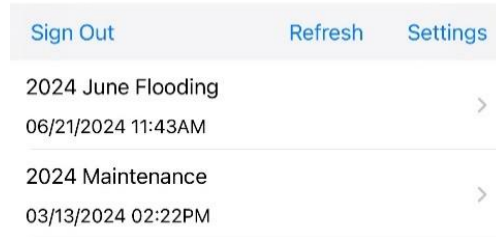# Crisis Track: Adding Culvert Damage

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:
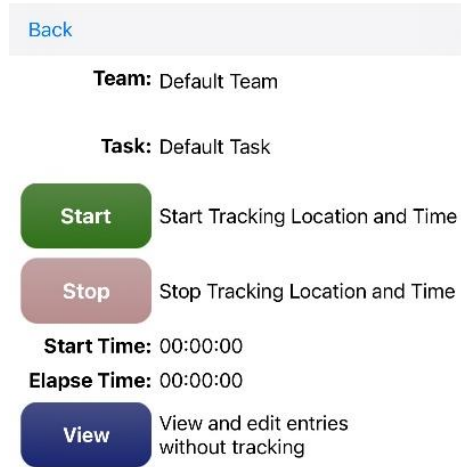

4. On the next screen, verify your jurisdiction information is correct, then click on the blue Collect Data button:

SOUTH DAKOTA
DEPARTMENT
OF PUBLIC SAFETY
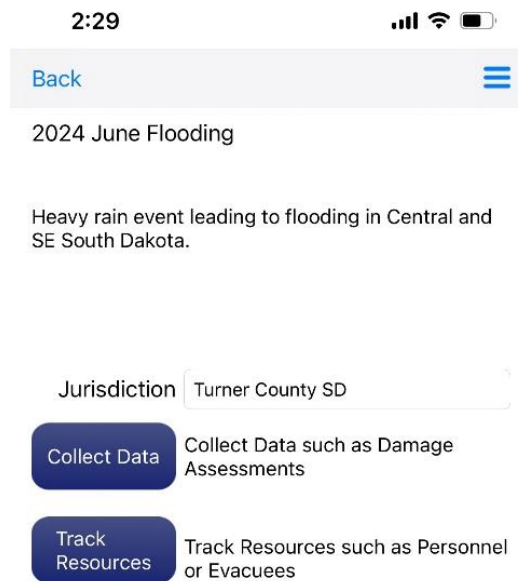
5. On the next screens, if you have not been assigned to a team or assigned tasks, choose Default Team, and Default Task:

Back	☰	Back	☰
Select team		Select Task	
Default Team	›	Default Task 06/21/2024 11:47AM	›
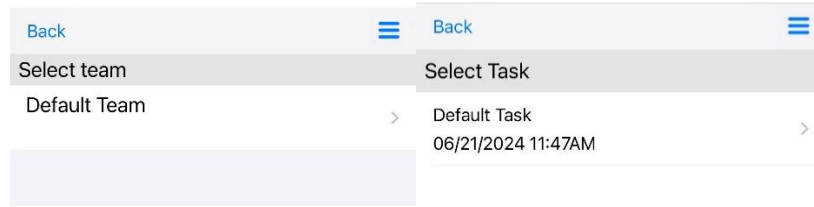
6. On the next screen, click the green Start button if you want to track your field time and location, or click the blue View button to just add damages without tracking your time:
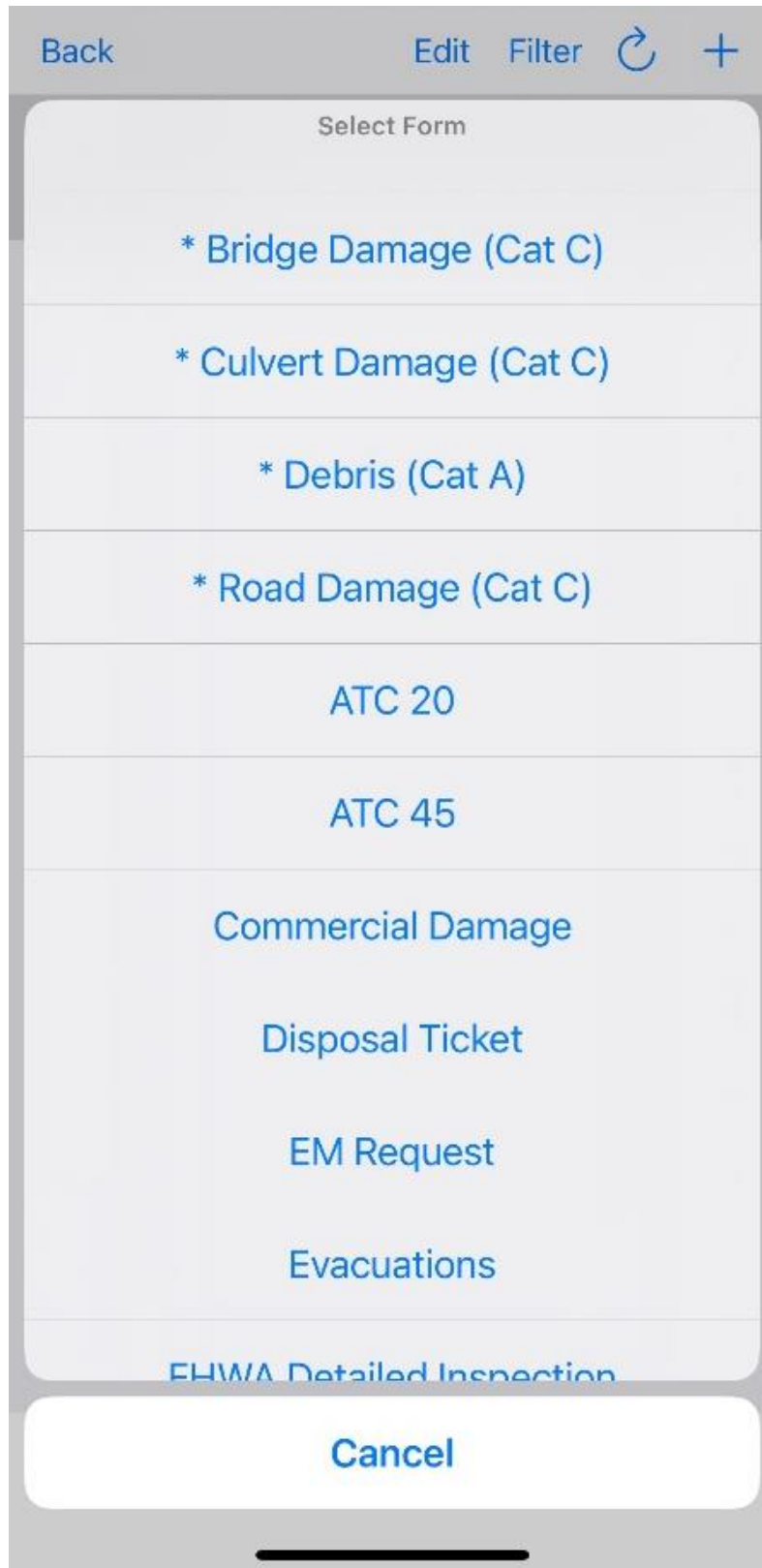
> Back
>
> **Team:** Default Team
>
> **Task:** Default Task
>
> **Start** Start Tracking Location and Time
>
> **Stop** Stop Tracking Location and Time
>
> **Start Time:** 00:00:00
> **Elapse Time:** 00:00:00
>
> **View** View and edit entries without tracking
>
> 🕐 Start   👤 Personnel   🚌 Equipment

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

> Back   Edit   Filter   ↻   ⊕
>
> 🔍
>
> Showing: All   Upload All

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.

Back   Edit Filter ↻ +

Select Form

* Bridge Damage (Cat C)

* Culvert Damage (Cat C)

* Debris (Cat A)

* Road Damage (Cat C)

ATC 20

ATC 45

Commercial Damage

Disposal Ticket

EM Request

Evacuations

FHWA Detailed Inspection

Cancel

10. Culvert Form:

11. Fill out as much information as you can in the fields.
12. If you have pre-loaded structures in your jurisdiction, and the culvert you are adding damage for is available, you can click the blue Locate button and it should appear on a list for you to choose it.

13. If you click on the blue Type: All, a drop down list with types of facilities will show up so you can filter the structure list by type of structure. If the structure is not available, you can choose Geocoded Address to put in the GPS coordinates of the location you're currently at.

14. Fill out as much of the form information as you can. Include a description of the damage, dimensions of the culvert, and the primary cause of damage.

Cancel

Damage Description

Scour around and under culvert and damage to flared ends on bath sides of road.

Primary Cause

Flooding (Windblown/Precipitation)

Culvert Material

Length (ft)

0.0   — | +

Diameter (in)

0.0   — | +

Cost Estimate

0.0   — | +

15. When you click on the Primary Cause field, a list will show up with damage types. Choose a primary cause from the available options.

Done

Fire (Structural)
Fire (Wildfire)
Flooding (Groundwater)
Flooding (Windblown/Precipitatio...
Hail
Hazmat Contamination
Power Outage

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

Primary Cause

Flooding (Windblown/Precipitation)

Culvert Material

CMP

Length (ft)

30   — | +

Diameter (in)

24   — | +

Cost Estimate

1000   — | +

Notes

Site 1a. Culvert will need to be replaced. Road damage captured separately on Site 1

Completed by

Amanda Vanderplaats

Phone Number

1234567890

Form   Map   Photos   Save

17. Make sure you capture road damage on the road damage form and reference the associated culvert/road damage in the Notes section of each damage entry (as shown).
18. Then, click on the camera icon at the bottom of the screen and take a minimum of two photos that clearly show the damage that is being claimed.

19. Once you've taken a photo, click on the photo and add a note about the location, then click the blue Save at the top right corner of the screen:

20. 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.

21. If any information needs to be updated, you can click on the Form or Photos icons to edit information.
22. 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.
23. If you are operating offline, or in an area with poor connectivity click on the Save to Device button. Then, when you are back in an area with connectivity, you will need to go to the list of damages entries you made in the field and click on the Upload All button.
24. After you click Save/Upload, or Save to Device, you will be taken back to the list of damages and be able to click on the blue plus sign to add another damaged facility.
25. 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.
26. 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.
27. Your County Emergency Manager and SDOEM staff will review all damage entries for accuracy and contact the person who entered the damages if they have questions or need additional information or photos.
28. Damage entries that do not include cost information will not count towards PDA totals.
29. Additional tutorials and instructions for Crisis Track can be found on the DPS website here: https://dps.sd.gov/emergency-services/emergency-management/recovery/crisis-track

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