

To: Acquisition Editors at the Association for Computing Machinery (ACM) Special Interest Group on Design of Communication (SIGDOC)

CC: Dr. Sarah Read, Dr. Paul Collins, and WR227 course members

From: Hank Aaron

Date: Sunday 8/16 at 11:59 PM PST

Subject: Disaster Documentation - Experience Report and Use Cases

[Formula: opening paragraph, middle paragraph, closing paragraph, see also [memo body](#).]

[This transmittal letter is rough draft material]

[First paragraph:]

In response to the ACM's call for experience report proposals, *Disaster Documentation* provides a look at the design of communication for ACM readers through the lens of a user experience of a local emergency manager during a disaster declaration process in Oregon.

The design of communication (DOC) is changing for local emergency managers using local, county, and federal damage assessments during a disaster declaration in Oregon.

Legislatively shifting technological platform at the state level

Based on research with interviewees.

[Middle paragraph(s):]

The next paragraph should begin justifying the importance of the main point.

Focus on the purpose and give a brief overview of the documentation's contents.

Add more than paragraphs if needed to continue justification with background and details, as it applies.

[Closing paragraph:]

The closing paragraph should restate the purpose of the letter and, in some cases, request some type of action.

Encourage the reader to get in touch if there are questions, comments, or concerns.

Close with a gesture of goodwill, expressing hope that the reader finds the report satisfactory.

Regards,

Hank Aaron



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Disaster Documentation

The User Experience (UX) Impact of Oregon's Evolving Damage Assessment Methodology for Emergency Declarations



Source: NCEI NOAA ([URL](#))

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Version v.0.2

Version due date: Sunday 7/27 at 11:59 PM PST

Abstract

[Formula: summary of the document's organization: Brief background to emphasize the significance of the problem, problem statement, brief description of the project and its objectives, beginning and completion dates, brief description of financial information, foreseen problems/questions that decision-maker might have and responses to them.]

This experience report focuses on the impact of Oregon's evolving methodology for documenting and publishing data and information about damage from natural disasters and other emergencies. In tracing public damage assessment genre sets through organizational levels and user groups, the report (a) outlines the current processes by which data and information are generated and transferred and (b) connects the potential future damage assessment methodology to a larger paradigm shift in the state's broader data-sharing approach.

[See also [title page](#)]

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Introduction

[**Formula:** Hook, topic, purpose, audience, overview of contents, background on topic/situation, see [also portfolio doc specs/ introduction](#) and McMurrey's [guide to introductions](#) and [examples](#).]

In the future, from a design of communication standpoint, what will happen when (not if) a disaster like the Cascadia earthquake and tsunami strikes the Pacific Northwest [17]? What documentation methodology will be ready should this or some other natural or human-made emergency occur? How will writing, editing, and reporting function in these risk-prone moments caught in "the dynamic uncertainty of the material environment," to quote Beverly Sauer [16]? What roles will communication specialists play? [**hook**]

Using a design of communication (DOC) approach to these questions, this experience report shares with ACM SIGDOC readers [**audience, purpose**] how answers to these questions are evolving in Oregon and how there is change on the horizon for the way that Oregonians prepare and coordinate documentation during disaster scenarios and declarations of emergency.

The current digital platform used to communicate data/info currently relies heavily on desktop publishing software that promotes ballooning paperwork, but the efficiency and expediency of newly structured information architecture and automated workflows for desktop/mobile devices must be weighed against their relative fragility. [**background**]

Much remains to be seen as Oregon enters and navigates this new methodological territory. The success of a new paradigm shift in damage assessments could set the stage for potential shifts in other similar areas that might also be impacted by, and successfully leverage, statewide data-sharing models. With fundamental changes in approach, however, come fundamental shifts in perspective and behavior. New conceptual territory calls for thinking across multiple boundaries: social, methodological, theoretical, and pedagogical alike.

This report explores the background of disaster documentation in Oregon and the documentation that is currently available, relays the different research methods used, shares results, and discusses findings, sharing some recommendations on concentration areas based on the research. [**overview of contents**]

[INSERT HEADINGS & SUBHEADINGS BELOW BASED ON WHAT YOU'RE WRITING ABOUT:]

[Body sections: In the beginning stage, outline the macro elements by creating sections for the main headings and subheadings for at least heading levels 1 (H1) and 2 (H2) (level 3 and lower is optional and up to you depending on your need). Subtitles for all headings are optional.]

- [H1 required]
- [H2 required]
- [H3 if applicable, often recommended for technically rich documentation]
- [H4 if applicable, recommended for technically rich documentation]
- [H5 if applicable]
- [Hn usually not recommended unless necessary]
- See example below
- Based on [genre structures: informative, enabling, and persuasive.](#)”

This document provides a more detailed breakdown of several classic technical document types to choose from. You could choose any of the following documents or combinations to write:

- Informative documentation:
 - [Technical Description](#)
 - [Technical Recommendation Report](#) (similar reports include Feasibility Report, Alternatives Analysis Report, and Business Case Report)
 - [Technical Lessons-Learned Report](#)
- Enabling document
 - [Technical Instructions](#)
- Persuasive document
 - [Technical Proposal](#)

Background

[Sometimes, the background section or a literature review should be its own section after the introduction. When the background is historical, it often follows a [chronological logic](#). If it's a literature review, it will in many cases become topic-based, as well as [other methods of dev.](#)]

[Generic to specific method of idea development used to relay the problem/solution/opportunity]

[General] Today, when natural or human-made emergencies strike, they catalyze high-speed, deadline-driven, intergovernmental processes through public, private, and nonprofit sectors to quickly and accurately document magnitude and impact to human life and property.

[Specific□] Escalating a state-of-emergency declaration to the highest echelons means completing stages of documentation at the local, county, regional, state, tribal, and federal levels within 30 days of the event, per the Robert T. Stafford Disaster Relief and Emergency Assistance Act [3]. The Federal Emergency Management Agency (FEMA) publishes a summary assessment for every major U.S. event on its website [4]. In two pages, the assessment provides the information used to factor assistance. Although mere pages in length and usually a handful of days in the making, the summary is by no means simply built. Leading up to publication, the emergent assessment process is a highly coordinated coalescence and cooperation of individual authors and editors connected to multiple jurisdictions/systems, from everyday people to sitting presidents.

[More specific□] An official declaration of emergency at the federal level triggers the allocation of funds to affected areas via two separate programs, if applicable: Individual Assistance (IA, for individuals, families, and businesses) and Public Assistance (PA, for local governments). In Oregon, PA claims are historically much more common than IA claims. Only 2 instances of IA have been declared since 1998 [12]. Compare this to 112 instances of PA since 1996. Even when IA is not funded, a lot can be gained from PA for localities in need during and after an emergency, due to the overwhelming collective loss of government infrastructure and services. Qualifying for PA means 75 cents back for each dollar incurred from emergency work, i.e., for debris removal and protective measures, and/or permanent work, i.e., for roads and bridges, water control facilities, public buildings and equipment, public utility systems, parks, and other key public assets and infrastructures during emergencies, like hospitals and stadiums (does not include damage related to fire or registered hazards). Especially hard-hit areas are at times provided PA funds even if county and state per-capita thresholds are not met.

[Problems□] While IA applications are handled directly by FEMA (via the URL DisasterAssistance.gov), each state oversees its own PA programs [5]. From a high level, like most states, Oregon's current damage assessment documentation methodology for local governments follows a common operating picture statewide based on federal models. A closer look at OEM's methodology reveals three stages of assessment leading up to the two-page PDF posted on

*The
documentation
was a
"mountain of
paperwork"*

FEMA's website. The analysis of this report centers on these stages. Each stage is connected in a chain of command; however, data are generally disconnected by stage, and in one stage, data are mediated using desktop publishing applications that balloon documentation workloads and bottleneck linear workflows. In these scenes and situations—where time can be pressed and resources might already be sparse—documentation was referred to as a "mountain of paperwork" according to one interviewee.

[Solutions] Piles of paperwork from multiple jurisdictional sources are nothing new to emergencies or bureaucratic workflows, but both FEMA and Oregon show signs of moving the status quo away from separate, yet interdependent, communication approaches and instead toward a technologically connected overarching methodology that employs structured languages, authoritative data, shared enterprise services, and secure statewide networking—consistent to all government agencies, not just those who can afford it. Key among this momentum is legislation that takes effect January 2020 in Oregon, which promises the implementation of new data-sharing models and platforms that could change the methods of collaborative documentation, not only for damage assessments but also for other public services that might also benefit from shared data between government agencies and partners. Shared data models could mean more equitable accessibility by multiple levels of public, private, and nonprofit entities. Time and resources could be saved during reporting and auditing. Cloud-hosted and geo-enabled tools could manage data like desktop publishing software cannot.

[Opportunities] Even with technological advancements, legislative mandates, state budget line items, social equity, changing climate, and other key motivators, a statewide enterprise damage assessment system poses a high level of size, scope, risk, and complexity—so much so that such a cooperative system does not yet exist in Oregon. However, this gap points to new horizons and opportunities, not just for damage assessment approaches but for other public issues and services, from homelessness to healthcare.

Methodology

[Methods are common in many report genres across disciplines. This section's formula provides the methods, or approach, or procedures that are involved in the research. The common formula is based on discipline and type of research, e.g., quantitative and/or qualitative. It can also depend on whether the research is on human subjects or tests of inanimate objects? The formula therefore morphs, but sometimes it can include all or some of the following: research overview, participants, test objects, materials, design, procedure. The example below was qualitative research, interviews and other primary and secondary research.]

Research activities during this yearlong case study were informed by practitioner experience, interview subjects, and genre theory. [□overview]

- Phone calls, in-person interviews, and correspondence with emergency management (EM) experts helped identify and understand user groups, systems, and experience with documentation. A primary user group of OEM damage assessment documentation includes local emergency management (LEM) offices, who were sought out for insight on the current disaster assessment documentation methodology. Of the more than 125 LEM individuals spread throughout Oregon's 36 counties (directors, assistant directors, sheriffs, judges, etc.), 2 representatives from northwestern coastal counties, Clatsop and Tillamook, were formally interviewed. [□participants]
- EM events were attended to meet, speak with, and hear from members of the EM community in Oregon (scientists, engineers, medical professionals, administrators, academics, etc.). Public talks included those from the State Geospatial Enterprise Office, Oregon Department of Transportation, Regional Disaster Preparedness Organization, Multnomah County EM, TriMet, Portland Bureau of Transportation, OHSU Department of Civil Engineering, PSU Department of Geology, and PSU EM Office. Experts interviewed and corresponded with included representatives from the Portland Bureau of EM, Multnomah County Operations, PSU College of Urban and Public Affairs, and PSU Hatfield School of Government. Cross-genre research included interviews with subject experts from the PSU Initiative for Community and Disaster Resilience on a new "bosai" preparedness manual and from the PSU School of Architecture Center for Public Interest Design, City of Portland, PGE, and MIT Risk Lab on "PREPHub" urban preparedness installations.[□participants]
- Garrett's elements of UX design (use strategy, scope, structure, skeleton, and surface, see **Figure 1**) were used to guide general areas of inquiry during interviews and artifact analysis [7]. Developing user profiles, scenarios, epics, stories, and causal workflow diagrams framed actors/actants, tools, documents, etc. Wireframing abstracted the overall information design of current documentation layouts, interfaces, and navigational elements. Market research compared current information architectures against single-sourcing platforms, topic-based authoring methods, structured content, and data types that more easily interact with current technology standards and practices (e.g., relational

databases, device agnosticism, APIs). Current documentation template layouts (forms, spreadsheets, training material) were analyzed for accessibility during input/output (adjustable text/color, alternative text, and multisensory functionality like haptic, visual, and audio feedback). Technical feedback was also provided by technical communicators and UX designers at user research/design workshops and meetups. [test objects, materials]

Figure 1: The 5 stages of UX design from *Elements of User Experience* (Garrett, 2011)

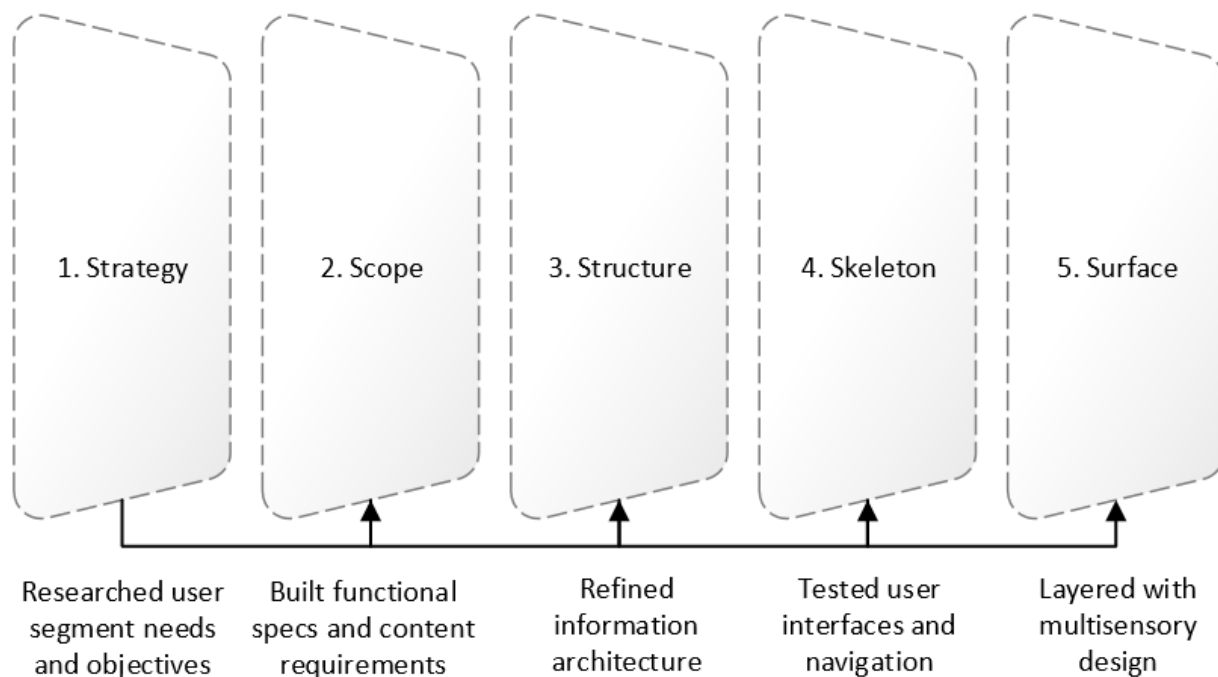


Figure caption: In addition to the figure above, see also [Appendix B](#) for artifacts from the analysis project and workshop user testing sessions.

Data, information, and artifacts gathered from research and discovery activities above were analyzed using genre frameworks to read and interpret writing scenes, situations, and genres structures [1]. [procedures] Because each genre in the assessment ecosystem emerged from the interaction of actor/actant-networks (or "techno-economic networks," to quote Porter's translation of Latour), tracing these genres through networks as units of analysis helped distinguish the scopes of knowledge work and activity that created them [8, 19]. Complementary to genre tracing and analysis, actor-network theory further assisted in helping frame the political-rhetorical differentials among individuals, groups, nonhuman actants, and those agents of power that shape the damage assessment and declaration genres [15, 20]. [research design]

Results

Overview: Genre analysis and tracing

In a 2019 worldwide comparison of insured losses due to natural disasters over the last 30 years, 2018 was the fourth-costliest year since 1980, 160 billion dollars of global economic impact, only half of which was insured [10]. Whenever, whatever, wherever, whoever an emergency hits, depending on the cause, this event can set off a cascade of complex communication between entities, prepared or unprepared, insured or not. This flurry of activity precipitates floods of data and information documented in various modes and genres. Damage assessments are a useful genre in emergencies for capturing data and reporting documented impact to life and property during the multiple phases of events large and small. A damage assessment catalyzed by an event within Oregon is morphed by multiple variables as it trades hands and systems over time. Generally, damage assessments fall into three progressive developmental stages:

Table 1: Damage Assessment Names, Government Agencies, and Stages (First to Last)

Stage Name	Government agencies	Assessment Stage
Rapid damage assessment (RDA)*	Local / County	Stage 1: The rapid assessment is completed by local and county personnel, who are helped by at-the-scene locals and volunteers/aid groups large and small.
Initial damage assessment (IDA)*	Local / County / State	Stage 2: Editorially speaking, the title "initial" does not describe how the IDA fits into the whole and is a misnomer from a local standpoint. This adjective is based more on how the assessment is viewed by the group in charge of leading, and thus naming, the stage.
Preliminary damage assessment (PDA)*	Local / County / State / Federal	Stage 3: Editorially speaking, the title "preliminary" does not describe how the IDA fits into the whole and is a misnomer from a local standpoint. This adjective is based more on how the assessment is viewed by the group in charge of leading, and thus naming, the stage.

*See the [topline summaries](#) below for expanded details on the above.

Topline summaries

Preliminary damage assessment (PDA)

FEMA names its assessment "preliminary," because the PDA starts the federal agency's workflow with a state and its localities. However, the PDA does not technically initiate the assessment process, only FEMA's. Two assessments have since come and gone before the PDA (the IDA and RDA, see below). Therefore, from a local perspective, "preliminary" seems off. FEMA is only arriving; locals have been there all along.

Initial damage assessment (IDA)

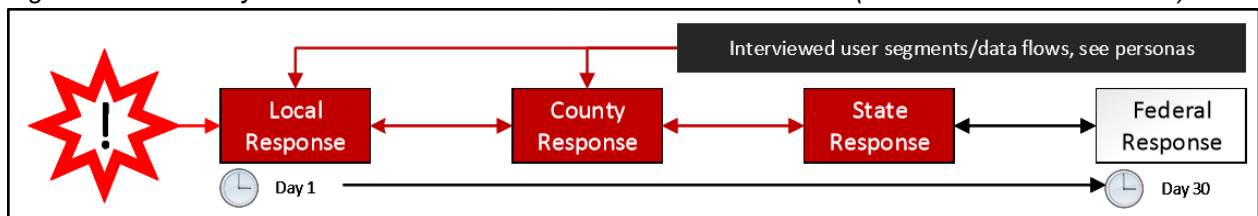
At the state level, a similar linguistic subjectivity occurs. The state calls its damage assessment the "initial" damage assessment, and while the IDA starts the state's official process (before the PDA), it is not the first assessment either.

Rapid damage assessment (RDA)

The most preliminary/initial damage assessment is arguably at the local level, i.e., in the communities it occurs. Here, however, the assessment stage is not referred to as "initial" or "preliminary," as in, one of chronology; instead, it has an adjective descriptive of its purpose, "rapid."

All three assessments are focused on communicating one thing, should the need exist: a formalized call for help. However, there are specific requirements to be met. The toll on human life and property must be officially measured and documented to declare the emergency and request assistance within the 30-day deadline—first rapidly, then initially, and finally, preliminarily. Here, the linguistically illogical nature of these three adverbs strung together is evidence editorially of the sometimes-siloed processes of government, private, and nonprofit entities' coordination during temporary documentation workflows created by emergencies.

Figure 2: The 30-day disaster documentation circuit via the Stafford Act (the "I" is the disaster event)



Detailed documentation circuit

Stage 1: Rapid damage assessment

After any emergency event, the first documented assessment of impact on life and damage to property is a "rapid" damage assessment (RDA). Emergency officials communicate with first-responders (fire, police, etc.) and coordinate field crews and other volunteer organizations via email, SMS/MMS, phone, and radio. If the event warrants it, depending on the resources

available, communication is broadcast from the temporary local emergency operations center (EOC).

There are several types/genres/methods of impact/damage assessments: self-reporting, flyovers, windshield surveys, onsite visits, door-to-door surveys, geospatial information systems, and predictive modeling. The RDA might employ some or all; it depends on the incident type, programmatic requirements, assessment stage, and timeline requirements. Each method has strengths and weaknesses, but whatever documentation methods used, the data and information of these events are often created by "first-in crews," staffed with first-responders, various emergency discipline-specific professionals, trained volunteers, as well as local, regional, and/or national volunteer and/or private/public nonprofit organizations. During the assessment survey, field crews check "first-in sites" and "target sites" of vital individuals and property specific to that community. Event impact on human life and structural and/or infrastructural damage is reported back to the local EOC, which escalates data and information. Situation reports, "sit reps," also hold info/data.

In Oregon, local emergency management (LEM) offices help lead RDA efforts during and after disasters and emergencies in coordination with public safety officials, elected officials, nonprofit organizations, and other government agencies. LEM staff are integral to the RDA and entire documentation cycle, relaying the data/info between the state Office of Emergency Management (OEM) and local individuals and businesses, local and tribal governments, special districts, and private nonprofits (state agencies with staff and property in the affected area report directly to OEM).

All of Oregon's current LEM offices and contact information can be found via a PDF of contact information published on the OEM website's main-menu header [13]. Here again, there is linguistic need to clarify terminology. When the state calls these coordinating offices "local," this can refer to a city level in areas of high populations and county level in less populated areas. Most counties employ a full-time LEM position, some two or more. In rural counties, the LEM office can be part of the local fire department or sheriff's office. Judges are even LEM contacts. The documentation of LEM contacts on the OEM website does not show, however, the many regional intergovernmental agreements between cities, counties, and other jurisdictions that share resources (e.g., Oregon Metro). LEM offices might have similar or separate systems for alerts and/or shared services with neighboring counties or other municipalities. More than one county might combine/use data.

Overall, analyzing rapid damage assessments in Oregon reveals a complexity of overlapping networks. Data are created on and reported from the local level to either a regional level and/or a county level, which gets used at the state and federal levels. While every LEM entity in Oregon follows the federal and state standards, policies, procedures, and best practices under a common operating picture, each LEM office throughout the state is also different in a number of ways due to various implicit and explicit factors (emergency funding, size, culture, geography, event, etc.). Many local systems remain disconnected from county and state systems.

Stage 2: Initial damage assessment

As soon as impact appears to be so great that state and/or federal assistance may be needed to augment local resources, affected jurisdictions must conduct a relatively quick but accurate "initial" damage assessment (IDA). Usually completed in 3 to 5 days using an assortment of methods (self-reporting, aerial photography, windshield surveys, etc.), the IDA is intended to be a best guess estimate of the dollar value of damages and severity of impact on potential applicants.

When conducting the IDA, LEM staff at city/county level work with affected localities and OEM on several fronts: prioritizing communities, public entities, locations, and facilities; analyzing numbers, costs, and impact; and focusing on worst-hit areas, critical facilities, and other high-priority locations. Just as in the RDA, LEM offices and their content-producing cities, public works departments, private nonprofits, and other jurisdictions are once again crucial during the IDA to the assessment process in helping define the needs of the disaster and what type of assistance is required via the documentation of the event. While each locality in Oregon faces its own types of disasters and emergency events (e.g., tsunamis and landslides in the west, flooding on coasts and inland, fire in the east, and severe winter storms across the state), the IDA document artifacts used by one LEM office are used by all in Oregon. Materials can be downloaded from OEM's public-facing site via its "Damage Assessment Forms, Templates and Resources" webpage, which includes Microsoft Word documents, Excel workbooks, and other documents that provide the framework and platform for damage assessment forms, information sheets, training manuals, and related materials in the documentation processes for PA [11].

During the IDA stage, responsible LEM/OEM staff become communication conduits/nexus for the content produced by affected localities. Like editors and publishers in any editorial workflow, LEM/OEM staff must track down facts and figures and compile, review, curate, and process multiple files from content producers. Contributing authors can include local jurisdictions, special service districts, certain private nonprofits, LEM/OEM staff themselves, and in some cases tribal governments. Towns and cities, public utilities, local hospitals, nonprofits, etc., are all mediated into metrics in a formalized request for assistance. The state then uses the documentation and other evidence to evaluate the amount of public infrastructure damage and emergency costs against the county-wide population to determine if the one-size-fits-all per-capita threshold assigned to the county has been surpassed. Data from all counties is then compiled to determine the total per-capita impact compared to the state's threshold. County and state per-capita figures are based on population factored against a consumer-price-index multiplier [6]. The governor's office uses the results of the IDA and other info as the basis for requesting an assessment from federal authorities, i.e., the joint PDA, outlined below.

Stage 3: Preliminary damage assessment

FEMA celebrated its 40th anniversary April 2019, but the agency publishes data from disaster declarations going back to 1953. Relative to this decades-long history, the PDA summary itself has only been publicly available online since 2008, when at the direction of Congress, FEMA began to post PDA reports on its website [18]. The declaration process as we know it today dates to key legislation from 1988, with the passing and enactment of the Robert T. Stafford

Disaster Relief and Emergency Assistance Act (an amended version of the Disaster Relief Act of 1974), providing the statutory authority for most activities related to federal disaster assistance pertaining to FEMA.

The primary purpose of the PDA is for a joint team (e.g., local, county, state, tribal, federal representatives) to identify and evaluate the incident, the results of which FEMA uses to determine whether supplemental federal and other assistance is necessary for recovery of local communities. At its core, a PDA is a quick inspection of damage, typically 3 to 5 days, again focused on magnitude and severity, like the assessments before it, but more specifically to identify scope and degree of damage, staff and funding needs, community relations and disaster recovery centers requirements, and other target/special areas, including any unmet needs that require immediate attention during response and recovery operations.

LEM offices become crucial coordinators during the PDA stage, as FEMA bases its findings and recommendations on their previous RDAs/IDAs. LEM staff help joint-government teams comprised of federal, state, and local representatives conduct a thorough assessment of the impacted area to determine the extent of the disaster, its impact on individuals and public facilities, the types of federal assistance that may be required, the level of insurance coverage in force in the area, and hazard mitigation made by local authorities. This could also include the participation of other federal agencies.

Summary

As the PDA concludes, it becomes clear how precious time, resources, and communication are from RDA to IDA to PDA; however, there are also identifiable issues with some of the modes and tools provided. The discussion section further explores these issues, user requirements, and what the future might hold for Oregon.

Discussion

Tracing Oregon's current PA damage assessment genre sets through organizational levels reveals documentation scenes and settings that can be composed of hard-to-get data, time-consuming forms and spreadsheets, and editorial workflows that can create a "mountain of paperwork." RDA, IDA, and PDA data are siloed in different systems that do not communicate with one another seamlessly, requiring conversion from one system to the next by typing, copying and pasting, using custom macros, and/or employing other customized programming. As the magnitude of the event increases, so do the number of reporting entities, facts and figures, and files to manage.

What benefits would an enterprise data management system create, in which data and information published in downstream workflows were connected to upstream workflows? What if, instead of three damage assessments for one event, there was only one damage assessment with three phases? What if data calculation and manual tasks were automated, e.g., using tax lot data for predictive damage modeling? And what of the drawbacks to digitized documentation, such as connectivity issues, low resiliency, job insecurity and resistance to new technology, cyber-security issues with centralization efforts, etc.? The sections below discuss some of the impact of a new methodological paradigm.

New data-sharing paradigms

Data management systems need a host of resources to succeed and thrive: economic, intellectual, social, symbolic, and human capital. They also need legislative inertia. Granted, there are already examples of enterprise systems at the regional and statewide government levels.

- For example, "navigatOR" is a portal hosted and maintained by Oregon Health and Science University, overseen by a number of governmental agencies and other stakeholders:
 - Joint Legislative Committee on Information Management and Technologies (JLCIMT)
 - Oregon Geographic Information Council (OGIC)
 - Geospatial Enterprise Office (GEO)
 - Department of Administrative Services (DAS)
 - Office of the State Chief Information Officer (OSCIO)
- Another example is the Oregon Spatial Data Library (OSDL), a joint effort of DAS/OSCIO/GEO and Oregon State University.
- There is also OEM's "Real-time Assessment and Planning Tool for Oregon" (RAPTOR) to share information on a common operating picture as part of the Department of Homeland Security's Virtual USA Northwest Pilot Project program. RAPTOR enables access to live data in combination with traditional map layers to create a space-time model.

However, public bodies are not mandated to share data with these systems, for disaster assessment documentation or other. New Oregon legislation set to pass might change this and thus affect the overall strategy, methodology, and platform that emergency management staff and others use. Currently, public bodies charge other public bodies fees to use their GIS data, but January 2, 2020, the last part of Oregon Revised Statute 276A.509 goes into effect, meaning state government bodies, local government bodies, and special government bodies will have a "duty to share geospatial framework data" with the Oregon Geographic Information Council (OGIC), which includes data pertinent to the state-wide geospatial preparedness layer[9]. Under a new paradigm, equitable access could expand the abilities to create, edit, track, and publish damage assessment data/info. New systems built for the mandate could relieve some of the stress of managing different user workflows via a shared platform in a collaborative work environment. IT systems could more easily coordinate the data and information matriculating down levels, across adjacent levels, and up the chain of analysis.

Data and information management systems

Damage assessments are largely form-based and assessment-centric reporting structures. The state methodology already has the genre structures; the ecology of forms just lacks the dynamics that come with programming, relational geodatabasing, and component content management system (CCMS) architectures. None of the MS Word documents or Excel spreadsheets are connected to localities' or others' systems. The forms and spreadsheets rely on the emergency apparatus of the state to pull them together each time a small or large emergency strikes. An enterprise-level CCMS assisting the damage assessment publication process would better connect data, share content, and manage workflows between content producing reporters/applicants and content reviewing management/governance. Disaster data could also be connected to geographic information systems (GIS) capability and managed via a shared geodatabase.

There are a number of different content/document management options on the market that emergency management could choose from, technological approaches with built-in workflows that go beyond MS Word and Excel and allow emergency operations centers to capture, analyze, and report field collected data in real-time, enabling better decision making. There are state-run systems to build from, e.g., the state's RAPTOR, navigatOR, OSDL, and other systems. There are also numerous deployment kits that come commercially available off the shelf, as well as software as an infrastructure, platform, or service. State meeting minutes from the Oregon GEO Framework Implementation Team charged with oversight of the preparedness layer mentions a "Data Catalog Tool: Metadata (+ArcIS Template) assessment tool...Xray (data solutions at ESRI)? OSDLData Harvest?" [14].¹ ²Indeed, Esri is a prime example, FEMA released the "FEMA Preliminary Damage Assessment Templates" in 2018, based on Esri's Survey123 platform, part of ArcGIS Online (AGOL) [2]. There are benefits and drawbacks. While Esri/AGOL and other private-industry software platforms use proprietary models, this typically means their product alone is needed to create and configure assessments. On the

¹ Source reference (known as the notes and bibliography)

² Source reference

other hand, anyone with a mobile device can download the app and complete/upload an assessment survey. These forms use XLSForms, which can be configured using spreadsheet software like MS Excel, Google Sheets, etc. There are also data dictionaries of structured content for use in assessments and other declaration documentation.

Structured content and architecture

Given connectivity and battery issues that come with digitized documentation workflows, pencils/pens, paper, and clipboards for assessments remain hardy, resilient backups and based on interviews are preferred by some. However, the risks of handwriting and processing handwritten text from documentation are lack of accuracy, precision, and consistency converting the analog data to digital form. This process introduces unnoticed mistakes and errors. Structured data (XML, XHTML, SQL, C++, Python, JavaScript, etc.) provide more consistency, as assessment architecture is designed to guide assessors through a workflow of required data/information (e.g., question/answer, lists, uploading photos, fill-in the blank). Even typed "notes" fields, while sometimes catchalls filled with unstructured data, are not only more legible than handwriting but can also be searched more easily for keywords. Assessments can be signed digitally by contributors and kept track of with unique IDs or blockchains. The whole process is relatively more measurable and traceable.³

The biggest benefit of a structured content approach is that the PDA process relies largely on the data and information gathered during the RDA and IDA. Structured content would help not only inform writers, editors, and publishers but also set up their content to be more easily extracted, transformed, and loaded from earlier assessments into later assessments. Each assessment would build on the assessment before and transform easily in the phase shift, as the emergency declaration escalates.

Extreme human-computer interaction

Extreme human-computer interaction. In further digitizing and connecting disparate parts of the disaster-assessment process, from a design of communication standpoint, human-computer interactions in extreme conditions require streamlined designs that take into consideration journeys through earthquakes, floods, fires, etc. Damage/impact data are deadline driven, input quickly at times, under adversity and/or duress possibly (e.g., flyovers or windshields surveys during inclement weather). User interfaces might need to function with other equipment (e.g., when the author/assessor is wearing personal protection equipment during an event). Complicated, intricately designed, and hard-to-use interfaces and/or architectures can be difficult to navigate, leading to loss of data. Workarounds can end up being easier than fixing design gaps when redesign or scope changes might lead to higher development costs. As a solution to usability problems, simply framed screens for handheld devices help mitigate issues. External handheld input devices also have the ability to be synced with laptops and PCs, not to mention voice command. Additionally, the app can guide the user (e.g., make selections from

³ Source reference

lists of configured parent-child selections, enter an alphanumeric code in preflight, create searchable text entries), and provide multisensory feedback via haptic, audio, and visual modes that follow accessibility standards (e.g., alternative text), plain language, and other state/federal guidelines.

The connectivity needs of users must be taken into consideration, as well. Data transmission and internet access in remote locations can be weak and unreliable in emergencies without a satellite link. Inability to transmit information compromises timeliness of data received and increases risk of data loss, with both immediate and subsequent effects. Careful consideration must be paid to the software's data storage and data redundancy to ensure data are not lost during disconnection. Assessors must be able to save input and edits. Storage and redundancy are reasons to create a native application for installation on individual devices. The program is able to run on the device independently of online software services, thus managing local storage of data input, tracking edits/versions, and uploading data in WiFi range or otherwise connecting to the web. While the prospect of downloading state software onto private devices garners some resistance, this type of methodology can be used by self-reporters in public, private, and nonprofit spheres. Data collection devices that assume a "device-agnostic" approach allow for the maximum number of types and manufacturers.

Multi-functionality and data usage come with added capabilities in the documentation management software. However, it should also be considered against the necessities of device performance and battery drain. There is always a critical need for the devices to function through assessment sessions. A powerless device renders it relatively useless, if not burdensome. Optimizing applications saves energy consumption. The device should have backup batteries and allow for a quick change in a low-charge scenario.

Local subject experts matter

Expediting the digital transformation of damage data/info from an event has the promise of streamlining the assessment process and taking the toll off a subset of the Oregon government workforce dedicated to stewarding the data to higher levels while juggling the core responsibilities of their roles during that event. Helping localities helps the whole documentation process. After all, disaster response and recovery start at the local level, with affected individuals all responding to the needs of their communities as members of them first and foremost, regardless of the level of government they work at. Data collection and retention on a digital level at the local stage (RDA) is already working toward completion of the state (IDA) and federal (PDA) assessments before they are even set in motion, with the hope that neither will be, but in anticipation that they might.

When revising or replacing an old system with a new or updated one, subject experts at all echelons of emergency management are critical for input during the whole developmental cycle, especially early in the planning phase, since localities are producers of content during emergencies, reviewers of content before merging data with the state, and applicants for aid. Familiarity with the technical and design standards of the local software stack and conventions,

business rules, security, etc., is therefore critical. Some localities may not be as financially well heeled and/or actively abreast as others with regard to changing disaster documentation technologies and methods. This will vary from locality to locality. Involving as many local users as possible in the process reduces risk as the project develops. By developing/configuring the functionality iteratively with local users, the risk of extensive final training is also mitigated during implementation. If not involved early in the development process, the design effort is exposed to risk of non-adoption. Inadequate training and unfamiliarity with any new applications can lead to less than optimal usage patterns and potential dissatisfaction with the system. When input from local users is disregarded, any difficulty of use can lead to workarounds by users, who would have rather done it the "old way," with paper and pencil. To reduce the risk of non-localization, subject matter experts must be clearly identified and notified early when they might be required and coordinate with project management to ensure availability. Emergency management offices often schedule training events all year, and interactions can be planned around these events.

Conclusion

Change is coming to disaster documentation methodologies by way of technological augmentation. Oregon must move carefully and communicatively toward any future statewide content/document management solutions and/or shared geodatabase models for emergencies large and small. The ability to control and streamline local data will only serve to help quicken and clarify response and recovery. However, the documentation of emergency incidents is not easily digitized and automated and must be paired with other disaster documentation methods that assess damage and impact. Battery-free, paper-based methods are inexpensive, easy to use, and resilient, but the transition of analog data to digital form is also then made more difficult and can be error-prone. The current digital platform used to communicate data/info currently relies heavily on desktop publishing software that promotes ballooning paperwork, but the efficiency and expediency of newly structured information architecture and automated workflows for desktop/mobile devices must be weighed against their relative fragility.

Much remains to be seen as Oregon enters and navigates this new methodological territory. The success of a new paradigm shift in damage assessments could set the stage for potential shifts in other similar areas that might also be impacted by, and successfully leverage, statewide data-sharing models. With fundamental changes in approach, however, come fundamental shifts in perspective and behavior. New conceptual territory calls for thinking across multiple boundaries: social, methodological, theoretical, and pedagogical alike.

Acknowledgments

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Appendix A: Document Profile

[List the elements below in whatever order applies]

- **Who to:** ACM SIGDOC
- **Who from:** Hank Aaron, technical communication consultant
- **What:** ACM SIGDOC Conference
- **When:** this August, Sunday 8/16 at 11:59 PM PST)
- **Where:** Portland, Oregon
- **Why:** To alert decision makers and academics at the next conference about the need for streamlining documentation during disaster declarations throughout Oregon
- **How:** I'll use the summer course to create an initial draft of the experience report to pitch ACM on Published in the Conference Proceedings

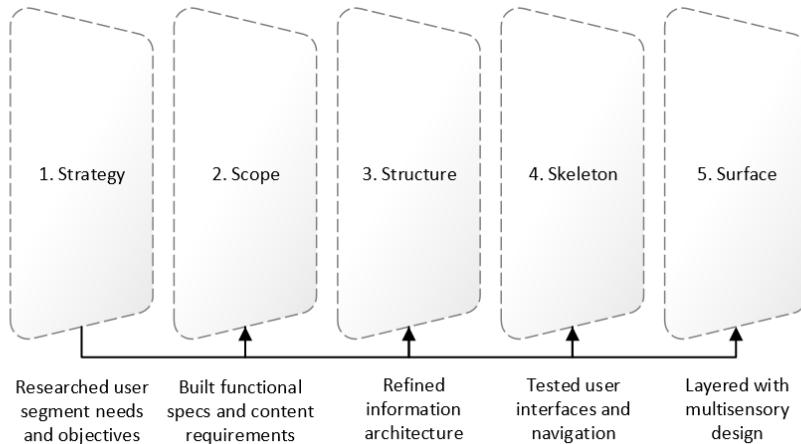
Appendix B: Use Cases & Analysis Artifacts

All figures below are from a UX analysis research project with Garrett's elements of UX design.

[REDACTED]

Purpose

Figure 1. The 5 stages of UX design from Elements of User Experience (Garrett, 2011)



1. Strategy

Researched user segment needs and objectives

Figure 2. Oregon Emergency Management Infrastructure Xcel Workbook for Public Aid

Problem: Emergency management at local, regional, state, and federal levels deal with mountains of paperwork and spreadsheets during the recovery period of a disaster, when rapid, initial, and preliminary damage assessments for impact/aid are made and time is of the essence (see example, figure 2).

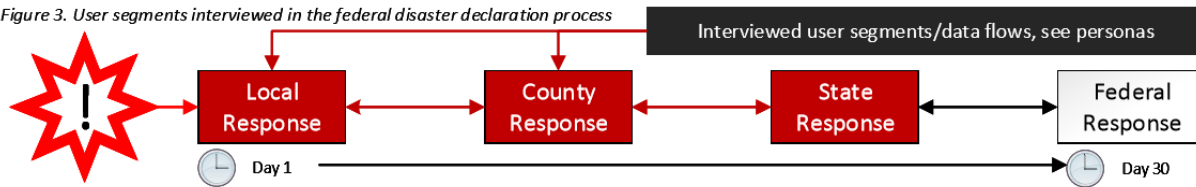
Section continued next page.

1. Strategy

Researched user segment needs and objectives, continued

Personas: Group/team personas captured problems/frustrations, strategic goals, objectives, demographic data and other attitudes of defined user segments involved in the local-to-county stage in the declaration process. Personas drdw from the user research to serve as example cases of user segments during later stages in the developmental process. Could new ways of designing, coordinating, and automating the information and data help these user personas communicate better and more fluidly with one another via other platforms?

Figure 3. User segments interviewed in the federal disaster declaration process



County/State Emergency Management: "The Compilers"

"What is the impact? Will the county and state thresholds be met?"

Overview: Local, county, and state emergency program managers prepare plans and procedures for responding to natural disasters or other emergencies. They also help lead response and recovery during/after emergencies, often in coordination with public safety officials, elected officials, nonprofit organizations, and government agencies.

Frustration: During an escalating emergency, time is of the essence and the sooner an understanding of the local and state thresholds can be made, the quicker declaration for assistance can be provided.

Age range: 40-60

Median income: \$72K*

Female/male: 35%/65%

Tech profile: NIMS, OERR, RAPTOR.

Savvy with new/old types of tech.

Internet use: 50% home/50% work



Figure 4.B. Public Assistance Applicants Persona

Public Assistance Applicants: "The Content Producers"

"We don't have a lot of time for paperwork, last item on a long list"

Overview: Public applicants include local government agencies and authorities, public utilities, and certain nonprofit organizations impacted jurisdictions who emergency resources are overwhelmed by an emergency event and must coordinate with county and state officials on the type of assessment, timelines, and coordination with public safety officials, elected officials, nonprofit organizations, and other gov't agencies.

Frustration: During an emergency, there is little time for the mountain of paperwork in the form of aging Excel spreadsheet templates, but it must be done to meet the 30-day disaster deadline.

Age range: 20-50

Median income: \$50-62K*

Female/male: 30%/70%

Tech profile: Mostly savvy with new/old types of tech. Use local systems.

Internet use: 75% home/25% work



*Source: Bureau of Labor Statistics, "Emergency Management Directors," *Occupational Outlook Handbook* (2018)

Workflow diagrams: High-level swimlane diagrams scoped the genre ecology and helped map tasks related to processes and procedures that local and county emergency managers and their respective public assistance applicants share and don't share during the local-to-county-to-state disaster declaration process.

Figure 5.A

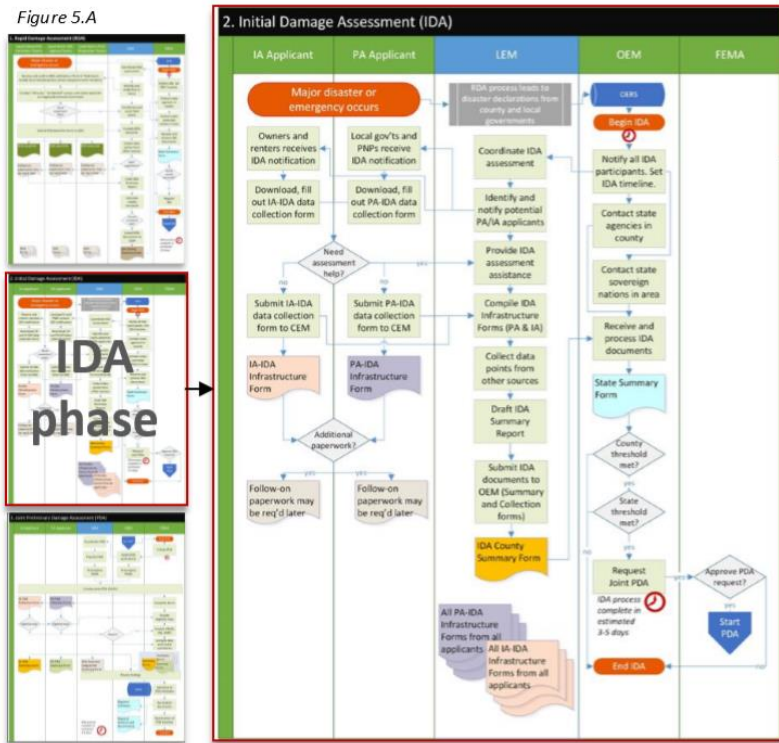
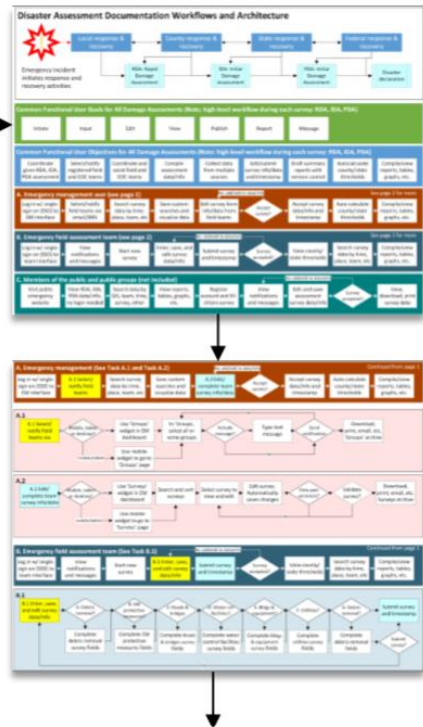


Figure 5.B



ID	ROLE OR PERSONA	REQUIREMENT	RATIONALE	PRIORITY (H-3/M-2/L-1)
Epic 2	As a Local Emergency Manager (LEM)	I want to conduct an Initial Damage Assessment (IDA)	so that I can report data/info for a request for state and federal assistance.	
Story 2-01	As a LEM	I want to be notified/contacted when the IDA is initiated	so that I can start the data gathering and analysis process within the given window (time of incident - 30 days)	3
Story 2-02	As a LEM	I want to alert/contact potential PA/IA applicants to complete IDA form	so that I can get them to report required data/info.	3
Story 2-03	As a LEM	I want to provide IDA assistance for PA/IA applicants, if necessary	so that I can make sure the data/info is valid and there are no gaps in the data/info.	1
Story 2-04	As a LEM	I want to compile IDA infrastructure forms (PA & IA)	so that I can aggregate all data into summary form	3
Story 2-05	As a LEM	I want to collect data points from other sources (e.g., public works, ODOT)	so that I can fill gaps in IDA data/info, check against data/info, and add to IDA	2
Story 2-06	As a LEM	I want to verify new calculation of county threshold ^a	so that I can report this in report to OEM.	3
Story 2-07	As a LEM	I want to draft summary report	so that I can calculate county threshold and add to state threshold numbers	3
Story 2-08	As a LEM	I want to verify accuracy of info/data	so that I do not have to resubmit work and/or cause a SNAFU down the documentation	2

User scenarios, epics, and stories: Scenarios, epics, and stories granulated the process further.

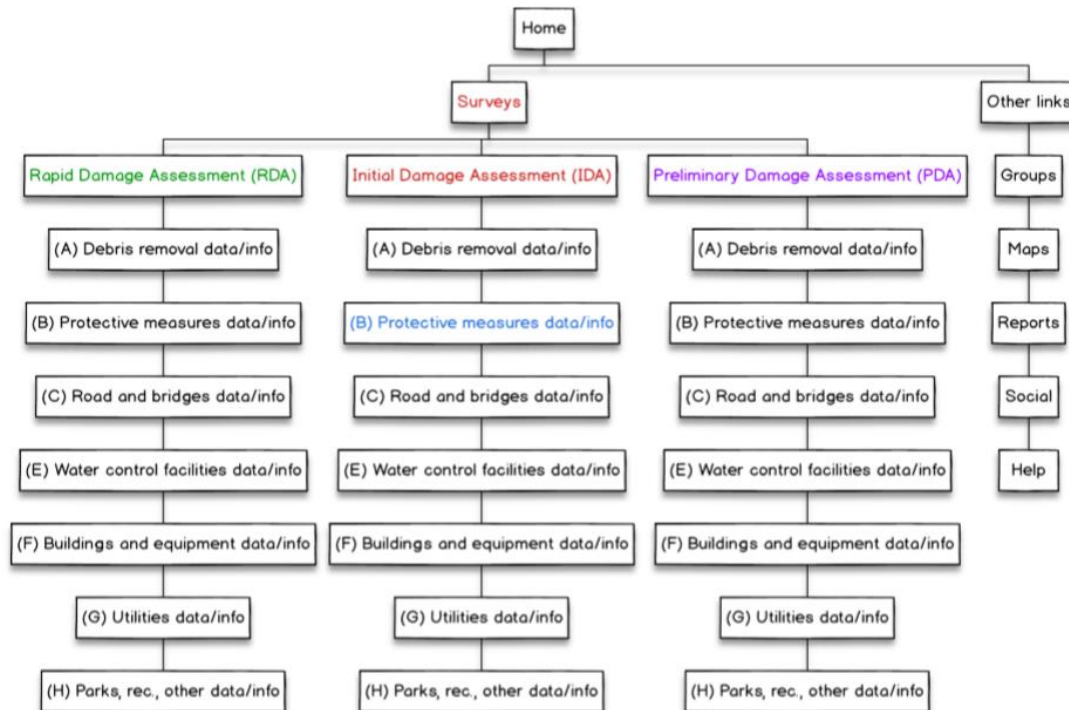
Scoping functionality/content: To get an even more granular view, the project then drilled-down into the second damage assessment phase, concentrating on the initial damage assessment (IDA), in which public applicants produce the content for the “mountain of paperwork,” and it remains for the local, county, and state emergency management to compile and vet this disaster assessment data and information.

Figures clockwise from top left. Swimlane diagrams representing the local, county, state, and federal document workflows; drilled-down tasks from the IDA; scenarios, epics, and stories for the IDA.

3. Structure

Refined information architecture and interaction design

Information architecture: Architecture diagrams mapped the high-level conceptual relationships, restructured the content areas of the excel spreadsheets, and adapted the data types to interact with relational databases/queries and website graphical user-interfaces.



IDA survey form tab	PDA survey form tab	RDA survey form	Other surveys, tabs, links
(A) Debris Removal			
(B) Protective Measures	Fire fighting		
(C) Roads & Bridges	Medical care		
(D) Water Control	Provision of supplies		
(E) Buildings, Equip.	Road closures		
(F) Utilities	Search and rescue (SAR)		
(G) Parks & Rec.	Sheltering (mass)		
Immediate need?	Other?	Conference/union hall	
Other?		Earthquake shelter	
		Stadium/amphitheater	Multnomah Athletic Club
		Outdoor enclosure	Providence Park/Soccer
		Other?	Moda Center/Basketball
			Portland Intl. Raceway
		Impact to community	Viking Pavilion/PSU
		Cost of damage	Other?
		Date, time, location	
		Take/upload picture/s	
		Other?	

Fill in blank character field
Example text

4. Skeleton

Designed and tested the user-interfaces and navigation

High-Level Wireframes: Previously conceptual aspects of the interface, navigation, and information design concretized in wireframes that were further refined with iterative usability testing sessions.

