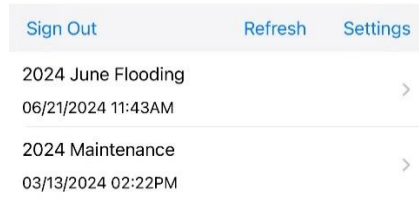
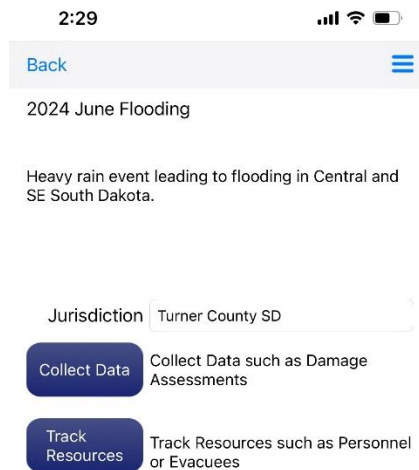


Crisis Track: Adding Road Damage

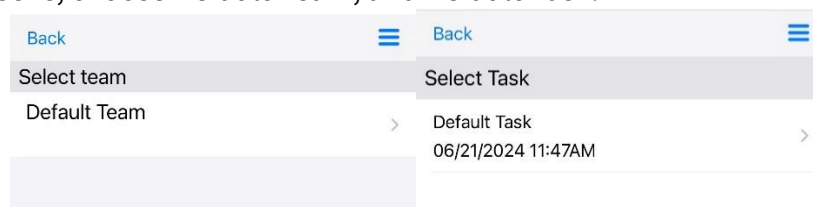
1. Open the Crisis Track mobile App on your device, then click on the blue Alternative Login hyperlink.
2. Follow the screens to log in using your MySD log in information.
3. You will then be redirected to the list of incidents that are open for your county and click on the current incident:



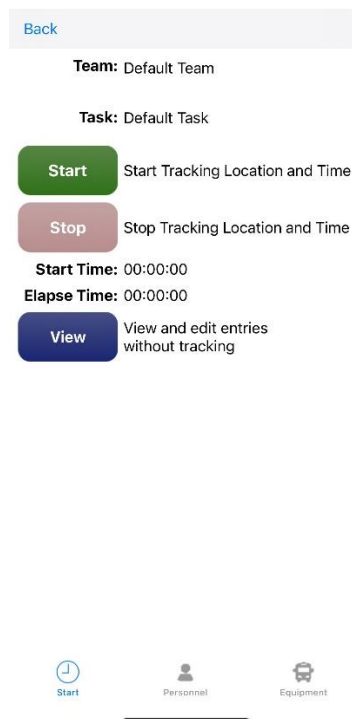
4. On the next screen, verify your jurisdiction information is correct, then click on the blue Collect Data button:



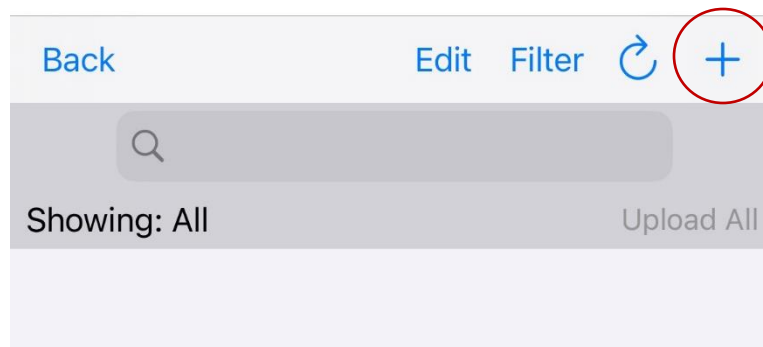
5. On the next screens, choose Default Team, and Default Task:



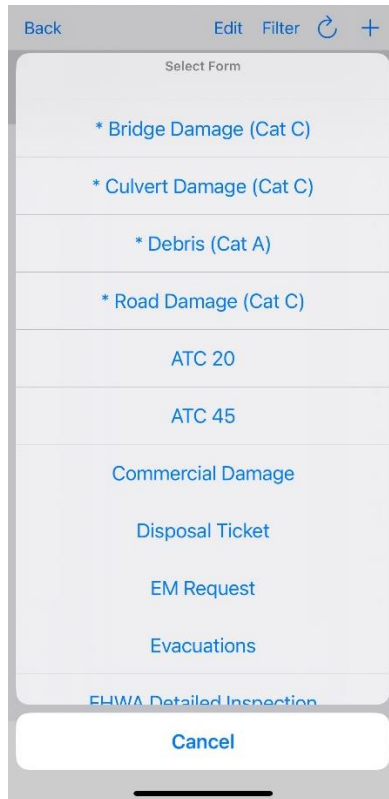
6. On the next screen, click the green Start button if you want to track your field time and location, or click the blue View button to just add damages without tracking your time:



7. To begin adding damages, on the next screen, click the blue plus sign in the upper right part of your screen:



8. A pop up will appear with damage entry forms for you to choose from.
9. The forms with an asterisk next to them are the most common forms used during a Public Assistance PDA.



10. Road Form:

Cancel

* Required

Form: * Road Damage (Cat C)

Status: Not Uploaded save as: Complete

Line

Add Point Use current location

Type *

Paved

Access Issues *

No

Alternate Route *

Yes

Assessment

Damage Description

Primary Cause

Form Map Photos Save

11. Fill out as much information as you can in the field. Take a minimum of two photos of all damage that clearly shows the damage that you are describing.
12. For Road damage that covers more than 200 linear feet, take an additional set of photos that show the continuing road damage.
13. Clicking on the blue Add Point button will put your current GPS location in.

Cancel

* Required

Form: * [Road Damage \(Cat C\)](#)

Status: Not Uploaded save as: [Complete](#)

Line

Add Point

Use current location

-100.316, 44.3672

Type *

Gravel

Access Issues *

No

Alternate Route *


Yes


Assessment


Damage Description


Water overtopped the road and washed off surface gravel and base materials to a depth of approximately 5 inches.

Primary Cause


 Form

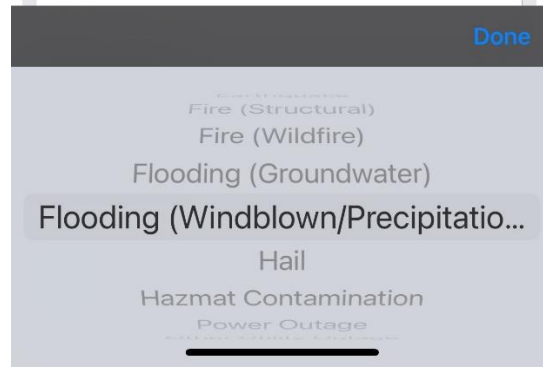

 Map


 Photos

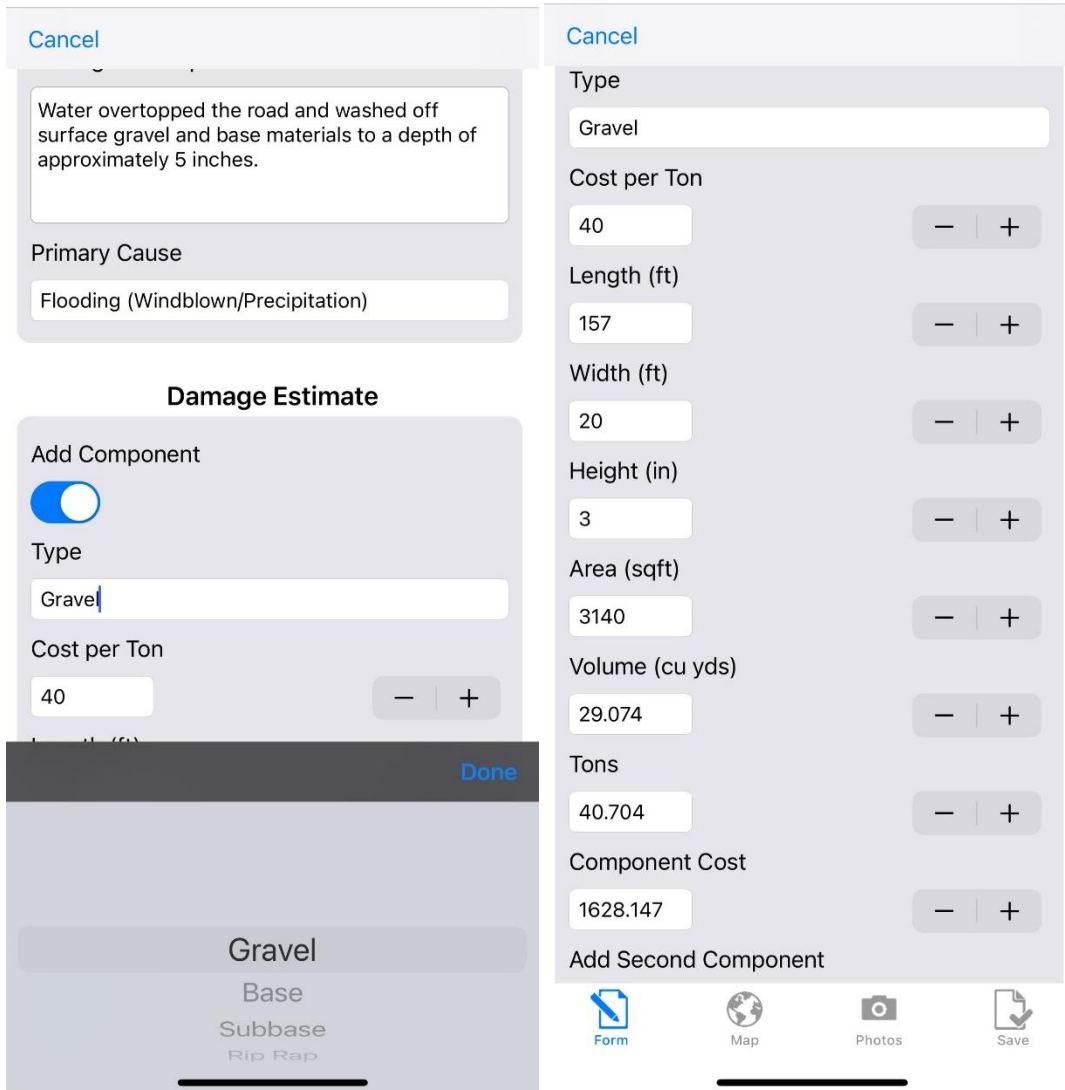

 Save

Choose the type of road from the Type list (Gravel, Paved, Dirt)
 Choose yes or no for access issues, and yes or no for alternate route.

14. Then add a brief damage description and choose a primary cause from the available options.



15. Next, fill out the Damage Estimate fields by choosing the type of material that has been lost/damaged and then filling in the quantities. Cost estimates will automatically populate based on the most recent DOT weighted average costs:



Continue filling in damaged components until you have captured as much as you can in the field.

16. Next, add any notes, including your location and site numbers, and the name and phone number of the person filling out the form:

Cancel

11.304 - +

Component Cost

327.807 - +

Add Third Component

Total Cost

1955.954 - +

Notes

Notes

Site 1, 271st

Completed by

Amanda Vanderplaats

Phone Number

1234567890



17. Then, click on the camera icon at the bottom of the screen and take photos that clearly show the damage that is being claimed. You must include a minimum of two photos.

18. Once you've taken a photo, click on the photo and add a note about the location:

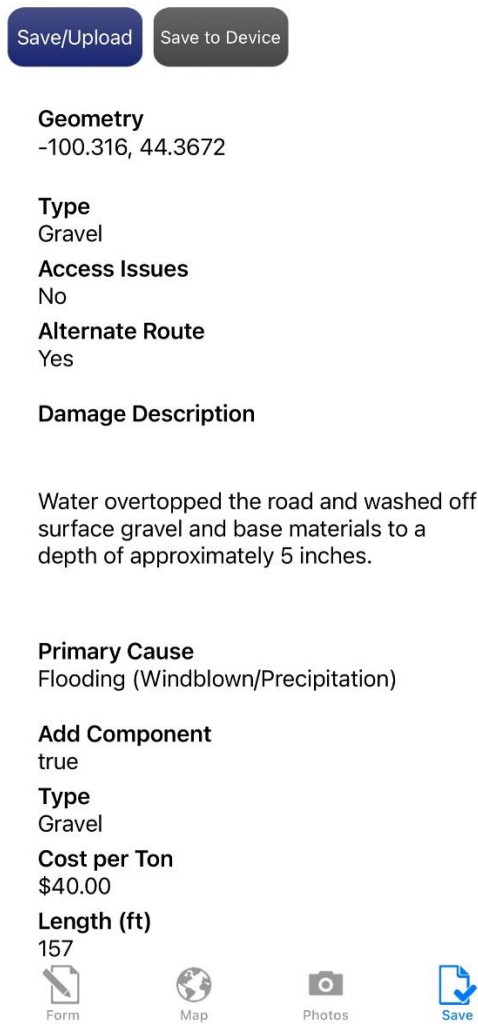
Cancel Save

Notes

Gravel wash on 271st facing NE



19. Once you've taken photos and input as much damage information as possible, click on the Save icon in the bottom right corner of the screen:



The screenshot shows a mobile application interface for reporting damage. At the top, there are two buttons: "Save/Upload" (blue) and "Save to Device" (grey). Below these are several sections of text:

- Geometry**: -100.316, 44.3672
- Type**: Gravel
- Access Issues**: No
- Alternate Route**: Yes
- Damage Description**: Water overtopped the road and washed off surface gravel and base materials to a depth of approximately 5 inches.
- Primary Cause**: Flooding (Windblown/Precipitation)
- Add Component**: true
- Type**: Gravel
- Cost per Ton**: \$40.00
- Length (ft)**: 157

At the bottom, there are four icons: "Form" (pencil and paper), "Map" (globe), "Photos" (camera), and "Save" (blue square with a white checkmark). A horizontal line is visible below the icons.

20. If any information needs to be updated, you can click on the Form or Photos icons to edit information.
21. If everything looks correct, and you are in an area with good connectivity, click on the blue Save/Upload icon at the top of the screen.
22. You will then be taken back to the list of damages and be able to click on the blue plus sign to add another damaged facility.
23. If you are finished adding damages, click on the blue Back button in the upper left corner of your screen to back out of the incident and log out of the app.
24. Once you are logged in, you will not be logged out or timed out. You must click Sign Out or Log Off in order to end your session.

For more information, please contact the SD OEM Public Assistance team at 605-773-3231, or visit us online at <https://dps.sd.gov/emergency-services/emergency-management/recovery/public-assistance>