User Manual

Pre-Disaster Mitigation - Information and Condition of Schools (ICOS)

March 2013

Randy I. Dorn
State Superintendent of Public Instruction
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USER MANUAL
Pre-Disaster Mitigation
Information and Condition of Schools (ICOS)

Prepared by
Mary Freitas, Business Analyst

Financial Resources & Governmental Relations/
School Facilities and Organization
Office of Superintendent of Public Instruction
School Facilities and Organization/Gordon Beck, Director

Randy I. Dorn
Superintendent of Public Instruction

Ken Kanikeberg
Chief of Staff

JoLynn Berge
Director, Agency Financial Services
Financial Resources & Governmental Relations

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I. Introduction

OSPI School Facilities and Organization supports the State Superintendent in providing School Districts with financial and technical assistance in three primary areas: Capital construction, facilities maintenance/management initiatives, and pre-disaster mitigation data collection.

The Information and Condition of Schools (ICOS) is a web-based system where the inventory details about the facilities operated by the Districts and the current condition of those facilities are documented and stored. This information is used to support the performance-based Asset Preservation Program which gauges how well the facilities, buildings and sites are maintained, as well as meet the increasing demand for accurate school facility inventory and building condition data that supports statewide programs (such as the School Construction Assistance Program and Pre-Disaster Mitigation Grant), and District facility management and school facility information requests or policy decisions.

ICOS is a software system that provides inventory and building condition data and reporting capabilities. This system benefits the Districts by providing functionality for inventory system, record keeping, and comparative analysis between Districts.

This user manual will focus specifically on what needs to be entered into ICOS in order to complete the Pre-Disaster Mitigation (PDM) screens in ICOS. Only Planning Partner School Districts will have access to the PDM screens at this time.

A. Accessing ICOS

OSPI recommends using Microsoft Internet Explorer version 8 or higher.

In order to view the ICOS system, the Silverlight applet, a common add-in, must be downloaded onto the computer viewing the system. Silverlight can be accessed at this website at no charge: http://www.silverlight.net/getstarted/.

Once Silverlight has been installed, go to the ICOS site to access the system: http://eds.ospi.k12.wa.us/Login.aspx

1. Obtaining a Login for ICOS

In order to have access to ICOS, users need a login for the OSPI Education Data System (EDS). EDS is the web portal used at OSPI allowing users to access various systems for which they have permissions. To request access to EDS and ICOS, contact your Regional Coordinator.
B. Logging into EDS and ICOS

To login into the EDS system to view the ICOS go to the following website:
http://eds.ospi.k12.wa.us/Login.aspx

- Enter your Username and Password.
- Click the Login button.

- Click the My Applications tab or click on View my Applications.

- Click Either Location
Click on ICOS.

You are now in the ICOS system!

If “ICOS” is not one of the choices in My Applications List, please contact your District Data Security Manager.

NOTE: The screen prints in this manual do not reflect any actual or real data for the Districts displayed. The screens and data are used as examples only.

II. ICOS Home

The first screen displayed after logging into the ICOS system is the Home page. This screen displays the navigation tool bar with the various items the user can choose to open. The picture displayed is the main Office of the Superintendent of Public Instruction building in Olympia, Washington.
A. Pre-Disaster Mitigation Screens

The Pre-Disaster Mitigation screen is where the District enters each of its Facility’s pre-disaster mitigation data. Each Facility will see the hazards identified from the Statewide GIS analysis screening on the Summary screen. However, additional hazards may be chosen by the District to add data for each Facility, if it is believed to be at risk for that hazard. The below instruction will describe all screens. Please go to the sections for your specific hazard(s).

The PDM District Data Definition Guide has been created to be used in conjunction with this User Manual to explain what each field means.

In this Manual, all fields that are pre-populated by GIS or HAZUS analysis will be indicated with ‘(Auto-Populated)’ written in front of the field name.

NOTE: The screen prints in this manual do not reflect any actual or real data for the Districts displayed. The screens and data are used as examples only.

a. Open Pre-Disaster Mitigation Screen

☐ Go to the Inventory and Condition tab on the main navigation bar and click on the ‘Pre-Disaster Mitigation’ button on the second navigation bar.

☐ Click on the Facility Name to open the Pre-Disaster Mitigation screens for that Facility.

Follow the instructions below to add the Pre-Disaster Mitigation data. Repeat the steps for each Facility in the District.
b. View Welcome Screen
This screen will appear the first time you open the Pre-Disaster Mitigation screen for each of your Facilities. Click the **OK** button to close the Welcome screen.

![Welcome Screen Image]

To open the screen again, click on the ‘View Welcome Screen’ words in the lower left corner of the Summary screen.

1. **Summary Screen**

   a. View Summary Screen

   The Summary and Buildings options on the top of the screens will always be displayed for your District facilities. The Earthquake, Flood, Tsunami, Lahar, Wildland/Urban Fire, and Landslide hazard options will only display if they have been GIS- or HAZUS-identified for your Facility and/or if the District has self-identified a hazard for the facility.
There are three possible statuses displayed on the Summary screen:

1. Not Started – No data has been entered into the screen yet.
2. Not Completed – Some data has been entered, but there are still blank fields that need to be entered.
3. Completed – All required fields have been answered and the screen is considered complete.

In order for the Facility to be considered as finished or “Completed” with its PDM data entry, all of the statuses for the facility’s hazards and buildings must indicate “Completed” on the Summary screen.

If a required field on a screen has not been entered or answered, then the field box will have a yellow border around it to indicate that it must still be answered. Below are a few examples:

Does this include a basement?  
Yes  No

Is it a finished basement?  
Yes  No

How many feet below is the basement floor from the first floor?  

[Diagram showing the status for Blaine Elementary School - Pre-Disaster Mitigation with Earthquake, Flood, Tsunami, and Fire hazards and their statuses: Not Completed, Not Completed, Complete, Complete.]

[Images of screen shots showing the options for adding District Identified Hazards (optional) and the status fields for Main Building with Not Started in Earthquake and Not Completed in Flood, Tsunami, and Fire hazards.]
b. View a Hazard Screen

There are two ways to view a hazard screen.

- Click on the hazard name link across the top of each screen.
- Click on the hazard name listed underneath the statewide identified hazards header in the Summary screen.

To view the Summary screen again, click on ‘Summary’ at the top of any PDM screen.

c. View a Building PDM Screen

There are two ways to view a building PDM screen.

- Click on the building name listed underneath the “Buildings” header on the Summary screen.
- Click on the ‘Buildings’ link across the top of the Summary screen. Select the building from the drop down menu in the Buildings screen.

To view the Summary screen again, click on ‘Summary’ at the top of any PDM screen.
d. Add District-Identified Hazard
   - Click on the blue highlighted text “Add District Identified Hazards (optional)” underneath the statewide identified hazard list.

   - Click in the check box next to the hazard(s) that the District wants to add to the Facility.  **Note: If it is decided that this hazard does not need to be added to the Facility, it can be removed in the hazard screen.**
   - Click the [Add Selected Hazards] button to add the hazard to the identified hazards list for data entry.

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e. Close PDM Screens
   - Click the [X] button at the top of the vertical accordion bar.
2. **Buildings**

   ![Image of Building Data Entry Screen](image)

   **All fields that are pre-populated by GIS or HAZUS analysis will be indicated with ‘(Auto-Populated)’ written in front of the field name in this manual.**

   All fields with a **yellow border are required fields** and must be answered in order to have the screen considered as Complete.

   **NOTE:** The screen prints in this manual do not reflect any actual or real data for the Districts displayed. The screens and data are used as examples only.

   **a. Add Data**

   **1. Building Specific**

   If you have not added square footage details for your building(s), then a message will appear indicating that you must go to the Building Inventory screen in ICOS to add building area use specific data to complete the building data section. This is required in order to have the building considered as being completed.

   ![Image of Building Data Entry Screen](image)

   If your facility has building data entered into ICOS in the Building Inventory Edit screen, then your buildings will be listed in the drop down menu for ‘Select Building’.

   - Select a building from the drop down menu to add PDM building data. Note: The default building is the first building listed in the Building Inventory Summary screen.

   - (Auto-Populated) ‘Total Gross Building Square Feet’.

   - (Auto-Populated) ‘Number of Stories’
Click “Yes” or “No” for ‘Does this include a basement?’

If “Yes” is selected above for ‘Does this include a basement?’, then the following is required:

- Click “Yes” or “No” for ‘Is it a finished basement?’

If “Yes” is selected for ‘Is it a finished basement?’, then the following is required:

- Enter the number of feet for ‘How many feet below is the basement floor from the first floor?’.

Click “Yes” or “No” for ‘Is the building an officially designated emergency shelter?’

If “Yes” is selected above for ‘Is the building an officially designated emergency shelter?’, then the following are required:

- Enter the number of bed capacity for ‘What is the shelter capacity?’
- Click “Yes” or “No” for ‘Is there a kitchen in the building?’
- Click “Yes” or “No” for ‘Is there an emergency generator in the building?’
If “Yes” is selected above for ‘Is there an emergency generator in the building?’, then the following is required:

- Check all of the boxes that apply for ‘Does the generator provide enough power for:’
  - The check box options are:
    - 1. Communications
    - 2. Lighting
    - 3. Refrigeration
    - 4. Heating
    - 5. Air Conditioning

- To save the changes, click the **Save** button.
3. **Earthquake**

In this Manual, all fields that are pre-populated by GIS or HAZUS analyses will be indicated with ‘(Auto-Populated)’ written in front of the field name in this manual.

All fields with a **yellow border are required fields** and must be answered in order to have the screen considered as Complete.

NOTE: The screen prints in this manual do not reflect any actual or real data for the Districts displayed. The screens and data are used as examples only.

a. **Add Data**

   1. **Campus Specific**

      - (Auto-Populated) ‘Facility Class’
      - (Auto-Populated) ‘Site Class (DNR Estimate)’
- (Auto-Populated) ‘PGA in 50 Years (w/ Site Class) 2%g’
- (Auto-Populated) ‘PGA in 50 Years (w/ Site Class) 10%g’
- (Auto-Populated) ‘Sa (short period spectral acceleration) 2/3rds of 2% in 50 Years, %g’
- (Auto-Populated) ‘Earthquake Ground Motion Percentile’
- (Auto-Populated) ‘Liquefaction Potential (DNR Estimate)’
- Click ‘Yes’ or ‘No’ for ‘Is there a site specific geotechnical study for the Campus?’

If “Yes” is clicked, then the following fields are required:

- Select the drop down option for ‘Site Class (Site-Specific Determination)’. If you do not have this information, then select “Unknown”.
  - The drop down options:
    - A. Hard Rock
    - B. Rock
    - B-C. Rock - Very Dense Soil/Soft Rock
    - C. Very Dense Soil and Soft Rock
    - C-D. Very Dense Soil/Soft Rock - Firm Soil
    - D. Firm Soil
    - D-E. Firm Soil - Soft Soil
    - E. Soft Soil
    - E-F. Soft Soil - Very Soft Soil
    - F. Very Soft Soil
    - G. Unknown

- Select the drop down option for ‘Liquefaction Potential (Site-Specific Determination)’. If you do not have this information, then select “Unknown”.
  - The drop down options:
    - High
    - Moderate-High
    - Moderate
    - Low –Moderate
• Low
• Very Low-Low
• Very Low
• Bedrock (None)
• Unknown

☐ Click “Yes” or “No” for ‘Is there an Earthquake emergency evacuation plan?’

2. Building Specific

If you have not created buildings or added square footage details for your building(s), then one of two messages will appear indicating that you must go to the Building Inventory screen in ICOS to add building area use specific data to complete the building earthquake data section.

![Image](image_url)

No Buildings Created for Facility Message

![Image](image_url)

No Building Area Use Records Created for the Building Message

If your facility has building inventory data entered into ICOS in the Building Inventory Edit screen, then your building will display the area use row(s) for the building. **Repeat all steps below for each building in the Facility.**
Select a building from the 'Select Building' drop down menu to add PDM building data. It will be defaulted to the first building listed in the Building Inventory Summary screen for the Facility. (Note: To add a new building, go to the ICOS Facility Inventory screen.)

(Auto-Populated) 'Year Built' from Building Inventory Edit screen. To change this field, go to the Building Inventory screen for the building.

(Auto-Populated) 'District Assigned Area' from Building Inventory Edit screen. To change this field, go to the Building Inventory screen for the building.

(Auto-Populated) 'District Assigned Area Use' from Building Inventory Edit screen. To change this field, go to the Building Inventory screen for the building.

(Auto-Populated) 'Seismic Design Basis'

'Area Building Type (select one)': Select a building type for each area use row for the building. This is required and must have a building type selected.

- The building type drop down options: (see data definition guide for explanations)
  - C1L - Concrete Moment Frame Low-Rise
  - C1M - Concrete Moment Frame Mid-Rise
  - C2L - Concrete Shear Walls Low-Rise
  - C2M - Concrete Shear Walls Mid-Rise
- C3L - Concrete Frame with Unreinforced Masonry Infill Walls Low-Rise
- C3M - Concrete Frame with Unreinforced Masonry Infill Walls Mid-Rise
- Concrete (generic)
- PC1 - Precast Concrete Tilt-Up Walls
- PC2L - Precast Concrete Frames with Concrete Shear Walls Low-Rise
- PC2M - Precast Concrete Frames with Concrete Shear Walls Mid-Rise
- RM1L - Reinforced Masonry Bearing Walls with Wood or Metal Deck Diaphragms Low-Rise
- RM1M - Reinforced Masonry Bearing Walls with Wood or Metal Deck Diaphragms Mid-Rise
- RM2L - Reinforced Masonry Bearing Walls with Precast Concrete Diaphragms Low-Rise
- RM2M - Reinforced Masonry Bearing Walls with Precast Concrete Diaphragms Mid-Rise
- URML - Unreinforced Masonry Bearing Walls Low-Rise
- Masonry (generic)
- S1L - Steel Moment Frame Low-Rise
- S1M - Steel Moment Frame Mid-Rise
- S2L - Steel Braced Frame Low-Rise
- S2M - Steel Braced Frame Mid-Rise
- S3 - Steel Light Frame
- S4L - Steel Frame with Cast-in-Place Concrete Shear Walls Low-Rise
- S4M - Steel Frame with Cast-in-Place Concrete Shear Walls Mid-Rise
- S5L - Steel Frame with Unreinforced Masonry Infill Walls Low-Rise
- S5M - Steel Frame with Unreinforced Masonry Infill Walls Mid-Rise
- Steel (generic)
- W1 - Wood Light Frame
If the building has a building profile of “Portable”, then the following fields are required. Otherwise, these fields will not display for your building:

- Select a portable type ‘For portables, what is the foundation type?’
  - The drop down options:
    - Slab on Grade
    - Raised on Blocks
    - Other

- If “Other” was selected above for the portable foundation type, then enter a description or explanation for ‘If Other, please describe’. (Maximum 300 characters allowed)

- Click “Yes” or “No” for ‘Is the portable building anchored/bolted to a slab or tied-down for seismic and wind forces?’

If the building does not have a building profile of “Portable”, then the following fields are required. Otherwise, for a Portable building, these fields will not be displayed:

- Click “Yes” or “No” for ‘Does the building have substantial horizontal plan irregularities?’
- Click “Yes” or “No” for ‘Does the building have substantial vertical irregularities?’

The following fields will display for all building profile types:

- Click “Yes” or “No” for ‘Has a Seismic Risk Evaluation been completed?’

  If “Yes” was selected for the above ‘Has a Seismic Risk Evaluation been performed?’, then the following are required:

  - Enter the date of the ‘Date of Seismic Risk Evaluation’. (Format: MM/DD/YYYY)
  - Click “Yes” or “No” for ‘Did the risk assessment use the ASCE 31-03 Method – Structural Evaluation?’
If “Yes” was selected for the above ‘Did the risk assessment use the ASCE 31-03 Method – Structural Evaluation?’, then the following are required:

- Select the evaluation tier for ‘What is the ASCE Structural Evaluation Tier?’
  - The drop down options:
    - Tier 1 (Screening Phase)
    - Tier 2 (Evaluation Phase)
    - Tier 3 (Detailed Evaluation)

If “No” was selected for the above ‘Did the risk assessment use the ASCE 31-03 Method – Structural Evaluation?’, then the following are required:

- Type a description or explanation for ‘Provide description of evaluation method.’ (Maximum 1000 characters allowed)
- Click “Yes” or “No” for ‘Did the risk assessment use the ASCE 31-03 Method – Nonstructural Evaluation?’

If “Yes” was selected for the above ‘Did the risk assessment use the ASCE 31-03 Method – Non-Structural Evaluation?’, then the following are required:

- Select the evaluation tier for ‘What is the ASCE Non-Structural Evaluation Tier?’
  - The drop down options:
    - Tier 1 (Screening Phase)
    - Tier 2 (Evaluation Phase)
    - Tier 3 (Detailed Evaluation)
If “No” was selected for the above ‘Did the risk assessment use the ASCE 31-03 Method – Non-Structural Evaluation?’, then the following is required:

- Type a description or explanation for ‘Provide description of evaluation method.’ (Maximum 1000 characters allowed)

- Click “Yes” or “No” for ‘Has a Structural Seismic Retrofit been performed?’

If “Yes” was selected for the above ‘Has a Structural Seismic Retrofit been performed?’, then the following are required:

- Enter the four digit year from the ‘Date of Structural Seismic Retrofit’. (Format: MM/DD/YYYY)

- Select an option for ‘What is the Structural Seismic Retrofit performance objective?’
  - The drop down options:
    - Risk Reduction
    - Collapse Prevention
    - Life Safety
    - Immediate Occupancy
    - Post-Earthquake Operability

- Type a description or explanation for ‘Briefly describe the Structural Seismic Retrofit.’ (Maximum 1000 characters allowed)
Click “Yes” or “No” for ‘Has a Non-Structural Seismic Retrofit been performed?’

If “Yes” was selected for the above ‘Has a Non-Structural Seismic Retrofit been performed?’, then the following are required:

- Enter the four digit year from the ‘Date of Non-Structural Seismic Retrofit’. (Format: MM/DD/YYYY)
- Type a description or explanation for ‘Briefly describe the Non-Structural Seismic Retrofit’. (Maximum 1000 characters allowed)

To save the changes, click the Save button.

b. Remove District Identified Hazard

NOTE: The ‘Remove Hazard’ button will only be displayed for hazard screens which are not a Statewide identified hazard for the Facility; only District selected hazards can be removed for data entry.

To remove the hazard as an identified hazard for the Facility, then click the ‘Remove Hazard’ button.

c. Copy Data to Another Building

To Copy Data to Another Building within the Facility, click the Copy Data to Another Building button. Below are the only data fields that will be copied over to the other building:

- Has a Seismic Risk Evaluation been performed?
- Date of Seismic Risk Evaluation
- Did the risk assessment use the ASCE 31-03 Method – Structural Evaluation?
- What is the ASCE Structural Evaluation Tier?
- Did the risk assessment use the ASCE 31-03 Method – Non-Structural Evaluation?
- What is the ASCE Non-Structural Evaluation Tier?
Select the building to copy the data to from the drop down box 'Select Target Building for Copy'.

Click the Copy button. The building selected will appear in the screen ready for editing and the data is copied to the fields.

Repeat for all buildings in the Facility, as needed.
4. **Flood**

All fields that are pre-populated by GIS or HAZUS analysis will be indicated with ‘(Auto-Populated)’ written in front of the field name in this manual.

All fields with a **yellow border are required fields** and must be answered in order to have the screen considered as Complete.

**NOTE:** The screen prints in this manual do not reflect any actual or real data for the Districts displayed. The screens and data are used as examples only.
a. Add Data

1. Campus Specific

- (Auto-Populated) ‘Is the Campus within the FEMA mapped Flood zone?’

  If “Yes” is selected for the above ‘Is the Campus within the FEMA mapped Flood zone?’, then the following is required:

  ![Is the Campus within a FEMA mapped flood zone?](image)

  - (Auto-Populated) ‘FEMA Flood Insurance Rate Map Date’

- (Auto-Populated) ‘Is the campus outside, but near (within one mile) of a FEMA mapped flood plain?’

  If “Yes” is selected for the above ‘Is the campus outside, but near (within one mile) of a FEMA mapped flood plain?’, then the following is required:

  - (Auto-Populated) ‘Distance to 100-year Flood Plain (miles)’

- Enter the number for ‘How many times has the Campus flooded that caused school closure and/or building damage in the last 20 years?’ Enter a zero ‘0’, if it has never flooded. (Format: 0 - 999)

  ![How many times has the Campus flooded that caused school closure and/or building damage in the last 20 years?](image)

  - Enter the four-digit year for ‘What year was the last flood?’ (Format: YYYY)

- Click “Yes” or “No” for ‘Are you concerned about flood risk, such as flooding from stormwater drainage, behind a levee and/or downstream from a dam, even if the school is not within a FEMA mapped flood plain?’
If “Yes” was selected for the above ‘Are you concerned about flood risk, such as flooding from stormwater drainage, behind a levee and/or downstream from a dam, even if the school is not within a FEMA mapped flood plain?’, then the following is required:

- Type a description or explanation for ‘Briefly explain why you are concerned’. (Maximum 1000 characters allowed)
  - (Auto-Populated) ‘Is the flood risk potentially significant?’
  - Click “Yes” or “No” for ‘Is there a Flood emergency evacuation plan?’

*Add Quantitative Data from Flood Study*

- Click “Yes” or “No” for ‘Has a FEMA Flood Insurance Study been performed?’
- Click “Yes” or “No” for ‘Has a local flood study been performed, instead of a FEMA Flood Insurance Study?’
If “Yes” is selected above for either question, then the following fields appear and are required. If “No” is selected for both, then the following will not appear on the screen.

- Enter the name for ‘Flood Insurance Study Name’. (Maximum 300 characters allowed)
- Enter the date of the ‘Flood Insurance Study Date’. (Format MM/DD/YYYY)
- Enter the name of the primary flood source for ‘Primary Flood Source Name’. (Maximum 300 characters allowed)
- Enter the number for the cubic feet per second for “Flood Discharge – 10 Year”. (Format: Decimal)
- Enter the number for the cubic feet per second for “Flood Discharge – 50 Year”. (Format: Decimal)
- Enter the number for the cubic feet per second for “Flood Discharge – 100 Year”. (Format: Decimal)
- Enter the number for the cubic feet per second for “Flood Discharge – 500 Year”. (Format: Decimal)
- Click “Yes” or “No” for ‘Do the Flood Discharge values come from a local flood study instead of a FEMA Flood Insurance Study?’
- Enter the numbers and letters from the study for the ‘Flood Profile Number’. Enter N/A, if not applicable. (Maximum 300 characters allowed)
- Enter the number of feet for “Flood Elevation – 10 Year”. (Format: Decimal)
- Enter the number of feet for “Flood Elevation – 50 Year”. (Format: Decimal)
- Enter the number of feet for “Flood Elevation – 100 Year”. (Format: Decimal)
- Enter the number of feet for “Flood Elevation – 500 Year”. (Format: Decimal)
- Click “Yes” or “No” for ‘Do the Flood Elevation values come from a local flood study instead of a FEMA Flood Insurance Study?’
- Enter the number of feet for the ‘Stream Bottom Elevation’. (Format: Decimal)
- Enter a number for the elevation measured in feet from the Flood Insurance Study for ‘Reference Datum Type for Elevation, enter into one corresponding datum field’. Put the number into either the NGVD 1929 or the NAVD 1988 datum field box. (Format: Decimal)

☐ To save the changes, click the [Save] button.
b. Remove District Identified Hazard

**NOTE:** The ‘Remove Hazard’ button will only be displayed for hazard screens which are not a Statewide identified hazard for the Facility; only District selected hazards can be removed for data entry.

- To remove the hazard as an identified hazard for the Facility, then click the ‘Remove Hazard’ button.

5. Tsunami

All fields that are pre-populated by GIS or HAZUS analysis will be indicated with ‘(Auto-Populated)’ written in front of the field name in this manual.

All fields with a **yellow border are required fields** and must be answered in order to have the screen considered as Complete.

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a. Add Data

1. **Campus Specific**

- (Auto-Populated) ‘Is the Campus within the DNR mapped Tsunami Inundation zone?’
- (Auto-Populated) ‘Straight Line Distance to Coast (miles)’
- (Auto-Populated) ‘Campus Elevation at Grade, NAVD 1988’
- (Auto-Populated) ‘Is the Campus at risk for a Tsunami?’
- Enter the number of miles for ‘Travel Distance to Nearest Accessible High Ground (miles)’. (Format: Decimal)
- (Auto-Populated) ‘Estimated Travel Time on Foot (minutes)’
- Check all of the boxes that apply for ‘Potential impediments to evacuation along designated evacuation routes: (select at least one)’
  - The check box options:
    - 1. Low areas below 10-feet elevation
    - 2. Bridges
    - 3. Possible landslide areas
    - 4. Routes with large trees and/or above ground power lines
    - 5. Other
    - 6. None
- Click “Yes” or “No” for ‘Is there a Tsunami emergency evacuation plan?’
- To save the changes, click the [Save] button.

b. **Remove District Identified Hazard**

*NOTE: The ‘Remove Hazard’ button will only be displayed for hazard screens which are not a Statewide identified hazard for the Facility; only District selected hazards can be removed for data entry.*

- To remove the hazard as an identified hazard for the Facility, then click the ‘Remove Hazard’ [Remove Hazard] button.
6. Lahar

All fields that are pre-populated by GIS or HAZUS analysis will be indicated with ‘(Auto-Populated)’ written in front of the field name in this manual.

All fields with a yellow border are required fields and must be answered in order to have the screen considered as Complete.

NOTE: The screen prints in this manual do not reflect any actual or real data for the Districts displayed. The screens and data are used as examples only.
a. Add Data

1. Campus Specific

   - (Auto-Populated) ‘Is the Campus within a USGS mapped Lahar zone?’
     
     If “Yes” is selected for the above ‘Is the Campus within a USGS mapped Lahar zone?’, then ‘Volcano(s) Posing Risk with Related Specific Lahar Zones’ is displayed:

     ![Volcano(s) Posing Risk with Related Specific Lahar Zones](image)

     - (Auto-Populated) ‘Volcano(s) Posing Risk with Related Specific Lahar Zones’.
     
     - (Auto-Populated) ‘USGS Estimated Return Period for Lahar Zone (years)’
     
     - (Auto-Populated) ‘Lahar Probability % in a 50 year Time Period’
     
     - (Auto-Populated) ‘Straight Line Lahar Distance to Campus (miles)’
     
     - (Auto-Populated) ‘Straight Line Lahar Travel Time to Campus (miles)’
     
     - (Auto-Populated) ‘Approximate Lahar Travel Time to Campus (minutes)’
     
     - Click “Yes” or “No” for ‘Is there a Lahar emergency evacuation plan?’
     
     - Click “Yes” or “No” for ‘Is there a designated lahar safe haven/shelter location where students/staff will go if evacuation for a lahar event is necessary?’
       
       If “Yes” was selected for the above ‘Is there a designated lahar safe haven/shelter location where students/staff will go if evacuation for a lahar event is necessary?’, then the following are required:

       - Enter the number of miles for ‘How many miles to the designated safe haven/shelter?’
       
       - ‘Select the planned evacuation method’ from the drop down menu.
       
       If the planned execution method chosen is “Bus”, then the following fields will display and are required:

         - Enter the number of minutes for ‘Estimated time to mobilize evacuation, including notifying drivers, time for drivers to reach bus location(s), travel
time to school and travel time to designated locations, and taking into account emergency conditions during volcanic events. (minutes)"

- Type a description or explanation for ‘Briefly describe the evacuation details.’ (Maximum 300 characters allowed)

If the planned execution method chosen is “Foot”, then the following field is displayed:

- (Auto-Populated) ‘Estimated Travel Time on Foot to Safe Haven (minutes)’

☐ Type a description or explanation for ‘Describe the potential impediments to evacuation, for example, the nearest Safe Haven is across a river which does not have a bridge for crossing.’ (Maximum 300 characters allowed)

☐ (Auto-Populated) ‘Lahar Hazard Level’

☐ To save the changes, click the Save button.

b. Remove District Identified Hazard

NOTE: The ‘Remove Hazard’ button will only be displayed for hazard screens which are not a Statewide identified hazard for the Facility; only District selected hazards can be removed for data entry.

☐ To remove the hazard as an identified hazard for the Facility, then click the ‘Remove Hazard’ button.
7. Wildland/Urban Fire

All fields that are pre-populated by GIS or HAZUS analysis will be indicated with ‘(Auto-Populated)’ written in front of the field name in this manual.

All fields with a yellow border are required fields and must be answered in order to have the screen considered as Complete.

NOTE: The screen prints in this manual do not reflect any actual or real data for the Districts displayed. The screens and data are used as examples only.

a. Add Data

1. Campus Specific

- (Auto-Populated) ‘Is the Campus within the DNR mapped Wildland/Urban Interface (WUI) Community?’
- (Auto-Populated) ‘WUI Community Fire Hazard Rating’
- (Auto-Populated) ‘USGS Landfire Mean Fire Return Period (years)’
- (Auto-Populated) ‘Wildland Fire Probability % in a 50 Year Time Period’
☐ Click “Yes” or “No” for ‘Are there areas with high vegetative fuel loads adjacent to or in proximity to the campus?’

If “Yes” was selected for the above ‘Are there areas with high vegetative fuel loads adjacent to or in proximity to the campus?’, then the following is required:

- Select “Yes” or “No” for ‘How close are the high fuel load areas to the campus?’

☐ Click “Yes” or “No” for ‘Have any fire safe practices been implemented for this campus, such as establishing defensible space (vegetation clearance) and fire safe construction practices?’

If “Yes” is selected for the above ‘Have any fire safe practices been implemented for this campus, such as establishing defensible space (vegetation clearance) and fire safe construction practices?’, then the following is optional:

- Type a description or explanation for ‘Briefly describe the measures implemented’. (Maximum 300 characters allowed)

☐ Click “Yes” or “No” for ‘Is there a Wildland/Urban Interface Fire emergency evacuation plan?’

☐ To save the changes, click the [Save] button.

b. Remove District Identified Hazard

NOTE: The ‘Remove Hazard’ button will only be displayed for hazard screens which are not a Statewide identified hazard for the Facility; only District selected hazards can be removed for data entry.

☐ To remove the hazard as an identified hazard for the Facility, then click the ‘Remove Hazard’ [Remove Hazard] button.
8. Landslide

All fields that are pre-populated by GIS or HAZUS analysis will be indicated with ‘(Auto-Populated)’ written in front of the field name in this manual.

All fields with a yellow border are required fields and must be answered in order to have the screen considered as Complete.

NOTE: The screen prints in this manual do not reflect any actual or real data for the Districts displayed. The screens and data are used as examples only.

a. Add Data

1. Campus Specific

☐ (Auto-Populated) ‘Is the Campus within 500 feet of a DNR mapped Landslides?’

☐ (Auto-Populated) ‘Maximum Slope % in Vicinity of Campus’

☐ (Auto-Populated) ‘Preliminary Ranking of Possible Landslide Risk’
Click “Yes” or “No” for ‘Are there stream channels, gullies, or swales upslope from the campus that have or may have significant accumulations of sediment and vegetative debris?’

If “Yes” is chosen above for ‘Are there stream channels, gullies, or swales upslope from the campus that have or may have significant accumulations of sediment and vegetative debris?’, then the following is displayed:

- Type a description or explanation for ‘Describe the channels, gullies or swales and identify the location relative to the campus.’ (Maximum 500 characters allowed)

Click “Yes” or “No” for ‘Are there evident slumps or historical landslide areas upslope of the campus?’

If “Yes” is chosen above for ‘Are there evident slumps or historical landslide areas upslope of the campus?’, then the following is displayed:

- Type a description or explanation for ‘Describe the possible slumps or historical landslide areas and identify the location(s) relative to the campus.’ (Maximum 500 characters allowed)

Click “Yes” or “No” for ‘Are there any Campus buildings within 50 feet of an incised stream or gully with steep slides?’
If “Yes” is chosen above for ‘Are there any Campus buildings within 50 feet of an incised stream or gully with steep slides?’, then the following is displayed:

- Enter the number of feet for ‘What is the approximate elevation difference between the top of the steep slope and the bottom of the stream channel?’ (Format: Decimal)
- Enter the number of feet for ‘What is the approximate distance from the top of the bank to the nearest Campus building?’ (Format: Decimal)

☐ Click “Yes” or “No” for ‘Are any Campus buildings within 50 feet of steep slopes from ground modifications during construction of the campus – cut-or-fill or fill-only?’

If “Yes” is chosen above for ‘Are there any Campus buildings within 50 feet of an incised stream or gully with steep slides?’, then the following is displayed:

- Enter the number of feet for ‘What is the approximate elevation difference between the top and bottom of the steep slope?’ (Format: Decimal)
- Enter the number of feet for ‘What is the approximate distance from the top of the bank to the nearest Campus building?’ (Format: Decimal)
– Click “Yes” or “No” for ‘During construction was the cut-and-fill or fill-only engineered with compaction tests, stability analyses, etc.?'

If “Yes” is chosen above for ‘During construction was the cut-and-fill or fill-only engineered with compaction tests, stability analyses, etc.?’”, then the following optional field is displayed:

- Type a description or explanation for ‘Describe how the cut-and-fill or fill-only was engineered (compaction tests, etc.)’ (Maximum 500 characters allowed)

☐ Click “Yes” or “No” for ‘Is there a Landslide emergency evacuation plan?’

☐ To save the changes, click the Save button.

b. Remove District Identified Hazard

NOTE: The ‘Remove Hazard’ button will only be displayed for hazard screens which are not a Statewide identified hazard for the Facility; only District selected hazards can be removed for data entry.

☐ To remove the hazard as an identified hazard for the Facility, then click the ‘Remove Hazard’ button.
Office of Superintendent of Public Instruction
Old Capitol Building
P.O. Box 47200
Olympia, WA 98504-7200

For more information about the contents of this document, please contact:
School Facilities, OSPI
E-mail: Robert.Dengel@k12.wa.us
Phone: (360) 725-6265

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