



Emergency Management Response System's Mapping Module



Site Planner

General Information/Tips

- ▶ **EMRS Help Desk Phone #** 1-877-944-8457
- ▶ **About the Veterinary Services' Emergency Management System's Mapping Module** – Consists of three toolsets:
 - Site Planner – helps you to quickly locate premises on maps, using a variety of search criteria.
 - Field Responder – lets you import premises data into third-party software applications in order to customize/generate/view/print detailed maps for use by animal disease investigation personnel.
 - Incident Analyzer – assists you in performing geographic visualization and analysis work for use in animal disease investigations.
- ▶ **This Job Aid** – documents the procedures for using the Site Planner toolset.
- ▶ **About Site Planner** – This toolset provides map-enabled tactical planning functions by allowing analysts, incident command personnel, and Foreign Animal Disease (FAD) investigation teams to quickly generate online maps and locate premises on them using a variety of search criteria. Users can then download and save the premises data in tab-delimited text format (spreadsheet) and map format (PDF-Portable Document Format).

Task 1: Logging into the EMRS Mapping Module

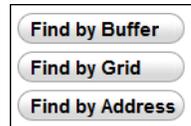
- 1 Access the EMRS Login screen at this URL: https://emrs01.aphis.usda.gov/emrs/training/emrsinves.nsf/mm_webframeset?open
- 2 Enter your username and password.
- 3  Click on this button. The **Veterinary Services – Emergency Management – EMRS Login** Screen appears.
- 4 On the **EMRS Login** screen, click on the link for the database instance that is being used by your investigation/emergency outbreak. An **EMRS – Investigation Database Main Menu** Screen appears.
- 5  In the toolbar at the top of the **Investigation Database Main Menu** Screen, click on this button. This opens the **USDA EMRS Mapping Module** Home Page.

Task 2: Using the EMRS Site Incident Selector Tool

- 1 On the EMRS Mapping Module Home Page, select an **Instance** (the EMRS database being used by your investigation/emergency outbreak) from the pull-down menu.
- 2 Select one or more **Access Group(s)** databases from the pull-down menu.
 - To select multiple Access Groups, hold down the **CTRL** key and click once on each group.
 - To deselect an Access Group from your selected set, hold down the **CTRL** key and click on the unwanted Access Group.
- 3 Select one or more **Incident(s)** using the same methods described in Step 2 above.
- 4  Click, to launch Site Planner.

Task 3: Selecting Prem ID Locations

On the Site Planner Home Page, select one of the three ways to generate your map results:
(Note: The Find by Address feature is currently not available in Site Planner.)



- Find by Buffer**
 Use this method to center one or more Prem IDs within a specified buffer zone. The buffer zone will also identify all other premises inside it.
- a. Click on **Find by Buffer**.
 - b. **Prem IDs** – Unique identification for a geographic location where animal operations are conducted. Manually enter one or more Prem IDs. Separate multiple Prem ID entries with a comma.
 Enter each Prem ID using the following format: **NNNN-xxxx** (where NNNN are capitalized alphabetical characters, a hyphen (not an underscore), and xxxx are numerals).
Example: CFTEP-0021
 - c. **Buffer Dist** – Radius from the Prem IDs that you specified in the **Premises IDs** data field.
 - i. Manually enter this value. It can be either a whole number (such as 3, 12, or 144) or a decimal value (i.e., 2.6, .5, or 98.1).
 - ii. Use the pull-down menu to select the distance **Units (Miles or Kilometers)**.
 - d. Click on **Search**. You then see a Map Results window containing a map with the Prem IDs you specified.

Selecting Prem ID Locations (more)

Find by VS Grid

Use this method to locate all premises within a specific VS Grid cell.

- a. Click on **Find by Grid**. The Find by Grid window displays.
Note: If you do not know which VS Grid ID number to enter, click on the **Index** button to see your incident's regional map with all of its VS Grid IDs in a separate window. Use this option first to determine which VS Grid ID you want to use. Then use this specific VS Grid ID in Step 2 below. To close the Index window click the red X button in the upper right corner of the window.
- b. Manually enter the VS Grid ID number.
- c. Click on **Search**. This generates a map window containing a map with the VS Grid you specified and all premises locations within it.

Find by Address

(Note: This feature is currently not available in Site Planner.)

Use this method to locate a premises by its physical address on a map.

- a. Enter a premises' physical address using either *Method A* or *Method B* described below:
 - *Method A:* Enter the Street Address and City; then select the State using the pull-down menu.
 - *Method B:* Enter the Street Address and Zip Code (5-digit version only).
- b. **Buffer Dist** – Radius from the Prem IDs that you specified in the **Premises IDs** data field.
 - i. Manually enter this value. It can be either a whole number (such as 3, 12, or 144) or a decimal value (i.e., 2.6, .5, or 98.1).
 - ii. Use the pull-down menu to select the distance **Units (Miles or Kilometers)**.
- c. Click on **Search**. You then see a Map Results window containing a map with the address(es) you specified.

Task 4: Downloading Map and Prem ID Data

You can download the map and Prem ID data generated by Site Planner in either of two ways:

• Downloading Data as a TXT file (Text database):

1.  Click, to display a new window with your data in tab-delimited format. A tab-delimited file is a special kind of plain text file with a tab character between each column in the text. When imported into the EMRS Mapping Module's Field Responder + Street Atlas or Field Responder + ArcGIS Explorer tools, these tabs allow the columns in the file to line up neatly.
2. Click the **Save** button on the toolbar to save the data to the hard drive. This opens the web browser's **Save** file dialog box.
3. Navigate to the desired directory.
4. Click on **Save**. The file is saved in plain text format with a .txt extension.

• Downloading Data as a graphical Map:

1.  Click, to display a separate map window covering the area.
2. Click the **Save** button to save the map to the hard drive. This opens the web browser's **Save** file dialog box.
3. Navigate to the desired directory.
4. Click on **Save**. The file is saved as an Adobe Acrobat file with a .pdf extension.