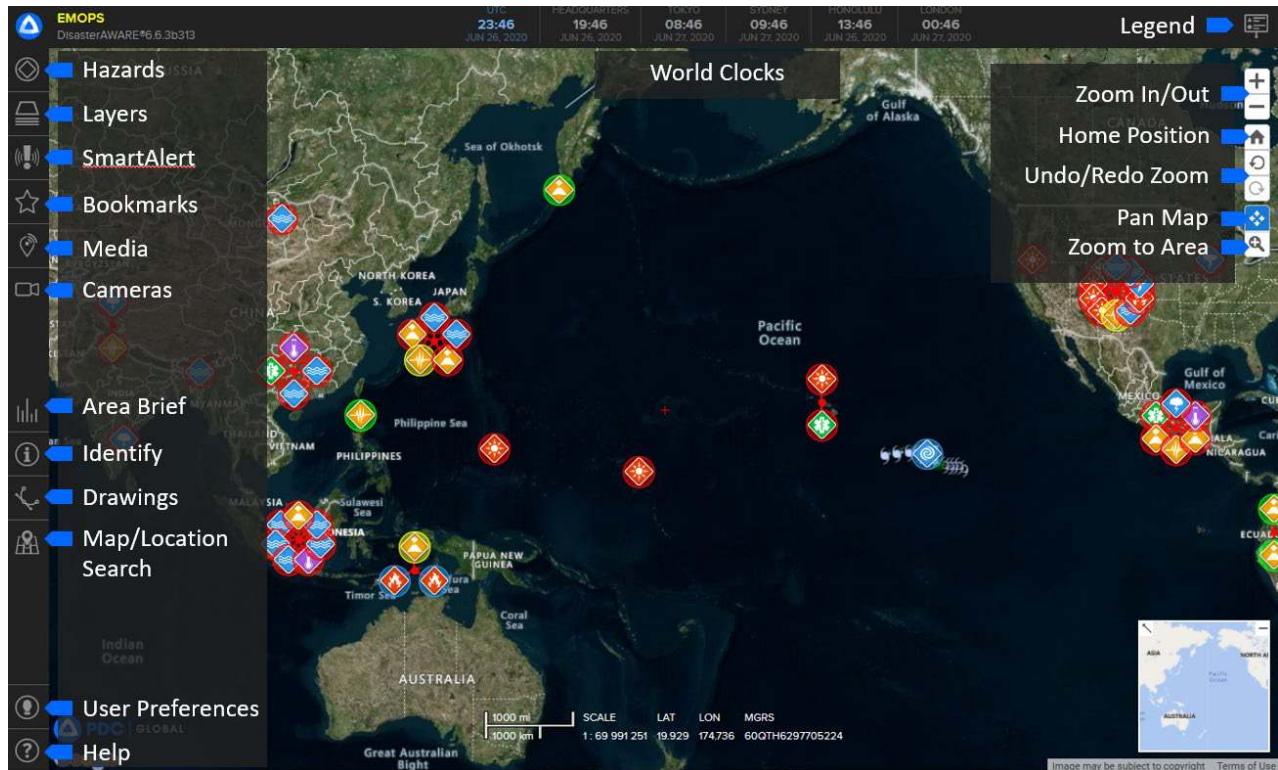
## Trouble logging in?

If you are having trouble logging in, visit the login page and try the "Forgot Password" link. A temporary password will be sent to the email associated with your account. If you still need assistance, contact us at: [disaster@pdc.org](mailto:disaster@pdc.org).



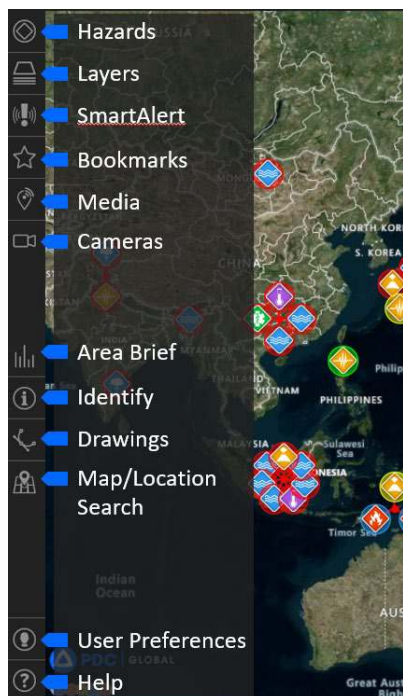
## Map navigation basics

DisasterAWARE allows you to monitor hazards around the globe and to quickly assess potential threats to people, property, or critical assets at any time. Below is an illustration highlighting key elements of the system and where to find them. Please note, if you do not see the left toolbar, you may need to adjust your browser's zoom setting - see below.



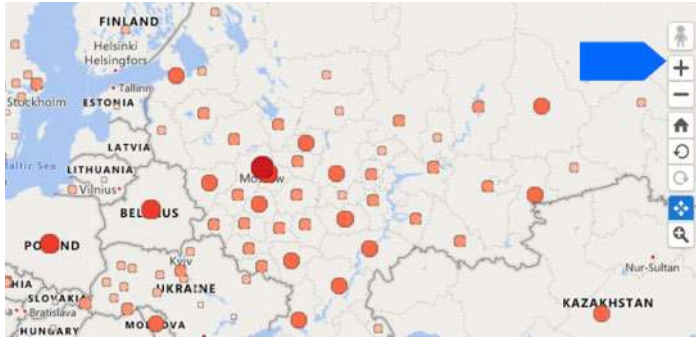
## Main toolbar

To the left, is the main toolbar which provides access to the core features of DisasterAWARE.



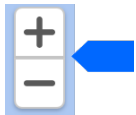
## Zooming the map

You may zoom in or out on the map using the toolbar on the right of the screen.

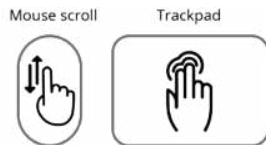


Be sure your browser zoom settings are reset to 100%. If the browser window is zoomed in too far, it will automatically optimize your view to function similar to a mobile device (see section below on mobile navigation). Press “Ctrl + 0” keys (or “Cmd + 0” on a Mac) to reset your browser’s zoom settings.

Click the “+” and “-” options in the right toolbar. Do not use “Ctrl +” or “Ctrl -” key commands as these will zoom your whole browser, which performs best at 100%.



You may also zoom in and out using a trackpad or the scroller on your mouse.



**Pro Tip:** You can zoom to an area of interest by double clicking that location on the map.

**Zoom selector:** Click and drag to select a rectangular area in which to zoom.



## Panning the map

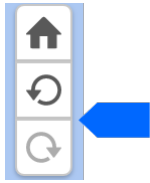
When selected, you can click + hold and drag the mouse to pan the map.



**Home position:** Use the home button to return to your default map and zoom position.

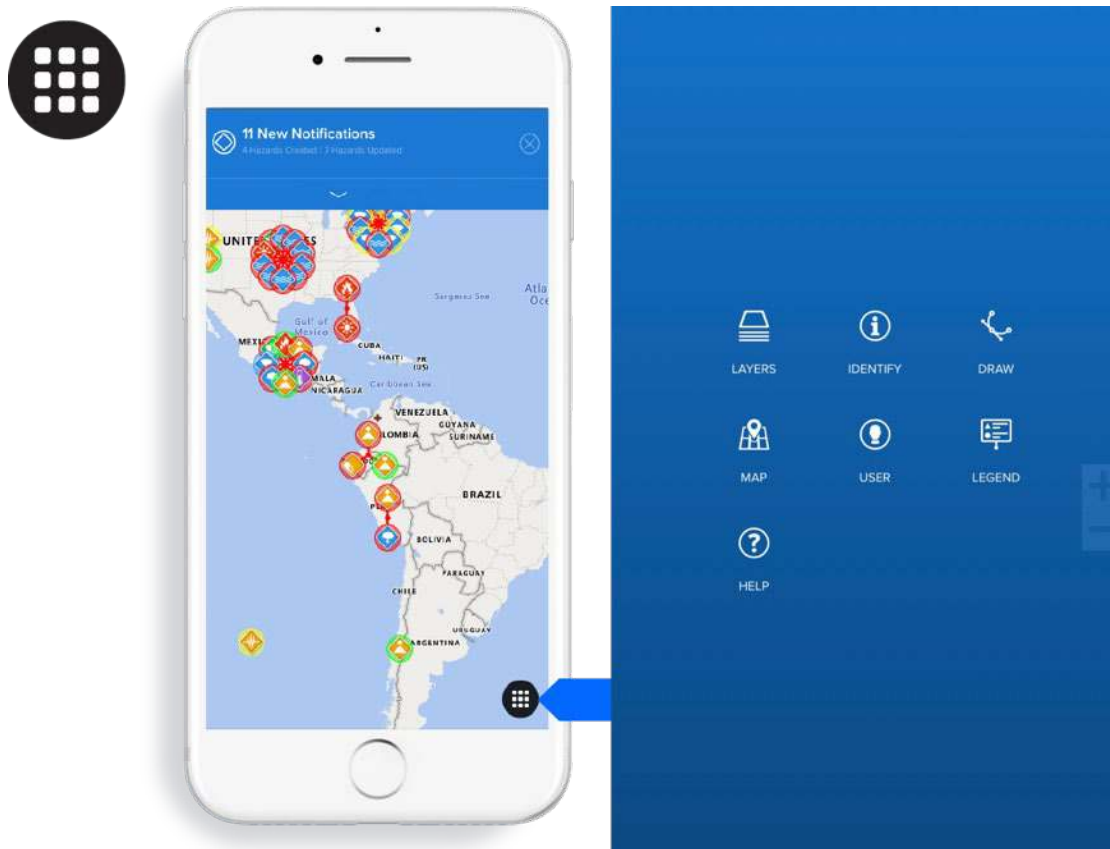


**Undo or redo:** to return to previous zoom positions.



## Mobile navigation

On mobile devices, the toolbar menu is located at the bottom right of the screen and provides access the core features of DisasterAWARE. Make sure you close any open panels in order to see the menu icon.



### Mobile scrolling / panning

While on a mobile device, swipe left or right, or up and down using your fingers to scroll / pan the map.



### Mobile zooming

While on a mobile device, pinch open or pinch close to zoom in or out on the map.

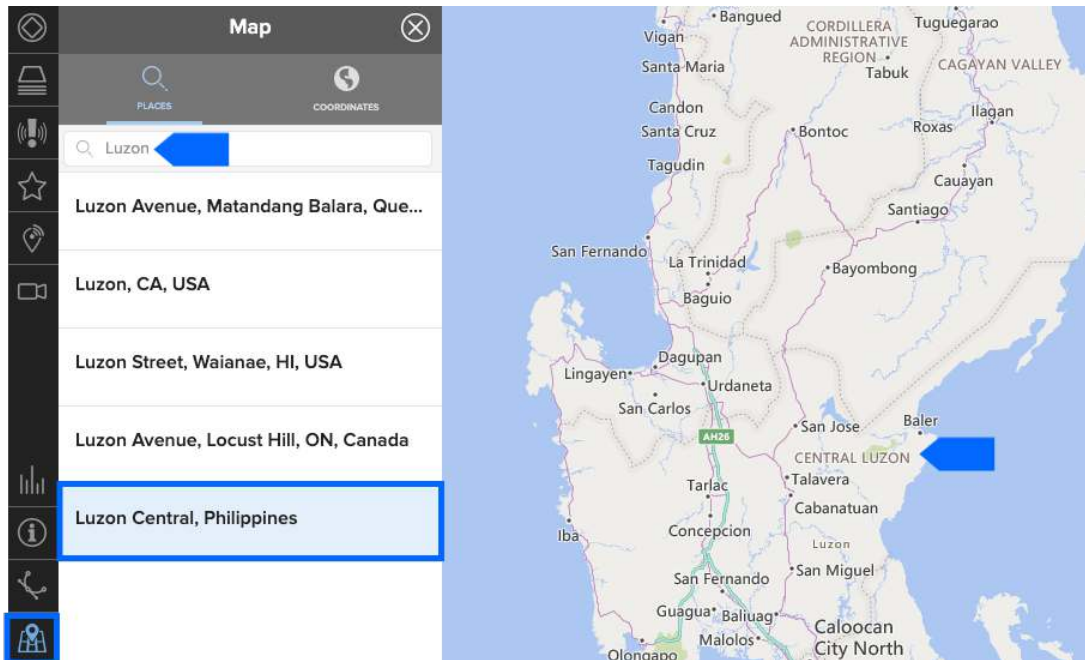


## Map location search

You can search for locations on the map using the **Map location search** tool.



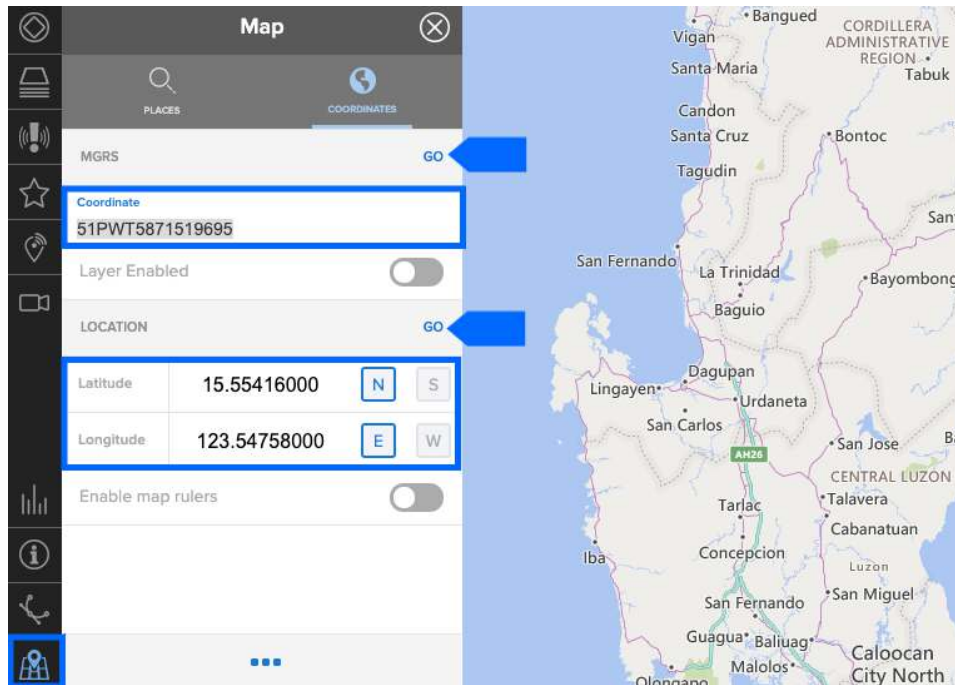
Click the **Map location search** tool from the left toolbar. Enter the name of a location into the search bar and select one of the matching results. Once selected, the map will zoom to that location.



## Find locations by coordinates



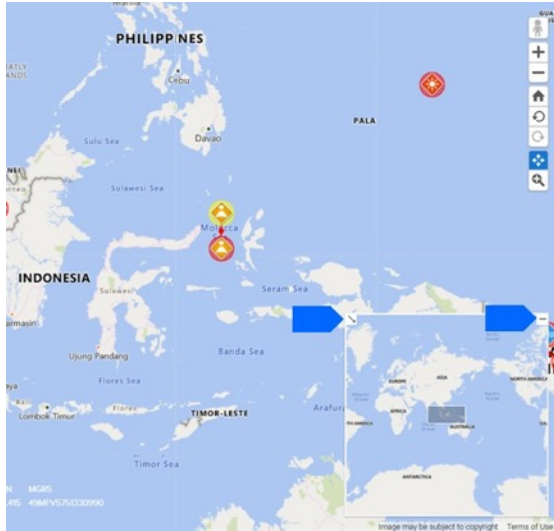
While in the map panel, you can also click the **Coordinates** tab find a location by MGRS coordinates (field is case sensitive).



If you click the three dots at the bottom of the **Map** panel, you will be able to export and download the current base map with any visible layers to KML or GPX file format.

## Overview Map

In the bottom of the right-hand corner is an **Overview Map** that depicts the current zoom extent in relation to the surrounding geographic region. You can minimize (hide) or maximize (expand) this feature.



## Google Street View



You must first have a Google background map selected to use **Street View** (see section on how to [Change your background map](#)).

Next, click the **Street View** icon on the top of the right toolbar and drag it to a location of interest on the map. While hovering over the map, areas where Street View is available will be highlighted in blue and the street view icon will turn.

**Note:** You may have to zoom in to find valid Street View locations.



Street View will appear in the **Overview Map**, and navigation is done via directional controls available in the Overview Map.



Click the **Full Screen** button in the Overview Map to view Street View in full screen mode in the main map area.



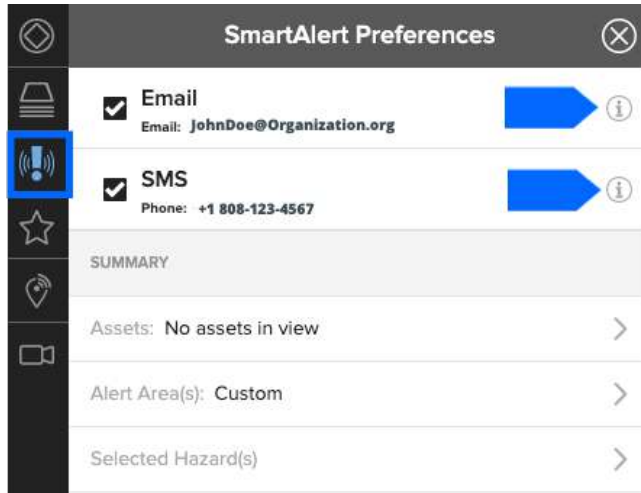
Click the globe icon (top-right corner) to close Street View.

## Receive early warning with SmartAlert™

Get early warning alerts via text and/or email for potential disasters happening anywhere around globe and respond more quickly to hazards threatening the populations and assets in places you care about.

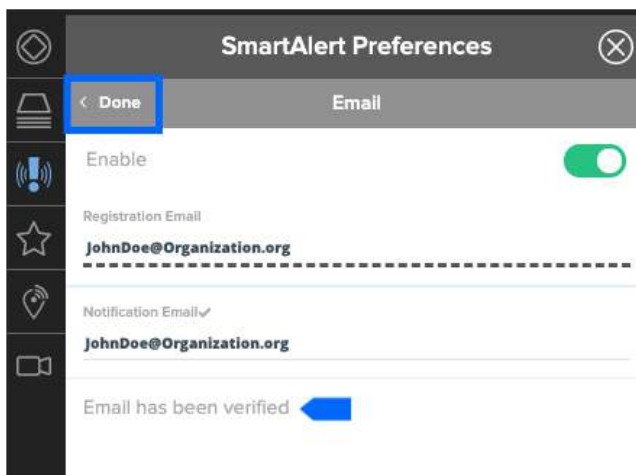


Click the **SmartAlert** icon from the left toolbar. While in the **SmartAlert Preferences** panel, check the box alongside **Email** or **SMS** (text message), or select both types of alerts.



### Setup email alerts

Enter the email address for which you'd like to receive alerts. This can be the same or different than your account registration email. Be sure to select **Done** to save your information.



A verification email will be sent to the address you entered. Follow the instructions in the email and return to the **SmartAlert Preferences** panel. Select the '**I Have Followed the Instructions**' option.

You will now see an **Email has been verified** status as shown above.

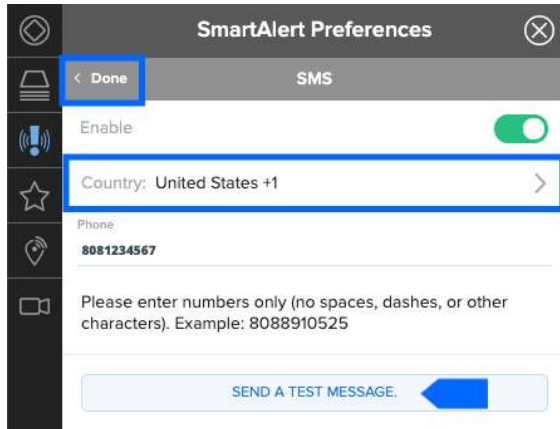
#### PRO TIP

Have a watch office or want to alert your entire operations center? Enter your group email account in the form. Be sure to notify members of your group that they've been added to receive alerts and who to contact within your organization to be taken off the group list.

## Setup text message notifications

Select the **Country** associated with the phone number in which you want to receive text notifications. Next, enter your phone number in the **Phone** field (no spaces, dashes, or other characters).

Click the **Send a Test Message** button to confirm a successful SMS sign up and then select **Done**.



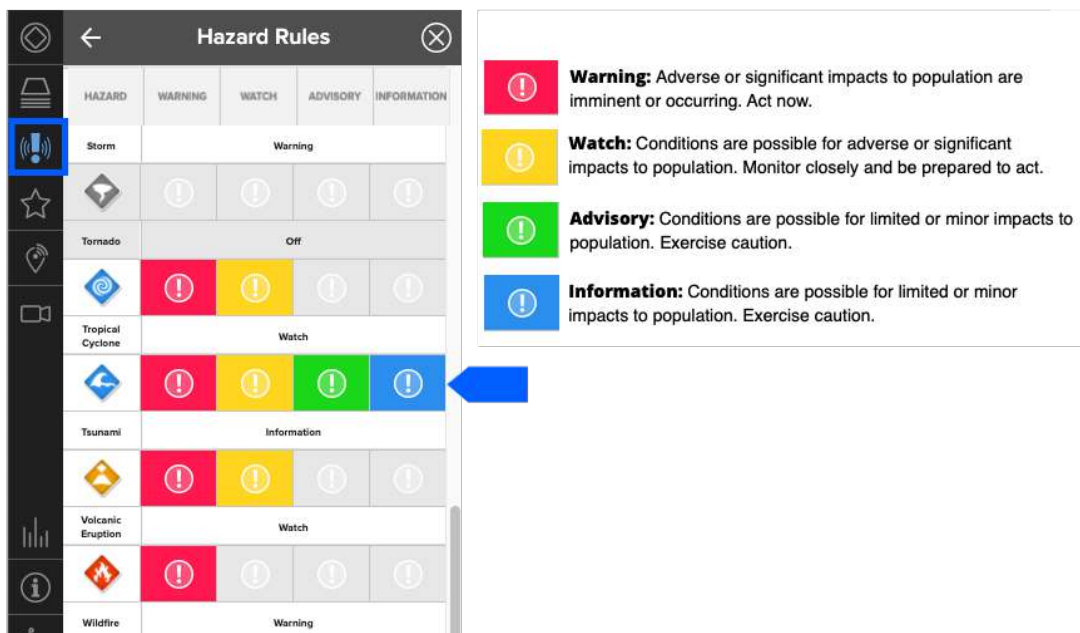
## Specify hazards and severities for alerts

You can specify the types of hazard notifications and severities you'd like to receive.



Click the **SmartAlert** icon from the left toolbar to open the **SmartAlert Preferences** panel. Click on the **Selected Hazards** link.

Next, choose the severities for each type of hazard notification you'd like to receive. You will only receive alerts that meet or exceed your chosen severity.



You can click on the severity heading at the top of the **Hazard Rules** panel (Warning, Watch, Advisory, or Information) to quickly select the same severity for all hazards.

## Select geographic areas for alerts

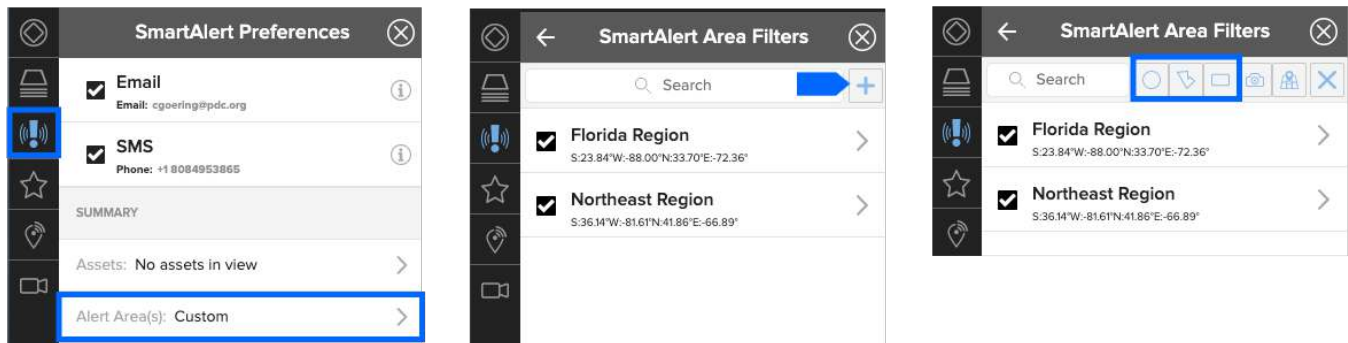
SmartAlert allows you to filter alerts by location so you are notified of a hazard only when one of the areas you've selected is in harm's way. The default SmartAlert Area is set to global when custom alert areas are not specified.



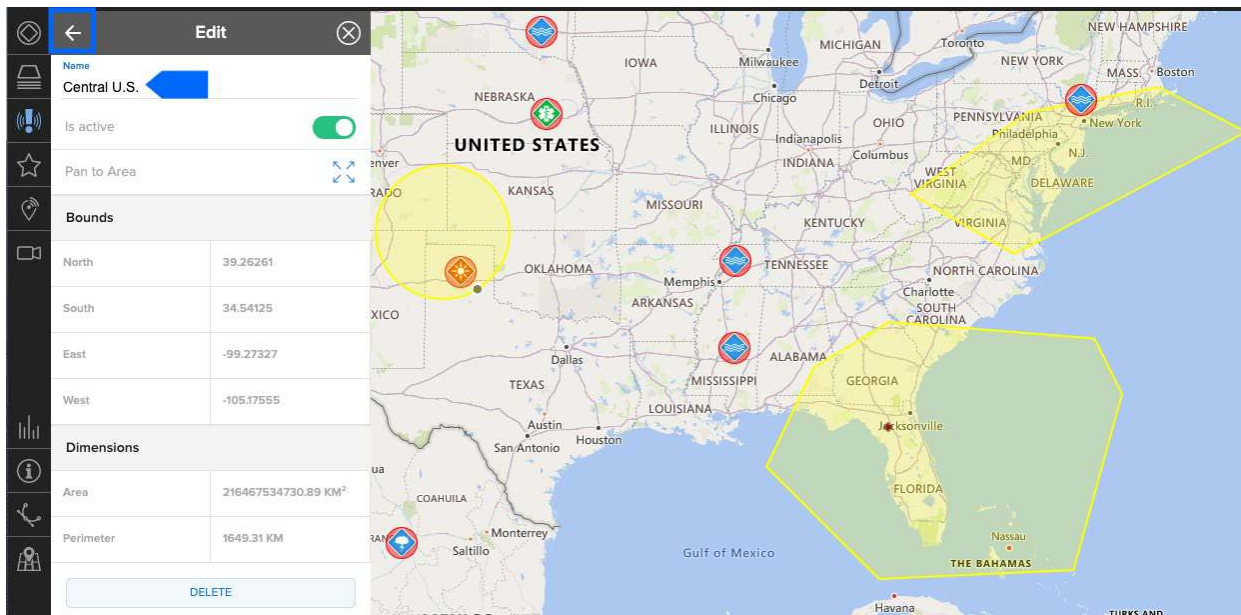
Click the **SmartAlert** icon from the left toolbar to open the **SmartAlert Preferences** panel. Click on the **Alert Area(s)** link.



Click the **Plus** symbol in the **SmartAlert Area Filters** panel and use the **Circle, Polygon, or Rectangle** shape tools to draw one or more alert areas.

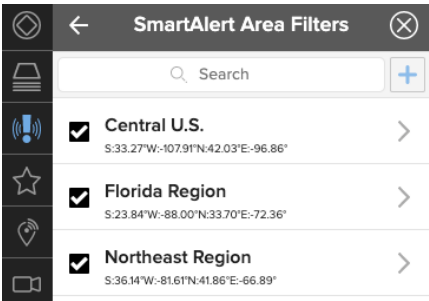


Enter a name for the area you created and click the back arrow. Names help you quickly identify a specific area when you want to make edits.

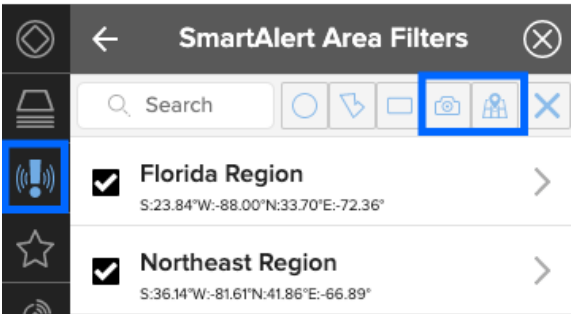


Your filtered area(s) will now appear in **SmartAlert Area Filters** panel.

You can edit or delete the alert areas you've created by clicking the arrow to the right of the item in your list.



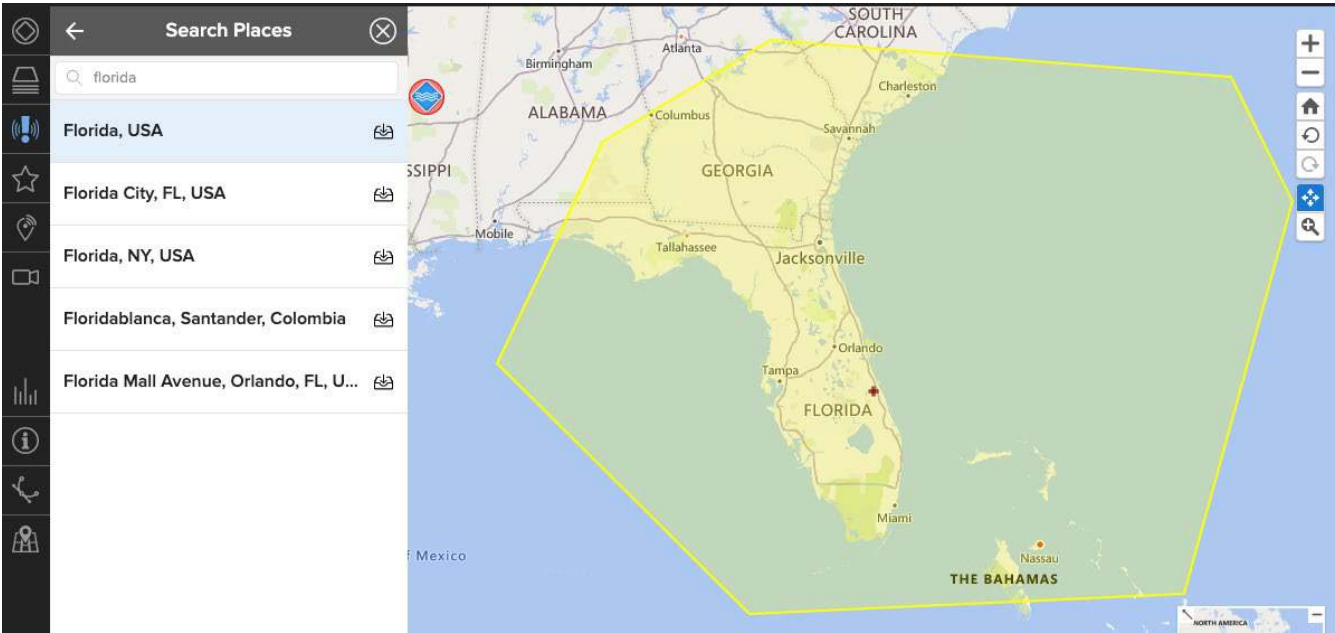
There are additional tools to help you create alert areas. While in the **SmartAlert Area Filters** panel.



Click the **Camera** to create an alert area from your current zoom extent.



Click the **Map/Location** tool to help you search for a location on the map you want to outline (e.g. Florida). Learn more about this tool in the section titled [Map location search](#).



### Track the safety of your assets with SmartAlert

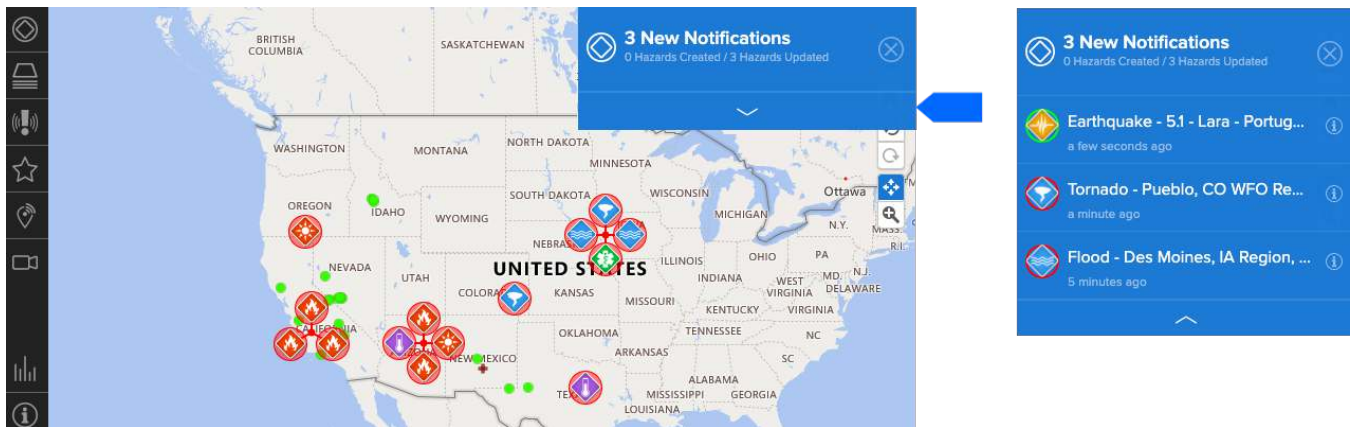
Track your stationary or moving assets (such as buildings, personnel, or goods in transit), and receive alerts when a hazard poses a threat.

## Hazard Notifications

Once you have subscribed to alerts, you will get updates on your phone and / or by email according to the preferences you've selected.

While logged into DisasterAWARE, you will also receive on-screen notifications about hazards taking place around the world. This includes new hazards as well as updates about existing hazards. These are global system notifications and are not connected to your personal SmartAlert Preferences.

To view **Hazard Notification** details, click the down arrow to expand the panel. Select a hazard from the drop-down list to view its content.



## How to unsubscribe from alerts

To unsubscribe from alerts, click the **SmartAlert** icon from the left toolbar, then simply uncheck the options for **SMS** and/or **Email**. To quickly remove alerts sent via SMS (text) messages, send a text reply with the word "STOP."

## Account, language, and time zone preferences

### Personalize language preferences

DisasterAWARE is compatible with a variety of different languages that can be selected to personalize your experience in the system. Additional languages are planned for the future.

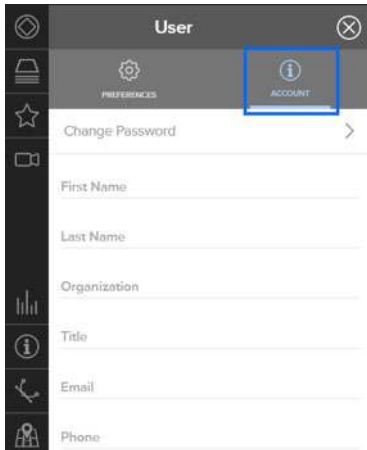


Click the **User** icon from the left toolbar. Click the Language option under the **Preferences** tab to open the **Language** panel. Select from the available languages listed and click **Done**.



## Change or update your account email and phone number

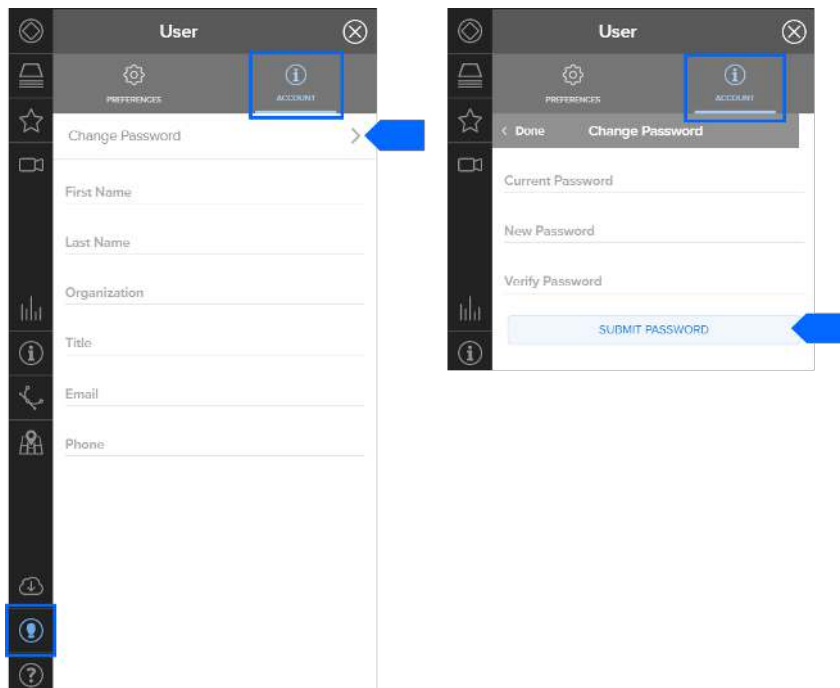
Choose **User > Account** tab to change your account information. This information is not associated with your SmartAlert notification email or SMS (text) preferences. See the section title [Receive early warning with SmartAlert](#) on how to setup or change SmartAlert preferences.



## Change or reset your password



Click the **User** icon from the left toolbar, followed by **Account tab > Change Password**, to change your password. Enter your current password, then enter your new password, verify your new password, and then click **Submit Password**.



## View multiple time zones for areas you wish to monitor

Need to monitor hazards and assets across multiple time zones? View the Time Banner at the top of the map, or customize clocks to include the time zones of places you care about.

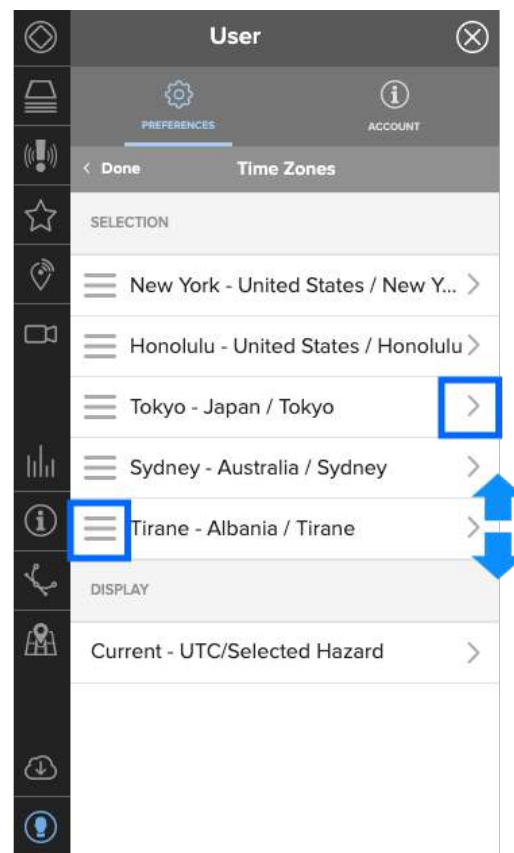
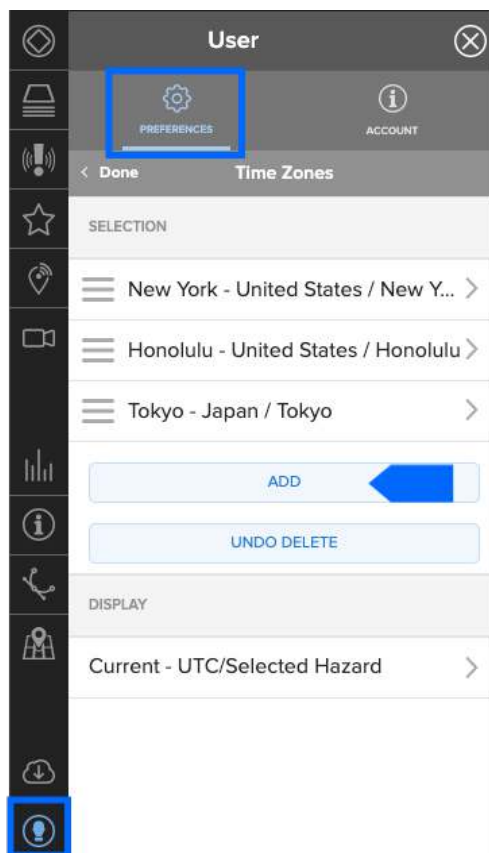
UTC 17:33 JUN 4, 2020	NEW YORK 13:33 JUN 4, 2020	HONOLULU 07:33 JUN 4, 2020	TOKYO 02:33 JUN 5, 2020	SYDNEY 03:33 JUN 5, 2020	LONDON 18:33 JUN 4, 2020
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Click the **User** icon on the left toolbar, and then **Preferences > Time Zones**. You can display up to five clocks, in addition to the UTC (Coordinated Universal Time) clock. By default, Washington D.C., Honolulu, Tokyo, Sydney and London are displayed.

To change a clock, select it from the list and click on Location. Select a **Country**, a **City**, then **Done**. **Click and slide** the Time Zone up or down in the Time Zones list to change the order the clocks are displayed in the banner.

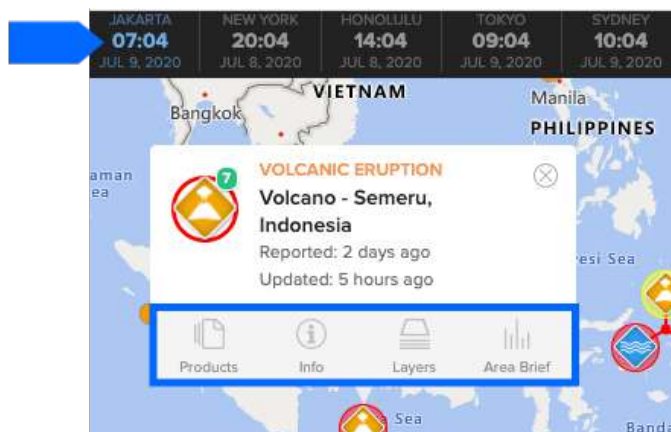
Should you wish to remove a clock, select it from the list and click **Delete**.



### PRO TIP

When adding or customizing a clock, you can rename it to represent a specific asset or location you're monitoring (e.g. Headquarters).

To see the current time at any hazard location around the world, click the hazard icon and one of its quick links (Products, Info, Layers, Area Brief). The URC clock will automatically switch to the local time in that hazard's geographic location.



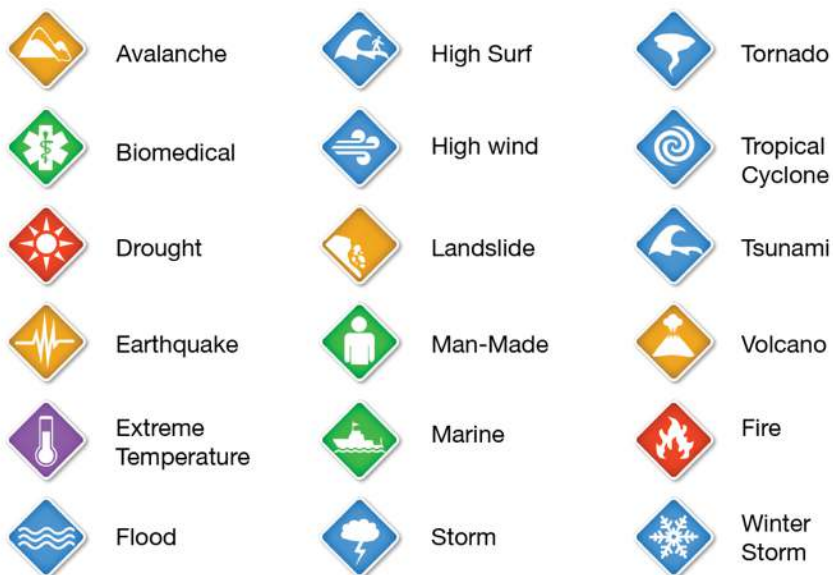
## MONITOR AND ASSESS MULTIPLE HAZARDS

You can monitor multiple hazards in DisasterAWARE. A hazard is displayed in the system when an occurrence or incident poses substantial threat to people and property.

We continue to add new hazard types as reliable information becomes available.

### Hazard types, symbology and meaning

Below are the types of hazards icons that you may see displayed on the map.



Hazards are encoded with additional symbols and colors to indicate the type of occurrence and severity.



## Locate hazard information

There are multiple ways to locate information about hazards in DisasterAWARE and to help you assess impacts.

### Pan and scroll the map to identify hazards

This method is commonly used and allows you to quickly locate and select a hazard directly from the map. Place your cursor over the map and then click and drag your mouse to pan the map and look for hazards. Make sure the pan tool is highlighted on the left toolbar when trying to pan the map. See the section on [Map navigation basics](#) for more on this.

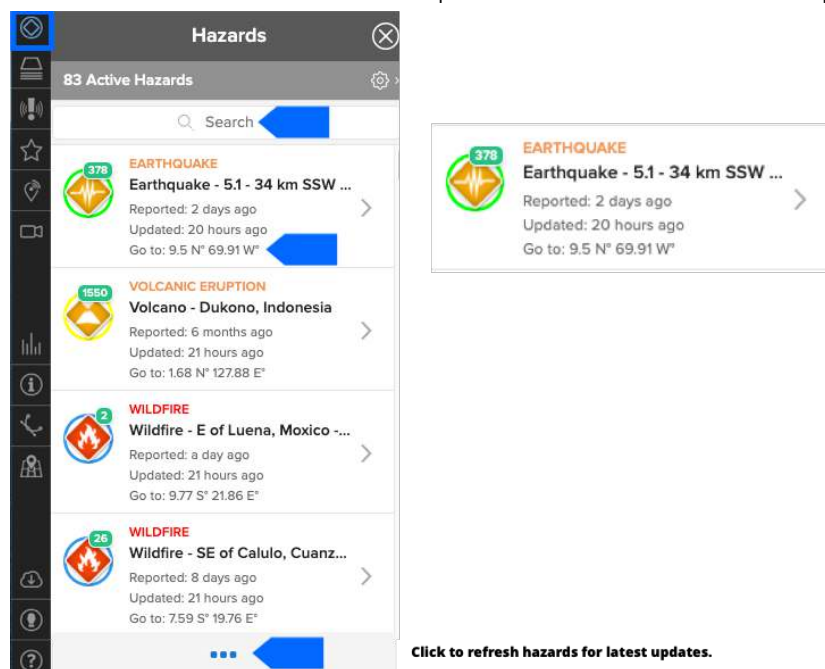


### View and search the active hazards list



Click the **Hazards** icon on the left toolbar. The **Hazards panel** will open, displaying a list of active hazards. By default, the most recently updated hazard will appear at the top of the list.

Hazards are automatically updated in the list every five minutes. You may refresh the list sooner by clicking the three dots at the bottom of the hazard panel and then the **Refresh Hazards** option.



Within the **Hazard panel**, use the **Search** field to quickly filter the list by keyword. You may zoom to a hazard on the map by clicking the “Go to” coordinates in the list. To learn more about hazards, their data sources, and hazard-specific layers, see the section [Data layers to support decision making](#).

## Advanced hazard search

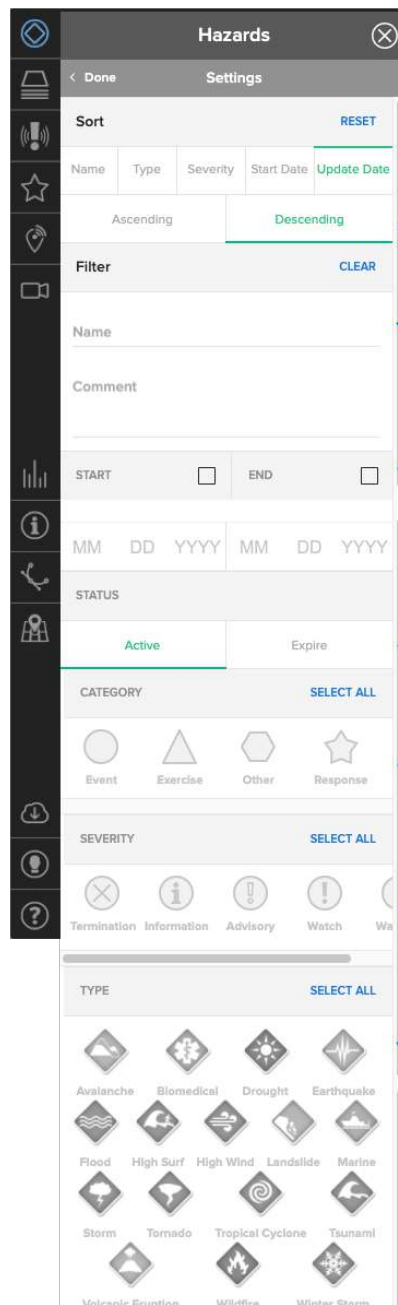
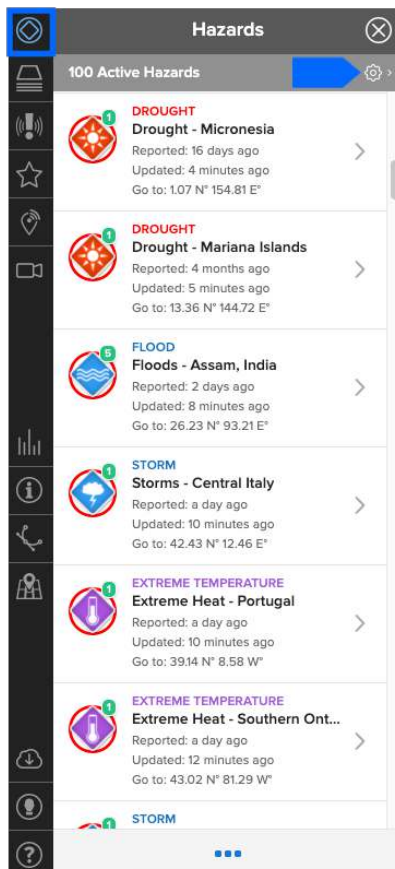
You can filter search results for active and historical hazard information and products using the **Advanced Hazard Search**. Filters include active / expired hazards, types of hazards, dates ranges, severity, and more.



Click the **Hazard** icon on the left toolbar to open the hazards panel.



Next, click the **Gear** icon to the top right of the panel to use the **Advanced Hazard Search** feature.



Sort hazard list

Order sort criteria above

Enter keyword such as hazard name

Select start and/or end date criteria

Search active and/or expired hazards

Filter by hazard category

Filter by hazards by severity

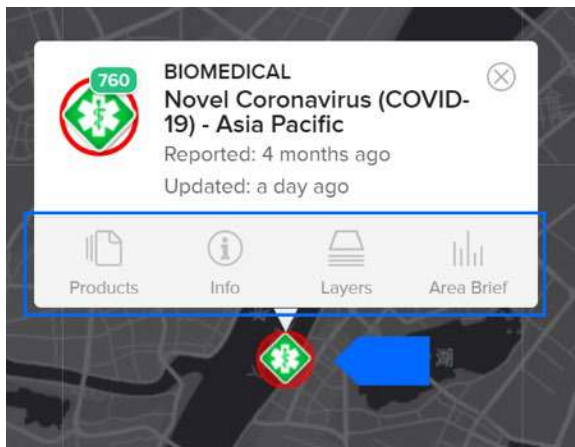
Filter by type of hazard

# How to assess hazard impacts

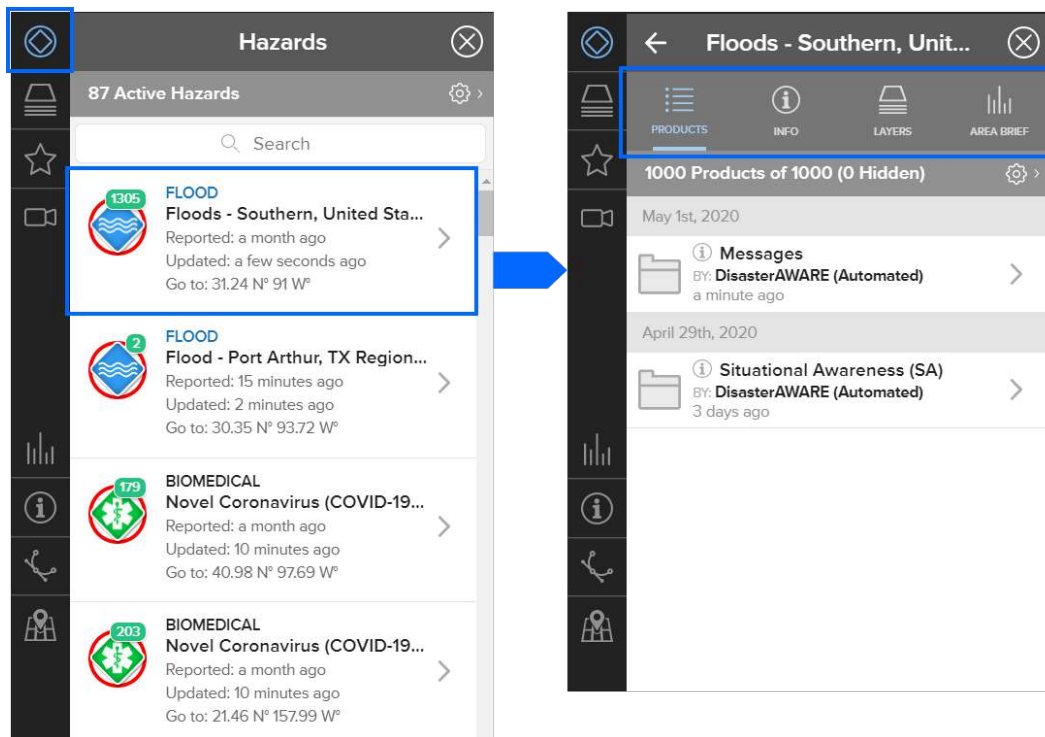
## Hazard tooltip

There are several tools to help you assess the potential impacts of hazards. To quickly view these tools, navigate to an area on the map of interest to you and click a hazard icon.

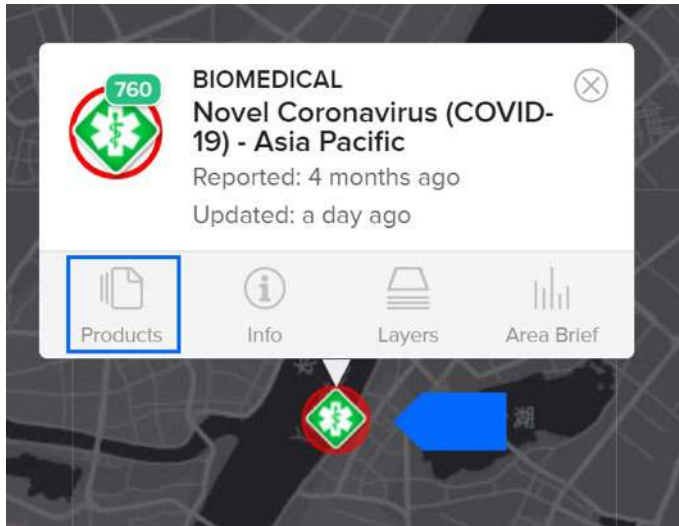
A hazard tooltip will appear with “quick links” to more information about the hazard. The tooltip provides quick links to **Products**, **Info**, **Layers**, and **Area Brief**.



Note: You may also access **Products**, **Info**, **Layers**, and **Area Brief** by selecting a hazard in the hazard list and one of the corresponding tabs as shown below.



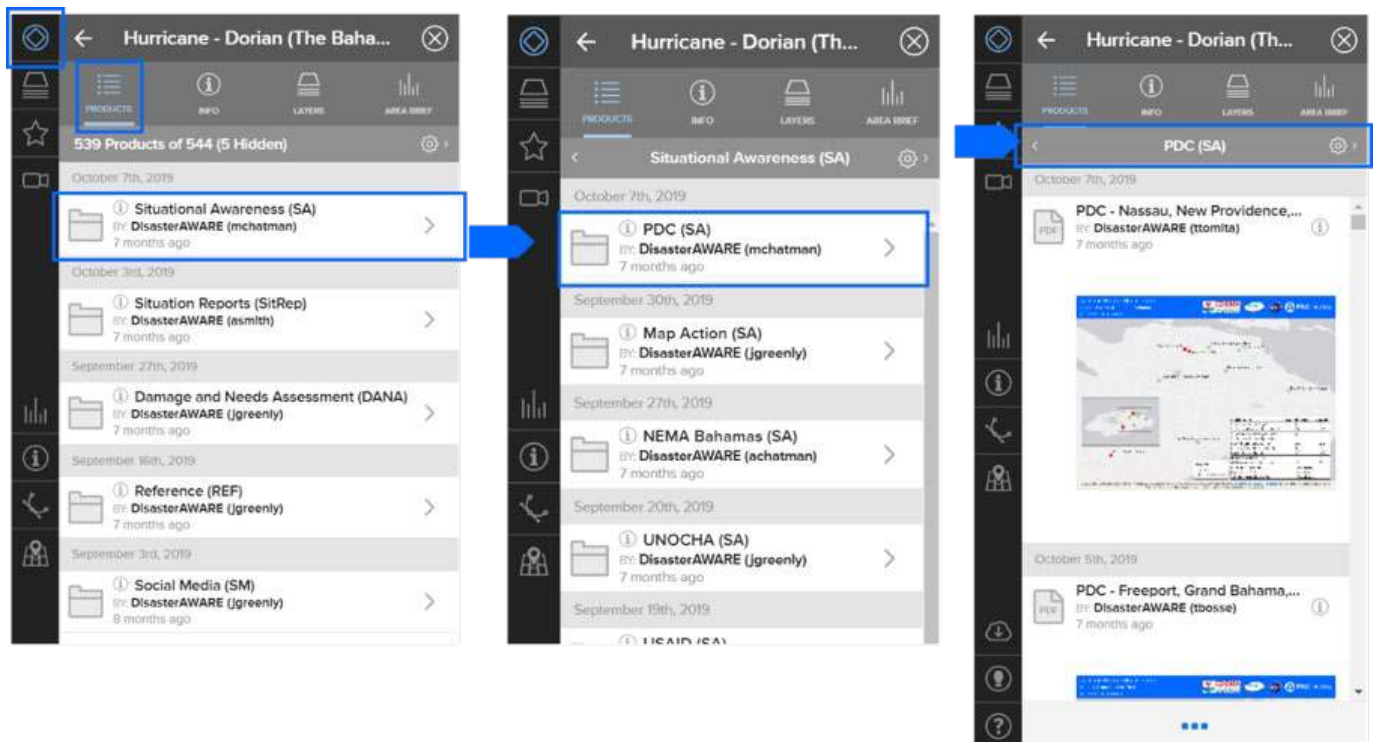
## Products



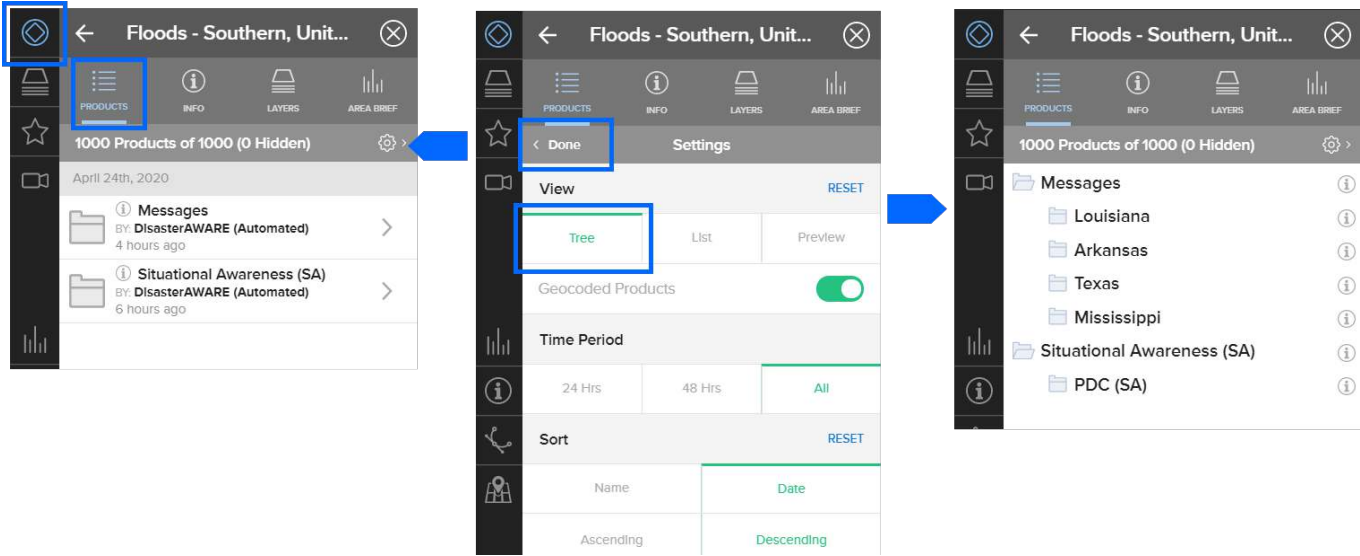
The **Products** link provides access to a variety of reports, custom maps, analyses, and other information shared by multiple agencies about the hazard. Below is an example of product types:

- **Situational Awareness Products** (for specialized maps, analyses, modeled impact assessments)
- **Situation Reports** (for detailed agency updates on the situation on the ground)
- **Damage and Needs Assessments** (for information related to damage and needs)
- **Reference Maps** (for response and recovery planning)

By default, products listed and grouped by category and organized into subfolders by the organization who authored the products.

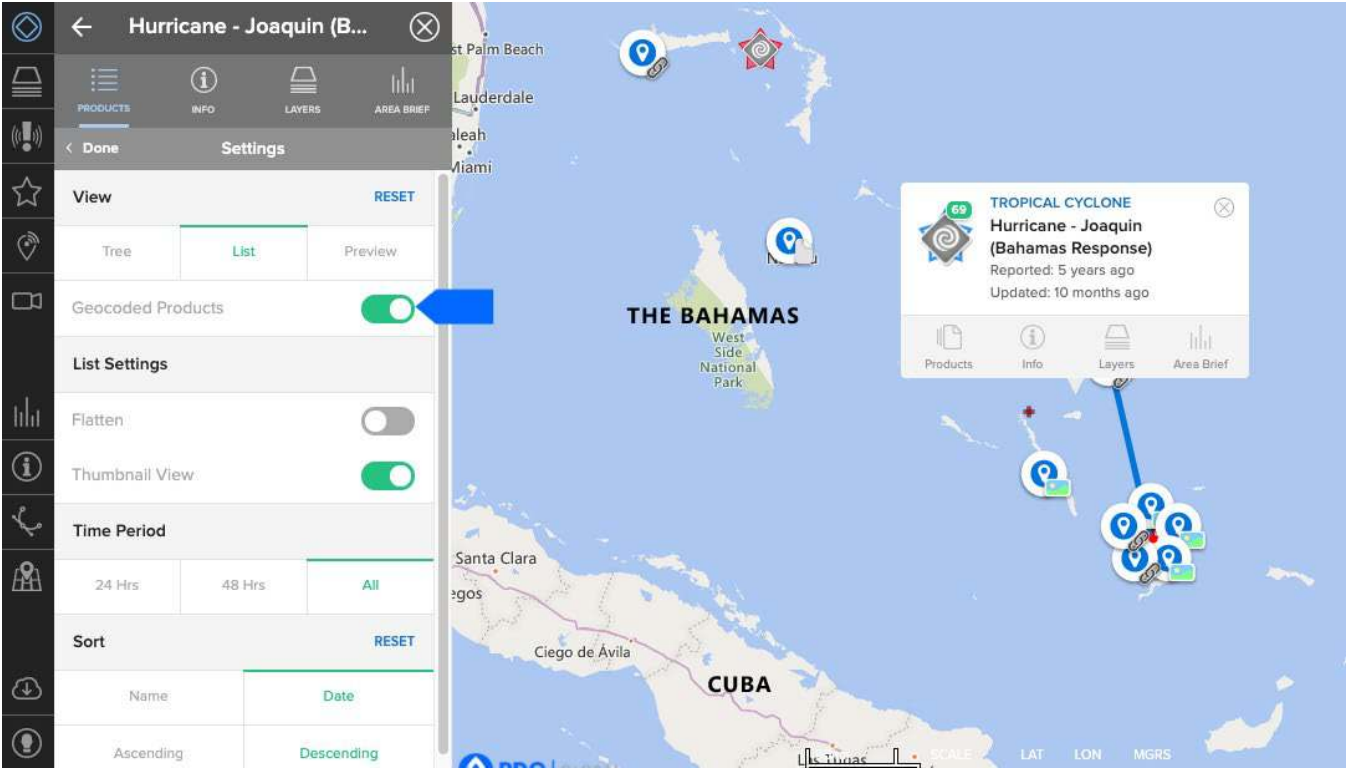


You can adjust the display of the products list by clicking on the **Settings** icon. You will find several options including the ability to sort products by time period and name.

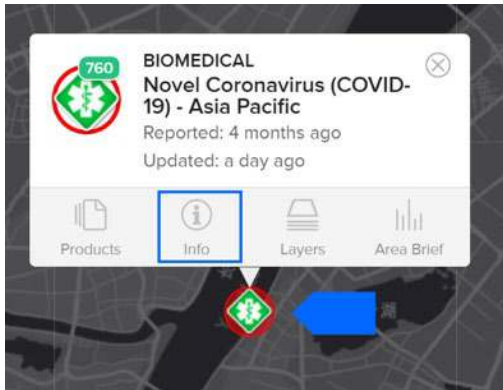


Under settings, you can also turn on the **Geocoded Products** option to view products that have been geographically coded by user-defined coordinates to display on the map.

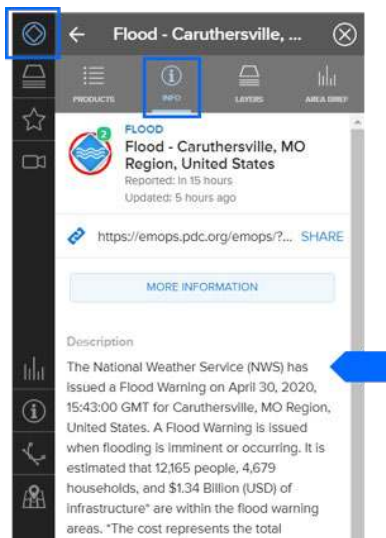
When products are geocoded, they will appear on the map automatically, allowing you to quickly identify products by location. To turn this feature off, select the Geocoded Products option in the **Product Settings** panel.



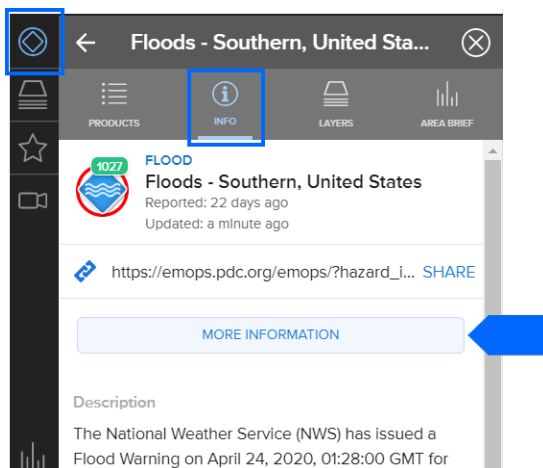
## Info



The **Info** link provides a hazard summary, a quick link to share the hazard with other users of the system, and the **More Information** button which links to potential impact report provided by PDC's All Hazards Impact Model.



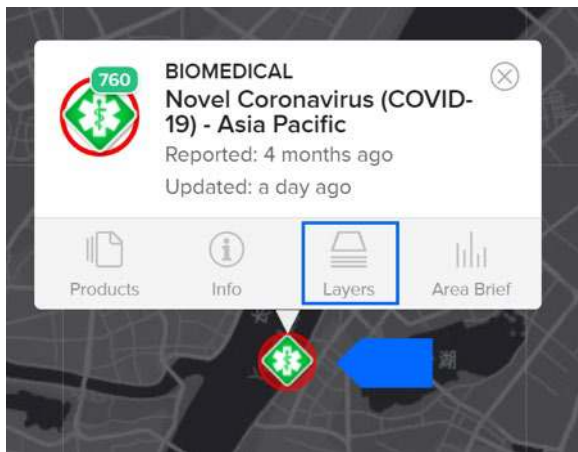
With the **Info** panel open, click the **More Information** button to see a summary of potential impacts reported in PDC's **Hazard Brief**.



It also describes risk factors for vulnerable groups and offers a wealth of additional information about the hazard.

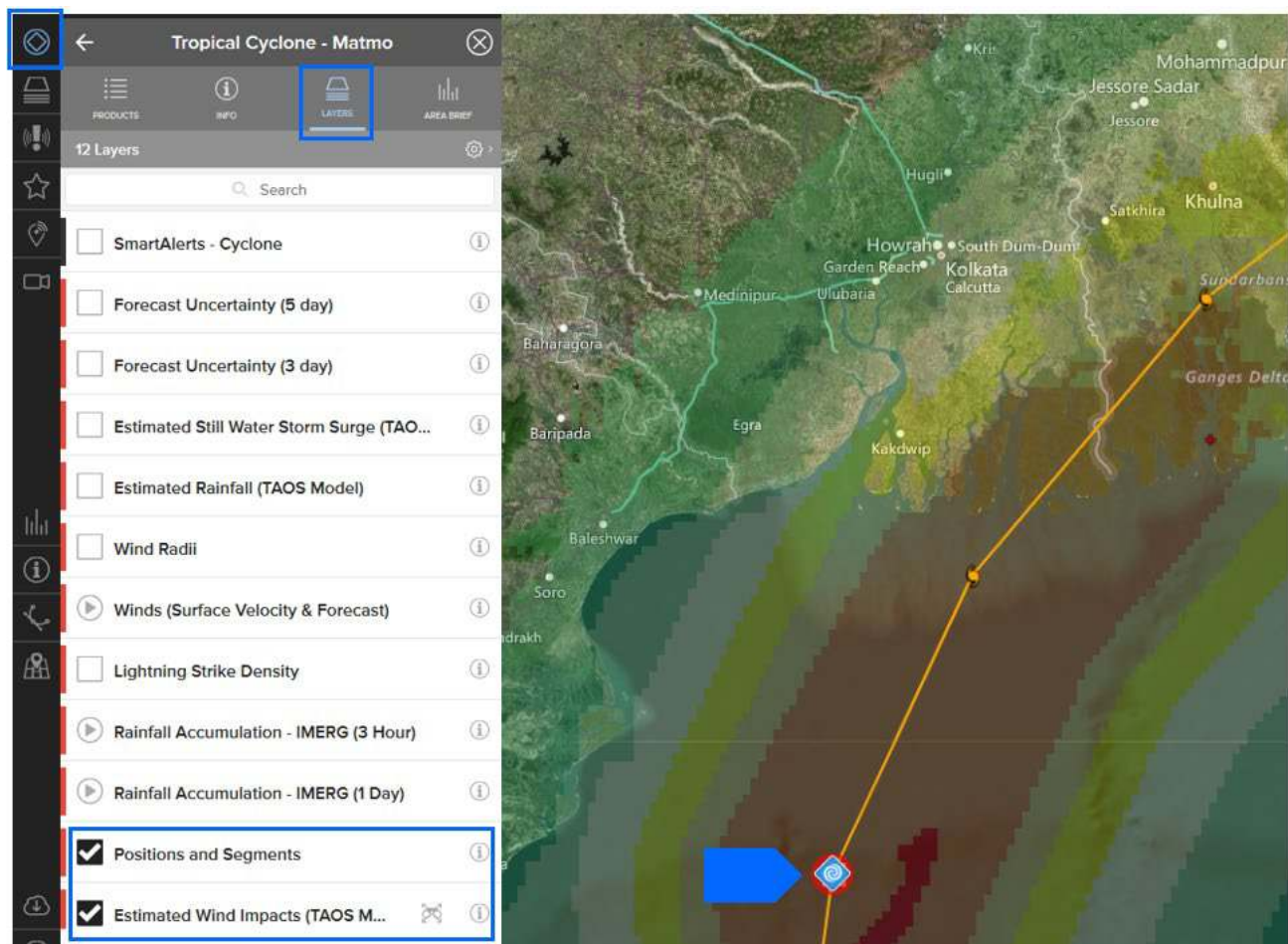


## Layers

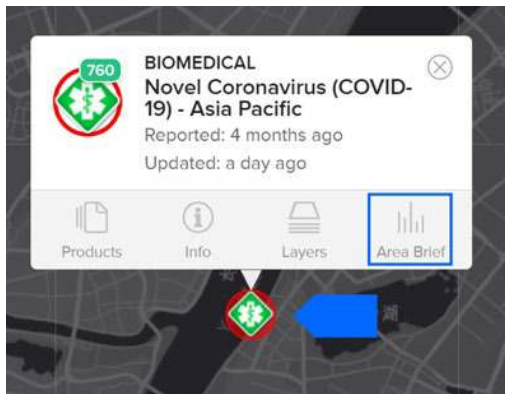


The **Layers** link allows you to view default hazard layers and explore other pertinent information to help assess potential impacts of a hazard.

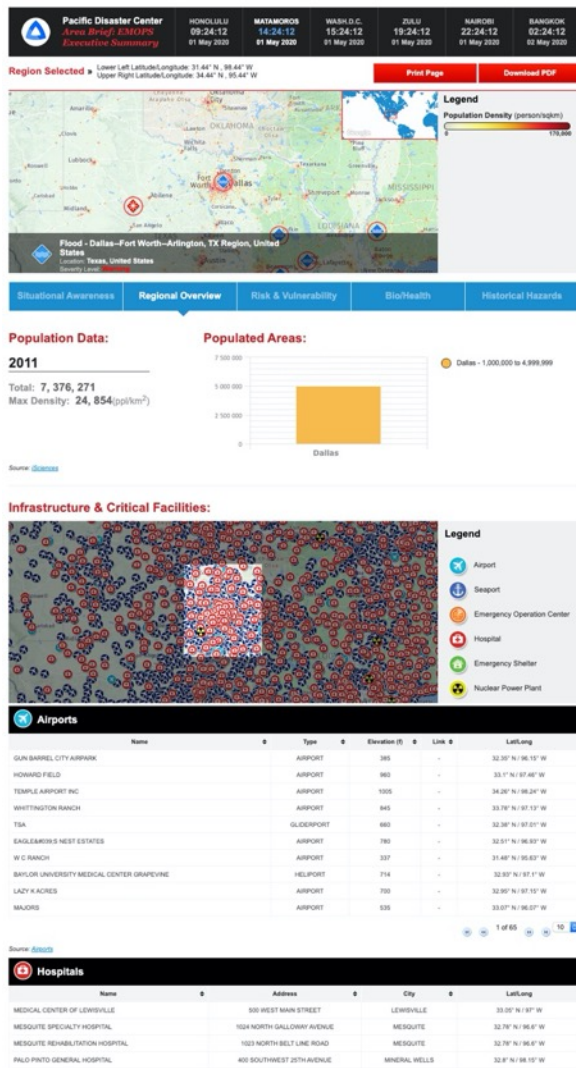
For example, the **Estimated Wind Impacts** layer shown below represents the potential severity of impacts that might be experienced over the 5-day forecast, for that area. Overlay this layer with population and critical infrastructure data to quickly assess which are at greater risk and may require assistance.



## Area Brief



The **Area Brief** link provides access to a detailed, automated report which includes population, critical infrastructure, meteorological observations, risk and vulnerability, and more. Area Brief is explored in more detail in the section on [Advanced Monitoring Tools and Capabilities](#).

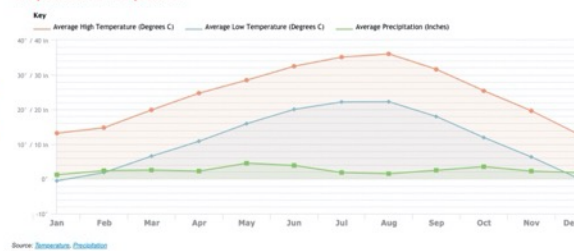


### Meteorological Observations:

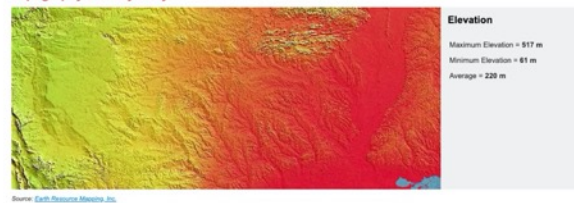
7:01 May 2020 / 11:53:00 (UTC+5)

Temperature: 84.50°F  
Wind Speed: 22MPH  
Wind Direction: -  
Sky Condition: Scattered clouds 30000 ft.  
Lat/Lon: 32.9° N, 97.04° W  
Source: METEOMAX

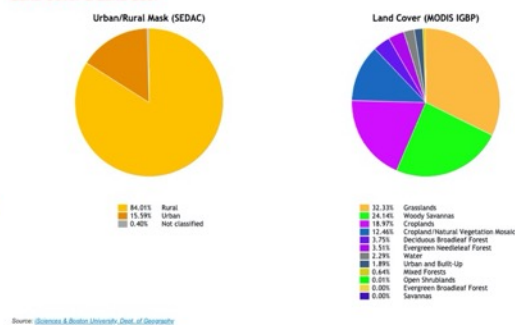
### Temperature & Precipitation:



### Topography & Bathymetry:



### Land Cover & Land Use:



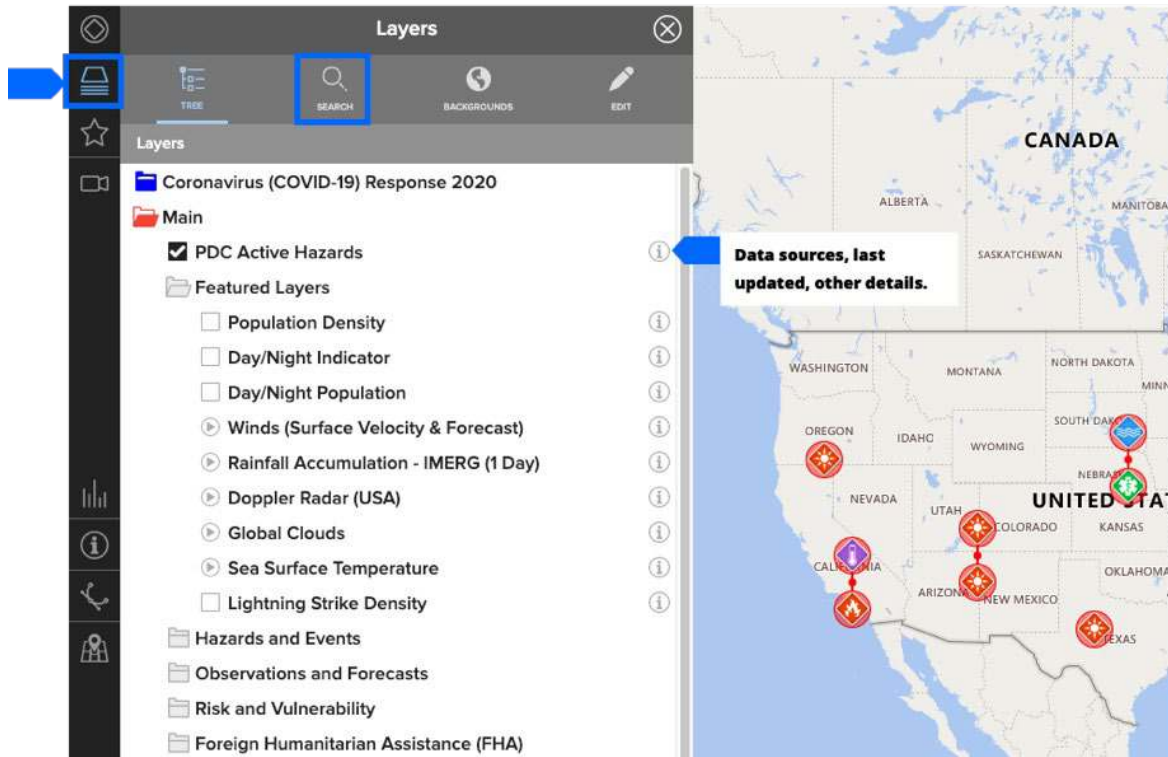
## DATA LAYERS TO SUPPORT DECISION MAKING

DisasterAWARE provides access to thousands of data layers to support decision making. It offers the largest, most reliable inventory of authoritative data in a single system—including information about current and historical hazards, population and demographics, infrastructure, risk and vulnerability, and much more.

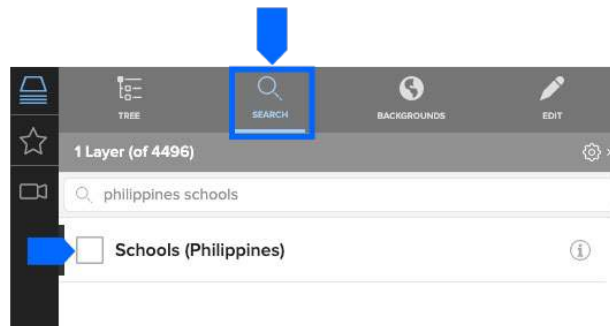
### Explore data layers



Click the **Layers** icon in the left toolbar to view a list of available data layers. Layers are grouped by category into folders. Expand each folder to view the layers associated with a category.



With the layers panel open, you can also use the **Search** tab to locate layers by keyword (e.g. Philippines schools). Check the box to the left to view the data on the map.



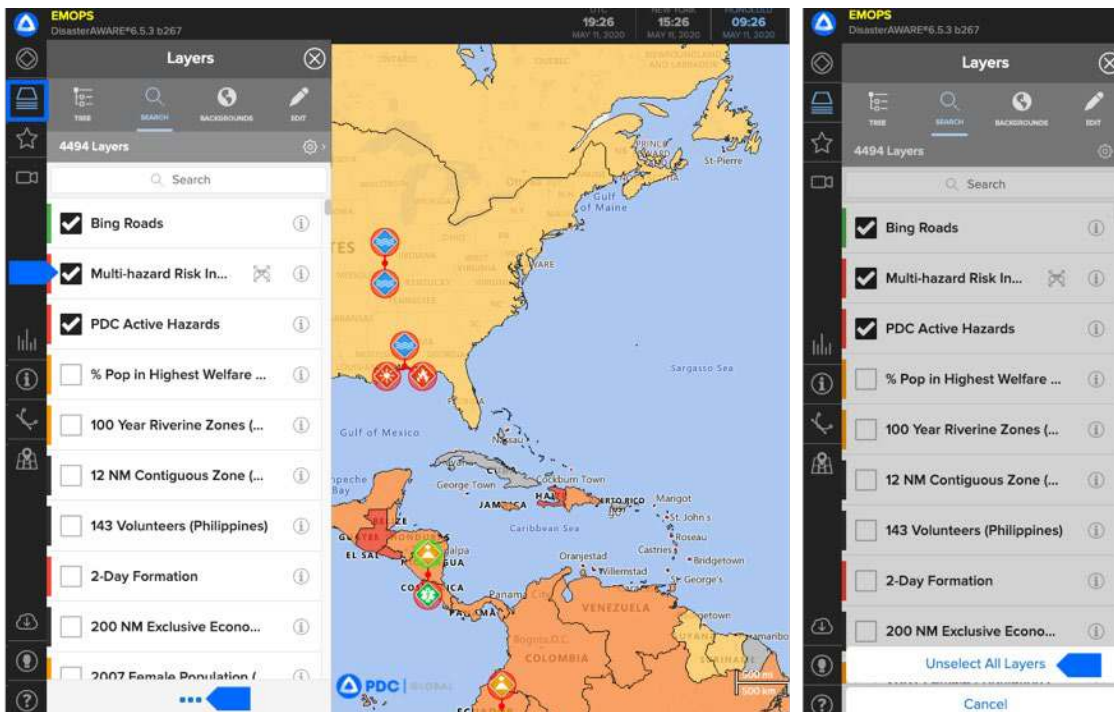
## How to quickly identify which map layers are turned on

To quickly see which map layers are turned on, click the **Layers** icon on the left toolbar and select the **Search** tab from the layers panel. All active layers appear at the top and are depicted by a check mark on the left.



## How to turn layers on and off

Uncheck the box to the left of a layer to turn it off or check an empty box to turn a layer on.




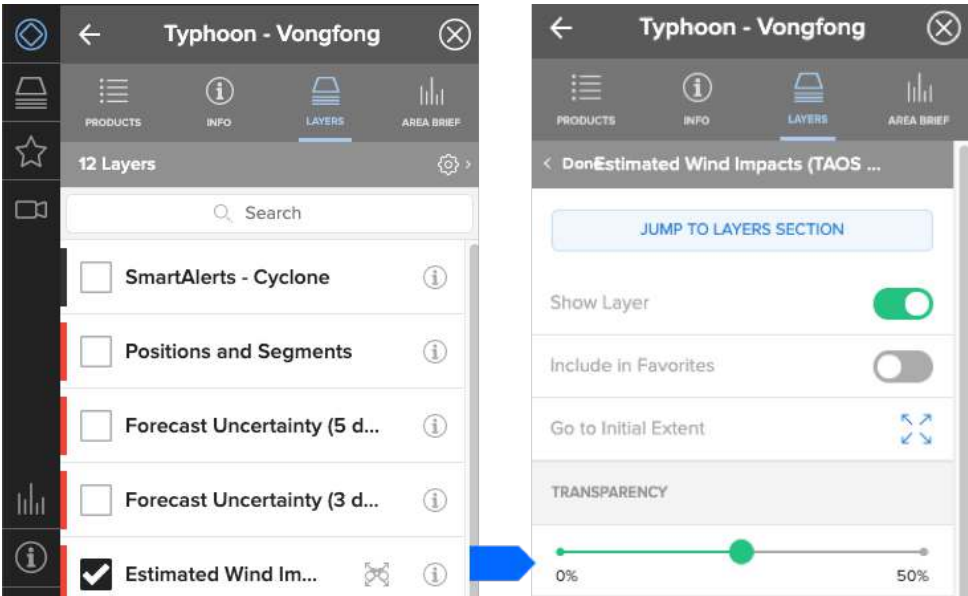
### PRO TIP

Data layers provide essential information to support your assessments and decision making. However, too many layers can be overwhelming. To quickly turn all layers off at once, click the three dots at the bottom of the layers panel (as shown above), and choose **Unselect All Layers**.


# Layer properties and data sources

## Layer transparency

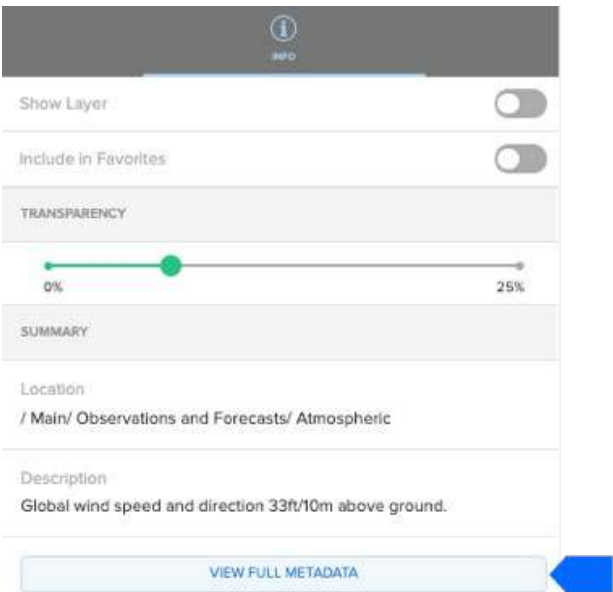
 Click the **Info** icon to adjust the transparency of a layer in order to see other layers or the base map beneath it.



## Data sources for layers

 PDC closely vets the integrity of data layers before integrating them into DisasterAWARE. You can learn more about the data in the system that is driving your decisions such as the data source, when it was last updated, and any specific considerations.

Click the **Info** icon to the right of any layer title (as shown above) to view its data source and see when it was last updated. To see additional details about the data source, click the **View Full Metadata** button.



## Frequency of data layer updates

Much of PDC's data is updated automatically, in real-time, as soon as information is released by an authoritative agency. This includes the majority of PDC's hazard layers, as well as its observational and forecast layers.

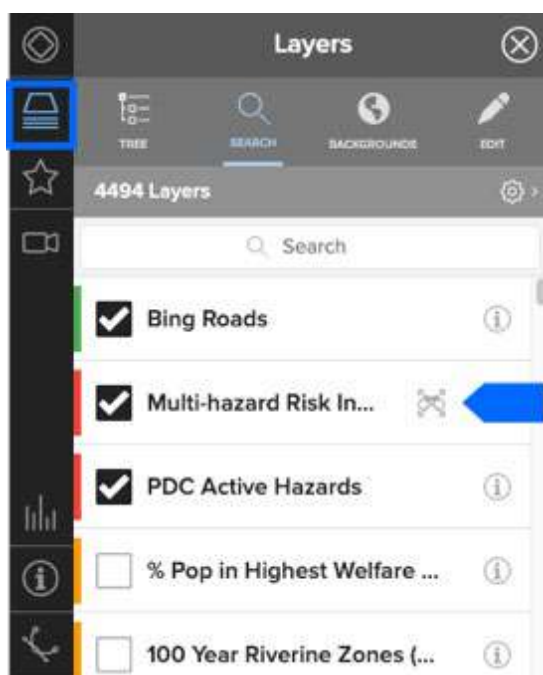
Other types of data in the system are updated by PDC manually as soon as information is made available. See [Appendix A](#) for a comprehensive list of hazards and their corresponding frequency of updates. See also how to manually refresh the Hazard list with the latest updates.

## Layer zoom



Click the zoom icon to the right of the layer (shown below) if you are having trouble viewing the layer you've selected. The map will zoom and re-center to bring the information into view.

**Note:** Some layers require the map to be zoomed to a minimum extent or to a specific location in order to display the information.

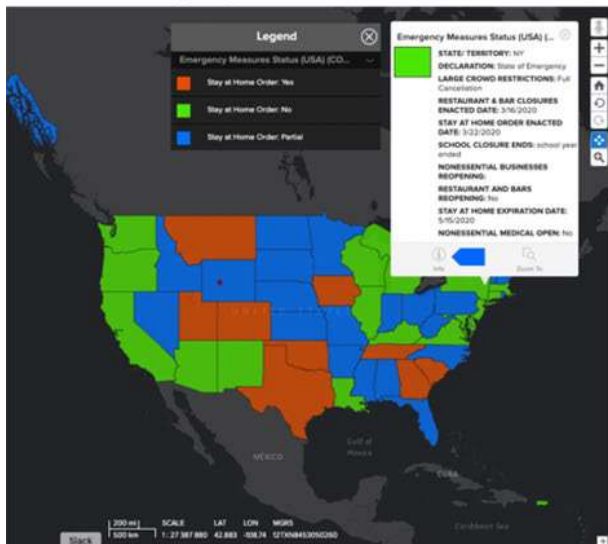


## Explore a data layer details

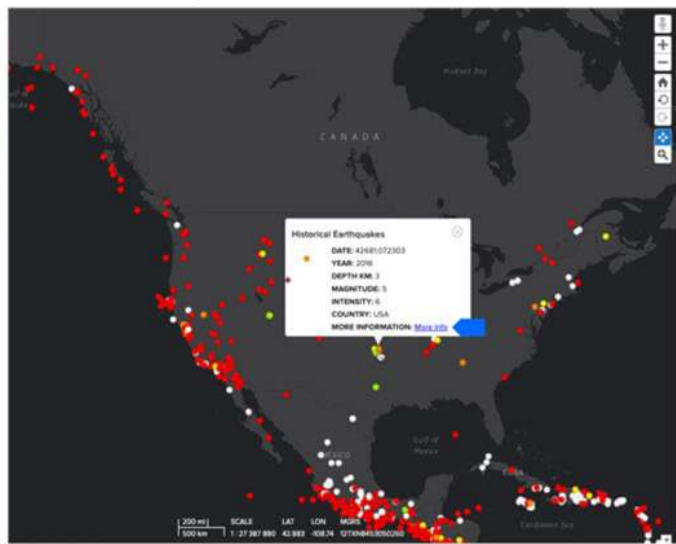
Data layers may be displayed and combined to quickly produce a meaningful map. You may also click on a layer's map points and features to view associated data.

In the feature's pop-up on the map you can access a summary of key information. Select the Info button on the pop-up to access even more details.

### COVID-19 Emergency Measures Status (United States)

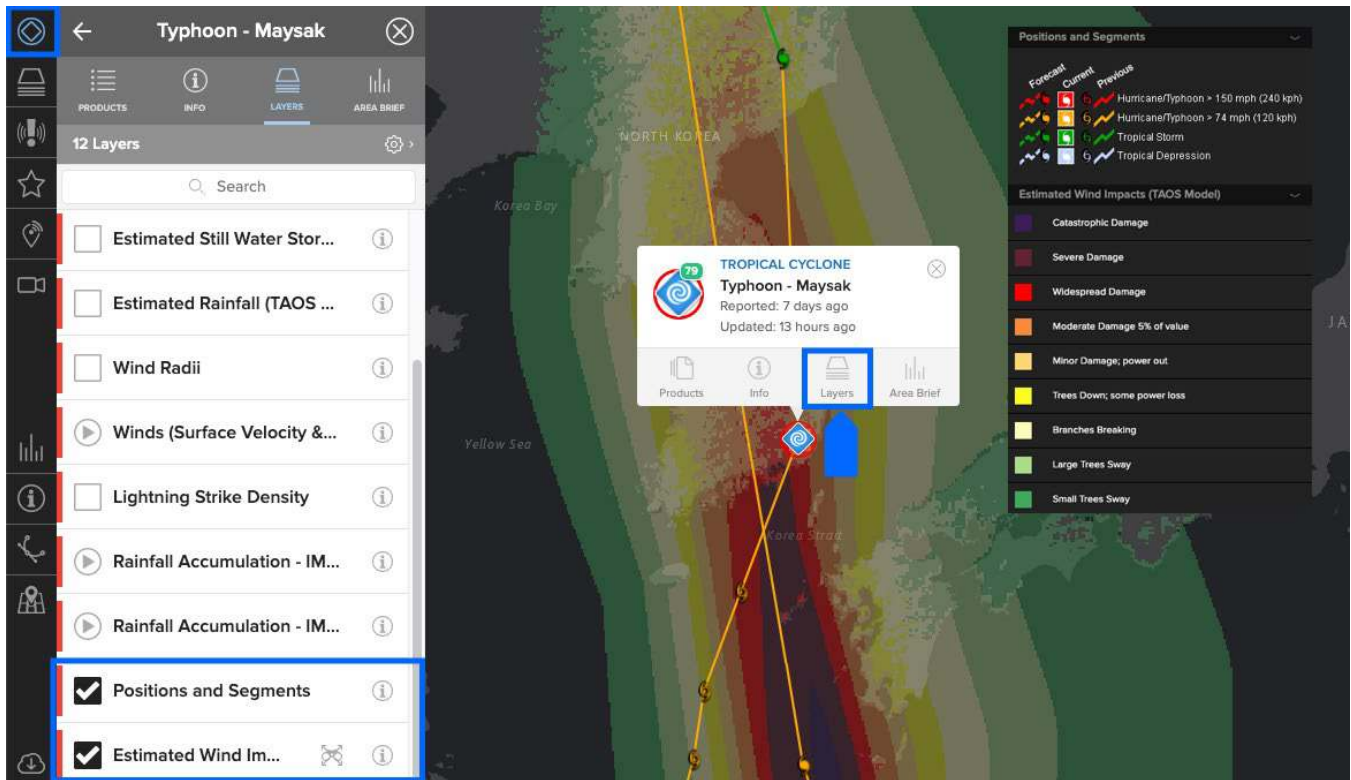


### Historical Earthquakes

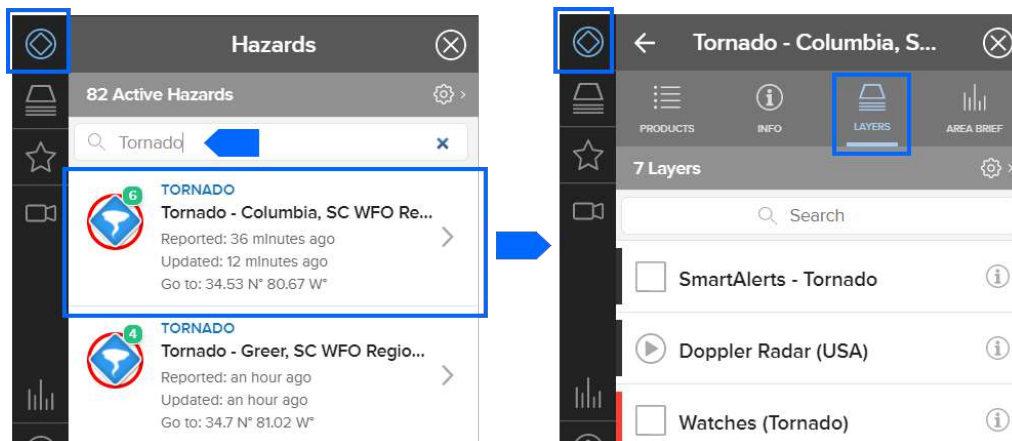


## View hazard-specific layers

Click a hazard on the map to launch the **Hazard tooltip**. From the tooltip, click the **Layers** button to access key layers specific to that hazard type. You can turn these layers on to help you better understand potential impacts.



You may also access these key, hazard-specific layers by clicking the **Hazards** icon on the left toolbar, selecting a hazard, and then clicking on the **Layers** tab.



To learn more about the specific layers that are available for all hazards, click the **Layers** icon on the left toolbar. Under the **Main** folder, choose the subfolder to explore even more layers for each hazard type.

## Layers to support major disaster response events

During major disaster events with widespread impacts to people's lives and livelihoods, PDC will often integrate geospatial data layers into its platform to support situational awareness. Generally, these layers are for major events that require substantial support from PDC and the international response community. Learn more about past major response events under the section *Historical Hazard Layers*.

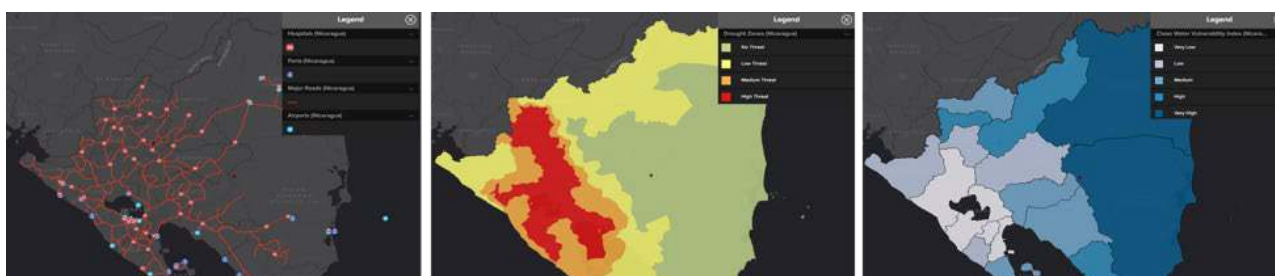
## Access country-specific layers

### Types of country layers available in DisasterAWARE

While information varies from country to country, the common datasets offered in DisasterAWARE include: critical infrastructure, population and demographics, transportation, risk and vulnerability, and hazard zones information.

#### Example subset of country map layers for Nicaragua

(Infrastructure, hazard zones, clean water vulnerability index)



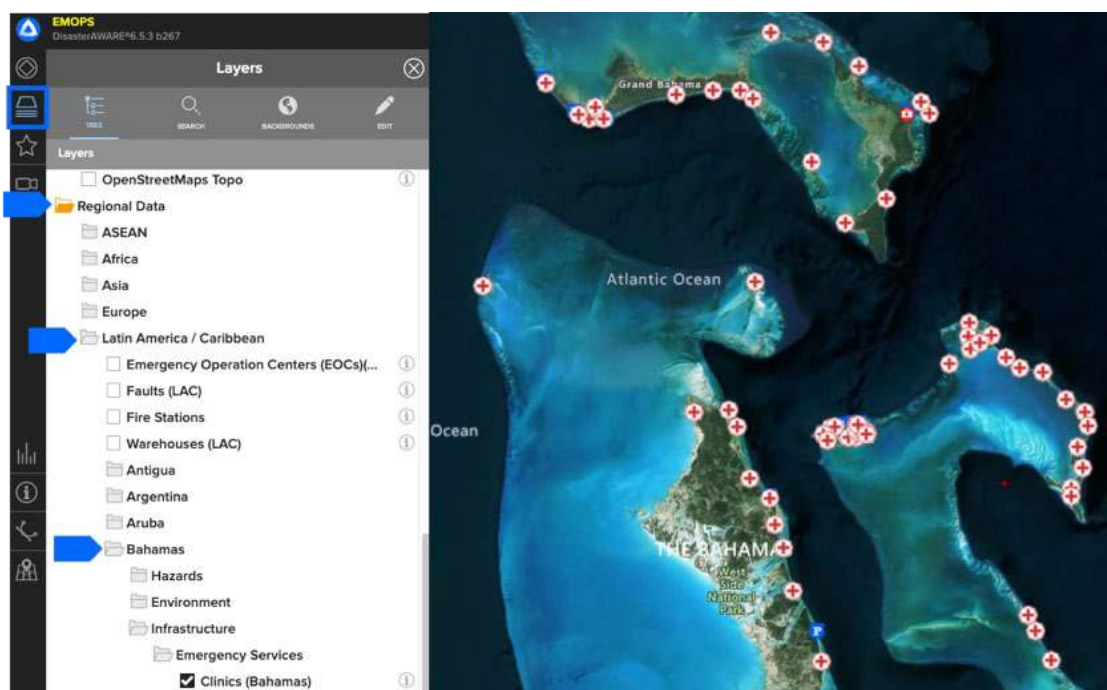
## Explore country layers



Click the **Layers** icon in the left toolbar to view a list of PDC's country layers. Scroll down to the **Regional Data** folder.



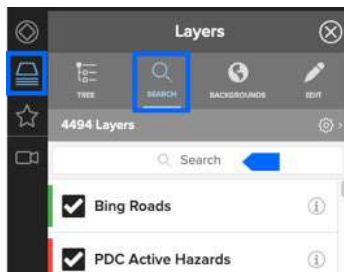
Open the regional folder in which the country of your interest resides.



## Search for country layers



With the **Layers** panel open, click the **Search** tab to search for layers by country name or keyword.



## View risk and vulnerability layers

Effective decision making requires a comprehensive understanding of disaster risk in order to protect lives, livelihoods, property, critical lifelines, and social and economic vitality. DisasterAWARE provides you with access to PDC's global Risk and Vulnerability Assessment (RVA) information at the national level for over 190 countries, and subnational RVA information for select countries.

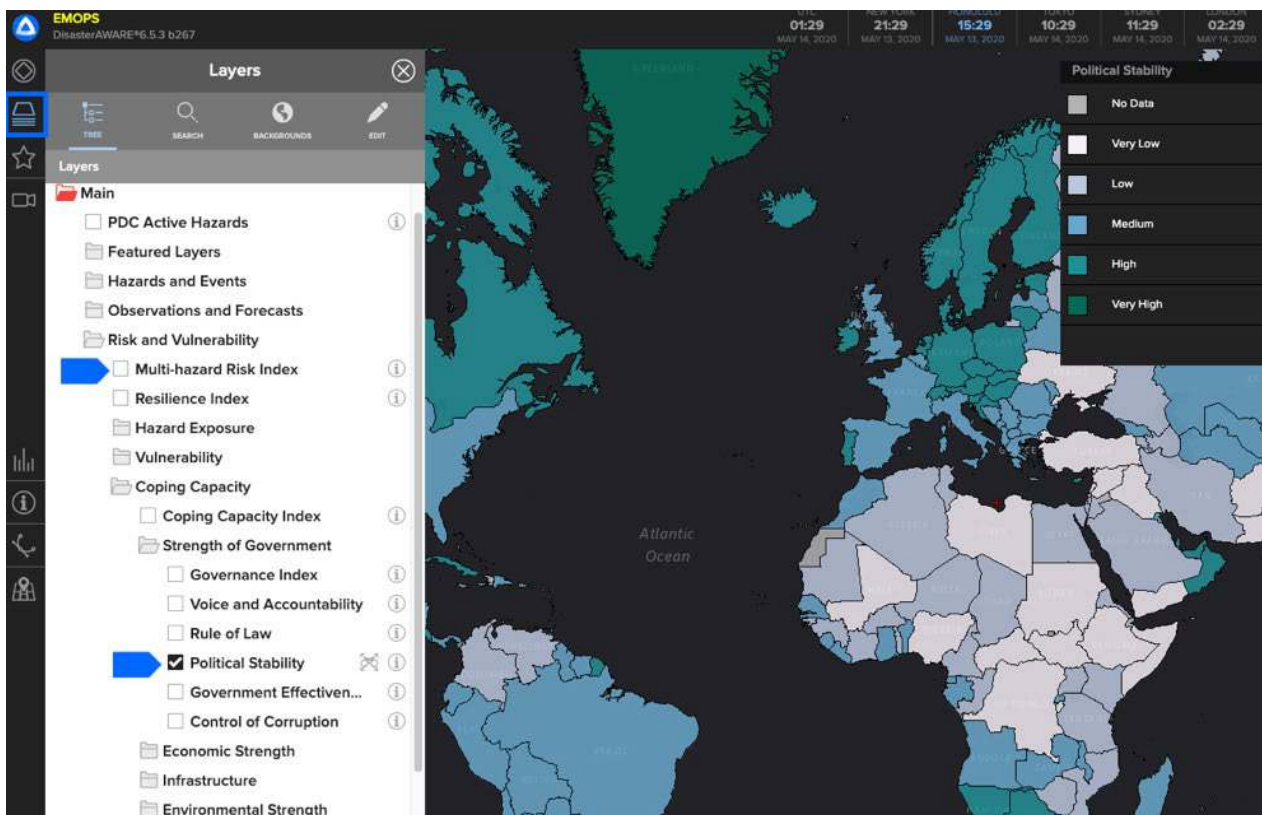
### Locate global risk and vulnerability indicators



Click the **Layers** icon in the left toolbar.



Scroll down to the **Risk and Vulnerability** folder. You can view a national comparison of overall multi-hazard risk. Expand the folder to drill deeper to inspect the national indicators of risk that contribute to the overall score.



## Locate subnational risk and vulnerability indicators

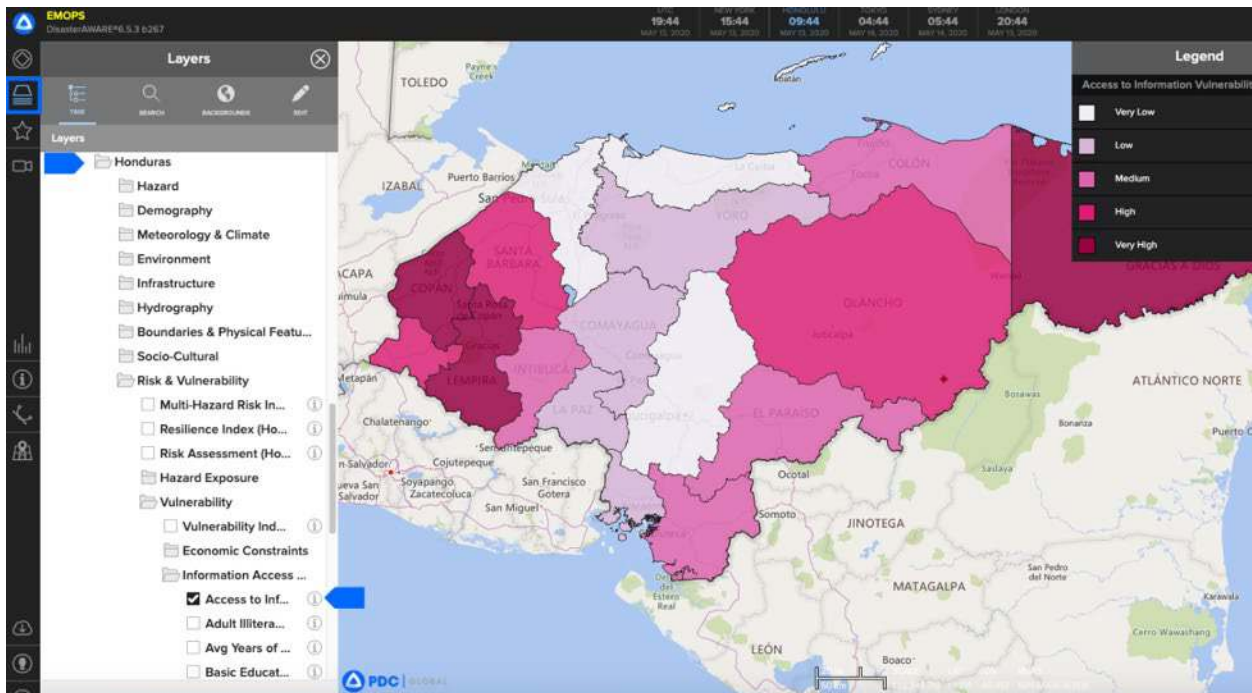
\*Available for select countries only.



Click the **Layers** icon in the left toolbar. Scroll down to the **Regional Data** folder and open the regional subfolder in which the country of your interest resides.



Once in the proper regional subfolder, expand the **Country** folder > **Risk and Vulnerability** folder. You can view a comparison of overall risk and specific risk indicators at the subnational level.



## View historical hazard layers

PDC provides a variety of historical hazard information inside DisasterAWARE. Information about historical hazard events can provide insight about the potential for future hazard impacts, the scale and scope of impacts, and can be used help guide disaster mitigation, preparedness, and response plans.

Historical hazard data are also useful for conducting realistic, evidence-based preparedness exercises and for simulating hazard scenarios based on real-world events.

## Historical hazard layers

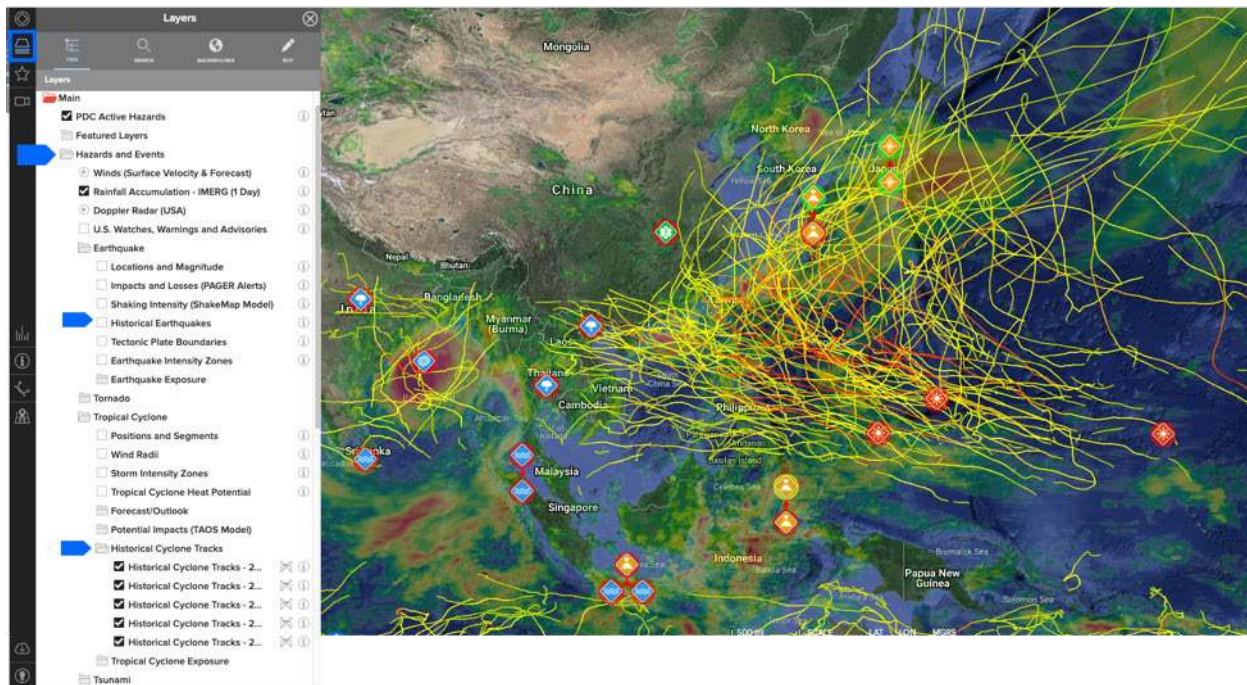
You can explore historical hazard data by selecting the type of hazard from the layers panel.



Click the **Layers** icon in the left toolbar. Scroll down to the **Hazards and Events** folder.



Expand the folder and navigate to the hazard type of your interest. Many types of hazards, although not all, have subfolders with historical information that can be viewed on the map.



## Advanced search for expired hazards

The **Advanced Hazard Search** is located under the **Hazards panel** and allows you to search active and historical DisasterAWARE Hazards. These include associated products such as custom maps, situation reports, damage assessments, and more.

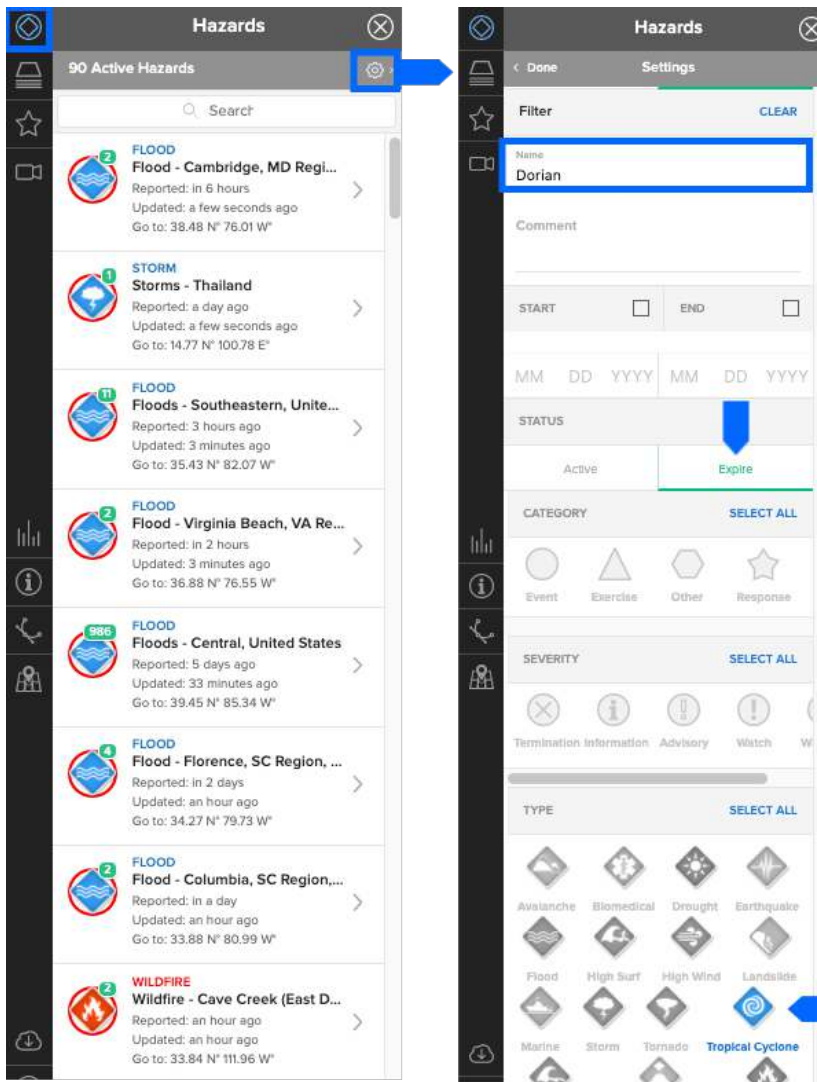


Click the **Hazard** icon on the left toolbar to open the hazards panel.



Next, click the **Gear** icon to the top right of the panel to use the **Advanced Hazard Search** feature. When searching for historical hazard information, be sure to turn off the **Active** button and turn on the **Expire** button.

If applicable, insert the **Name** of the hazard, a **Date** range, and/or **Types** of hazards you want to search.



Learn more about [advanced search filters](#) and capabilities.

## Disaster response events layers

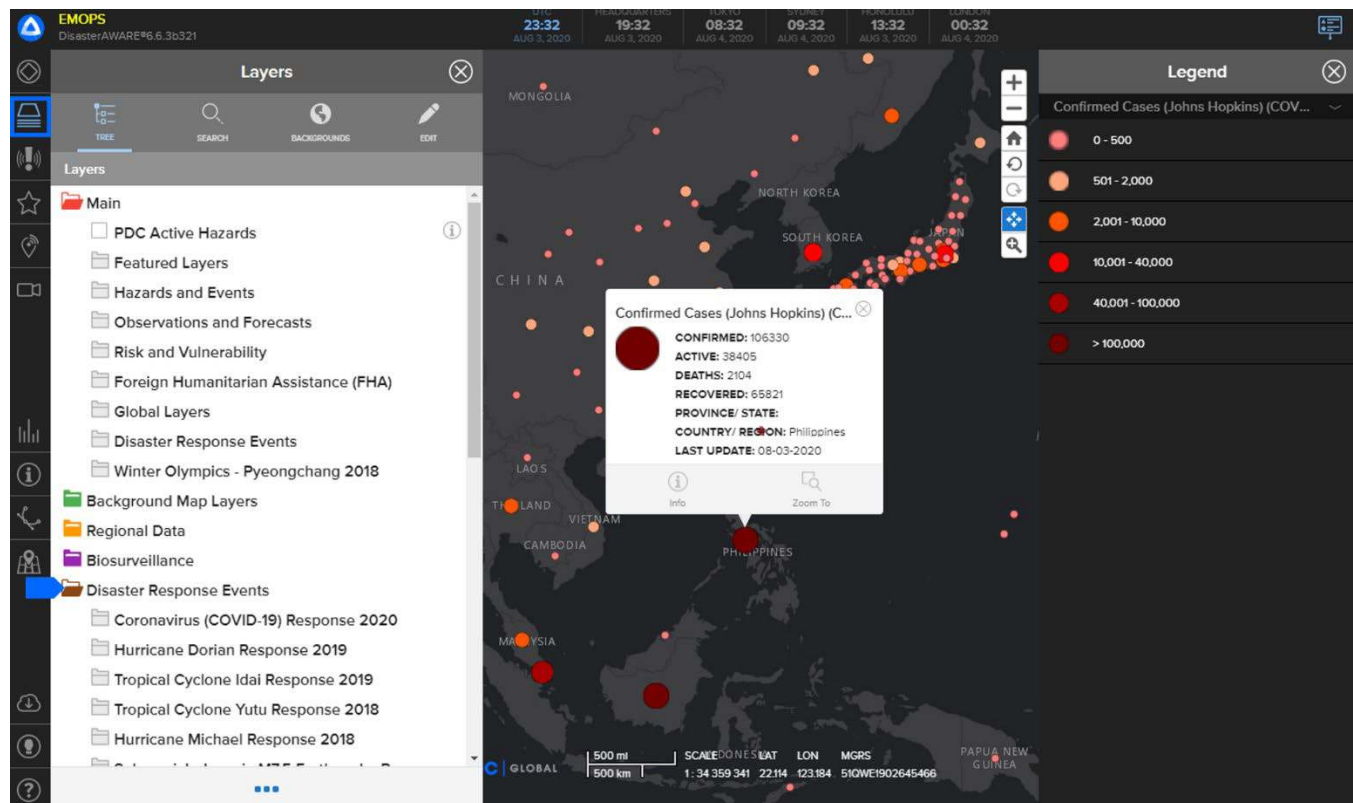
PDC stores data layers specific to major disasters for which it is providing support in the **Disaster Response Events** folder. This folder includes active and historical response events with information about hazard zones and impacts contributed by the international response community.



Click the **Layers** panel from the left toolbar.



Open **Disaster Response Events** subfolder to view all current and historical disaster response layers.



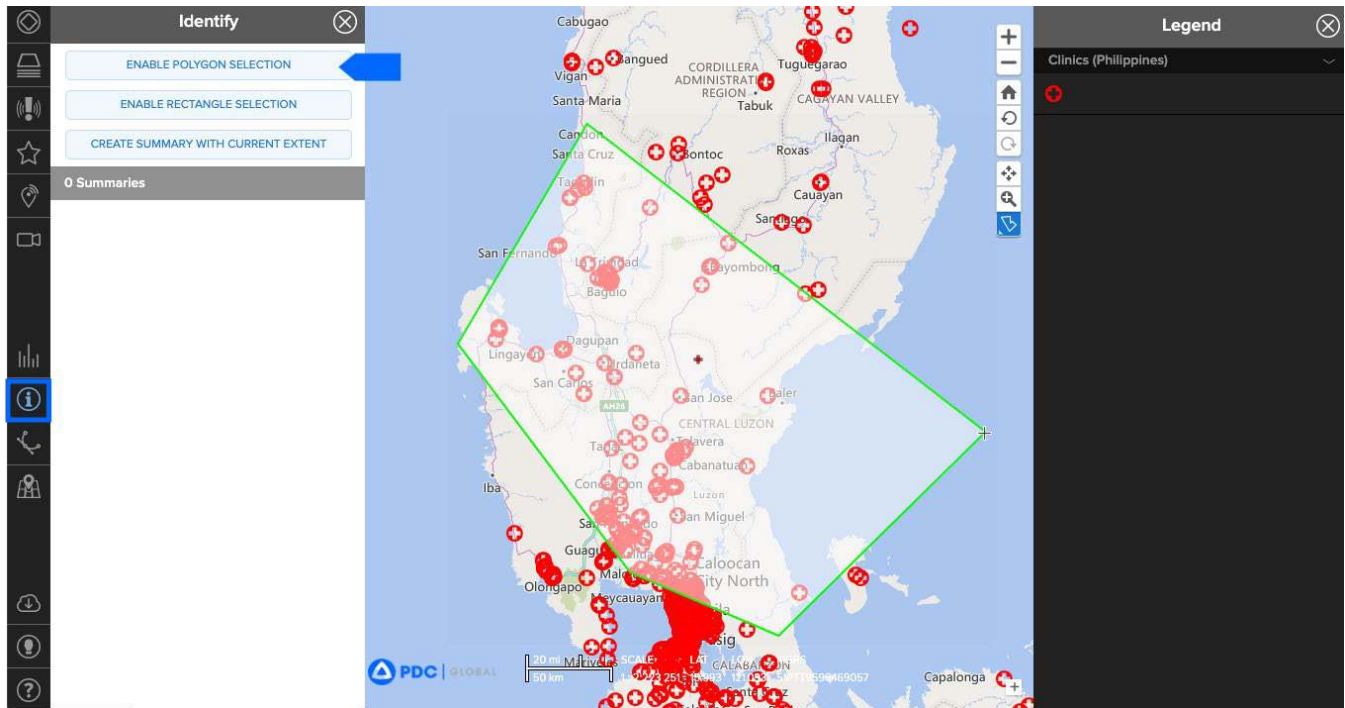
**Note:** Disaster Response Events layers are retained inside DisasterAWARE to provide important insights about historical hazard events and their impacts, which is critical for planning for future events and preparedness exercises.

## Identify tool

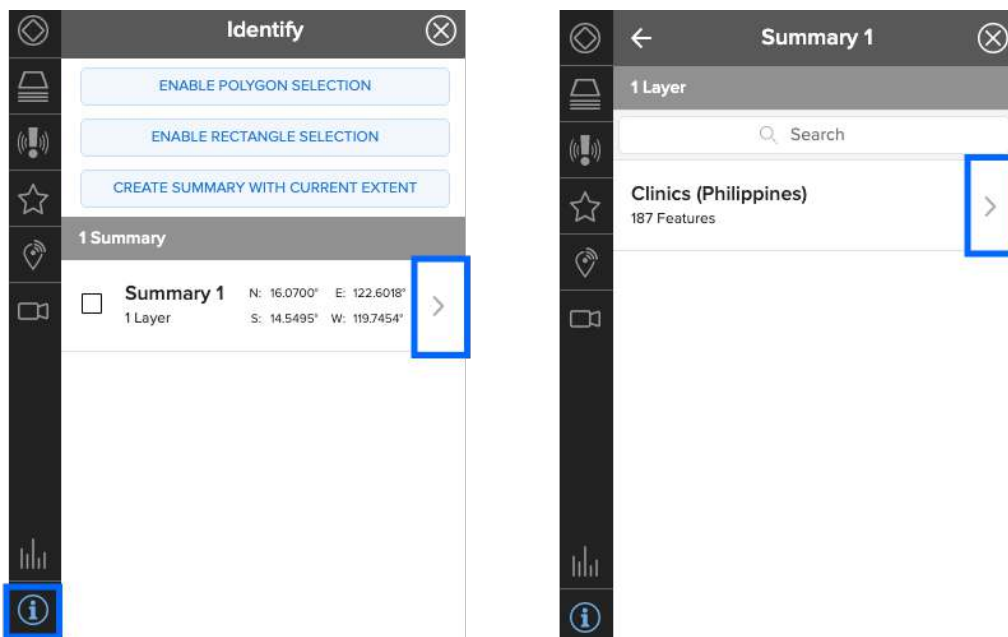
The identify tool allows you to view the details of multiple layer features at once, rather than clicking on each individually on the map.



With the layers of interest displayed, click the **Identify** tool on the left toolbar. Next, choose from one of the three buttons shown below to select an area on the map.



After selecting an area on the map, you will see a **Summary** report listed in the **Identify** panel. Click the arrow located to the right of the **Summary** report to view data within the selected area. Summary reports will be automatically removed at the end of each session.



You will see the tabular data for the **Summary** report and expand the panel to see more columns. You can also zoom the map to a record within the data table, as well as **Search** by keyword.

The screenshot displays the EMOPS DisasterAWARE interface. At the top, there's a header with the EMOPS logo and version (6.6.3b321), and a row of time zones: UTC (18:08), NEW YORK (14:08), HONOLULU (08:08), TOKYO (03:08), SYDNEY (04:08), and BUENOS AIRES (15:08). Below the header, the main content area is split into two panels. The left panel, titled 'Summary 1', shows a list of clinics in the Philippines (187 total). The right panel shows a map of the Philippines with red cross markers indicating the locations of these clinics. A callout box with a double-headed arrow points to the right edge of the table panel, with the text 'Click and drag edge of panel to expand.'.

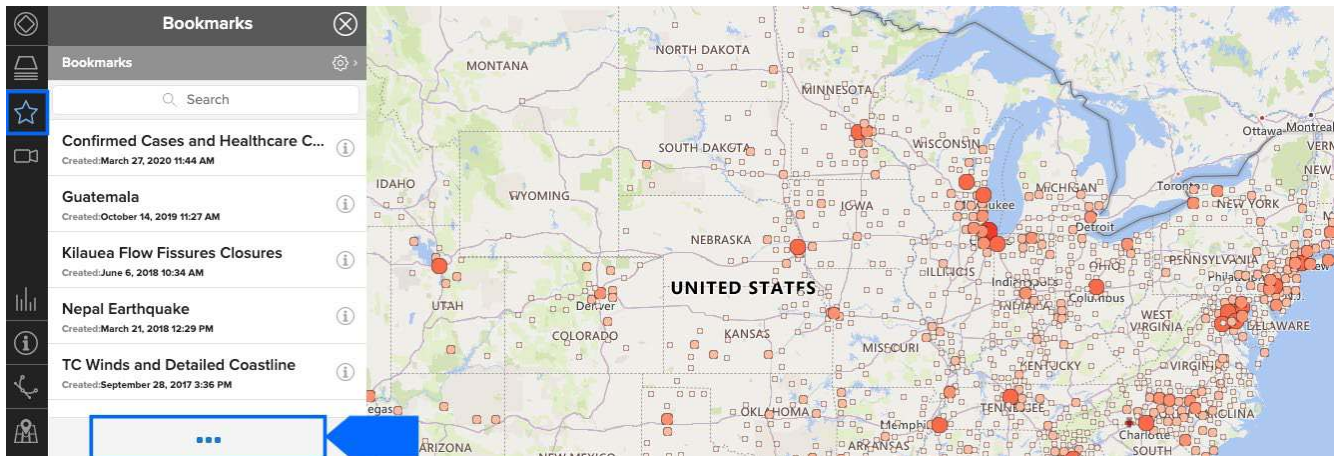
ZOOM TO	NAME	DESCRIPTION
	Lacasandile Medical Clinic and Diag	Clinics and doctor's offices located in
	Dr. Gaerlan Clinic	Clinics and doctor's offices located in
	Sudipen Rural Health Unit and Birth	Clinics and doctor's offices located in
	Health Center	Clinics and doctor's offices located in
	Villalon Medical & Maternity Clinic	Clinics and doctor's offices located in
	Parish Clinic	Clinics and doctor's offices located in
	heart n brain clinic	Clinics and doctor's offices located in
	Canaoay Health & Wellness Station	Clinics and doctor's offices located in

## Bookmark frequently used layers



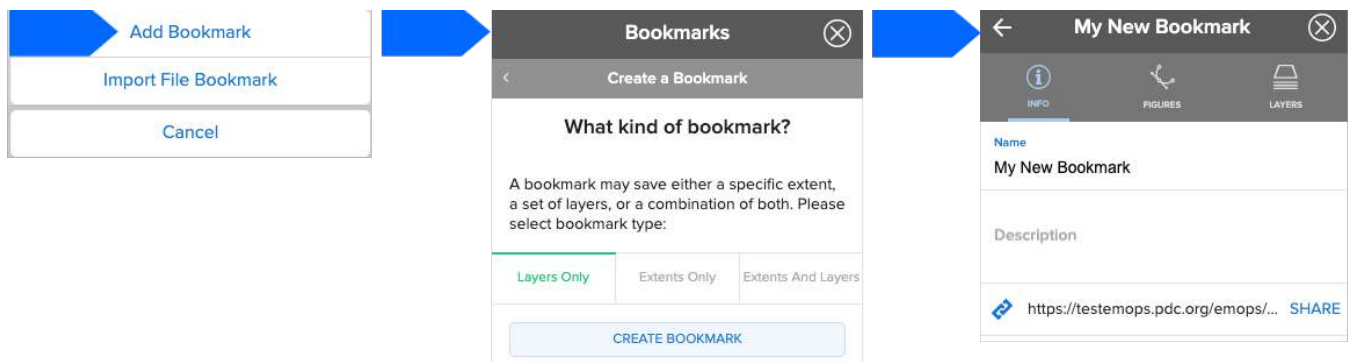
**Bookmarks** allow you to quickly save your map view and content, such as layers and drawings, and share it with other DisasterAWARE users to quickly convey critical information about an event in for a common operating picture. Create a series of bookmarks, depicting data and places you monitor regularly, and add them to your daily checklist.

Click the **Bookmark** icon on the left toolbar and then click the three dots at the bottom of the bookmark panel. Click **Add Bookmark** to save your current map layers for later access and share them with others.



After clicking the three dots shown above, select **Add Bookmark** and choose the layer preferences you'd like to save. By selecting the **Extends and Layers** option shown below, you will ensure the full frame and content of your current map is saved.

Be sure to name your bookmark something meaningful so it's easy to find at a later date.



The **Share** link shown above allows you to copy/paste the link and share your bookmark with other DisasterAWARE users.

**PRO  
TIP**

Bookmarks serve as an excellent, interactive alternative to briefing Powerpoint slides. You can automatically set your workspace default view to display the map area, zoom, and layers you want to view every time you log in. See the section titled [Customize your workspace](#).

## Favorite and recent layers

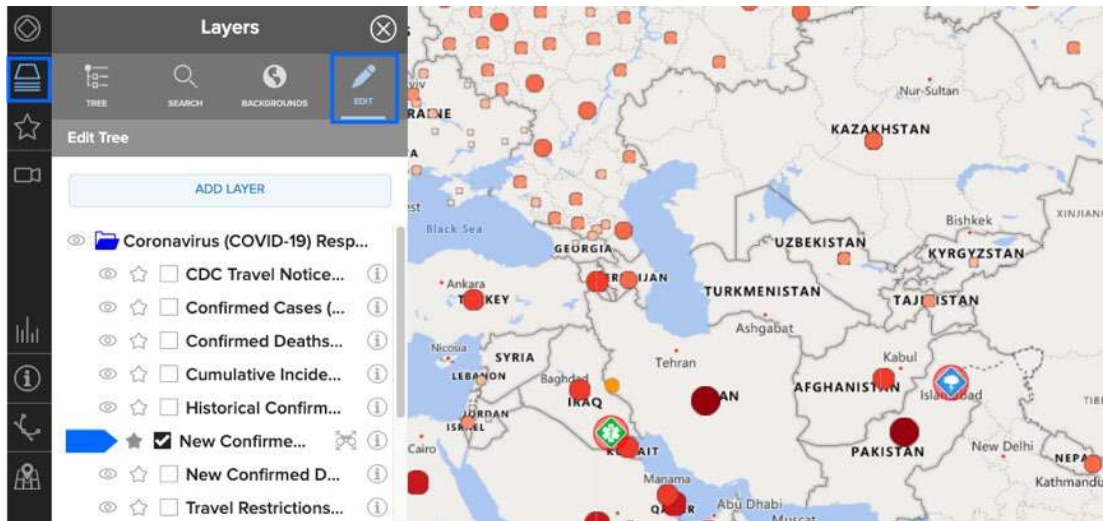
You can favorite any layer for quick access at a later date. This is useful for navigating to layers you need to visit frequently or for finding deeply nested layers you want to quickly return to at a later date.



Click the **Layers** icon from the left toolbar and select the **Edit** tab.

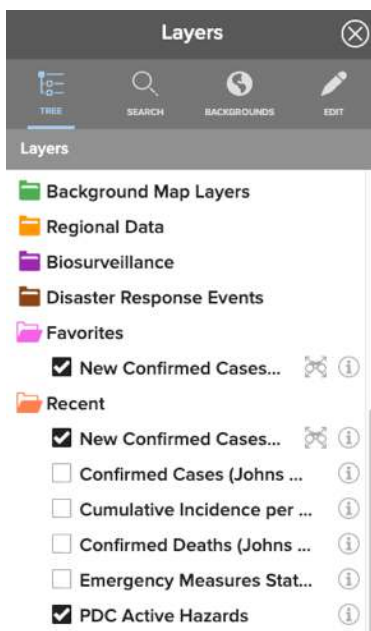


Select the star icon to the left of the layer you wish to favorite.



**Show or hide layers:** You can also show or hide folders and layers you don't want to see by clicking the **Eye** icon.

To view your favorite layers, open the layers panel and scroll down to the **Favorites** folder as shown below. Beneath the Favorites folder is the Recent folder which allows you to view and return to the last ten layers you accessed from your account.



# CREATE CUSTOM MAPS

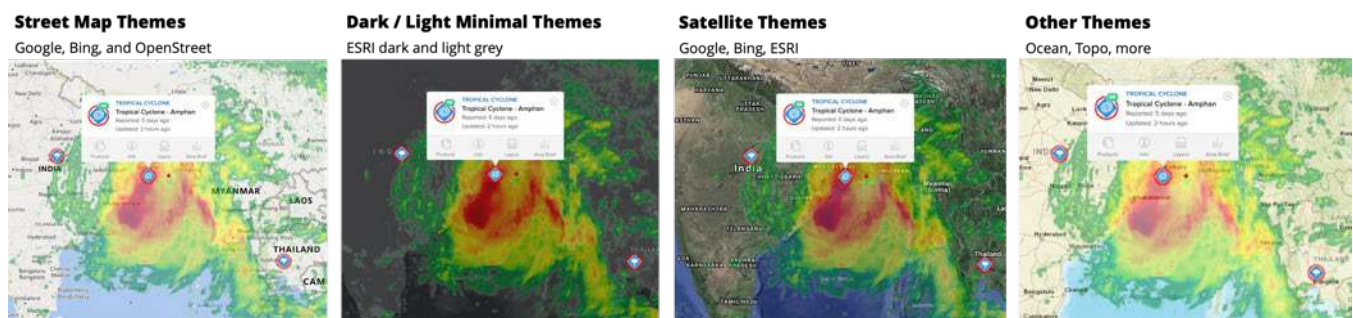
There are several options for creating customized maps in DisasterAWARE, including the ability to:

- Customize your background base map
- Import and display your own data layers
- Combine multiple layers into one map
- Add drawings, images, and text to your map

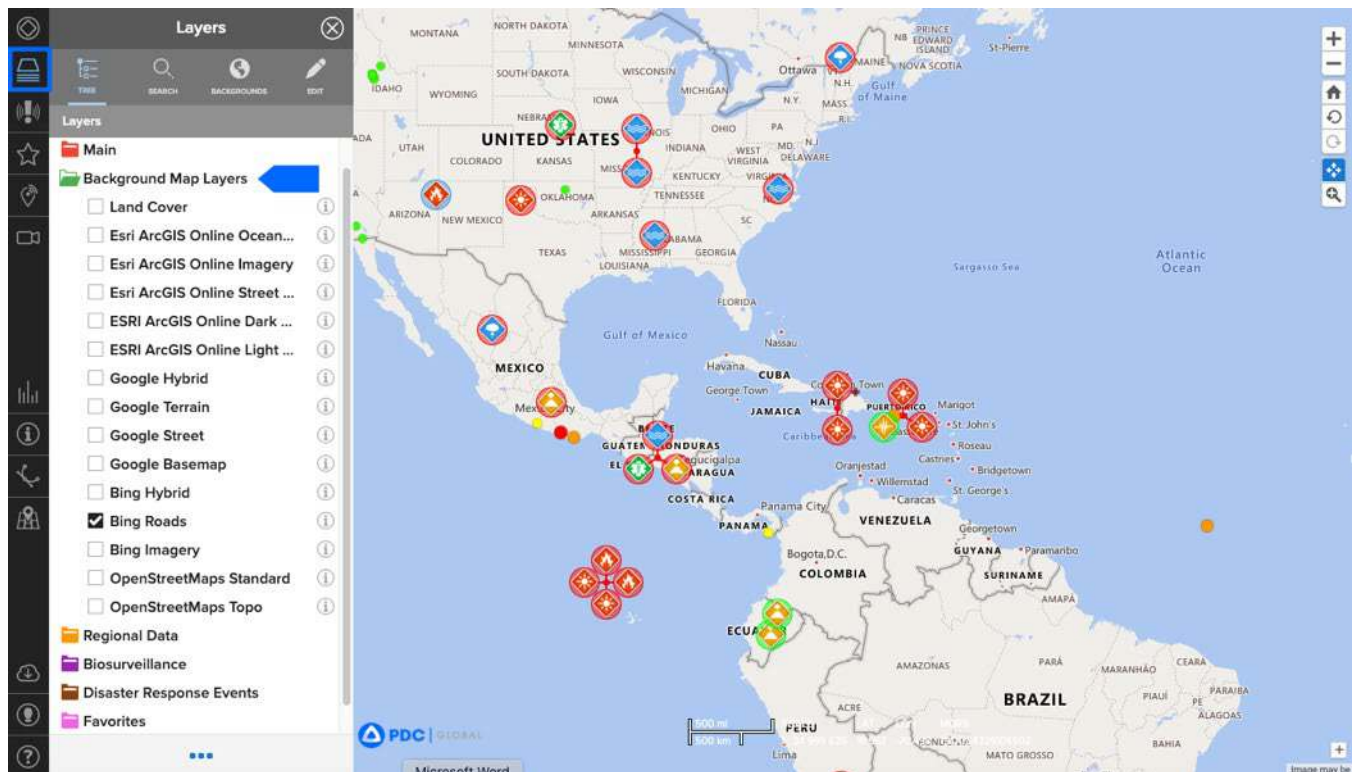
You can also upload and share content from outside sources including PDF map products, situation reports (SitReps), and other critical data to support informed decision making during a major disaster response event. Contact [response@pdc.org](mailto:response@pdc.org) for assistance with uploading files, or refer to the section on [System Administration](#).

## Change your default background map

DisasterAWARE comes with a variety of background maps that you can choose from. Below are just a few examples.



Click the **Layers** panel from the left toolbar and open the **Background Map Layers** folder. Check the option for the map theme you'd like to have displayed as your background map.

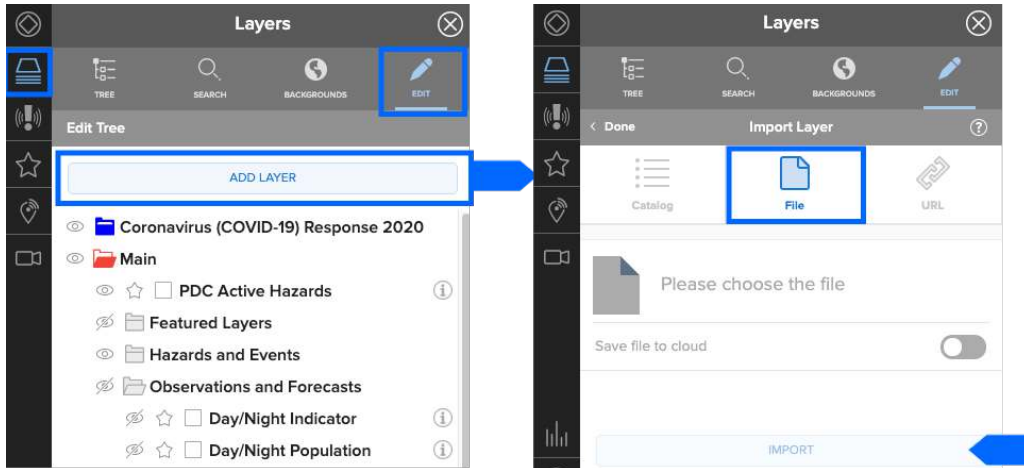


# Import and share your own data layers

## How to import data files



Want to import your own layers, such as a KML or Shapefile? Click the **Layers** icon on the left toolbar, and navigate to the **Edit** tab and then the **Add Layer** button.



Click the **File** option to import a KML or shapefile. Select the **Please choose the file** option and navigate to the external data file on your device. Select **Import** and the data will now appear under the **User Layers** folder in the **Layers** panel. Note: Shapefiles must be zipped prior to import. Do not change the default name of the zipped file.

If want to access your imported data in future sessions, be sure to select the **Save file to cloud** option. If you want to share it in a bookmark, be sure to also select the **Shareable via bookmark** option. Unless shared, imported KMLs and shapefiles are only viewable by you.

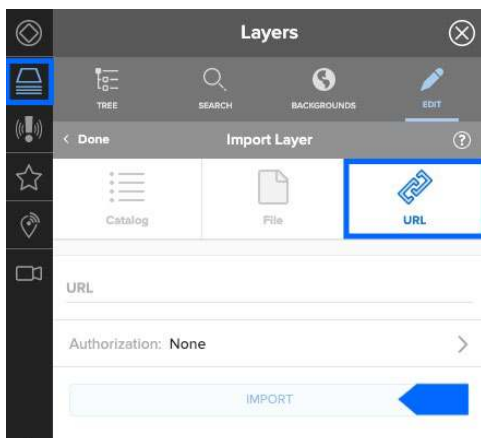
## How to import data from an external map service



You can also import external map services. Click the **Layers** icon on the left toolbar, and navigate to the **Edit** tab and then the **Add Layer** button.

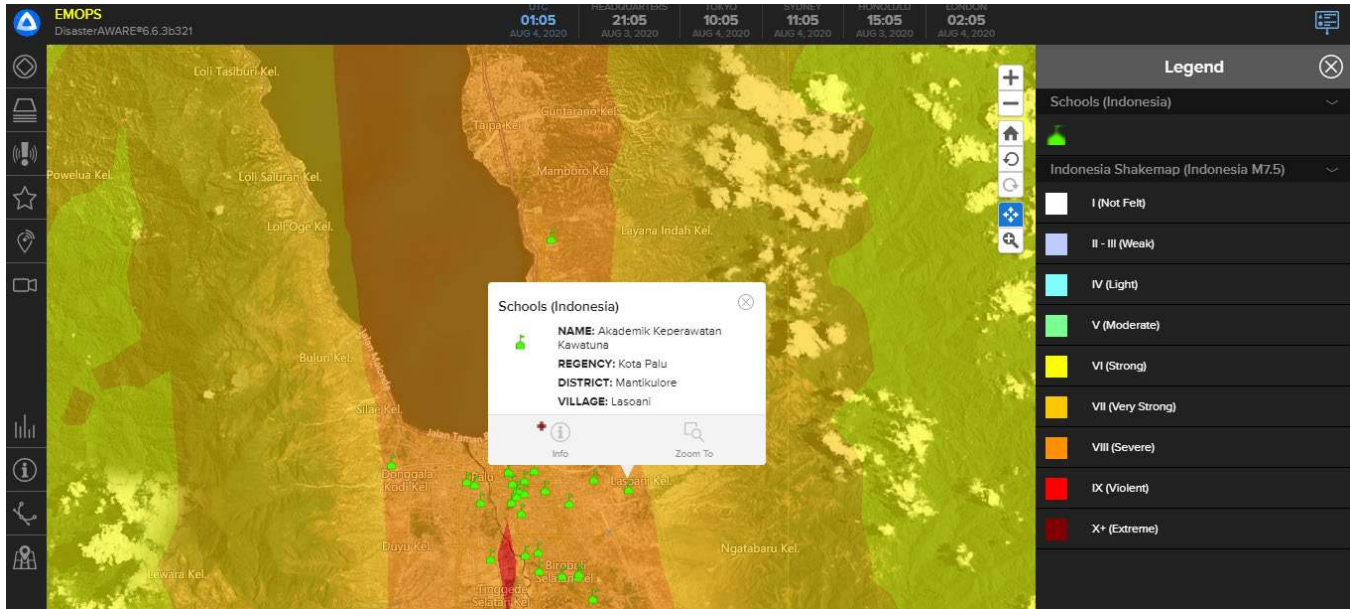


Click the **URL** icon to add public or authenticated map services from ArcGIS.com. If you need to include authentication, click the **Authorization** link shown below. You must then click the **Edit** icon and the **+** icon to add the web service link and authentication credentials. Imported map services will only be accessible by you.



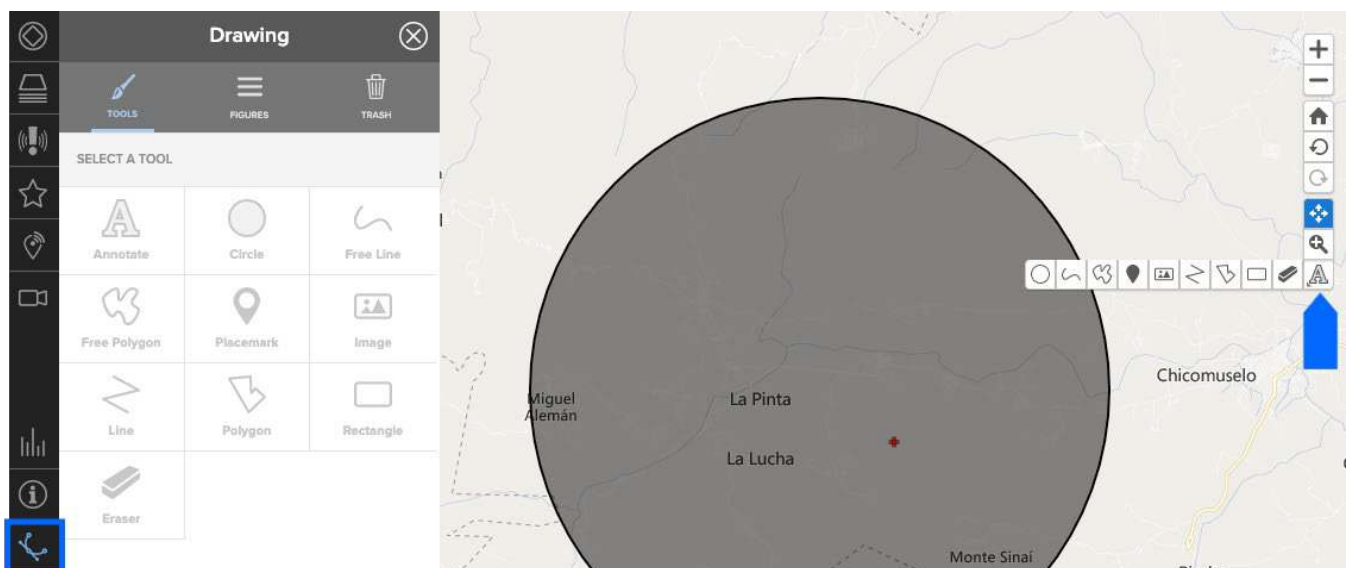
## Combine layers for more informed decision making

For example, you can display multiple layers at once to create a better understanding of potential exposure and impacts from a hazard, such as earthquake severity and the location of critical infrastructure. The example below shows that all schools in the impacted area have been exposed to severe ground shaking. These types of data combinations are critical for not only identifying key assets and population impacted, but also to show which areas may need to be prioritized for assistance and further assessment.



## Add drawings, text, and images to maps

Need to add your own information to the map, but are not a data or mapping expert? Use **Drawing** tools allow you to quickly add your own content such as preliminary damage and needs assessments, identification of staging areas, staffing and resources, areas and distances, and more. This section will equip you to do this, as well as walk you through how to export your custom drawings and share via Bookmarks.



**PRO TIP**

You can quickly access drawing tools from the right toolbar under the pan and zoom tools while the **Drawing** panel is open. Click and hold the button shown above to easily switch between tools.

## Add objects and shapes to the map



Click the **Drawing** icon on the left toolbar to view a list of different objects and shapes you can add to the map. Select a tool, then click on the map where to place it.

If using the Circle or Rectangle tool, click and drag to expand it. Other tools, such as Line and Polygon require a double-click on the map to complete the drawing. The Free Line and Free Polygon tools require you to click+ hold while moving your cursor to draw, releasing upon completion.

Your drawings will be listed under the **Figures** tab and will be automatically removed after your session has ended, unless bookmarked.



### PRO TIP

You can create objects in outside programs like Powerpoint (such as the legend shown above), and import them with the **Image** tool.

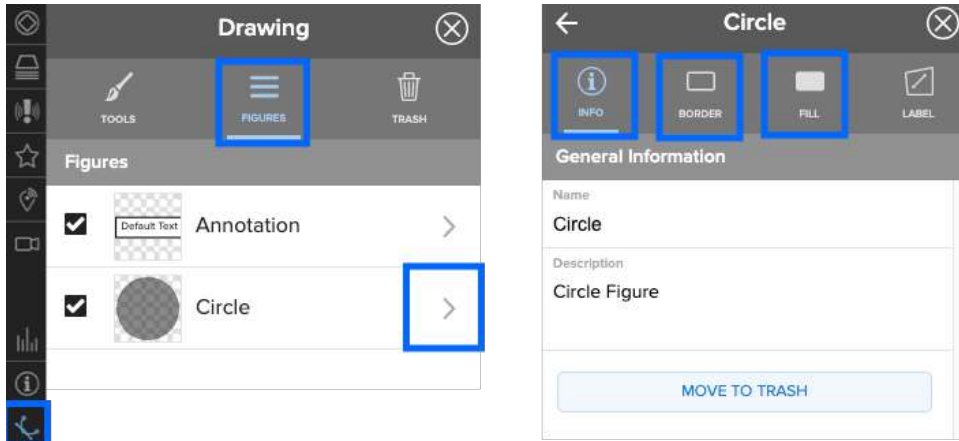
## Edit shape or object attributes

All tools include a set of attributes which can be accessed once a shape or object has been added to the map.

- Click the **Figures** tab in the **Drawing** panel then select the shape you want to edit or click an object you've added to the map to view its attributes in the drawing panel.

**Info** allows you to label your drawing, which helps you to quickly identify it in the **Figures** list. It also allows you to add critical details describing the drawings (e.g. damage classification, facility contact, field team status, etc.).

**Border** and **Fill** allow you to assign a color, as well as adjust transparency.

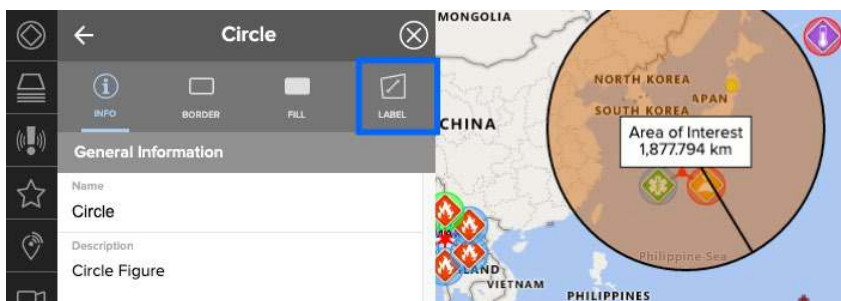


## Measure distance and area with shapes

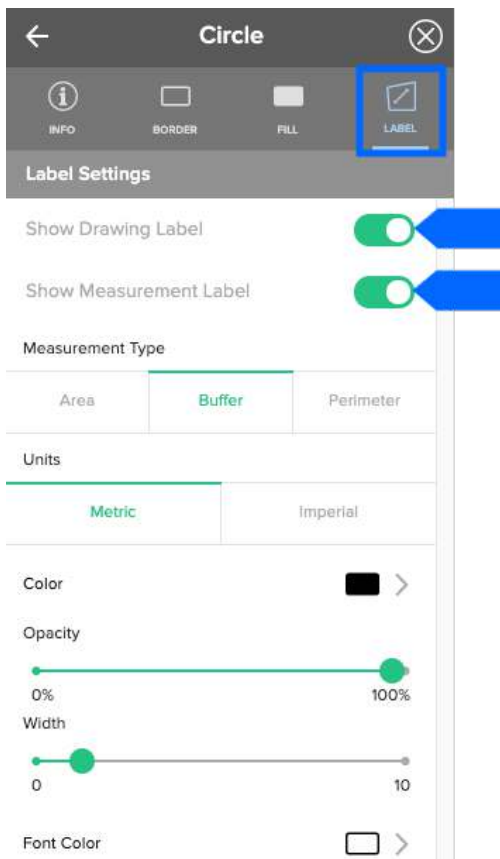


**Label** allows you to display the drawings label (added under Info). For circles, polygons, rectangles and lines, this option also allows you to measure length and area.

Add a **circle**, **polygon**, **rectangle** or **line** to the map. Click to edit object and then choose the **Label** tab in the drawing panel.



Toggle the attributes below to show the shape measurement and label, or to adjust other preferences like unit of measure, colors, and more.



The **Measurement Label** feature is very useful for measuring the length of a runway in support of relief operations, as well as measuring open space (e.g. an open field) in support of mass care.

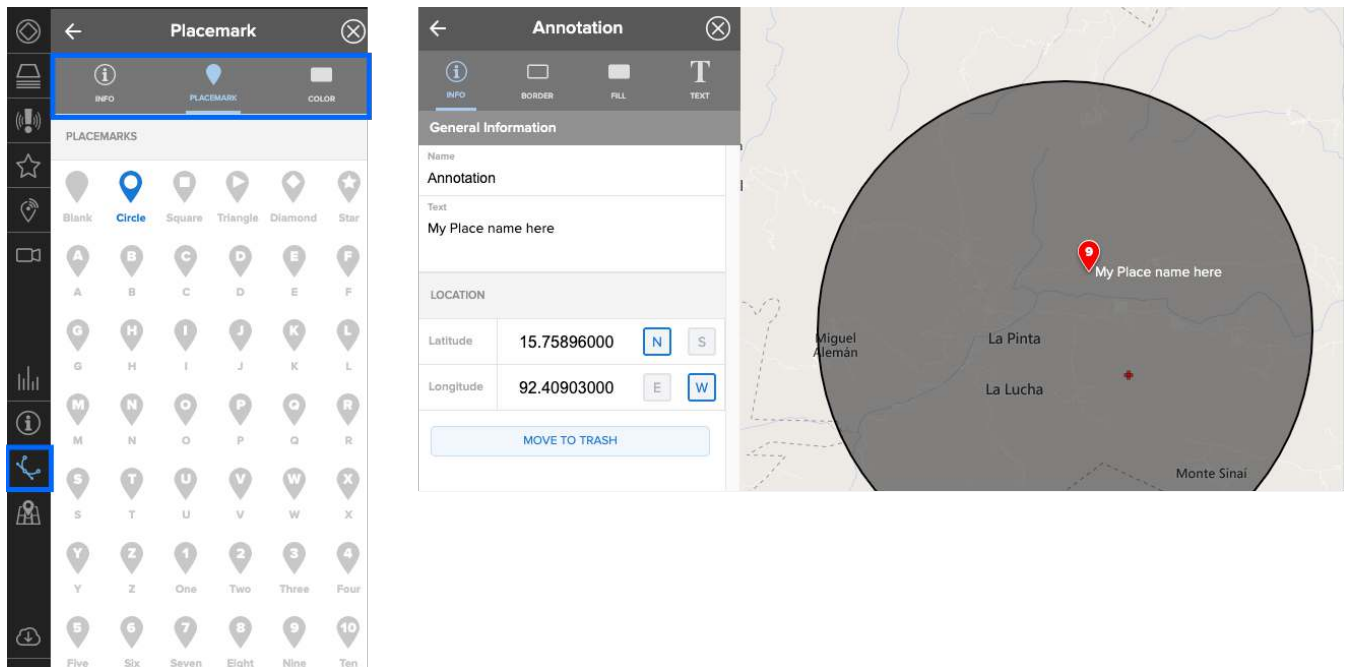
## Add place markers to the map



With the **Drawing** panel open, click the **Placemark** tool. Choose from one of many different styles of place markers. Click the **Info** and **Color** tabs to adjust the name and color of the placemark.



You can also click the **Annotate** tool in the **Drawing** panel to add a text annotation, or label to your place marker.

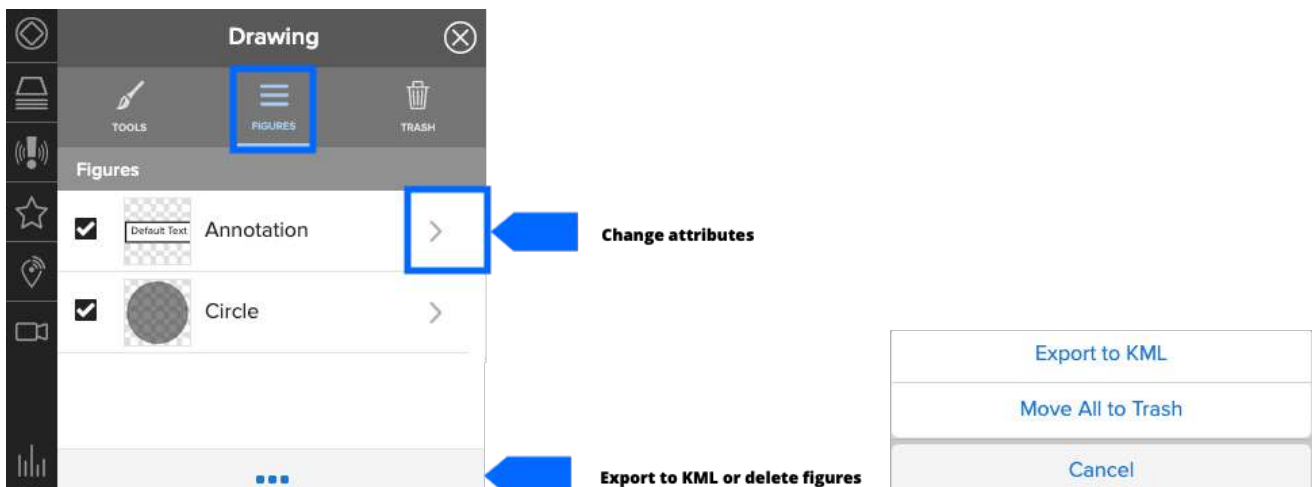


## Export or delete map drawings



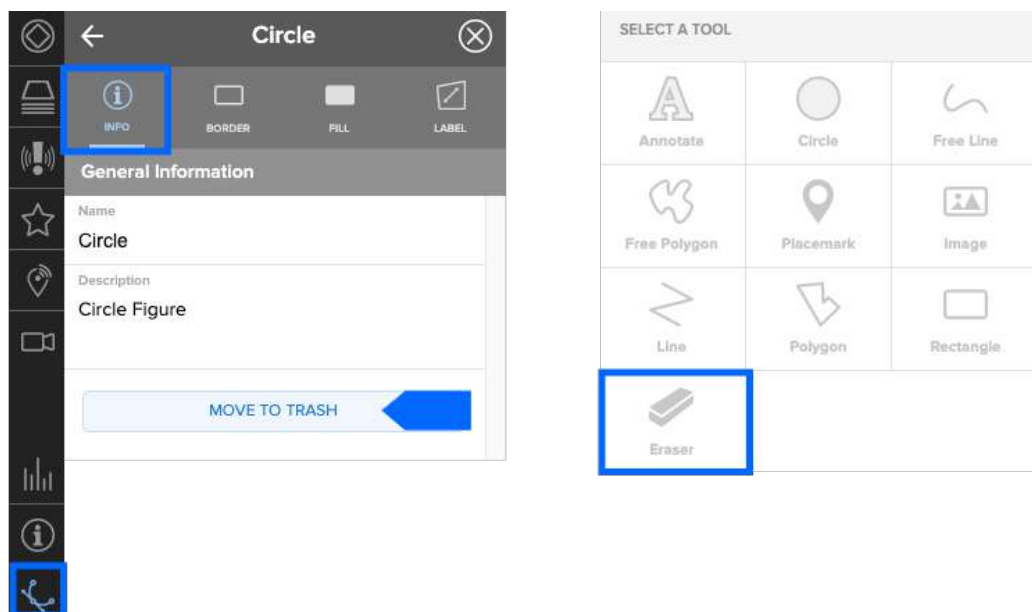
Click the **Drawing** icon from the left toolbar and then the figures tab to change the attributes of a figure you've created or export your figures as a KML data file.

To **export figures** you've created, check the box next to the figures you wish to export and then the three dots at the bottom of the panel, followed by **Export to KML**. You can also **delete figures** by clicking the three dots and then **Move All to Trash**.



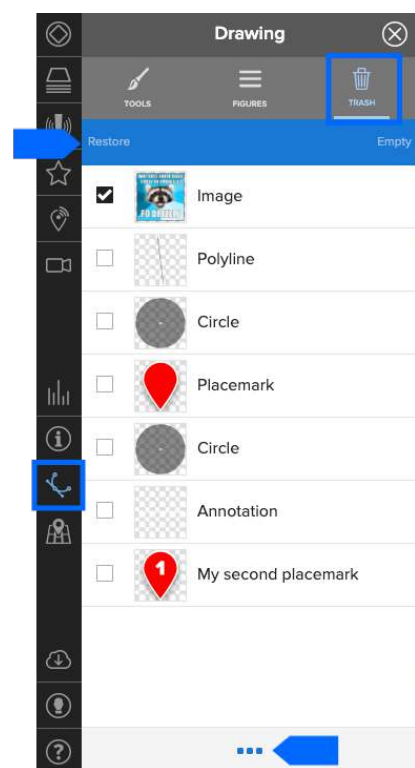
You can also remove drawings from the map by clicking the drawing with the **Drawing** panel open and selecting the **Info** tab, then the **Move to Trash** button.

Or, click the **Eraser** tool located in the **Drawing** panel and then click an object on the map to erase it.



## Restore erased shapes and objects

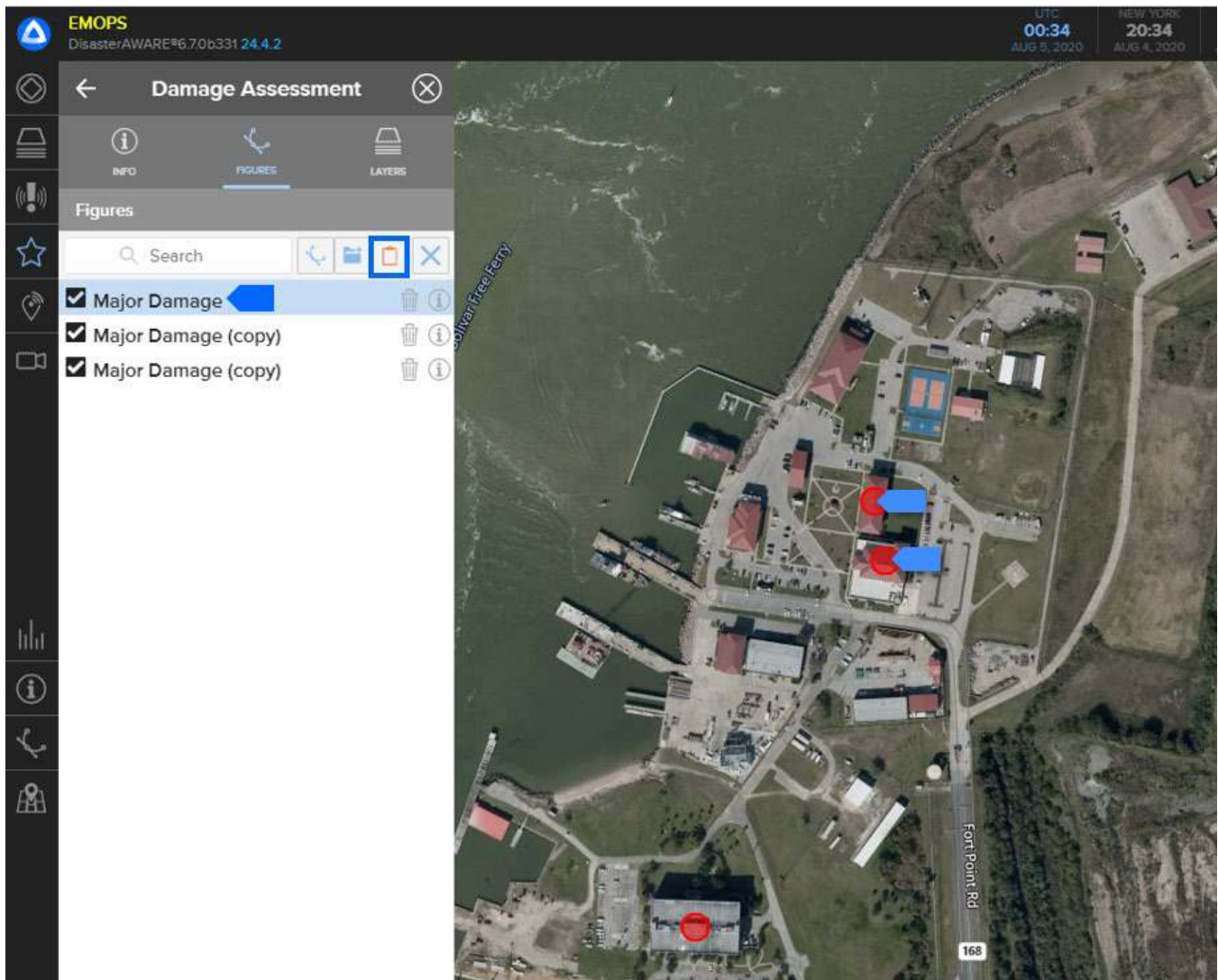
While in the **Drawing** panel, click the **Trash** tab. You will see a list of figures you've deleted. Check the item you wish to restore and then the restore link. You can also empty the trash bin of all deleted objects from this menu.



## Copy figures

The **Copy** option is very useful when you need to recreate the same drawing multiple times, such as adding the same color dot to multiple structures on the imagery basemap, representing the same level of assessed damage.

To copy, enable **Edit** mode and then click on the figure in the list you wish to copy. Click on the map to add a copy of that figure. Additional copies of that figure will appear on the map with each consecutive click until you deselect the **Copy** option.



## BOOKMARK AND SHARE INFORMATION

### Bookmark and share your drawings

Bookmark your drawings and custom maps to save them and share with other users. This is useful for shared situational awareness and quickly communicating critical information.

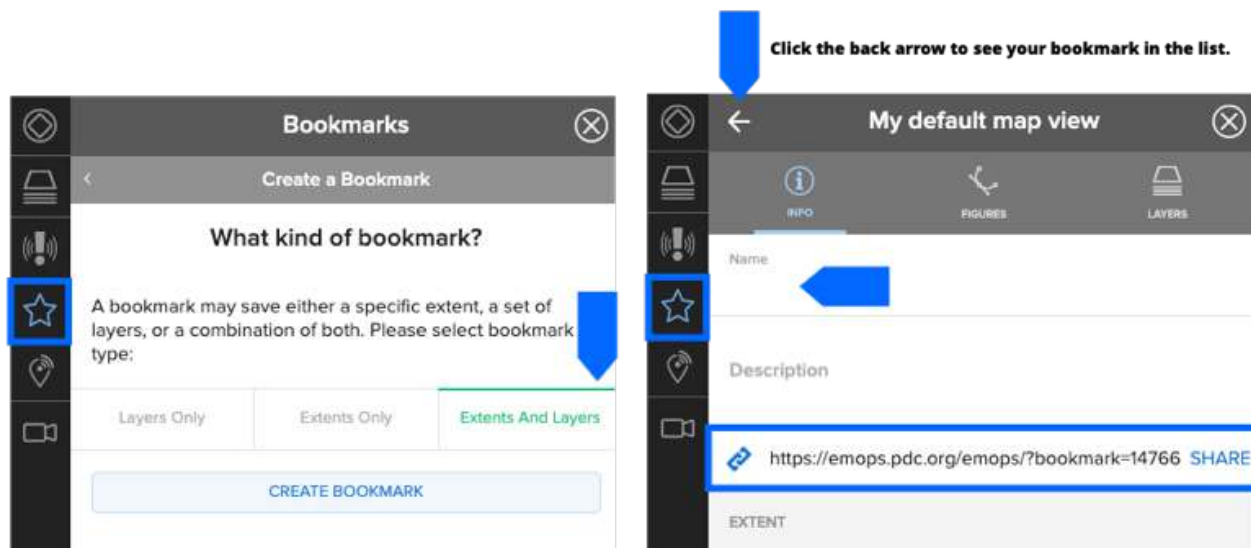


Click the **Bookmark** icon on the left toolbar and then click the three dots at the bottom of the bookmark panel.



After clicking the three dots shown above, select **Add Bookmark** and choose the layer preferences you'd like to save. By selecting the **Extents and Layers** option shown below, you will ensure the full frame and content of your current map is saved.

Be sure to name your bookmark something meaningful so it's easy to find at a later date.



The **Share** link shown above allows you to copy/paste the link and share your bookmark with other DisasterAWARE users.

#### PRO TIP

Bookmarks serve as an excellent, interactive alternative to briefing Powerpoint slides. You can automatically set your workspace default view to display the map area, zoom, and layers you want to view every time you login. See the section titled [Customize your workspace](#).

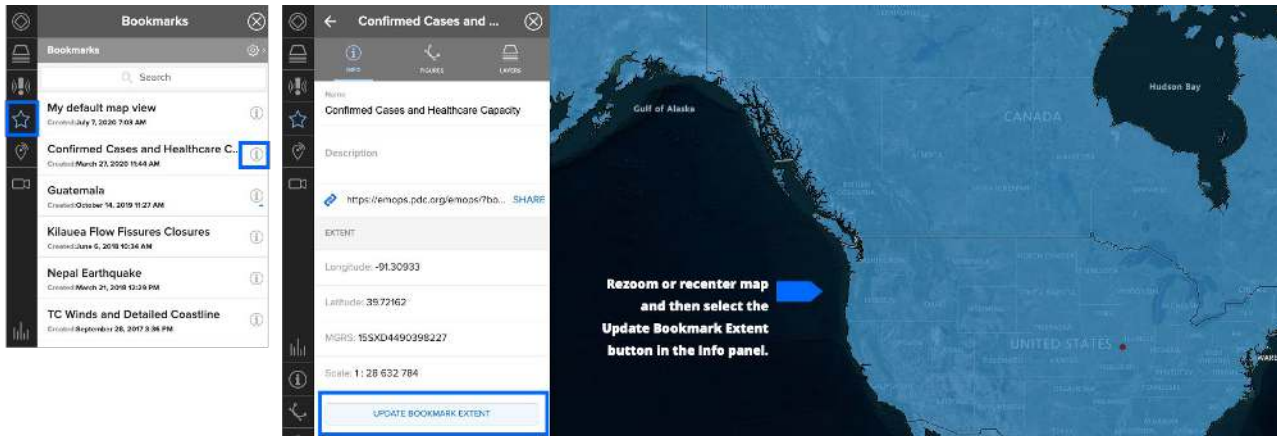
## Edit bookmarks

It's often helpful to be able to edit a bookmark you've shared with new updates from the field. For instance, you may want to add additional drawings that delineate assessed structures, or a change in status (e.g. planned assessment areas, completed assessments).

### Change bookmark extent



While in the **Bookmarks** panel, click the **Info** icon next to the name of a bookmark you want to update. Zoom or re-center the map and then select the **Update Bookmark Extent** button. Your bookmark will now open to the updated extent when revisited.

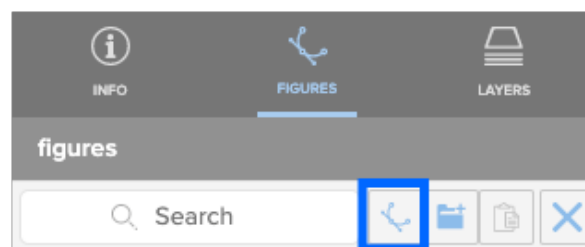
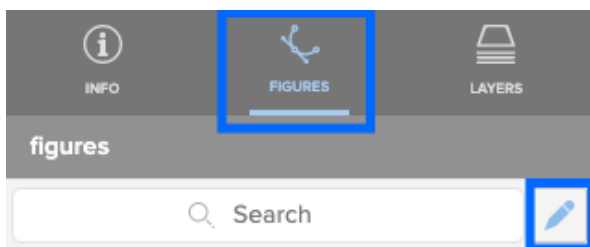


### Add figures to an existing bookmark

You can add drawings, photos, text annotations and other figures to a bookmark you've already created. Click the **Info** icon next to the bookmark you want to edit. While in the **Bookmarks** panel, click the **Figures** tab.



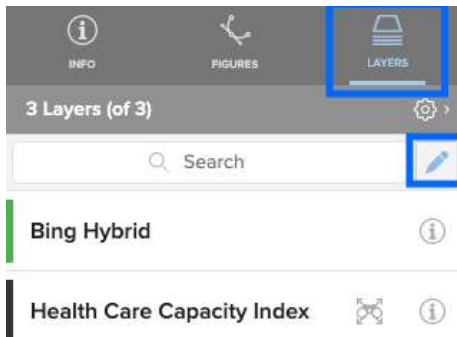
Once in the **Figures** panel, click the **Edit** icon. Next, click the **Drawing** icon to add a figure. You can organize figures into folders by clicking the folder icon, and then dragging and dropping the figures into the folder.



## Add layers to an existing bookmarks



You can add or change **Layers** in an existing bookmark. Click the **Info** icon next to the bookmark you want to edit. While in the **Bookmarks** panel, click the **Layers** tab and then the **Edit** icon as shown below.



## View and manage your bookmarks

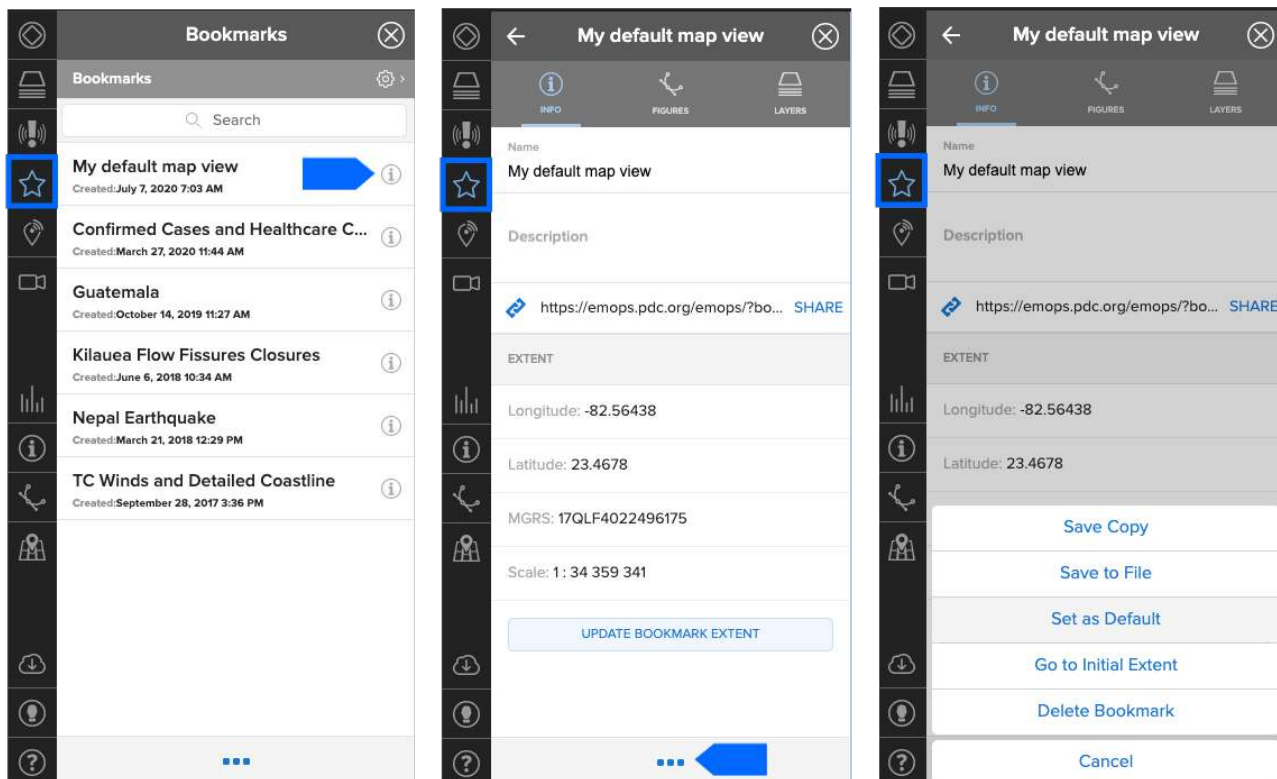


To view your list of bookmarks, edit the name of a bookmark, delete or export a bookmark, or to locate the URL of a bookmark you've already created, click the **Bookmark** icon on the left toolbar to view your list of bookmarks.



Click the **Info** icon to the right of the bookmark name in your bookmarks list to copy/paste the bookmark link. This icon also provides helpful information about the map extent, layers activated, and when the bookmark was created.

Follow prompts below delete, duplicate, or share a bookmark as a JSON file that can be imported into another person's account.



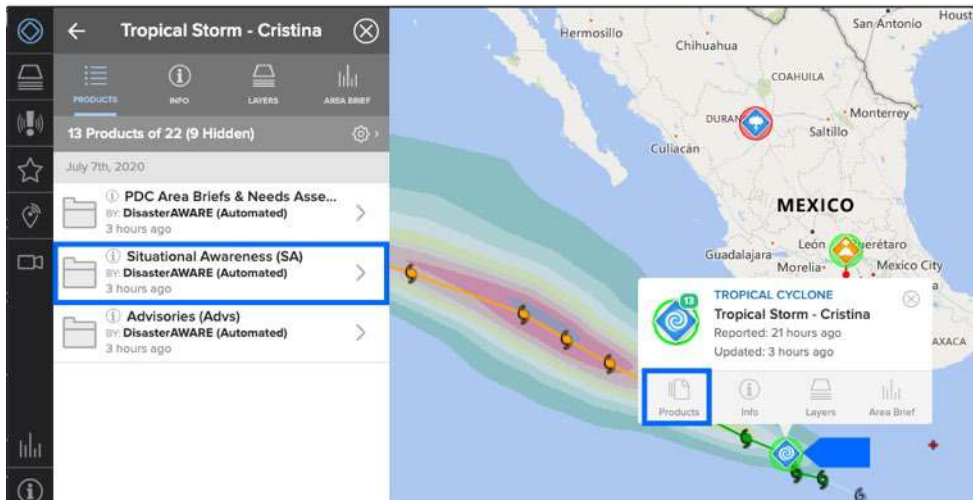
Use the **Search** option in the **Bookmarks** panel to locate bookmarks by keyword.

## Share your products in DisasterAWARE

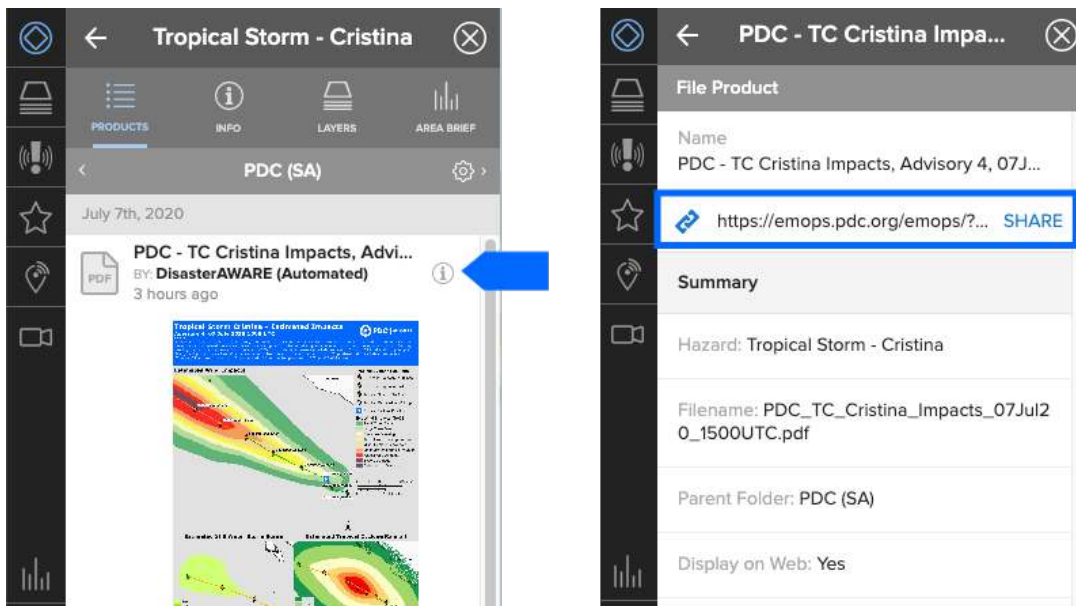
Users with administrative privileges have the ability to add and edit hazard products in DisasterAWARE, such as a File (e.g. photo, map, SitRep, report) and URLs (e.g. link to website or bookmark URL). To learn more about administrative capabilities see the section on [System administration](#). If you do not have administrator privileges, but wish to share a product, contact [response@pdc.org](mailto:response@pdc.org) to have your file uploaded to the system.

### Sharing an existing hazard product

You can share any product associated with a hazard in the system by clicking a **Hazard** icon on the map and then the **Products** link from the map tooltip. Navigate to the products folder of interest.



Once you have identified a product you wish to share, click the **Info** icon. Then copy/paste the link provided to share with other authorized users (requires log in).



## CUSTOMIZE YOUR WORKSPACE

There are several options for customizing your DisasterAWARE workspace and experience:

- Choose custom language preferences and time zones (see section above on [adjusting language preferences](#)).
- Change the default background map, zoom extent, and visible layers.
- Customize your layers panel.

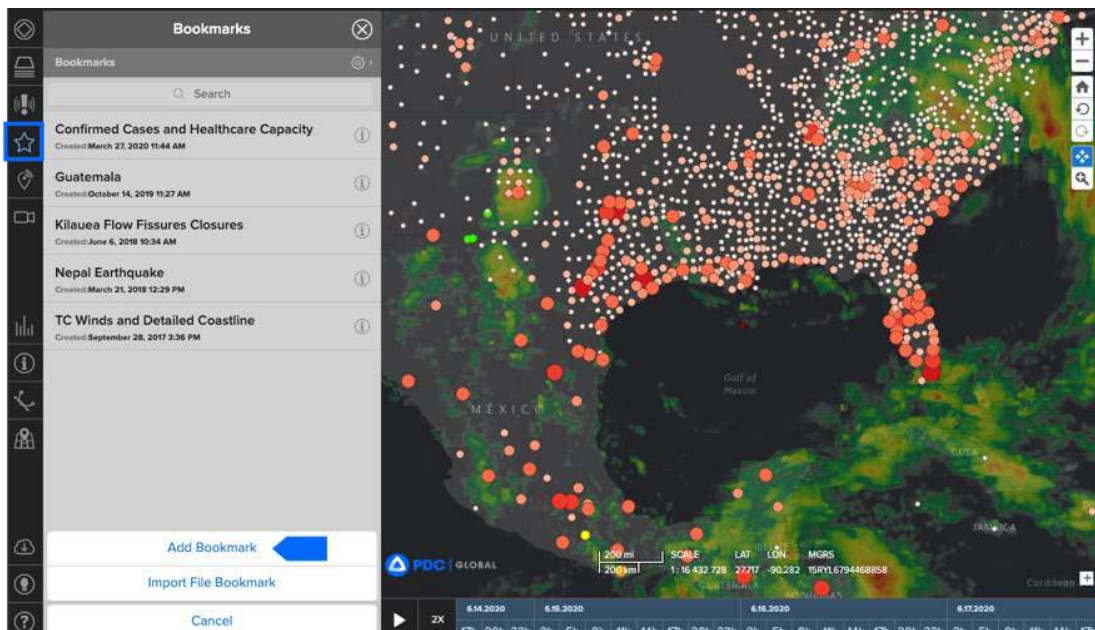
### Customize your default map view

You can customize the default map view so when you login into the system, it appears with the desired background map, zoom extent, and the visible layers. To learn more about customizing maps, see the section above on how to [create and share customized maps](#).

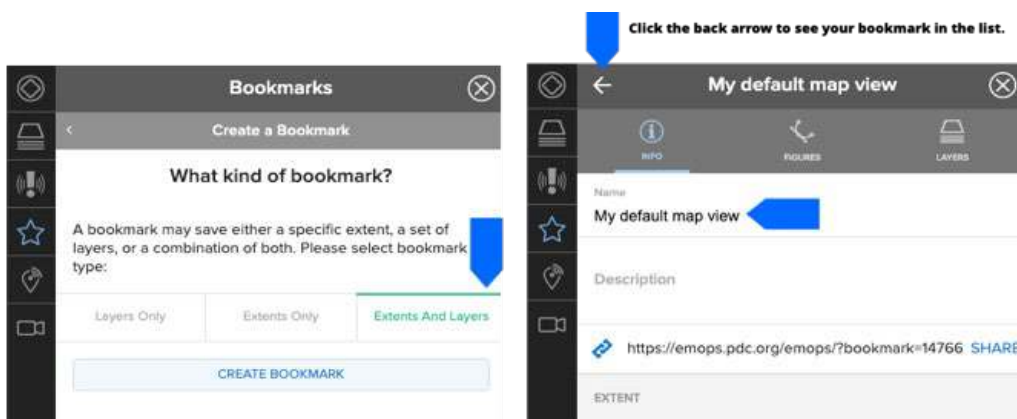


Once you have your map setup the way you want it to appear at each login, click the **Bookmark** icon on the left toolbar. Next, click the three dots at the bottom of the bookmark panel.

Next, Click the three dots at the bottom of the **Bookmark** panel, and then **Add Bookmark** to save your current map layers. Be sure to name your bookmark something meaningful so it's easy to find at a later date.



Choose the **Extents and Layers** option, **Create Bookmark** button, and give your bookmark a meaningful name like "Default map." Learn more about creating bookmarks in the section [Bookmark and share information](#) above.



Once your default map bookmark has been created, you are now ready to assign the bookmark to your default map view.



Click the **User** icon from the left toolbar, and then the **Bookmark** link. Select the default map bookmark you just created and click **Done**. Your default bookmark will now be the view you see each time you login to the system.



## Reset default map



To reset the default map to its original view, click the **Bookmark** link on the left toolbar.



Click the **Info** icon and then click the three dots at the bottom of the **Bookmark** panel and then **Delete Bookmark**.

## Customize your layers list

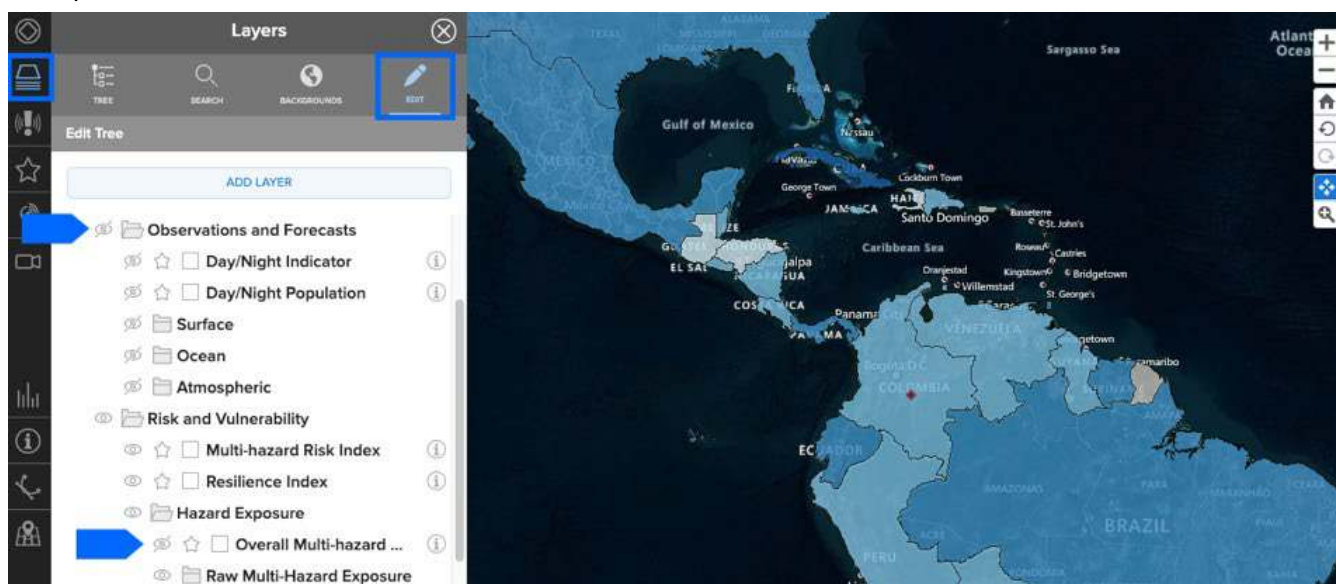
DisasterAWARE provides you with access to thousands of layers specific to hazards and geographies around the world. If you want to narrow your list of visible folders and / or layers, you can simply hide them from the Layers list. This only hides them on your account, and they can be unhidden at any time.



Click the **Layers** icon from the left toolbar and select the **Edit** tab.



Click the **Eye** icon to show or hide folders or specific layers.



## ADVANCED MONITORING TOOLS AND CAPABILITIES

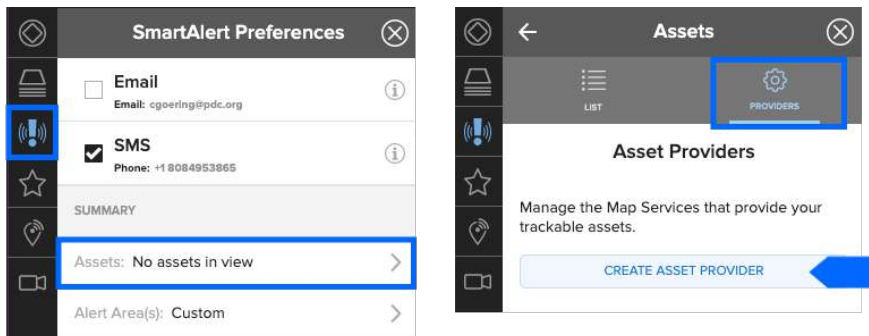
### Track the safety of your assets

Track your stationary or moving assets (such as buildings, personnel, or goods in transit), and receive alerts when a hazard poses a threat.

#### Import asset to be tracked

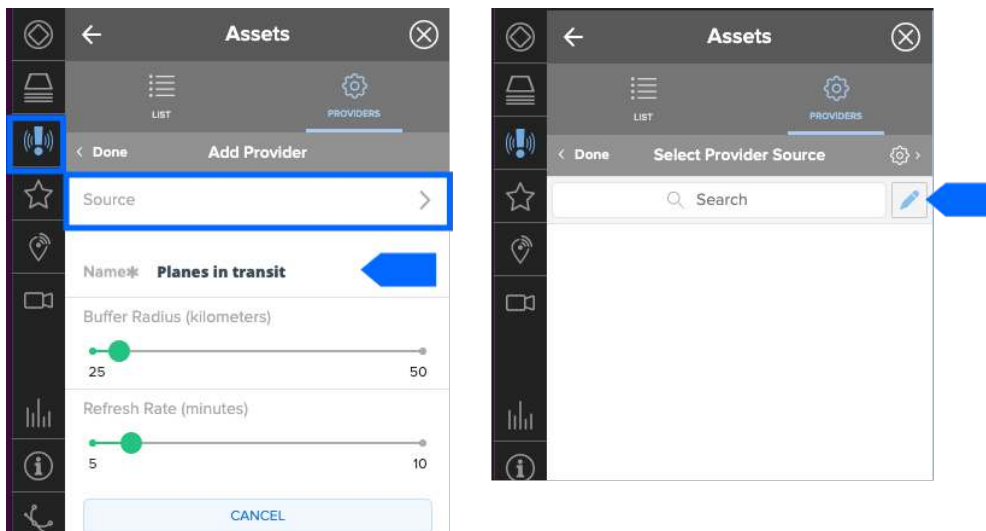


To setup asset tracking, click the **SmartAlert** icon on the left toolbar and then click the **Assets** link. Once the **Asset** panel opens, click the **Providers** tab.

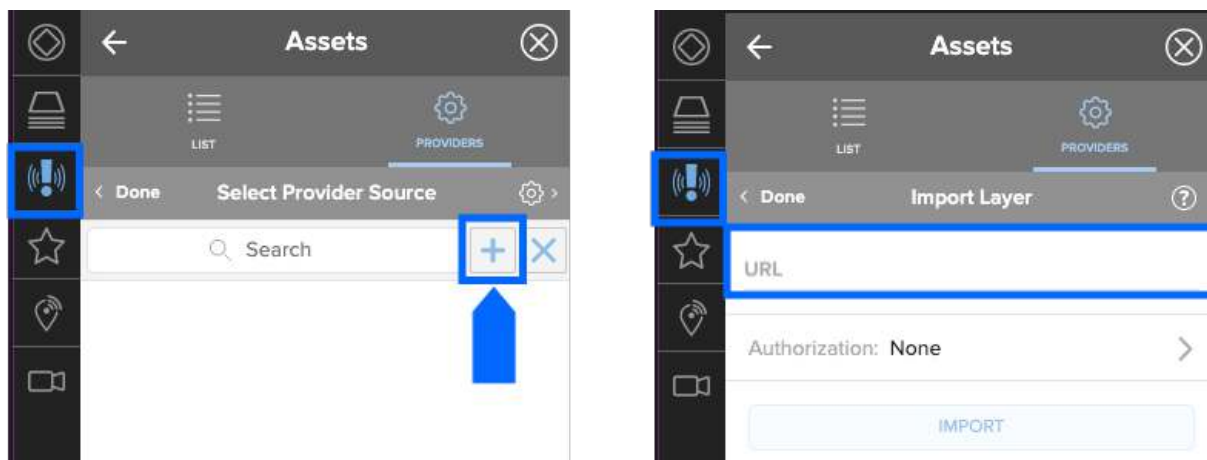


While in the **Providers** tab, click the **Create Asset Provider** button. You will need to add a data source for the assets you want to monitor.

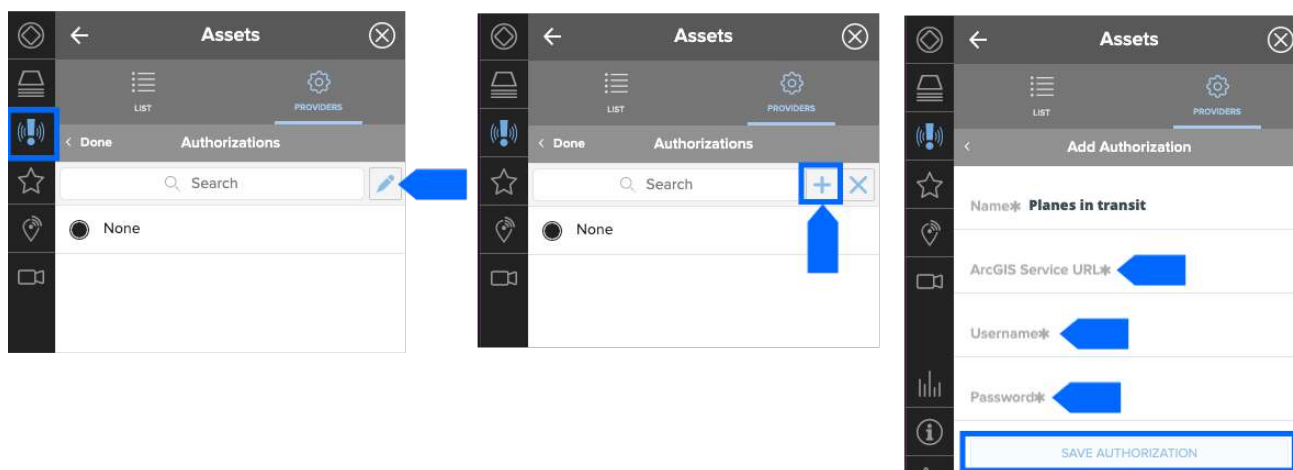
Enter a meaningful name for the asset data layer you want to import and click the **Source** link. Next, click the **Edit** icon to begin the process of adding an asset layer to the system.



Now click the **Plus (+)** symbol and add a web service URL for the assets layer you wish to import. If required, you can also add credentials needed to access the service by clicking the **Authorization** link.



To add authorization credentials, click the **Edit** icon, then the **Plus (+)** symbol, and then enter the layer authorization details shown below. Authorizations will remain in the list for future use, should you wish to import other asset sources that utilize the same authorization. You can remove authorizations at any time.



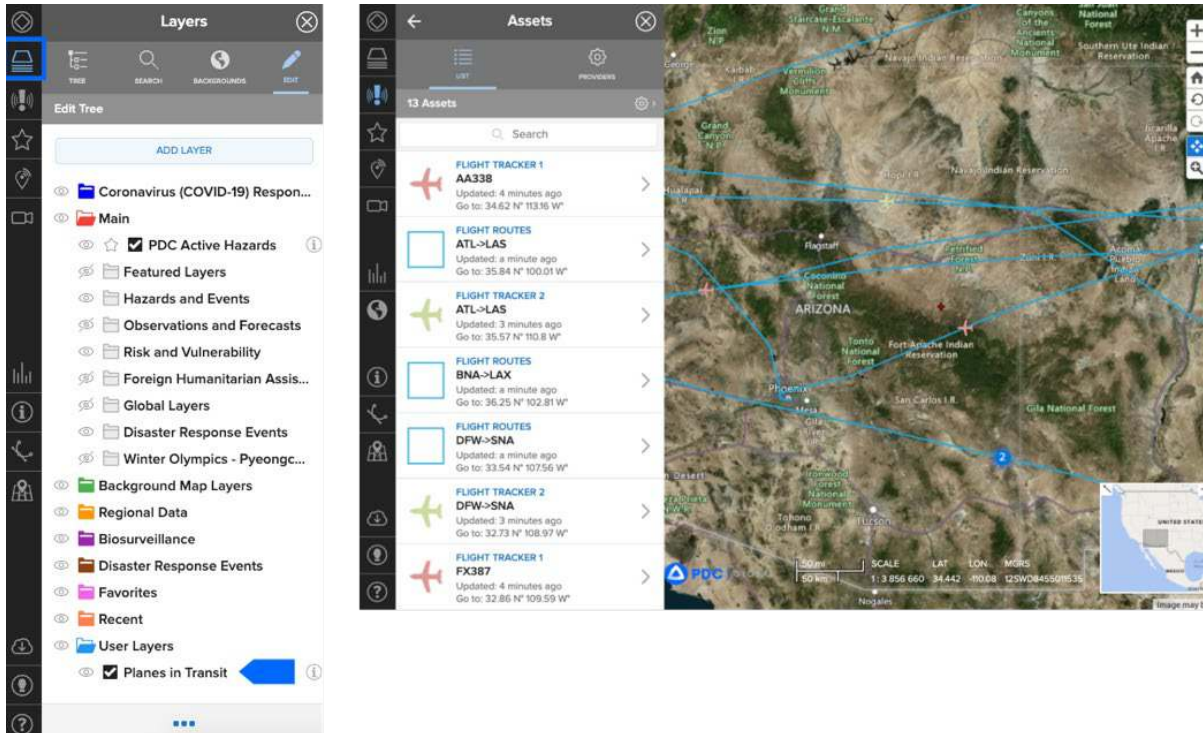
## View imported asset layers



Click the **Layers** icon in the left toolbar to view your list of layers.



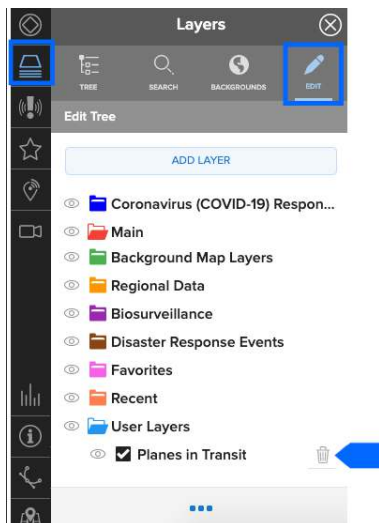
The asset layer(s) you've added will appear under the **User Layers** folder along with any other data layers you've previously imported.



## Delete asset layers and authorization credentials



While in the Layers panel, select the **Edit** button. Expand the **User Layers** folder and select the **Delete** button shown below for the layer you wish to remove.



### PRO TIP

You cannot delete authorization credentials until asset layers utilizing that authorization have been removed from your list of Asset Providers. Click the **SmartAlert** icon on the left toolbar, then **Assets > Sources** and select the credential you wish to delete. Next click the **Edit** icon and the **Delete** (x) icon.

## Live cams

DisasterAWARE provides live camera monitoring and footage in select locations around the world.

Live cameras help increase situational awareness of on-the-ground conditions and are useful tool for disaster response and preparedness.

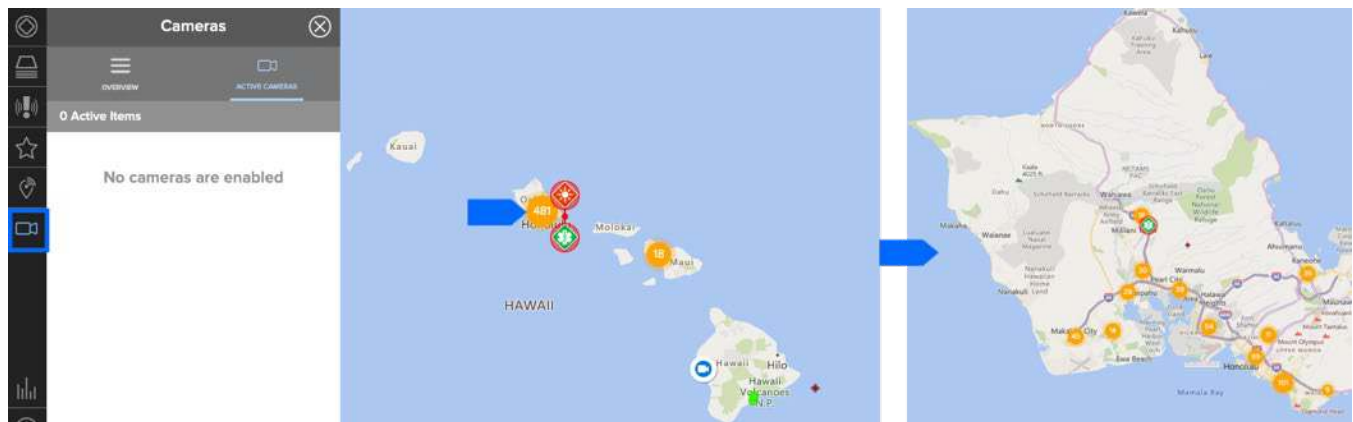
Live cams help monitor traffic and road conditions (e.g. contraflow), coastal storm surge and wind conditions, and a host of other hazards and activity.



Zoom in closely to an area of interest and click the **Cameras** icon from the left toolbar. If cameras are available, they will be grouped on the map to depict the number available in an area if in close proximity to each other or displayed individually.

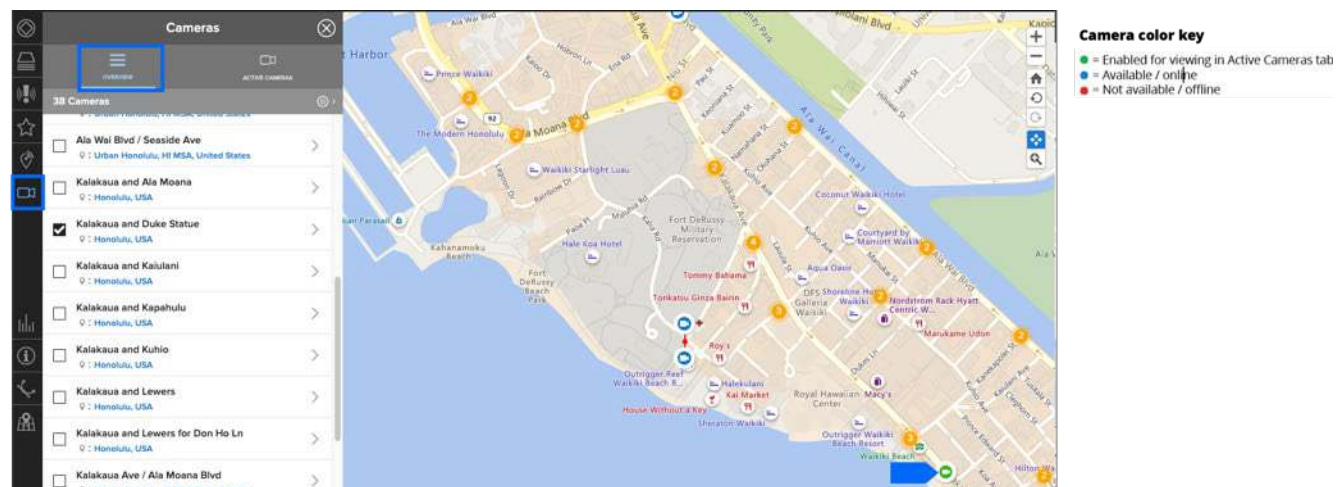


When you click a grouped camera icon, the map will zoom in closer and show the locations of individual cameras included in that grouping.



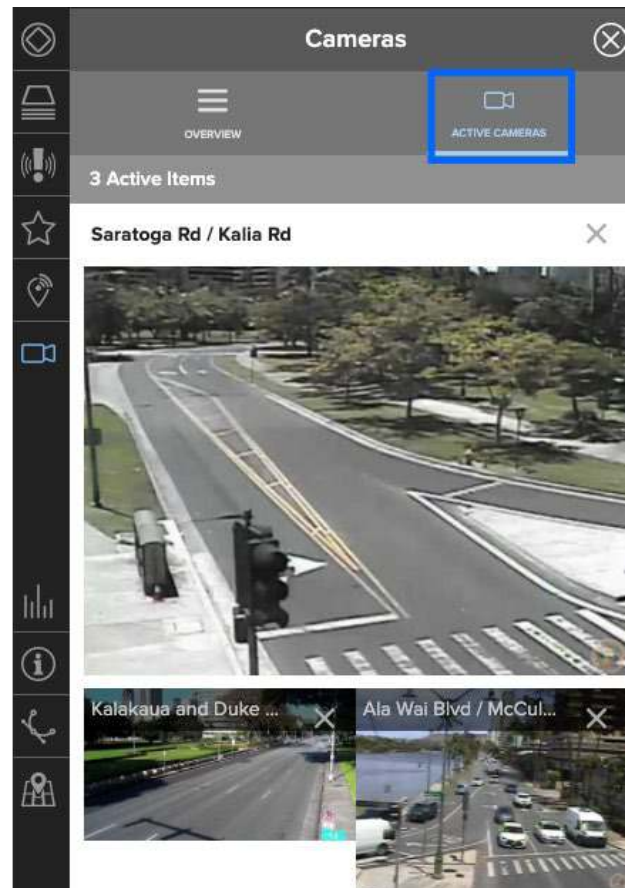
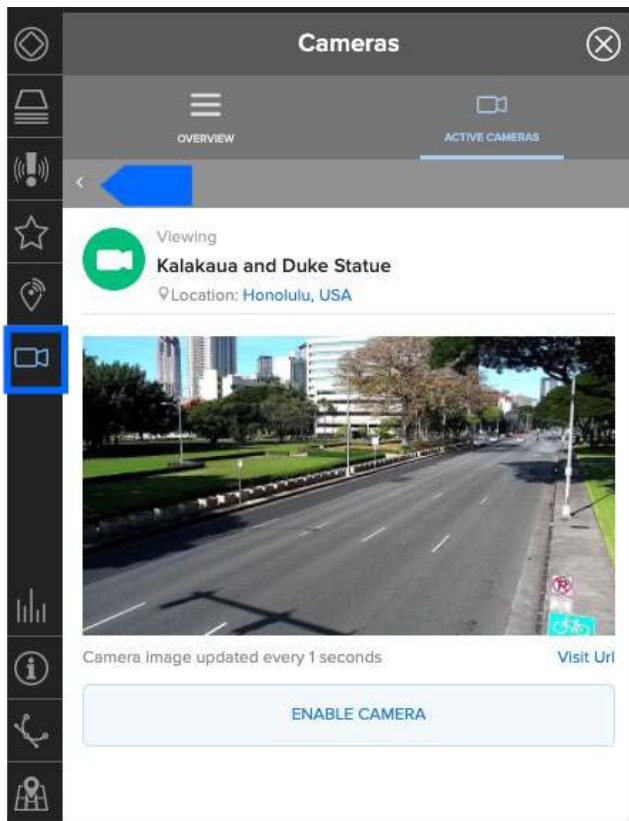
Once zoomed in enough to view individual cameras, click one of the **Camera** icons on the map to view its footage in the Cameras panel. Select **Enable Camera** to add it to your list of cameras you wish to keep monitoring under the **Active Cameras** tab.

You can also turn on cameras by selecting the **Overview** tab and checking the box next to the camera you wish to enable and view.



Click the **Settings** icon in the cameras panel to sort the list of cameras by name, city, country, etc. Cameras may sometimes experience downtime and will be colored red when offline.

You can enable multiple cameras by repeating the steps above. To view the cameras you've enabled, click the back arrow or **Active Cameras** tab.



**Note:** Live camera feeds update at different intervals (some update every 10 seconds and others stream live) depending on the provider and may or may not have date and time stamps.



You can use the Google background map to visualize real-time traffic while using the **Live Camera** feature.

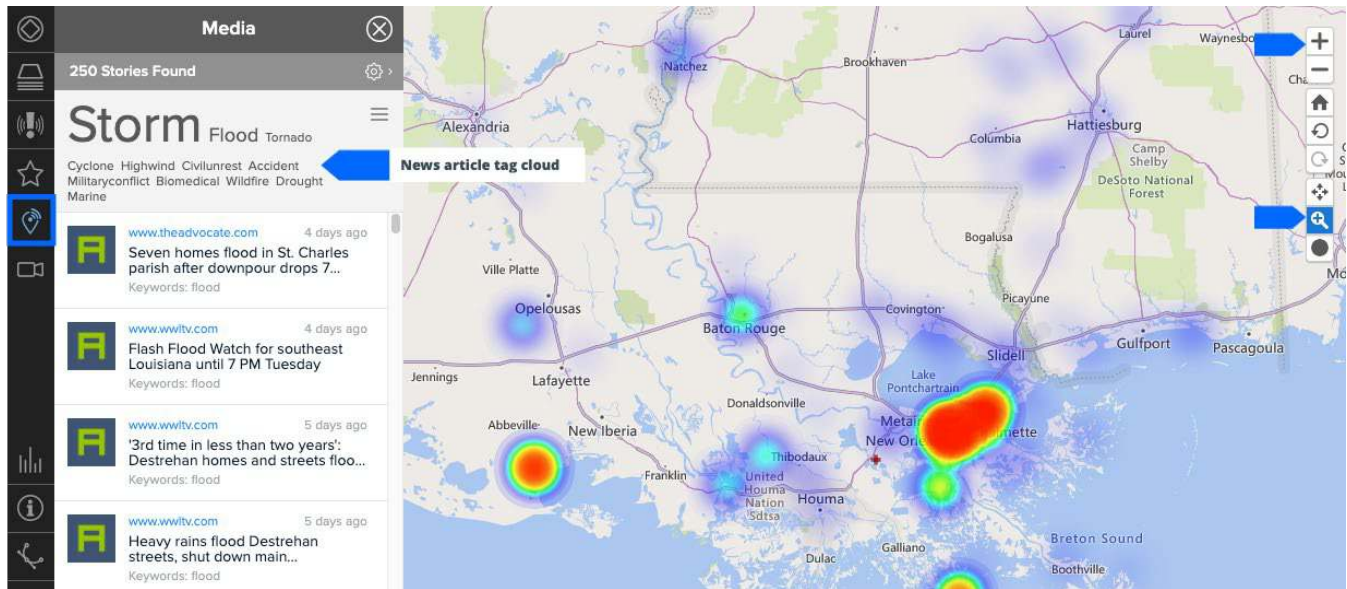
## Media hot spots

Increase your situational awareness about hazards through the latest media updates.

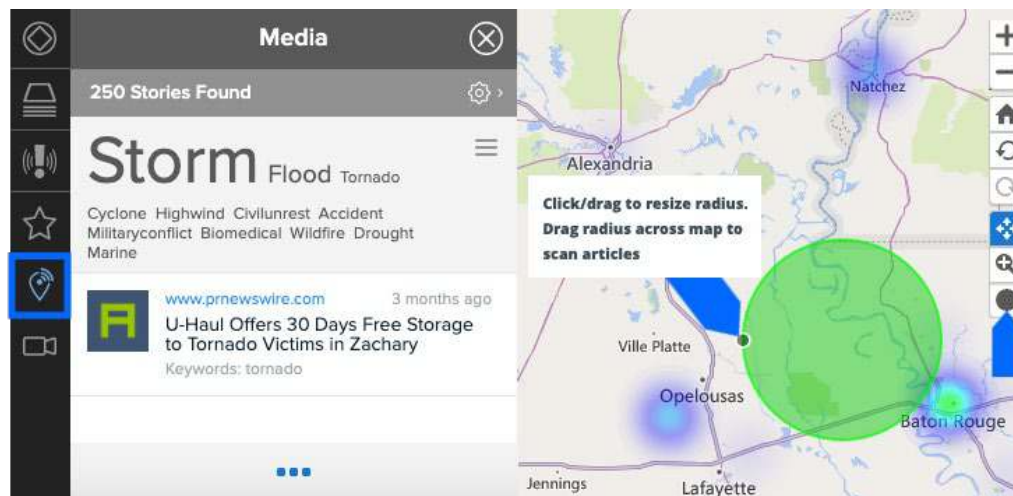


Click the **Media** icon from the left toolbar to see hot spots of media activity related to natural and manmade hazards happening around the world.

Zoom in closer to any hotspot to see the types of hazard articles reported within the area. You can use your mouse scroller, the “+” symbol on the right tool bar or zoom selector.

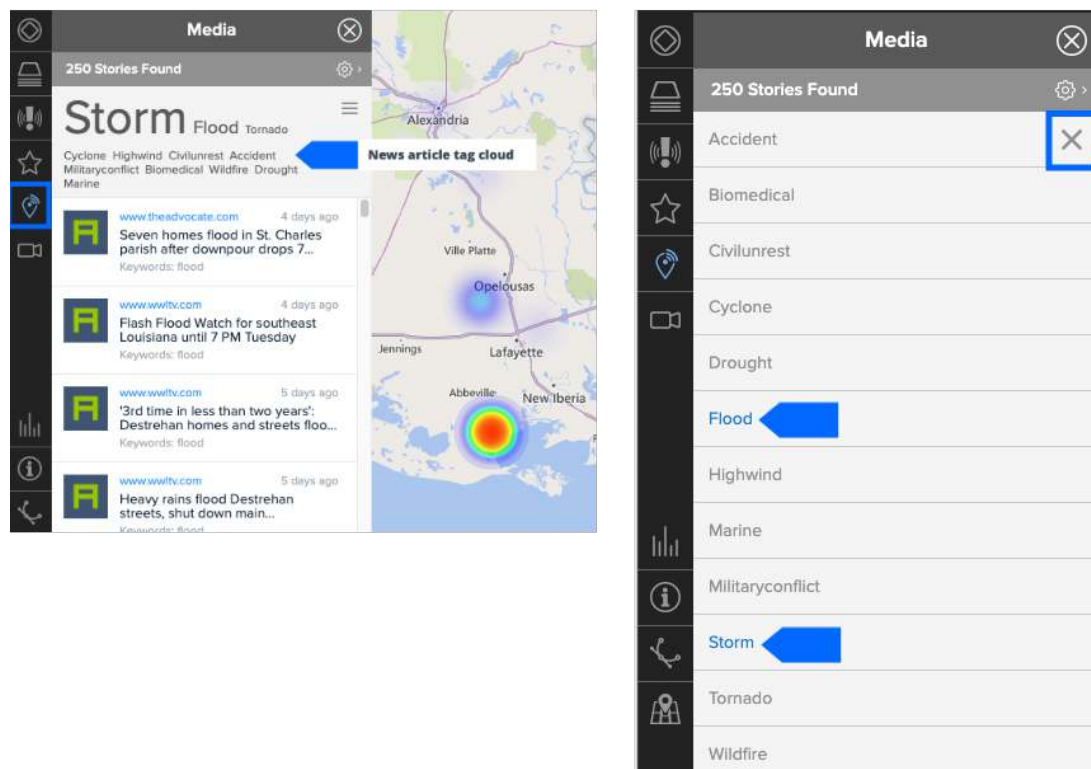


The scanner tool allows you to filter results as you drag the scanner radius over areas of the map (see below). You can resize the radius by clicking the small grey circle and dragging as shown below.

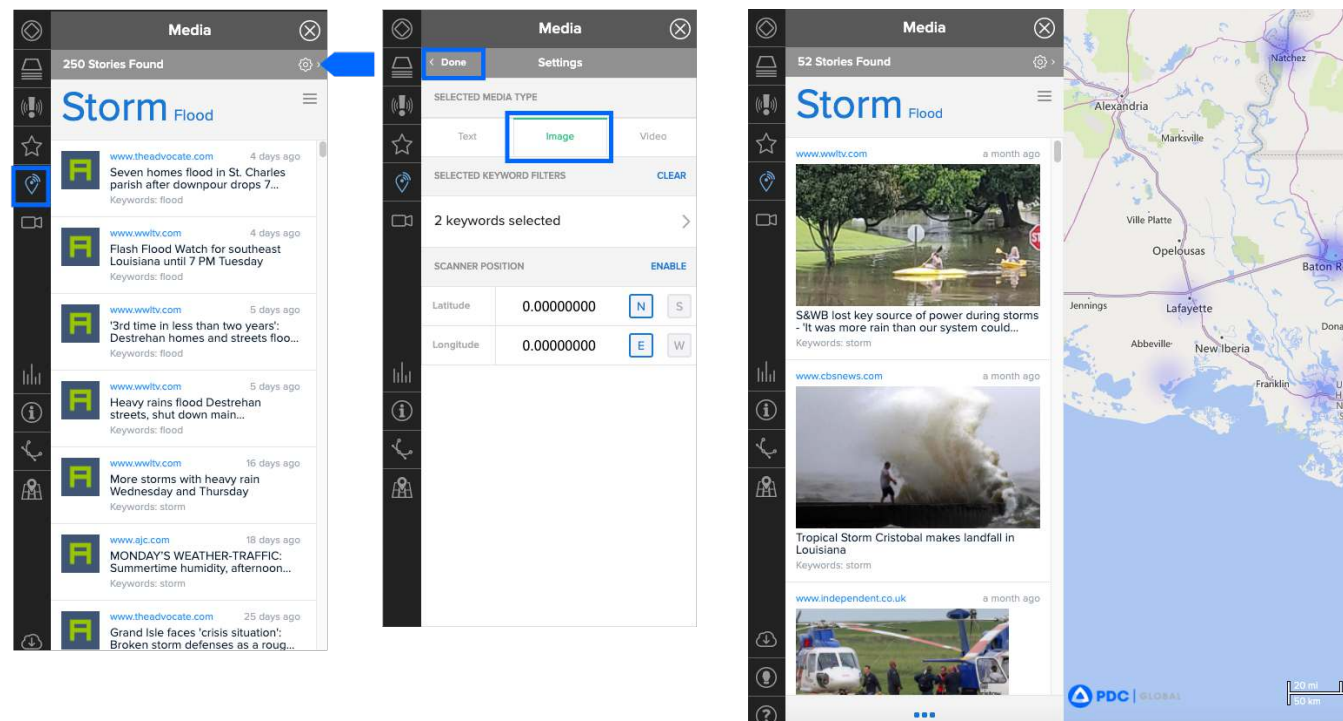


Although news stories are automatically refreshed every five minutes, you can click the three dots at the bottom of the **Media** panel and **Refresh Stories** to manually refresh at any time.

To quickly filter news articles by topic, click the **Article Tag Cloud** shown above and select the keyword categories of interest. Then close the panel to see the filtered news stories.



To apply additional filters to news stories, click the **Settings** icon in the **Media** panel. Filter by media type, location coordinates, or adjust keyword filters and click **Done** to apply.



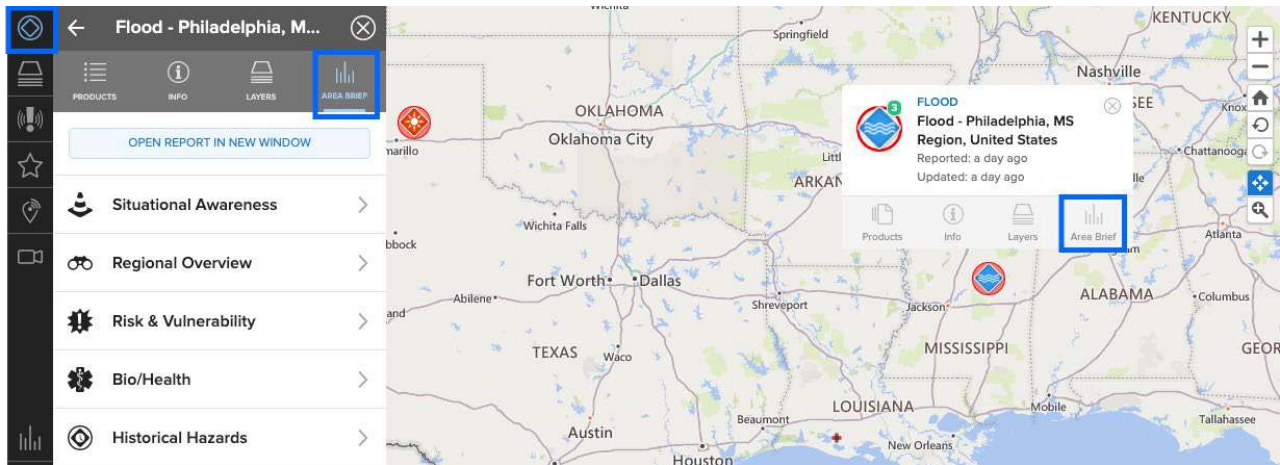
## Area Brief

### Create Area Brief reports

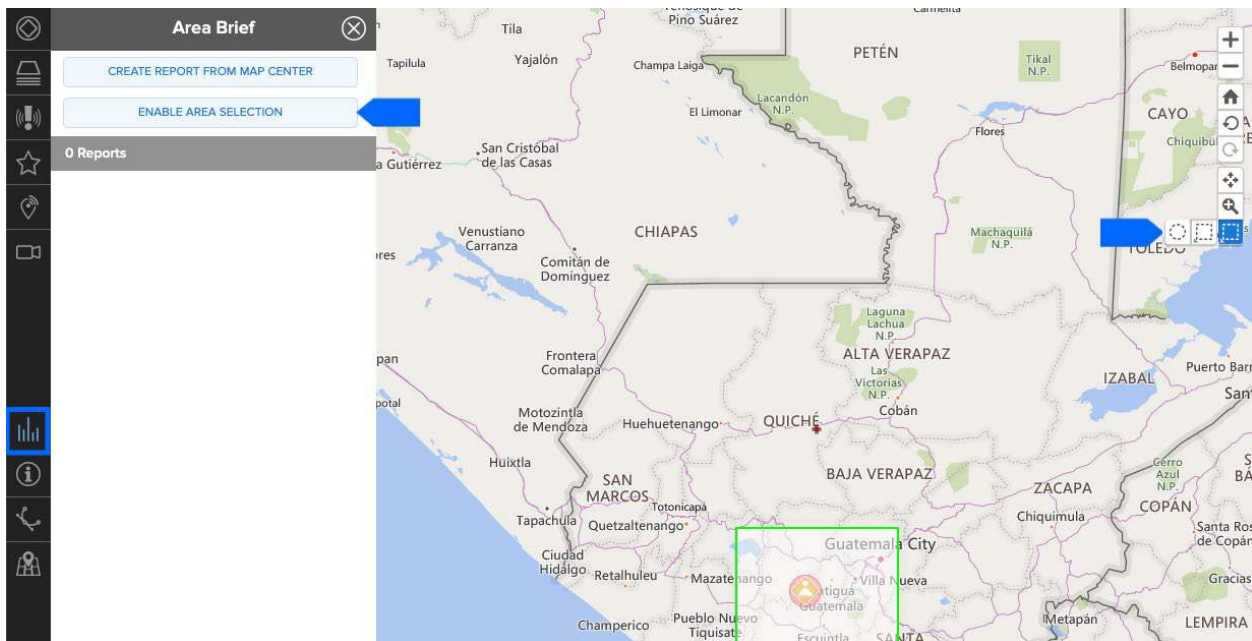
Area brief allows you to create brief summary reports for a selected hazard or geographic area of interest. Reports include key details about population, infrastructure, terrain, meteorological conditions, risk and vulnerability, health infrastructure, biological disease outbreaks, and more.



To access **Area Brief** for a specific hazard, click a hazard icon on the map and select the **Area Brief** icon from the hazard tool tip. Or, click a hazard from the **Hazards** list icon on the left toolbar and then the **Area Brief** tab in the hazard panel.



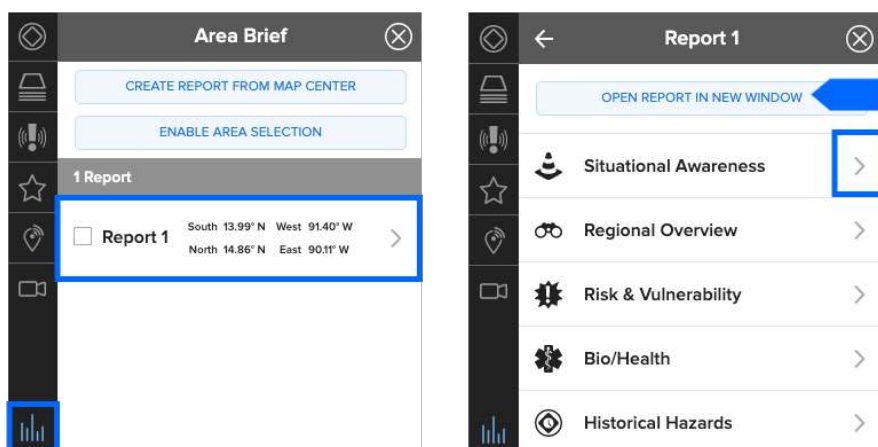
The **Area Brief** tool also allows you to generate a report from a selected area. To do this, click the **Area Brief** icon from the left toolbar (shown below). Click the **Enable Area Selection** button. This activates the **Area Select** tool, so you click and drag over an area of interest on the map.



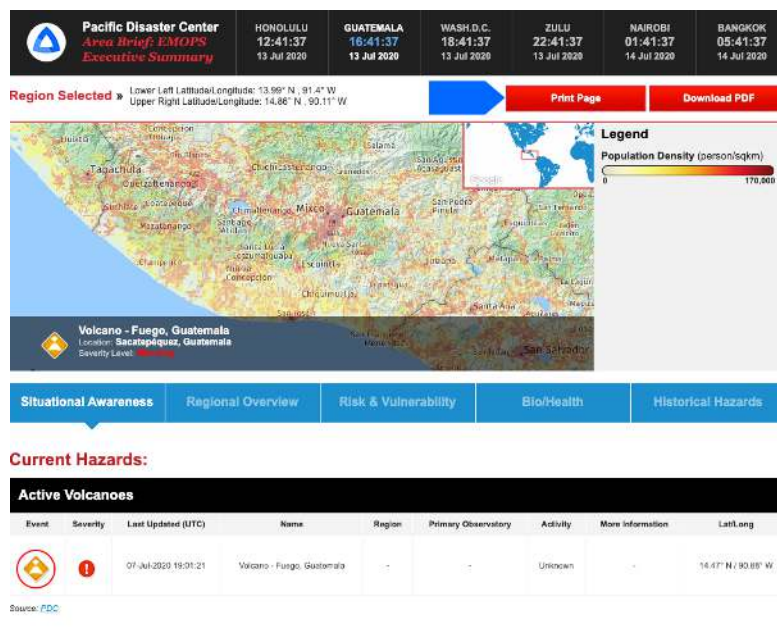
If you click and hold the **Area Select** tool from the right toolbar, you can choose between a square or circle radius. The maximum area that can be selected is an extent (radius) of no more than three degrees. If you select an area too large, it will appear red on the map. Reduce the size of the area until it returns to green to complete your selection.

Once you have made a selection, the report will appear in the **Area Brief** panel. You can generate multiple reports, all of which will be listed in the **Area Brief** panel and stored for the duration of your session.

Click the report to view a summary of information for the area by topic.



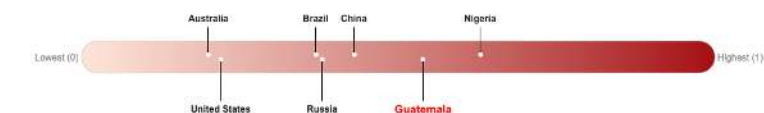
You can click each topic to view the details inside the panel, or click **Open Report in New Window** button to view the full report in your browser and print/share it in PDF format.



#### Lack of Resilience Index:

The Lack of Resilience Index assesses the susceptibility to impact and the short-term inability to absorb, respond to, and recover from disruptions to a country's normal function.

Guatemala ranks 44 out of 164 countries assessed for Lack of Resilience. Guatemala is less resilient than 74% of countries assessed. This indicates that Guatemala has medium susceptibility to negative impacts, and is less able to respond to and recover from a disruption to normal function.

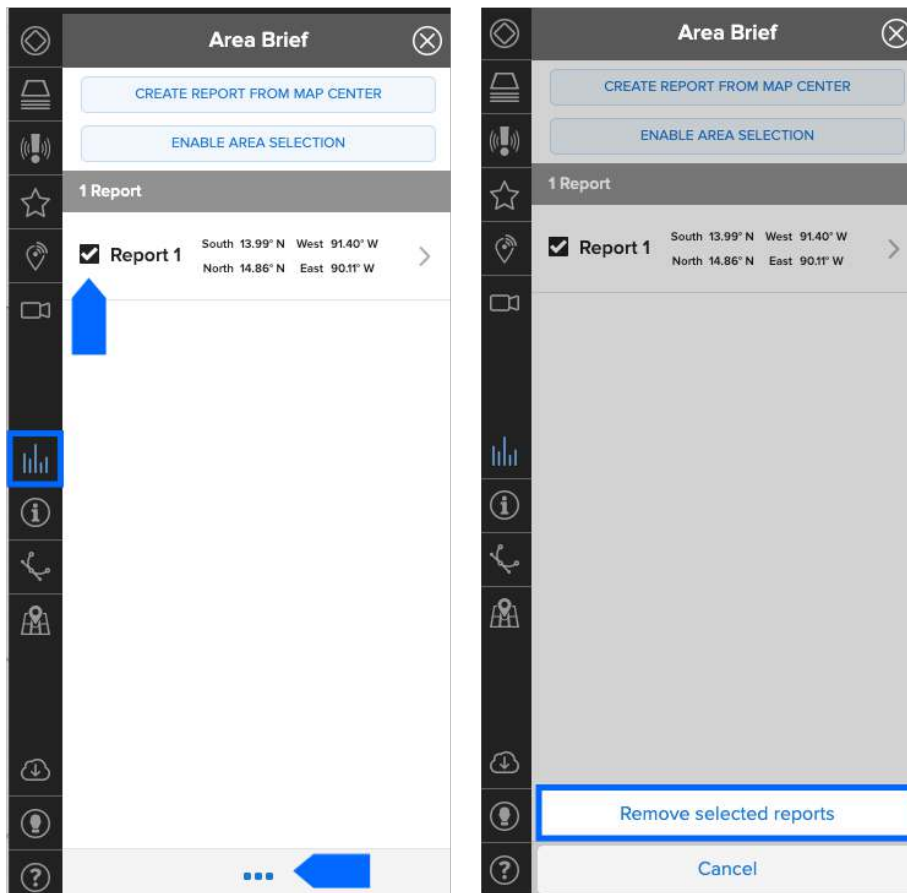


Source: PDC

**Note:** The **Situational Awareness** tab in this report will be included only when the area selected includes an active hazard. Keep in mind that selections for large areas with a lot of data may take a minute or so to load.

## Delete Area Brief reports

To remove report listed in the **Area Brief** panel, check the box to the left of the report then the three dots at the bottom of the panel. Then choose the **Remove Selected Reports** button. Area Briefs will automatically be removed at the end of your session.



## SYSTEM ADMINISTRATION

DisasterAWARE greatly facilitates the ability of decision makers to the most reliable and timely information about hazards happening anywhere around the globe. While many hazards and products are automatically created or integrated into the system, some hazards must be manually added to DisasterAWARE by trusted PDC analysts and partners. These individuals are granted special administrative access, allowing them to add and edit products and/or hazards in the system.

Administrative roles in DisasterAWARE include the ability to add and edit products added by your specific group, or to add and edit both hazards and products within your group. If you are interested in learning more about these roles, please contact [info@pdc.org](mailto:info@pdc.org).

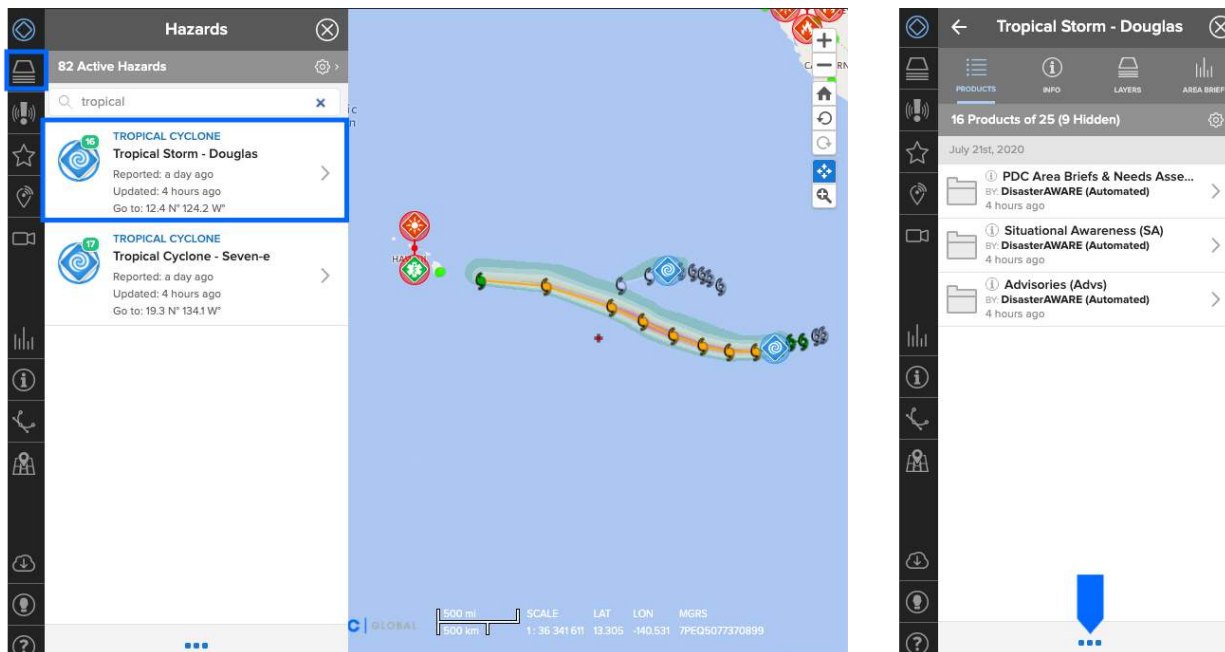
### Add products to an existing hazard

DisasterAWARE users with administrative privileges can add products to any hazard to support collaboration and increased situational awareness across organizations during response. Products commonly uploaded include advisories and messages, Situation Reports (SitReps), maps, damage assessments, and other analytical products.

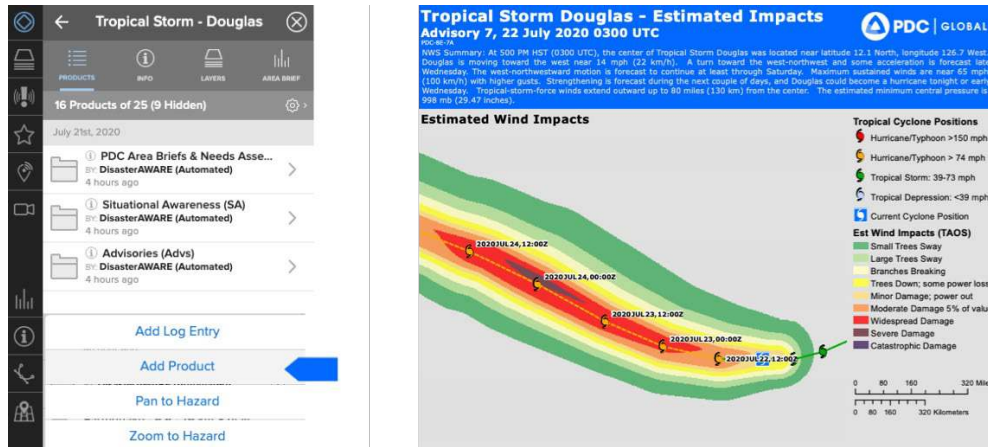


Click the **Hazards** icon on the left toolbar. With the **Hazard panel** open, use the search feature to locate the hazard for which you'd like to share a product. Alternatively, click on a hazard on the map and select the **Products** button.

Next, click the three dots at the bottom of the panel to access the **Add Product** option.



Please note that all products must be organized in a folder. See the next section below for more information on how to create folders and organize products.



### PRO TIP

When adding or editing products, changes will be visible to all users. Be sure names are clear and concise. Include date information for static products (e.g. SitReps, maps, etc.) which are not automatically updated. **[Source – Brief Product Title, Date; e.g. PDC – Preliminary Impact Assessment, 30 JUL 20].**

After clicking the **Add Product** option, complete the form below. Whenever possible, convert URL products to PDF or JPG images and upload the file to the Hazard. This helps ensure that the product stays accessible in the future as external URLs may change and become invalid.

The figure shows a screenshot of the 'Add Product' form in the application. The form is titled 'Flood - Myanmar' and has a blue header with 'Add Product' and 'Add' buttons. The form fields are as follows:

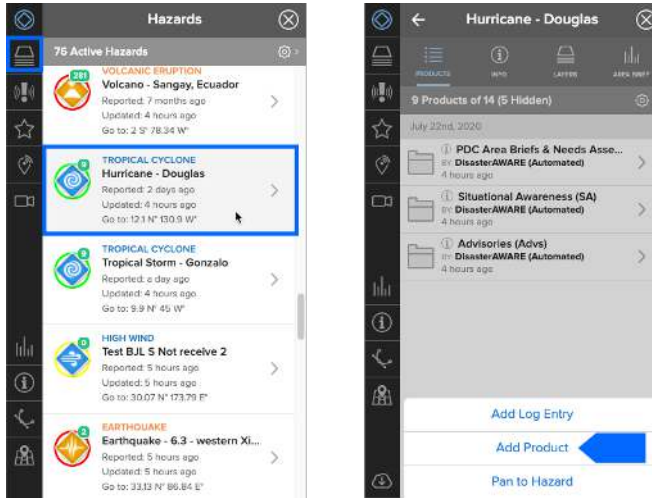
- Name:** A text input field with a blue arrow pointing to it and the annotation 'Enter product name.'
- TYPE:** A dropdown menu with four options: Folder, File, Text, and URL. A blue arrow points to it with the annotation 'Choose the **Type** of product. Your options change depending on the type of product chosen.'
- File #:** A text input field with a blue arrow pointing to it and the annotation 'If you turn off the **Display on Web** option, products are hidden and will not be displayed but are counted in the hazard product list.'
- Display on Web:** A toggle switch that is currently turned on. A blue arrow points to it with the annotation 'If you turn off the **Display on Web** option, products are hidden and will not be displayed but are counted in the hazard product list.'
- ORGANIZATIONS:** A section with a 'Restrict Access' toggle switch. A blue arrow points to it with the annotation 'Turn this option on to view a list of organizations in which you wish to **Restrict Access**. Note that all members of the **Owner** organization(s) you select will be able to view the products.'
- Owner:** A text input field with the value 'PDC'.
- LOCATION:** A section with a 'SELECT' button. A blue arrow points to it with the annotation 'You can assign a location by Geocoding your product. Type in the desired coordinates or click the **Select** option to select a location on the map.'
- Latitude:** A text input field with the value '0.00000000' and a blue arrow pointing to it with the annotation 'You can assign a location by Geocoding your product. Type in the desired coordinates or click the **Select** option to select a location on the map.'
- Longitude:** A text input field with the value '0.00000000' and a blue arrow pointing to it with the annotation 'You can assign a location by Geocoding your product. Type in the desired coordinates or click the **Select** option to select a location on the map.'
- Select Folder:** A text input field with the value 'None' and a blue arrow pointing to it with the annotation 'Organize products into **Folder** you create to make them easier to find.'

## Organize products into folders

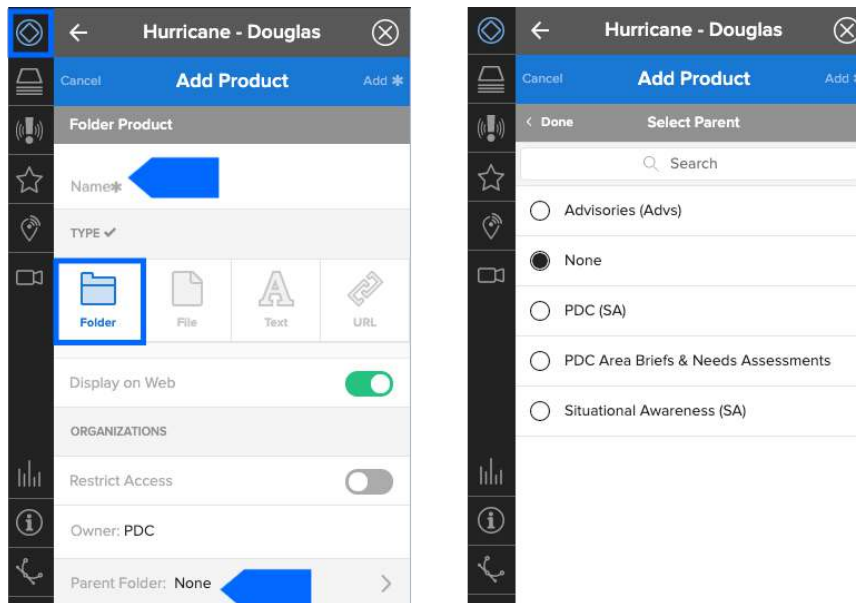
All products must be added to a folder. Organizing products into folders and subfolders makes them easier to find.



Click the **Hazard** icon from the left toolbar and select a hazard from the hazard list. Then click the three dots at the bottom of the **Hazard** panel and then **Add Product**.



Next, choose the **Folder** option as shown below and add a name for the folder. See folder naming practices below for tips on organizing products.



## Folder naming practices

PDC organizes products into **Parent Folders** by category and **Subfolders** by organization. Below are the recommended practices for naming **Parent** and **Subfolders**. Note that both Parent and Subfolders include a common tags such as (SitRep) or (SA). This provides a consistent and easy way for users to find products.

- **Situation Reports (SitRep).** Information providing an update on the event such as a SitRep, Briefing, or Press Release. Does not include maps or image products. Subfolders should include the organization name and type of parent folder: UNOCHA (SitRep)
- **Observations and Forecasts (Obs).** Include current observations related to the hazard or forecast information such as hazard outlooks, forecast maps, weather observations, etc. Subfolders should include the issuing agency name and type of parent folder: JMA (Obs)
- **Damage and Needs Assessments (DANA).** Information pertaining directly to damage and needs assessments such as reports, tables, and maps including preliminary, detailed, or sectoral. Subfolders should include the issuing agency name and type of parent folder: AHA CENTRE (DANA)
- **Photos.** May include photos taken in the field, satellite images, and other photos obtained from vetted sources such as news agencies (e.g., AP, Reuters). Subfolders should include the issuing agency name and type of parent folder: AHA CENTRE (Photos)
- **Advisories (Advs).** Advisories issued by official authorities such as the U.S. National Weather Service, Philippines PAGASA, Bahamas Meteorology Dept., etc. Subfolders should include the issuing agency name and type of parent folder: PAGASA (Advs)
- **Reference (Ref).** Reference maps, such as the locations of facilities and population. Subfolders should include the issuing agency name and type of parent folder: Map Action (Ref)
- **Situational Awareness (SA).** Maps that provide situational awareness on the hazard or relief activities including modeled impacts, location of response teams, hazard risk areas, etc. Subfolders should include the issuing agency name and type of parent folder: PDC (SA)

## Edit a product

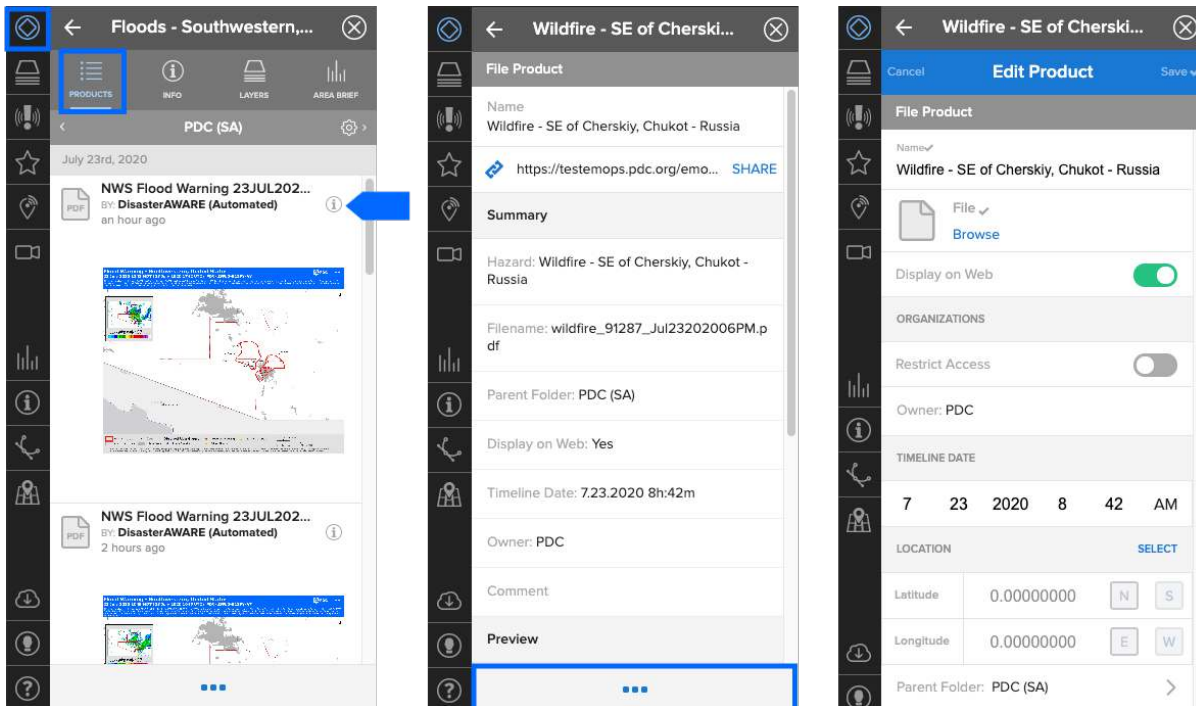
You may need to edit the name of a product, its attributes, or its folder location. Only members of the organization that added the product may edit it.



To edit a product, click the **Hazard** icon from the left toolbar.



From within the **Products** tab in the panel menu, locate the product you want to edit and click its corresponding **Info** icon. Then click the three dots at the bottom of the panel to edit product details including the name of an existing product and its URL or linked file.



### PRO TIP

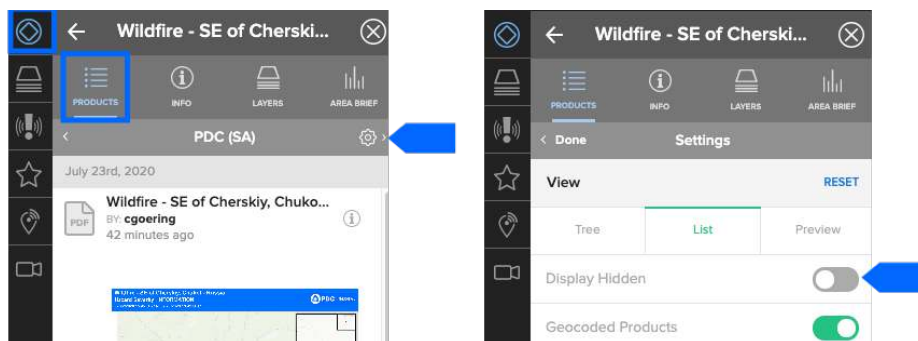
DisasterAWARE currently does not include a delete option for products. However, you are able to hide a product by turning the **Display on Web** button off. It is recommended that you also move your hidden products into the **Recycle Bin** parent folder.



Hidden products are not visible in the products list. To view or edit a hidden product, click the **Products** tab while in the **Hazards** Panel.



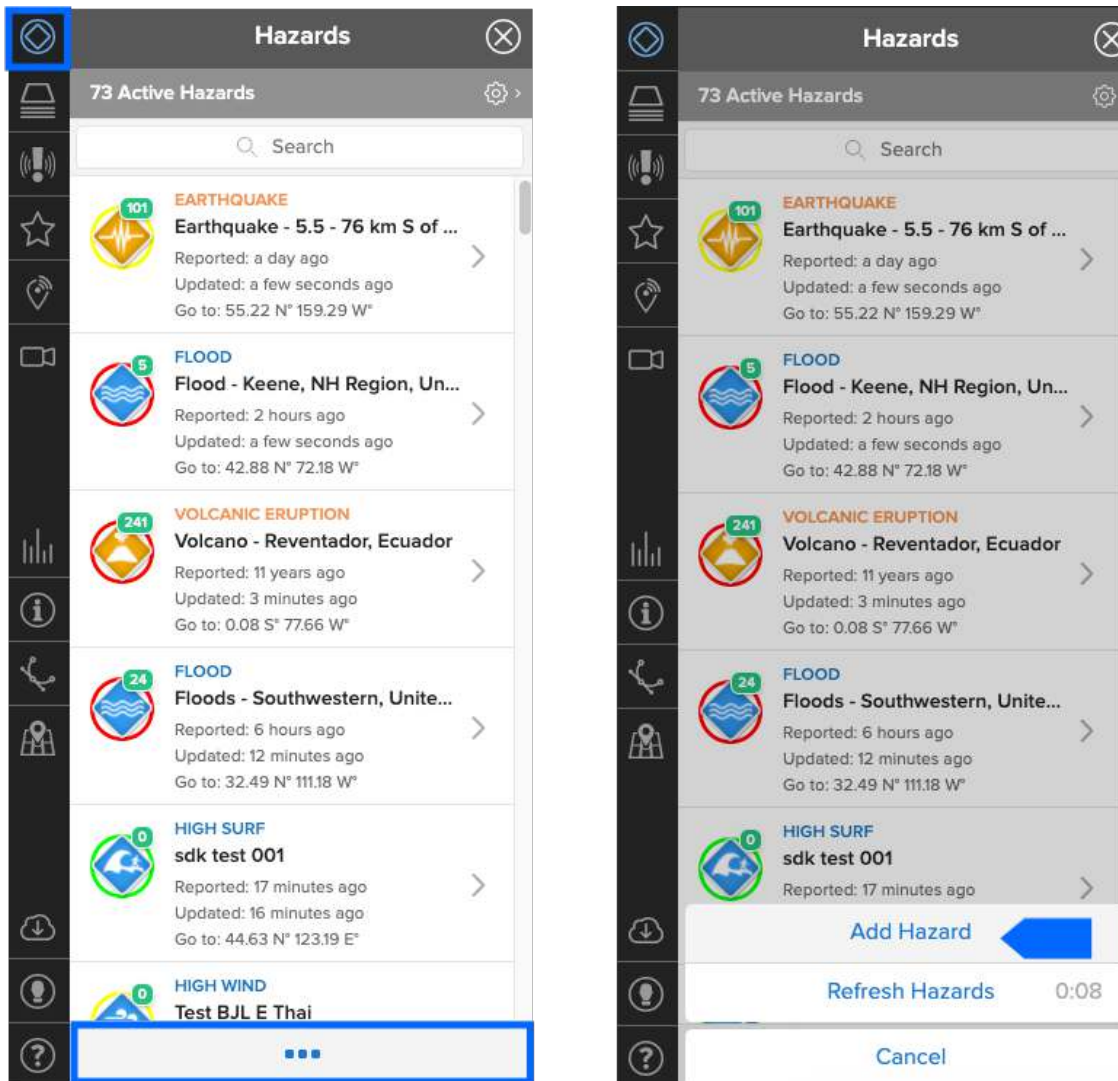
While in the product list, click the **Settings** icon and toggle the **Display Hidden** button on.



## Create a hazard



To create a hazard, click the **Hazard** icon on the left toolbar. Next, click the three dots at the bottom of the panel, and then the **Add Hazard** option.



### PRO TIP

When adding or editing hazards, changes will be visible to all users. Be sure names are clear and concise. **[Hazard Type] - [Location]** (e.g. Flood - Manila, Philippines)

Next, complete the **Add Hazard** form as shown below.

The screenshot shows the 'Add Hazard' form with the following fields and annotations:

- Name\***: Fill in **Hazard Name**.
- Created By: None**: Field for the user who created the hazard.
- Parent Hazard: None**: Field for the parent hazard.
- SmartAlert Area**: Create a geometry around the hazard for sending alerts to those within the **Hazard area** you define. Users will only receive alerts for hazards that match the hazard type, severity, and geography that intersects with the SmartAlert area. If a SmartAlert Area is left undefined, no hazard alert will be issued.
- Display in Dashboard**: Toggle switch.
- CATEGORY \***: Select a **Category**. Select **Event** for real events and **Exercise** for exercises and training.
  - Event
  - Exercise
  - Other
  - Response
- SEVERITY \***: Assign **Hazard Severity** based on latest advisory.
  - Termination
  - Information
  - Advisory
  - Watch
  - Warning
- TYPE \***: Select **Type** of hazard.
  - Avalanche
  - Drought
  - Earthquake
  - Extreme Temperature
  - Fire
  - Flood
  - Hail
  - Ice Storm
  - Lightning
  - Severe Thunderstorm
  - Snow
  - Snowstorm
  - Storm Surge
  - Tornado
  - Volcano
  - Wildfire
- LOCATION**: Select **Location** by entering hazard coordinates or choosing from a list.
 

Latitude	19.55317000	N	S
Longitude	175.00000000	E	W
- DATE & TIME**: Enter the start **Date and Time**.
 

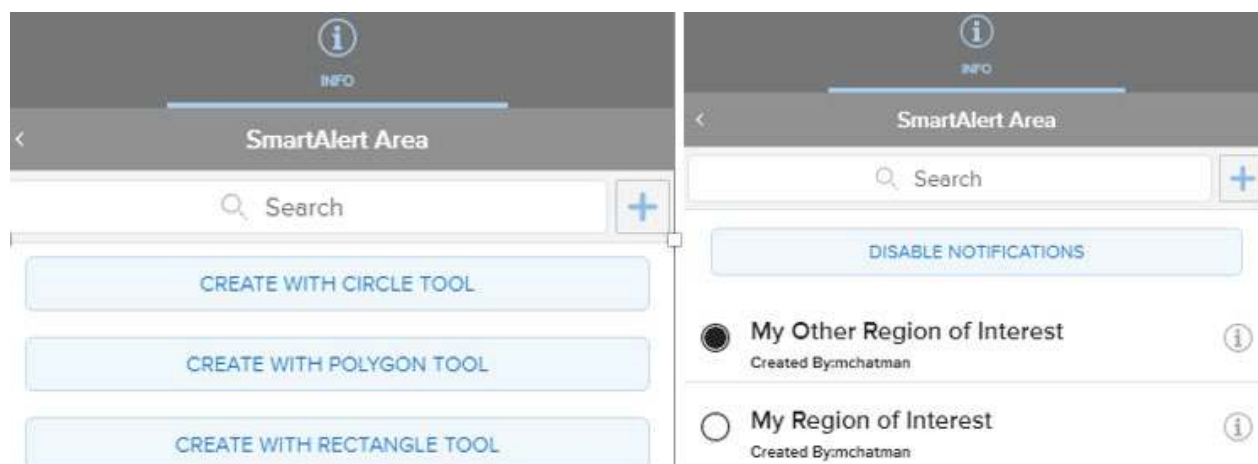
Start	7	23	2020	3	38	PM	
Expire On	<input checked="" type="checkbox"/>	7	30	2020	3	38	PM

Enter the hazard **Expiration** date. If not set, it will not expire until it is manually expired.
- Description**: Enter a **Description** with important information about the hazard to be included in the SmartAlert Notification.

## Define a SmartAlert area for hazards

To define a SmartAlert area for a hazard, click the Smart Alert link as shown above and then click the “+” symbol.

- Next, choose one of the three drawing tools (**Circle**, **Polygon**, or **Rectangle**).
- Draw the area on the map and name it to correspond to the specific hazard it applies to.
- Select the back arrow to return to the form.
- You can only assign one SmartAlert area per hazard.
- To disable notifications, click the SmartAlert link shown above and **Disable Notifications**.



## Edit a Hazard

It is sometimes necessary to edit Hazards in DisasterAWARE. For example, there may be a change to a Hazard Name, Severity, Location, or End Date.



To edit a hazard, click the **Hazard** icon from the left toolbar. Next, click the three dots at the bottom of the panel, and then the **Edit Hazard** option.

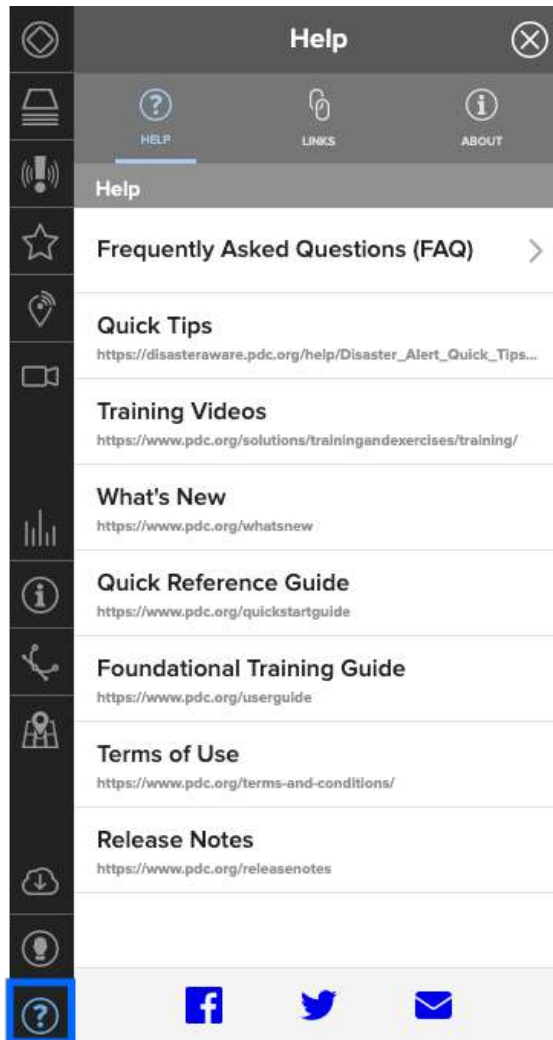
Fill out the **Edit Hazard** form and click **Save** as shown below.



## TROUBLESHOOTING AND HELP

### Accessing help documents and links

You can access a variety of resources such as videos, our Quick Start Guide, Release Notes (which contain details about known issues and/or potential bugs), and much more. While in DisasterAWARE, click the **Help** icon as shown below to view the help panel.



# Troubleshooting

## Area Brief

### The Enable Area Selection tool isn't working when I try to create an Area Brief report.

If you are getting an error when trying to create an Area Brief report, you might be trying to include too large an area. If a selection is too large, the selection box or circle will turn red. Reduce the selection size until it turns green again. The maximum area that may be selected is an extent or radius of three degrees.

## Bookmarks

### Copy and paste of bookmark URLs not working when I click "Share."

Some browsers support the automatic copying of hazard links and bookmark URLs to your clipboard, while some will require you to manually copy the link from the dialog box.

## Cameras

### Why can't I see the video feed from a camera that is listed on the map?

Individual live cameras can experience down time or may become permanently unavailable from the host/provider. The cameras are also color coded for quick reference: green indicates cameras enabled by you for viewing, blue indicates online cameras and red indicates offline.

## Drawing

### I am unable to add drawings to the map. The drawing tool isn't working.

If you are unable to add drawings on the map or are experiencing problems with the drawing tools, you may be zoomed in to the map too closely. Zoom out a bit and then try again. [Drawing link]

## Layers

### Why isn't the layer I've selected showing up on the map?



Some layers require the map to be zoomed to a minimum extent or to a specific location in order to display the information.

Click the zoom icon to the right of the layer if you are having trouble viewing the layer you've selected. The map will zoom and re-center the map to bring the information into view.

### Why doesn't DisasterAWARE remember the layers I had on during my previous session?

Layers from previous sessions don't stay visible once you log out, unless they are included in your default Bookmark. To quickly access recent layers you've visited, you can open the **Layers** panel and scroll down to the **Recent** folder.

### I cannot remember where to find a specific layer.

The quickest way to find a specific layer is go to the **Layers** panel and enter a keyword into the **Search** tab. The layer you are looking for might have been hidden during a previous session. To unhide layers, click the **Layers** icon on the left toolbar and then the **Edit** tab.

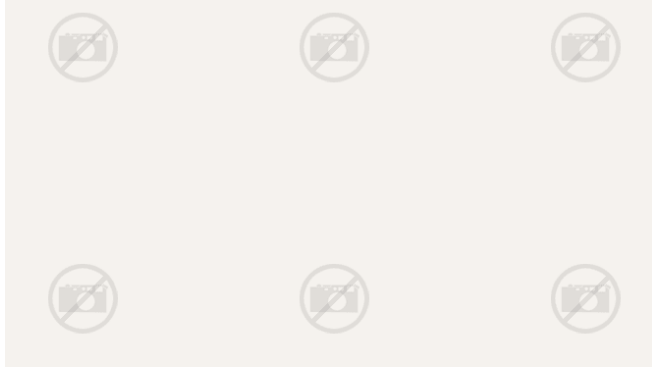


Unhide folders and layers you want to see by clicking the open **Eye** icon next to the layer.

## Map Navigation

### Why do I see a camera icon in place of my base background map?

If your base map is displaying a camera icon, this indicates that you have zoomed in beyond the viewable scale threshold of the base map image. To correct this, zoom out until the base map image becomes visible, or try selecting a different base map image.



## Products

### Why am I unable to open products associated with a hazard?

Products cannot be opened when an ad or pop-up blocker is running on your browser. Turn off or pause the ad blocker to access products. For instructions, go to [http://disasteraware.pdc.org/help/How\\_To\\_Disable\\_AdBlockers.pdf](http://disasteraware.pdc.org/help/How_To_Disable_AdBlockers.pdf).

## Tips for better performance

If you experience an issue with the application freezing and/or not performing as expected, please conduct the following steps:

- Refresh your browser.
- If the problem persists, clear your browser's cache, then close and reopen your browser and begin a new DisasterAWARE session.
- If the issue remains, please email a detailed description of the issue to [disaster@pdc.org](mailto:disaster@pdc.org).

Freezing of the application can occur due to:

- Outdated browsers
- A poor or slow internet connection

## Browser-specific issues

### Firefox

Firefox hazard creation: Users may experience problems creating hazards when using Firefox in a private window.

User may experience problems manually expiring hazards when using Firefox in a private window. **Workaround:** Users may need to refresh their browser to see the hazard expire from the map.

### Internet Explorer 11





- Product thumbnails do not appear in the IE InPrivate browsing window.
- New bookmarks and bookmark edits may not appear in IE 11 until the cache is cleared. Default bookmarks may also not take effect in IE 11 until the cache is cleared.
- The Free Line and Free Polygon tools may shift away from their intended location (cursor position) while being drawn.
- IE 11 users cannot change attachments for file products. **Workaround:** switch to a different browser or create a new product with the new file. You can hide the original product by adding it to the "Recycle Bin" parent folder.
- IE11 users may experience slowdowns when moving the map, opening menus, and opening products. Users may also experience intermittent program crashes.

### Safari



- Save to File: The bookmark option to "Save to File" feature is currently not available for Safari users.

## APPENDIX

### Thresholds for hazards displayed in system

-  **INFORMATION** (Least Severe)
-  **ADVISORY:** Means continue to monitor, but impact is currently not likely or not very large.
-  **WATCH:** Means modest impact is likely and the public should be alerted .
-  **WARNING** (Most Severe): Means severe impact or damage is highly likely and anticipated.

	REAL-TIME PROCESSING	MANUAL PROCESSING (Updated Daily)
 <b>Cyclone Alerts:</b> 63 km/h (39 mph/34 kt)+ winds not forecast to impact land within 5 days but headed toward populated areas	✓ Global	
 <b>Flood Alerts:</b> Flooding is imminent, occurring, or occurred within 24 hours with severe impact to population or infrastructure	✓ U.S. Only	✓ Global
 <b>Tsunami Alerts:</b> A qualified scientific agency has issued a Tsunami Advisory	✓ Global	
 <b>High Wind:</b> A qualified weather service has issued a High Wind Advisory	✓ Hawaii	✓ Global
 <b>High Surf:</b> Most shores, 8 foot full-face surf height from trough to crest	✓ Hawaii	✓ Global
 <b>Storm:</b> A storm or severe weather event has recently occurred (within the past 24 hours) with severe impact to the population or infrastructure		✓ Global
 <b>Tornado:</b> A qualified weather service has issued a Tornado Watch	✓ U.S. Only	✓ Global
 <b>Winter Storm:</b> Conditions right for a winter storm, with potential for adverse impacts to population or infrastructure	✓ U.S. Only	✓ Global
 <b>Extreme Temperature:</b> Conditions right for extreme temperatures, with potential for adverse impacts to population or infrastructure		✓ Global
12 		<a href="http://www.pdc.org">www.pdc.org</a>

	REAL-TIME PROCESSING	MANUAL PROCESSING (Updated Daily)
 <b>Drought Alerts:</b> Conditions right for drought, with potential for adverse impacts to population or infrastructure		✓ Global
 <b>Wildfire Alerts:</b> Fire's total power is 8-22 gigawatts	✓ Global	
 <b>Volcano Alerts:</b> Aviation Ash Cloud Code Yellow and Explosivity Risk Index = 0; or no ash cloud but Explosivity Risk Index < 3	✓ Global	
 <b>Earthquake Alerts:</b> Magnitude equal or greater than 5.0	✓ Global	
 <b>Avalanche Alerts:</b> An avalanche may occur and has the potential for adverse impacts to the population or infrastructure		✓ Global
 <b>Landslide:</b> A landslide occurred (within 24 hours) with severe impact to population or infrastructure		✓ Global
 <b>Biomedical Hazard Alerts:</b> A qualified health source has issued an advisory		✓ Global
 <b>Marine:</b> A qualified agency has issued a marine hazard advisory		✓ Global
 <b>Manmade:</b> A qualified agency has issued an advisory		✓ Global
DisasterAWARE Quick Start Guide		13