DETAILED DIRECTIONS FOR USING CLEARINGHOUSE SPOTONRESPONSE TOOL

Create an account on SOR here [https://app.spotonresponse.com/](https://app.spotonresponse.com/) Use project code OperClearHouse. Detailed directions for using the tool are below or on the Clearinghouse website [http://www.californiaeqclearinghouse.org/spotonresponse-map/](http://www.californiaeqclearinghouse.org/spotonresponse-map/), and a one-page quick reference is provided in-app.

For instructions on how to participate in the Clearinghouse and what type of information to collect, see Joining the Clearinghouse Team.

A Quickstart guide is at the end of this document
A longer instructional video is also available here: [https://www.youtube.com/watch?v=h1VAbCcttRI](https://www.youtube.com/watch?v=h1VAbCcttRI).

Because SOR is a web-based HTML5 application, it can be used with your Android® phone or tablet, your iPad® or iPhone®, or any desktop or laptop device. However, it also means the application does NOT have device-specific settings, so BEFORE HEADING OUT OT THE FIELD you are advised to spend time testing the application on your personal device(s) to determine optimal settings/browser for your hardware, and whichever version OS you are using.

SOR works in any browser, however, with Apple devices, it is recommended that you not use Safari.

A few handy tips to help you get started after you log in:

- Make sure to turn on Location Services and Pop-Ups or Allow when prompted
- Select Tools icon in the upper left corner of the home screen. The User’s Guide is found in-app here
- Select Tools icon -> set location -> turn off GPS -> enter city or address -> look up -> set location to place yourself on the map. Use this feature if you are using the application from an office desktop environment.
- Select Tools icon -> profile -> Area Of Interest (AOI). Set the AOI to a small value, e.g. 3 miles, to help limit the amount of information you see on the map
- Select Tools icon -> profile -> enter map refresh rate = (seconds) -> submit. When there are a lot of incidents on the map, it will take a bit longer to refresh because SOR will refresh all the items you see on the map, so restricting the AOI reduces the number of incidents for which updates are provided.
- If you are on a mobile device, information may be entered using the voice command icon next to the space bar on the keyboard.
Tips for managing your mapping environment

- In the post-disaster environment, you could encounter what is often described as a “firehose” of information. Following a major disaster, a large amount of information is generated from numerous sources. It can be a daunting task to effectively manage this information, especially if you are in the field. The Clearinghouse SOR tool provides you with information from other partners responding to the earthquake. You can limit the amount of information you access by restricting your Area Of Interest. Anything outside the AOI will not be shown. In addition, there is a practical limit to the number of incidents to which you can respond, so limiting the AOI to a few miles will help you focus your efforts by alerting you to only the incidents closest to you.

- You can also use the Display Filters to manage information. Select Layers icon in the upper left corner of the SOR home screen—display filters, to customize the type of information you see. You can also perform a Boolean NOT search to display everything BUT a particular type of incident. You can combine filters, and the custom filters you define are saved for future use when you log out.

Detailed directions are broken down into the following sections:

Logging in
Area of Interest and Setting Location
Creating a point of action or responding to an Incident

Logging In

The login page is shown below. If you do not have a username and password, click "Click here to register for access" to create an account. Use project code OperClearHouse. You will be prompted to fill out your user information.

There are a few terms that need to be defined:
• **Area of Interest** - the area around the user where Incidents will be shown
• **Incident** - an event/situation that a user feels should be investigated or brought to attention
• **Update** - for any Incident, additional information (photos, video, diagrams, pdf, etc) or comments can be associated with the Incident

Once logged in, the first page will be the listing page. This is the main page for SpotOnResponse. There are a few things to point out on this page:

*Each number corresponds with the number on the figure above.*

1. **Layers** - This button controls what you see on the map. You can toggle to see team members in the area, polygons (shake maps, etc), Incidents, Alerts, Updates, Traffic, Weather, and Icons.
2. **Settings** - This button will allow you to change your information on your profile or to set your location.
3. **Create New Item of Interest** - This button allows for the creation of one of many types of alerts, incidents, or labels that can be placed on the map for others to check out.
4. **Center Map** - This button will center the map back to the Area of Interest.
5. **Refresh** - This button will refresh SpotOnResponse.

The bars on the bottom of the map correspond to icons on the map. The Red and Yellow bars are in your immediate and general area, based on your Area of Interest.

**Area of Interest and Setting Location**

Click on the Settings button in the top left corner and select profile. The profile page is shown below.
Here you can edit your personal information along with the organization you are affiliated with. Here, the password can be changed as well. There is also a field that asks for the Area of Interest (AOI) in miles. The AOI will be the area around the user on the SpotOnResponse map where they will see incidents (in this case the AOI is set for 100 miles). Anything outside the AOI will not be shown. You can always change the AOI to see more incidents. Once you are done changing your information or setting the AOI, click submit and the listings page will be brought back up.

On the same settings button, there is also an option to set your location.

Your location is identified automatically when GPS is turned on. Alternatively, your location can be set manually by toggling GPS off at the top left corner. There are three options for setting your location. If the latitude and longitude of the location is known, simply input it in to the fields. If they are not known, you can look up the coordinates by searching for the address and the fields for lat and long will be populated automatically. The third option is to double click on the map and the lat/long fields will be
populated. Once the new location is satisfactory, click "Set Location" and the new location will be saved. Note in the picture above, the original location has the marker set in San Francisco. The new location where the marker will be placed is Oakland.

Creating an Item of Interest or Responding to an Incident

Once the location and Area of Interest is set, the map will be populated with Incidents within the Area of Interest. By going to Layers button, different features can be toggled on the map. The red and yellow bars at the bottom of the screen are all the Incidents within the Area of Interest. An incident will be red if it is within two miles of your current position.

To create an Incident/Item of interest

Selecting the Create New Item of Interest button in the top left corner will begin the process to create a new Item of Interest. Items of Interest include:

- Incident
- Announcement
- Incident – Ground Failure
- Incident – Geotechnical
- Incident – Structure – Building
- Incident – Structure – Bridge
- Incident – Critical Facility
- Incident – Industrial Facility
- Incident – Transportation
- Incident – Lifelines
- Incident – Tsunami
- Incident – Emergency Management
- Incident – 9-1-1
- Situation Report
The process to create an Incident is the same as creating any other Item of Interest. Fill out the subject line and description of the item. The location for the incident will be the location where you are making the Incident. If you are using the application in an office desktop environment, a change in location will be required. (See setting location). Once the incident/item of interest is created it will be populated on the map.

**Responding to an Incident**
Clicking on any of the Incidents in the list will bring up the page for that Incident. Also, selecting a marker on the map and clicking on details will bring up the Incident page. In this example, the Zynga incident was selected.

The first thing that should be noted is that SpotOnResponse will highlight a route from your location to the Incident. Also, there are several important buttons in the top menu.

1. **Observation** - this button will bring up options to add an update to this incident, set your location, and check-in
2. **External Reports** - here you will be able to access field tools and forms from other organizations (ie. USGS, EERI, etc)
3. **Back** - this button will bring you back to the listings page

The blue bars towards the bottom are Action Updates. These updates range from noting that someone has checked in or that someone has made a comment on this incident. These updates are organized from the top to bottom, top being the earliest and the bottom being the most recent. The map also shows these updates as a blue markers with a "U".
To check-in, click on the observation button and select check-in. The check-in will appear at the bottom of the Action Updates as you join the team.

To add an Action Update, click on the observation button and select update. The following screen will appear.

![Update Screen](image1.png)

Once the fields are filled out, there is an option to attach a file or URL to the update. The files need to be the local device. After the update has been filled out, click "submit" and the update will appear at the bottom of the Action Update list. If a file is attached to an update, it will appear with the update as seen below.

![Update List](image2.png)
Just as each incident on the listing page had its own page, so does each Action Update. This page shows the details and description about the update. The files attached to the update will also be shown.

Finally, if the Incident has particular interest with other organizations like a ground failure for CGS or USGS, or structural collapse for EERI, there are external reports that can be filled out. By clicking on the external reports button in the top left corner, there are currently a few forms available for data collection. Here is an example of the USGS Field Tools form. More information on this tool can be found on the Clearinghouse website.
### User’s Guide for SOR Version 3.2

#### Create Information
- **Item of Interest (IOI) in your Area of Interest (AOI)**
- **Observation of Interest (OOI) made about an IOI**
- **Assessment made to further detail an IOI**

#### Manage Information
- **Map selects data “layers” for traffic, weather, Announcements, and more**
- **Profile adjusts your registration info**
- **Return the map to original geographic extent to show all IOI in the AOI**
- **Set Location “moves” you to a new location for an exercise or to add IOI or OOI**
- **Refresh manually (automatic Refresh timing is set in Profile)**
- **Back to the previous operation**

#### Getting Started
- Use SpotOnResponse with your Android® phone or tablet, your iPad® or iPhone® or Web Browser.
- Make sure to turn on **Location Services and Pop-Ups** or Allow when prompted.
- Register using the Project Code provided by your administrator.
  - Your email and phone will be used to alert you to critical incidents.
  - Set your Area of Interest (AOI), the viewing area that interests you.

#### AOI Map and IOI List
- Click pins and icons to see a pop-up summary of the IOI in your AOI
- Click IOI text bars for details and Observations, attachments (photo, map overlays, etc.)
- The person icon shows your GPS location or your Set Location.
- IOI will color red when your location is in the designated Area of Action (AOA).
- Team Members appear as people icons - touch to pop up their names.
- Use the check to enter an IOI or an Announcement to share information across all AOI.
- Switch between Road Map and Satellite Image with Drag this person icon to a location to activate Google® Street View photos

#### IOI Details and IOI Observations
- View Details by touching the IOI icon, text list item, or Details link on pop-up.
- Driving directions to the incident from your current location appear on the map.
- The button gets you turn-by-turn written directions.
- Pins with a U show location of IOI Observation Updates; touch for a popup summary.
- Click on an Observation Update on the blue list at the bottom to see more description.
- Click the blue button at right to see accompanying photos, files, voice notes, or videos.
- Use the red to delete your IOI entries.

#### Create IOI Observations Updates
- Use the Check In button to let others know you are following the action.
- Use the Update button to enter your own observations about the actions taking place.
- Attach photos or files or voice notes or videos, depending on the device you are using.
- Use the Report button to access special IOI Assessment data collection tools.
- Use the red to delete your Observation Updates

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For a training videos, please visit [www.SpotOnResponse.com](http://www.SpotOnResponse.com) and the SpotOnResponse YouTube Channel at [http://www.youtube.com/user/SpotOnResponse](http://www.youtube.com/user/SpotOnResponse). For more information about SpotOnResponse please email [info@SpotOnResponse.com](mailto:info@SpotOnResponse.com)