

## Crisis Track: Adding Inundated Roads

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:

Sign Out	Refresh	Settings
2024 June Flooding		>
06/21/2024 11:43AM		
2024 Maintenance		>
03/13/2024 02:22PM		

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

2:29   

[Back](#) 

2024 June Flooding

Heavy rain event leading to flooding in Central and SE South Dakota.

Jurisdiction

[Collect Data](#) Collect Data such as Damage Assessments

[Track Resources](#) Track Resources such as Personnel or Evacuees

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

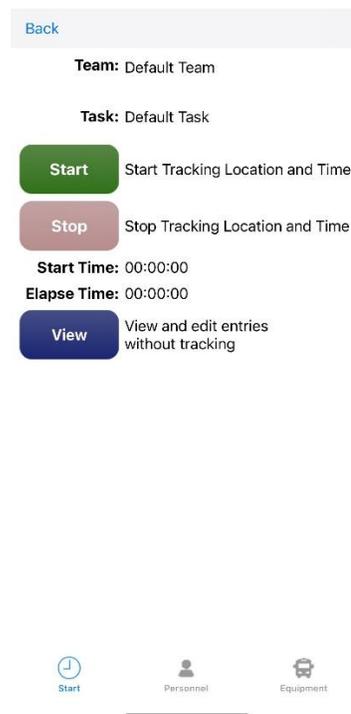
[Back](#)  [Back](#) 

Select team [Select Task](#)

Default Team > Default Task >

06/21/2024 11:47AM

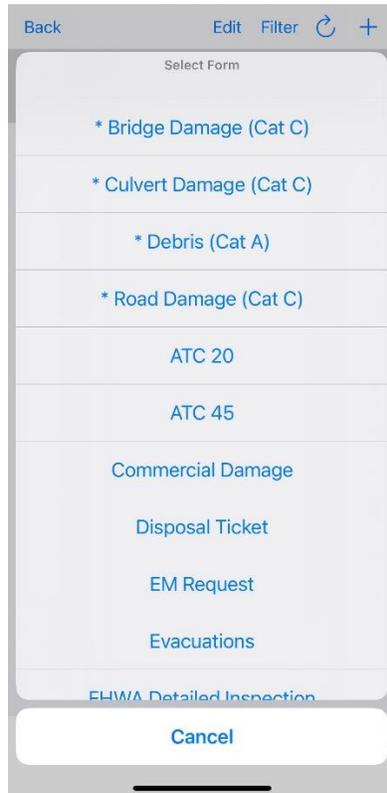
6. On the next screen, click the green Start button if you want to track your field time and location, or click the blue View button to just add damages without tracking your time:



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. Inundated roads will not count towards County PDA totals. However, you should still make note of inundated roads along with your other damage. If the road comes out of inundation prior to the PDA documentation deadline, or after a Disaster Declaration is received, keeping track of the road now will make sure it shows up on your damage inventory.
12. Clicking on the blue Add Point button will put your current GPS location in. You can click on the Map icon at the bottom of the screen to draw a line on the map of the approximate length of the inundated road section.

Cancel

\* Required

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

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

Line

[Add Point](#) Use current location

-100.356, 44.3689

Type \*

Gravel

Access Issues \*

Yes

Alternate Route \*

Yes

**Assessment**

Damage Description

Road is currently underwater. 06242024

Primary Cause

Form Map Photos Save

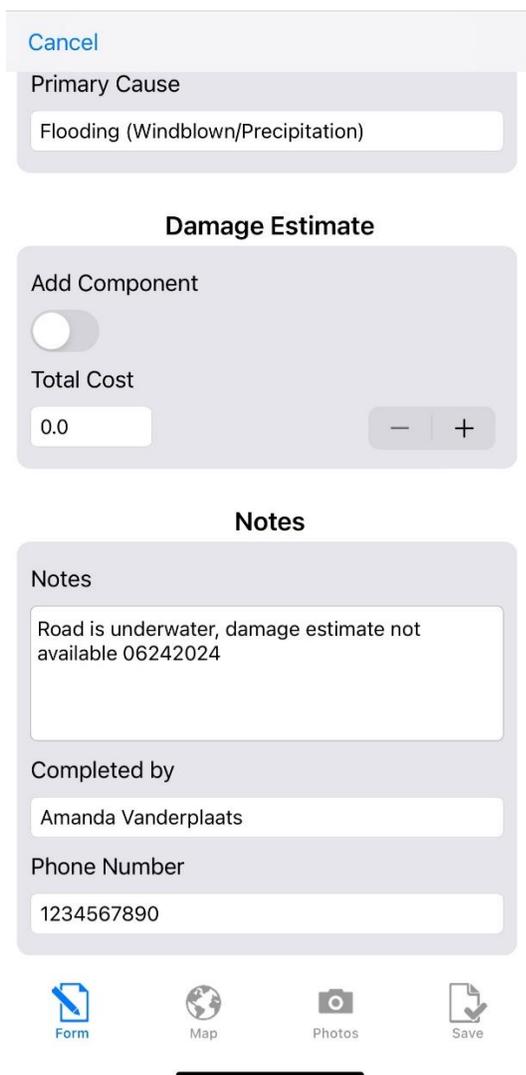
Choose the type of road from the Type list (Gravel, Paved, Dirt)  
Choose yes for access issues, and yes or no for alternate route.

13. Then add a brief damage description that states the road is inundated, or underwater, along with the date that you are documenting the road being underwater. Then, choose a primary cause from the available options:



14. There is no need to fill out the Damage Estimate fields while the road is inundated.

15. Next, add notes stating that the road is underwater, and the name and phone number of the person filling out the form:



Cancel

Primary Cause

Flooding (Windblown/Precipitation)

**Damage Estimate**

Add Component

Total Cost

0.0

– +

**Notes**

Notes

Road is underwater, damage estimate not available 06242024

Completed by

Amanda Vanderplaats

Phone Number

1234567890

Form Map Photos Save

16. Then, click on the camera icon at the bottom of the screen and take at least one photo that shows water overtop the road.

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

Cancel Save

**Notes**

271st St underwater, road closed 06242024



18. Once you've taken a photo, click on the Save icon in the bottom right corner of the screen:

Save/Upload Save to Device

**Geometry**  
-100.356, 44.3689

**Type**  
Gravel

**Access Issues**  
Yes

**Alternate Route**  
Yes

**Damage Description**

Road is currently underwater. 06242024

**Primary Cause**  
Flooding (Windblown/Precipitation)

**Add Component**  
false

**Total Cost**  
\$0.00

**Notes**

Form Map Photos Save

19. If any information needs to be updated, you can click on the Form or Photos icons to edit information.
20. 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.
21. 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.
22. 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.
23. 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.
24. If the road comes out of inundation before the official PDA deadline, you can go back to the damage item and edit the road to capture actual damages.
25. Make sure you take new photos that clearly show the road damage.
26. You can also go back to the site of the previously inundated road and capture the damage following the instructions for capturing road damage.

**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>**